

Trinity Basin Preparatory /  
High Point Academy



Student Handbook  
2023-2024

**Superintendent**  
**Deputy Superintendent of Schools**  
**Chief Academic Officer**  
**Chief Financial Officer**  
**Chief Development Officer**  
**Chief Operations Officer**

**Randy Shaffer**  
**Lesley Austin**  
**Jodi Rebarchek**  
**James Dworkin**  
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**David Tecuatl**

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**HPA South (PreK4 through 6<sup>th</sup> Grades)**

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**Office Hours**

7:30 a.m. - 4:00 p.m.

**School Hours**

8:00 a.m. – 3:15 a.m.

**Principal – Jana Godkin**  
**Vice Principal – Arliana Armstrong**

**Breakfast Hours**

7:30 a.m. – 7:55 a.m.

**HPA West (Kinder through 5<sup>th</sup> Grades)**

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**Office Hours**

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**School Hours**

8:00 a.m. – 3:15 p.m.

**Principal – Heather Houpt**  
**Vice Principal – Micaela Massacci**

**Breakfast Hours**

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**Office Hours**

7:30 a.m. – 4:00 p.m.

**School Hours**

8:15 a.m. – 3:30 p.m.

**Principal – Craig Shreckengast**  
**MS Vice Principal – Ashley Deason**  
**HS Vice Principal – Joseph Holt**

**Breakfast Hours**

7:30 a.m. – 8:00 a.m.

Welcome to Trinity Basin Preparatory and High Point Academy!

Trinity Basin Preparatory is a free public charter school with campuses in Dallas, Fort Worth, Mesquite, and Grand Prairie. Since opening its first campus in 1999, Trinity Basin Preparatory has expanded to provide a safe, disciplined learning environment focusing on literacy and language acquisition skills for thousands of students, ages 3 years through 12<sup>th</sup> grade. This year we will have twelve campuses, including a new high school, and we will serve nearly 7,000 students.

The mission of Trinity Basin Preparatory is to inspire every student to do more, expect more, and be more. To make this mission a reality, every student and employee of Trinity Basin Preparatory is expected to exemplify the following core values of a TITAN:

1. **T** Truthful: We seek and speak the truth. We operate with integrity and honesty.
2. **I** Innovative: We are creative and use resourcefulness in solving problems.
3. **T** Tenacious: We are unshakable, determined, and we possess true grit.
4. **A** Accountable: We are transparent in our actions and are accountable to each other.
5. **N** Nurturing: We build relationships and deeply care about all members of the TBP family.

The vision of Trinity Basin Preparatory is to provide meaningful educational choice to families across Texas. We do this by building and maintaining a system of charter schools that are academically successful and financially strong. Trinity Basin Preparatory will be a safe, sustainable, innovative, and successful charter district, empowering students and their families with educational opportunity.

The 2023-2024 school year brings many exciting opportunities to our district. First, we welcome High Point Academy into the Trinity Basin Preparatory family. With three campuses, high school, a strong fine arts program, and a proven academic track record, the High Point Difference is alive and well at Trinity Basin Preparatory. We welcome all of you to our family.

We are also bringing another wonderful campus online this year in Grand Prairie. We welcome the opportunity to expand our footprint again with what will no doubt be an outstanding facility filled with great people bringing educational choice to more students.

Our growth and success are only possible because we have great people – staff, students, and families. We are glad you have chosen to be a part of the Trinity Basin Preparatory / High Point Academy family.

## **PREFACE**

The Trinity Basin Preparatory Student Handbook contains information students and parents will need to ensure a successful school year. Throughout the handbook, the term “the student’s parent” means natural parent, legal guardian, or other person standing in parental relation.

The Student Handbook is designed to be in accordance with Board policy and the Student Code of Conduct adopted by the Board of Directors. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Changes in policy that affect student handbook provisions will be communicated via memos and other means to students and parents. These changes will generally supersede the provisions found in this handbook and those made obsolete by the newly adopted policy.

In case of conflict between a Board policy or the Student Code of Conduct and provisions of student handbooks, provisions of policy or the Student Code of Conduct most recently adopted by the Board shall prevail.

Trinity Basin Preparatory will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in all educational programs.

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## **SECTION 1: STUDENT DISCIPLINE**

### **STUDENT CODE OF CONDUCT**

Trinity Basin Preparatory has disciplinary authority over a student as outlined in the Student Code of Conduct. A copy of the Student Code of Conduct is attached. Parents may request a printed copy from the school office.

#### **DISCIPLINE**

Students who violate the school's Student Code of Conduct shall be subject to disciplinary action. The school's disciplinary options include using one or more discipline management techniques, suspension, and expulsion. Disciplinary measures are applied depending on the nature of the offense. The Principal can provide more information about the school's Student Code of Conduct, which is attached.

#### **DISRUPTIONS**

In order to maintain a safe environment for our students and sustain an educational program free from disruption, state law permits the school to take action against any person—student or non-student—who:

- Interferes with the movement of people in an exit, an entrance, or a hallway of a school building without authorization from an administrator.
- Interferes with an authorized activity by seizing control of all or part of a school building.
- Uses force, violence, or threats in an attempt to prevent participation or to cause disruption in an authorized school assembly.
- Uses force, violence or threats in an attempt to prevent people from entering or leaving school property without authorization from an administrator.
- Disrupts classes while on school property or on public property that is within 500 feet of school property. Class disruption includes, but is not limited to, making loud noises, trying to entice a student away from, or to prevent a student from attending a required class or activity, entering a classroom without authorization and disrupting the activity with profane language or any misconduct.
- Interferes with the transportation of students in school vehicles.

#### **DRESS CODE POLICY**

It is the philosophy of Trinity Basin Preparatory that the school is responsible for the total development of each student enrolled within its school. This total development includes the training of students in social and moral standards, ethical conduct, good manners, and good grooming as well as the teaching of academic subjects. With this philosophy in mind, the Board has approved the following dress code.



These guidelines apply to all students enrolled in Trinity Basin Preparatory. Sponsors of extra/co-curricular activities may, at their discretion, establish grooming guidelines for students involved in such activities that are more stringent.

A higher standard of dress encourages great respect for individual students and others. It will result in a higher standard of behavior. Our dress code guidelines listed below clearly indicate what appropriate school dress is for normal school days and designated spirit days. All students are expected to follow these guidelines at all times while on campus. The administration of Trinity Basin Preparatory reserves the right to interpret these policies during the school year.

**Decisions regarding dress and grooming are administrative decisions and may be appealed to the Deputy Superintendent of Schools. The decision of the Deputy Superintendent of Schools is final.**

A parent may request in writing an exception to the mandatory Dress Code Policy based on religious or cultural reasons, or due to a verified medical condition. Parents should direct such requests to the campus Principal.

When students are out of dress code, parents will be called to bring an appropriate school uniform to the student. Parents will have one hour to bring the appropriate uniform items to the campus to correct the issue. If dress code problems persist, appropriate disciplinary consequences will be applied.

Each campus office has information on where school uniforms may be purchased.

**Trinity Basin Preparatory / High Point Academy  
2023-2024 Student Dress Code**

The intent of Trinity Basin Preparatory/High Point Academy’s dress code is to prevent distractions in the educational environment so that students and staff may focus on academics. The expectation is that uniforms are clean, neat, and the right size. All accessories should be understated. Each campus office has information on where school uniforms may be purchased.

Exceptions to the dress code for an individual student may only be granted by the Superintendent or designee for a medical reason, a religious, cultural or deeply held philosophical belief, or any other basis protected by law. Campus- or district-wide exceptions to the dress code must be limited and approved in advance by the Deputy Superintendent of Schools or designee.

DRESS CODE FOR GIRLS

- Red or blue HPA polo (logo required), short or long sleeve shirts; shirts must be tucked in at all times
- White or navy long-sleeved knit top may be worn under short-sleeved polo during cold weather
- White Peter Pan collar shirt may only be worn under jumpers
- Official HPA crewneck or hooded sweatshirt (with official polo worn underneath)
- Plain front khaki pants, or shorts; no skinny, cargo, or pleated pants or shorts
- Khaki jumper (logo required), skort, or skirt
- Plaid jumper, skort, or skirt
- Solid brown or black belt if there are belt loops (except for Kindergarten)
- Closed toe and closed heel shoes
- Solid tan, white, black, navy, or red socks (applies to all socks, including “no-show”)
- Solid white, red, navy or black leggings may only be worn under jumpers, skirts, and skorts in cold weather
- Shorts, skirts, skorts, and jumpers may be no shorter than three inches above the knee

DRESS CODE FOR BOYS

- Red or blue HPA polo (logo required), short or long sleeve shirts; shirts must be tucked in at all times
- White or navy long-sleeved knit top may be worn under short-sleeved polo during cold weather
- Official HPA crewneck or hooded sweatshirt (with official polo worn underneath)
- Plain front khaki pants or shorts; no skinny, cargo, or pleated pants or shorts
- Solid brown or black belt if there are belt loops (except for Kindergarten)
- Closed toe and closed heel shoes
- Solid tan, white, black, red, or navy socks (applies to all socks, including “no-show”)
- Shorts may be no shorter than three inches above the knee

Outerwear

Non-HPA outerwear may be worn outside the buildings, but must be removed upon entering buildings. Students may only wear HPA outerwear inside the school buildings. HPA outerwear must be school approved and have the logo.

Hair

- Hairstyles are expected to be clean, neat, and in good taste.
- Hair must be of a natural hair color including blond, black, brown or red.
- Facial hair should be clean and neat.

## NOT ACCEPTABLE FOR DRESS CODE

- Sagging or low-rise pants
- Undergarments should not be visible
- No visible tattoos
- No excessive make-up
- Body piercing
- Bandanas or anything worn across the forehead
- Head coverings of any kind, including hats, shower caps, bandanas, sweatbands
- Large or distracting belt buckles
- Altered or unnatural hair colors (including highlights); distracting hairstyles including but not limited to faux hawks, designs shaved in hair, excessive spikes, etc.; distracting or large hair accessories are also not acceptable
- Uniform pieces that are too small, dirty or torn
- No modifications or alterations can be made to any part of the uniform, including, but not limited to, monograms, embroidery, symbols, except for approved embroidering of the HPA logo

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## **SPIRIT DAY DRESS CODE**

Fridays are designated as Spirit Days. On Spirit Days, students may choose from one of the following two options.

Option 1 Students may wear their full uniform and follow the regular dress code

Option 2 An HPA approved t-shirt with jeans or khaki pants, shorts, or skirts.

- Blue jeans must be solid, dark blue, may not be too tight or too small, and may not be baggy. Blue jeans must not have embellishments, embroidery, or holes. Blue jeans must touch the top of the shoes.
- Jeans and pants may not be ripped, torn, and/or distressed to the point of having visible holes whether or not another layer is worn beneath them.
- Shorts and skirts must be no shorter than three inches above the knee.

## **COLLEGE DAY DRESS CODE**

The Wednesday after the end of each six-week grading period is designated as college day. Students may follow the Spirit Day Dress Code, with the exception that they may wear a college t-shirt instead of an HPA t-shirt.

## **FREE DRESS DAYS**

Free dress will be allowed on certain designated days. Clothing must be clean, modest, and appropriate for school wear. These guidelines also apply to attire for after school classes, sports, and other school events.

- All shorts, skirts, and dresses should be no more than three inches above the knees
- The straps of a student's top should be at least three flat fingers across in width
- Closed toed and closed heel shoes
- No low cut dresses or top
- No hats
- No strapless, halter, tank, tube tops, or bare midriff style tops
- No oversized shorts/pants worn low on hips
- No t-shirts with inappropriate advertising, language, or pictures
- Leggings may only be worn under a skirt or shorts or with a shirt that comes to mid thigh

Students must follow the regular dress code regarding accessories and prohibited items regardless of the option chosen.

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The administration of Trinity Basin Preparatory / High Point Academy reserves the right to interpret these policies during the school year, as amended by the Board.

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Signature

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## **BULLYING**

Bullying will not be tolerated at Trinity Basin Preparatory. All complaints of bullying will be investigated and responded to in accordance with Trinity Basin Preparatory's board approved Anti-Bullying Policy and all applicable state and federal laws. The Anti-Bullying Policy is attached to this handbook as Appendix 2 and is posted on the school's website.

## **PROHIBITED ITEMS**

Trinity Basin Preparatory will continue to use contraband detecting canines. Personal belongings of students taken into the classroom shall be subject to inspections. Ammunition, any type of knives, tobacco products, chemical dispensing devices (even a small chemical dispenser sold commercially for personal protection), alcohol and illegal narcotic substances confiscated will not be returned. Possession of firearms on school property is an expellable offense by state law. Confiscated prohibited items will not be returned to the parent. Prohibited items may be turned over to law enforcement officials. A complete list of prohibited items can be found in the Student Code of Conduct.

## **DRUG-FREE SCHOOL ZONE**

Texas Health and Safety Code §481.134 provides that certain drug-related crimes are subject to more severe criminal penalties if they occur in, on, or within 1,000 feet of premises owned, rented, or leased by a private or public elementary or secondary school including on a school bus. In addition to referring a student who commits a drug-related crime for criminal prosecution, the school will consider such acts to be school-related misconduct and may discipline the student for the misconduct in accordance with the provisions of the Student Handbook and the Student Code of Conduct.

## **GRIEVANCES BY STUDENTS/PARENTS**

Usually student or parent concerns can be addressed simply by a phone call or a conference with the teacher. For those concerns that cannot be handled so easily, a parent or student should first discuss the complaint with the campus Principal. If unresolved, a written complaint and a request for a conference should be completed and submitted to the Chief Academic Officer at central administration.

## **INTERROGATIONS AND SEARCHES**

Trinity Basin Preparatory uses contraband-detecting canines to maintain a safe school environment. All desks and lockers are the property of Trinity Basin Preparatory and are subject to search by Trinity Basin Preparatory at any time, whether or not the student is present. Students' personal property brought on campus shall be subject to search at any time and without prior notice. Trinity Basin Preparatory also may conduct searches of a student's person (including outer clothing, pockets, and shoes) with reasonable suspicion of the presence of an item violating the Student Code of Conduct, or criminal laws, and that the search could reasonably be expected to produce evidence of that violation.

