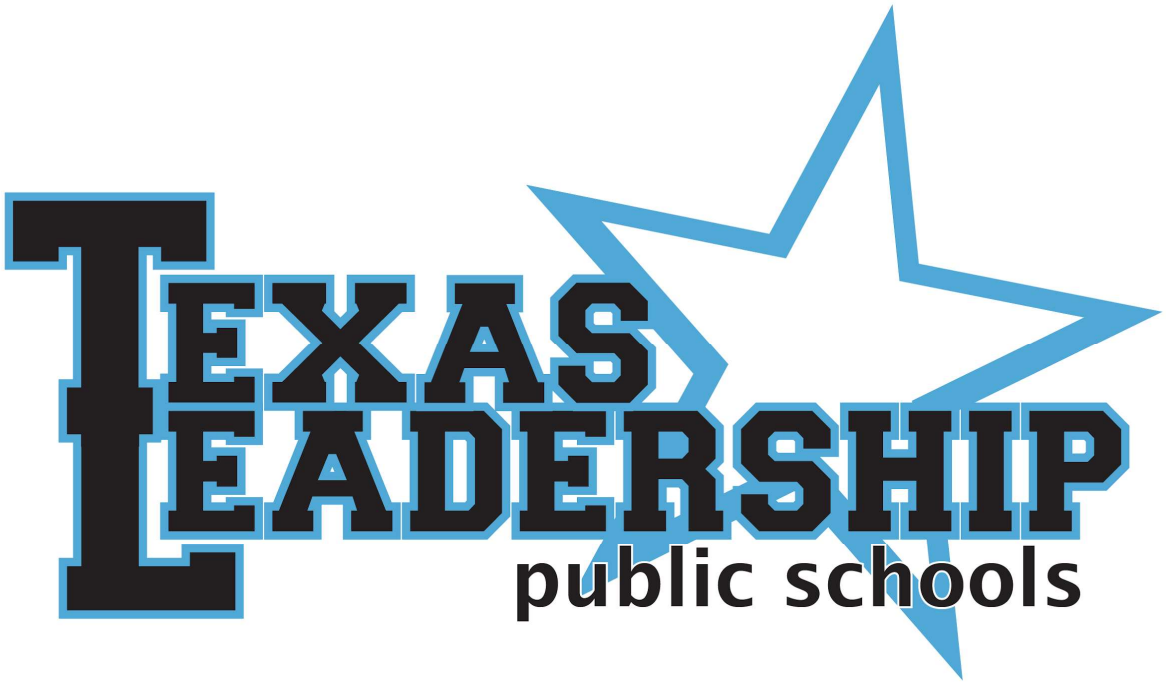

STUDENT HANDBOOK

Board Approved August 27, 2026

Dear Parent/Guardian:

The administration, faculty, and staff of Texas Leadership Public Schools (TLPS), which encompasses Texas Leadership and Trinity Leadership, desire that you understand clearly the philosophy, general guidelines and curriculum offerings for a positive learning experience during your student's school years. The Student/Parent Handbook will assist you in planning and partnering with the school in a joint effort to meet your student's individual needs.

It is imperative that the students and parents/guardians become familiar with the TLPS uniform requirements, discipline system, and campus operating guidelines.

Please be aware that this handbook is updated annually even though policy adoption and revision is an on-going process. Therefore, any changes in policy that affect the Student/Parent/Guardian Handbook provisions will be made available to students and parent/guardian through newsletters sent home in the student's Exchange Folder or other communications *as soon as reasonably possible* **.**

Our Mission

To create an environment that develops people and instills quality education.

Our Vision

To see students become leaders in all areas of life.

Our Values

Character

"Doing the right thing even when no one is watching"

Growth

"Continually developing and improving"

Servant Leadership

"Helping people perform as highly as possible"

Empowerment

"Giving people the authority and freedom to fulfill their responsibilities"

Commitment

"Being dedicated to accomplish our mission"

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GENERAL INFORMATION

CHARTER SCHOOLS

In February of 1996, the Texas Legislature authorized the creation of state chartered schools. These schools are independent public schools and are required to meet state accreditation requirements. Charter schools are designed and managed by concerned teachers, administrators, parents/guardians, and community members. A charter school is a 501(c)(3) non-profit organization. The non-profit organization governing our school is Texas Leadership Public Schools (TLPS). A Board of Directors has been established to create and implement the policies and procedures of the charter school. Charter schools are accountable to the State Board of Education and are monitored by the Texas Education Agency to ensure that they meet both state and federal guidelines. Many rules and regulations that apply to traditional public schools have been removed from charter schools; yet with this freedom comes fiscal and student academic accountability.

SCHOOL OF CHOICE

- TLPS is a school of choice.
- The environment is structured with a greater focus on rules and discipline than a traditional school.
- Despite the stricter nature of the structure of TLPS, you will find that the learning environment is much more suited to the individual student.
- Should you decide that the structure is not a fit to your learning style; you may choose to attend your local traditional public school based upon your residency status.

ENROLLMENT

As an open enrollment school, TLPS will admit any age/grade appropriate child on a first come, first serve basis upon completion of the enrollment packet. Because there is often a limited number of spaces per grade level, applications will be numbered upon receipt. If more applications are received than there are spaces available, a lottery system will be used. After the lottery, applications will be placed on a waiting list in the order they were received.

TLPS reserves the right to deny admission to a student who has a documented history of a criminal offense, juvenile court adjudication, or discipline problems under Texas Education Code chapter 37, subchapter A.

The State of Texas requires that children be five (5) years old on or before September 1 to enter kindergarten (Texas Education Code 25.001). To attend first grade at any public school in Texas, a child must be six (6) years old on or before September 1, or have been previously enrolled in the first grade of a public school in another state, or completed public school kindergarten in another state (Texas Education Code 42.003(c)).

**More information on the Admissions and Enrollment Policy and Siblings of Currently Enrolled Student Policy can be found at https://www.texasleadership.net/board/board-policies under TLPS Board Policies.

NON-DISCRIMINATION POLICY

TLPS admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities of the school. Admission will not be based on gender, national origin, ethnicity, religion, disability, academic, artistic or athletic ability, or the public school system the child would otherwise attend.
The Title IX, Section 504, Title II and Age Discrimination Act coordinator for TLPS is:

Mark Hennesy
PO Box 61726
San Angelo, TX 76906
(325) 653-3200 Ext. 6212

REPORTING ABUSE OR NEGLECT

The law requires that any person who believes that a child is being abused or neglected to report the circumstances to the Texas Department of Family and Protective Services (DFPS) abuse hotline within twenty-four (24) hours of the event that led to the suspicion.

Abuse is defined as and includes the following acts or omissions:

- Mental or emotional injury to a student or minor that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning.
- Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning.
- Physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or
- Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare.

To report suspected child abuse or neglect, call the toll free phone number at 1-800-252-5400 or electronically at: https://www.txabusehotline.org/Login/Default.aspx. Call or report 7 days a week, 24 hours a day.

State law specifies that an employee may not delegate to or rely on another person or administrator to make the report. Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. Failure to make the required report may result in prosecution as a Class A misdemeanor. Reporting the concern to another school employee does not relieve the employee of the requirement to report it to the appropriate state agency. Employees must cooperate with child abuse and neglect investigators. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent/guardian or school administrator against the desires of the duly authorized investigator is prohibited.

ASBESTOS MANAGEMENT PLAN

The charter system works to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the charter system's Asbestos Management Plan is available in the Operations Manager's Office. If you have any questions or would like to examine the plan in more detail, please contact Scott White, the charter system's Chief Operations Officer, at (325) 653-3200, ext. 7005.

INTEGRATED PEST MANAGEMENT (IPM) PROGRAM

As part of an Integrated Pest Management (IPM) program, TLPS has a policy that requires the use of nonchemical pest control tactics whenever practical. However, pesticides may periodically be applied.

The district applies only pest control products that comply with state and federal guidelines. All persons performing pest management at this district are required to receive special training in current pest management practices and pesticide application.

Except in an emergency, signs will be posted 48 hours in advance prior to an indoor application. For outdoor applications, we will post signs at the time of treatment and leave them up for the time specified based on what was used, where it was used, and if students will be affected in the treated area.

Parents who want to be notified prior to pesticide application inside their child's school assignment area or who have further questions about pesticide use (including the types and timing of treatments) may contact their IPM Coordinator at Rebecca.Eldredge@texasleadership.net.

ATTENDANCE

ABSENCES

Regular daily attendance is essential for a student to receive the greatest benefit from instruction. In support of this critical need, *Texas Education Code Subchapter C, Section 25.092* states: a student in any grade level from kindergarten through grade 12 may not be given credit or a final grade for a class unless the student is in attendance for at least 90 percent of the days the class is offered. A student who is in attendance for at least 75 percent but less than 90 percent of the days a class is offered may be given credit or a final grade for the class if the student completes a plan approved by the school's principal that provides for the student to meet the instructional requirements of the class.

Accrual of excessive absences is subject to review and possible referral for truancy in accordance with state law and local TLPS policy.

The Superintendent and/or his designee shall establish an attendance committee or as many committees as necessary for efficient implementation of Education Code 25.092. The Superintendent and/or designee shall make the specific appointments in accordance with legal requirements. Students who have lost credit because of excessive absences may regain credit by fulfilling the requirements established by the attendance committee.

Students are considered absent after the official attendance time (9:00am).

7th -12th grade attendance is taken each class period and students must be in a class at least thirty (30) minutes to be counted present.

When a student is absent, the school must have a note from the parent/guardian concerning the student's absence(s) within three (3) school days. It must include the following:

- Student's name
- Grade (teacher, if elementary student)
- Days missed
- Reason/Excuse
- Parent's/guardian's signature
- Parent's/guardian's home and work phone numbers

In the event a student's absence for personal illness exceeds three (3) consecutive days, the student shall present a statement from a physician or health clinic which verifies the illness or other condition requiring the student's extended absence from school. The statement from a physician or health clinic shall be presented to the school campus within three (3) school days or this absence will be deemed unexcused.
If the student has nine (9) absences, a physician's or clinic's statement of illness will be required for every subsequent absence.

Should the parent/guardian call and notify the school that the student is absent, a note can also be provided to the school office (for documentation purposes) on the day the student returns. The school keeps a file of all notes received for audit purposes. The state provides a list that determines designation of excused or unexcused absences. *(Texas Education Code Section 25.087).*

A student absent from school for any portion of a school day must communicate with the campus office regarding the reason for the absence. Before a student may leave campus at any time during the school day, the student must be signed out through the office. Any communications regarding absences must be by the student's parent/guardian or, if the student is eighteen (18) years or older, or is an emancipated minor, by the student.

Excused Absences

- Illness
- Death in the immediate family excused up to three (3) days with documentation
- Religious holidays – must notify the school office ***in advance*** (Students will receive attendance credit for the days.)
- Doctor's appointments – must have doctor's note
- Court ordered or legally related absence – accompanied by legal documentation
- Any days lost for athletics/UIL activities
- Student is absent to visit with a parent, stepparent, or legal guardian who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or is immediately returned from continuous deployment of at least four (4) months outside the locality where the parent, stepparent, or guardian regularly resides. TLPS will excuse up to five (5) days for this purpose in a school year. An excused absence for this purpose must be taken no earlier than sixty (60) days before the date of deployment or no later than thirty (30) days after the date of return from deployment.
- Students in eleventh or twelfth grade only: visiting an institution of higher education accredited by a generally recognized accrediting organization to determine the student's interest in attending the institution. No more than two (2) days in the eleventh grade year and two (2) days in the twelfth grade year may be taken for this purpose. The student must bring documentation from the institution of higher learning stating the date of the visit and the student's name.

