

# **Student/Parent Handbook**

**2019-2020**



## **Triumph Public High Schools**

Triumph Public High Schools (Laredo)

Triumph Public High Schools (Rio Grande Valley)

Triumph Public High Schools (El Paso)

Triumph Public High Schools (Lubbock)

**Board Adopted July 27, 2019**

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## Preface

To Students and Parents:

Welcome to Triumph Public High Schools (TPHS)! We wish this year to be an especially productive experience for each student. For this to happen, we must all work together: students, parents, and staff. This Student/Parent Handbook (“the Handbook”) is designed to help us accomplish this goal.

The Handbook is an overview of our school’s goals, services, and rules. It is an essential reference book describing what we expect of our students and parents, what they can expect of us, and how we will achieve our educational mission. We have attempted to make the language in this Handbook as straightforward as possible. Please note that the term “parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Handbook is divided into six sections. The first section includes general information regarding school policy and procedures. The second section provides important health and safety information. The third section provides information about academics and grading. The fourth section is the Student Code of Conduct, which is required by state law and intended to promote school safety and an atmosphere for learning. Both students and parents need to be familiar with the Student Code of Conduct. The Student Code of Conduct is also available in the main office at each campus and is posted on the school’s website. The fifth section is especially for parents, with information regarding parental rights. Finally, the sixth section contains important notices regarding student information, computer resources, and electronic communication devices.

This Handbook is designed to be in harmony with Board Policy. Please be aware that the Handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy and procedure that affect Handbook provisions will be made available to students and parents through newsletters and other communications. **In case of conflict between Board Policy and any provision of this Handbook, the provision that was most recently adopted by the Board of Directors will be followed.**

We ask our parents to review the entire Handbook with their students and to keep it as a reference during this school year. Parents or students with questions about the material in this Handbook should contact their Principal.

**Finally, you must complete and return the last page of the Handbook – “Acknowledgement and Approval of Student/Parent Handbook” – to the school office at your campus.**

On behalf of the entire Triumph Public High Schools’ staff and community, best wishes for a great school year!

Respectfully,

*Frances Berrones-Johnson*

SUPERINTENDENT/CEO

## **SECTION 1: GENERAL INFORMATION**

### **1.1 Mission**

The mission and vision of Student Alternatives Program, Inc., the charter-holder of Triumph Public High Schools, is to implement a public charter school in partnership with parents and the community that offers a multicultural, safe and friendly environment in which students can successfully learn basic skills and core academic content, develop and demonstrate individual talents and gifts, and develop social competencies that demonstrate citizenship and character.

### **1.2 Board of Directors**

Charter Holder Board of Directors (5 Member Governing Board)

Name	Title
1. David Ojeda	Chairperson
2. San Juanita “Janie” Villa	Vice-Chairperson
3. Alfonso Solis	Secretary/Treasurer
4. Annette Ramirez	Member
5. Rudy Telles	Member

State Charter Schools Board of Directors (9 Member Advisory Board)

Name	Title
1. David Ojeda	Chairperson
2. San Juanita “Janie” Villa	Vice-Chairperson
3. Alfonso Solis	Secretary/Treasurer
4. Rosalinda Alba	Member
5. Francisco De Hoyos	Member
6. Annette Ramirez	Member
7. Billie Russell	Member
8. Lupe Silva	Member
9. Rudy Telles	Member

### **1.3 Statement of Non-Discrimination**

Triumph Public High Schools does not discriminate on the basis of race, religion, color, national origin, sex or gender, disability, or age in providing educational services, activities, and programs, including vocational and career technology programs. TPHS complies with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Title II of the Americans with Disabilities Act of 1990 (“ADA”), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and any other legally-protected classification or status protected by applicable law.

Any questions or concerns about TPHS’s compliance with these federal programs should be brought to the attention of the following persons designated as being responsible for coordinating compliance with these requirements:

- The Title IX Coordinator for concerns regarding discrimination on the basis of sex/gender is Mr. Daniel Hall, Director of Human Resources & Risk Management, P.O. Box 15644, San Antonio TX, 78212, and (210) 227-0295. For Local information, please address the campus Principal.



- The ADA/Section 504 Coordinator for concerns regarding discrimination on the basis of disability is Dr. Norma Jean Hernandez, Special Programs Coordinator, P.O. Box 15644, San Antonio TX, 78212, and (210) 227-0295. For Local information, please address the campus Principal.
- The Age Discrimination Coordinator for concerns regarding discrimination on the basis of age is Daniel Hall, Director of Human Resources & Risk Management, P.O. Box 15644, San Antonio TX, 78212, and (210) 227-0295. For Local information, please address the campus Principal
- All other concerns regarding discrimination may be directed to Daniel Hall, Director of Human Resources & Risk Management, P.O. Box 15644, San Antonio TX, 78212, and (210) 227-0295. For Local information, please address the campus Principal.

#### **1.4 McKinney-Vento Homeless Education Assistance Act of 2001**

Homeless children and youth are ensured specific educational rights and under the McKinney-Vento Homeless Education Assistance Act of 2001. “Children and youth who are homeless,” as defined by this federal law, means and includes children who:

- Are abandoned in hospitals or are awaiting foster care placement.
- Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations.
- Are living in emergency or transition shelters.
- Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
- Have a primary nighttime residence that is a public or private place not designed as a regular sleeping accommodation for human beings.
- Lack a fixed, regular, and adequate nighttime residence.

Children and youth who are homeless will be provided flexibility regarding certain policies and procedures, including proof of residency requirements; immunization requirements; educational program placement; award of credit; continuing enrollment in the “school of origin” or enrollment in a new school in the attendance area where the student is currently residing; graduation requirements; and other related matters.

Questions concerning assistance offered to homeless students can be obtained from Dr. Norma Hernandez, Special Programs Coordinator, 1218 S. Presa, San Antonio, TX, and (210) 227-0295.

#### **1.5 General Admissions and Enrollment Information**

Admission and enrollment of students shall be open to persons who reside within the geographic boundaries stated in the school’s charter, and who are eligible for admission based on lawful criteria identified in the charter and in state law. The total number of students enrolled in TPHS shall not exceed the number of students approved in the charter or subsequent amendments. Total enrollment may further be limited by TPHS based on occupancy limitations, code compliance and staffing requirements as deemed necessary.

*In accordance with state law, TPHS does not discriminate in its admissions policy on the basis of sex; national origin; ethnicity; religion; disability; academic, artistic, or athletic ability; or the district the child would otherwise attend.*

### **Exclusion from Admission**

As authorized by the TPHS charter and Texas Education Code § 12.111(a)(5)(A), students with a documented history of a criminal offense, a juvenile court adjudication, or other discipline problems under Texas Education Code Chapter 37, Subchapter A may be excluded from admission and enrollment in TPHS.

### **Submission of Applications and Admissions Lottery**

Students wanting to attend TPHS must submit an application during the school's open enrollment period, which takes place **during July each year**, or as otherwise set by the administration. Enrollment forms are available at multiple locations, including the TPHS central office, each campus main office, and online through the TPHS website.

If fewer applications than spots available are received, students will be offered admission on a first-come, first-served basis. If TPHS receives more applications than it has spots available in any grade level, it will conduct a random lottery. Each applicant selected during the lottery (up until all open seats are filled) will be offered admission. Once all enrollment spots have been filled by the lottery, the lottery will continue, and applicants will be placed on a waiting list in the order in which they are drawn. If a vacancy arises before the commencement of the next school year, the individual on the waiting list with the lowest number assignment will be offered admission and then removed from the waiting list.

If an application is received after the application period has passed, the applicant's name will be added to the waiting list behind the names of the applicants who timely applied.

Families offered an enrollment seat will be provided with instructions for registering. This notice will be provided to them no later than by July 1 of the current year. Families must complete registration by the published deadline in order to secure enrollment. If an enrollment offer is declined or if you do not complete the registration process by the established deadline, your child's seat will be offered to the next potential student on the waiting list.

*Exceptions to Lottery Process:* Federal guidelines permit TPHS to exempt from the lottery students who are already attending TPHS; siblings of students already admitted to or attending TPHS; and children of TPHS's founders, teachers, and staff, so long as the total number of students allowed under this exemption constitutes only a small percentage of TPHS's total enrollment.

## **1.6 Student Information**

Any student admitted to TPHS must have records, such as a report card and/or transcript from the previous school attended, to verify his or her academic standing. Verification of residency and current immunization records are also required. Every student enrolling in TPHS for the first time must present documentation of immunizations as required by the Texas Department of State Health Services.

No later than 30 days after enrolling in TPHS, the parent and school district in which the student was previously enrolled shall furnish records that verify the identity of the student. These records may include the student's birth certificate, or a copy of the student's school records from the most recently attended school. Students will not be denied enrollment because they failed to meet this requirement.

TPHS will forward a student's records on request to at school in which a student seeks or intends to enroll without the necessity of the parents' consent.

### **Establishing Identification**

Any of the following documents are acceptable for proof of identification and age: birth certificate; driver's license; passport; school ID card; records, or report card; military ID; hospital birth records; adoption records; church baptismal record; or any other legal document that establishes identity.

### **Food Allergy Information**

The parent of each student enrolled in TPHS must complete a form provided by TPHS that discloses (1) whether the child has a food allergy or a severe food allergy that should be disclosed to the school to enable it to take any necessary precautions regarding the child's safety and (2) specifies the food(s) to which the child is allergic and the nature of the allergic reaction.

For purposes of this requirement, the term "severe food allergy" means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

TPHS may also require information from a child's physician if the child has food allergies.

Food allergy information forms will be maintained in the child's student records and shall remain confidential. Information provided on food allergy information forms may be disclosed to teachers, school counselors, school nurses, and other appropriate school personnel only to the extent consistent with Board policy and as permissible under the Family Educational Rights and Privacy Act of 1974 ("FERPA").

### **Residency Verification**

The Texas Education Code authorizes schools to obtain evidence that a person is eligible to attend public schools. To be eligible for continued enrollment in TPHS, each student's parent must show proof of residency at the time of enrollment. Residency may be verified through observation, documentation, and other means, including, but not limited to:

1. A recently paid rent receipt,
2. A current lease agreement,
3. The most recent tax receipt indicating home ownership,
4. A current utility bill indication the address and name of the residence occupiers,
5. Mailing addresses of the residence occupiers,
6. Visual inspection of the residence,
7. Interviews with persons with relevant information, or
8. Building permits issued to a parent on or before September 1st of the school year in which admission is sought (permits will serve as evidence of residency for the school year in which admission is sought only).

Falsification of residence on an enrollment form is a criminal offense.

### **Undocumented Students**

Enrollment may not be denied to children who are not legally admitted into the United States.

## **1.7 School Calendar**

TPHS operates according to the school calendar adopted annually by the Board of Directors. Holidays may be used as school make-up days for days lost due to bad weather. The latest changes to the calendar will be available on the school's website.

## 1.8 School Day

### BELL CHARTS FOR STUDENT/PARENT HANDBOOK ORGANIZATIONAL ATTENDANCE PROCEDURAL MANUAL

TPHS-LAREDO  
TPHS-RIO GRANDE VALLEY

TRACK 1				TRACK 2				TRACK 3			
PERIOD	TIME IN	TIME OUT	TOTAL MINS	PERIOD	TIME IN	TIME OUT	TOTAL MINS	PERIOD	TIME IN	TIME OUT	TOTAL MINS
FIRST BELL	7:50 AM	7:55 AM	5	FIRST BELL	9:58 AM	10:01 AM	3	FIRST BELL	12:04 AM	12:07 PM	3
PERIOD 1	7:55 AM	8:55 AM	60	PERIOD 1	10:01 AM	11:01 AM	60	PERIOD 1	12:07 PM	1:07 PM	60
PASSING TIME	8:55 AM	8:58 AM	3	PASSING TIME	11:01 AM	11:04 AM	3	PASSING TIME	1:07 PM	1:10 PM	3
PERIOD 2	8:58 AM	9:58 AM	60	PERIOD 2	11:04 AM	12:04 PM	60	PERIOD 2	1:10 PM	2:10 PM	60
PASSING TIME	9:58 AM	10:01 AM	3	PASSING TIME	12:04 PM	12:07 PM	3	PASSING TIME	2:10 PM	2:13 PM	3
PERIOD 3	10:01 AM	11:01 AM	60	PERIOD 3	12:07 PM	1:07 PM	60	PERIOD 3	2:13 PM	3:13 PM	60
PASSING TIME	11:01 AM	11:04 AM	3	PASSING TIME	1:07 PM	1:10 PM	3	PASSING TIME	3:13 PM	3:16 PM	3
PERIOD 4	11:04 AM	12:04 PM	60	PERIOD 4	1:10 PM	2:10 PM	60	PERIOD 4	3:16 PM	4:16 PM	60
TOTAL INSTRUCTIONAL MINUTES FOR TRACK 1			240	TOTAL INSTRUCTIONAL MINUTES FOR TRACK 2			240	TOTAL INSTRUCTIONAL MINUTES FOR TRACK 3			240

TPHS-EL PASO  
TPHS-LUBBOCK

TRACK 1				TRACK 2				TRACK 3			
PERIOD	TIME IN	TIME OUT	TOTAL MINS	PERIOD	TIME IN	TIME OUT	TOTAL MINS	PERIOD	TIME IN	TIME OUT	TOTAL MINS
FIRST BELL	7:50 AM	7:55 AM	5	FIRST BELL	9:58 AM	10:01 AM	3	FIRST BELL	12:53 PM	12:56 PM	3
PERIOD 1	7:55 AM	8:55 AM	60	PERIOD 1	10:01 AM	11:01 AM	60	PERIOD 1	12:56 PM	1:56 PM	60
PASSING TIME	8:55 AM	8:58 AM	3	PASSING TIME	11:01 AM	11:04 AM	3	PASSING TIME	1:56 PM	1:59 PM	3
PERIOD 2	8:58 AM	9:58 AM	60	PERIOD 2	11:04 AM	12:04 PM	60	PERIOD 2	1:59 PM	2:59 PM	60
PASSING TIME	9:58 AM	10:01 AM	3	LUNCH	12:04 PM	12:56 PM	52	PASSING TIME	2:59 PM	3:02 PM	3
PERIOD 3	10:01 AM	11:01 AM	60	PERIOD 3	12:56 PM	1:56 PM	60	PERIOD 3	3:02 PM	4:02 PM	60
PASSING TIME	11:01 AM	11:04 AM	3	PASSING TIME	1:56 PM	1:59 PM	3	PASSING TIME	4:02 PM	4:05 PM	3
PERIOD 4	11:04 AM	12:04 PM	60	PERIOD 4	1:59 PM	2:59 PM	60	PERIOD 4	4:05 PM	5:05 PM	60
TOTAL INSTRUCTIONAL MINUTES FOR TRACK 1			240	TOTAL INSTRUCTIONAL MINUTES FOR TRACK 2			240	TOTAL INSTRUCTIONAL MINUTES FOR TRACK 3			240

Three tracks, four (4) hour per session day, each session will follow the following track time frames above, and subsequently each session will adhere to the following attendance taking times per track for all Triumph Public High Schools:

- Track 1: 9:15 AM
- Track 2: 11:15 AM
- Track 3: 2:30 PM

## 1.9 Drop-off and Pick-up Procedures

All students must be dropped off and picked up **ONLY** in the designated areas. Parents can also park and walk to drop off and pick up their child from the designated areas. The current drop off and pick up maps are available in the front office.

## 1.10 Student Drivers and Parking

All student drivers must hold a valid driver's license and insurance. Students driving to school must park in the designated lot and have paid any required campus parking fees, if applicable. Students **may not** go to their cars during the school day. Students must also drive in a manner that is safe and does not disrupt the learning environment or school community in any way. Students who fail to follow these guidelines will have their driving privileges suspended or revoked and may be subject to discipline under the Student Code of Conduct.

## 1.11 Attendance

Consistent school attendance is an essential component of each student's education. Absence from school will affect a student's ability to succeed in class; therefore, students and parents should make every effort to avoid unnecessary absences. Additionally, state law mandates compulsory school attendance for children of a certain age, and TPHS policy deals with attendance for course credit and a student's final grade. These items laws are discussed below.

## **Texas Compulsory Attendance Law**

The state compulsory attendance law requires that a student between the ages of six and 19 must attend school any applicable accelerated instruction programs and school-required tutorial sessions unless the student is otherwise legally exempted or excused. TPHS staff must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, from required special programs, or from required tutorials will be considered “truant” and subject to disciplinary action.

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day. If a student 19 years of age or older has more than five unexcused absences in a semester, TPHS may revoke the student’s enrollment, except that TPHS may not revoke the enrollment on a day on which the student is physically present at school. The student’s presence on school property thereafter would be unauthorized and may be considered trespassing. Prior to revoking the student’s enrollment, TPHS shall issue a warning letter to the student after the third unexcused absence stating that the student’s enrollment may be revoked for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking enrollment, TPHS may impose a behavior improvement plan.

*Notice to Parents: Under Texas Education Code § 25.095(a), you are hereby notified that if a student is absent from school on ten or more days or parts of days within a six-month period in the same school year, the student’s parent is subject to prosecution under Texas Education Code § 25.093; and the student is subject to referral to a truancy court for truant conduct under Texas Family Code § 65.003(a).*

*TPHS shall notify a student’s parent if the student has been absent from school, without excuse, on three days or parts of days within a four-week period. The notice will inform the parent that it is the parent’s duty to monitor the student’s school attendance and require the student to attend school; the student is subject to truancy prevention measures under Texas Education Code § 25.0915; and that a conference between school officials and the parent is needed to discuss the absences.*

## **Attendance for Credit or Final Grade**

To receive credit or a final grade in a class, a student must attend at least at least 90% of the days the class is offered. These days include both excused and unexcused absences. A student who attends fewer than 90% of the days the class is offered may be referred to the Attendance Review Committee to determine whether the absences were due to extenuating circumstances and how the student may regain credit or earn a final grade.