Reasonable suspicion for search exists if there is reasonable suspicion that the student is currently possessing, ingesting, or under the influence of alcohol or other controlled substances. The following are a few, but not all of the examples of circumstances supporting reasonable suspicion:

1. Smell of alcohol on breath
2. Present inability to communicate
3. Dilated pupils
4. Odor of marijuana
5. Habitually sleeping in class
6. Bloodshot eyes
7. Canine alert on one's locker, books, backpacks, bags, etc.
8. Information from any person, including students and school employees

Campus and district administrators have the authority to question students regarding their conduct or the conduct of others.

### **NON-CPS LAW ENFORCEMENT AGENCIES**

#### **QUESTIONING OF STUDENTS**

When law enforcement officers wish to question or interview a student at school:

1. The Principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
2. The Principal will make reasonable efforts to notify the parents.
3. The law enforcement officer will not be permitted to question the student without the parent present or without written consent from the student's parent or guardian.

It is the responsibility of a law enforcement officer, who wishes to question or interview a student at school, to contact that student's parent or guardian in order to obtain advanced consent. For this purpose, school personnel will provide, when permitted, the telephone number of a student's parent or guardian to a requesting law enforcement officer.

#### **STUDENTS TAKEN INTO CUSTODY**

State law requires the school to permit a student to be taken into legal custody by a law enforcement officer:

1. To comply with an order of a juvenile court.
2. To comply with the laws of arrest.
3. By a law enforcement or probation officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision (i.e. conduct that happened at school).
4. To comply with a valid court order or warrant to take a student into custody.

Before a student is released to a law enforcement officer, the Principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student. Because the Principal does not have the authority to prevent or delay a custody action, parent notification will most likely be after the fact.

#### NOTIFICATION OF LAW VIOLATIONS

The school is also required by state law to immediately notify all instructional and support personnel who have responsibility for supervising a student who has been arrested, convicted, received deferred prosecution, received deferred adjudication, received an adjudication of delinquent conduct, or has been referred to the juvenile court for any felony offense or for certain misdemeanors. All school personnel shall keep this information confidential.

#### VANDALISM

Pursuant to Texas law, a parent or other person who has the duty of control and reasonable discipline of a child is liable for any property damage caused by:

1. the negligent conduct of the child if the conduct is reasonably attributable to the negligent failure of the parent or other person to exercise that duty; or
2. the willful and malicious conduct of a child who is at least 10 years of age but under 18 years of age.

Students and their parents will be held financially responsible for willful destruction or damage to school property. Financial reimbursement to the school does not exempt the student from punishment or criminal prosecution.

**SECTION 2: ATTENDANCE / TRUANCY**  
**COMPULSORY SCHOOL ATTENDANCE LAWS**

**To All Parents/Guardians of Trinity Basin Preparatory:**

**School districts are required to provide parents with information regarding Compulsory School Attendance Laws. This information also serves as the official required WARNING NOTICE for parents and/or students who might have non-compliance attendance related issues.**

In Texas, students who are at least six years of age by September 1, or who are younger than six and have previously been enrolled in first grade, and have not yet reached their nineteenth birthday are required to attend school unless otherwise exempted by law. In addition, any Pre-K or Kindergarten students enrolled in school are subject to the same attendance laws as all other students.

Students are required to attend each school day for the entire period the program of instruction is provided. By law, school employees are required to investigate and report violations of the state compulsory attendance law.

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 or legal guardian is subject to prosecution under Texas Education Code § 25.093 and the student is subject to referral to a truancy court for truant conduct under Texas Family Code § 65.003(a). Trinity Basin Preparatory will notify the student's parent if the student has been absent from school, without excuse, on three days or parts of days within a four-week period.

Trinity Basin Preparatory is required by law to refer any student who misses ten or more days or parts of days within a six-month period to a truancy court. Trinity Basin Preparatory 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 TBP provides evidence of the parent's criminal negligence.

Students must be signed in or out at the office when leaving or arriving at the campus any time after classes have begun. A parent must sign the student in or out.

Students who are absent from school for any reason will not be allowed to participate in school-related activities on that day or evening without approval from the Principal.

Students who are absent from school or from any class without permission will be considered truant and will be subject to disciplinary action.

A student absent from school for five (5) consecutive school days, without excuse, may be administratively withdrawn from school.



## ABSENCE DOCUMENTATION

When returning to school after an absence, a student must bring a note to the office regarding the absence. Notes from a doctor, other medical provider, or a court will make the absence excused for truancy purposes. Notes signed by the parent that describe the reason for the absence will make the absence unexcused for truancy purposes, **but are still required and will be considered when determining whether to file truancy.** Even though parent notes generally do not excuse an absence, they are an important communication tool to let the school know that the parent was aware of the absence. If the note is forgotten the student will have two school days after they return from an absence to bring a note.

Parents may email their campus attendance staff either a copy of a medical note excusing an absence or an explanation of their child's absence that will serve as a parent note. Attendance emails should include the student's name in the subject line of the email and be sent to the appropriate attendance email address according to the campus their child attends. Attendance email addresses are as follows:

- attendanceEwing@trinitybasin.net
- attendance10th@trinitybasin.net
- attendanceJefferson@trinitybasin.net
- attendanceLedbetter@trinitybasin.net
- attendanceMesquite@trinitybasin.net
- attendancePafford@trinitybasin.net
- attendanceBolt@trinitybasin.net
- attendancePanola@trinitybasin.net
- attendanceGrandPrairie@trinitybasin.net
- attendanceHPASouth@trinitybasin.net
- attendanceHPAWest@trinitybasin.net
- attendanceHPAUpper@trinitybasin.net

The school may verify the authenticity of all notes from doctors or other medical providers.

The following codes are used by the school to document absences:

- W and A – student is absent, but no written note is received to explain the absence
- E – absence is excused; a doctor's note was received to justify the absence or student is sent home by the nurse/clinic aide pursuant to school clinic policy and procedures
- X – absence is excused; a parent note was received to justify the absence – \*\*Note: a student may only be excused for four days during the entire school year as a result of parent notes; after four days, all other parent notes will be coded as a "U"
- U – absence is unexcused; following four days of excused absences for parent notes, all subsequent written notes from a parent to explain absences will be unexcused

The code "M" will be used when a student attends a medical appointment and school on the same day. In this case, the student will be considered present. An absence will only be changed to an "M" after a note from a medical provider has been received.

Students who become ill during the school day will be referred to the school's nurse or clinic aide or the office of the building administrator. Please note that even when a student is sent home sick or is signed out by a parent or guardian, a note with the parent's signature is required. Notes signed by the student, even with the parent's permission, will be considered forged and the student will be disciplined.

Students that have to be absent from school for a doctor's appointment must have documentation of the appointment.

### **TRUANCY PREVENTION MEASURES**

Before referring a student or parent to truancy court, Trinity Basin Preparatory is required by Texas Education Code § 25.0915 to institute Truancy Prevention Measures. Truancy Prevention Measures are meaningful interventions aimed at addressing the root cause of a student's unexcused absences to ensure that chronic absenteeism does not undermine a student's performance and success.

Truancy Prevention Measures may include any or all of the following:

- Parent/student conference with attendance clerk, campus administration, counselor, and/or teachers
- Counseling
- Mentoring
- Student Attendance Behavior Improvement Plan
- Attendance at a Truancy Tribunal
- Signing in at the front office every morning and completing Daily Monitoring Sheets

When chronic absenteeism is being caused by stress factors at the school in the student's immediate learning environment or in the student's life outside the school, parents are encouraged to contact the school as soon as possible for assistance. Campus administration and/or the school counselor are available to work with students and parents in coming up with supports and interventions to alleviate the stress factors in the student's life, which in turn should help with student attendance.

### **ATTENDANCE FOR CREDIT**

In order to receive credit in a class, students must be in attendance for at least 90 percent of the number of days the class is offered. All absences, including excused absences, unexcused absences, and suspensions, will be counted when determining if a student has been in attendance for 90 percent of the class. Students who are in attendance for fewer than 90 percent of the days the class is offered shall not be given credit for the class unless an attendance committee finds that the absence(s) are the result of extenuating circumstances. It is the responsibility of the student and parent to make an appeal to the attendance committee for the awarding of credit or promotion.

The attendance committee may consider the following extenuating circumstances for the purpose

of granting credit for a class:

1. An absence based on personal sickness, sickness or death in the family, doctor's visit, weather or road conditions making travel dangerous, or any other unusual cause accepted by the CEO.
2. Days of suspension.
3. A migrant student's late enrollment or early withdrawal.

The attendance committee may require students to fulfill the instructional requirements for the class in order to be awarded credit for the class or promoted. This may include attendance at Saturday school, Summer School, after school tutoring, or other time outside the normal school day.

### **TARDY POLICY**

At Trinity Basin Preparatory, we are sincerely focused on the academic success of our students. To reach this goal, school attendance is essential. An integral part of school attendance is promptness. Regular and timely attendance will assure that each student's education will be uninterrupted and will help to ensure they have a successful and positive academic experience. Any student not in their classroom at the beginning of the school day will be required to sign in at the office and receive a tardy pass in order to be admitted to class. **Parents must come inside the building and sign the student in with front office personnel for each tardy.**

The following progressive consequences will occur when students are tardy.

**First and second tardy:** Student and parent are given a verbal warning when signing in at the office.

**Third tardy:** A telephone call to the parent notifying them that the student will be serving a lunch detention.

**Fourth tardy:** The student and the parent will be required to serve a Friday detention (1 hour).

**Fifth tardy:** A parent/assistant principal conference will be held during which the assistant principal shall explain that the student's tardies are becoming repetitive "Type A" behavior. The student and the parent will be required to serve a Saturday detention (3 hours).

**Sixth tardy:** The student will serve a one day in school suspension.

**Seventh tardy:** The student will serve a two day in school suspension.

**Subsequent tardies:** The attendance committee will determine the consequences for all subsequent tardies.

**\*\*Important Note\*\***

Tardies will “reset” each six weeks. However, consequences may be accelerated for chronic, repeat offenders. For example, if a student reaches 3 or more tardies in a six-week period a parent/campus administrator conference will occur in addition to disciplinary actions determined by the attendance committee.

### **EARLY DISMISSAL**

Early dismissals also affect student performance and achievement. Therefore, students with excessive early dismissals will be referred to the attendance committee to determine appropriate actions to ensure student success.

### **PARTICIPATION IN AFTER-SCHOOL ACTIVITIES**

Any student absent from school will not participate in any after-school activities, including performances, rehearsals, practices, games or other activities on that day without documentation of a medical appointment or other approved absence.

Any student signing in to school after 9:00 a.m. without documentation of a medical appointment or an approved out-of-school performance will be considered absent for that day and may not participate in after-school activities.

Time missed for an out-of-school performance should be limited to the duration of the performance plus reasonable travel time. Students absent for an approved performance must return to school before the end of the school day in order to be eligible to participate in after-school activities.

## SECTION 3: ACADEMICS

### GRADING

Trinity Basin Preparatory is committed to creating an environment where quality assessment and evaluation will occur to communicate and improve student learning. Assessment tools are designed to accurately assess students' mastery of the Texas Essential Knowledge and Skills (TEKS). Formative and summative assessments are important to facilitate student learning.

Formative assessment (Assessment FOR Learning) occurs during the state of learning in which students are "forming" their understanding of the concepts being taught. Examples of formative assessment include, but are not limited to, class discussion, daily practice, independent practice, homework, teacher observation, and checkpoints.

Summative assessment (Assessment OF Learning) occurs at a point in the learning where the teacher is assessing and evaluating mastery of the concepts being taught. Examples of summative assessment include, but are not limited to, quizzes and/or tests, projects, presentations, and reports.

The school year is divided into two semesters of three (3) grading periods each.

#### Grades 1 through 8

Every six weeks, the school will send home report cards to notify parents of students' grades in each class or subject. Except for the end of the first three weeks of school, progress reports for every student will be sent home at the end of the first three weeks of each six-week grading cycle.

The minimum passing grade for all classes in the first through eighth grades is 70. Maintenance of a grade of 70 or the equivalent is required for promotion or course credit or for participation in school-sponsored extracurricular activities. Individual class assignment grades will reflect the actual grade made on the assignment.

A teacher shall reteach and retest a targeted group of students when 40% or more of that class has failed a summative assessment. The maximum grade assigned for any re-assessment is 70%. The teacher shall record the higher of the two grades earned for those students being retested. Reassessment should occur within one week of the original assessment. When less than 40% of a class has failed an assessment, a teacher shall reteach and retest individual students who have failed the assessment. The students will earn the higher of the two grades.

#### Pre-Kindergarten and Kindergarten

Pre-Kindergarten and Kindergarten students will receive a standards-based report card. PK4 and Kindergarten students will receive a report card every six weeks. PK3 students will receive report cards at the end of the 2<sup>nd</sup>, 4<sup>th</sup>, and 6<sup>th</sup> six-week grading periods.

A student's level of mastery of specific skills and standards will be reflected through the use of the following grading system:

- E** = Exceeds the expectations of the state standard
- S** = Satisfactory; meets the state standard
- N** = Needs improvement in working towards the state standard
- U** = Unsatisfactory; shows an area of concern

## **PROMOTION**

Promotion to the next grade level shall be based on an overall average of 70% on a scale of 100% based on course-level, grade-level standards for all subject areas. In some circumstances, a combination of classroom grades and standardized test scores could result in retention. The Grade Placement Committee will meet with parents if retention is being considered.

## **HOMEWORK POLICY**

Parents are expected to work in partnership with their child's teacher to ensure that all assignments are turned in on time and reflect the **child's** best effort. Parents should carefully review the Student/Teacher/Parent Compact.

Homework is an important aspect of the learning process. Among other benefits, homework:

- helps the student develop positive study skills and habits;
- teaches the student to work independently and take responsibility for his/her work;
- allows the student to review and practice what was covered in class, making it applicable and engaging as well as exploring the subject more fully;
- integrates learning by applying many different skills to a single task through project-based instruction; and
- allows parent involvement because the student communicates to the parent about what they are learning. This interaction can enhance the student's enthusiasm.