Students who leave during the school day for a doctor's appointment and provide a doctor's note upon return to school, will be counted present for the school's official daily attendance.

A student will have one (1) day per excused absence to make up work missed during the absence.

In the event of an unclear excuse or unusual circumstances, the principal/assistant principal will make the final determination. A student engages in chronic absenteeism when the student accumulates 10 or more absences in a semester or 19 or more absences during the school year.

Unexcused Absences

Unexcused absences include vacations scheduled during school days, baby-sitting, oversleeping, missing the bus, and car trouble. This list is an example and may not include all reasons that might be deemed unexcused. If an absence is unexcused, the student may still do the work which he/she missed. Work must be turned in within 24 hours of returning to school.

PERFECT ATTENDANCE AWARDS

Perfect Attendance Awards go to the students that go above and beyond to be at school. In order for a student to receive a perfect attendance award for the year, the following requirements must be met:

- They must be enrolled before September 1 of the school year.
- They must attend every period, every day.

TARDY POLICY

Each child's most important teacher is the parent/guardian. Our goal is to meet the educational, social and emotional needs of each student. It is our honor to join you and the school community in providing the best education possible. Being in school and being at school on time is critical. Students who are late not only miss important instructional time, but they also interrupt the flow of instruction in the classroom. Students must be in the building with their class in their designated area by 8:00 a.m.

Students with excessive tardiness will be referred for disciplinary action. See Student Code of Conduct for further information.

*Tardy is defined as 15 minutes or less.

ARRIVAL

On or after 8:00 a.m. students are considered tardy and must report to the office for a tardy slip.

DISMISSAL

Dismissal is at 3:30 p.m. Monday through Friday. Students should be picked up promptly at dismissal times, since there will be no supervision for students who are not picked up on time.

An adult must pick up students only and they MUST have a picture identification or a vehicle hangtag. Please be sure that all people designated to pick up your child are on the vehicle registration form; otherwise, the student will not be released to them. The parents/guardians must submit written notification and proper identification to the appropriate campus administrator if they require designation of other pickup arrangements. Vehicles shall not be left unattended in student pickup areas. You may park only in designated spaces. Never block others so that they cannot exit the parking lots. Please be considerate.

Please do not pick your child up before their release time unless it is an emergency or cannot be avoided. It is important that each student has closure to the school day.

Please do not ask to check out your student after 2:45 p.m. We can only be accountable for educating children if we have them for a full day, every day.

LEAVING CAMPUS

Upon arrival on school grounds, students may not leave campus at any time or for any reason without checking out through the office. A student requesting to leave school during the day must bring a note from his/her parent/guardian and be checked out by his/her parent/guardian in the school office. Every parent/guardian must show picture identification to school personnel when signing out their child for any reason. The school nurse or office personnel may also determine if a student should be sent home due to illness and will notify the student's parent/guardian. To minimize loss of instructional time, the office will not send for the child until the parent/guardian arrives at school.

When scheduling appointments, please try to schedule them for after school hours, on weekends, or during school breaks. If an appointment has been scheduled during school hours, please have a copy of the doctor's note for our office records or send it with your student the next day. Please send a positive message to your child about the importance of being in school every day.

TRUANCY

The TLPS truancy prevention facilitator will begin a truancy intervention plan when a student violates the truancy laws of the State of Texas. The truancy intervention plan could include the following measures:

- Mandatory counseling
- Community service
- Makeup School
- Mandatory parental counseling
- Attendance Contract

The school reserves the right to contact a truancy prevention facilitator when a child is not in attendance and the parent/guardian fails to notify the school. A fine may be assessed by the courts.

***For further information relating to truancy, please refer to the Student Code of Conduct.**

WITHDRAWAL PROCESS

Parents/guardians choosing to withdraw their students must visit the campus office to sign withdrawal paperwork at least three (3) days in advance of the child's last day at TLPS.

Parents/guardians are required to follow administrative procedures for official withdrawal and must indicate on the withdrawal form the name of the Charter System or Independent School District and campus (or private school) where their child will attend next.

Requirements at Time of Withdrawal:

- Return of Materials: A student who is withdrawing from school must return all books or school-owned property. Students must pay for any lost or damaged books.
- Clear Records and Fees: All records and fees must be cleared with the school at the time of withdrawal.
- Lunch Balance Check: It is the parent's/guardian's responsibility to check with the school regarding their student's lunch balance at the time of withdrawal. Any unclaimed funds will not be refunded thirty (30) days after the last day of the student's enrollment.

NOTE: If there is a positive balance and funds are not requested to be refunded, the district will hold funds for 3 months after withdrawal or graduation. After that period of time, funds will be moved into a donation account to help offset negative balances.

Administrative Withdrawal Due to Excessive Absences (Texas Education Code Compliance)

In accordance with the Texas Education Code, a student may not be withdrawn after accumulating 10 consecutive absences if the student's whereabouts are known. However, the following provisions apply for students under the age of 19 who have reached 10 consecutive unexcused absences:

- School officials may initiate the withdrawal process only after making every good faith effort to contact the student, the parent/guardian, and/or a family member of the student.
- If these contact efforts are unsuccessful and school officials have determined that:
    - The student is no longer within the school attendance area,
    - The home where the student was residing is vacant, or
    - The whereabouts of the student are unknown,
- Then school officials may instruct personnel to process the withdrawal to prevent the continued recording of unexcused absences.

DRESS CODE

UNIFORMS

TLPS Board of Directors has implemented a mandatory dress code for all students. There are many positive reasons for a school dress code, including:

- A dress code encourages students to express their individuality through personality and academic achievements, not outward appearances.
- A dress code puts the focus on academics, not fashion, because they project a neat, serious, businesslike image.
- Schools with dress codes have fewer discipline problems because students are less distracted.
- Dress codes can be less expensive.
- Dress codes eliminate the visible differences between financially challenged and wealthy children.
- Dress codes eliminate pressure to wear brand name clothing, "gang colors," etc.
- Dress codes create a sense of school pride and belonging.

TLPS is a school of choice that requires students to wear uniforms. Student uniforms make a statement that students belong to a unique school environment with a strong commitment to educational excellence. The uniqueness of the student does not rest in the apparel they wear, but in the inner qualities and gifts of the student. All students are required to attend each school day in full uniform. Uniforms are to be worn from the first day of school through the last day of school. In order to minimize loss and simplify identification, all clothing should be labeled with the student's name. **TLPS polo shirts must be purchased from campus offices or the TLPS online store.**

Shirts

Solid color: royal blue, black, or white TLPS polo shirt with school logo on the front.

Pants/Shorts

- Solid desert sand or khaki, solid black, or solid gray in color
- All lower-body clothing should be made of twill, corduroy, or denim material.
- Girls should not wear "form-fitting" pants that are excessively tight or stretchy.
- Girls may wear solid khaki, black or gray skirts that are at least KNEE LENGTH.
- Jogger, carpenter, cargo, cargo shorts or painter pants are not allowed.
- Shorts are allowed in KG-4th grade and must be fingertip length.
- Shorts are allowed in 5th-12th grade and must be no more than 3 inches above the knee.
- Campus administration has final determination if pants are acceptable or not.

Student ID (For Participating Campuses)

- SmartTAG Student IDs are to be worn as issued by Campus Administration, as part of student uniforms
- IDs must be worn on a lanyard and must be visible at all times
- See Student ID badges below for more information

Outerwear

- Outerwear is defined as sweaters, pullovers, jackets, or coats that are designed to be worn OVER other clothing. TLPS uniform shirts must be worn under all outerwear. Hoods may not be worn in the building at any time.
- Any OFFICIAL TLPS outerwear (letter jacket, sweatshirt) is acceptable.
- Any other outerwear must meet certain criteria:
    - It must fit within the color scheme of the TLPS uniform. The only acceptable colors for outerwear are black, white, gray, royal blue, navy blue, and khaki.

- No graphics or designs are allowed on outerwear. Any logo must be credit card sized or smaller.

Accessories

- White, black, khaki, gray, or navy socks or tights.
- Undershirts must be solid white, black, khaki, navy or royal blue without a logo and tucked in.
- White, black, khaki, navy or royal blue turtleneck sweaters may be layered underneath the uniform and tucked in.
- Belts must be solid black, brown, white or khaki in color with a small standard belt buckle. Belts and pants must be worn at the natural waist.

Footwear

- The following are examples of **unacceptable** footwear:
  - Sandals
  - Flip-flops or shower shoes
  - Crocs
  - Wheeled shoes
  - Light up shoes
  - Open-toed shoes
  - Shoes with more than 1" heels or boots with more than 2" heels.
- Shoes must have both closed toe and closed heels.
- Tennis/athletic shoes, dress shoes, and boots are acceptable.
- Laces can be colored to match the shoe color, but both laces must be the same

Spirit Days Jeans

- Students should wear only blue denim jeans or regular uniform pants
- There should be no printed logos or emblems on jeans.
- There should be no rips, holes, defects or skids in jeans.
- Jeans must be worn in a proper manner at the natural waist.

Spirit Day Shirts

- A spirit shirt purchased from athletic or campus organizations or a uniform shirt is allowed.
- There should be no rips, holes, defects or skids in spirit shirts.
- Girls may wear denim skirts on Spirit Day that are at least **KNEE LENGTH.**
- All spirit wear is subject to campus principal or administrative approval.

Jewelry

- No one is permitted to wear earrings anywhere on their bodies except the ear.
- Nose rings are not permitted. However, modest studs may be worn. No piercings are allowed in the septum.
- Ear gauges, plugs and tunnels are not permitted
- Jewelry may not represent or contain inappropriate content as determined by campus administration.
- All allowed jewelry is at the discretion of the campus administration.

Uniform infractions will be handled by campus administration

- If a violation can be corrected (e.g., holes in jeans), it will be corrected and the student will be sent back to class.

- If a violation requires a change of clothes, the student will remain in the office or In School Suspension (ISS) until the violation is corrected. Once the violation is corrected, the student will be sent back to class.
- Repeated occurrences will be considered insubordination and may require additional disciplinary action.

Basic dress code requirements:

- A parent may be required to bring a change of clothing for any child wearing an item of clothing that the principal finds to be inappropriate or that interferes with the learning environment.
- Hats, caps, shower caps, sweatbands, and beanies will not be worn inside any classroom or building during the school day. Only girls may wear headbands that coordinate with their TLPS uniform.
- Pants must be worn in a proper manner on the natural waist.
- Bandanas and skullcaps are not allowed at school functions at any time unless it is part of an athletic uniform.
- TLPS uniform shirts must be worn under all outerwear. Hoods may not be worn in the building at any time.
- Gang symbols are not allowed.
- Nonconforming hairstyles of any kind will not be allowed at school. Hair should be neatly groomed with no extreme colors or styles for boys or girls. Final decisions on appropriate hairstyles and colors will be made by the campus or central office administration.
- Any facial hair will be neatly groomed at all times and be of natural color
- Hair picks are not allowed to be worn in the hair
- No inappropriate dress should be worn at any time. Only school uniforms and appropriate outerwear are allowed on campus at all times.
- Participants in extracurricular activities may have additional dress code requirements.
- Excessive dress code violations will be treated as defiant and disrespectful behavior and may result in a disciplinary referral.

The Campus Principal will have the final decision on all of the above items.

BACKPACKS/ATHLETIC BAGS

Only clear or full mesh backpacks are allowed in buildings. Students will not be allowed to carry athletic bags or return to them once they are in their designated drop area.

ACADEMICS

GRADES/REPORT CARDS

Grades are available online at https://texasleadership.powerschool.com/public or you can download the Power School SIS App from your iTunes or Google Play store. The District Code for TLPS is: QZJQ. The access code and password for your student can be provided to you by the campus.