The Attendance Review Committee will consider the following factors when determining whether there are extenuating circumstances for the absence:

1. All absences, whether excused or unexcused, must be considered, with consideration given to special circumstances as defined by the Texas Education Code.
2. For a student transferring into TPHS after school begins, including a migrant student, only those absences after enrollment will be considered.
3. In reaching consensus about a student’s absences, the committee will attempt to ensure that its decision is in the best interest of the student.
4. The committee will consider the acceptability and authenticity of documentation expressing reasons for the student’s absences.
5. The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.

6. The committee will consider the student's status as a child who is homeless or as a foster child, as applicable.
7. The committee will consider whether the absences were for reasons over which the student or parent could exercise control.
8. The student, parent or other representative will be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit.

If credit is lost or a final grade is not earned due to excessive absences, the Attendance Review Committee will decide how the student may regain credit or earn a final grade. If the committee determines there are no extenuating circumstances and that credit, or a final grade may not be earned, the student or parent may appeal the committee's decision to the Board of Directors by filing a written request with the Superintendent. The appeal notice must be postmarked to the following address within 15 days following the last day of instruction in the semester for which credit was denied:

Triumph Public High Schools, P.O. Box 15644, San Antonio TX 78212-8844

The appeal will then be placed on the agenda of the next regularly scheduled Board meeting. The Superintendent or designee shall inform the student or parent of the date, time, and place of the meeting.

## **1.12 Absence and Tardiness**

When a student must be absent from school, parents are asked to call the school each day the student will be absent. Upon returning to school, the student must bring a note, signed by the parent, or a medical excuse signed and dated by a provider that describes the reason for the absence. Notes should be submitted to the school's attendance officer, and may be scanned and emailed, or faxed to the school. If a note is not received within 3 school days of the absence, the absence will be recorded as unexcused.

Because excessive absences are considered truancy under state law, TPHS reserves the right to take extreme absence cases to court.

TPHS recognizes two kinds of absences: excused and unexcused. Students and parents should read this section carefully to understand the school's expectations. Students and parents should also be aware of the school's policy regarding homework, quizzes, and tests following an absence.

### **Excused Absences**

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days.
- Required court appearances.
- Activities related to obtaining United States citizenship.
- Service as an election clerk.
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's arrival or return to campus.
- For students in the conservatorship (custody) of the state who need to attend:
  - An activity required under a court-ordered service plan; or
  - Any other court-ordered activity provided it is not practicable to schedule the student's participation in the activity outside of school hours.

A junior or senior student may also be absent for up to two days per school year for purposes of visiting a college or university, so long as the student obtains permission for the visit from the Principal, follows the school's procedures to verify the visit, and makes up any work missed due to the absence.

Students may also be excused for their appointment at the Department of Motor Vehicles to take the driving test, as long as documentation is provided.

A student may also be absent for up to two days in a school year for service as an early voting clerk, provided the student receives approval from the Principal prior to the absence and informs his or teachers of the absence.

Absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

Additionally, TPHS may excuse up to four days of school for a high school student who is 17 years of age or older to pursue enlistment in a branch of the armed services of the United States or the Texas National Guard, provided that TPHS verifies the student's activities relating to pursuing enlistment.

For religious holy days, required court appearances, activities related to obtaining citizenship, and services an election clerk, one day of travel to the site and one day of travel from the site shall also be excused by TPHS.

The only additional excused absences are for personal illness, death in the immediate family (parent, sibling, grandparent, or member of the immediate household), a school-related absence or an absence approved in advance by the Principal due to extenuating circumstances.

### **Unexcused Absences**

Any absence not listed above or approved in advance by the Principal due to extenuating circumstances will be considered an unexcused absence.

### **Tardiness and Late Arrival**

Nearly all tardiness is avoidable. If a student arrives late to school, a parent must report to the school office to complete a tardy slip. A student who is late to class by more than ten (10) minutes will be assigned to detention. Repeated tardiness will result in more severe disciplinary consequences as allowed by the Student Code of Conduct.

### **Make-Up Work**

If a student misses class for any reason, a teacher may assign make-up work that incorporates the instructional objectives for the class and that will assist the student to master the essential knowledge and skills necessary to meet subject or course requirements. Students are responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher. Teachers will provide students and parents with additional information regarding penalties for failure to complete make-up work within the time allotted, and the process for making up tests missed due to absence.

### **Driver's License Attendance Verification**

The Texas Department of Public Safety ("DPS") is required to verify the attendance records of a student between the ages of 16 and 18 that is seeking to obtain or renew a driver's license. In order for DPS to access this information or, in certain circumstances, for a school administrator to provide the attendance information to DPS, written parental permission must be obtained. Students may obtain the required Verification of Enrollment ("VOE") form from the school office.

### **1.13 Release of Students from School**

A student will not be released from school at times other than at the end of the school day except with permission from the Principal or designee and in accordance with campus sign-out procedures. Additionally, state rules require that parental consent be obtained before a student under the age of 18 may leave campus at any point in the school day.

Because class time is important, doctor's appointments or meetings with other professionals should be scheduled at times when the student will not miss instructional time, if possible.

#### **Closed Campus**

Students are not permitted to leave campus for meals. Parents may only bring meals for their own children. Students and adults may not bring in or give away food to other students during meal times.

### **1.14 Withdrawals**

#### **Voluntary Withdrawal**

A student under 18 years of age may be withdrawn from school only by a parent. TPHS requests notice from the parent at least three days in advance so that records and documents may be prepared. Parents may obtain a withdrawal form from the main office. The parent shall also provide the name of the new school in which the student will be enrolled and must sign the withdrawal request to document that the student will continue to be enrolled in a school as required by compulsory attendance laws.

A student who is 18 years of age or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

Withdrawing students and parents are expected to:

- Return all textbooks and checked-out materials and equipment;
- Complete any make-up work assigned;
- Pay any unpaid balance for student fees, if any; and
- Sign a release of student records.

In all cases, withdrawal forms must be appropriately completed and signed before withdrawal is complete.

#### **Involuntary Withdrawal**

TPHS may initiate withdrawal of a student under the age of 19 for non-attendance if:

1. the student has been absent 10 consecutive school days, and
2. repeated efforts by the school to locate the student have been unsuccessful.

Additionally, TPHS may revoke the enrollment of a student 19 years of age or older who has more than five unexcused absences in one semester.

### **1.15 Dress and Grooming**

The school's dress and grooming standards are designed to teach grooming and hygiene, prevent disruption, minimize safety hazards, and provide a dress standard that offers flexibility for the parent and student. Students must come to school cleanly and neatly groomed and wearing clothing that will not be a health or



safety hazard to the student or others, and that will not distract from the educational atmosphere of the school. Students are required to arrive in proper attire every day.

Students who do not follow the school's guidelines for personal attire and appearance may be subject to discipline under the Student Code of Conduct. Additionally, a parent may be contacted to bring an acceptable change of clothing to school, and the student may be assigned to in-school suspension for the remainder of the day until a change of clothes is brought to the school.

TPHS students are expected to dress in a manner that conveys respect for their learning community and communicates a message of personal confidence and pride. The following specific guidelines must be adhered to:

### **Pants**

1. **Solid khaki (tan), navy blue, black or denim slacks must be worn.** Capri pants and knee-length shorts, skirts, or jumpers are not acceptable.
  - Pants must be worn at the natural waistline; no sagging is allowed.
  - Camouflage is not khaki! Camouflage pants/shorts are not allowed.
  - Pants must be hemmed.
  - No fleece, "skinny jeans," nylon pants, pajama pants, or scrubs are allowed. Pants must be twill or cotton-twill blends.

### **Shirts**

1. The TPHS t-shirt (purchased through the school office) displaying the TPHS name and mascot is acceptable. T-shirts must be worn as the manufacturer intended. Sleeves cannot be cut; shirts cannot be tied in front or back; no additional writing can be added.

--OR--

2. Polo-style shirts with 3-4 buttons, collars, and short or long sleeves are required. These are pullover shirts, not shirts that button all the way down.
  - Polo-style shirts must be navy blue or white; stripes or other designs on fabric are not allowed.
  - Shirts must be loose fitting and must cover the midriff with arms raised.
  - No additional writing or pictures are allowed.

TPHS may provide assistance for economically disadvantaged students with respect to purchasing required uniform items. A request for school assistance must be made in writing to the Principal or designee and include evidence of inability to pay.

TPHS will periodically review its dress and grooming policies and make changes as needed.

**While it is inevitable that there will be differences of opinion as to the appropriateness of dress, grooming, and/or determining whether or not a student's attire is disruptive or distracting to the educational environment of the school, the final determination will be made by the Principal. Any student who does not comply with the dress code will be removed from the regular school setting until the student complies with this code.**

## **1.16 Student Fees**

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. Students are expected to provide their own consumable items, such as pencils, paper, pens,

erasers, notebooks, calculators, headsets, etc. Students may be required to pay certain fees or deposits, including:

1. A fee for materials for a class project that the student will keep, if the fee does not exceed the cost of materials;
2. Membership dues in voluntary student clubs or organizations and admission fees to extracurricular activities;
3. A security deposit for the return of materials, supplies or equipment;
4. A fee for personal physical education and athletic equipment and apparel, although a student may provide the student's own equipment or apparel if it meets reasonable requirements and standards relating to health and safety;
5. A fee for voluntarily purchased items, such as student publications, class rings, pictures, yearbooks, graduation announcements, etc.;
6. A fee for voluntary student health and accident benefit plan;
7. A reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned or rented by the school;
8. A fee for items of personal apparel used in extracurricular activities that become the property of the student;
9. A parking fee
10. A fee for replacement of a student identification card;
11. If offered, a fee for a driver training course, not to exceed the actual cost per student in the program for the current school year;
12. A fee for an optional course offered for credit that requires the use of facilities not available on campus or the employment of an educator who is not part of the school's regular staff;
13. A fee for summer school courses that are offered tuition-free during the regular school year;
14. A reasonable fee, not to exceed \$50, for costs associated with an educational program offered outside of regular school hours through which a student who was absent from class receives instruction voluntarily for the purpose of making up the missed instruction and meeting the level of attendance required for class credit, so long as the fee would not create a financial hardship or discourage the student from attending the program;
15. A fee for lost, damaged, or overdue library book; or
16. A fee specifically permitted by any other statute.

TPHS may waive any fee or deposit if the student and parent are unable to pay. A request for such a waiver must be made in writing to the Superintendent or designee and include evidence of inability to pay. Details for the fee waiver are available in location.

Supply lists are distinct for each of our programs. Lists will be provided at the campus.

Families are responsible for paying all fees associated with extra-curricular programs, including clubs, parking, athletics, fine arts, and academic supervision prior to participation.

### **1.17 Textbooks and Curriculum Materials**

State-approved textbooks and additional curriculum materials are provided free of charge for each subject or class, except for dual credit courses. Materials must be used by the students as directed by the teacher and treated with care. A student who is issued damaged materials should report the damage to the teacher.

Students must return all textbooks and supplemental materials to the teacher at the end of the school year or when the student withdraws from school. Any student failing to return issued materials in an acceptable condition loses the right to free textbooks and educational materials until the student and/or parent pay for

the damages. However, a student will be provided textbooks and educational materials for use during the school day. TPHS may reduce or waive the payment requirement if the student is from a low-income family. Release of student records, including official transcripts, will be delayed pending payment for lost or severely damaged textbooks.

A parent is entitled to request that TPHS allow a student to take home any instructional materials used by the student. TPHS will honor the request, subject to availability of the instructional materials. A student who takes home instructional materials must return the materials to school at the beginning of the next school day if requested to do so by the student's teacher. TPHS must provide the instructional materials to the student in printed format if the student does not have reliable access to technology at the student's home. TPHS also is not required to purchase printed copies of instructional materials that the school would otherwise not purchase; TPHS may provide the student of relevant electronic instructional materials.

### **1.18 Food Service**

TPHS participates in a Local Child Nutrition Program and offers nutritionally balanced breakfasts and at times snacks. TPHS Program follows the recommended guidelines set by the Texas Department of Agriculture ("TDA") and United States Department of Agriculture ("USDA") to meet the nutritional needs of all students. Menus may be obtained at the school office.

Breakfasts and snacks are provided free of charge to all students. Information about a student's participation in any free- and reduced-price meal program is confidential. See Principal for any additional questions regarding meal provisions.

#### **State-Mandated Nutrition Guidelines**

The TDA places strict limits on any food or drink provided or sold to students other than through TPHS's food and nutrition services. More detailed information may be obtained at the school office or online at [www.sqaremeals.org](http://www.sqaremeals.org).

### **1.19 Transportation**

TPHS does not provide regular transportation to and from school, unless required by a student's Individualized Education Plan ("IEP") for a student with disabilities. However, TPHS may provide transportation in school vehicles for educational field trips and participation in athletic and other extra-curricular events.

When TPHS provides transportation to and from school events, school vehicle drivers have the authority to maintain discipline and require seating charts. When riding a school vehicle, students are held to behavioral standards established in this Handbook and the Student Code of Conduct. Students must:

1. Follow the driver's directions at all times;
2. Enter and leave the vehicle in an orderly manner;
3. Keep feet, books, instrument cases, and other objects out of the aisle;
4. Not deface the vehicle or its equipment;
5. Not put head, hands, arms, legs, or an object out of any window; and
6. Wait for the driver's signal in order to leave or cross in front of the vehicle.

Only designated students are allowed to ride in the vehicle. Students may neither ride the vehicle to a different location nor have friends ride the vehicle to participate in after-school activities.

If a special needs student is receiving bus transportation as a result of an Individual Education Plan (“IEP”), the Admission Review and Dismissal (“ARD”) Committee will have the discretion in determining appropriate disciplinary consequences related to inappropriate behavior in a school vehicle.

## **1.20 Transcripts**

TPHS maintains an academic achievement record (or transcript) for each student enrolled. Transcripts list complete personal student data give complete scholastic grades, and report student activities, honors, and scores on standardized achievement tests. Requests for transcripts should be made to the campus registrar. Students are provided with three free official transcripts. Each additional transcript is \$5.00. Payments should be made at the time of the request in either cash or money order/cashier’s check. Official transcripts may be picked up from the campus registrar five business days after the request is submitted except at the end of the semester. GPA and class rank are recalculated at the end of each semester and updated transcripts are not available until the end of the third business week after the end of the semester.

## **1.21 Displaying a Student’s Artwork, Projects, Photos, and Other Original Work**

Teachers may display student work in classrooms or elsewhere on campus as recognition of student achievement. However, TPHS will seek parental consent before displaying student artwork, special projects, photographs taken by students, and other original works on the TPHS website, on any campus or classroom website, in printed materials, by video, or by any other method of mass communication. TPHS will also seek consent before displaying or publishing an original video or voice recording in this manner.

## **1.22 Distribution of Materials or Documents**

### **School Materials**

Publications prepared by and for TPHS may be posted or distributed with prior approval by the Principal and/or teacher. Such items may include school posters, brochures, murals, etc.

### **Non-School Materials**

Students must obtain express prior approval of the Superintendent or designee before distributing, posting, selling, or circulating written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials on campus.

Non-school literature shall not be distributed by students on TPHS property if:

- The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
- The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
- The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence, and the materials would materially and substantially interfere with school activities or the rights of others.
- The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
- The materials contain defamatory statements about public figures or others.
- The materials endorse actions endangering the health or safety of students.
- The materials promote illegal use of drugs, alcohol, or other controlled substances.
- There is reasonable cause to believe that distribution of the non-school literature would result in material and substantial interference with school activities or the rights of others.

Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials over which TPHS does not exercise control shall not be sold, circulated, or distributed by persons or groups not associated with TPHS or a school support group on school premises unless the person or group obtains specific prior approval from the Superintendent or designee. To be considered, any non-school material must include the name of the sponsoring organization or individual. The requestor may appeal the Superintendent or designee's decision in accordance with Board policy.

### **1.23 Electronic Devices and Technology Resources**

#### **Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones**

For safety purposes, Principals of TPHS campuses may permit students to possess mobile phones while on school property or during school-related activities. However, if a Principal allows possession of mobile phones at school, **all mobile phones must remain on silent and may not be taken out and used during instructional time, including all testing**, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunication devices such as notebook computers, laptops, tablets, or other portable computers.

The use of mobile phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

Parents should not call or text their children and expect a response during the school day.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. School officials may power on and search the device if the student and parent have executed a waiver permitting the student to possess an electronic communication device at school and there is reasonable cause to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation.

Principals may distribute campus-specific guidelines for student possession of personal telecommunication devices at school. Contact your Principal for additional information.

#### **Telecommunication Device Penalties**

If a telecommunication device is confiscated, a parent will be contacted to pick up the item and pay the applicable fine. A \$15 fee will be assessed before the parent is able to retrieve a telecommunication device. Any disciplinary action will be in accordance with the Student Code of Conduct.

TPHS will not be responsible for damage to or loss or theft of confiscated items.

#### **Possession and Use of Other Personal Electronic Devices**

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained from the Principal. Without such permission, teachers will collect the items and turn them into the Principals office. The Principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched

by authorized personnel.

Any disciplinary action will be in accordance with the Student Code of Conduct.

TPHS is not responsible for any damaged, lost, or stolen electronic device.

### **Instructional Use of Personal Telecommunication and Other Electronic Devices**

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations may result in withdrawal of privileges and other disciplinary action.

TPHS School is not responsible for any damaged, lost, or stolen personal device.

### **Acceptable Use of TPHS Technology Resources**

School-owned technology resources for instructional purposes may be issued to individual students. Use of these technological resources, which include the school's network systems and use of school equipment, is restricted to approved purposes only. Students and parents will be asked to sign an Acceptable Use Agreement Acknowledgment Form regarding use of these school resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

### **Unacceptable and Inappropriate Use of Technology Resources**

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child the "Before you Text" Sexting and Bullying Prevention, Education, and Intervention Course, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any student who engages in conduct that results in a breach of the school's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

## **1.24 Pledges of Allegiance and Moment of Silence**

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the Superintendent or designee to excuse their student from reciting a pledge.

State law requires that one minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. In addition, state law requires that TPHS provide for the observance of one minute of silence at the beginning of the first-class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001.

State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.

### **1.25 Recitation of the Declaration of Independence**

State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during “Celebrate Freedom Week.” A student will be exempted from this requirement if a parent provides a written statement requesting that the student be excused, TPHS determines that the student has a conscientious objection to the recitation, or the parent is a representative of a foreign government to whom the United States extends diplomatic immunity.