Your child will be given homework assignments on a daily and/or weekly basis. In addition, students are expected to complete any class work which was not finished in class due to a lack of effort on the student's part. The homework guidelines are as follows:

Each student is responsible for completing assignments and turning them in on time. If a student fails to turn in an assignment, the student may stay after school the following day, after parents have been notified, until the assignment is complete. Assignments turned in one day late will receive a maximum grade of 85%. Assignments turned in two days late will receive a maximum grade of 70%. Assignments turned in more than two days late will receive a maximum grade of 50%.

Homework is instrumental to a student's progress. Below are some suggestions for ways you can help your child:

- Make homework rules together with your child. Decide when and where the homework will be completed. Set consequences if the homework is not completed.

- Provide a quiet place for your child to do homework, such as a desk or the kitchen table.
- Make sure there is sufficient light and that distractions are limited.
- Give your child a healthy snack before he/she begins homework.
- Do the homework in increments of 20 minutes, then take a 5-minute break.
- Encourage your child to work independently. Assist as needed.
- Give your child positive words of encouragement, such as “I am proud of you” or “I knew you could do this all by yourself!”
- Know the day your child’s homework is due each week and check to make sure the homework has been completed and is returned to school on the due date

If a student persistently turns homework in late or fails to complete homework assignments, the student’s parents will be required to have a conference with a campus administrator. Failure to turn in homework on time is considered a behavioral versus an academic issue. In accordance with the Student Code of Conduct, students are required to come to class prepared each day. Failure to turn in homework, without extreme extenuating circumstances, is considered a violation of this requirement and will result in disciplinary action. Please feel free to contact your child’s classroom teacher if you have any questions about our homework policy or specific homework assignments.

### **MAKE-UP WORK**

All students shall be allowed to make-up work when they are absent from class. For all absences, students shall have a time equal to the number of days absent from class to complete all missed assignments. Under extenuating circumstances such as long-term illness or family emergencies, the principal may choose to give students more than one day for each day missed to make-up assignments. In situations where the assignments were given before the student was absent, a shorter time frame may be required at the teacher’s discretion. Work not completed within the appropriate time frame will result in a zero in the teacher’s gradebook for the missed assignments.

Tutoring time may be used to administer a make-up test or quiz to prevent the student from missing additional class time.

### **TESTING**

The Texas Education Agency requires that the State of Texas Assessments of Academic Readiness (STAAR) test be administered to all eligible students in third through eighth grades. The test is designed to assess mastery of the state curriculum.

Parents will be notified of all STAAR and important district test dates as they approach. Examples of additional assessments given to students annually are: NWEA-MAP, Imagine Learning, literacy screenings, Fitnessgram, Texas English Language Proficiency Assessment System, TEA interim assessments, and district TEKS-based assessments.

## TUTORING

Teachers will provide tutoring in core subject areas before or after school on a regular schedule. Students who are invited to tutoring will receive information regarding dates and times and must return a signed parental permission slip before tutoring will begin. Any student who has not been invited to tutoring or who has not returned a permission slip will not be permitted to stay on campus later than the regular scheduled pick-up time.

The school will notify parents of students who are invited to tutoring of the specific days and times that tutoring will occur.

**Parents should pick up their children promptly at the conclusion of tutoring. If a parent is more than 10 minutes late picking up their child, the teacher will begin calling all phone numbers on file for that parent including home, cell, work, and emergency contact numbers. If the parent or any other contact cannot be reached within 20 minutes, the school will contact law enforcement authorities. If the parent has an emergency that causes them to be late to pick up their child, they must contact the school as soon as possible regarding the emergency.**

**Parents who are more than 10 minutes late two times in one semester will be required to have a conference with the Principal, or their designee, in order for their child to remain in tutoring.**

## HOUSE BILL 4545 (HB 4545)

In 2021, the Texas Legislature passed House Bill (HB) 4545, which requires school districts to provide accelerated instruction for any student in grades 3 through 8 who “Did Not Meet Grade Level” or did not take the STAAR assessment. The legislation also eliminates grade retention and retesting requirements tied to STAAR test results in grades 5 and 8.

*Accelerated instruction* is targeted, supplemental instruction aligned to the TEKS which must help the student in demonstrating proficiency in each content area. It may occur before school, after school, or be embedded during the school day.

An *accelerated learning committee* will develop an individual educational plan and monitor progress for any student who scores in the “Did Not Meet” category on a grade 3, 5, or 8 math or reading STAAR assessment or did not take the STAAR assessment.

The school will use student data to plan targeted educational supports to ensure students requiring accelerated instruction receive appropriate supplemental instruction.

## TEXTBOOKS

Textbooks are issued by the school. Students are expected to take care of textbooks so that they are kept clean and in good condition at all times. If a textbook is lost or damaged, the student will



be charged a fee to replace the book. Individual campuses or teachers may have additional guidelines for care of textbooks.

### PARENT CONFERENCES

Parents are required to attend two mandatory conferences per year. Additional conferences may be required:

1. If the student is not maintaining passing grades or achieving the expected level of performance;
2. If the student presents any other problem to the teacher;
3. In any other case the teacher considers necessary; or
4. If the student is missing assignments.

The administration encourages a student or parent who wants information or wants to raise a question or concern to confer with the appropriate teacher or Principal. **A parent who wishes to confer with a teacher may call the office and leave a message for the teacher.** Teachers will return phone calls during their conference period or at the end of the day and will schedule the conference at a mutually convenient time.

### HIGH SCHOOL SPECIFIC GUIDELINES

#### Student Classification

The classification of high school students is determined on the basis of state credits earned.

- By state law, each student entering high school is to have a four-year graduation plan developed in conjunction with their parents and counselor. This plan is to appropriately pace the student’s academic career to graduate on time.
- Grade 9 students are to be enrolled in the Foundation High School Graduation Program with an endorsement which requires 26 credits (22 required credits and four credits for an endorsement for 26 credits). A student cannot graduate under the 22 credit Foundation High School Plan without an endorsement unless:
  - A meeting is held with the parent, student, counselor, and principal; and
  - The appropriate paperwork is completed to change the graduation plan.

TBP/HPA Grade Classification with endorsement all require 26 credits for Graduation	
Grade Level Classification	Required State Course Credits Earned
Foundation with an endorsement	9th Grade – Freshman 0 credits
	10th Grade – Sophomore 6 credits (3 must be core)
	11th Grade – Junior 12 credits (6 must be core)
	12th Grade – Senior 18 credits (9 must be core)

### Calculation of High School Student's GPA

In order to compute a student's Grade Point Average (GPA), semester grades are given numerical weights. Regular courses will be weighted on a 4-point scale. Honors courses will be weighted on a 4.5-point scale. Dual Credit courses will receive weight based on a 5-point scale.

Grade	Dual Credit	Honors	Regular/On-level
97 & above	5.0	4.5	4.0
94-96	4.8	4.3	3.8
91-93	4.6	4.1	3.6
87-90	4.4	3.9	3.4
84-86	4.2	3.7	3.2
81-83	4.0	3.5	3.0
77-80	3.8	3.3	2.8
74-76	3.6	3.1	2.6
71-73	3.4	2.9	2.4
70	3.0	2.5	2.0
69 or below	0	0	0

### Local Graduation Honors

For the purpose of determining honors to be conferred during graduation activities, TBP/HPA shall calculate class rank when grades (including dual enrollment) are completed at the end of the second semester/term.

For the purpose of applications to institutions of higher education, TBP/HPA shall also calculate class ranking as required by state law. TBP/HPA's eligibility criteria for local graduation honors shall apply only for local recognition and shall not restrict class ranking for the purpose of automatic admission under state law.

### Valedictorian and Salutatorian

The valedictorian and salutatorian shall be eligible students with the highest and second highest ranking, respectively. GPA will be calculated at the end of the 5<sup>th</sup> six weeks. To be eligible for such recognition, a student must:

- Have completed the Recommended Program/Distinguished Achievement Program, or the Foundation Program with Endorsements and Distinguished Level of Achievement for graduation;
- Have completed 18 state credits before the first day of the school year in which graduation requirements are completed; and
- Have been continuously enrolled in TBP/HPA for two years immediately preceding graduation.

## **Breaking Ties**

In case of a tie in either the weighted GPAs or the weighted numerical grade averages, after calculation to the thousandths place, TBP/HPA shall recognize all students involved in the tie as sharing the honor and title.

## **Highest Ranking Graduate**

The local eligibility criteria for recognition as the valedictorian shall not affect recognition of the highest ranking graduate for purposes of receiving the scholarship certificate from the State of Texas.

## **EXTRACURRICULAR ACTIVITIES**

Extracurricular activities are those activities in which practice/rehearsal and participation occur outside of the school day and are generally voluntary in nature.

Students shall be permitted to participate in extracurricular activities, subject to the following restrictions:

1. A student participating in an extracurricular activity will be suspended from participation after a grading period in which the student received a grade lower than a 70 on a scale of 100 in any academic class. This suspension continues for three weeks. The grades will be subsequently reviewed at the end of each three-week period. The suspension will be removed if the student's grade in every class is equal to or greater than 70 at the end of the next three-week period.
2. Students shall be limited to no more than ten activity related absences per year per class in order to participate in school related or school-sanctioned activities on or off campus.
3. An ineligible student may practice or rehearse at the discretion of the principal.
4. A student who misses a class because of participation in an activity that has not been approved will be considered absent.
5. Participation in extracurricular activities may be suspended by the campus administrator for violations of the school's Student Code of Conduct.
6. Students must participate in required tutoring sessions even when they conflict with extracurricular activities.

Students who participate in school related athletics must have a physical prior to beginning practice with the team.

Sponsors of student clubs and performing groups may establish standards of behavior – including consequences for misbehavior – that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

## SECTION 4: CAMPUS PROCEDURES

### STUDENT ARRIVAL AND DISMISSAL

We are committed to maintaining a safe environment for our students. Therefore, we need cooperation from all involved in the arrival and dismissal process. Parents, friends and relatives are expected to act courteously and respectfully when on school property. Each campus has specific procedures in place for student arrival and dismissal, and each student and parent is expected to be familiar with them and abide by them at all times. Below are general guidelines that apply to all campuses.

- If a parent is picking up a student to walk them home, they must go to the designated area.
- Only designated areas are to be used to pick up and drop off students.
- Parents and students must obey all traffic ordinances and codes as they relate to vehicles and pedestrians.
- To ensure safety, all students, staff, and visitors are to follow the designated traffic flow patterns and speed. Drivers should pay close attention to staff members directing traffic and refrain from using their cell phone when in the carpool line. Parents should remain in their vehicle when dropping off or picking up their children; staff will closely monitor students until they are safely in their vehicle. Students are not permitted to cross in front of traffic without adult supervision.
- If it is necessary for a parent to meet with a teacher, they must park in a designated spot. Parking in the fire lane near the building or in designated handicapped spots without an official permit is never permissible.
- **Early Release:** If a student must be picked up from school early, they must be picked up at least 30 minutes before the end of the school day. Students will not be released to parents, guardians, or anyone else authorized to pick up the student during the last 30 minutes of the school day.
- **Late Pick Up:** All students remaining on campus 20 minutes after the campus's dismissal time will be escorted to the office in order to contact their parents. If a student is waiting in the office, the parent will need to park, come to the office, and present a government issued photo ID in order to sign out their child(ren). At this time, they must also provide a reason for their late arrival to pick up the student. Parents who consistently pick their children up late will be subject to consequences assigned by the campus administrator, including but not limited to Friday detention or a parent conference with a campus administrator.
- No student may remain at school unsupervised waiting for a sibling to participate in tutoring or any extracurricular activity.

- Students in 5<sup>th</sup> grade and above may leave campus alone as a walker. Students in 4<sup>th</sup> grade and below may only leave as a walker when picked up by someone with permission to pick up the student. Students in 4<sup>th</sup> grade and below may walk home with an older sibling. Campus administration may alter this in order to best meet the needs of individual students and to ensure the safety of all students.
- Anyone picking up a student must be at least 16 years of age and on file as having permission to pick up the student. Parents and guardians must either (1) complete a Contact Information Update Form in the school office or (2) enter a request in Skyward Family Access in order to grant permission for additional people to pick up their child. It is the responsibility of parents to ensure that this list is accurate and updated.
- Anyone that is picking up a student from the office, either for early release or at the end of the regular dismissal time, must have a government issued photo ID to present to the front office staff or have the school issued dismissal card in order to sign the student out.

### **BAD WEATHER/EMERGENCY SCHOOL CLOSING**

In the event of bad weather or other event requiring school closure, school closings will be announced on all major TV channels in the DFW area including ABC (Channel 8), CBS (Channel 11), Fox (Channel 4), NBC (Channel 5), and Telemundo (Channel 39). The school will also use the automated notification system (email, text, and phone) and the school's website to notify parents of school closings.

### **CHANGE OF CONTACT INFORMATION**

For the safety of our students, it is important that the school always have accurate contact information for each student's parents and other adults who are designated as emergency contacts and have permission to pick up the student from school. As soon as a student's, parent's or emergency contact's address and/or phone number has changed, parents should provide updated information to the school. Parents will be required to either (1) complete a Contact Information Update Form and return it to the school office or (2) update their address in Skyward Family Access in order for this information to be updated. These forms are always available in the school's office.

### **CAFETERIA SERVICES**

The school participates in the National School Lunch Program and offers free meals for all students.

The cafeteria includes a hot lunch line. Menus are posted each month on the school's website. The school cafeteria is operated for the convenience and health of the students. Our menus meet the recommended dietary guidelines of the National School Lunch and Breakfast Program and are designed to reflect the students' diverse tastes. Students are encouraged to try all food on their plate, but will not be required to eat it all. If a student has a food allergy, the parent should notify the district nurse or campus clinic aide and the school's Vice Principal.

All students are required to be in the cafeteria or designated area during lunch time whether they eat a school lunch or bring their lunch. If a parent/guardian desires to prepare his or her student's meals at home, please note that glass containers and knives are prohibited for safety reasons. The microwave is not allowed to be used for student lunches or by parents.

All food received in the cafeteria must be consumed in the cafeteria. Food from the cafeteria may not be taken out of the cafeteria to be eaten at a later time.