Students receive report cards with the numerical grading system in all subjects. In accordance with state law, any grade below 70 is failing.

GENERAL GRADING GUIDELINES

All teachers are required to comply with the following guidelines for gradebooks. The campus administration is responsible for ensuring that their teachers are following these guidelines correctly:

- **Kindergarten and First Grade:** There must be a minimum of six (6) grades per subject area in each six-weeks grading period. Specifically, one grade each week.
- **Second and Third Grade:**

- Reading and Math: There must be a minimum of 10 daily grades and least two test grades in each six (6) weeks grading period.
- Science and Social Studies: There must be a minimum of six (6) grades per subject area in each six-weeks grading period. Specifically, one grade each week.

- **Fourth through Twelfth Grade**: There must be a minimum of 10 daily grades and least two test grades in each six (6) weeks grading period.
- **Elementary Specials:** There must be a minimum of six (6) grades per subject area in each six-weeks grading period. Specifically, one grade each week.
- **Secondary PE/Athletics and Fine Arts:** There must be a minimum of six (6) grades per subject area in each six-weeks grading period. Specifically, one grade each week.
- No semester exam grade shall exceed 100.

INCOMPLETE ASSIGNMENTS

Teachers must have the approval of their campus administrator before giving a six (6) weeks grade of 'I'- Incomplete to any student. Students must clear all incomplete grades within two (2) weeks following the end of the grading period after which all incomplete work will be assigned a grade of zero.

PROGRESS REPORTS

Teachers will keep up-to-date records in the gradebook so parents can be notified in a timely manner of student progress. At the three-week point in the grading period, teachers should send a progress report for all students for that grading period. Numerical daily and test grades shall be listed on the progress report.

GENERAL ACADEMIC ACHIEVEMENT POLICIES

TLPS will follow The Texas Education Code and The Texas Administration Code with regard to legal requirements for Academic Achievement. This guide is a general overview and not all requirements may be listed in this local policy.

**More information on the Academic Achievement Policy and Grade Placement Committee Procedures can be found at https://www.texasleadership.net/board/board-policies.

ACTIVITIES ELIGIBILITY (NO PASS – NO PLAY)

A student's eligibility to participate in extracurricular activities is in accordance with UIL standards, which may be found on the following website https://www.uiltexas.org. These standards may also be viewed on campus upon request.

SPECIAL EDUCATION SERVICES

Special Education provides for the special needs of students who may require individualized instruction. TLPS incorporates special needs students into a mainstream environment that encourages inclusion. Teachers or parent(s)/guardian(s) may refer students for appraisal. If a student meets the criteria, the Admission, Review, and Dismissal (ARD) Committee comprised of staff, parent(s)/guardian(s), and teachers will determine an appropriate individual educational plan for the student.

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

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Multi-Tiered Systems of Support (MTSS). The

implementation of MTSS has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links student 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.

Contact Section 504: Gretchen Reicheneker
Phone Number: 325-653-3200

Contact Special Education: Stephanie Higgins
Phone Number: 325-653-3200

Special Education Referrals:

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

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal Prior Written Notice and Procedural Safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the fifteen (15)-school day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than forty-five (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 (3) 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 forty-five (45)-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least thirty-five (35) but less than forty-five (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 (3) or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of forty-five (45) school days plus extensions for absences of three (3) or more days will apply.

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

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

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

Contact Person: Stephanie Higgins, Director of Special Education
Phone Number: 325-653-3200

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

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

Contact Person: Gretchen Reicheneker
Phone Number: 325-653-3200

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

- Legal Framework for the Child-Centered Special Education Process https://spedsupport.tea.texas.gov/resource-library/texas-legal-framework
- Partners Resource Network https://prntexas.org/
- Special Education Information Center https://spedsupport.tea.texas.gov/resource-library/spedtex
- Texas Project First https://texasprojectfirst.org/

Cómo ayudar a aquellos estudiantes que tienen dificultades de aprendizaje o precisan servicios de educación especial o de la Sección 504

Para aquellos estudiantes que tienen dificultades en el salón de clases normal, todos los distritos escolares y las escuelas autónomas de inscripción abierta deben contemplar servicios de tutoría y compensatorios, y otros servicios de apoyo académico o conductual que estén disponibles para todos los estudiantes, incluido un proceso basado en la Respuesta a la Intervención (MTSS). La implementación de la MTSS tiene el potencial de impactar positivamente en la capacidad de los distritos y escuelas autónomas de satisfacer las necesidades de todos los estudiantes con problemas. Si un estudiante está experimentando dificultades de aprendizaje, sus padres pueden comunicarse con la(s) persona(s) mencionada(s) más abajo para obtener información sobre el sistema general de remisión o control de la educación general de la escuela para los servicios de apoyo. Dicho sistema vincula a los estudiantes con una variedad de opciones de apoyo, entre las que se encuentra la remisión para que se realice una evaluación de educación especial o una evaluación de la Sección 504 con el fin de determinar si el estudiante necesita asistencia, adaptaciones o servicios específicos. Los padres pueden pedir una evaluación para los servicios de educación especial o de la Sección 504 en cualquier momento.

Remisiones de educación especial:
Si los padres solicitan, por escrito, al director de servicios de educación especial o a un empleado administrativo del distrito escolar o de la escuela autónoma de inscripción abierta que se realice una evaluación inicial para recibir servicios de educación especial, el distrito o la escuela autónoma deben responder dentro de los 15 días

lectivos después de haber recibido la solicitud. En ese momento, el distrito o la escuela autónoma deben entregar a los padres notificación previa por escrito respecto de si están de acuerdo o no en evaluar al estudiante, además de enviarles una copia de la *Notificación de salvaguardas procesales*. Si el distrito escolar o la escuela autónoma están de acuerdo en evaluar al estudiante, también deben darles a los padres la oportunidad de prestar su consentimiento por escrito para la evaluación.

Por favor tenga en cuenta que una solicitud para una evaluación de educación especial puede hacerse verbalmente y no necesita hacerse por escrito. Los distritos y escuelas "chárter" deben seguir cumpliendo con todas las notificaciones previas por escrito y los requisitos sobre las salvaguardas procesales de la ley federal para identificar, localizar y evaluar a los niños que se intuya puedan ser niños con alguna discapacidad y que necesite educación especial. Sin embargo, una petición verbal no requiere que el distrito o la escuela "chárter" respondan dentro del periodo establecido de los 15 días escolares.

Si el distrito o la escuela autónoma deciden evaluar al estudiante, deben completar la evaluación inicial y el informe de la evaluación dentro de los 45 días lectivos posteriores al día en que reciban el consentimiento por escrito de los padres para evaluar al estudiante. Sin embargo, si el estudiante se ausenta de la escuela por tres días lectivos o más durante el período de evaluación, dicho período se extenderá la misma cantidad de días lectivos que el estudiante haya faltado.

Existe una excepción al plazo de 45 días lectivos. Si un distrito o una escuela autónoma reciben el consentimiento de los padres para la evaluación inicial entre los 35 y 45 días lectivos previos al último día de clases del año, deben completar el informe escrito y proporcionarles una copia del mismo a los padres, a más tardar, el 30 de junio de dicho año. No obstante, si el estudiante falta a la escuela tres días o más durante el período de evaluación, no se aplica la fecha límite del 30 de junio, sino que se aplica el plazo general de 45 días lectivos más prórrogas por ausencias de tres días o más.

Al completar la evaluación, el distrito o la escuela autónoma deben proporcionar a los padres una copia del informe de evaluación en forma gratuita.

Hay disponible información adicional sobre educación especial del distrito o la escuela autónoma en el documento complementario titulado *Guía para padres sobre el proceso de admisión, revisión y retiro*.

<u>Persona de contacto para las remisiones de educación especial:</u>
La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de educación especial es:

Persona de contacto: Stephanie Higgins, Director de Educación Especial
Número de teléfono: 325-653-3200

<u>Remisiones de la Sección 504</u>:
Cada distrito escolar o escuela autónoma debe tener estándares y procedimientos en vigor para la evaluación y colocación de estudiantes en el programa de la Sección 504 del distrito o la escuela autónoma. Además, los distritos y las escuelas autónoma deben implementar un sistema de salvaguardas procesales que incluya una notificación, una oportunidad para que los padres o tutores examinen los registros relevantes, una audiencia imparcial en la que puedan participar los padres o tutores y en la que haya representación por parte de un abogado, y un procedimiento de revisión.

Persona de contacto para las remisiones de la Sección 504:
La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de la Sección 504 es:

Persona de contacto: Gretchen Reicheneker Número de teléfono: 325-653-3200
Información adicional:
Los siguientes sitios web ofrecen información y recursos para los estudiantes con discapacidades y sus familias.

- Marco legal del proceso de educación especial centrado en el niño https://spedsupport.tea.texas.gov/resource-library/texas-legal-framework
- Red de colaboradores y recursos https://prntexas.org/
- Centro de Información de Educación Especial https://spedsupport.tea.texas.gov/resource-library/spedtex
- Texas Project First https://texasprojectfirst.org/

STUDENT RECORDS

TLPS maintains general education records required by law. A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters TLPS until the student withdraws or graduates. This record transfers with the student from school to school.

The Family Educational Rights and Privacy Act (FERPA) affords parent(s)/guardian(s) and students over eighteen (18) years of age certain rights with respect to the student's education records. By law, both parent(s)/guardian(s), whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes. A parent/guardian whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

**More information on FERPA can be found at https://www.texasleadership.net/board/board-policies

A parent/guardian who desires a copy of their student's school records must submit a written request with the student's name and grade, as well as the date of request and signature of the parent/guardian to the school office. Please allow 24-72 hours from time of request for processing.

Parent(s)/guardian(s) of a minor or a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, consultants, attorneys, cooperatives, or board members of TLPS, who are (1) working with the student; (2) considering disciplinary or academic actions, the student's case, or an individual education plan (IEP) of a student with disabilities; (3) compiling statistical data; or (4) investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. TLPS forwards a student's records on request to a school in which a student seeks or intends to enroll without the necessity of parent's/guardian's permission. Parental consent is required to release the records to anyone else. When the student reaches eighteen (18) years of age, the right to consent to release of records, transfers to the student.

The parent(s)'/guardian(s)' or student's right of access to, and copies of, student records does not extend to all records. Parent(s)/guardian(s) may be denied copies of a student's records (1) after the student reaches age

eighteen (18) and is no longer a dependent for tax purposes; (2) when the student is attending an institution of postsecondary education; (3) if the parent(s)/guardian(s) fails to follow proper procedures; or (4) when the school is given a copy of a court order terminating the parental rights.

Certain information about students is considered directory information and will be released by TLPS unless the parent(s)/guardian(s) object. TLPS may release directory information, for use on the school website or in school publications. Such information includes name, address, telephone number, date and place of birth, participation in school activities and sports, awards received, school work (no grades), dates of attendance, previous school attended, grade level, weight and height of members of athletic teams, and students picture/photographic image. Parent(s)/guardian(s) who object to the release of any or all directory information about the students must present in writing the name of the child and the directory information they object to having released. If the school does not receive the parent(s')/guardian(s') objection within ten (10) days of receipt of the handbook acknowledgment, the school will assume that the parent(s)/guardian(s) approve release of directory information.

NON-DISCRIMINATION POLICY IN CAREER AND TECHNOLOGY EDUCATION (CTE)

Public Notification of Nondiscrimination in Career and Technology Education Programs TLPS offers career and technology education programs in Healthcare Therapeutics, Family and Community Services, Design and Multimedia Arts, and Applied Agricultural Engineering.