### **1.26 Prayer and Meditation**

Students have a right to individually, silently, and voluntarily pray or meditate in school in a manner that does not disrupt instructional or other school activities. TPHS will not require, encourage, or coerce a student to engage in or refrain from such prayer or mediation during any school activity.

## **SECTION 2: STUDENT HEALTH AND SAFETY**

### **2.1 Alcohol-Free School Notice**

To provide a safe and alcohol-free environment for students and employees, all alcoholic beverages are prohibited on TPHS property at all times, and at all school-sanctioned activities occurring on or off school property. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

### **2.2 Tobacco/Vaping Devices**

TPHS prohibits the following in accordance with Texas Education Code § 38.006 and Texas Health and Safety Code § 161.081:

1. Any adult and/or student from smoking or using cigarettes, tobacco, tobacco products, electronic cigarettes, vapor, smokeless, or any other substitute form of cigarettes, tobacco, or tobacco-like products, as well as the use of any devices which are used for the purpose of transmitting any type of tobacco or tobacco-like products at a school-related or school-sanctioned activity on or off school property or while on school vehicles.
2. Students from possessing or using cigarettes, tobacco, tobacco products, electronic cigarettes, vapor, smokeless, or any other substitute form of cigarettes, tobacco, tobacco-like products, as well as the use of any devices which are used for the purpose of ingesting or transmitting any type of tobacco or tobacco-like products while in school buildings, vehicles, or on or near TPHS property, or at school-related or school-sanctioned activities, on or off school property.

Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

## **2.3 Drug-Free School Notice**

TPHS believes that student use of illicit drugs is both wrong and harmful. Consequently, TPHS prohibits the use, sale, possession, or distribution of illicit drugs by students on school premises or any school activity, regardless of its location. TPHS also prohibits the use, sale, possession, or distribution of look-alike substances and/or synthetic substances designed to imitate the look and/or effects of illicit drugs. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

## **2.4 Asbestos Management Plan**

All school facilities have been inspected for asbestos by a licensed Asbestos Hazard Emergency Response Act (“AHERA”) inspector. An Asbestos Management Plan has been created for the school in accordance with federal regulations. Parents may view the Asbestos Management Plan at the campus office.

## **2.5 Bacterial Meningitis Information**

State law requires TPHS to provide the following information:

### What is 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 common, and most people recover fully. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

### What are the symptoms of bacterial meningitis?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 2 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. 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.

### How serious is Bacterial Meningitis?

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

### How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. They are spread when people exchange saliva (such as by kissing, coughing, or sneezing). 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 causes meningitis or another serious illness.

### How can bacterial meningitis be prevented?

Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands



frequently with soap and water can also help stop the spread of the bacteria. It's a good idea not to share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis. The vaccines are safe and effective (85–90 percent). They can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

You should seek prompt medical attention.

Where can you get more information?

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

**Note:** The Department of State Health Services requires at least one meningococcal vaccination on or after the student's 11th birthday, unless the student received the vaccine at age 10. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education.

## **2.6 Communicable Diseases**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of students with a communicable or contagious disease should notify the Principal or designee so that other students who might have been exposed to the disease can be alerted. School authorities will report those students who are suspected of having a reportable condition. A list of reportable conditions can be found on the Texas Department of State Health Services ("TDSHS") website at: <http://www.dshs.state.tx.us/idcu/investigation/conditions/>.

Any student excluded from school attendance for reason of communicable disease may be readmitted by one or more of the following methods, as determined by the local health authority:

- Certificate of the attending physician, advanced practice nurse, or physician assistant attesting that the child does not currently have signs or symptoms of a communicable disease or to the disease's non-infectiousness in a school setting;
- Submitting a permit for readmission issued by a local health authority; or
- Meeting readmission criteria as established by the commissioner of health.

Please contact the school nurse if you have questions or if you are concerned about whether a child should stay home.

## **2.7 Immunization Requirements**

The State of Texas requires that every child in the state be immunized against vaccine preventable diseases caused by infectious agents in accordance with an established immunization schedule.

To determine the specific number of doses that are required for your student, please read the “2019–2020 Texas Minimum State Vaccine Requirements for Students in Grades K–12” document issued by the TDSHS. Specific immunization information is available on the TDSHS website at <https://www.dshs.texas.gov/immunize/school/school-requirements.aspx>.

Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

TPHS will ensure compliance with immunization laws and regulations and will comply with laws and regulations regarding reportable diseases.

### **Provisional Enrollment**

A student can be provisionally admitted to or enrolled in TPHS provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate required vaccine.

To remain enrolled, the student must continue to receive the necessary immunizations as rapidly as medically feasible and complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible. The student must also provide acceptable evidence of vaccination to the school.

A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, then the student is not in compliance and TPHS shall exclude the student from school attendance until the required dose is administered.

*Homeless Student:* A student who is homeless, as defined by the McKinney Act (42 U.S.C. § 11302), shall be admitted temporarily for 30 days if acceptable evidence of vaccination is not available. TPHS shall promptly refer the student to appropriate public health programs to obtain the required vaccinations.

*Children in Foster Care:* A student who is a “child in foster care” as defined by 45 C.F.R. § 1355.20(a) shall be admitted temporarily for 30 days if acceptable evidence of vaccination is not available. TPHS shall promptly refer the student to an appropriate health provider to obtain the required vaccinations.

*Transfer Students:* A student can be enrolled provisionally for no more than 30 days if the student transfers from one Texas school to another and is awaiting the transfer of the immunization record.

*Military Dependents:* A military dependent can be enrolled provisionally for no more than 30 days if the student transfers from one school to another and is awaiting the transfer of the immunization record. The collection and exchange of information pertaining to immunizations with respect to military dependents shall be subject to confidentiality provisions prescribed by federal law.

### **Exclusions from Immunization Requirements**

Exclusions from immunization requirements are allowable on an individual basis for medical reasons, reasons of conscience (including a religious belief), and active duty with the armed forces of the United States.

To claim exclusion for medical reasons, the student must present a statement signed by the student’s physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the student, in which it is stated that, in the physician’s opinion, the vaccine required is medically

contraindicated or poses a significant risk to the health and well-being of the student or any member of the student's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

To claim an exclusion for reasons of conscience, including a religious belief, a signed Texas Department of State Health Services ("TDSHS") affidavit must be presented by the student's parent, stating that the student's parent declines vaccinations for reasons of conscience, including because of the person's religious beliefs. The affidavit will be valid for a period of two years. The form affidavit may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347, or online at <https://corequest.dshs.texas.gov/>. The form must be submitted to the Superintendent within 90 days from the date it is notarized. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student. Students, who have not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

To claim exclusion for armed forces, the student must prove that he or she is serving on active duty with the armed forces of the United States.

If a parent seeks an exemption for more than one student, a separate form must be provided for each student.

### **Immunization Records Reporting**

The school's record of a student's immunization history, while private in most instances, may be inspected by the Texas Education Agency, local health departments, and TDSHS and transferred to other schools associated with the transfer of the student to those schools.

## **2.8 Emergency Medical Treatment**

If a student has a medical emergency at school or a school-related activity and the parent cannot be reached, TPHS staff will seek emergency medical treatment unless the parent has previously provided a written statement denying this authorization. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the campus registrar to update any information.

## **2.9 Student Illness**

When your child is ill, please contact TPHS to let us know he or she will not be attending that day.

If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the front office. If the Principal determines that the child should go home, the front office will contact the parent.

### **Head Lice**

Head lice (which are not an illness or disease) are common among children and may spread easily through contact during play or when students share items such as headphones, brushes, combs hats, or other items that come in contact with hair. If TPHS observes that a student may have head lice, an appropriate administrator will contact the student's parent to determine whether the student needs to be sent home and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse. When a student has head lice, TPHS will also provide written notice to the student's parent and the parents of each child assigned to the same classroom as required by state law.

## **2.10 Administration of Medication**

Medication should be administered at home whenever possible. If necessary, medication can be administered at school by the school nurse under the following circumstances:

1. Nonprescription medication brought to school must be submitted to TPHS by a parent along with a written request. The medication must also be in the original and properly labeled container.
2. Prescription medications administered during school hours must be prescribed by a physician or advanced nurse practitioner (“ANP”) and filled by a pharmacist licensed in the State of Texas. **In accordance with the Texas Board of Nursing’s Nurse Practice Act, TPHS will not administer medications prescribed or fulfilled in Mexico.**
3. Prescription medications must be submitted in a labeled container showing the student’s name, name of the medication, reason the medication is being given, proper dosage amounts, the time the medication must be taken, and the method used to administer the medication. Medications sent in plastic baggies or unlabeled containers will NOT be administered.
4. If the substance is herbal or a dietary supplement, it must be provided by the parent and will be administered only if required by the students Individualized Education Program (“IEP”) or Section 504 plan for a student with disabilities.
5. Only the amount of medication needed should be delivered to TPHS, *i.e.*, enough medication to last one day, one week, etc. In cases of prolonged need, send in the amount for a clearly specified period. Extra medication will not be sent home with the student.
6. In certain emergency situations, TPHS may administer a nonprescription medication to a student, but only in accordance with the guidelines developed by the school’s medical advisor and when the parent has previously provided written consent for emergency treatment.

Changes to daily medications require written instruction from the physician or ANP and written permission from the parent. Parents are responsible for advising TPHS that a medication has been discontinued.

### **Asthma and Anaphylaxis Medication**

Asthma and anaphylaxis are life-threatening conditions, and students with those conditions are entitled to possess and self-administer prescription medication while on TPHS property or at school-related events.

Student possession and self-administration of asthma or anaphylaxis medication at school requires the student to demonstrate his or her ability to self-administer the medication to the student’s physician or other licensed health care provider and the school nurse, if available. Requirements also include written authorization from the student’s parent and physician or other licensed health care provider on file in the school office indicating the student is capable of independently administering his or her own asthma or emergency anaphylaxis medication. Medication in a student’s possession must be in an original container with a prescription label. Please note that most pharmacies will place a label on the inhaler device upon request.

## **2.11 Steroid Notice**

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

TPHS does not permit steroid use. A notice shall be posted in a conspicuous location in the school gym or in each other place in a building where physical education classes are conducted.

## **2.12 Dyslexia and Related Disorders**

From time to time, students may be tested and, where appropriate, treated for dyslexia and related disorders in accordance with programs, rules and standard approved by the State of Texas. The program approved by the state must include screening at the end of the school year of each student in kindergarten and each student in the first grade. Parents will be notified should TPHS determine a need to identify or assess their student for dyslexia and related disorders.

## **2.13 Health and Fitness Screenings and Testing**

### **Acanthosis Screening for Diabetes**

Children in certain grades identified by the state must be screened for warning signs of diabetes.

*Exemption:* A student is exempt from screening if the screening conflicts with the tenets and practices of a recognized church or religious denomination of which the individual is an adherent or member. To qualify for the exemption, the student's parent must submit to the Principal on or before the day of the screening procedure an affidavit stating the objections to screening.

### **Fitness Testing**

According to requirements under state law, TPHS will annually assess the physical fitness of students. TPHS is not required to assess a student for whom, as a result of disability or other condition identified by rule or law, the assessment exam is inappropriate.

### **Spinal Screening**

All students who meet TDSHS criteria will be screened for abnormal spinal curvature before the end of the school year. Spinal screenings can detect scoliosis at an early stage; early detection is imperative for controlling spinal deformities. Spinal screenings are non-invasive. The screening requirement for students may be met if the child has been screened for spinal deformities during the previous year.

A parent who declines participation in the spinal screening provided by TPHS must submit to the Principal documentation of a professional examination, which includes the results of a forward-bend test. This documentation must be submitted to TPHS during the year the student is scheduled for screening or, if the professional exam is obtained during the following summer, at the beginning of the following school year.

*Exemption:* A student is exempt from screening if the screening conflicts with the tenets and practices of a recognized church or religious denomination of which the individual is an adherent or member. To qualify for the exemption, the student's parent, managing conservator, or guardian must submit to the Superintendent or designee on or before the day of the screening procedure an affidavit stating the objections to screening.

### **Vision and Hearing Screenings**

All children enrolled in Texas schools must be screened for possible vision and hearing problems in accordance with regulations issued by the Texas Department of State Health Services. Students in certain grade levels identified by state regulations shall be screened for vision and hearing problems annually. A student may be screened using photo screening to detect vision disorders.

Screening records for individual students may be inspected by the TDSHS or a local health department and may be transferred to another school without parental consent.

*Exemption:* A student is exempt from screening requirements if screening conflicts with the tenets and practices of a recognized church or religious denomination of which the individual is an adherent or a

member. To qualify for the exemption, the individual or, if the individual is a minor, the minor's parent, managing conservator, or guardian, must submit to the Superintendent or designee on or before the day of admission an affidavit stating the objections to screening.

## **2.14 Freedom from Discrimination, Harassment, and Retaliation**

### **Statement of Nondiscrimination**

TPHS prohibits discrimination, including harassment, against any student on the basis of race, color, religion, sex or gender, national origin, disability, age, or any other basis prohibited by law. TPHS also prohibits dating violence, as defined by this Handbook. Retaliation against anyone involved in the complaint process is a violation of school policy.

### **Discrimination**

For purposes of this Handbook, discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender or sex, national origin, disability, age, or any other basis prohibited by law and that adversely affects the student.

### **Prohibited Harassment**

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender or sex, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

- Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes; name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

### **Sexual Harassment**

In compliance with the requirements of Title IX, TPHS does not discriminate on the basis of sex in its educational programs or activities. Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

- Affects the student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

TPHS also does not tolerate sexual harassment of a student by school employees. Romantic or inappropriate social relationships between students and school employees are prohibited. Any sexual relationship between a student and a school employee is always prohibited, even if consensual.

Sexual harassment of a student by a school employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

- A school employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
- The conduct is so severe, persistent, or pervasive that it:
  - Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
  - Creates an intimidating, threatening, hostile, or abusive educational environment.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender.

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

### **Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner. Examples of dating violence against a student may include physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engaged in these behaviors.

For purposes of this Handbook, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

- Affects the student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

### **Retaliation**

TPHS prohibits retaliation against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation. Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a school investigation regarding discrimination or harassment is subject to appropriate discipline.

### **Reporting Procedures**

Any student who believes that he or she has experienced prohibited harassment or believes that another student has experienced prohibited harassment should immediately report the alleged acts to a teacher, counselor, the Principal or designee, or other school employee. Alternatively, a student may report prohibited harassment directly to the appropriate Compliance Coordinator identified in this Handbook.

A student shall not be required to report prohibited harassment to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX Coordinator, the ADA/Section 504 Coordinator, and/or the Ag Discrimination Coordinator may be directed to the Dr. Norma Jean Hernandez, Special Programs Coordinator, (210) 227-0295. If a report is made directly to Dr. Hernandez, TPHS shall appoint an appropriate person to conduct an investigation.

### **Investigation of Complaints**

After receiving a complaint of prohibited discrimination or harassment, TPHS may, but need not, require the student to prepare a written report. Oral complaints will be reduced to written form. Upon receipt of a complaint, the appropriate Compliance Coordinator or other authorized school official shall promptly authorize and undertake an investigation. Following completion of the investigation, the Compliance Coordinator or other authorized school official will prepare a written decision regarding the complaint, including a determination of whether prohibited discrimination or harassment occurred.

When appropriate, TPHS may take interim action to avoid additional opportunities for discrimination or harassment. The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and any others with knowledge of the circumstances surrounding the allegations. If the results of the investigation establish that prohibited discrimination or harassment occurred, TPHS shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the discrimination or harassment and prevent its recurrence. TPHS may take disciplinary action based on the results of an investigation, even if TPHS concludes that the conduct did not rise to the level of harassment prohibited by law or policy.

### **Confidentiality**

To the greatest extent possible, TPHS shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

### **Appeal**

A student or parent who is dissatisfied with the outcome of the investigation may appeal through the TPHS grievance procedure. A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

## **2.15 Freedom from Bullying and Cyberbullying**

TPHS prohibits bullying as defined by this section, as well as retaliation against anyone involved in the complaint process. Bullying means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:



- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- 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.

Bullying also includes cyberbullying, which means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

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 who 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 the Principal or designee, a teacher, counselor, or other school employee. A report may be made orally or in writing and may be submitted anonymously. Any school employee who receives notice that a student has or may have experienced bullying shall immediately notify the Principal or designee. The Principal or designee will notify the victim, the student who engaged in bullying, and any student witnesses of available counseling options.

The Principal or designee shall provide notice of an 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.

### **Investigation of Report**

The Principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited harassment and, if so, proceed under that policy instead. The Principal or designee 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 designee 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. TPHS 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.*). TPHS 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 Principal designee, 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 designee 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, TPHS 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 who is dissatisfied with the outcome of the investigation may appeal through the TPHS grievance procedure.

## **2.16 Law Enforcement Agencies**

### **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the Principal or designee will cooperate as outlined below:

1. The Principal or designee shall verify and record the identity of the official and request an explanation of the need to question or interview the student at school.
2. The Principal or designee ordinarily will make reasonable efforts to notify the student's parent, unless the interviewer raises what the Principal or designee considers to be a valid objection.
3. The Principal or designee ordinarily will be present during the questioning or interview, unless the interviewer raises what the Principal or designee considers to be a valid objection.

When the investigation involves allegations of child abuse, special rules apply.

### **Students Taken into Custody**

State law requires TPHS to permit a student to be taken into legal custody in the following circumstances:

1. By a law enforcement officer if there is probable cause to believe the student has engaged in conduct that violates a penal law, delinquent conduct or conduct in need of supervision, or conduct that violates a condition of probation imposed by the juvenile court.
2. By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court. Pursuant to a properly issued directive to apprehend.
3. By an authorized representative of Child Protective Services (CPS), Texas Department of Family and Protective Services (FPS), a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in Texas Family Code § 262.104 relating to the student's physical health or safety.

4. Pursuant to a properly issued directive to apprehend.
5. Pursuant to an order of the juvenile court.
6. Pursuant to the laws of arrest.
7. To comply with a properly issued directive from a juvenile court to take a student into custody.