Parents may eat lunch with the child only on days designated by the campus. Parents may not eat off their child's plate. Parents may either purchase a meal at the school or bring in an outside meal to eat. No one other than the student who received the meal may eat the cafeteria meal. Parents may only bring lunch for their own child.

If a student forgets their lunch at home, parents must drop off the lunch at the school's office before 10 am. Excessive lunch drop offs for a student will result in a conference with the principal.

The school encourages students to adopt healthy eating behaviors. To support that goal, parents should not bring fast food meals for their child's lunch.

All school rules are to be followed in the cafeteria. Failure to follow school rules will result in disciplinary action.

- Stay in line and wait your turn.
- Cooperate with staff on duty.
- Speak quietly. A quiet voice shows poise as well as consideration for others.
- Before you leave:
  - Clean your table
  - Leave the floor clean
  - Put cartons and napkins in the trash can

The cafeteria is not only a place to enjoy the company of friends, but to practice good table manners, and to engage in quiet talking and good behavior. All students must remain in the cafeteria for the duration of their lunch period unless given express permission to leave the cafeteria by an authorized school employee. In keeping with the safe school campus, students throwing or tossing any food or other items in the cafeteria will be subject to disciplinary action.

Questions regarding meal applications or any other aspect of the meal program should be directed to Juan Lopez, Child Nutrition Coordinator, at 214-946-9100.

### **SOCIOECONOMIC INFORMATION FORM**

Trinity Basin Preparatory is required to collect the socioeconomic status of each student as a performance indicator for student achievement (TEC § 39 for Texas state requirements and ESEA §§1111 and 1116 for U.S. Department of Education requirements) and for use in disbursement of federal funds (ESEA §1113).

Trinity Basin Preparatory requests that families complete this form in order for the District to receive Title I and State Compensatory Education funding, which will directly benefit each campus. Title I and State Compensatory Education funding can be used to hire personnel, provide tutoring services, order technology, and provide professional development for teachers.

### **CLOSED CAMPUS**

Students attending Trinity Basin Preparatory shall not leave campus during lunch or at any other time during the regular school day. The Principal shall consider special circumstances on an individual basis and only after having received prior written communication from a student's parent(s). Students leaving campus without administrative approval shall be subject to disciplinary action.

### **CLUBS AND ORGANIZATIONS**

Student clubs and organizations may establish rules of conduct and consequences for misbehavior that are stricter than those for students in general. A club violation is also a violation of school rules and the consequences specified by the school shall apply in addition to any consequences specified by the organization. In addition, participation in student clubs and organizations may be suspended by the campus administrator for violations of the Student Code of Conduct. Regarding matters of disciplinary action, the administration reserves the right to make the final decision.

### **TECHNOLOGY RESOURCES**

#### **Computer Resources and Network Services Acceptable Use Guidelines**

Access to technology resources is available to students at Trinity Basin Preparatory. These services are a vital asset for accessing vast, diverse, and unique resources. Our goal in providing these resources is to promote educational excellence at Trinity Basin Preparatory.

Students must abide by the following guidelines when using school technology resources.

#### **A. General Use**

- The use of school technology must be in support of education and research and be consistent with the educational objectives of Trinity Basin Preparatory.
- Student credentials may not be given to any other individual and students may not attempt to use anyone else's account.
- Students are prohibited from changing any computer settings and/or configurations.
- Students may not install any software, including, but not limited to, commercial software, shareware, freeware, original software, and/or utilities onto school computers or networks.
- Students may not upload any material to any Trinity Basin Preparatory technology device.

- Students are not allowed to open computer cases or make modifications to computers.
- Students are prohibited from using any resource for personal use.
- Students are prohibited from using any resource for illegal use, including hacking or cyberbullying.

#### B. Internet/Electronic Communications Use

- Students are expected to understand that electronic communications are not private. Network administrators may review all activity to or from the Trinity Basin Preparatory network to verify appropriate use.
- Students must use network etiquette by communicating politely with appropriate language. Abusive messages to others, swearing, and use of vulgarities and other inappropriate language are not permitted.
- Students may not reveal personal information, except with a teacher's permission or to request college information.
- Students may not reveal names, personal addresses and/or phone numbers of others.
- If a student identifies or has knowledge of a security problem on the network, the student must notify the teacher immediately. The security problem should not be shown or demonstrated to other students.
- Students are to visit only district approved internet sites that are appropriate for students and support school learning objectives.
- Students are to notify their teacher immediately if they should encounter any material or electronic communication that is inappropriate, including obscene material, child pornography, pornographic material, material that is harmful to minors or bomb threats. The inappropriate material should not be shown to other students.
- Students must not respond to any electronic messages that are inappropriate and should notify their teacher immediately upon receipt.
- Students are prohibited from impersonating other individuals by any means, including but not limited to, falsifying email, electronic accounts such as on a social networking site, and logging in as another user.
- Students are prohibited from transmitting and/or displaying obscene messages or pictures (pornography).
- Students may not download or install any programs.

#### C. Computer Ethics

- Students are expected to observe copyright law in their use of electronic media.
- Transmission of any material in violation of any U.S. or state law is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. Illegal activities are strictly prohibited.
- Use of school technology for commercial activities is not acceptable.



- Use of school technology for product advertisement or political lobbying is also prohibited.
- Students may not use the network in such a way that would disrupt the use of the network by other users (e.g. uploading and/or downloading huge files during peak usage times; sending frivolous mass e-mails, such as chain letters; annoying other users electronically).
- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy equipment, data of another user, the Trinity Basin Preparatory network, or other networks that are connected to the Trinity Basin Preparatory services. This includes, but is not limited to, the uploading or creation of computer viruses.

#### D. Consequences

Violation of the Computer Resources and Network Services Acceptable Use Guidelines may result in disciplinary action, up to and including:

- Loss of computer privileges for any length of time, up to the remainder of the school year, as determined by the campus administrator.
- Detentions
- Suspension
- Expulsion
- Financial responsibility for all costs associated with system restoration including labor, hardware or software repair/replacement, and restoring the integrity of data.
- Criminal charges

The district's Internet Safety policy is posted on the district website.

#### **COPPA Notice**

The Children's Online Privacy Protection Act (COPPA) is a federal law governing the online collection of personal information from children under 13 years of age. The rules spell out what a website operator must include in a privacy policy, when and how to seek verifiable consent from a parent and what responsibilities an operator has to protect children's privacy and safety online. Trinity Basin Preparatory utilizes several educational software applications and web-based services that are operated by third parties. These outside parties are under the District's direct control with respect to the use and maintenance of student data. Parents wishing to deny access to these educational tools must do so in writing to the campus principal indicating their child should be denied access to these tools. Examples of these tools are *Google Workspace for Education*, online presentation sites, and other digital resources. More information regarding COPPA is available on the Federal Trade Commission website at [www.ftc.gov](http://www.ftc.gov).

A list of applications and websites that may be used in District classrooms, with links to their privacy policies and terms of services, is available on the Trinity Basin Preparatory website at <https://sites.google.com/trinitybasin.net/tbptehtools/parental-consent>.

## Device Use Handbook

Students at Trinity Basin Preparatory may be issued a device (Chromebook or iPad) for use in school and/or at home. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

Students and their parents/guardians are reminded that use of technology is a privilege and not a right and that everything done on any device, network, or electronic communication device may be monitored by school authorities. Inappropriate use of the technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action. Students and their parents/guardians are responsible for reviewing the Device Use Agreement.

### Ownership of the Device

Trinity Basin Preparatory retains sole right of possession of the device. The devices are loaned to the students for educational purposes for the academic year. Moreover, Trinity Basin Preparatory administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, or delete installed software or hardware.

### Responsibility for the Device

Students and parents are solely responsible for the device issued to them and must adhere to the following. Students:

- must comply with the Device Use Handbook, the Student Device Agreement, the Student Handbook, and all policies of the school district when using their device.
- must treat their device with care and never leave it in an unsecured location.
- must keep their device in a protective case when traveling.
- must promptly report any problems with their device to their homeroom teacher.
- may NOT remove or interfere with the serial number, asset tag, or other identification.
- may not attempt to remove or change the physical structure of the device, including the keys, screen cover or plastic casing.
- may not attempt to install or run any operating system on the device other than the operating system supported by the school.
- must not clean the screen with anything other than approved computer screen cleaners.
- must not attempt to install or run any applications, extensions, or 3<sup>rd</sup> party software other than the programs supported by the school.

### Taking Care of Your Device

Students are responsible for the general care of the device which they have been issued by the school. Devices that are broken or fail to work properly must be reported to a teacher or reported to helpdesk@trinitybasin.net. If a loaner device is warranted, one will be issued to the student until their device can be repaired or replaced.

### General Precautions

- No food or drink is allowed next to your device while it is in use.
- Cords, cables, and removable storage devices must be inserted or removed carefully.
- Students should never carry their device while the screen is open unless directed to do so by a teacher.
- Devices should be shut down when not in use to conserve battery life.
- Do not expose your device to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.
- Always bring your device to room temperature prior to turning it on.

### Carrying the Device

The protective shell or case of the device will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. The device must be carried inside the District-provided padded messenger bag that comes with each Chromebook or the District-approved case that comes with each iPad. While the device is in the messenger bag or case it should still be handled with care. For example, you shouldn't toss the bag or drop the bag if your device is inside.

### Screen Care

The device screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the device.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in a backpack that will press against the screen.
- Do not poke the screen on a Chromebook.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the device. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

### Accessing the Internet at Home and Elsewhere

Students are allowed to connect to wireless networks when their device is at home or in other venues where connectivity is offered (library, etc).

When connecting from home, students and parents should be aware that a District account is still being used, so website monitoring is still being done. No matter the location, students are always using their account assigned by the District.

### Printing

The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this.

<http://google.com/cloudprint>

### Managing Your Files and Saving Your Work

Students may save documents to their Google Drive or Microsoft OneDrive. Saving to Google Drive or Microsoft OneDrive will make the file accessible from any computer with internet access. Students using Google Drive or Microsoft OneDrive to work on their documents will not need to save their work, as the Drive will save each keystroke as the work is being completed.

### Personalizing the Chromebook

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Trinity Basin Preparatory. Spot checks for compliance will be done by administration or District technology at any time.

### Software on Chromebooks

Originally Installed Software: Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted. From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

### Virus Protection

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

### Additional Software

Students are unable to install additional software on their Chromebook other than what has been approved by Trinity Basin Preparatory.

### Inspection

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

### Monitoring of Use

In compliance with state and federal regulations, the district utilizes CIPA (Children's Internet Protection Act) compliant filtering. The district also uses third-party solutions to monitor content for threats, violence, illegal activity, etc. Notifications come to district tech support and administration regarding suspicious activity and, when concerns are identified, disciplinary action and/or parent contact may occur. Students should be aware that there should be no expectation of privacy when using the district network or equipment.

### Device Identification

Devices will be labeled in the manner specified by the school. Devices can be identified in the following ways:

- Record of serial number and Trinity Basin Preparatory asset tag
- Individual's Google Account username

\*Under no circumstances are students to modify, remove, or destroy identification labels.

### Device Undergoing Repair

- A loaner device may be issued to students when they leave their device for repair at the school.
- If repair is needed due to malicious damage or any other misuse, the school may refuse to provide a loaner device.
- Repaired devices will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost.
- Students and parents may be charged for device damage that is a result of misuse or abusive handling.

### Responsibility for Electronic Data

Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the device, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

### Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

### Damage and Repair

The school will repair or replace damaged equipment resulting from normal use. All other breakages will be the responsibility of the student to pay for. The school will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full \$300.00 replacement cost to purchase a new device.

## Parents' Guide to Safe and Responsible Student Internet Use

Trinity Basin Preparatory recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your student's use of the device.

- Take extra steps to protect your child. Encourage your child to use and store the device in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the internet with your child to help develop safe surfing habits. Children often model adult behavior.

- Go where your child goes online. Monitor the places that your child visits. Let your child know that you're there, and help teach them how to act as they work and socialize online.
- Review your child's friends list. You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.
- Understand sites' privacy policies. Internet sites should spell out your rights to review and delete your child's information.
- Limit the time your child is on the device. While the device can be very engaging, it is a school work device. Care and constant monitoring will reduce your child's excessive use of the device.
- Report unwelcome or malicious online threats. Report immediately to your child's homeroom teacher any online interactions that can be considered threatening.
- Help your child develop a routine. Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the device is cared for and when and where its use is appropriate.
- Take a look at the apps or programs on the device. It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the device.
- Read and share with your child the Device Use Handbook and Device Agreement. By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.

#### General Tips for Parents for Internet Safety

- Talk with your child about online behavior, safety, and security early on and continually. Set rules for the internet just as you do on use of all media sources such as television, phones, movies, and music.
- Monitor your child's computer use. Know their passwords, profiles, and blogs. When the device is taken home by the student, it is strongly recommended that it will always be used in a common family location.
- Let children show you what they can do online and visit their favorite sites.
- Set limits and clear expectations for computer use.
- Look into safeguarding programs or options your online service provider may offer; these may include filtering capabilities.

### **COUNSELING SERVICES**

The primary goal of Trinity Basin Preparatory is to help all students reach their highest potential academically. This is best achieved when students are socially and emotionally balanced. To this end, the district employs the most qualified teachers and staff, including district counselors to focus on curriculum and programs to aid in the healthy development of each student.

The counselor is prepared to help students reach these goals in several ways. Age-appropriate classroom guidance lessons are held with whole classes on a variety of topics, such as:

- Bullying
- Drugs and alcohol

- Character education (responsibility, trustworthiness, respect, etc.)

At times, groups are formed to focus on specific interpersonal skills. These might include:

- cultivating methods to deal with emotions such as anger;
- learning and developing social skills;
- controlling impulses; and
- resolving conflict in positive ways.

Often, the development of these skills and the discussion of these topics can help children achieve a balance in their lives, thereby becoming better students. The counselor may offer individual, group, or class sessions to help students achieve success. If the counselor believes that a student would benefit from repeated sessions, the counselor will notify the student's parent or guardian and get written permission to have these sessions. Students may be referred to counselors and/or programs outside of the school for additional support. Such referrals will occur when students need specific and individualized help to deal with ongoing or crisis situations.