It is the policy of TLPS not to discriminate on the basis of race, color, national origin, sex, or handicap, in its vocational programs, services or activities as required by the 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.

TLPS will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all education and vocational programs. For information about your right or grievance procedures, contact the Title IX Coordinator, Mark Hennesy, at 3522 W Loop 306, San Angelo, TX 76904, 325-653-3200.

Notificación pública de no discriminación en Programas Vocacionales (Career and Technology Education Programs)

TLPS ofrece programas vocacionales en Healthcare Therapeutics, Family and Community Services, Design and Multimedia Arts, and Applied Agricultural Engineering. La admisión a estos programas se basa en completar pre curso requerido en orden secuencial.

Es norma de TLPS no discriminar por motivos de raza, color, origen nacional, sexo o impedimento, en sus programas, servicios o actividades vocacionales tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, enmendada; Título IX de las Enmiendas de Educación de 1972; y la Sección 504 de la Ley de Rehabilitación de 1973, según enmendada.

TLPS tomará medidas necesarias para asegurar que la falta de habilidad en el uso Inglés no sea un obstáculo para la admisión y participación en todos los programas de educación y vocacionales.

Para información sus derecho o procedimientos para quejas, comuníquese con el Coordinador del Título IX, Mark Hennesy, at 3522 W Loop 306, San Angelo, TX 76904, 325-653-3200.

STUDENT EXPECTATIONS

DISCIPLINE SYSTEM

Good discipline means that the classroom is as free as possible from confusion, disorder, and antisocial behavior. It further means that each child and the group as a whole operate freely within a structured framework which

they understand, accept, and incorporate into their behavior without constant reminder or punishment. Discipline is more than outward pressure. It involves inner understanding and acceptance. The goal of discipline is to develop self-discipline.

All students will be referred to a campus administrator should their choices for behavior become a hindrance to the learning of others or a distraction to the overall environment of TLPS. Students involved in extracurricular activities may find that they will be disciplined by their coach/sponsor IN ADDITION to the general discipline plan. Disciplinary consequences may include detention, suspension, transfer of enrollment, and expulsion.

***For a detailed description of TLPS's disciplinary system please see the Student Code of Conduct Handbook.**

BULLYING- FREEDOM FROM BULLYING AND CYBERBULLYING

TLPS prohibits bullying as defined by this section, as well as retaliation against anyone involved in the complaint process.

Bullying is defined as a single significant act or a pattern of acts by one (1) 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:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable harm to the student's person or of damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; or
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or the School; or
- Infringes on the rights of the victim at school.

Cyberbullying is defined as 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.

The school's bullying policy applies to:

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

Reporting Procedures

Any student that believes that he or she has experienced any form of bullying or believes that another student has experienced bullying should immediately report the alleged acts to a campus administrator, a teacher, counselor, or other school employee. A report may be made orally or in writing, and may be submitted

anonymously. Any school employee that receives notice that a student has or may have experienced bullying shall immediately notify the principal or assistant principal. The principal or assistant principal will notify the victim, the student who engaged in bullying, and any student witnesses of available counseling options.

The principal or assistant principal shall provide notice of incident of alleged bullying to:

- A parent or guardian of the alleged victim on or before the third business day after the date the incident is reported; and
- A parent or guardian of the alleged bully within a reasonable amount of time after the incident

Students and parents will be given information about an anonymous reporting system (Stopit) where they can report threats and behaviors that are concerning to them.

Investigation of Report

The principal or assistant principal shall determine whether the allegations in the report, if proven, would constitute prohibited harassment and, if so, proceed under the harassment policy instead. The principal or assistant principal shall conduct an appropriate investigation based on the allegations in the report, and shall take prompt interim action calculated to prevent bullying during the course of an investigation, if appropriate.

The principal or assistant principal shall prepare a written report of the investigation, including a determination of whether bullying occurred. If the results of an investigation indicate that bullying occurred, the school shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the Student Code of Conduct. TLPS may take action based on the results of an investigation, even if the school concludes that the conduct did not rise to the level of bullying under this policy.

Discipline for bullying of a student with disabilities shall comply with applicable requirements under federal law, including the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.). TLPS may not impose discipline on a student who, after an investigation, is found to be a victim of bullying, based on that student's use of reasonable self-defense in response to the bullying.

The principal, or the assistant principal, may make a report to the police department of the municipality in which the school is located or, if the school is not in a municipality, the sheriff of the county in which the school is located if, after an investigation is completed, the principal or assistant principal has reasonable grounds to believe that a student engaged in conduct that constitutes an offense under Section 22.01 (Assault) or 42.07(a)(7) (Harassment), Texas Penal Code.

Confidentiality

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

Appeal

A student or parent/guardian who is dissatisfied with the outcome of the investigation may appeal through the TLPS grievance procedure.

SEXUAL HARASSMENT

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a school employee. This prohibition applies whether the conduct is by word, gesture, sexual conduct, or requests for sexual favors. All students are expected to treat other students and school

employees with courtesy and respect, to avoid any behavior known to be offensive, and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense. ***See the Student Code of Conduct (prohibitive behaviors) for information regarding disciplinary sanctions.*** The school will notify the parents of students involved in sexual harassment by student(s). The school encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in school. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the counselor, the principal or assistant principal, or the Charter System's Title IX coordinator for students. A complaint alleging sexual harassment by another student, or sexual harassment or sexual abuse by a staff member, may be presented by a student and/or parent in a conference with the principal or designee. The conference will be scheduled within five (5) days of the request. The principal will coordinate an appropriate investigation, which ordinarily will be completed within ten (10) days of the date of the request. The student or parent will be informed if extenuating circumstances delay completion of the investigation. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory, the student or parent may request a conference with the Title IX coordinator, within ten (10) days of the resolution.

Dating Violence

Texas Leadership Public Schools prohibits dating violence and does not tolerate dating violence at school or at any school-related activity. Dating violence is the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person in a dating relationship.

Students who believe they have experienced dating violence, or who have information about a dating violence incident, should immediately report it to a teacher, counselor, principal, or other school employee. Parents of students identified as alleged victims or perpetrators will be notified. Full policy information, reporting procedures, and available supports are contained in the Student Code of Conduct and Board policy.

DRUG-FREE CAMPUS

TLPS supports a zero tolerance drug policy. TLPS faculty and staff strongly support an anti-drug message and welcome parent and community support to promote this message.

Student Drug Testing

Any student in 7th thru 12th grade who participates in extracurricular activities or drives a vehicle on a TLPS campus or property, is subject to the district's random student drug testing policy and once each year, parents/guardians of a qualifying student shall provide the district with acknowledgement that the student is subject to participation in the program. If a parent/guardian refuses to provide the acknowledgement, their student shall not participate in extracurricular activities nor drive a vehicle on a TLPS campus or property.

- Random drug testing shall be conducted by an independent laboratory that has been approved by TLPS administration. TLPS shall pay the cost of testing.
- Each participating student shall be assign a number and these numbers shall be drawn, by the independent laboratory, from the pool of those agreeing to be tested.
- No student or their parent/guardian shall be given advance notice or early warning of the testing.

- When a student's test result indicates the presence of an illegal drug or substance prohibited by TLLPS, or the specimen has been adulterated, or the student refuses to give a sample or sufficient quantity to be tested, the result shall be considered positive.
- Positive tests shall be treated in accordance with the consequences outlined in the district's Student Drug Testing Policy and may ultimately result in the student's permanent suspension from participation in extracurricular activities and/or driving and parking a vehicle on a TLPS campus or property.

Any parent my opt their student into the student random drug testing process and should call their student's campus administration to begin the opt-in process.

**More information on the Student Drug Testing Policy can be found at https://www.texasleadership.net/board/board-policies

Random Drug Searches
In order to ensure a drug-free learning environment, TLPS conducts random drug searches of school facilities.

School officials have the right to search a student's clothing, personal property, locker, and/or vehicle if there is reasonable suspicion to believe that such a search will uncover articles or materials prohibited by the Student Code of Conduct. The school reserves the right, in unannounced visits, to use specially trained dogs to sniff out and alert to the presence of concealed, prohibited items, and/or illicit substances. The dogs will be used in vacant classrooms and around lockers and vehicles on school property. Searches shall be conducted if a dog alerts on a specific location. Appropriate disciplinary action may result from such searches.

Additionally, TLPS may conduct random drug searches, in accordance with state and federal law and pursuant to the following:

In order to ensure a drug-free learning environment, TLPS conducts random drug searches of all school facilities. TLPS may use law enforcement (on or off duty) or contract for specially trained nonaggressive dogs to sniff out and alert school officials to the current presence of concealed prohibited or illegal items, including drugs, tobacco and alcohol. Canine visits may be unannounced. The dogs shall be used to search facilities and grounds, including empty or vacant classrooms, vacant/empty common areas, the areas around student lockers, and the areas where vehicles are parked on TLPS property or at school-related activities or events. The dogs shall not be asked to alert on students. A dog alert to a locker, vehicle, or item in a classroom, constitutes reasonable grounds for a search by school officials. The search shall be conducted in accordance with applicable law.

Reasonableness of Searches:
Whether a particular search is reasonable is judged by balancing its intrusion on the individual's Fourth Amendment interests against its promotion of legitimate governmental interests. Thus, the reasonableness of a student drug-testing policy is determined by balancing the following factors:

- The nature of the privacy interest compromised by the drug-testing policy.
- The character of the intrusion imposed by the drug-testing policy.
- The nature and immediacy of the governmental interests involved and the efficacy of the drug-testing policy for meeting them

TLPS gives notice to all students, parents, staff and members of its community that it believes that random searches conducted by specially trained canines and searches conducted where legally permitted and/or of consenting students, and drug tests conducted by independent laboratories through urinalysis are reasonable and further a legitimate public educational and governmental interest.

Student Desks and Backpacks
Students of TLPS, whether at school facilities or school-related events outside of school facilities, shall have no expectation of privacy. Student desks and other school property remain at all times under the control and jurisdiction of TLPS, even when assigned to an individual student. Inspections of school facilities may be conducted by school authorities for any reason, at any time, with or without notice and with or without student consent. Students may be held responsible for prohibited items found in their possession, or in facilities or spaces assigned to them or in their temporary and/or nonexclusive control.

Vehicles on Campus
All vehicles driven to campus by students must be properly registered with TLPS and must be parked in the school student parking lot. The registration of the vehicle requires a copy of the student's valid Texas Driver's License, proof of insurance, and payment of a parking fee to be assessed by the campus. Upon registration of the vehicle, the student will be assigned a parking spot by the campus administration. The student must park his/her vehicle in the spot assigned to his/her car. Vehicles that are driven to school and not registered with the campus administration will be subject to fines and towing. The student will be subject to disciplinary action.
Vehicles parked on school property and property under school control are under the jurisdiction of TLPS and may be searched at any time if reasonable suspicion exists to believe that the search will result in evidence that school rules or other laws have been violated. If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle and consent to a search of the vehicle. If the student refuses to permit the vehicle to be searched, TLPS may contact the student's parents and/or law enforcement officials. A student may be held responsible for and in possession of prohibited items found in his or her vehicle parked on school property or at a school-related event.

Use of Trained Dogs
TLPS may use or contract for specially trained nonaggressive dogs to sniff out and alert school officials to the current presence of concealed prohibited or illegal items, including drugs and alcohol. Such visits to the school may be unannounced. The dogs shall be used to sniff vacant classrooms, vacant common areas, and the areas around vehicles parked on school property. The dogs shall not be asked to alert on students. If a dog alerts to a vehicle, or an item in a classroom, it may be searched by school officials. Searches of vehicles shall be conducted as described above.

For health and safety reasons, students may not bring pets/animals to school. Working dogs used to assist students with disabilities and Therapy Dogs are not considered pets and shall be allowed in school.