Before a student is released to a law enforcement officer or other legally authorized person, the Principal or designee will verify the officer's identity and, to the best of his or her ability, verify the official's authority to take custody of the student.

The Principal or designee will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the Principal or designee considers to be a valid objection to notifying the parents. Because the Principal or designee does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

## **2.17 Child Abuse Reporting and Programs**

TPHS provides child abuse anti-victimization programs and cooperates with official child abuse investigators as required by law. TPHS also provides training to its teachers and students in preventing and addressing incidents of sexual abuse and other maltreatment of children, including knowledge of likely warning signs indicating that a child may be a victim of sexual abuse or maltreatment. Assistance, interventions and counseling options are also available.

The school's administration shall cooperate with law enforcement investigations of child abuse, including investigations by the Texas Department of Protective and Family Services. School officials may not refuse to permit an investigator to interview a student who is alleged to be a victim of abuse or neglect at school. School officials may not require the investigator to permit school personnel to be present during an interview conducted at school.

Investigations at school may be conducted by authorized law enforcement or state agencies without prior notification or consent of the student's parent, if necessary.

## **2.18 Plan for Addressing Sexual Abuse, Sex Trafficking, and Other Maltreatment of Children**

### **What is Sexual Abuse of a Child?**

The Texas Family Code defines "sexual abuse" as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as, in certain circumstances, failure to make a reasonable effort to prevent sexual conduct harmful to a child.

### **What is Sex Trafficking?**

Sex trafficking means enticing, luring, recruiting, harboring, transporting, enslaving, selling, or holding captive a child for sexual conduct specified in Texas Penal Code section 20A.01(a)(7). It involves giving or receiving monetary or nonmonetary remuneration, including the child's sexual services, and a pervasive loss of freedom for the child.

### **What is Other Maltreatment of a Child?**

Under State law, "other maltreatment" of a child includes "abuse" or "neglect," as defined by Texas Family Code sections 261.001 and 261.401.

## Reporting Obligation

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to the Texas Department of Family and Protective Services (“DFPS”). Reports may be made by contacting one of the following:

- Texas Abuse Hotline: 1-800-252-5400 or, in non-emergency situations only: <http://www.txabusehotline.org>;
- Your local police department; or
- Call 911 for emergency situations.

TPHS has established a plan for addressing child sexual abuse and other maltreatment of children (the “Plan”). The Plan is addressed in this section of the Handbook.

## Methods for Increasing Awareness Regarding Sexual Abuse, Sex Trafficking, or Other Maltreatment

**For Staff:** TPHS trains staff in all content areas addressed in this section. Training is provided by campus staff, administrative staff, or outside agencies as determined by the campus administration. The training includes prevention techniques for and recognition of sexual abuse, sex trafficking, and all other maltreatment of children, including sexual abuse, sex trafficking, and other maltreatment of children with significant cognitive disabilities.

**For Students:** School counseling staff will address issues to increase awareness regarding sexual abuse, sex trafficking, and other maltreatment of children and anti-victimization programs with age appropriate conversation and materials no less than once per school year. These discussions will occur in classroom group settings.

**For Parents:** Parents must be aware of warning signs indicating that their child may have been or is being sexually abused, trafficked, or otherwise maltreated. A child who has experienced sexual abuse, sex trafficking, or other maltreatment should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that evidence of sexual abuse, sex trafficking, or other maltreatment may be more indirect than disclosures or signs of physical abuse. It is important to remain calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing in coming to you.

The fact that the abuser is a parent or other family member does not remove your obligation to protect the child. Parents who permit their child to remain in a situation where he or she may be injured or abused may also be subject to prosecution for child abuse. And, if you are frightened for your own safety or that of your child, you should call 911 or 1-800-252-5400.

Also remember that parents are legally responsible for the care of their children and must provide their children with safe and adequate food, clothing, shelter, protection, medical care and supervision, or arrange for someone else to provide these things. Failure to do so may be considered neglect.

The Principal or designee will provide information regarding counseling options available in your area for you and your child if your child is a victim of sexual abuse or other maltreatment. The DFPS also provides early abuse intervention through counseling programs. Services available in your county can be accessed at the following web address:

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

These websites are also helpful:

- Child Welfare Information Gateway Factsheet:  
<https://www.childwelfare.gov/pubPDFs/whatiscan.pdf>
- KidsHealth, For Parents, Child Abuse:  
<http://kidshealth.org/en/parents/child-abuse.html>
- Texas Association Against Sexual Assault, Resources:  
<http://taasa.org/resources/>
- Texas Education Agency – Prevention of Child Abuse Overview:  
[http://tea.texas.gov/Texas\\_Schools/Safe\\_and\\_Healthy\\_Schools/Child\\_Abuse\\_Prevention/Child\\_Abuse\\_Prevention\\_Overview/](http://tea.texas.gov/Texas_Schools/Safe_and_Healthy_Schools/Child_Abuse_Prevention/Child_Abuse_Prevention_Overview/)
- Sexual Abuse Prevention Programs:  
<https://www.childwelfare.gov/topics/preventing/programs/sexualabuse/>
- Promoting Healthy Families in Your Neighborhood:  
<https://www.childwelfare.gov/pubPDFs/packet.pdf>
- Signs of Child Abuse:  
<http://kidshealth.org/en/parents/child-abuse.html>
- DFPS – Prevent Child Abuse (HelpandHope.org)  
<http://helpandhope.org>
- DFPS – How to Report Child Abuse or Neglect  
[http://www.dfps.state.tx.us/Contact\\_us/report\\_abuse.asp](http://www.dfps.state.tx.us/Contact_us/report_abuse.asp)
- Texas Attorney General – What Can We Do About Child Abuse? (Part 1)  
<https://www.texasattorneygeneral.gov/cvs/what-we-can-do-about-child-abuse-1>
- Texas Attorney General – What Can We Do About Child Abuse? (Part 2)  
<https://www.texasattorneygeneral.gov/cvs/what-we-can-do-about-child-abuse-2>
- Texas Attorney General – Human Trafficking  
<https://www.texasattorneygeneral.gov/initiatives/human-trafficking>
- Texas Association for the Protection of Children  
<http://www.texprotects.org/about/PCAT/>
- Texas Council on Family Violence – Abuse Prevention Links  
<http://www.tcfv.org/>

### **Likely Warning Signs of Sexual Abuse or Other Maltreatment**

Psychological and behavioral signs of possible sexual abuse or other maltreatment may include:

- An older child behaving like a young child, for example, bedwetting or thumb sucking.
- Becoming increasingly secretive about Internet or telephone use.
- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude.
- Depression or irritability.
- Developing fear of certain places or resisting being alone with an adult or young person for unknown reasons.
- Developing special relationships with older friends that may include unexplained money, gifts, or privileges.
- Engaging in adult-like sexual activities with toys, objects or other children.
- Intentionally harming him or herself, for example, drug/alcohol use, cutting, burring, running away, and sexual promiscuity.
- Isolation from family, friends, and community.
- Leaving clues that seem likely to provoke a discussion about sexual issues.
- Multiple phones or social media accounts or lying about the existence of social media accounts.
- Nightmares, sleep problems, extreme fears without an obvious explanation.

- Play, writing, drawings, or dreams of sexual or frightening images.
- Provocative pictures posted online or stored on phones.
- Refillable gift cards.
- Refusal to talk about a secret he or she has with an adult or older child.
- Resistance to routine bathing, toileting, or removing clothes, even in appropriate situations.
- Sexually provocative clothing.
- Social interaction and schedule being strictly controlled by someone else.
- Sudden appearance of luxury items, e.g., manicures, designer clothes, purses.
- Sudden or unexplained personality changes; becoming withdrawn, angry, moody, clingy, “checking out” or showing significant changes in eating habits.
- Thinking of self or body as repulsive, dirty, or bad.
- Truancy (absence) from school.
- Using new or adult words for body parts.

Physical symptoms of possible sexual abuse, sex trafficking, or other maltreatment include:

- Bruises or other injuries in the genital or rectal area.
- Difficulty in walking or sitting.
- Genital or rectal pain, itching, swelling, redness, or discharge.
- Stained or bloody underwear.
- Stomachaches or illness, often with no identifiable reason.
- Tattoos or branding.
- Unexplained injuries.
- Unexplained soreness, pain or bruises around mouth, sexually transmitted disease, or pregnancy.

Any one sign does not necessarily mean that a child has been sexually abused, trafficked, or maltreated, but the presence of several signs is the time you should begin asking questions and seeking help. Often signs first emerge at other times of stress, such as during a divorce, death of a family member or pet, problems at school or with friends, or other traumatic or anxiety-inducing events.

### **Actions That a Child Who Is a Victim of Sexual Abuse, Sex Trafficking, or Other Maltreatment Should Take**

During student awareness sessions concerning sexual abuse, sex trafficking, and other maltreatment issues, students will be encouraged to tell a trusted adult in a private and confidential conversation if they have been a victim of sexual abuse, sex trafficking, or other maltreatment or have been in situations that make them feel uncomfortable in any way. School employees are trained to take appropriate actions to help the child obtain assistance and to follow proper reporting procedures. Older students will also be provided with local crisis hotline numbers to obtain assistance.

### **Available Counseling Options**

A list of counseling providers can be found at:

- <http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/default.asp>.

## **2.19 Interrogations and Searches**

In the interest of promoting student safety and attempting to ensure that TPHS is safe and drug free, school officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Administrators, teachers and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves.

Students shall be free from unreasonable searches and seizures by school officials. School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent.

A search is reasonable if (1) the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation and (2) the scope of the search is reasonably related to the circumstances justifying the search, such as the extent of the search, the objectives of the search, the age and sex of the student, and the nature of the infraction.

### **Desk and Locker (if applicable) Searches**

Students should have no expectation of privacy in the contents of their lockers, desks or other school property. Lockers (if applicable) and desks assigned to students remain at all times under the control and jurisdiction of TPHS. TPHS will make periodic inspections of lockers and desks at any time, with or without notice or student consent. School officials will remove any item that violates school policy or that may potentially be dangerous.

Students have full responsibility for the security of their lockers and desks and shall be held responsible for any prohibited items found therein. A student's parent shall be notified if any prohibited articles or materials are found in a student's locker or desk, or on the student's person.

### **Vehicles on Campus**

Vehicles parked on school property and property under school control are under the jurisdiction of TPHS 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, TPHS 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.

### **Random Drug Searches**

In order to ensure a drug-free learning environment, TPHS conducts random drug searches of all school facilities. TPHS 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. Canine visits may be unannounced. The dogs shall be used to search vacant classrooms, vacant common areas, the areas around student lockers, and the areas where vehicles are parked on TPHS property or at school-related 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.

## **2.20 Procedures for Use of Restraint and Time-Outs**

School employees, volunteers or independent contractors are authorized to use restraint in the event of an emergency and subject to the following limitations:

- Only reasonable force, necessary to address the emergency, may be used.
- The restraint must be discontinued at the point at which the emergency no longer exists.
- The restraint must be implemented in such a way as to protect the health and safety of the student and others.
- The student may not be deprived of basic human necessities.

At no time, however, may a student be placed in seclusion.

A student with a disability may not be confined in a locked box, locked closet or other specially designated locked space as either a discipline management practice or a behavior management technique.

## **2.21 Visitor and Volunteer Policy**

TPHS encourages parents and family members to regularly visit the school and become involved in student activities. The impact that positive parental involvement has on the learning and development of students is immeasurable. With that in mind, the following policies must be adhered to so that a safe, secure, and productive learning environment can be ensured for all.

- Visitors **MUST** sign in at the main office whenever they are on campus. They will be provided with a visitor ID that must be worn while on campus. Visitors are not permitted to make unscheduled or drop-in visits to classrooms.
- When visiting campus to meet with teaching staff, visitors must have a pre-arranged time set up with the teacher(s) in question except for urgent matters. Times are best arranged via email or over the phone. With few exceptions, conferences are scheduled during teacher/team planning time, and/or immediately before or after school. Under no circumstances can a teacher be interrupted while providing instruction before, during, or after the school day to meet with a parent.
- Visitors to campus must be the parent, guardians, or other adult family members with permission of the parent/guardian. Students' friends, younger siblings, and other non-related individuals cannot visit the campus during school hours.
- Volunteers **MUST** go through a background check conducted by our district office. Once the check is cleared, volunteers are notified and may begin helping on campus. Until this clearance is obtained, they are not to be involved in any educational or extra-curricular activities.

Additionally, the Principal or designee may take the following actions whenever there is a school visitor:

- Establish an electronic database for storing information concerning visitors. Information stored in the electronic database may be used only for school security and may not be sold or otherwise disseminated to a third party for any purpose.
- Verify whether the visitor is a sex offender registered with the computerized central database maintained by the Department of Public Safety or any other database accessible by TPHS.

Any visitor identified as a sex offender shall be escorted by school personnel at all times during a school visit and shall have access only to common areas of the campus.



## **2.22 Disruptions**

To protect student safety and sustain an educational program free from disruption, state law permits TPHS to act against any person – student or nonstudent – who:

- Disrupts classes while on school property or on public property that is within 500 feet of school property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization; and disrupting the activity with profane language or any misconduct.
- Interferes with an authorized activity by seizing control of all or part of a building.
- Interferes with the movement of people at an exit or an entrance to school property.
- Interferes with the movement of people in an exit, an entrance, or a hallway of a school building without authorization from an administrator.
- Interferes with the transportation of students in school vehicles.
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving school property without authorization from an administrator.
- Uses force, violence, or threats to cause disruption during an assembly.

## **2.23 Emergency Closings**

Generally, TPHS dismisses classes for weather-related events on the same days as surrounding local independent school districts. Any closures for weather will be broadcast on local television and/or radio stations. TPHS may also need to close during certain emergency situations beyond the control of school officials. The announcement of non-weather-related school closings will be broadcast on local television and/or radio stations as early as possible.

## **2.24 Drills: Fire, Tornado, and Other Emergencies**

Students, teachers, and other staff will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of school staff quickly, quietly, and in an orderly manner. Order rather than speed shall be stressed. Defined instructions for vacating each room will be posted in each room, and students should familiarize themselves with these instructions.

## **2.25 Pest Control Information**

TPHS periodically applies pesticides inside school buildings and on school grounds. Except in an emergency, signs will be posted 24 hours before application. Students may not reenter a treated area inside a building or use an area on school grounds for at least 12 hours following application. Parents who want to be notified prior to pesticide application may contact the Superintendent or designee.

## **2.26 Videotaping of Students**

For safety purposes, including the maintenance of order and discipline, surveillance cameras may be used to monitor student behavior in classrooms, on school vehicles, and in school common areas. Video recordings may be reviewed routinely to document student misconduct and used by TPHS staff when investigating an incident. Tapes and other video recordings will be available for viewing pursuant to the Family Educational Rights and Privacy Act (“FERPA”).

## **SECTION 3: ACADEMICS AND GRADING**

### **3.1 Academic Programs**

The Principal will provide students and parents with information regarding academic programs to prepare for higher education and career choices.

A student removed from the regular classroom to in-school suspension or another setting will have an opportunity to complete his or her daily work just as if they were in the regular learning center.

Students and parents are encouraged to discuss options for ensuring that students complete all work required with a teacher or the Principal.

### **3.2 Required Curriculum**

TPHS offers instruction in the TEKS of the appropriate grade levels in the following required curriculum:

### **3.3 Academic Integrity**

All students are expected to be honest and to display a high standard of integrity in the preparation and presentation of work for credit in classes. A student's attempt to present the work of another as his or her own will be viewed as a serious offense, and the student may be subject to a grading penalty and/or discipline in accordance with the Student Code of Conduct.

### **3.4 Career and Technical Education Programs**

TPHS may offer, from time to time, career and technical education programs in a variety of areas. For a complete list of CTE courses, please contact the Principal. Admission to these programs is based on student interest and completion of any prerequisites required by TPHS.

It is the policy of TPHS not to discriminate on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, as amended.

TPHS will take steps to ensure that lack of English language skills will not preclude a student from participating in all educational and career and technology programs.

### **3.5 College Days**

High school students who meet the following criteria will be allowed to have two excused days of absence for a college visit during their junior year and two excused days of absence for a college visit during their senior year:

- The student must have passed the required parts of the STAAR/equivalent state assessment for the previous year.
- The student must be on track to graduate on time.
- The student must be classified as a junior or senior based upon credits earned.
- The student must be passing all course work.

- The student must have no truancy or other attendance problems.

Students must submit a written request to the school office at least two days prior to the day requested for a college visit so that eligibility criteria for an excused day of absence can be verified and approval granted prior to the student participating in a college visit. Approval will not be granted for a college visit on a day when major exams are scheduled, and no partial days will be approved.

### **3.6 Computer Resources**

To prepare students for an increasingly computerized society, TPHS has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents must read and agree to abide by the Student Acceptable Use Policy found in this Handbook.

### **3.7 Counseling**

#### **Academic Counseling**

Students and parents are encouraged to talk with the school counselor or designee to learn about course offerings, graduation requirements, and early graduation procedures. Each spring, students in 9th–12th grade will be provided with information on anticipated course offerings for the next year and other information that will help to make the most of academic and vocational opportunities.

To plan for the future, including attendance at a college, university, or training school or pursuing some other type of advanced education, students should work closely with the school counselor or designee to take the courses that best prepare them for the future. The school counselor or designee can also provide information about entrance exams and application deadlines, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

#### **Personal Counseling**

The Principal and the designated school counselor are available to assist students with a wide range of personal concerns, including social, family, or emotional issues, and substance abuse. The Principal or designated school counselor may also provide information about community resources to address these concerns. A student who wishes to meet with the Principal or designated school counselor should set an appointment through the school secretary.

Please note: TPHS will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

### **3.8 Credit by Exam**

TPHS uses examinations and guidelines established by the State Board of Education to offer credit and acceleration by exam.

#### **If a Student has Prior Instruction**

A student in grades 9–12 who has previously taken a course or subject (but did not receive credit for it) may, in circumstances determined by the Principal or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for the course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a nonaccredited school. The opportunity to

take an examination to earn credit for a course or to be awarded a final grade in a subject after the student has had prior instruction is sometimes referred to as “credit recovery.” To receive credit, a student must score at least 70% on the exam.