Parents who have questions or concerns about the school's counseling services or would like their child to meet with the counselor should contact the school.

### **OUTSIDE THERAPISTS ON CAMPUS**

Outside agencies engaged by a parent or guardian to perform therapy or counseling are not permitted to service students on campus during the school day except in limited circumstances. Parents should contact campus administration or the campus counselor to make a request for such services to be provided on campus.

### **COVID-19**

Policies and procedures that specifically address COVID-19 can be found in the District's Safe Return to In-Person Instruction and Continuity of Services (RIPICS). The current RIPICS will be located on the District website. It is developed in accordance with Texas Education Agency, state, and federal guidelines and will be updated as necessary to be in compliance with all guidance issued by any authority governing Trinity Basin Preparatory.

### **DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES CHILD PROTECTIVE SERVICES WORKERS**

When workers from the Department of Family and Protective Services (also known as "CPS") wish to talk to a student, campus administration will cooperate fully as provided by law. The Principal will verify the CPS worker's identity and then make all accommodations requested by the CPS worker, including a private location to interview the student and if necessary consent to transport the student off campus. Pursuant to Texas Family Code §261.302, before a CPS worker may transport a child, they shall attempt to notify the parent or other person having custody of the child of the transport.

## **DISTRIBUTION OF MATERIALS/DOCUMENTS**

All aspects of school-sponsored newspapers and/or yearbooks are completely under the supervision of the teacher, the Principal, the Deputy Superintendent of Schools and/or CEO.

Any material over which the administration does not exercise editorial control, including but not limited to written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the approval of the Principal in accordance with campus regulations.

All such material shall be submitted to the Principal for review and approval. If the material is not approved within 24 hours of the time that it was submitted, it should be considered denied. Denials may be appealed by submitting the material to the Deputy Superintendent of Schools. Material not approved by the Deputy Superintendent of Schools within three days is also considered denied.

## **FEEES**

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his or her own supplies and may be required to pay certain fees or deposits, including:

1. Club dues.
2. Security deposits.
3. The materials for a class project the student will keep.
4. Personal physical education apparel.
5. Voluntary purchases of pictures, publications, etc.
6. Student accident insurance.
7. Instrument rental.
8. To replace or repair lost or damaged school-owned equipment, including technology devices.
9. To replace or repair lost or damaged library books.

## **FUNDRAISING**

Fundraising activities for school-sponsored projects may be allowed, with prior administrative approval and under supervision of the project sponsor. All fundraising projects that take place on school property, including PTO fundraisers, must be approved by the Chief Development Officer. The project sponsor must submit the Fundraising Approval Form at least two weeks before the proposed fundraiser will begin. Student participation in approved fundraising activities shall not interfere with the regular instructional program.



## **LOST AND FOUND**

A lost and found is maintained in the office. Students losing personal property may inquire there. **Lost items not claimed by January and the end of school will be donated to a charitable organization.**

## **ELECTRONIC/ENTERTAINMENT DEVICES**

The school prohibits the unauthorized use of telecommunication devices and video or photographic devices on campus, including in classrooms, restrooms, the cafeteria, on field trips, and at all school activities. Teachers and campus administrators may authorize students to display, turn on, and use telecommunication devices for educational purposes. In accordance with the law, telecommunication devices shall be defined as those that emit audible signals or vibrations, display messages, or otherwise summon or deliver a communication to the possessor. Such devices include, but shall not be limited to, cellular telephones, smart watches, MP3 players, and pagers. Pursuant to Texas law, telecommunication devices that are confiscated will be returned to the student's parent or legal guardian for a \$15 fee. Devices confiscated a second time will be returned to the student's parent or legal guardian after a parent conference and the payment of a \$15 fee. If a device is confiscated a third or subsequent time the offense will be considered repetitive behavior and the student will face disciplinary consequences including the payment of a \$15 fee and suspension.

## **TELEPHONE/MESSAGES**

Students are not to use the school phone except by permission, and then only in cases of a legitimate need. Students are not to receive calls at the school. No messages will be taken for students unless it is from a parent or legal guardian. Classes will not be interrupted except in case of emergency.

## **VISITORS**

Visitors of school age are not permitted to visit school during school hours or visit with students during school hours unless accompanied by an adult.

Parents and other visitors are welcome to visit the school. All visitors must first report to the school's office, show a government-issued ID, and sign in. A visitor's government-issued ID will be scanned by the Raptor System which will then electronically check the sex offender database and locally developed custom alerts. If no match is found, a badge will be printed for the visitor to wear while on campus. If a match is found, a campus administrator will meet with the visitor before allowing them on campus.

Before leaving the campus, visitors are required to check out at the office and return their badge.

Visits to individual classrooms during instructional time shall be permitted only with the Principal's approval and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

The Principal is authorized to refuse entry onto school grounds to persons who do not have legitimate business at the school and to request any authorized person(s) engaging in unacceptable conduct to leave the school grounds.

### **VOLUNTEERS**

Parents/guardians are encouraged to participate in school-related activities, including those pertaining to curriculum and instruction, such as tutoring and storytelling. Volunteers may also be involved in monitoring the playground, assisting with school events, or serving as a chaperone on fieldtrips. In addition, parents/guardians are encouraged to contribute their time and talents to organize extra-curricular activities and community outreach projects.

**All volunteers must complete a Volunteer Application in Raptor. Upon completion of the application, a criminal background check will be run on the volunteer.** The background check is valid for one academic school year. All background checks and applications must be completed before the event or field trip for which the parent is volunteering their participation. Volunteers must follow all policies and procedures defined by the administration, which reserves the right to relieve any volunteer of their responsibilities.

### **PTO**

The PTO is an organization of TBP parents who promote volunteerism and conduct fundraisers to help fund special activities for students and teachers. PTO meetings will be advertised in correspondence from the school and/or through the automated telephone notification system.

### **ASBESTOS-RELATED ACTIVITY/NOTIFICATION**

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's asbestos management plan is available for review during normal business hours at each district location, as well as the district's central administration office. If you have any questions or would like to examine the district's plan in more detail, please contact the district's designated asbestos coordinator, Troy Chambers, at (214) 946-9100, fax (214) 946-9194 or by email at [tchambers@trinitybasin.net](mailto:tchambers@trinitybasin.net).

## SECTION 5: STUDENT HEALTH

### BACTERIAL MENINGITIS

As required by TEC §38.0025, Trinity Basin Preparatory is providing notice to parents/guardians regarding bacterial meningitis:

#### **What is meningitis?**

Meningitis is an inflammation of the covering of the brain and spinal cord---also called the meninges. It can be caused by viruses, parasites, fungi, and bacteria. 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:

- (1) *Strep pneumoniae* causes pneumococcal meningitis; there are over 80 subtypes that cause illness
- (2) *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, but any of the following are possible. Children (over 1 year old) and adults with meningitis may have a 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. They are a sign of blood poisoning (septicemia), which sometimes happens with meningitis, particularly the meningococcal strain.

#### **What is the risk of getting bacterial meningitis?**

The risk of getting bacterial meningitis in all age groups is about 2.4 cases per 100,000 population per year. However, the highest risk group for the most serious form of the disease, meningococcal meningitis, is children 2 to 18 years old.

#### **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, such as deafness, blindness, amputations or brain damage (resulting in mental retardation or paralysis) even with prompt treatment.

#### **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. Being a carrier helps to stimulate the body's natural defense system. The bacteria 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.

### **How is bacterial meningitis diagnosed?**

The diagnosis is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood. Spinal fluid is obtained by a lumbar puncture (spinal tap).

### **For more information**

Your school nurse or clinic aide, 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 meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention ([www.cdc.gov](http://www.cdc.gov)) and the Texas Department of Health ([www.tdh.state.tx.us](http://www.tdh.state.tx.us)).

## **CLINIC PROCEDURES**

A student who becomes ill during school hours is to report to the teacher who will send the student to the school nurse or clinic aide. No student is allowed to go home without the parent or emergency contact being notified. Students are not permitted to call parents asking to go home; such calls are to be made by the school nurse, clinic aide or other school personnel. Students are not permitted to go to the school nurse or clinic aide without a pass issued by their teacher.

## **COMMUNICABLE DISEASES**

Parents of students with a communicable or contagious disease are asked to telephone the school so that other students who have been exposed to the disease can be alerted. Students with certain diseases will be excluded from school if the disease is contagious. These include: fever of 100 or greater, Common Cold with fever, Viral Gastroenteritis (vomiting), COVID-19, Head Lice, Pink

Eye, Strep Throat, Chickenpox, Diphtheria, Type A Viral Hepatitis, Impetigo, Influenza, Measles, German Measles (Rubella), Bacterial Meningitis, Viral Meningitis, Mumps, Polio, Ringworm of the scalp, Salmonellosis, Scabies, Shigellosis, Scarlet Fever, Tuberculosis, and Whooping Cough. The guidelines adopted by the Commissioner of Health should be used to determine the appropriate time for exclusion or re-entry into school. Students with AIDS/HIV infection shall be excluded when a medical advisor determines that open sores or skin eruptions, behavior, or lack of toilet training pose a risk to others, or cases of measles, rubella, or chickenpox are occurring in the school.

At a minimum, students must be symptom free for 24 hours before returning to school.

### **FEVER**

Students with a fever will be excluded from school. Trinity Basin Preparatory considers a temperature of 100 or greater while not on medication to be a fever. If a school nurse or clinic aide measures a fever in a student, his or her parents will be called to pick up their child. The student must be fever free for 24 hours without fever-reducing medication before returning to school. The school nurse or clinic aide will recheck for fever once the student returns. The clinic aide will provide the attendance clerk with documentation to excuse the student's absence for 24 hours after the student left school. However if the fever persists and the student will be absent for additional days, parents are required to send a note explaining the continued absence. Parent notes for these additional days will be unexcused; a doctor's note is required to excuse the additional days of absence.

### **EMERGENCY MEDICAL TREATMENT**

Parents shall complete an Emergency Contact Information form each year that includes a place for parental consent for school officials to request medical treatment for the student, as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency. Parents should update this information as often as necessary to remain current.

### **HEAD LICE**

No student may remain in school with live lice and only may return to school after treatment with pediculicide. Students will be checked by the school nurse or clinic aide or designee before being allowed back into the classroom. Students will be readmitted to the classroom when no signs of live lice are present. If chronic lice issues persist, Trinity Basin Preparatory reserves the right to require the student to seek medical treatment and be nit free before they may return to school.

If a child has lice, the district nurse will notify the parent of the child with lice as soon as practicable but not later than 48 hours after the nurse becomes aware of the lice. Further, the nurse will notify the parent of each child assigned to the same classroom as the child with lice not later than the fifth school day after the nurse becomes aware of the lice that a child in the class had lice.

Entire classroom, grade level, or campus screenings will not be routine. However, they may be used in certain circumstances as determined by the campus administrator.

For additional information regarding lice and how to rid them from your child's hair and your home, please contact the campus clinic aide.

## **IMMUNIZATIONS**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of Health, Immunization Division, can be honored by the school.

The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse or clinic aide can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

A student who is not fully immunized and has not begun the required immunization may not attend school. However, a student may be admitted provisionally if the student has begun the required immunizations and continues to receive the necessary immunizations as rapidly as medically feasible.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

A homeless student or foster child may be admitted for 30 days pending initiation of vaccinations or receipt of vaccination documentation. A student who is a military dependent or any student transferring from another Texas school district may be enrolled for 30 days pending transfer of immunization records.

## **MEDICINE AT SCHOOL**

Authorized school employees may administer prescription and nonprescription medication in accordance with legal requirements. No medication or treatment shall be administered by the school nurse, clinic aide or any other employee of the school without specific written authorization of that student's parent, nor shall the school nurse, clinic aide or any school employee monitor a student's use of a prescription or nonprescription drug without specific written authorization. All prescription and nonprescription medication must be in its original properly labeled container kept in the office, nurse or clinic aide's station.

A student may possess and self-administer asthma or anaphylaxis medicine on school property or at a school related event if:

1. the prescription medicine has been prescribed for that student as indicated by the prescription label on the medicine;
2. the student has demonstrated to the student's physician or other licensed health care provider the skill level necessary to self-administer the prescription medication, including the use of any device required to administer the medication;
3. the self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider;
4. the student's parent completes the school's written authorization for the student to self-administer the prescription medicine; and
5. the student's physician or licensed health care provider provides to the school a written statement that the student has asthma or anaphylaxis and is capable of self-administering the prescription medicine, the name and purpose of the medicine, the prescribed dosage for the medicine, the circumstances under which the medicine may be available, and the period for which the medicine is prescribed.

The student's physician statement must be kept on file in the nurse or clinic aide's office of the campus the student attends.

### **PHYSICAL EXAMINATIONS**

The school nurse or clinic aide conducts annual screenings that may include vision, hearing, and scoliosis. Parents will be made aware of any problems found during these examinations. The school will comply with all state requirements.

## **SECTION 6: NOTICES**

### **NOTICE OF NON-DISCRIMINATION**

Trinity Basin Preparatory does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education or providing access to benefits of education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act. Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in Trinity Basin Preparatory's education program and activities.

Trinity Basin Preparatory has designated the following individual as the Title IX Coordinator:

Randy Shaffer, CEO  
2730 N. State Hwy 360  
Grand Prairie, Texas 75050  
(214) 946-9100  
rshaffer@trinitybasin.net

For all other requirements, Trinity Basin Preparatory has designated its CEO to coordinate compliance.

Randy Shaffer, CEO  
2730 N. State Hwy 360  
Grand Prairie, Texas 75050  
(214) 946-9100

### **CAREER AND TECHNICAL EDUCATION PUBLIC NOTIFICATION OF NON-DISCRIMINATION**

Trinity Basin Preparatory offers career and technical education programs in General Employability; Arts, A/V Technology & Communications; Business Management & Administration; Education & Training; Finance; Health Science; Human Services; Information Technology; Marketing; and Science, Technology, Engineering & Mathematics. Admission to these programs is based on student choice.