ENERGY DRINKS
TLPS prohibits student possession or consumption of energy drinks (such as Monster, Red Bull, Alani Nu, Celsius, etc.) on campus. Additionally, staff are strongly encouraged to avoid having these beverages in classrooms or in the presence of students.

PERSONAL POSSESSIONS
All personal possessions brought to school should be labeled with the student's name. Any unlabeled items found on the school property will be placed in a lost-and-found area. Unclaimed items are discarded after an appropriate time.

Electronic Device Use on Campuses
In compliance with House Bill 1481, Texas Leadership and Trinity Leadership campuses prohibit the use of electronic devices on all campuses during the school day. These devices include but are not limited to; cell

phones, tablets, smart watches, radio devices, paging devices, and any other electronic device capable of telecommunication or digital communication.

If a student brings a device onto campus, the device must remain in the student's backpack and be powered off during the school day.

If the student is in possession of a device that is powered on, the phone will be confiscated and the student may be assigned to detention. For subsequent violations, the phone will be confiscated, and an office referral will be issued.

The only allowable uses for electronic devices on campus during school hours are:

- When a device is necessary to implement an IEP or 504 plan
- When a qualified physician documents need based on the student's medical requirements
- When a device is necessary to comply with a health or safety requirement imposed by law

Confiscated devices may be picked up at the school office by the student's parent/guardian at the end of the school day.

Under no circumstances shall a teacher allow a student to power on a cell phone during the school day.

Violating the established policy will result in the following:

1. First offense - The phone will be confiscated and the student may be assigned detention.
2. Second offense - The student will be referred to the campus administrator for disciplinary action, which may include could include detention, in-school suspension, or other corrective measures assigned by the administration.
3. Any further infractions will result in the student receiving a permanent removal of personal communication devices on school grounds during the school day.

Lost, Stolen, or Damaged Devices: Each user is responsible for his/her own cell phone. TLPS takes no responsibility for stolen, lost, or damaged cell phones, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their cell phones. Please check with your homeowner's policy and/or any insurance purchased from the cell phone service provider regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

Network Considerations:

- Users should strive to maintain appropriate bandwidth for school-related work and communications.
- All users will use the TLPS wireless network to access the internet.
- Any violation that is unethical may result in the loss of network privileges as well as other disciplinary action

Confiscated Items

Any item that is in violation of the Student/Parent Handbook or deemed inappropriate by administration that is taken up from a student can be picked up by the parent from the principal's office. The school is not responsible for items taken up from students or for any lost or stolen items.

TRANSPORTATION

Bus/Van Rules

TLPS provides limited bus service to and from school for students. Conditions governing school bus and van operations are prescribed by the state. In meeting these conditions and assuring as nearly as possible the safe and prompt movement of students for field trips, extracurricular activities, etc., the school has adopted the following rules:

- Parent's/guardian's signature on Student Handbook denotes understanding of the school bus/van rules.
- Obey the bus/van driver and monitor.
- Students will carry no dangerous or disruptive articles onto the bus/van including, but not limited to, weapons, fire devices, knives or unsheathed pointed objects, animals, narcotics, or intoxicating beverages.
- The school is not responsible for personal items taken up, or for lost or stolen items.
- Upon loading, students should move to an open or assigned seat and be seated.
- Students will remain fully seated with feet on or toward the floor until the bus/van stops at the student's destination.
- At no time will a student act toward or address comments to a bus/van driver in a disrespectful manner.
- Students will not throw, pitch, or shoot articles within the bus/van or out the window.
- Students will not write on, disfigure, or destroy any part of the school bus/van.
- Students will not take or handle any emergency equipment.
- Students will not extend any part of their body, clothing, or other articles out of the bus/van window. They will keep the walkway aisle clear.
- Students will not smoke, vape, or ignite any type of fire device.
- Students will not consume any intoxicating beverages or narcotics.
- Students will not litter the vehicle with debris, but will instead assist in keeping it safe, clean, and sanitary.
- Students will refrain from engaging in any disruptive and/or offensive behavior (fighting, scuffling, spitting, loud noises, or using obscene, vulgar, and/or profane language or actions, etc.).
- In case of an emergency or mechanical failure, all students will remain in the bus/van unless directed by the driver to do otherwise.
- Students will never use the emergency door except in an emergency.
- Students will be discharged from the bus/van only at designated stops
- Students will not engage in physical contact while on the bus/van. NO PDA.

If a student chooses to break a rule, appropriate disciplinary action will be taken.

COMPUTER AND INTERNET USE POLICY

TLPS's Telecomputing Network provides network and Internet access to students, administrators, faculty, and staff. TLPS believes that the Internet offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. With worldwide access to computers and people comes the availability of material that may not be considered of educational value in the context of the school setting. TLPS blocks all adult only, alcohol, chat, drug, gambling, hate, discrimination, hacking, illegal, lingerie, murder, nudity, personals, pornography, sex, and tobacco related web sites. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information.

TLPS firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the Charter System. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here for the student to be aware of the

responsibilities he/she is about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a TLPS user violates any of these provisions, he or she may be subject to disciplinary action and future access could possibly be denied.

The following policy for acceptable use of technology infrastructure, including the TLPS's wide area network (WAN), local area network (LAN), email system, Internet, and hardware/software, shall apply to all TLPS administrators, faculty, staff, and students. All technology equipment is the property of TLPS and shall be used under the supervision of authorized TLPS personnel. Authorized TLPS personnel include the Superintendent, and Technology Director.

Electronic Mail

Terms and Conditions

Transmission of any material in violation of any U.S. or state law is prohibited. This includes, but is not limited to:

- Copyrighted, threatening, harassing, or obscene material, and material protected by trade secret.
- Forgery, or attempted forgery, of electronic mail messages is prohibited.
- Messages relating to or in support of illegal activities.
- Any attempt to read, delete, copy, or modify the electronic mail of other users.

While electronic mail offers tremendous opportunities of educational value, it also provides opportunities for unethical and inappropriate use of the system. The use of electronic mail is a privilege, not a right, and unethical or inappropriate use will result in a cancellation of those privileges. By accepting an account, the user agrees to refrain from unethical and inappropriate use of electronic mail.

This includes, but is not limited to, the following:

- Sending messages to everyone in the Texas Leadership Public School System or everyone on a campus without permission from your campus principal or authorized personnel.
- Sending unsolicited junk mail, chain letters, jokes, or advertisements.
- Sending messages relating to political lobbying.
- Sending messages that contain racist, sexist, or inflammatory comments.
- Sending messages that contain obscenities or abusive language.
- Sending messages that use someone else's name as the sender.
- Sending messages that are inconsistent with the school's code of conduct.
- Using the email system to request home phone numbers and later making inappropriate phone calls to the numbers.
- Using the email system to provide addresses or other personal information that others may use inappropriately.

Fair Use Guidelines for Educational Multimedia

In creating multimedia presentations, a student or teacher is likely to use copyrighted material. This has raised multiple questions about the legal use of copyrighted material for educational purposes. A set of clear guidelines on the use of multimedia in education was approved late in 1996. These guidelines outline the limits of acceptable use of copyrighted materials in educational fair use situations. The multimedia guidelines are not law. The guidelines are simply an agreement between those who own the copyrights and those who wish to use copyrighted materials on what will be permitted under a claim of fair use. Compliance under the guidelines does not mean the use is "legal." It means that the copyright holder agrees not to sue someone who uses their materials within these limits.

The agreement on Fair Use Guidelines for Educational Multimedia provides concrete limits on the types and amounts of material that may be included in works created by teachers and students. When speaking of fair use and multimedia, one must follow the four (4) tests of fair use that apply to ALL uses of copyrighted materials in schools:

- The purpose and character of the use – whether the use is of a commercial nature or for nonprofit educational purposes.
- The nature of the copyrighted work – factual information cannot be copyrighted; creative work is almost always copyrighted.
- The amount and importance of the portion used in relation to the copyrighted work as a whole.
- The effect of the use upon the potential market for a value of the copyrighted work.

Additionally, one of the first notations in the multimedia guidelines is that all materials used in multimedia works created by students and teachers should be properly cited as being taken from the works of others. The guidelines also state that multimedia works made from the copyrighted materials of others may be used only in support of the education of students in nonprofit educational institutions.

Use of Multimedia Work

Multimedia works created by **students** can be…

- Used in the class for which they were created
- Retained in portfolios maintained by the student for job interviews, college applications, etc.

Multimedia works created by **teachers** can be…

- Used in face-to-face instruction
- Assigned to a student to be viewed on their own
- Displayed at conferences and workshops
- Retained in portfolios for job interviews, evaluations, etc.

Multimedia work containing copyrighted material may be kept:

For students: Indefinitely, as long as its use is personal

For teachers:

- For two (2) years from the date the work was first used with a class
- Beyond the two (2) year window, permission to retain and/or use the material is required for EACH portion of copyrighted material used

How much material can be used?

The guideline specifies the amount of material from a single source that may be used during a single year/term. If a teacher reaches this theoretical limit, any additional material in a presentation would require permission. Students, especially students in grades K-6 are granted more leeway in their use of copyrighted material.

The limits PER TERM are:

- Motion media (film, video, television) – up to 10% or 3 minutes, whichever is less, of an individual program.
- Text (prose, poetry, play, etc.) – up to 10% or 1000 words, whichever is less, of a novel, story, play or long poem. Short poems of less than 250 words may be used in their entirety. Only three poems by one poet or five poems by different poets from an anthology may be used. For poems longer than 250 words, only three excerpts from one poet or five from works by different poets in an anthology are permitted.
- Music, lyrics and music video – up to 10% but not more than 30 seconds from a single work. It makes no difference if the work is being used as a musical work on its own or it is an incidental accompaniment to some visual material.

- Illustrations, cartoons, and photographs – a work may be used in its entirety but only if no more than five images from a single artist or photographer are used in a multimedia work.

How many copies?

An educator may make only two (2) copies (including the original) of the multimedia work. An additional copy may be made if one (1) of the copies is lost, stolen, or damaged. If more than one (1) person co-authors the multimedia work, each may have one (1) copy of the work.

How can teachers distribute works via networking?

On a secure network (Charter System network):

- Real time, after a class review, or self-study
- Password or PIN required

Network restricts copying On an unsecure network (Internet):

- For fifteen (15) days from first assignment or use
- After fifteen (15) days, on reserve
- No copies

Other restrictions

The opening screen of the multimedia work and any accompanying printed materials must contain a notice that the work contains copyrighted materials which have been used under the fair use exemption of the U.S. Copyright Law. While teachers and students may make alterations to copyrighted material if the purpose is to support specific educational objectives, the author must clearly indicate that such alterations have been made.

Source of Information: "Copyright and Multimedia" by Carol Simpson (copyright 1996) Permission was given by author to use in conjunction with teacher workshops or in staff handbook.

General Network Regulations and Guidelines

- Users shall not erase, rename, or make unusable anyone else's computer files, programs, or disks.
- Users shall not let other persons use their name, logon, password, or files for any reason (except for authorized Charter System personnel).
- Users shall not use or try to discover another user's password.
- Users shall not use TLPS computers or networks for any non-instructional or non-administrative purpose (e.g. game or activities for personal profit) during active hours of employment.
- Users shall not use a computer for unlawful purposes such as, but not limited to, the illegal copying or installation of software.
- Users shall not copy, change, or transfer any software or documentation provided by TLPS without permission from authorized Charter System personnel.
- Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, or similar name.
- Users shall not deliberately use the computer or access TLPS's Network/Internet to annoy or harass others with language, images, or threats.
- Users shall not deliberately access or create any obscene or objectionable information, language, or images.
- Users shall not intentionally damage the system or information belonging to others, misuse system resources, or allow others to misuse system resources.