The Attendance Review Committee may also offer a student with excessive absences an opportunity to receive credit for a course by passing an exam.

### **If a Student Has Not Taken the Course**

A student will be permitted to take an exam to earn credit for an academic course or subject area for which the student has had no prior instruction or to accelerate to the next grade level. The exams offered by TPHS are approved by the Board of Directors. The dates on which exams are scheduled during the current school year will be published in the school instructional calendar.

A student in grade 9 or above will earn course credit with a passing score of at least 80 on the exam, a scaled score of 50 or higher on an examination administered through the College Level-Level Examination Program, or a score of three or higher on an AP examination, as applicable. A student may take an exam to earn course credit no more than twice. If a student fails to achieve the designated score on the approved exam before the beginning of the school year in which the student would need to enroll in the course according to the school’s course sequence, the student must complete the course.

If a student plans to take an exam, the student (or parent) must register with the Principal no later than 30 days prior to the scheduled testing date. TPHS will or will not honor a request by a parent to administer a test on a date other than the published dates. If TPHS agrees to administer a test other than the one chosen by the school, the student’s parent will be responsible for the cost of the exam.

### **3.9 Dual Credit Opportunities**

A dual credit course is a college course taken by a high school student for which the student earns both college and high school credit. Dual credit is also known as concurrent enrollment.

A student is eligible to enroll in dual credit courses in the 11th or 12th grade if the student:

- Demonstrates college readiness by achieving the minimum passing standards under the Texas Success Initiative as set forth in 19 Texas Administrative Code § 4.85, on relevant section(s) of an assessment instrument approved by the State Board of Education; or
- Demonstrates that he or she is exempt under the provisions of the Texas Success Initiative as set forth in 19 Texas Administrative Code § 19.54.

An 11th grade student is also eligible to enroll in dual credit courses in reading, writing, and/or mathematics if he or she satisfies standards set by the Texas Higher Education Coordinating Board. As these requirements may change from time to time, students and parents are encouraged to contact the Director of College and Career Readiness and/or Chief Academic Officer of the participating college for current requirements.

Students in grades 11 and/or 12 are eligible to enroll in workforce education dual credit courses if the student demonstrates that he or she achieved the designated minimum standards set by the Texas Higher Education Coordinating Board. A student who is exempt from taking STAAR end-of-course assessments may be otherwise evaluated to determine eligibility for enrolling in workforce education dual credit courses. A student may enroll only in those workforce education dual credit courses for which he or she has demonstrated eligibility.

Students may not enroll in more than two dual credit courses per semester. A student may be exempt from this requirement only through approval by the Director of College and Career Readiness and the Chief Academic Officer of the participating college if the student demonstrates outstanding academic performance and capability.

All courses should be taken outside of school hours, unless approved by the Superintendent.

Students and parents are responsible for any fees for dual credit courses. Unless the Schools budget is able to sustain the fees.

### **3.10 Distance Learning**

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies, such as mail, satellite, Internet, video-conferencing, and instructional television.

The Texas Virtual School Network (“TxVSN”) has been established as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TxVSN to earn course credit for graduation. If you have questions or wish to make a request that your child be enrolled in a TxVSN course, please contact the Superintendent. Unless an exception is made by the Superintendent, a student will not be allowed to enroll in a TxVSN course if the school offers the same or a similar course.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the TxVSN in order to earn credit in a course or subject, the student must receive permission from the Superintendent prior to enrolling in the course or subject. If the student does not receive prior approval, TPHS may not recognize and/or apply the course or subject toward graduation requirements or subject mastery.

### **3.11 Extracurricular Activities, Clubs, and Organizations**

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation, however, is a privilege and not a right. Eligibility for participation in many school-related activities is contingent upon the student being able to maintain their attendance at 90% or better, has no disciplinary issues, and is passing all scheduled courses. Additional information regarding extracurricular activities, clubs, and organizations may be obtained from the Principal.

Participation in these activities may result in events that occur off-campus. When TPHS arranges transportation for these events, students are required to use the transportation provide by TPHS to and from the event. Exceptions may only be made with approval from the activity’s coach or sponsor.

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

### **3.12 Graduation (High School Grades Only)**

TPHS shall ensure that each student enrolls in the courses necessary to complete the curriculum requirements identified by the State Board of Education (“SBOE”) for the foundation high school program, or the recommended or advanced high school program.

#### **Graduation Requirements**

Students must meet the following requirements to receive a high school diploma from TPHS:

1. Complete the required number of credits established by the State and any additional credits required by TPHS;
2. Complete any locally required courses in addition to the courses mandated by the State;
3. Achieve passing scores on certain EOC assessments or approved substitute assessments, unless specifically waived as permitted by State law; and
4. Demonstrate proficiency, as determined by TPHS, in the specific communication skills required by the State Board of Education.

#### **Testing Requirements for Graduation**

Students are required, with limited exceptions, to perform satisfactorily on the following end-of-course (“EOC”) assessments: English I, English II, Algebra I, Biology, and United States History. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments. State law and state rules also provide for certain scores on norm-referenced national standardized assessments to substitute for the requirement to meet satisfactory performance on an applicable EOC assessment should a student choose this option. See the Principal for more information on the State testing requirements for graduation.

If a student fails to perform satisfactorily on an EOC assessment, TPHS will provide remediation in the content area for which the performance standard was not met. This may require student participation before or after normal school hours, or at times of the year outside of normal school operations.

In limited circumstances, a student who fails to demonstrate proficiency on two or fewer of the required assessments may be eligible to graduate, if an individual graduation committee, formed in accordance with state law, unanimously determines that the student is eligible to graduate. Please see the Principal for more information on the makeup of an individual graduation committee and all other requirements for graduation.

#### **Foundation Graduation Program**

Except in limited circumstances, students will graduate under the foundation school program. Within the foundation graduation program are “endorsements,” which are paths of interest that include Science, Technology, Engineering, and Mathematics (“STEM”); Business and Industry; Public Services; Arts and Humanities; and Multidisciplinary Studies. Endorsements earned by a student will be noted on the student’s transcript and diploma. The foundation graduation program also involves the term “distinguished level of achievement,” which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits.

State law and rules prohibit a student from graduating solely under the foundation graduation program without an endorsement unless, after the student’s sophomore year, the student and the student’s parent are advised of the specific benefits of graduating with an endorsement and submit written permission to an appropriate school administrator for the student to graduate without an endorsement. A student who anticipates graduating under the foundation graduation program without an endorsement and who wishes to attend a four-year university or college after graduation must carefully consider whether this will satisfy

the admission requirements of the student's desired college or university.

Graduating under the foundation graduation program will also provide opportunities to earn "performance acknowledgements" that will be acknowledged on a student's diploma and transcript. Performance acknowledgements are available for outstanding performance in bilingualism and biliteracy, in a dual credit course; on an AP or IB exam; on the PSAT, ACT-Plan, SAT, or ACT exam; or for earning a nationally or internationally recognized license or certificate. The criteria for earning these performance acknowledgements are prescribed by state rules, and the Principal can provide more information about these acknowledgments.

## **Standardized Testing**

### End-of-Course Assessments for Students in Grades 9–12

STAAR end-of-course ("EOC") assessments are administered for the following courses:

- Algebra I;
- Biology;
- English I and II; and
- United States History.

Satisfactory performance on the applicable assessments will be required for graduation, except in circumstances where a student may be eligible to graduate in accordance with a plan approved by an Individual Graduation Committee or as otherwise allowed by applicable law.

There are three testing windows during the school year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have additional opportunities to retake the assessment.

STAAR Alternate 2 is available for eligible students receiving special education services and who meet certain state-established criteria, as determined by the student's ARD committee. The student's ARD committee will determine whether successful performance on the EOC assessments will be required for a student receiving special education services to graduate, in accordance with parameters set in state regulations.

### Texas Success Initiative Assessment

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative ("TSI") assessment. The purpose of the TSI assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This assessment may be required before a student enrolls in a dual-credit course offered through TPHS as well. Additionally, achieving designated benchmark scores on the TSI may also waive certain EOC course requirements; please see the Principal for additional details and for information on possible exemptions from taking the TSI assessment.

### Texas English Language Proficiency Assessment System ("TELPAS")

The Texas English Language Proficiency Assessment System ("TELPAS") is a system of statewide assessments administered to all Limited English Proficient ("LEP") students in grades K–12. The TELPAS measures English ability based on the stages of language development of second language learners. These results will further the understanding of the educational needs of LEP students by providing a state-level measure of both their current academic English levels and their annual progress in English.

### **3.13 Promotion and Retention**

A student may be promoted on the basis of academic achievement and/or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must demonstrate mastery on grade level standards and meet TPHS's requirements for attendance. Students will also be advanced a grade level based on the number of course credits earned.

In addition, at certain grade levels a student – with limited exceptions – will be required to pass the State of Texas Assessments of Academic Readiness (“STAAR”), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.

- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the Mathematics and Reading sections of the grade 8 assessment exam in English.

Parents of students who do not perform satisfactorily on their EOC assessments will be notified that their child will participate in an Accelerated Instructional Program designed to improve performance.

Students will also have multiple opportunities to retake EOC assessments.

#### **Students with Disabilities**

Upon the recommendation of the admission, review, and dismissal (“ARD”) committee, a student with a disability who receives special education services may be promoted and/or permitted to graduate under the provisions of his or her individualized education program (“IEP”) and in accordance with state rules.

A student who receives special education services and has completed four years of high school but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

ARD committees for students with disabilities who receive special education services will make instructional and assessment decisions for these students in accordance with state law and rules. To earn an endorsement under the foundation program, a student receiving special education services may earn an endorsement by successfully completing, with or without modification of the curriculum, the curriculum requirements identified by the State Board of Education (“SBOE”) and additional endorsement requirements identified by the SBOE, and successfully completing all curriculum for the endorsement as adopted by the SBOE without modification of the curriculum or with modification of the curriculum, provided that the modified curriculum is sufficiently rigorous as determined by the student’s ARD committee. Additionally, the student’s ARD Committee shall determine whether the student is required to achieve satisfactory performance on an EOC assessment instrument to earn an endorsement on the student’s transcript.

### **3.14 Report Cards**

Report cards with each student’s grades or performance and absences in each class or subject are issued to parents at least once every nine weeks. During the fourth week of a nine-week grading period, parents will be given a written progress report if their child’s performance in English language arts, mathematics, science, or social studies is near or below 69%, or is below the expected level of performance. If the student receives a grade lower than 69% in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. The report card or progress



report will state whether tutorials are required for a student who receives a grade lower than 69% in a class or subject. Report cards and progress reports must be signed by the parent and returned to the school within seven days.

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the parent or student may request a conference with the Principal. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the school's grading policy.

### **3.15 Special Programs**

#### **Students Who Speak a Primary Language Other than English**

A student whose primary language is not English may be eligible to receive specialized support if the student has difficulty performing regular class work in English. A Language Proficiency Assessment Committee ("LPAC") will determine if this specialized support is needed and, if so, the accommodations or modifications the student will receive for classroom instruction, local assessments, and state-required testing, as appropriate.

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

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

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

#### **Special Education Referrals**

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

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

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period

for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

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

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

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

#### Contact Person for Special Education Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is: Dr. Norma Jean Hernandez at (210) 227-0295.

#### 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: Dr. Norma Jean Hernandez at (210) 227-0295.

#### Additional Information

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

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

#### Notification to Parent of Intervention Strategies for Learning Difficulties Provided to General Education Students

TPHS will annually notify parents that it provides assistance to students, other than those already enrolled in a special education program, who need assistance for learning difficulties, including intervention strategies.

#### **Services for Title I Participants**

Information regarding TPHS's Title I program may be obtained from Dr. Norma Jean Hernandez at (210) 227-0295.

## **SECTION 4: STUDENT CODE OF CONDUCT**

### **4.1 Purpose of the Student Code of Conduct**

To function properly, education must provide an equal learning opportunity for all students by recognizing, valuing, and addressing the individual needs of every student. In addition to the regular curriculum, principles and practices of good citizenship must also be taught and modeled by school staff. To foster an orderly and distraction-free environment, TPHS has established this Student Code of Conduct (“the Code”) in accordance with state law and the TPHS open-enrollment charter. The Code has been adopted by the Board of Directors and provides information to parents and students regarding expectations for behavior, consequences of misconduct, and procedures for administering discipline.

In accordance with state law, the Code will be posted at each TPHS campus and/or will be available for review at the campus office. Parents will be notified of any violation that may result in a student being suspended or expelled from TPHS. Students must be familiar with the standards set forth in the Student Code of Conduct, as well as campus and classroom rules.

The Code does not define all types and aspects of student behavior, as TPHS may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code. When students participate in student activities, they will also be expected to follow the guidelines and constitutions that further specify the organization’s expectations, student behavior and consequences.

### **4.2 Authority and Jurisdiction**

TPHS has disciplinary authority over a student:

1. During lunch periods in which a student is allowed to leave campus;
2. During the regular school day and while the student is going to and from school on TPHS transportation;
3. For any expulsion offense committed away from TPHS property and not at a school-sponsored or school-related event, if the misconduct creates a substantial disruption to the educational environment;
4. For any expulsion offense committed while on TPHS property or while attending a school-sponsored or school-related activity TPHS or another school in Texas;
5. For any school-related misconduct, regardless of time or location;
6. When criminal mischief is committed on or off TPHS property or at a school-related event;
7. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
8. When the student commits a felony, including those provided by Texas Education Code §§ 37.006 or 37.0081, regardless of time or location;
9. While the student is attending any school-related activity, regardless of time or location; and
10. While the student is in transit to or from school or to or from school-related activities or events.

### **Reporting Crimes**

In addition to disciplinary consequences, misdemeanor and felony offenses committed on campus or while attending school-sponsored or school-related activities will be reported to an appropriate law enforcement agency.

### **4.3 Standards for Student Conduct**

Each student is expected to:

- Adhere to the requirements of the Student Code of Conduct.
- Attend all classes, regularly and on time.
- Behave in a responsible manner, always exercising self-discipline.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Demonstrate courtesy, even when others do not.
- Meet the TPHS's standards of grooming and dress.
- Obey all campus and classroom rules.
- Prepare for each class; take appropriate materials and assignments to class.
- Respect the property of others, including TPHS property and facilities.
- Respect the rights and privileges of students, teachers, and other TPHS staff and volunteers.

### **4.4 Discipline Management Techniques**

Disciplinary techniques are designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

Because of these factors, discipline for a particular offense, unless otherwise specified by law, may bring into consideration varying techniques and responses.

#### **Techniques**

The following discipline management techniques may be used—alone or in combination—for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Assignment of school duties such as cleaning or picking up litter.
- Behavioral contracts.
- Cooling-off time or "time-out."
- Counseling by teachers, counselors, or administrative personnel.
- Rewards for positive behavior.
- Demerits.
- Detention.
- Expulsion from TPHS, as specified in the expulsion section of the Code.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- In-school suspension, as specified in the suspension section of the Code.
- Out-of-school suspension, as specified in the suspension section of the Code.
- Parent-teacher conferences.
- Penalties identified in individual student organizations' extracurricular standards of behavior.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by TPHS.
- School-assessed and school-administered probation (final warning contracts).
- Seating changes within the classroom.
- Sending the student to the office or other assigned area.

- Techniques or penalties identified in individual student organizations' extracurricular standards of behavior.
- Temporary confiscation of items that disrupt the educational process.
- Verbal correction, oral or written.
- Withdrawal of privileges, such as participation in extracurricular activities, field trips, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Withdrawal or restriction of bus privileges.
- Other strategies and consequences as determined by school officials.

#### **4.5 Corporal Punishment**

TPHS **will NOT** administer corporal punishment upon a student for misconduct.

#### **4.6 Student Code of Conduct Offenses**

The categories of conduct below are prohibited at school and all school-related activities.

##### **Level I Offenses:**

1. Being in an unauthorized area.
2. Causing an individual to act through the use of threat or coercion.
3. Computer system violations.
4. Damaging or vandalizing property owned by others.
5. Defacing or damaging school property, including textbooks, lockers, furniture, and other equipment, with graffiti or by other means.
6. Discharging a fire extinguisher without valid cause.
7. Disobeying conduct rules regarding school transportation.
8. Disrespect of school staff and persons in authority.
9. Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence.
10. Engaging in disruptive actions or demonstrations that substantially disrupt or materially interfere with school activities.
11. Engaging in inappropriate verbal, physical, or sexual contact directed toward another student or a school employee.
12. Engaging in threatening behavior toward another student or school employee on or off school property.
13. Engaging in verbal or written exchanges that threaten the safety of another student, a TPHS employee, or TPHS property.
14. Failure to complete assigned homework.
15. Failure to comply with directives of school staff (insubordination).
16. Failure to comply with school dress code policies and grooming standards.
17. Failure to leave campus within 30 minutes of school dismissal (unless involved in an activity under supervision).
18. Failure to report known hazing, harassment, or bullying of students.
19. Inappropriate behavior (not abusive, threatening, violent).
20. Inappropriate or indecent exposure of a student's private body parts.
21. Inappropriate public display of affection: (Public displays of affection deemed inappropriate by public standards such as lewd or inappropriate—kissing, touching, fondling, holding hands, etc.).
22. Insensitivity to others.

23. Making false accusations or hoaxes regarding school safety.
24. Persistent tardiness (tardy, without excuse, on four or more days within a period of 45 rolling school days).
25. Possessing a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person.
26. Possessing aerosol canisters or any other object used to set off fire alarms.
27. Possessing any electronic devices without permission.
28. Possessing matches, lighters, etc.
29. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety; using e-mail or Web sites at school to encourage illegal behavior; or threatening school safety.
30. Possession or use, without permission, of any telecommunications or other electronic devices, including displaying, turning on, or using a telecommunications device (including a mobile telephone or other electronic device) while on school property during the school day or while attending school activities.
31. Recording the voice or image of another without the prior consent of the individual(s) being recorded or in any way that disrupts the educational environment or invades the privacy of others.
32. Refusing to accept discipline management techniques assigned by a teacher or the Principal.
33. Repeatedly violating campus or classroom standards of behavior.
34. Skipping class, detention, or mandatory tutorial sessions.
35. Throwing objects that can cause bodily injury or property damage.
36. Using a skateboard, scooter, and/or roller blades while on campus.