It is the policy of Trinity Basin Preparatory not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services, or activities and provides equal access to the Boy Scouts and other designated youth groups as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

It is the policy of Trinity Basin Preparatory not to discriminate on the basis of race, color, national



origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

Trinity Basin Preparatory will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact the Title IX Coordinator, Randy Shaffer, and/or the Section 504 Coordinator, Jen Oliver.

### **TEACHER QUALIFICATIONS**

We are very proud of our teachers and educational aides. We strive to hire teachers and educational aides who hold a Texas certification and are “highly qualified” as defined by applicable federal law. Teachers who do not hold a Texas certification are required to (1) have a bachelor’s degree from an accredited college or university and (2) be enrolled in an alternative certification program and working towards obtaining their Texas teaching certification.

As a parent/guardian, you have the right to request information about your child’s teacher(s). You may ask about their education and professional certification. Your child may also have an educational aide in his/her classroom. You also have the right to ask about their qualifications and training. Please contact your Principal if you have questions about this.

### **STUDENT RECORDS**

A student’s education records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the school until the student withdraws or graduates.

Regarding student records, the federal Family Educational Rights and Privacy Act and state law require that “directory information” on students be released by the School to anyone who requests it unless the parent or guardian objects in writing to the release of any or all of this information. To be in compliance with the No Child Left Behind Act of 2001, the school will release to military recruiters and institutions of higher education, upon request, the name, address, and telephone listing of students, unless the parent or guardian directs the school not to release this information without prior written consent.

### **NOTICE of PARENT and STUDENT RIGHTS**

*Family Educational Rights and Privacy Act, 20 U.S.C. Sec.1232g*

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights. For purposes of student records, an “eligible” student is one who is 18 or older OR who is attending an institution of postsecondary education.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted 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 educational records. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.
- School officials who have what federal law refers to as a “legitimate educational interest” in a student’s records.
- “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; or investigating or evaluating programs. Such persons would include school officials (such as board members, the superintendent, administrators, and principals); school staff members (such as teachers, counselors, diagnosticians, and support staff); a person or company with whom the district has contracted to provide a particular service (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on a school committee; or a parent or student assisting a school official or staff in the performance of his or her duties.
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she subsequently enrolls.

Releases to any other person or agency – such as a prospective employer or for a scholarship application – will occur only with parental or student permission as appropriate.

The General Counsel is the custodian of records.

Records may be reviewed during regular school hours. If circumstances effectively prevent a parent or eligible student from inspecting the records, the district shall either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

The parent’s or eligible student’s right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records – such as teachers’ personal notes on a student that are shared only with a substitute teacher do not have to be made available to the parents or students.

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate or otherwise in violation of the student’s privacy rights. A request to correct a student’s record should be submitted to the General Counsel. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records,

the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through a general complaint process.

The school may charge ten cents per page, payable in advance, for copies of student records. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

Parents or eligible students have the right to file a complaint with the U. S. Department of Education if they believe the district is not in compliance with the law regarding student records.

### **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, the school must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of the school to meet the needs of all struggling students.

If a student is experiencing learning difficulties, their 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**

#### **Child Find**

All students with disabilities who are enrolled in the school, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located and evaluated. This is for the purpose of determining and providing any necessary special education services or related support.

#### **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, the school must respond no later than 15 school days after receiving the request. At that time, the 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 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. The school 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 school to respond within the 15-school-day timeline.

If the 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 the 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 30<sup>th</sup> 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 school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the 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 the campus principal.

### **Additional Resources**

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

### **SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 of The Rehabilitation Act of 1973 prohibits discrimination on the basis of disability. **To be considered protected under Section 504, a student must be disabled and must have a substantial limitation that impacts a major life function.**

No qualified person with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity.

### **Section 504 Referrals**

Trinity Basin Preparatory has standards and procedures in place for the evaluation and placement of students in the school's Section 504 program. The school also implements 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 the campus principal.

### **Section 504 Compliance**

The Executive Director of Student Services will coordinate compliance with the non-discrimination requirements of Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973. The office of the Executive Director of Student Services is located at 2730 N. State Hwy 360, Grand Prairie, Texas 75050, (214) 946-9100.

### **HOMELESS STUDENTS**

As required by the McKinney-Vento Homeless Education Assistance Improvements Act, the school shall serve the educational needs of homeless children according to their best interests. Any parent or student who desires more information regarding services for homeless students may contact the school counselor or the district Homeless Liaison, Amanda Quicksall, at (214) 946-9100.

### **STUDENTS IN FOSTER CARE**

As required by the Fostering Connections to Success and Increasing Adoptions Act of 2008 and the Every Student Succeeds Act (ESSA) of December 2015, the school shall serve the educational needs of students in foster care to their best interests. Any parent or student who desires more information regarding services for students in foster care may contact the school counselor or the district Foster Care Liaison, Amanda Quicksall, at (214) 946-9100.

### **PROTECTION OF STUDENT RIGHTS**

Parents have the right to inspect any instructional material used as part of the educational curriculum.

Further, parents have the right to inspect a survey as part of a federally funded program. Notice will be sent home before such a survey is administered or distributed and parent consent will be requested if information regarding the following is part of the survey:

1. Political affiliation.
2. Mental and psychological problems potentially embarrassing to the student or family.
3. Sex behavior and attitudes.
4. Illegal, anti-social, self-incriminating, and demeaning behavior.
5. Critical appraisals of other individuals with whom the student or the student's family has close family relationships.
6. Legally recognized, privileged or analogous relationships, such as lawyers, physicians, and ministers.
7. Income, other than as required by law, to determine eligibility for participation in a program for receiving financial assistance under such program.

### **CHILD ABUSE**

According to Chapter 261 of the Texas Family Code, any person who has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect must make a report within 48 hours to the Child Protective Services division of the Texas Department of Family and Protective Services via phone (1-800-252-5400) or online at the Texas Abuse Hotline Website ([www.txabusehotline.org](http://www.txabusehotline.org)) or any local or state law enforcement agency.

### **SEXUAL ABUSE (CHILD)**

Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

A child who has experienced any physical or sexual abuse should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse, the district counselor or Principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services also manages early intervention counseling programs. To find out what services may be available in your county, see

[http://www.dfps.state.tx.us/Prevention\\_and\\_Early\\_Intervention/Programs\\_Available\\_In\\_Your\\_County/default.asp](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp).

The following web sites might help you become more aware of child sexual abuse:

Texas Association Against Sexual Assault - [www.taasa.org](http://www.taasa.org)  
Children's Advocacy Centers of Texas – [cactx.org](http://cactx.org)

Reports may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services 1-800-252-5400 or on the Web at <http://www.txabusehotline.org>.

## **SEXUAL HARASSMENT**

The school believes that every student has the right to attend school and school-related activities free from all forms of discrimination on the basis of sex and sexual harassment.

All students are expected to treat one another courteously with respect of the other person's feelings, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student. This prohibition applies whether the conduct is by word, gesture, or any other intimidating sexual conduct including requests for sexual favors that the other student regards as offensive or provocative.

Allegations of sexual harassment are governed by Trinity Basin Preparatory's Title IX Grievance Process which may be found on the district website. Any student who believes that he or she has experienced sex-based discrimination or harassment or another student has experienced sex-based discrimination or harassment should immediately make a report to a teacher, school counselor, other school employee, or the Title IX Coordinator.

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 10 days, may appeal the resolution by following the procedures set out in the board adopted Title IX Grievance Process. If the resolution by the Title IX Coordinator is not satisfactory, there is no further appeal.

Trinity Basin Preparatory's Title IX Coordinator is authorized to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment or gender-based harassment. Trinity Basin Preparatory's Title IX Coordinator is Randy Shaffer. The Title IX Coordinator can be reached by email at [rshaffer@trinitybasin.net](mailto:rshaffer@trinitybasin.net), by phone at (214) 946-9100, or in person or by mail at 2730 N. Hwy 360, Grand Prairie, TX 75050.

**SECTION 7: PARENT INVOLVEMENT POLICY**  
ESSA §11116 [20 U.S.C. 6318]

***Statement of Purpose***

Trinity Basin Preparatory is dedicated to providing quality education for every student in our school. To accomplish this objective, we will develop and maintain partnerships with parents and community members for the benefit of students. A positive link between home and school will create the most conducive learning condition for every child. These open communication lines will expand and enhance learning opportunities for all stakeholders.

Our school recognizes the fact that some students will need extra assistance to achieve their full potential. The extra assistance is available to all students through the Title I program and various other educational services offered through the school.

Trinity Basin Preparatory intends to include parents in all aspects of the Title I program. Students will be given every opportunity for success through the development and enhancement of the home-school partnership.

***Parent Involvement in Developing Policy***

Trinity Basin Preparatory's Parent Involvement Committee (PIC/TAAC) is comprised of parents, community members, administrators, teachers, and other staff members. This committee will meet annually to discuss the design and implementation of the Parent Involvement Policy.

Trinity Basin Preparatory will actively recruit volunteers for the PIC through various avenues of publicity. Committee selections will produce a diverse group of stakeholders that represent an array of student populations served by the district.

Meetings will be planned at convenient times and locations for all concerned parties. If an interpreter is needed, the district will arrange for one to be present.

***Parent Involvement Activities to Improve Student Academic Achievement and School Performance***

One of the primary functions of the PIC will be to identify ways that Trinity Basin Preparatory can provide assistance and to create effective parent involvement.

The administration will assist all staff in understanding the requirements of Title I, Part A and in planning for effective programs to help parents in improving academic achievement.

Assistance may also include the distribution of informational handouts which explain state academic standards, assessments, and curriculum.

Trinity Basin Preparatory will also promote and encourage staff development for employees on establishing effective relationships with parents as a means to increase academic achievement.



### ***Building the School's and Parents' Capacity for Strong Parent Involvement***

Trinity Basin Preparatory will involve the PIC in identifying barriers to parent involvement and to provide parent involvement strategies. The school will support a variety of parent involvement strategies as it strives to develop and maintain an optimum learning environment for all students.

**Annual Title I Parent Meeting:** Trinity Basin Preparatory will hold an annual meeting to review Title I guidelines and services offered through the district. Copies of the district's current Parent Involvement Policy and the Trinity Basin Preparatory Home-School Compact will be distributed at the meeting. Parents will be encouraged to become involved in revising and updating the policy as necessary, and parent volunteers will be recruited for the PIC.

The meeting will be held at a convenient time and location; notice of the meeting will be provided through written invitations to parents and through notices such as the automated telephone notification system.

A interpreter will be available to help non-English speaking parents.

**Parent-Student-Teacher Compact:** In accordance with Title I regulations, each campus will develop, annually update and distribute a parent-student-teacher compact. This compact will explain how students, parents, and staff will share responsibility for student performance and success, and will enable them to do so. Members of the PIC will be given the opportunity to provide input to the compact. All parents will be given a copy of the compact detailing the responsibilities that teachers, parents, and students have in helping students accomplish their goals. Students and parents are encouraged to discuss the contents of the compact. They are also expected to sign that they are in agreement with the compact and promptly return the compact to the school.

**Staff/Parent Communication:** Parents will be informed of school activities through various avenues of communication throughout the school year.

Parents will be expected to attend two conferences per school year with their child's teacher.

Newsletters, conferences, personal contacts, written notices, and an automated telephone notification system will be utilized to establish and maintain an open line of communication. Staff development will include strategies to promote effective parent involvement activities.

### ***Cross-Program Coordination of Parent Involvement Activities***

Parent Involvement strategies will be incorporated into Trinity Basin Preparatory's curriculum and programs through the District Improvement Plan.

Parent Involvement will be a top priority and will be aligned with the entire educational program.

Trinity Basin Preparatory will coordinate Title I Parent Involvement activities with other programs within the district to meet special needs.

### ***Annual Evaluation***

The Campus Needs Assessment team will annually review and evaluate all aspects of the parent involvement program by distributing surveys and collecting data at all Title I campuses. Parent surveys including questions about the effectiveness of the program will be distributed and the results analyzed. Teacher surveys, teacher contact logs, and sign-in sheets from campus activities will be used to help monitor and evaluate the effectiveness of interactions between the school and parents. The Chief Academic Officer and the Principals will revise the District Parent Involvement Policy and Parent-Student-Teacher Compact based on the results of this annual review.

### ***Involving Parents in Activities of Title I Campuses***

Trinity Basin Preparatory will use Title I funds to provide school-wide services to all students at Title I campuses. Parents will be involved in a variety of strategies as the district strives to develop and maintain an optimum learning environment for all students. Parents may contribute through volunteer programs, as well as by creating a supportive home atmosphere. The community may participate through an array of activities that promote student success.

# **Trinity Basin Preparatory**

## **2023-2024 Student Code of Conduct**

### **Purpose**

The Student Code of Conduct is the school's response to the requirements of Chapter 37 of the Texas Education Code. This Code provides methods and options for managing students in the classroom and on school grounds, for teaching students proper conduct, and for preventing and intervening in student discipline problems.

Texas law requires a school to define misconduct that may – or must – result in a range of specific disciplinary consequences, including removal from a regular classroom, suspension, or expulsion from school. In accordance with state law, the Trinity Basin Preparatory Student Code of Conduct will be posted at the school campus and will be available for review at the office of the campus principal. A copy will also be posted on the school's website. Students new to TBP who attend new student orientation will receive additional guidance on the disciplinary expectations of the District. Parents will be notified of any conduct violation that may result in a student being suspended or expelled.

### **Campus Authority and Jurisdiction**

The school has disciplinary authority over a student:

1. during the regular school day and while on any school transportation (field trips, etc.).
2. while the student is in attendance at any school-related activity, regardless of time or location.
3. for any school-related misconduct, regardless of time or location.
4. when retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
5. when criminal mischief is committed on or off school property or at a school-related event.
6. for certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas.
7. when the student commits a felony, as provided by Texas Education Code §§37.006 or 37.0081.
8. for certain offenses committed off of school property that result in a true threat of a material and substantial disruption of school, or even a reasonable forecast of such.

### **Standards for Student Conduct**

All students at Trinity Basin Preparatory are expected to:

1. demonstrate courtesy, even when others do not.
2. behave in a responsible manner, always exercising self-discipline.
3. attend all classes, regularly and on time, and be physically and mentally ready to learn.
4. prepare for each class, by taking appropriate materials, necessary supplies to aid in learning such as prescription glasses, and all assignments to class.