- Users shall not tamper with computers, networks, printers or other associated equipment except as directed by the teacher, campus administrator, or authorized TLPS personnel.
- Users shall not take home technology equipment (hardware or software) unless they have written permission from authorized Charter System personnel.
- Students and employees who access the TLPS system from personal computers are subject to these procedures. This includes the Internet and email.

Network/Internet Use – Terms and Conditions

Acceptable Use– The purpose of using the Network/Internet in our school is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Charter System. Transmission or downloading of any material in violation of school regulations or any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secrets.

Privileges– The use of the Network/Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. Authorized TLPS personnel will deem what is inappropriate use and their decision is final. Also, authorized TLPS personnel may close an account at any time as required. The administration, faculty, and staff of TLPS may request that specific user accounts be denied, revoked, or suspended.

Privacy– Be aware that all email, files, and other information saved or transmitted on Charter System equipment are not private or confidential. All information is subject to the provisions of the Texas Public Information Act. Authorized TLPS personnel have the authority to view, monitor, erase, etc. any email, file, or other information saved or transmitted on Charter System equipment. This authority is primarily used to monitor all Internet activity, including but not limited to web pages, search queries, blocked content, images, videos, etc.

Network Etiquette– You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities, or use any other inappropriate language. Foul language and inappropriate or illegal activities are strictly forbidden.
- Do not reveal the personal home address or phone numbers of students or colleagues.
- Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or supporting illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt network use by other users.
- All communications and information accessible via the network should not be assumed to be private property.

Warranties – TLPS makes no warranties of any kind, whether expressed or implied, for the service it is providing. TLPS will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. TLPS specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Network or Internet, you must notify a system administrator

or authorized personnel within TLPS. Do not demonstrate the problem to other users. Attempts to logon to the Network as anyone other than yourself may result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

Vandalism – Vandalism may result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy TLPS equipment, materials, networks, or data of another user. This includes, but is not limited to, the uploading or creation of computer viruses, attempts at gaining unauthorized access, or changing online materials without permission.

Social Media/Online Presence– A student who transmits, takes, or participates in the taking or communicating of images, videos, music, communication or other information whether posted online (YouTube, TikTok, social media, etc.), transmitted electronically or saved electronically including, but not limited to, email, instant messaging, flash drives, etc. may be subject to school discipline measures to include the following:

- illegal activity
- immoral activity
- harassment or bullying
- behavior not becoming of a TLPS student
- sexual content
- anything deemed inappropriate by TLPS administration

CARE OF SCHOOL PROPERTY

Students will be held responsible for the care of school property. Restitution will be expected for any damage caused by student negligence, misuse, or vandalism. Disciplinary action will result from intentional damage or destruction of school property.

TEXTBOOKS

School books used in the classroom are provided by the State of Texas or TLPS. When a textbook is issued to the student, the student's name should be written in the book. Each student is responsible for books issued to him/her. If a book is lost or stolen, a new one will not be issued until the old book is paid for. "Lost" books turned in to the office that do not have a student's name in the book will be returned to inventory. Should a student's book be found after being paid for, money will be refunded. Student or parent/guardian should provide receipt of payment when requesting a refund.

Students with records not clear due to outstanding textbooks or library books will not be able to check out books the following year until the records are clear.

Safety and Security

Drills

TLPS follows state and local guidelines concerning the frequency and types of drills that are done monthly throughout the school year. In order to simplify communication in an emergency, the Standard Response Protocol (SRP) is utilized for drills and events. Information about SRP will be sent home for guardians/parents and is available at https://iloveuguys.org/. Students with disabilities will be assisted during drills and events. Students with special accommodations for drills will be considered and staff will be briefed on their needs during drills or events.

An alarm will sound for evacuation drills. All classrooms will have evacuation procedures specific to their locations in the building. Students will be directed by staff to walk calmly to a predetermined safe location. Students whose

behavior is a hindrance to the safe evacuation of the building, or who cause a false alarm, will be subject to disciplinary action by administration.

Active threat (Lockdown) drills will train students to get behind a locked door with lights out and to remain out of sight and silent. At appropriate developmental levels, students will be taught methods such as “Avoid, Deny, Defend”.

Security Personnel

TLPS may employ or contract for security personnel to help maintain a safe and orderly environment. Security personnel have the authority to protect the safety and welfare of persons on school property, protect school property, investigate violations of school policy as requested by administration, and coordinate with law enforcement. Parents and students are expected to cooperate with security personnel in the performance of their duties.

Threats

Threats made by students, whether on social media or in person, will be taken seriously and may result in law enforcement involvement. A Threat Assessment by a trained team of campus staff may be done on a student who is threatening harm to themselves or others. Parental notification is required for a threat assessment but parental permission is not.

PARENT INFORMATION

CAFETERIA SERVICES

Student/s will have designated serving periods. Lunch will vary on Early Dismissals, late start days, and days in which TLPS operates on an activity schedule. Students are expected to bring a lunch from home or purchase one in the cafeteria. Lunch from home should include items that are easy to open, a drink, and appropriate plastic ware, if needed. Due to safety concerns, TLPS staff is not allowed to heat items for students. Eleventh and twelfth grades may be allowed to leave the campus for lunch.

Cash and check payments may also be made at the appropriate campus administrative office. Payments may take 24 hours to post to student accounts.

If a student would like to purchase an a la carte item or additional milk, the student will need parent/guardian permission. The Texas Department of Agriculture states these are not part of the reimbursable meal program and must be charged at full price.

Lunchtime Food Deliveries

Due to strict federal standards in regard to Foods of Minimal Nutritional Value (FMNV) and the Texas Department of Agriculture’s Competitive Food Nutritional Standards (20.13), TLPS is restricted in the types of foods that can be consumed in the same location reimbursable meals are served. Therefore, ANY outside food or beverage from a non-school establishment or non-school source must be purchased by parents/guardians and delivered to the office by the parents/guardians OR be brought from home as a sack lunch.

If an adult would like to eat with their student, the student and the guest will sit at the guest table. Anyone that eats with a student on campus must be listed on the student’s enrollment record or the parent/guardian must provide written permission to the office. In accordance with federal regulations, adults are not allowed to consume any portion of a reimbursable meal served to a student from the school's cafeteria line.

TLPS personnel will not accept deliveries of food and/or beverages from delivery drivers. Students may not accept deliveries of food and/or beverages from delivery drivers. Furthermore, students are not allowed to "share" foods from outside sources with friends and classmates. Should the sharing of food at lunch tables become a concern and in violation of the federal and state competitive rules of reimbursable meals, campus administration reserves the right to establish isolated tables for students with food from outside establishments. If parents have questions regarding food allowed at classroom parties or other campus-level special events, please refer to campus administration and the local procedure.

Parents/guardians may give written permission for their student to accept food and/or beverages from adults other than the parent/guardian. For example, if a youth minister is visiting with a student at lunch, the parent/guardian may grant written permission for that person to bring lunch to the student. Any approved adults, including parents/guardians, who visit campus during lunch will eat with the student at a visitor's table, away from the general student population.

Additionally, students are not allowed to bring any outside food or beverages through the cafeteria service line, regardless of the source. Only items served by the school's food service may be carried through the line. This rule is in place to maintain compliance with meal program regulations and to prevent safety issues such as dropped trays, congestion, and service delays during the lunch period.

Should a student be withdrawing or graduating and have a positive lunch balance at the end of the school year, the parent/guardian must submit a written refund request to the campus office for the balance. Students who are continuing their enrollment at TLPS will have cafeteria balances carried forward to the next school year.

Lunch Charges

TLPS's charge policy allows students to charge reimbursable meals to their meal accounts as needed. Students with a negative meal account balance may not charge additional items (a la carte) outside of the reimbursable meal. TDA defines a reimbursable meal as a meal that offers all of the required meal pattern food items and/or food components in the required serving sizes for the student's age/grade group. Negative meal balances will be emailed home once a week and higher balances may also be mailed home.

If you have any questions, please contact:
Diana Chavarria, Child Nutrition Coordinator
diana.chavarria@texasleadership.net

PARENTAL PARTNERSHIP

One of the goals of the administration, faculty, and staff of TLPS is to create a relationship with the parents/guardians of all students with the goal of creating an atmosphere that enables the school and the family to work as a team to enhance the educational, social, and emotional development of each individual student. The following guidelines will facilitate the advancement of such a relationship.

- Parents/guardians are encouraged to visit campus during the school day to volunteer and support the administrative and teaching staff. All visitors, both parents and guests, are to bring identification and check in at the campuses' reception areas. Identification stickers, provided by the school, must be worn in a visible area at all times while on campus.
- Classroom observations shall be limited to parents/guardians only.

- Parents/guardians should make appointments with administrators and teachers prior to visiting the campus. This will ensure that the school personnel are available to attend to the parent's/guardian's needs and avoid the interruption of instructional time.
- Parents/guardians are encouraged to join and be an active member of the campus Parents In Action organization. Opportunities also exist for parents to contribute to the school's culture by involvement in campus Lighthouse Teams and various booster clubs.
- Communication, both written and oral, should be respectful and positive in nature with the goal of producing agreed upon solutions that enhance the students' academic advancement. Harassment of school personnel will not be tolerated. Harassment may include, but is not limited to offensive, derogatory, or threatening language; cursing; disruptive behavior; and physical aggression. Parents/guardians who engage in harassment will be given a warning that their behavior does not meet school guidelines for effective communication. Extreme or multiple incidents of harassment of school personnel may result in the school administration contacting the local authorities and removal from campus.
- When speaking with school personnel, parents/guardians should engage in active listening by attentively acknowledging the teacher's/administrator's perspective and insights and by providing positive feedback and suggestions.
- If a parent/guardian is not satisfied with the results of a teacher conference, the parent/guardian should follow the established channels and contact the teacher's immediate supervisor for a further conference with the viewpoint of coming to a resolution that best advances the learning and social goals of the student.
- All student absences should be reported to the school's attendance clerk by phone call, written note, or email.
- Parents/guardians are expected to follow all school guidelines for all extra-curricular school activities including but not limited to sporting events, parent meetings, and student events. This includes events that take place off-campus or on the campus of another school.
- The school administration will cooperate with the local authorities in investigations by policing agencies and Child Protective Services. These authorities will be allowed to interview students on campus. Parents will be notified after any interview is conducted if permitted to do so by the agencies.
- The parents/guardian will be expected to respect the confidentiality and privacy of all students while on campus. School personnel will not discuss issues and disciplinary steps taken with students other than those over whom the parent/guardian has legal custody.

Parents may visit classrooms at any time except: state mandated testing times, before two (2) full weeks of school have been completed at the beginning of the year or during the final two (2) weeks of school at the end of the year, the day before a holiday, or special event days.

Observing one's child in a classroom setting can provide the parent with helpful insight into the child's "world." No observation can be scheduled later than 2:30 p.m. Sometimes the teacher will implement small projects in which parents may participate.

There will be no Parent Observations scheduled the week before Christmas Break or during the last week of school.

Guidelines for classroom observation include the following:

- Please sign in at the front desk, providing the time and date for your observation in the classroom. Pick up observation guidelines then proceed to your child's classroom.
- A maximum of two (2) parents are allowed in the classroom at a time.

- No other person, including children, shall accompany the parent/guardian during a classroom observation.
- There should be little or no conversation with other observers or with the students.
- Please take a seat in the back of the room.
- Please do not sit next to your child's desk.
- If you wish to discuss your child's progress, please refrain from conversing with the teacher until after school or by appointment. It is very important that the teacher's undivided attention be on the students.
- If, after observing, you have questions concerning any area of the classroom, please feel free to contact your child's teacher.