*Disciplinary Consequences (may not necessarily be followed in order and progressive disciplinary measures are not required)*

1. After school detention.
2. Application of one or more Discipline Management Techniques listed above.
3. Confiscation of cell phones or other electronic devices.
4. Grade reductions for academic dishonesty.
5. In-school suspension.
6. Out-of-school suspension.
7. Removal from the classroom and/or placement in another classroom.
8. Restitution/restoration, if applicable.
9. Saturday school.
10. School-assessed and school-administered probation.
11. Temporary confiscation of items that disrupt the educational process.
12. Verbal correction.
13. Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices, and/or membership in school-sponsored clubs or organizations.

## **Level II Offenses**

1. Abusing over-the-counter drugs.
2. Academic dishonesty (cheating or copying the work of another).
3. Being a member of, pledging to become a member of, joining, or soliciting another person to join, or pledge to become a member of a public-school fraternity, sorority, secret society, or gang, as defined in Texas Education Code § 37.121.
4. Being under the influence of prescription or over-the-counter drugs that cause impairment of physical or mental faculties.
5. Bypassing of internet blocks on school computers or networks to enter unapproved sites.

6. Committing extortion, coercion, or blackmail (obtaining money or another object of value from an unwilling person).
7. Damaging or vandalizing property owned by others, including but not limited to school property or facilities, property of TPHS employees, or property of other students.
8. Defacing or vandalizing TPHS property, including textbooks, lockers, furniture, and other equipment, or property of any other person, with graffiti or by any other means.
9. Directing profanity, vulgar language, or obscene gestures toward another student or TPHS employee.
10. Engaging in conduct including the elements of assault.
11. Engaging in inappropriate verbal, physical, or sexual conduct directed toward another person, including a TPHS student, employee, or volunteer.
12. Engaging in offensive conduct of a sexual nature (verbal or physical).
13. Failure to comply with conditions of in-school suspension placement.
14. Failure to comply with school medication policies.
15. False accusation of conduct that would constitute a misdemeanor or felony.
16. Falsifying records, passes, or other school-related documents.
17. Fighting or arranging a fight. School is not a place to arrange fights, whether those fights take place on or off school grounds. Students who involve themselves in fighting or arranging a fight will, at a minimum, be suspended for the remainder of the day.
18. Gambling.
19. Gang-related activity of any kind or nature (behavior that is deemed serious gang-related activity may be elevated or addressed as a Level III Offense).
20. Inappropriate behavior (e.g., violent; threat of being violent; racially, ethnically, or culturally motivated actions).
21. Interference with school activities or discipline.
22. Involvement in a felony offense not listed in Title 5, Texas Penal Code, and TPHS is notified by the police.
23. Leaving classroom, school property, or school-sponsored events without permission.
24. Making an obscene gesture.
25. Persistent Level I offenses (two or more Level I offenses within a semester).
26. Possessing or selling look-alike drugs or items attempted to be passed off as drugs or contraband.
27. Possessing or selling seeds or pieces of marijuana in less than a usable amount.
28. Possessing or using alcohol.
29. Possessing pornographic material.
30. Possession of stolen property.
31. Refusing to allow lawful student search.
32. Sexual harassment/sexual abuse not defined as a Level III offense.
33. Theft.
34. Threats (nonviolent/verbal or written).
35. Throwing object not considered an illegal weapon that can cause bodily injury or property damage.
36. Unruly, disruptive, or abusive behavior that interferes with the teacher's ability to communicate effectively with the students in the class.
37. Using the Internet or other electronic communications to threaten students or employees, or cause disruption to the school program.
38. Verbal or written abuse (e.g., name calling, racial or ethnic slurs, or derogatory statements that may disrupt the school environment, etc.).
39. Willful destruction of school or personal property and/or vandalism.

*Disciplinary Consequences (may not necessarily be followed in order and progressive disciplinary measures are not required)*

1. Any applicable Level I Disciplinary Consequence or Discipline Management Technique listed above, including multiple consequences as deemed appropriate by TPHS.
2. Out-of-school suspension for up to five days.

### **Level III Offenses**

1. Abusing a student's own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person's prescription drug while on school property or at a school-related event. (See glossary for "abuse.")
2. Aggravated assault.
3. Aggravated kidnapping.
4. Aggravated robbery.
5. Aggravated sexual assault.
6. Any discretionary or mandatory expulsion violation under Texas Education Code, Chapter 37.
7. Any offense listed in Sections 37.006(a) or 37.007 (a), (b), and (d) of the Texas Education Code, no matter when or where the offense takes place.
8. Arson.
9. Assault.
10. Burglary of a motor vehicle on campus.
11. Capital murder.
12. Commission of a felony offense listed under Title 5, Texas Penal Code. (See glossary.)
13. Committing or assisting in a robbery or theft, even if it does not constitute a felony according to the Texas Penal Code.
14. Committing the following offenses on school property or within 1,000 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
  - a. Behaving in a manner that contains the elements of an offense relating to abusable volatile chemicals.
  - b. Behaving in a manner that contains the elements of the offense of public lewdness or indecent exposure.
  - c. Committing an assault (see glossary) under Texas Penal Code 22.01(a)(1).
  - d. Engaging in conduct punishable as a felony.
  - e. Selling, giving, or delivering to another person an alcoholic beverage; committing a serious act or offense while under the influence of alcohol; or possessing, using, or being under the influence of alcohol, if the conduct is not punishable as a felony offense.
  - f. Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. (See glossary for "under the influence.").
15. Conduct endangering the health and safety of others.
16. Creation or participation in the creation of a "hit list" under Texas Education Code § 37.001(b)(3).
17. Criminal attempt to commit murder or capital murder.
18. Criminal mischief.
19. Criminally negligent homicide.
20. Deliberate destruction or tampering with school computer data or networks.
21. Engaging in bullying and/or cyberbullying.
22. Engaging in bullying that encourages a student to commit or attempt to commit suicide.
23. Engaging in conduct punishable as a felony listed under Title 5 (see glossary) of the Texas penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
  - a. The student receives deferred prosecution (see glossary);



- b. A court or jury finds that the student has engaged in delinquent conduct (see glossary); or
  - c. The Principal or designee has reasonable belief (see glossary) that the student engaged in the conduct.
24. Engaging in conduct punishable as a felony.
  25. Engaging in conduct punishable as a Level III expulsion offense when the conduct occurs off school property and not at a school-sponsored or school-related event, and the conduct creates a substantial disruption to the educational environment.
  26. Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.
  27. Engaging in conduct that constitutes dating violence, including intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship.
  28. Engaging in conduct that constitutes discrimination or harassment, including conduct motivated by race, color, religion, national origin, gender, disability, or age and directed toward another student or TPHS employee.
  29. Engaging in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct directed toward another person, including a TPHS student, employee, or volunteer.
  30. Engaging in conduct that contains the elements of retaliation against any TPHS employee or volunteer, whether on or off of school property.
  31. Engaging in inappropriate or indecent exposure of private body parts.
  32. Felony criminal mischief against school property, another student, or school staff.
  33. Gang activity (violent or likely to cause harm to another or disrupt the educational environment in any way).
  34. Hazing.
  35. Inappropriate sexual conduct.
  36. Inciting violence against a student through group bullying.
  37. Indecency with a child.
  38. Indecent exposure of body parts.
  39. Inhalant abuse.
  40. Issuing a false fire alarm.
  41. Manslaughter.
  42. Murder.
  43. Persistent Level I offenses (four or more Level I offenses committed in any one school year).
  44. Persistent Level II offenses (two or more Level II offenses committed in any one school year).
  45. Possessing any Prohibited Items, including but not limited to:
    - a. A “look-alike” weapon (includes but is not limited to BB guns, CO2 guns, air pistols or rifles, pellet guns, or any other device designed to appear to be a firearm or other weapon).
    - b. A laser pointer for other than an approved use.
    - c. A pocketknife or any other small knife with a blade less than 1.5” in length.
    - d. A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person.
    - e. A stun gun.
    - f. Ammunition.
    - g. An air gun or BB gun.
    - h. Any articles not generally considered to be weapons, including school supplies, when the Principal or designee determines that a danger exists.
    - i. Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic or explosive device;
    - j. Mace or pepper spray.
    - k. Matches or a lighter.

1. Tobacco products, cigarettes, e-cigarettes, and any component, part, or accessory for an e-cigarette device or accessory to vaping.
46. Possessing drug paraphernalia.
47. Possessing, selling, distributing, or being under the influence of inhalants.
48. Possessing, selling, distributing, or being under the influence of a simulated controlled substance.
49. Possessing, smoking, or using tobacco products and/or e-cigarettes at school or at a school-related or school-sanctioned activity on or off school property.
50. Possessing, using, giving, or selling paraphernalia related to any prohibited substance (illegal, prescription, and over-the-counter drug).
51. Possessing, viewing, or distributing pictures, text messages, emails, or other material of a sexual nature in any media format.
52. Possession, use, transfer or exhibition of any firearm, handgun, improvised explosive device, location-restricted knife, club, or any other prohibited weapon or harmful object (as determined by TPHS).
53. Public lewdness.
54. Releasing or threatening to release “intimate visual material” of a minor or a student who is 18 years of age or older without the student’s consent. (See glossary.)
55. Required registration as a sex offender.
56. Selling, giving, or delivering to another person or possessing, using, or being under the influence of marijuana, a cannabidiol (CBD) substance, a controlled substance, a dangerous drug, or an alcoholic beverage.
57. Setting or attempting to set fire on school property.
58. Sexual abuse of a young child or children.
59. Sexual assault.
60. Stealing from students, staff, or TPHS.
61. Targeting another individual for bodily harm.
62. Use, exhibition, or possession of a hand instrument designed to cut or stab another by being thrown, including but not limited to a dagger; dirk; stiletto; poniard; bowie knife; sword; spear; switchblade or assisted-open knife (regardless of length); or as otherwise defined by Board policy.
63. Use, exhibition, or possession of a knife with a blade more than 1.5” in length, including but not limited to switchblade knives or any other knife not defined as a location-restricted knife.
64. Vandalism or conduct constituting criminal mischief with respect to school facilities or property.
65. Violating computer use policies, rules, or agreements of TPHS, such as the Student Acceptable Use policy, including but not limited to:
  - a. Attempting to access or circumvent passwords or other security-related information of TPHS or its students or employees, and uploading or creating computer viruses, including such conduct off school property if the conduct causes a substantial disruption to the educational environment.
  - b. Attempting to alter, destroy, or disable TPHS computer equipment, TPHS data, the data of others, or other networks connected to the TPHS system, including conduct occurring off school property if the conduct causes a substantial disruption of the educational environment.
  - c. Using the Internet or other electronic communications to threaten TPHS students, employees, or volunteers, including conduct occurring off school property if the conduct causes a substantial disruption to the educational environment.
  - d. Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal, including conduct occurring off school property if the conduct causes a substantial disruption to the educational environment.
  - e. Using e-mail or Web sites at school to encourage illegal behavior or threaten school safety.

Disciplinary Consequences (may not necessarily be followed in order and progressive disciplinary measures are not required)

1. Out of school suspension for five–ten days.
2. Expulsion.

## **4.7 Student Code of Conduct Consequences**

### **Detention**

Detention may be held on each day during school for up to eight hours. Students who serve detention must make arrangements to be picked up from school. Parents may request in person a delay of the detention; no phone calls or notes will be accepted.

### **After School Detention**

The following rules apply to students assigned to after school detention:

1. Students will bring materials to work on. Classroom materials may also be sent by a teacher.
2. Students will not be permitted to go to their lockers during detention; all materials must be brought to the detention room when reporting.
3. Sleeping is not permitted.
4. Students will follow all rules concerning classroom behavior. Failure to comply will mean suspension from school.
5. Any student assigned to detention must stay the entire time. Students refusing to complete their time will be suspended from school.

### **Suspension**

TPHS utilizes two kinds of suspension: in school suspension and out of school suspension.

#### ***In School Suspension***

The following rules and regulations apply to all students assigned to in school suspension (“ISS”):

1. Students must report to the detention room during their respective track. ISS will be run during regular school hours at the respective times per track until dismissal time.
2. Students will bring materials to work on, including an ISS assignment with their teachers’ names, subjects, and assignments. Students are responsible for obtaining assignments from each teacher.
3. Students will not be permitted to go their lockers (if available). All materials must be brought to the room when reporting.
4. Students may not bring food or drink into the detention room.
5. No disruptive behavior will be allowed.
6. Unexcused absences from suspension will be referred to the Principal.
7. Sleeping is prohibited.
8. Students must abide by the TPHP policies and behavioral standards during their suspension period.
9. A student who misses a scheduled ISS session without a confirmed excuse will be assigned one day out of school suspension. If a student misses more than one scheduled ISS session without a confirmed excuse, he or she may be subject to expulsion.

Failure to follow these guidelines will be reported to the Principal for further action, which may include up to three days of out of school suspension or any other Level I consequence.

### ***Out of School Suspension***

In deciding whether to order out-of-school suspension, the administrator may take into consideration factors including self-defense, prior discipline history, intent or lack of intent, the student's status as a student in foster care or who is homeless, and other appropriate or mitigating factors determined by the administrator.

In addition to the above list of Code of Conduct violations, the Principal has authority to suspend a student for a period of up to five school days for any of the following additional reasons:

1. The need to further investigate an incident,
2. A recommendation to expel the student, or
3. An emergency constituting endangerment to health or safety.

### ***Special Rules for Suspensions Involving Homeless Students***

TPHS may not place a student who is homeless in out-of-school suspension unless the student engages in the following conduct while on school property or while attending a school-sponsored or school-related activity on or off of school property:

1. Unlawful possession of a firearm or other weapon;
2. Assault, sexual assault, aggravated assault, or aggravated sexual assault; or
3. Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana or a controlled substance, a dangerous drug, or an alcoholic beverage.

### **Emergency Placement**

If the Principal or designee reasonably believes a student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with students in a class, with the ability of a student's classmates to learn, or with the operation of TPHS or a school-sponsored activity, the Principal or designee may order immediate removal of the student. The Principal or designee may impose immediate suspension if he or she reasonably believes such action is necessary to protect persons or property from imminent harm. At the time of such an emergency removal, the student will be given verbal notice of the reason for the action and appropriate hearings will be scheduled within a reasonable time after the emergency removal.

### **Removal from School Transportation**

A student being transported by TPHS transportation to or from school or a school-sponsored or school-related activity may be removed from a school vehicle for conduct violating the school's established standards for conduct in a school vehicle.

## **4.8 Conferences, Hearings, and Appeals**

All students are entitled to conferences, hearings, and/or appeals of disciplinary matters as provided by applicable state and federal law, and TPHS policy.

### **Process for Suspensions Lasting Up to Five Days**

The principal or designee will give notice of suspension and the reasons for the suspension to the student. Prior to suspending a student for up to five days, the Principal or designee must attempt to hold an informal conference with the student to:

1. Notify the student of the accusations against him/her,
2. Allow the student to relate his or her version of the incident, and
3. Determine whether the student's conduct warrants suspension.

If the Principal or designee determines the student's conduct warrants suspension during the school day for up to five days, the Principal or designee will make reasonable effort to notify the student's parent(s) that the student has been suspended before the student is sent home. The Principal or designee will notify a suspended student's parent(s) of the period of suspension, the grounds for the suspension, and the time and place for an opportunity to confer with the Principal.

A student shall receive credit for work missed during the period of suspension if the student makes up work missed during the period of suspension within the same number of school days the student was absent on suspension.

### **Process for Out-of-School Suspensions Over Five Days (extended suspension) and Expulsion**

**Notice:** When the Principal or designee determine that a student's conduct warrants suspension for more than five days (extended suspension) or expulsion, but prior to taking any such action, the Principal or designee will provide the student's parent(s) with written notice of:

1. The reasons for the proposed disciplinary action;
2. The date and location for a hearing before the Principal, within five school days from the date of the proposed disciplinary action; and
3. The name of the designated Hearing Officer (the Principal or other designee).

The notice shall further state that, at the disciplinary hearing, the student:

1. May be present;
2. Shall have an opportunity to present evidence;
3. Shall be apprised and informed of TPHS's evidence;
4. May be accompanied by his or her parent(s); and
5. May be represented by an attorney.

### **Expulsion Hearing**

TPHS shall make a good faith effort to inform the student and the student's parent(s) of the time and place for the hearing, and TPHS shall hold the hearing regardless of whether the student, the student's parent(s) or another adult representing the student attends. The Hearing Officer may audio record the hearing.

Within 48 hours following the hearing, the Hearing Officer will notify the student and the student's parent(s) in writing of his or her decision. The decision shall specify:

1. The length of the extended suspension or expulsion, if any;
2. When or if the expulsion is not permanent, the procedures for re-admittance at the end of the expulsion period if at all; and
3. The right to appeal the Hearing Officer's decision to the Board of Directors or the Board's designee.

The notice shall also state that failure to timely request such a hearing constitutes a waiver of further rights in the matter, and that disciplinary consequences will not be deferred pending the outcome of an appeal.

### **Appeal to Superintendent**

A student or his or her parent may appeal an expulsion decision to the Superintendent by notifying the Hearing Officer within five calendar days of the date of notification of the Hearing Officer's decision. The Superintendent or designee will review the administrative record from the initial disciplinary hearing and conduct an appeal conference with the student and/or parent within five school days of the request to appeal. The Superintendent or designee may audio record the appeal conference. The Superintendent or designee

will notify the student and his or her parent of the appeal decision, in writing, within 24–48 hours of the appeal conference.

### **Appeal to the Board of Directors**

The student or his or her parent(s) may appeal the decision of the Superintendent or designee to the Board of Directors by notifying the Superintendent in writing within five calendar days of receiving the appeal decision from the Superintendent or designee. The student and/or his or her parent(s) will be informed of the date, time, and location of the meeting in which the disciplinary consequence will be reviewed. The Board will review the disciplinary administrative record and any audio recording or transcription/minutes of any hearings or conferences before the initial Hearing Officer, and any conferences with the Superintendent or designee, during a regular or specially called meeting in closed session as permitted by the Texas Open Meetings Act. The appeal shall be limited to the issues and documents considered during the disciplinary conference, except that if the administration intends to rely on evidence not included in the expulsion record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the Board meeting.