5. obey campus and classroom rules.
6. respect the rights and privileges of students, teachers, and other staff and volunteers.
7. respect the property of others, including campus property and facilities.
8. cooperate with and assist the school staff in maintaining safety, order, and discipline.
9. adhere to the requirements of the Student Code of Conduct.

### **General Conduct Violations**

The school prohibits the following:

1. Disregard for Authority
  - Failing to comply with directives given by school personnel (insubordination).
  - Leaving school grounds or school-sponsored events without permission.
  - Disobeying rules for conduct on school transportation.
  - Refusing to accept discipline management techniques assigned by a teacher or principal.
  
2. Mistreatment of Others
  - Using profanity or vulgar language or making obscene gestures, orally or in writing.
  - Fighting or scuffling, including hitting, kicking, slapping, scratching, pushing or shoving, wrestling, pulling hair, or any other form of inappropriate physical contact, regardless of who started or initiated the fight or scuffle.
  - Threatening another student or school employee on or off school property.
  - Engaging in bullying, harassment, or making hit lists.
  - Engaging in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture or any other action, including requests for sexual favors directed toward another student or school employee.
  - Engaging in inappropriate or indecent exposure of private body parts.
  - Hazing and name calling.
  - Causing an individual to act through the use of or threat of force (coercion).
  - Committing or threatening to commit extortion or blackmail (obtaining money or an object of value from an unwilling person).
  - Engaging in inappropriate verbal, physical, or sexual conduct directed toward another student, school employee, or one's self.
  - False accusations or defamation of character levied against students and/or staff.
  
3. Property Offenses
  - Damaging or vandalizing property owned by others.
  - Defacing or damaging school property – including walls, doors, textbooks, furniture and other equipment – with graffiti or by other means.
  - Stealing from students, staff, or the school.
  - Committing or assisting in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code.

4. Possession of Prohibited Items

Possessing, using, or selling:

- fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- a weapon or “look-alike” weapon;
- an air gun or BB gun;
- ammunition;
- a stun gun;
- any knife;
- mace or pepper spray;
- pornographic material;
- tobacco products, tobacco-related products, related paraphernalia, and delivery devices, including but not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, “vapor pens,” non-prescribed inhalers, nicotine delivery devices or chemicals;
- matches or a lighter;
- a laser pointer; or
- any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.

5. Possession of Telecommunication Devices

The school prohibits the unauthorized use of telecommunication devices and video or photographic devices at school during school hours, on field trips, and at school activities. Teachers and campus administrators may authorize students to display, turn on, and use telecommunication devices for educational purposes. In accordance with the law, telecommunication devices shall be defined as those that emit audible signals or vibrations, display messages, or otherwise summon or deliver a communication to the possessor. Such devices include, but shall not be limited to, cellular telephones, smart watches, MP3 players, and pagers. Telecommunication devices that are confiscated will be returned to the student’s parent or legal guardian for a \$15 fee. Devices confiscated a second time will be returned to the student’s parent or legal guardian after a parent conference and the payment of a \$15 fee. If a device is confiscated a third or subsequent time the offense will be considered repetitive behavior and the student will face disciplinary consequences including the payment of a \$15 fee for the return of the device and suspension.

6. Drugs and Alcohol

- Possessing, using, transmitting, distributing, or selling any illegal drugs, seeds, controlled substance, narcotic, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Possessing, using, distributing, or selling paraphernalia related to any prohibited substance.
- Possessing or distributing look-alike drugs or items attempted to be passed off as drugs or contraband.

- Abusing the student’s own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person’s prescription drug on school property or at a school-related event.
- Having or taking prescription drugs or over-the-counter drugs at school other than as provided by school policy.
- Possession, use, transmission, distribution, or being under the influence of alcohol or any alcoholic beverage.
- Abusive use of glue, aerosol can, liquid paper, or any other chemical substance for inhalation.
- Possession, use, transmission, distribution, or being under the influence of any other intoxicant, mood changing, mind-altering, or behavior altering drugs prohibited under the Texas Controlled Substance Act or Federal Drug Abuse Prevention Control Act.
- Being under the influence of drugs or alcohol such that the student’s faculties are noticeably impaired, even if the student is not legally intoxicated.

7. Misuse of Computers and the Internet

- Violating computer use policies, the Internet Safety policy, rules, or agreements signed by the student and/or agreements signed by the student’s parent, including those found in the Trinity Basin Preparatory Student Handbook.
- Using the Internet or other electronic communications, including Snapchat, Instagram, Twitter, Facebook, and other social media sites, to threaten students or employees or cause disruption to the educational program.
- Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal.
- Using e-mail or Web sites at school to encourage illegal behavior or threaten school safety.

8. Safety Transgressions

- Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Engaging in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
- Threatening use of or possession of prohibited item.
- Terroristic threat.
- Making false accusations or perpetrating hoaxes regarding school safety.
- Making false 911 calls.
- Engaging in any conduct that school officials might reasonably believe will substantially disrupt the school environment or incite violence.
- Throwing objects that can cause bodily injury or property damage.
- Discharging a fire extinguisher or fire alarm without valid cause.

9. Miscellaneous Offenses

- Violating dress and grooming standards as communicated in the Student Dress Code.

- Attending class without materials needed to successfully learn such as prescription glasses.
- Academic dishonesty.
- Inappropriate physical contact (hugging, kissing, or any other conduct of a sexual or intimate nature).
- Falsifying records, passes, or other school-related documents.
- Engaging in actions or demonstrations that substantially disrupt or materially interfere with the classroom or school activities.
- Repeatedly violating specific rules or procedures of campus or classroom standards of conduct.
- Using headphones with phones, smart watches, personal stereos, CD players, or MP3 players during the school day.
- Unauthorized food, candy, gum, etc.
- Littering.
- Violation of classroom or campus rules.
- Gambling.
- Rough play (wrestling, etc.).
- Disrupting class.
- Throwing food in cafeteria.
- Unacceptable language.
- Attendance/tardy violations.

\*The school may impose campus or classroom rules in addition to those found in the Code of Conduct. Disregard for these rules will be considered a violation of the Student Code of Conduct and will be dealt with accordingly.

### **Progressive Discipline**

**At Trinity Basin Preparatory, discipline is defined as the systematic teaching and learning of appropriate, responsible behaviors. Our progressive discipline system is designed to protect the learning environment and to improve student conduct. Student misbehavior will be addressed through a series of corrective interventions, which will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Corrective interventions will vary according to the specific student behavior, and will be informed by an evaluation of the student’s age and grade level, the frequency of misbehavior, the student’s attitude, the effect of the misconduct on the school environment, and statutory requirements.**

While all disciplinary matters are addressed on a case-by-case basis in conformity with the Progressive Discipline system outlined above, most behaviors are classified into four types: the most minor infractions being Type A through the most egregious being Type D. Corrective interventions will be individualized for each student based on the type of offense as well as the circumstances surrounding the specific offense. The Progressive Discipline System – Student Behavior and Corrective Interventions chart on page 6 provides an overview of the most common behavior infractions from Type A through Type D and **possible** corrective interventions for each.

## Corrective Interventions

The following corrective interventions **may** be used – alone or in combination – for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- verbal (oral or written) correction
- cooling-off time or “time-out”
- seating changes within the classroom
- confiscation of items that disrupt the educational process
- rewards or demerits
- behavioral contracts
- counseling by teachers or administrative personnel
- parent-teacher conferences
- Practice Academies – practicing a desired behavior so that the student can learn to implement a desired procedure or skill that the student has failed to use
- Detentions
- removal of student from classroom setting
- withdrawal of privileges, such as participation in activities or school clubs
- school-assessed and school-administered probation
- in-school suspension
- out-of-school suspension, as specified in the Student Code of Conduct
- expulsion, as specified in the Student Code of Conduct
- referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the school
- other strategies and consequences as determined by the school officials

The school prohibits physical activity from being used as a form of punishment.



## Progressive Discipline System – Student Behavior and Corrective Interventions

\*These are partial lists for explanation purposes and are not meant to exclude other similar behaviors.

<b>Type A Behaviors</b>	<b>Corrective Interventions</b>
Includes: violations of classroom or campus rules; unauthorized food, gum, etc.; littering; disrespect to students, faculty, facility; running/noise in hallways; talking at inappropriate times; possession of banned electronic items (cell phone, iPod, etc.); possession of inappropriate items (toy gun not resembling or mistaken for a real weapon, etc.); attendance violations (tardies or absences); homework not completed or turned in on time; dress code violations that can be corrected in class; rough play.	<p>Corrective intervention is assigned by the teacher, and <b>may</b> include parent notification, conferences, practice academy, additional or makeup work, etc.; in-school suspension.</p> <p>All behavior and corrective interventions documented in student file.</p>
<b>Type B Behaviors</b>	<b>Corrective Interventions</b>
Includes: repetition of Type A behaviors; lying/cheating; possession of another student’s property; persistent disruption of classroom environment; throwing food in cafeteria; inappropriate language; persistently unprepared for class or refusal to participate; inappropriate physical contact.	<p>Corrective intervention is assigned by the teacher and/or team of teachers, and <b>may</b> include parent notification, conferences, practice academy, additional/makeup work.</p> <p>Instances of serious or repetitive Type B behaviors may be referred directly to the campus administrator and assigned consequences including parent conference, detention, in-school or out-of-school suspension.</p> <p>All behavior and corrective interventions documented in student file.</p>
<b>Type C Behaviors</b>	<b>Corrective Interventions</b>
Includes: persistent repetition of Type A or B behaviors; dress code violations that cannot be corrected in class; cause or threaten to cause injury; gang or gang-like activity including the display of gang or drug writing, symbols, etc.; racketeering; possession of dangerous item; possession of tobacco; damage to school property; bullying; gross profanity or obscene gestures; overt disrespect/defiance; extortion/threats/intimidation; lewd, indecent, or offensive conduct; sexual harassment; racial slurs; theft/possession of stolen property; possession of a prohibited item.	<p>The student is sent immediately to the campus administrator for corrective intervention at the administrative level. Administrative interventions <b>may</b> include parent conference, detention, in-school or out-of-school suspension, or expulsion.</p> <p>Severe or illegal behaviors will be reported to the appropriate law enforcement authority.</p> <p>All behavior and corrective interventions documented in student file.</p>
<b>Type D Behaviors</b>	<b>Corrective Interventions</b>
Includes: persistent repetition of Type A, B or C behaviors; violence; fighting; possession of drugs or alcohol; possession of weapon/use of item as a weapon/possession of item resembling or mistaken for a real weapon; terroristic threat.	<p>The student is escorted immediately to the campus administrator, and <b>may</b> be suspended immediately pending an expulsion meeting. Severe or illegal behaviors will be reported to the appropriate law enforcement authority.</p> <p>All behavior and corrective interventions documented in student file.</p>

## **Bullying**

Bullying will not be tolerated at Trinity Basin Preparatory. The district has a local policy that prohibits bullying, harassment, and making hit lists, and it includes, as appropriate for students at each grade level, measures for preventing and correcting bullying behavior. Violation of Trinity Basin Preparatory's Bullying Policy can result in corrective interventions for students, up to and including expulsion.

### **Type A and B Behaviors**

Since appropriate social behavior involves a series of learned skills, it is logical that the "first line" of discipline is in the classroom. For most Type A and B behaviors, teachers will employ corrective interventions within the classroom setting.

### **Removal from the Regular Educational Setting**

In addition to other discipline management techniques, student misbehavior may result in removal from the regular educational setting in the form of a discipline referral.

A teacher or administrator will remove a student from the class in order to protect the educational environment in the classroom. A teacher may also initiate a removal from class if:

- a. The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his/her class; or
- b. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

Students engaging in Type A and B behaviors may be referred to the campus administrator if the behavior has been determined to be repetitive and the attitude of the student defiant.

When a teacher or staff member observes any instance of Type C or D behavior, the offending student will be escorted to a campus administrator immediately.

The campus administrator will first discuss the behavior or incident with the student and then proceed with further corrective interventions including, but not limited to, counselor referral, behavior contract, detention, suspension, and/or expulsion.

A teacher or administrator must remove a student from class if the student engages in behavior that under the Texas Education Code requires or permits the student to be suspended or expelled. When removing for those reasons, the procedures in the subsequent sections on suspension or expulsion will be followed.

Subsequently the parent/guardian will be informed of the details contributing to the referral and of any disciplinary or corrective interventions prescribed.

## Appeals

Parental questions or complaints regarding disciplinary measures should be addressed to the teacher or the principal. Consequences will not be deferred pending the outcome of a grievance.

## Suspension

Students generally learn most effectively in a classroom, at school. Therefore students will be removed from the regular educational setting via suspension only when multiple, appropriate corrective interventions have been attempted, or such a removal is necessary for the safety and stability of the larger school community. Students may be suspended for any behavior listed in the Student Code of Conduct as a general conduct violation. In deciding whether to order suspension, the appropriate administrator will take into consideration:

1. the student's intent at the time the student engaged in the conduct;
2. the student's disciplinary history;
3. the student's age and grade level;
4. the frequency of the student's behavior;
5. the student's attitude and conduct during the investigation and referral;
6. the effect of the misconduct on the school environment.

Before being suspended, a student will have a conference with the appropriate administrator who shall inform the student of the conduct of which he/she is accused. The student will be given the opportunity to explain his/her version of the incident before the administrator's decision is made. The number of days of a student's suspension will be determined by the appropriate administrator, but will not exceed three school days.

State law allows a student to be suspended for no more than three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year.

## Expulsion

Behaviors for which a student **may** be expelled include:

- conduct that contains the element of assault, or threat of assault, against a student, school employee, or volunteer;
- criminal mischief;
- aggravated assault;
- sexual assault;
- sexual harassment;
- criminal attempt to commit murder or capital murder;
- murder or capital murder;
- aggravated robbery;
- conduct relating to a false alarm or report (including a bomb threat), or a terroristic threat involving a public school;
- selling, distributing, possessing, using, or being under the influence of any controlled substance, including alcohol;

- conduct that contains the elements of an offense relating to abusable volatile chemicals;
- arson;
- indecency with a child;
- kidnapping;
- use, exhibition, or possession of a firearm;
- use, exhibition, or possession of a knife, hand instrument designed to cut or stab another by being thrown, dagger, sword, spear, etc.;
- use, exhibition, or possession of a club such as an instrument specifically designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk;
- possession of any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade;
- possession of a prohibited item;
- significant property damage;
- any other offense listed in Section 37.007 of the Texas Education Code; or
- persistent repetition of any other behavior listed in the Student Code of Conduct.