7 Habits/Leader In Me at Home

The Leader in Me is an innovative, school-wide model that emphasizes a culture of student empowerment and helps unleash each child's full potential.

Applying The 7 Habits of Highly Effective People®, teachers and students internalize timeless leadership principles that nurture the skills students need for success in the 21st century.

You are your child's first and best teacher. You lay the foundation for the education of your children's mind, heart, body, and spirit. No matter what is going on in your child's classroom, you can help your child discover the leader within and prepare for a great life of contribution and service.

At TLPS, our purpose with the Leader in Me model is to instill leadership in our students by modeling and teaching the universal principles of success and by providing opportunities for leadership to our students.

Our hope is to involve the community to support our efforts of this endeavor and support can be given in a variety of ways from mentoring, volunteer hours, leadership speakers, and financial contributions. Please contact the principal to ask about how you can help support our campus in this movement.

PARENT/TEACHER CONFERENCES

Parents are encouraged to confer with the child's teacher to discuss progress. Parents may schedule appointments with individual teachers. The teacher may also wish to contact the parent to confer about the child's progress. These conferences should be scheduled during the teacher's conference period and not during morning drop-off, afternoon pickup, or during parent observation. They should be scheduled during the teacher's conference period.

If parents have any concerns about their child's performance in the classroom, they must contact the child's teacher first. After a parent/teacher conference, the parent may request a conference with the assistant principal by scheduling an appointment with the school's secretary. All administrative conferences must be scheduled and must include a parent/guardian.

To preserve confidentiality of student records and information, other family members and friends should not participate in parent conferences with teachers and/or administrators.

PARENTS IN ACTION (PIA)/PARENT LIGHTHOUSE TEAMS/BOOSTER CLUB

Parental involvement in a child's education experience is critical to success and encouraged. Studies show that parent involvement has many benefits for parents, teachers, and students. Our parent involvement organizations

exist to promote better relationships between home and school. Notices will be emailed. If you are interested in serving the leadership for any of the parent involvement organizations on your campus, please contact your student's Campus Principal.

PARENT NEWSLETTERS

The Parental & Family Engagement CONNECTION, a quarterly newsletter provided by TEA through Region 15 is available on the https://www.esc15.net/parents/newsletter/parent-newsletter-calendar-english or by asking in the campus office. This provides parents with additional resources to help them help their student and school.

CHANGE OF HOME ADDRESS, TELEPHONE NUMBER OR EMAIL ADDRESS

Parent/guardians should provide the school with accurate, updated information regarding parent(s)/guardian(s) names, addresses, telephone numbers, emergency contacts, and doctor's telephone numbers. If any of this information changes during the school year, please notify the school office immediately. All parents/guardians must provide the school with accurate phone numbers where they can be reached during the school day, if necessary. Our electronic communication system also uses this information so it is critical that it remains current.

DISTRIBUTION OF NON-SCHOOL MATERIAL

Vendors or parents are prohibited from soliciting funds, merchandise or taking orders on campus without prior approval of the principal. Written handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on campus by anyone without the approval of the principal. Posting signs on school property is prohibited.

FEES

TLPS reserves the right to charge student fees for various activities. All fees collected are nonrefundable. There will be a $15 returned check fee per individual returned check for insufficient funds. Any person writing more than three (3) checks that are returned for insufficient funds will not be allowed to write a check to TLPS and must make future payments to the school in the form of cash or money order.

**More information on the Fees Policy can be found at https://www.texasleadership.net/board/board-policies

FIELD TRIPS

All field trips taken by classes are approved on the basis of their contribution to the educational program of the school. A signed parental permission form is required before the student is allowed to make the trip with the class. Teachers will notify parents prior to all field trips. All parent fees will be paid by the parents. No student siblings are allowed on class field trips. All students must ride on transportation provided by school or with their parent. Students must be in attendance for the school day to participate in the field trip.

All school volunteers must pass a background check ahead of any school event.
Note: All field trip fees paid are non-refundable.

GAMES

No one under 7th grade is allowed to attend athletic practices or games without direct parental/guardian supervision. All school Code of Conduct standards apply at games, whether home or away. At away games, students should model exemplary behavior as representatives of our school. No student may leave the gym/field during the activity without being accompanied by their parent. If a student has a driver's license and has driven to the activity, they may leave campus but cannot return unless accompanied by a parent.

EMERGENCY SCHOOL CLOSING

Information about emergency school closing due to inclement weather and other situations will be posted on TLPS's website https://www.texasleadership.net/ and the school's Facebook page and will be broadcast on local television and radio stations.

GRIEVANCE PROCEDURES

The following information is intended to provide parents and students an opportunity to resolve questions or problems that may arise. A student and/or parent should first discuss a problem with the appropriate teacher during a scheduled conference. No teacher should be confronted inside or outside the classroom. If the teacher's decision is not satisfactory, the complainant may request a conference with the principal. All conferences should be within ten (10) calendar days of the event or problem in question. Meetings with administrators and/or teachers must always be made by appointment.

Complaints about instructional materials, loss of credit on the basis of attendance, or expulsion must be referred to the principal. A student and/or parent with a complaint regarding possible discrimination on the basis of race, gender, ethnic origin, or disability, or a sexual harassment complaint should contact the principal. No parent should correct or discipline another student.

TELEPHONE USE

Students are only allowed to use the school telephone for emergencies, with the approval of administration. Phone messages from parents/guardians will be delivered to students as it is deemed necessary by the principal or assistant principals. No social calls are permitted. Students are not called to the phone nor are messages delivered during class periods except in cases of emergency.

VISITORS

The public is welcome at our school, and we encourage citizens to watch education in action. However, in order to ensure safety for all, we do require all visitors – including parent/guardians and volunteers – to register at the reception desk/school office. Student visitors are not allowed. All volunteers must show their state identification card upon entering the school.

When you visit, make sure you sign in properly and obtain a pass. For the protection of our students, entry to the building will be granted only through the OFFICE DOOR. Volunteers who work directly with students will be required to pass a background check.

**More information on the School Visitors Policy can be found at https://www.texasleadership.net/board/board-policies

MEDICAL

School Health Advisory Council (SHAC)

The Board has established a local SHAC to assist TLPS in ensuring that local community values are reflected in the school's health education instruction and to make recommendations before TLPS changes its health education curriculum or instruction. A majority of SHAC members are parents of students enrolled in TLPS who are not employed by TLPS. Meeting notices and agendas are posted in accordance with the Texas Open Meetings Act. Parents may contact the campus principal or central office for information about SHAC membership and meeting schedules.

Physical Activity Requirements
TLPS provides physical activity opportunities consistent with state requirements and the local wellness policy. Elementary students engage in physical activity as required by law. Middle school and high school students have physical education or equivalent opportunities as outlined in the academic program and graduation requirements.

Availability of Counselor or Nurse
Each campus will inform parents whether a school counselor and/or school nurse (or health aide under nurse supervision) is assigned to that campus. Contact information for campus health services is available in the main office and on the school website.

Vending Machines
Food and beverages made available to students through vending machines on campus during the school day will comply with applicable federal nutrition standards and the TLPS local wellness policy.

PARENTAL RIGHTS – HEALTH-RELATED SERVICES AND HEALTH-CARE SERVICES

Health-related services (typically short-term, noninvasive activities designed to promote a student's mental, emotional, or physical health or well-being) require notification to a student's parent or guardian, but parental consent is assumed unless and until a parent takes action to withhold consent or decline the service for their child. Examples include school counseling related to mental or emotional health, certain screenings, first aid, wellness education, and substance-abuse prevention activities aligned with SHAC recommendations.

Health-care services require active informed consent from a parent before the service is delivered. Parents who wish to decline or withhold consent for specific services should contact the campus principal or school nurse in writing.

STUDENT ILLNESS OR INJURY AT SCHOOL

We will promptly attempt to notify the parent or guardian or a person you have authorized us to notify if we have knowledge that your child has been injured or becomes ill at school. We will call parents/guardians in medical emergency situations and will also call for emergency assistance. We cannot and will not use public funds to pay individual student medical expenses. TLPS holds a supplementary STUDENT ACCIDENT INSURANCE POLICY which covers student accidents on school grounds or at school sponsored functions. This policy is secondary or supplementary to the student's primary insurance policy.

**More information on the Wellness Policy can be found at https://www.texasleadership.net/board/board-policies

ILLNESS AT SCHOOL

Children should only be in school when they can fully participate in their educational program. Therefore, children with the following symptoms should stay at home and/or will be referred home by the nurse or other school personnel:

- Fever (100 degrees Fahrenheit or higher) - or any condition that presents with fever must be kept home until the student is fever free for 24 hours without the use of fever suppressing medications.
- Vomiting - must be vomit free for 24 hours.
- Diarrhea - must be kept home until diarrhea free for 24 hours without the use of diarrhea suppressing medications.

- Conjunctivitis - (bacterial and/or viral) must be kept home until physician permission has been given to return to school or until symptom free.
- Under state and local Health Department regulations, if your child has certain medical conditions, he/she must be excluded from school for a period of time.

The school nurse or principal can provide parent/guardians with a complete list of conditions and periods of exclusion. All communicable diseases must be reported to the school office, who will, if the disease is reportable, report it to the Health Department. Some of these diseases include but are not limited to: Amebiasis, Meningitis (specific types), Hepatitis, Polio, Pertussis, MRSA, Chicken pox, Novel Influenza, Tuberculosis, and Covid.

ADMINISTRATION OF MEDICATION

Texas Leadership Public Schools (TLPS) employees shall not give any student prescription medication, nonprescription medication, herbal substances, or dietary supplements of any type, except as provided below and in Board Policy PG-3.306.

Prescription medication may be administered by authorized employees only upon written request and written consent to administer the medication from the student's parent, guardian, or other person having legal control of the student. When administering prescription medication, the medication must be administered either:

From a container that appears to be the original container and properly labeled; or

From a properly labeled unit dosage container filled by a registered nurse or another qualified school employee, as determined by the Superintendent or designee, from a container that appears to be the original container and to be properly labeled.

All prescription medications shall have been prescribed by a physician licensed to practice medicine in the United States. All medications shall have been manufactured in the United States.

Nonprescription medication may be administered by authorized employees, including nurses, upon written request and written consent to administer the medication from the student's parent, guardian, or other person having legal control of the student.

Medications to be administered during the school day must be provided by the parent. The parent will deliver all medication to the clinic and pick up any unused medication from the clinic. Students may not transport medication to or from school, except as allowed for asthma, anaphylaxis, or diabetes medication under state law.

Medication will not be accepted without the required prescriber authorization. All medication must be in the original prescription or over-the-counter container. Prescription medications must be filled by a pharmacist licensed in the State of Texas.

Students who meet state and school requirements may carry and self-administer prescription asthma medication, auto-injectable anaphylaxis medication, or prescription medication and supplies required for monitoring and treatment of diabetes. All other students may not possess medication on campus.

Forms for administration of medication at school and for procedures or treatments at school must be completed annually and whenever there is a change of medication, dose, procedure, and/or treatment. These forms are available from the campus office or clinic.

Unassigned Medication for Respiratory Distress
In accordance with state law and Board policy, TLPS may maintain and administer to a student unassigned medication for respiratory distress (such as albuterol) if the student is reasonably believed to be experiencing a symptom of respiratory distress and the medication is administered by a person who has completed the required training.

Parents will be notified as soon as practicable after unassigned medication for respiratory distress is administered to their child. TLPS will also report the administration as required by the Texas Department of State Health Services.

Unassigned Epinephrine Delivery Systems
TLPS may maintain and administer to a student unassigned epinephrine delivery systems (including auto-injectors) if the student is reasonably believed to be experiencing anaphylaxis and the medication is administered by a person who has completed the required training.