The Board may, but is not required to, allow an opportunity for the student or parent and the administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board will consider the appeal and may request that the administration provide an explanation for the disciplinary decision.

The Board will communicate its decision, if any, orally or in writing before or during the next regularly scheduled Board meeting. If no decision is made by the end of the next regularly scheduled Board meeting, the Superintendent's decision with respect to the expulsion appeal shall be upheld. The Board may not delegate its authority to issue a decision, and any decision by the Board of Directors is final and may not be appealed.

As stated above, discipline consequences will not be deferred pending the outcome of an appeal of an extended suspension or expulsion.

### **No Credit Earned**

Except when required by law, students will not earn academic credit during a period of expulsion.

### **Placement of Students with Disabilities**

All disciplinary actions regarding students with disabilities (504 or special education under the IDEA) shall be conducted in accordance with applicable federal and state laws.

A student with a disability shall not be removed from his or her current placement for disciplinary reasons and/or pending appeal to the Board of Directors for more than ten days without ARD Committee action to determine appropriate services in the interim and otherwise in accordance with applicable law. If a special education due process appeal to a TEA special education hearing officer is made, the student with a disability shall remain in the then current education setting in place at the time such appeal is noticed to TPHS, unless TPHS and the student's parent(s) agree otherwise.

## **4.9 Gun-Free Schools Act**

In accordance with the Gun-Free Schools Act, TPHS shall expel, from the student's regular program for a period of one year, any student who is determined to have brought a firearm, as defined by federal law, to school. The Principal may modify the term of expulsion for a student or assess another comparable penalty that results in the student's expulsion from the regular school program on a case-by-case basis and in accordance with legal requirements.

For the purposes of this section, “firearm” means:

1. Any weapon – including a starter gun – which will, or is designed to, or which may readily be converted to expel a projectile by the action of an explosive from the frame or receiver of any such weapon;
2. Any firearm muffler or firearm silencer;
3. Any destructive device. “Destructive device” means any explosive, incendiary or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or device similar to any of the preceding described devices. It also means any type of weapon – other than a shotgun shell or a shotgun that is generally recognized as particularly suitable for sporting purposes – by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device as described, and from which a destructive device may be readily assembled.

#### 4.10 Glossary

The glossary provides legal definitions and locally established definitions and is intended to assist in understanding terms related to the Student Code of Conduct.

**Abuse** is improper or excessive use.

**Abusable Volatile Chemical Offense**, as defined by Health and Safety Code § 485.001 and 485.031. No student shall inhale, ingest, apply, use, or possess an abusable volatile chemical with intent to inhale, ingest, apply or use any of these in a manner:

1. Contrary to the directions for use, cautions, or warnings appearing on a label of a container of the chemical; and
2. Designed to affect the central nervous system, create or induce a condition of intoxication, hallucination, or elation, or change, distort, or disturb the person’s eyesight, thinking process, balance, or coordination.

No student shall knowingly deliver to a person younger than 18 an abusable volatile chemical. Health and Safety Code § 485.032

No student shall knowingly use or possess with intent to use inhalant paraphernalia to inhale, ingest, or otherwise introduce into the human body an abusable volatile chemical. No student shall knowingly deliver, sell, or possess with intent to deliver or sell inhalant paraphernalia knowing that that person who receives it intends to use it to inhale, ingest, apply, use, or otherwise introduce into the human body an abusable volatile chemical. Health and Safety Code § 485.033

**Armor-piercing ammunition** is handgun ammunition used directly in pistols and revolvers and that is designed primarily for the purpose of penetrating metal or body armor.

**Arson** is defined by Texas Penal Code § 28.02 and occurs when a person starts a fire, regardless of whether the fire continues after ignition, or causes an explosion with intent to destroy or damage:

- Any vegetation, fence, or structure on open-space land; or

- Any building, habitation, or vehicle:
  - Knowing that it is within the limits of an incorporated city or town,
  - Knowing that it is insured against damage or destruction,
  - Knowing that it is subject to a mortgage or other security interest,
  - Knowing that it is located on property belonging to another,
  - Knowing that it has located within it property belonging to another, or
  - When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.

Arson also occurs when a person:

- Recklessly starts a fire or causes an explosion while manufacturing or attempting to manufacture a controlled substance and the fire or explosion damages any building, habitation, or vehicle; or
- Intentionally starts a fire or causes an explosion and in so doing recklessly damages or destroys a building belonging to another, or recklessly causes another person to suffer bodily injury or death.

**Assault** is defined in part by Texas Penal Code § 22.01 as intentionally, knowingly, or recklessly causing bodily injury to another.

**Bullying** is defined as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that (1) has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in fear of reasonable harm to the student’s person or of damage to the student’s property; (2) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; (3) materially and substantially disrupts the educational process or the orderly operation of a classroom or TPHS; or infringes on the rights of the victim at school. Bullying also includes “cyberbullying,” which means bullying that is done through the use of any electronic communication device including 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. Bullying conduct includes conduct (1) that occurs on or is delivered to TPHS property or to the site of a school-sponsored or school-related activity on or off school property; (2) that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and (3) cyberbullying that occurs off TPHS property or outside of a school-sponsored or school-related activity if the cyberbullying (i) interferes with a student’s educational opportunities or (ii) substantially disrupts the orderly operation of a classroom, TPHS, or a school-sponsored or school-related activity.

**Breach of computer security** includes knowingly accessing a computer, computer network, or computer system without the effective consent of the owner as defined in Texas Penal Code 33.02, if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a public school; and the student knowingly alters, damages, or deletes school property or information; or commits a breach of any other computer, computer network, or computer system.

**Chemical dispensing device** is a device designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being.

**Club** is an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death, including but not limited to a blackjack, nightstick, mace, and tomahawk.



**Controlled substances or dangerous drugs** include but are not limited to marijuana; any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, barbiturate; anabolic steroid; or prescription medicine provided to any person other than the person for whom the prescription was written. The term also includes all controlled substances listed in Chapters 481 and 483 of the Texas Health and Safety Code.

**Criminal street gang** means three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

**Dating violence** is the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship, as defined by Texas Family Code § 71.0021.

**Deadly conduct** occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, and includes but is not limited to knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

**Deferred adjudication** is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

**Deferred prosecution** may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

**Delinquent conduct** is conduct that:

- Violates either state or federal law, other than a traffic offense, and is punishable by imprisonment or confinement in jail;
- Violates a lawful order of a court under circumstances that would constitute contempt of that court in a justice or municipal court, or a county court for conduct punishable only by a fine;
- Constitutes an intoxication and alcoholic beverage offense under Chapter 49 of the Texas Penal Code; or
- Violates Texas Alcoholic Beverage Code § 106.041 relating to driving under the influence of alcohol by a minor (third or subsequent offense).

**Discretionary** means that something is left to or regulated by a local decision maker.

**E-Cigarette or Electronic Cigarette** means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe; a dab pen; a vaping device; or any other similar device under another product name or description. Also included is any component, part, or accessory for the device (i.e., juice), regardless of whether the component, part, or accessory is sold separately from the device. The term does not include a prescription medical device unrelated to the cessation of smoking.

**Explosive weapon** is any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the Principal purpose of causing such a loud report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon.

**False Alarm or Report** occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

- Cause action by an official or volunteer agency organized to deal with emergencies;
- Place a person in fear of imminent serious bodily injury; or
- Prevent or interrupt the occupation of a building, room, or place of assembly.

**Firearm** is defined by federal law (18 U.S.C. § 921(a)) as:

- Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm weapon; or
- Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Such term does not include an antique firearm.

**Firearm silencer** means any device designed, made, or adapted to muffle the report of a firearm.

**Graffiti** means making marks with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

**Handgun** is defined by Texas Penal Code § 46.01 as any firearm that is designed, made, or adapted to be fired with one hand.

**Harassment** is:

- Conduct that meets the definition established in Board policy and/or the Student Handbook; or
- Conduct that threatens to cause harm or bodily injury to another student, is sexually intimidating or obscene, causes physical damage to the property of another student, subjects another student to physical confinement or restraint, or maliciously and substantially harms another student's physical or emotional health or safety.

**Hazing** is an intentional, knowing, or reckless act, occurring on or off campus, by one person alone or acting with others, that is directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization if the act involves situations outlined in Texas Education Code § 37.151.

**Hit list** is a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

**Improvised explosive device** is defined by Texas Penal Code § 46.01 as a completed and operational bomb designed to cause serious bodily injury, death, or substantial property damage that is fabricated in an improvised manner using nonmilitary components.

**Indecent Exposure** means exposing one's anus or genitals with intent to arouse or gratify the sexual desire of any person while being reckless about whether another is present who will be offended or alarmed by the act.

**Intimate Visual Material** means visual material that depicts a person (a) with the person's intimate parts exposed; or (b) engaged in sexual conduct.

**Knuckles** means any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

**Location-Restricted Knife** means a knife with a blade over five and one-half inches.

**Look-alike weapon** means an item that resembles a weapon but is not intended to be used to cause serious bodily injury.

**Machine gun** is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

**Mandatory** means that something is obligatory or required because of an authority.

**Online Impersonation** occurs when a person, without obtaining the consent of another person and with the intent to harm, defraud, intimidate, or threaten any persons, uses the name or persona of another person to:

- Create a web page on a commercial social networking site or other Internet website; or
- Post or send one or more messages on or through a commercial social networking site or other Internet website, other than on or through an electronic mail program or message board program.

Online impersonation also occurs when a person sends an electronic mail, instant message, text message, or similar communication that reference a name, domain address, phone number, or other item of identifying information belonging to any person:

- Without obtaining the other person's consent;
- With the intent to cause a recipient of the communication to reasonably believe that the other person authorized or transmitted the communication; and
- With the intent to harm or defraud any person.

**Paraphernalia** are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body. It also includes equipment, products, or materials used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, or concealing a controlled substance.

**Possession** means to have an item on one's person or in one's personal property, including but not limited to clothing, purse, or backpack; a private vehicle used for transportation to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; or any other school property used by the student, including but not limited to a locker or desk.

**Prohibited Weapon** means an explosive weapon; a machine gun; a short-barrel firearm; a firearm silencer; knuckles; armor-piercing ammunition; a chemical dispensing device; a zip gun; an improvised device; a tire deflation device; or a firearm silencer.

**Public school fraternity, sorority, secret society, or gang** means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student.

**Public lewdness** occurs when a person knowingly engages in an act of sexual intercourse, deviate sexual intercourse, or sexual contact in a public place or, if not in a public place, is reckless about whether another is present who will be offended or alarmed by the act.

**Reasonable belief** is a determination made by the superintendent or designee using all available information, including the information furnished under Article 15.27 of the Code of Criminal Procedure.

**Self-defense** is the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect himself or herself.

**Short-barrel firearm** is a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

**Switchblade Knife** is any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or by the application of centrifugal force. The term does not include a knife that has a spring, detent, or other mechanism designed to create a bias toward closure and that requires exertion applied to the blade by hand, wrist, or arm to overcome the bias toward closure and open the knife.

**Terroristic threat** is a threat of violence to any person or property with intent to:

- Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
- Place any person in fear of imminent serious bodily injury;
- Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
- Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service;
- Place the public or a substantial group of the public in fear of serious bodily injury; or
- Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state, or a public charter school (including TPHS).

**Tire deflation device** means a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires.

**Title 5 offenses** are those that involve injury to a person and include murder; manslaughter; criminally negligent homicide; trafficking in persons; unlawful transport; kidnapping; assault (on a public servant); aggravated assault; sexual assault; aggravated sexual assault; unlawful restraint; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; deadly conduct; terroristic threat; aiding a person to commit suicide; harassment of a public servant; improper photography; smuggling persons; and tampering with a consumer product.

**Under the influence** means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of

physical symptoms of drug or alcohol use, or by admission. A student “under the influence” need not be legally intoxicated to trigger disciplinary action.

**Use** means voluntarily introducing into one’s body, by any means, a prohibited substance.

**Zip gun** is a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

## **SECTION 5: ESPECIALLY FOR PARENTS**

### **5.1 Accommodations for Children of Military Families**

Children of military families will be provided flexibility regarding certain school requirements, including:

- Immunization requirements;
- Grade level, course, or educational program placement;
- Eligibility requirements for participating in extracurricular activities; and
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by TPHS. The school will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent’s return from deployment.

### **5.2 Notice of Teacher Qualifications**

TPHS will provide parents with the qualifications of each teacher employed by the school. Parents may also request, and TPHS will provide in a timely manner, information regarding the professional qualifications of their student’s classroom teachers. Information provided in response to a parent request will include, at a minimum:

1. Whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher has an emergency permit or other provisional status through which state qualification or licensing criteria have been waived;
3. Whether the teacher is teaching in the field of discipline of the certification of the teacher; and
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

### **5.3 Parent Contact Information**

Parents are responsible for notifying The TPHS of any changes in their address, telephone number, and/or email address so that we can update our records accordingly. Parents are encouraged to call our Principals with questions and/or concerns. It is important for parent communication that TPHS has a valid, working parent email address.

## **5.4 Parent Involvement**

A child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

1. Encouraging your student to put a high priority on education and working with your student on a daily basis to make the most of the educational opportunities the school provides. Be sure your child comes to school each day prepared, rested, in appropriate attire, and ready to learn.
2. Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered by TPHS. Discuss with the Principal any questions you may have about the options and opportunities available to your child.
3. Monitoring your student's academic progress and contacting teachers as needed.
4. Attending scheduled conferences and requesting additional conferences as needed. To schedule a conference or in-person conference with a teacher or Principal, please call the school office for an appointment. A teacher will usually return your call or meet with you at a mutually convenient time before or after school.
5. Becoming a school volunteer. For further information, contact the Principal. All volunteers must complete a Volunteer Application and criminal background check prior to volunteering.
6. Offering to serve as a parent representative on a planning committee to assist in the development of educational goals and plans to improve student achievement. For further information, contact
7. Attending Board meetings to learn more about TPHS's operations.

## **5.5 Student or Parent Complaints and Concerns**

TPHS values the opinions of its students and parents, and the public it serves. Parents and students have the right to express their views through appropriate informal and formal processes. The purpose of this grievance policy is to resolve conflicts in an efficient, expeditious, and just manner.

The Board of Directors encourages parents and the public to discuss their concerns and complaints through informal meetings with the Principal. Concerns and complaints should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Neither the Board of Directors nor any School employee shall unlawfully retaliate against a parent or student for voicing a concern or complaint.

For purposes of this policy, "days" shall mean school days, and announcement of a decision in the student's or parent's presence shall constitute communication of the decision.

### **Informal Conferences**

A parent or student may request an informal conference with the Principal, teacher, or other campus administrator within seven school days of the time the parent or student knew or should have known of the event(s) giving rise to the complaint. If the person is not satisfied with the results of the informal conference, he or she may submit a written grievance form to the Principal. Grievance forms may be obtained from the Principal's office.

### **Formal Grievance Process**

The formal grievance process provides all persons with an opportunity to be heard up to the Board of Directors if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, a person can bring concerns or complaints to the Board, as outlined below.

A grievance must specify the harm alleged by the parent and/or student, and the remedy sought. A parent or student should not submit separate or serial grievances regarding the same event or action. Multiple grievances may be consolidated at the school's discretion. All time limits shall be strictly complied with; however, if an administrator determines that additional time is needed to complete a thorough investigation of the complaint and/or to issue a response, the administrator shall inform the parent or student in writing of the need to extend the response time and provide a specific date by which the response will be issued. Costs of any grievance shall be paid by the grievant.

***Level One Complaint –Principal Review***

A parent or student shall submit a written Level One Grievance Form to the Principal or designee within the later of (1) 15 school days from the time the event(s) causing the complaint were or should have been known, or (2) within seven school days following an informal conference with the Principal. TPHS reserves the right to require the grievant to begin the grievance process at Level Two.

The Principal or designee must meet with the complaining parent or student. Following this conference, the Principal shall issue a written Level One Decision. The Level One Decision must be issued within ten school days of the Principal's receipt of the complaint.

*Note: A complaint against the Superintendent shall begin at Level Four.*

***Level Two Complaint –Level Two Hearing Officer Review***

If the parent or student is not satisfied with the Level One Decision, or if no Level One Decision is provided, the parent or student may file a written appeal to the Level Two Hearing Officer. The appeal must include a signed statement of the complaint, any evidence supporting the complaint, and a copy of the written complaint to the Principal and a copy of the Level One Decision, if issued. The appeal shall not include any new issues or complaints unrelated to the original complaint. The appeal must be filed within ten school days of the Level One Decision or the response deadline if no Decision is made.

The Level Two Hearing Officer or designee will meet with the complaining parent or student. Following this conference, the Level Two Hearing Officer or designee shall issue a Level Two Decision. The Level Two Decision must be issued within ten school days of the written appeal.

***Level Three Complaint – Level Three Hearing Officer Review***

If the parent or student is not satisfied with the Level Two Decision, or if no Level Two Decision is provided, the parent or student may file a written appeal to the Level Three Hearing Officer. The appeal must include the documentation submitted to the Level Two Hearing Officer or designee, and a copy of the Level Two Decision, if issued. The appeal shall not include any new issues or complaints. The appeal must be filed within ten school days of the Level Two Decision or the response deadline if no Decision is made.

The Level Three Hearing Officer or designee will meet with the complaining parent or student. Following this conference, the Level Three Hearing Officer or designee shall issue a Level Three Decision. The Level Three Decision must be issued within ten school days of the written appeal.

***Level Four – Board of Directors Review***

If the student or parent is not satisfied with the Level Three Decision, or if no decision is provided, the parent or student may submit to the Level Three Hearing Officer or designee a written appeal to the Board of Directors. The request must be filed within ten school days of the Level Three Decision or the response deadline if no Decision is made.

TPHS shall place the matter on the agenda for a future Board meeting. The student or parent shall be informed of the date, time, and place of the hearing.