If a student is believed to have committed an expellable offense, the campus administrator will suspend the student immediately pending the expulsion meeting. The expulsion meeting will be scheduled within three school days of the formal referral. The student’s parent will be invited in writing to attend the meeting.

In deciding whether to order expulsion, the school will take into consideration:

1. the student’s intent at the time the student engaged in the conduct;
2. the student’s disciplinary history;
3. the student’s age and grade level;
4. the frequency of the student’s behavior;
5. the student’s attitude and conduct during the investigation and referral;
6. the effect of the misconduct on the school environment.

### **Expulsion Meeting**

A student facing expulsion will be given an audience with campus administration, absent extenuating circumstances. At the expulsion meeting, the student is entitled to:

1. representation by the student’s parent or legal guardian.
2. the opportunity to testify and to present evidence and witnesses in the student’s defense.
3. the opportunity to question school employees.

After providing notice to the student and parent of the expulsion meeting, the school may hold the meeting and determine the results of the expulsion regardless of attendance of the student or parent. If the parent and student do not attend the expulsion meeting, the campus administrator will make a decision regarding expulsion based upon the information contained in the discipline referral and any other information that the administrator deems appropriate, as well as the factors stated above.

The campus administrator's decision as to whether the student will be expelled will be made at the conclusion of the expulsion meeting. If the student is expelled, the parent will be given a copy of the completed referral. The completed referral will serve as the expulsion order.

An expulsion order may recommend or suggest that the expelled student participate in certain learning and/or behavioral activities or programs in an effort to be eligible for readmission to TBP. In making this decision, the campus administrator will consider the expulsion factors above, as well as the student's attitude, emotional and/or mental status, and willingness to participate in any of the recommended programs or activities. If the expelled student and their family agree to participate as requested, the campus administrator will work with the student and provide written progress reports to the Superintendent. Any cost associated with the activities or programs recommended by the school will be the responsibility of the student. When appropriate, as determined by the Superintendent, the school may encourage the expelled student to reapply at TBP. Such application will be subject to all eligibility and or admission requirements outlined in TBP's Admission and Enrollment Policy; however, the expelled student's participation and completion of any such programs or activities will be considered by the Superintendent when evaluating the student's eligibility for readmission.

### **Special Education and Section 504 Expulsions**

If a student who receives special education or Section 504 services violates the Student Code of Conduct in a manner that makes expulsion a possibility, the expulsion process for general education students must be followed exactly with a few additional steps as outlined below.

If the Principal decides to expel, a Manifestation Determination meeting must occur. The Manifestation Determination meeting must be attended by the Special Education Coordinator or the 504/RtI Coordinator and the student's ARD Committee or 504 Committee.

In the Manifestation Determination meeting, the committee will operate as if the Principal's decision to expel the student was correct. The committee will not discuss whether the student committed an expellable offense. Rather, only the following questions will be discussed and answered:

1. Was the conduct caused by, or did it have a direct and substantial relationship to, the child's disability;
2. Was the conduct in question the direct result of the school's failure to implement the IEP or Section 504 Service Plan?

If the answer to either question is “yes,” then the expulsion must be voided. If the answer to the first question is “yes” for special education students, then a Functional Behavioral Analysis must be conducted in order to create or update a Behavior Intervention Plan.

It is important to note that the expulsion meeting and the Manifestation Determination meeting are distinct meetings. However, they may be held on the same day, back-to-back. In the expulsion meeting, the Principal has the final, sole authority to determine if the offense was expellable or not, as outlined in the school’s Student Code of Conduct. The Manifestation Determination meeting is not a fact finding meeting. The committee is to assume that all facts are true, and their purpose is simply to answer the two questions above. While the Principal is part of the committee in a Manifestation Determination, they are not the final, sole authority to answer these questions.

### **Appeal of Expulsion**

Any parent/guardian who is not satisfied with the decision of the campus administrator may appeal that decision to the Superintendent within three school days of the expulsion meeting.

The Superintendent will review all relevant documents. If necessary, the Superintendent may also talk to campus administration, witnesses, the student, and/or the student’s parent

Any parent who is unsatisfied with the decision of the Superintendent may similarly appeal to the Board of Directors within three school days. The decision of the Board of Directors is final, and is not subject to further review.

The Board of Directors will review all relevant documents in a closed meeting, unless the parent requests in writing that the matter be held in an open meeting. The Board of Directors may also hear a statement from the student or parent and from the designated administrator. The Board of Directors will base its decision on evidence reflected in the record and on any statements made by the parties at the meeting. The Board of Directors will make and communicate orally its decision at the conclusion of the expulsion review.

Any consequences or punishments assigned the student will not be deferred pending the outcome of the expulsion review.

### **Restrictions during Expulsion**

Expelled students may be prohibited from being on school grounds or attending school-sponsored or school-related activities. No academic credit will be earned for work missed due to the expulsion.

## Trinity Basin Preparatory

### Anti-Bullying

**Purpose:** A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. The purpose of this policy is to assist Trinity Basin Preparatory in its goal of preventing and responding to acts of bullying, intimidation, violence, harassment, and other similar disruptive behavior.

**Policy Intent:** Pursuant to Texas Education Code §37.0832(c), the board of directors adopts the following policy and procedures concerning bullying. Bullying typically involves an imbalance of power between the bully and the victim. When the basis of bullying is a protected characteristic such as sex, gender, race, color, national origin or disability, it may be considered discriminatory harassment and subject to applicable anti-discrimination laws.

TBP will take all bullying complaints seriously, promptly investigate all complaints, follow up with students when harassment or bullying is suspected, take appropriate corrective and disciplinary action, and ensure students have a safe environment in which they can report harassment.

#### **Statement of Policy:**

##### Overview of Policy and Procedure

Pursuant to Texas Education Code §37.0832(c), this policy and procedure will:

1. Prohibit the bullying of a student;
2. Prohibit retaliation against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying;
3. Establish a procedure for providing notice of an incident of bullying to a parent or guardian of the victim and a parent or guardian of the bully within a reasonable amount of time after the incident;
4. Establish the actions a student should take to obtain assistance and intervention in response to bullying;
5. Set out the available counseling options for a student who is a victim of or a witness to bullying or who engages in bullying;
6. Establish procedures for reporting an incident of bullying, investigating a reported incident of bullying, and determining whether the reported incident of bullying occurred;

7. Prohibit the imposition of a disciplinary measure on a student who, after an investigation, is found to be a victim of bullying, on the basis of that student's use of reasonable self-defense in response to the bullying; and
8. Require that discipline for bullying of a student with disabilities comply with applicable requirements under federal law, including the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.).

### Bullying

The act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying.

Pursuant to Texas Education Code §37.0832(a), bullying means a single significant act or a 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:

1. has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
2. is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.
3. materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
4. 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.

(a-1) This section applies to:

1. 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;
2. bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying:



- A. interferes with a student's educational opportunities; or
- B. substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

- (b) Conduct described by Subsection (a) is considered bullying if that conduct:
1. exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
  2. interferes with a student's education or substantially disrupts the operation of a school.

Bullying of a student may include, but is not limited to:

1. Verbal: Hurtful name calling, teasing, taunting, gossiping, making threats, making rude noises, demands for money, or spreading hurtful rumors.
2. Nonverbal: Posturing, making gang signs, leering, staring, stalking, destroying property, using graffiti or graphic images, or exhibiting inappropriate and/or threatening gestures or actions.
3. Physical: Hitting, punching, pushing, shoving, poking, kicking, tripping, strangling, hair pulling, fighting, beating, biting, spitting, hazing, confining, theft of valued possessions, or destroying property.
4. Emotional (Psychological): Rejecting, terrorizing, extorting, defaming, intimidating, humiliating, blackmailing, manipulating friendships, isolating, ostracizing, using peer pressure, or rating or ranking personal characteristics.
5. Cyberbullying: willful harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, texting on cell phones, social websites (e.g., MySpace, Facebook, Twitter), chat rooms, "sexting", instant messaging, or video voyeurism by accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network.
6. Cyberstalking: engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

TBP prohibits the bullying of any student:

1. during any educational program or activity conducted by TBP;
2. during any school-related or school-sponsored program or activity;
3. through the use of any electronic device or data, computer software that is accessed through a computer, computer system, or computer network. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section.
4. through threats using the above to be carried out on school grounds or at a school function or in situations where a school administrator can reasonably forecast a material and substantial disruption of school. This includes threats made outside of school

hours, which are intended to be carried out during any school-related or school-sponsored program or activity.

### Discriminatory Harassment

If bullying is based on a protected characteristic, it may fall under one of the federal anti-discrimination laws, including:

- Title IX of the Education Amendments of 1972, which prohibits discrimination and harassment on the basis of sex and gender;
- Title VI of the Civil Rights Act of 1964, which prohibits discrimination and harassment on the basis of race, color, or national origin; and
- Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, which prohibit discrimination and harassment on the basis of disability.

Harassing conduct may take many forms, including verbal acts and name calling; graphic and written statements, which may include use of cell phones or the internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school.

### Counseling

TBP provides age-appropriate preventative education regarding bullying in the form of classroom lessons under the guidance of the school counselor.

The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options and when appropriate, refer the students to the counselor.

After meeting with the student, the counselor will recommend whether the student may benefit from additional services which may include individual sessions, group sessions, class sessions, pairing with an adult or peer mentor. If the counselor believes that the student would benefit from repeated sessions, the counselor will notify the student's parent or guardian and get permission to have these sessions.

### Retaliation Prohibited

TBP prohibits retaliation by a student or employee against any person who is the victim of bullying, who in good faith makes a report of bullying, serves as a witness, or participates in an investigation. Such actions will be subject to TBP's Student Code of Conduct.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction or property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

#### Confidentiality

To the greatest extent possible, the school will respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

#### Access to Policy and Procedures

This policy and procedure will be distributed annually in the employee and student handbooks. Copies of the policy and procedure will be posted on the school's website, to the extent practicable, and will be readily available at each campus and the school's administrative offices.

#### Training

TBP will provide bullying awareness training and instruction on this policy to all campus-based staff at least annually.

In addition, instructional staff will receive further guidance and training from the counselor and administrative staff on an ongoing basis.

Campus administrators will also be trained to ensure that discipline is consistent and fair.

#### Bullying of a Student with Disabilities

Bullying based on disability may constitute peer-on-peer harassment prohibited by Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990.

Bullying may also trigger obligations to provide a free, appropriate public education (FAPE) to eligible students with disabilities under the Individuals with Disabilities Education Act.

### **Standard Operating Procedure:**

#### Making Reports regarding Bullying

Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other school employee. A report may be made orally or in writing. Parents are also encouraged to inform campus administration of any knowledge of bullying.

Students may also anonymously report an incident of bullying through the Trinity Basin Preparatory website ([www.trinitybasin.net](http://www.trinitybasin.net)).

Any school employee who has any knowledge of a student being bullied or may have experienced bullying shall immediately notify the campus principal or designee. Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the school's ability to investigate and address the prohibited conduct.

If a report is made orally, the campus principal or designee shall reduce the report to a written form.

The campus principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate. Not later than the third school day after the principal acquires knowledge of an alleged incident of bullying, the principal will provide notice of the incident to the parent or guardian of the victim of the alleged bullying and the parent or guardian of the student who allegedly engaged in bullying.

#### Investigating Complaints

All investigations concerning allegations of bullying will be prompt, thorough, and impartial.

The campus principal or designee shall conduct an appropriate investigation based on the allegations in the report. Every step of the investigation, including every action taken by the school, will be put in writing, giving dates and times and identifying all persons contacted. All statements should be reduced to writing and should have sufficient detail relating the events of the conversation.

The principal may use their judgment in conducting the investigation including, but not limited to, interviewing students and staff and taking written statements, notifying Child Protective Services or law enforcement when necessary, and meeting with parents to get or share information as needed.

#### Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten business days from the date of the report; however with permission from the Chief Academic Officer, the campus principal or designee may take additional time to complete a thorough investigation.

The campus principal or designee will prepare a written report of the investigation. The report will include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense.

The investigation should be documented in the district's student information management system pursuant to the guidelines outlined in the district's Progressive Discipline System. A copy of the report shall be sent to the Superintendent or designee.

### Notification of Parents

At the conclusion of the investigation, the principal or designee shall promptly notify the parents of the victim and the student who engaged in bullying. The notification shall occur in a parent conference and be documented on the district's parent conference form within 3 days of the conclusion of the investigation.

In this conference, the principal will explain the district's bullying policy, explain the consequences for violating the policy and give clear directives that this conduct will not be permitted at the school and will be dealt with swiftly and decisively if this conduct were to ever occur.

### Follow-Up Actions based on Results of Investigation

If the results of an investigation indicate that bullying occurred, the school will promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the school's Student Code of Conduct. The school may take action based on the results of the investigation, even if the school concludes that the conduct did not rise to the level of bullying under school policy.

Campus administrators will take bullying into account when disciplining a student who is a victim of bullying and who used reasonable self-defense in response to the bullying.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

Other actions that may be taken to prevent further bullying include separation of the victim from the bully, additional monitoring of victims, assignment of a safe place and a responsible contact person for the student victim to go to whenever the victim feels threatened or frightened, written directives to students and parents on expected conduct and response to allegations of bullying, and the notification of law enforcement where necessary.

### Appeal of Decision

A student who is dissatisfied with the outcome of the investigation may appeal to the Chief Academic Officer, Superintendent, and then Board of Directors, in that order.

### **Revision History:**

<u>Effective Date</u>	<u>Version</u>	<u>Modification</u>
8/20/12	1	New document
11/6/17	2	Revisions pursuant to SB179 "David's Law"