Parents will be notified as soon as practicable after an unassigned epinephrine delivery system is administered to their child. TLPS will also report the administration as required by law.

Seizure Management Plan
Any student who seeks care for a seizure disorder while at school or while participating in a school activity must have a Seizure Management and Treatment Plan. This plan will be developed by the parent or guardian of the student and the physician responsible for the student's seizure treatment.

The plan must be submitted to the school: (1) before or at the beginning of the school year; (2) on enrollment of the student if the student enrolls after the beginning of the school year; or (3) as soon as practicable following a diagnosis of a seizure disorder for the student.

The plan must be submitted on the form adopted by the Texas Education Agency and must include the student's identifying information, emergency contacts, medical history, seizure types and triggers, first-aid instructions, emergency protocol, medication information, and signatures of the parent and treating physician.

Opioid Antagonist Medication
TLPS may maintain and administer an opioid antagonist (such as naloxone) to a person who is reasonably believed to be experiencing an opioid-related drug overdose. The medication will be administered by a person who has completed the required training.

Parents will be notified as soon as practicable if an opioid antagonist is administered to their child. TLPS will report the administration as required by applicable law and rules.

CHRONIC ILLNESS/HEALTH CONDITIONS

Because your child may have a medical condition (including severe or life threatening food allergies) that requires extra attention/care from the school personnel, it is important the parent/guardian visit with the school nurse. The school nurse will then inform others of care as needed. It is imperative that addresses and telephone numbers are kept up-to date with the school as an emergency can arise at any time during school hours.

COMMUNICABLE DISEASES

The school requests that parents/guardians of students with a communicable or contagious disease telephone the school nurse or principal so that other students who have been exposed to the disease can be alerted. A student with a communicable disease is not allowed to come to school while the disease is contagious. These diseases include but are not limited to the following: chicken pox, measles, mumps, strep throat, scarlet fever, hepatitis, and mononucleosis. Most communicable diseases require a doctor's release for the student to return to the classroom. Students with a temperature of 100°F or above must not be sent to school.

HEAD LICE

Children shall be screened by the school nurse or other school official with consideration for privacy and confidentiality. Screenings may be scheduled or conducted at random throughout the year. When a student is suspected of having head lice, the school nurse or other school official shall inspect the child. When live lice and/or viable nits are found, the school nurse or other school official shall check the student's siblings and all known household contacts on campus. The parent/guardian of students with active infestations will be contacted immediately.

Children identified with live lice shall be sent home immediately or excluded from the classroom until an initial treatment is completed. The school nurse or other school official shall provide instruction to the parent and/or guardian regarding identification of active infestation, treatment procedures, and readmission guidelines.

Readmission:

Children who are sent home for head lice infestation must be free of live lice before the student may return to school.

- When a student is examined by the school nurse or other school official and found to have head lice, the teacher and office personnel shall be notified immediately. The parent/guardian shall be notified, and the student shall be sent home with head lice treatment information.
- When the student returns to school (presumably on the next day), the student shall be re-examined. If the student is free of lice, the student may return to class. If lice are found, the office and teacher shall be notified. The parent/guardian shall be notified and the student shall be sent home again for treatment.
- When the student returns to school for the second time, the student shall be reexamined by the nurse. If the student is free of lice, the student may return to class. If lice are found, the office and teacher shall be notified. The parent/guardian shall be notified, and the student shall be sent home with instructions from the nurse.

BACTERIAL MENINGITIS

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi and bacteria. Viral meningitis is the most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long term complications. It is an uncommon disease, but it requires urgent treatment with antibiotics to prevent permanent damage or death. Someone with meningitis will become very ill. The illness may develop over one (1) or two (2) days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children

(over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pain, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results. 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.

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 kissing, sharing drinking containers, utensils or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness. Do not share food, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. For example, when there is a disease outbreak in a community or for people traveling to a country where there is a risk of getting the disease. Also, a vaccine is recommended 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 (2) days. Immunity develops within seven (7) to ten (10) days after the vaccine is given and lasts for up to five (5) years. Seek prompt medical attention if you think you may have Meningitis. Your school nurse, 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: https://www.cdc.gov/index.html and the Texas Department of Health: https://www.dshs.texas.gov/

IMMUNIZATION

In accordance with the Texas Department of Health immunization schedule, recommendations and adopted by the Texas Board of Health and published in the Texas Register annually, a child or student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child care facility or public or private elementary or secondary school, or institution of higher education.

Exclusions from compliance are allowable on an individual basis for medical contraindications, reasons of conscience, including a religious belief, and active duty with the armed forces of the United States. Children and students in these categories must submit evidence for exclusion from compliance as specified in the Health and Safety Code, 161.004(d), Health and Safety Code 161.0041, Education code, Chapter 38, Education code, Chapter 51, and the Human Resources code, Chapter 42.

- To claim an exclusion for medical reasons, the child or student must present a statement signed by the child's physician, duly registered and licensed to practice medicine and state that in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and wellbeing of the child or any member of the child's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one (1) year from the date signed by the physician.
- To claim an exclusion for armed forces, persons who can prove that they are serving on active duty with the armed forces of the United States are exempted from the requirements in these sections. *Note: Armed forces exclusions apply to active-duty military only****. Dependents of service members are NOT excluded from Texas vaccination requirements***.

- To claim exclusion for reasons of conscience, including a religious belief, a signed affidavit must be presented by the child's parent or guardian, stating that the child's parent or guardian declines vaccinations for the reasons of conscience, including a person's religious beliefs. This type of affidavit is only valid for two (2) years.

Affidavit MUST BE obtained by submitting a written request to the Texas Department of State Health Services.

For a student to be afforded **Provisional Enrollment** for the first thirty (30) days the following criteria must be met:

- The student has an immunization record that indicates the student has received at least one (1) dose of each specified age appropriate vaccine.
- The student is homeless or is in foster care
- The student is a dependent of a person who is on active duty with the Armed Forces of the United States and is transferring schools.

Should a student be admitted under Provisional Enrollment and office personnel or the school nurse find that a student has become delinquent, at the end of the thirty (30) day period, the parent will be contacted and given ten (10) days to provide the school with an updated record. If a parent fails to meet this deadline, the student will be excluded from school until an updated record is provided.

The ten (10) days given past the thirty (30) day Provisional Enrollment is a courtesy as Rule 97.66, Title 25 of the Texas Administrative Code, requires a student to be excluded from attendance should they become delinquent at the end of the thirty (30) day period, until an updated shot record is provided to the school.

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records.

MANAGEMENT OF DIABETES IN SCHOOL CHILDREN

The Texas Health Safety code provides for unlicensed diabetes care assistants to be trained to assist school children who need help with their diabetes management while at school or participating in a school activity. If a school nurse is assigned to a campus and is available, then the nurse shall assist the student with diabetes. If a nurse is not available, an unlicensed diabetes care assistant shall help with student only if the parent or guardian of the student signs an agreement that authorizes the assistant to assist the student. School children with diabetes are allowed to self-manage their own diabetes, if capable. The law provides immunity from liability for school employees and school nurses.

PSYCHOTROPIC DRUGS

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly prescribed as a mood altering or behavior altering substance. Employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school related activity a student whose parent/guardian refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

SAFETY TRAINING

School employees who serve as nurses, licensed health care professionals, head coach, or chief sponsor for extracurricular athletic activities, including cheerleading, sponsored or sanctioned by the school must maintain and submit proof of current certification or training in first aid and cardiopulmonary resuscitation (CPR) issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to Human Resources in the Administration Office.

STAPH INFECTIONS

Most people have heard of terms like "staph infection," "antibiotic resistant bacteria," and "MRSA" (pronounced mersa). Staphylococcal bacteria often referred to as "staph" are commonly occurring bacteria found on the skin, under fingernails, and in the noses of all people. Most staphylococcal species never cause infection. However, when infection does occur due to staph, Staphylococcus aureus—one of these species of staph—is usually the cause. While all people have some staphylococcus species on their skin and in their noses, only three (3) or four (4) people have S. aureus. Even if they have S. aureus on their skin or in their noses, most people are not ill. Since staph is spread primarily by direct (skin-to-skin) human contact or with direct contact to wound drainage of someone who is carrying or infected with the bacteria, anyone with a break in his or her skin is at risk.

"MRSA" stands for methicillin resistant S. aureus. Initially, MRSA strains were resistant to the antibiotic methicillin, a form of penicillin. Now they are resistant to many antibiotics and are sometimes called "multi-resistant" S. aureus. MRSA is not the only antibiotic resistant bacteria. Initially, infection with MRSA was associated with exposure to health care environments, such as hospitals. However, other MRSA strains have evolved that affect previously healthy persons who have not had contact with health care facilities. MRSA causes the same types of infections as S. aureus that is not resistant to methicillin; however, MRSA may be more difficult to treat and can be rapidly fatal.

Staph infections begin abruptly. Symptoms may include a large area of redness on the skin, swelling, and pain followed by a pustule or abscess, boils and carbuncles (red, lumpy sores filled with pus). If left untreated, staph can infect blood and bones, causing severe illness that requires hospitalization.

We cannot eliminate staph because it is everywhere. However, because staph is everywhere and has the potential to cause infection, everyone—not just health care workers—must be involved in prevention. Students and their family members should take the following precautions to help prevent skin infections:

- Encourage frequent hand washing with soap and warm water.
- Encourage students to keep their fingernails clean and clipped short.
- Avoid contact with other people's wounds or anything contaminated by a wound.
- Avoid sharing personal items such as razors, towels, deodorant, or soap that directly touch the body.
- Clean and disinfect objects (such as gym and sports equipment) before use.
- Wash dirty clothes, linens, and towels with hot water and laundry detergent. Using a hot dryer, rather than air-drying, also helps kill bacteria.
- Encourage students who participate in contact sports to shower immediately after each practice, game, or match.
- Keep open or draining sores and lesions clean and covered. Anyone assisting with wound care should wear gloves and wash their hands with soap and water after dressing changes.

We encourage you to be vigilant in looking for signs and symptoms of staph infections. If you or any family member(s) exhibit symptoms as described above, you are encouraged to contact your family doctor or health care provider.

All information contained in this section as well as more detailed information is available at the Texas Department of State Health Services website at https://www.dshs.texas.gov/healthcare-safety-unit/healthcare-associated-infections/healthcare-associated-infections-resources

HEALTH SCREENINGS

Physical Fitness Assessment: TLPS shall annually assess the physical fitness of students in grades 3 or higher using an assessment instrument adopted by the Commissioner of Education. TLPS is not required to assess a student for whom, as a result of disability or other condition identified by rule, the assessment instrument is inappropriate. Individual student results are confidential.

Vision and Hearing Screenings: As soon as possible after admission and within the period set by the executive commissioner of the Texas Health and Human Services Commission, a student required to be screened shall undergo approved screening for vision and hearing disorders and any other special senses and communication disorders specified by the Texas Department of State Health Services (TDSHS).

Children enrolled in prekindergarten and kindergarten must be screened each year within 120 days of enrollment. Children enrolled in the first, third, fifth, and seventh grades must receive vision and hearing screening in each of those grade years.

Spinal Screening: Students will be screened for abnormal spinal curvature in accordance with TDSHS rules. Parents will be notified of the results of any abnormal screening.

Acanthosis Nigricans Screening: Students will be screened for acanthosis nigricans (a skin marker associated with high insulin levels and risk for type 2 diabetes) in accordance with state requirements.

Parents may request exemption from screenings by submitting an affidavit stating that the screening conflicts with the tenets and practices of a recognized church or religious denomination of which the student is an adherent or member.