The Board of Directors will consider the appeal and may allow a presentation by the parent or student and the school administration. The appeal will be limited to the issues and documents considered during the lower grievance proceedings, except that if the administration intends to rely on evidence not included in the grievance record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the Board meeting.

TPHS will determine whether the appeal will be presented in open or closed session in accordance with the Texas Open Meetings Act and other applicable law. The presiding officer may set reasonable time limits and guidelines for any presentation of evidence, including any opportunity for the student or parent and administration to each make a presentation and provide rebuttal, and an opportunity for questioning by the Board.

The Board of Directors may give notice of its decision, if any, orally or in writing before or during the next regularly scheduled Board meeting. If no decision is made by the end of the next regularly scheduled Board meeting, the decision being appealed shall be upheld. The Board may not delegate its authority to issue a decision, and any decision by the Board of Directors is final and may not be appealed.

### **Additional Complaint Procedures**

This Parent and Student Complaints and Grievances process does not apply to all complaints:

1. Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability, religion, or any other characteristic protected by law shall be submitted as described in “Freedom from Discrimination, Harassment, and Retaliation,” Section 2.14 of this Handbook.
2. Complaints concerning retaliation related to discrimination and harassment shall be submitted as described in “Reporting Procedures,” Section 2.14 of this handbook.
3. Complaints concerning bullying or retaliation related to bullying shall be submitted as described in “Freedom from Bullying and Cyber-Bullying,” Section 2.15 of this Handbook.
4. For complaints concerning loss of credit on the basis of attendance.
5. For complaints concerning disciplinary long-term suspensions and/or expulsions.
6. Complaints concerning the identification, evaluation, or educational placement of a student with a disability within the scope of Section 504 shall be submitted as described in “Student or Parent Complaints and Concerns” above, except that the deadline for filing an initial Level One grievance shall be 30 calendar days and the procedural safeguards handbook.
7. Complaints concerning the identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the Individuals with Disabilities Education Act shall be submitted in accordance with applicable Board policy and the procedural safeguards provided to parents of all students referred to special education.
8. Complaints regarding the Free and Reduced-Price Meal Program. In accordance with federal law and U.S. Department of Agriculture policy, the school is prohibited from discriminating on the basis of race, color, religious creed, sex, political beliefs, age, disability, national origin, or limited English proficiency. (Not all bases apply to all programs.) Reprisal is prohibited based on prior civil rights activity. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, which is available online at the following website: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay



Service at (800) 877-8339, or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

## **5.6 Surveys and Activities**

Students will not be required to participate without parental consent in any survey, analysis, or evaluation – funded in whole or in part by the U.S. Department of Education – that concerns:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s family;
3. Sexual behavior or attitudes;
4. Illegal, antisocial, self-incriminating or demeaning behavior;
5. Critical appraisals of individuals with whom the student has close family relationship;
6. Relationships privileged under law, such as relationships with lawyers, physicians and ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income expect when the information is required by law and will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.

Parents will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation.

### **“Opting Out” of Surveys and Activities**

Parents have the right to receive notice of and deny permission for their student’s participation in:

1. Any survey concerning the private information listed above, regardless of funding;
2. School activities involving the collection, disclosure, or use of personal information gathered from their student for the purpose of marketing or selling that information;
3. A non-emergency, invasive physical examination, or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student (exceptions are hearing, vision, or scoliosis screenings, or any physical exam of screening permitted or required under state law.)

## **SECTION 6: IMPORTANT NOTICES**

### **Annual Notice of Parent and Student Rights (Annual FERPA Confidentiality Notice)**

The Family Education Rights and Privacy Act (“FERPA”) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. These rights include the following:

#### **The Right to Inspect and Review**

Parents and/or eligible students have the right to inspect and review the student’s educational records within 45 days of the day the school receives a request for access to student records. Parents or eligible students should submit to the Principal or designee a written request that identifies the record(s) they wish to inspect. TPHS will make arrangements for access and notify the parent or eligible student for the time and place where the records may be inspected.

If circumstances effectively prevent they parent or eligible student from exercising the right to inspect and review the student’s educational records, TPHS shall provide the parent or eligible student with a copy of

the records requested to make arrangements for the parent or eligible student to inspect and review the requested records.

If the student's educational records contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information about the parent's child and/or the eligible student.

### **The Right to Seek Amendment of the Student's Educational Records**

Parents or eligible students may ask TPHS to amend a record that they believe is inaccurate, misleading, or in violation of the student's privacy rights. Parents or eligible students should submit to the Principal or designee a written request that clearly identifies the part of the record they want changed, and specifies why it is inaccurate, misleading, or in violation of the student's privacy rights. TPHS will decide whether to amend the record as requested within a reasonable time after receiving the request. If TPHS decides not to amend the record as requested by the parent of eligible student, the school will notify the parent of eligible student of the decision and advise them to their right to a hearing to challenge the content of the student's education records on the grounds that the information contained in the educational records is inaccurate, misleading, or in violation of the student's privacy rights.

If, as a result of the hearing, TPHS decides that the information in the educational record is not inaccurate, misleading, or in violation of the student's privacy rights, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of TPHS. If the school places an amended statement in the student's educational records, TPHS is obligated to maintain the amended statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

### **The Right to Consent Prior to Disclosure**

Parents and/or eligible students have the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

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

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

Upon request, TPHS discloses educational records without consent to officials of another school in which a student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer.

### **The Right to File a Complaint**

Parents and/or eligible students have the right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education ("Office") concerning alleged failures by TPHS to comply with the requirements of FERPA. These complaints should be addressed as follow:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW.  
Washington, D.C. 20202

### **Access to Medical Records**

Parents are entitled to access their student's medical records.

### **Notice for Directory Information**

Under FERPA, TPHS, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a student's education records. However, TPHS may disclose appropriately designated "directory information" without written consent, unless a parent or eligible student has advised TPHS, in writing, to the contrary. The primary purpose of directory information is to allow the school to include this type of information from a student's education records in certain school publications.

*Directory Information for Purposes of School-Related Purposes:* TPHS has designated the following categories of information as directory information for the purpose of disclosure relating to school-related purposes:

- Student name;
- Date and place of birth;
- Major field of study
- Degrees, honors, and awards received;
- Dates of attendance;
- Grade level;
- Most recent TPHS school attended;
- Participation in officially recognized activities and sports; and
- Weight and height of members of athletic teams.

School-related purposes are those events/activities that TPHS conducts and/or sponsors to support the school's educational mission. Examples include, but are not limited to:

- Extracurricular programs or events (e.g., programs or announcements concerning school plays, concerts, athletic events, graduation ceremony, etc.).
- TPHS publications (newsletters, yearbook, etc.).
- Honor roll and other student recognition lists.
- TPHS marketing materials of TPHS (e.g., write-ups to print media concerning student achievements or honors, postings to TPHS websites, promotional flyers and videos, newspaper announcements, etc.).

*Directory Information for Purposes of Military and College Recruiters:* TPHS has designated the following categories of information as directory information for purposes of disclosure to military recruiters and institutions of higher education, but only for secondary students:

- Student's name, address, and telephone number.

*Directory Information for Purposes of Sharing Information with Law Enforcement Officials:* TPHS has designated the following categories of information as directory information for purposes of responding to requests for general student information made by law enforcement officials and authorities:

- Student's name, address, and telephone number.

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

1. Disclosure relating to school-sponsored purposes;
2. Disclosure to military recruiters and institutions of higher education for secondary students; and
3. Disclosure upon request by law enforcement officials and authorities.

TPHS will not release directory information to persons not meeting the above requirements and purposes.

A PARENT OR ELIGIBLE STUDENT MAY OPT OUT OF THE RELEASE OF DIRECTORY INFORMATION FOR EITHER OR BOTH OF THESE PURPOSES BY SUBMITTING A WRITTEN OBJECTION TO THE SCHOOL OFFICE WITHIN 15 DAYS AFTER RECEIVING THIS "NOTICE OF PARENT AND STUDENT RIGHTS (ANNUAL FERPA CONFIDENTIALITY NOTICE)."

**Family Educational Rights and Privacy Act:**  
**Directory Information Opt Out Form**

“Directory Information” means information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The law permits TPHS to designate certain personal information as “directory information,” which may be released to anyone who follows the procedures for requesting it as proscribed in school policy.

To prohibit TPHS from releasing your student’s directory information, you must circle NO adjacent to the appropriate statement(s) below, sign the form, and return it to your student’s school. **Completion of this form is optional. However, if you do not circle NO or return this form, directory information about your student may be released in accordance with TPHS policy.**

If you have more than one student enrolled, you must complete a separate for each student.

**PLEASE CIRCLE YES OR NO**

**For all students:**

YES	NO	I give permission for my student’s name and photograph to be included in the TPHS yearbook.
YES	NO	I give permission for my student to be videoed, photographed, or interviewed at school by local media or TPHS personnel for use in educational purposes.
YES	NO	I give permission for my student’s artwork, projects, photographs, etc. to be used or displayed in any TPHS communication devices. Examples include media coverage, printed materials, marketing, and websites.
YES	NO	I give permission for my student’s name, address, and telephone number to be provided upon request by law enforcement officials and authorities.

**For secondary students only:**

YES	NO	I give permission to release my student’s directory information to <b>institutions of higher education.</b>
YES	NO	I give permission to release my student’s directory information to <b>military recruiters.</b>

\_\_\_\_\_  
PRINT Student’s Full Legal Name

\_\_\_\_\_  
Student’s Date of Birth

\_\_\_\_\_  
PRINT Parent/Guardian Full Legal Name  
or Eligible Student Full Legal Name

\_\_\_\_\_  
Parent/Guardian Signature  
or Eligible Student Signature

\_\_\_\_\_  
Date

## Use of Student Work in School Publications

Occasionally, TPHS wishes to display or publish student artwork, photos taken by the student, or other original work on the school's website, a website affiliated or sponsored by the school (such as a classroom website), and in school publications. TPHS agrees to use these student projects in this manner.

**Parents: Please circle one of the choices below:**

I, parent of \_\_\_\_\_ (student's name), (**do give**) (**do not give**) TPHS permission to use my child's artwork, photos, or other original work in the manner described above.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Student Acceptable Use Policy**

The purpose of this policy is to set forth the policies governing the use of all TPHS technology resources by students while on or near school property, in school vehicles and at school-sponsored activities on- or off-campus, as well as the use of all school technology resources via off-campus remote access.

Please read the following Student Acceptable Use Policy carefully before signing the attached acknowledgement form. TPHS reserves the right to modify the terms and conditions of this policy at any time.

### **Introduction**

TPHS is pleased to offer students access to school computers, communications systems,<sup>1</sup> the Internet and a wide array of other technology resources to promote educational excellence and enhance the classroom experience. Technology can expand a student's access to educational materials, prepare students by providing workforce skills and college readiness, and lead to personal growth. TPHS recognizes, however, that access to technology must be given with clear guidelines, expectations, and supervision to protect students. This policy is designed to make parents, teachers and administrators partners to teach students how to be responsible users of technology.

TPHS will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

TPHS will hold ALL students responsible for their use of technology, whether TPHS -provided or personal, and they are expected to act in an appropriate manner in accordance with campus procedures, TPHS policy and procedures, and legal requirements. This applies to the use of all TPHS technology resources by students while on or near school property, in school vehicles and at school-sponsored activities on-or off-campus, as well as the use of all TPHS technology resources via off-campus remote access.

This policy shall be used in conjunction with the Student Code of Conduct.

### **Using the Internet and Communications Systems**

TPHS provides technology resources to students for the express purposes of conducting research, completing assignments, and communicating to the faculty, staff, and others to complement their educational experience. Just as students must demonstrate proper behavior in a classroom or school hallway, they must also behave appropriately when using any TPHS computer networks, personal electronic devices, personal device data plans, software or websites sanctioned or used by TPHS, and any personal technology used in an educational setting. Access to TPHS'S technology is a privilege, not a right. Students must comply with all TPHS standards set forth in this policy at all times in order to maintain the privilege of using its technology resources.

Students and their parents are advised that any information stored on and/or sent through TPHS'S technology resources is the property of TPHS. Accordingly, in connection with ensuring student safety, TPHS network administrators and/or other appropriate personnel will engage in periodic reviews and searches of stored files and communications stored on TPHS technology resources to maintain system integrity and ensure that students are complying with this policy and using technology in a responsible and appropriate manner. Such reviews will include students' use of TPHS-approved educational websites or software to ensure that they are using it in an appropriate manner consistent with TPHS'S expectations for such use. Students do not have a reasonable expectation of privacy over any information stored on TPHS technology.

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<sup>1</sup> "Communication Systems" include educational-related communications between and among TPHS and students by email, web sites, cell phones, pagers, text messaging, instant messaging, blogging, podcasting, listservs, and/or other emerging technologies.

TPHS may allow students to bring personal technology devices (i.e., tablets, e-readers, smartphones) for use during the school day for authorized curricular purposes. Students that use personal technology devices will be required to comply with all aspects of the Student Acceptable Use Policy and/or Student Code of Conduct in the use of such devices at school. A student's personal technology device may be subject to search by campus administrators in connection with determining if a student has committed a violation of this policy and/or the Student Code of Conduct.

TPHS remains committed to integrating technology to enhance its curriculum for students, which it believes increases students' educational experience for them and allows for better preparation for job skills and college success. Access to the Internet enables students to use extensive online libraries, databases and websites selected by TPHS for use in instruction.

Although TPHS strives to ensure that any Internet access avoids any inappropriate material, students and their families should be aware that some material accessible on the Internet may contain information that is inaccurate, profane, sexually oriented, defamatory and potentially offensive to some. TPHS does not condone any student accessing, or attempting to access, such material, and it remains deeply committed to safe Internet use. TPHS takes steps to minimize students' opportunities to do so, including the implementation of extensive content-filtering software. This software is not fail-safe, however, and while at school TPHS strives to ensure that students' Internet use is supervised, it is possible that the software may miss some content, or students may find a way around the software to access inappropriate material. For this reason, this policy is strictly enforced, and students who misuse any TPHS technology outside its intended purpose, including the use of TPHS-recommended websites for purposes outside the educational intent, will be in violation of this policy, which may lead to disciplinary consequences for the student.

With this in mind, TPHS still believes that the benefits of allowing student access to the Internet to enhance the educational experience outweighs any potential harm to students.

### **Proper and Acceptable Use of All Technology Resources**

TPHS requires students to use all technology resources, including any websites or software used in the classroom, in a manner consistent with the following rules. TPHS will hold students responsible for any intentional misuse of its technology resources, or any other failure to comply with the rules in this policy. When using TPHS technology systems outside the school, parents should strive to ensure that students do so in compliance with the rules set forth in this policy, as TPHS is unable to supervise students' technology use at home. TPHS'S content-filtering software will not work in a student's home, so parents are encouraged to place content-filtering software on their home computers or take any other steps necessary to monitor students' Internet usage at home.

Students, who unintentionally access inappropriate material in connection with their use of any TPHS technology, including websites and software used in the classroom, shall immediately stop accessing the material and report it to a supervising adult. TPHS shall take immediate steps to ensure such material is blocked from further view at school by its content-filtering software.

All TPHS technology resources, including but not limited to TPHS computers, communications systems and the Internet, including any websites or software used in the classroom, must be used in support of education and academic research and in accordance with the rules set forth in this policy.

Activities that are permitted and encouraged include the following:

1. School work and assignments;
2. Original creation and presentation of academic work;



3. Research on topics being discussed in classes at school;
4. Research for opportunities outside of school related to community service, employment or further education;
5. Reporting inappropriate content or harassing conduct to an adult.

Activities that are barred and subject to potential disciplinary action and loss of privileges, whether on an TPHS-provided or personal electronic device, include the following:

1. Attempting unauthorized access, or “hacking,” of TPHS computers or networks, or any attempts to bypass Internet content-filtering software used by TPHS.
2. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the student is not an intended recipient or logging into a server or account that the student is not expressly authorized to access. For purposes of the section, “disruption” includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, forged routing information for malicious purpose, and any other form of network monitoring designed to intercept data not intended for the student’s host.
3. Engaging in abusive, harassing, insulting, ostracizing, intimidating, or any other online conduct which could be considered bullying and/or damaging to another’s reputation while using any TPHS technology resource, to include the use of any website or software used by TPHS.
4. Engaging in any conduct that damages or modifies, or is intended to damage or modify, any TPHS equipment, network, stored computer file, or software, to include any conduct that results in a person’s time to take any corrective action.
5. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws.
6. Intentional or neglectful transmission or direct placement of computer viruses or other unauthorized programs on to TPHS equipment, networks, stored computer files, or software.
7. Interfering with or denying service to any other user other than the student’s host (for example, denial of service attack).
8. Participating in online chat rooms or using instant and/or text messaging without prior approval by a classroom teacher, coach or administrator.
9. Port scanning or security scanning.
10. Presenting any copyrighted, registered, or trademarked work as that of the student.
11. Refusing to submit to a search of a personal electronic device in accordance with the Student Acceptable Use policy and Student Code of Conduct.
12. Revealing an account password to others or allowing use of an account(s) by others. This includes family and other household members when work is being done at home.
13. Searching, viewing, communicating, publishing, downloading, storing, or retrieving any inappropriate or offensive material, including but not limited to obscene, profane, vulgar, or pornographic materials, or any material that is not related to the permitted activities set forth above.
14. Sharing online any personal information of another student or staff member, including name, home address, or phone number.
15. Tampering with, removing components from, or otherwise deliberately interfering with the operation of computers, networks, printers, user files, or other associated peripherals. Such actions will be taken as acts of vandalism and/or theft.
16. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which TPHS or the end user does not have an active license.
17. Using a website or software program implemented by TPHS in a manner outside the scope of the use specified by the classroom teacher, coach or administrator.
18. Using any programs/script/command, or sending messages of any kind, with the intent to interfere

- with, or disable, a user's terminal session, via any means, locally or via the Internet.
19. Using any TPHS technology for games, role-playing multi-user environments, gambling, junk mail, chain mail, jokes or fundraising activities without prior approval by a classroom teacher or administrator.
  20. Using any TPHS technology resource to engage in any activity that violates any TPHS Board Policy, the Student Code of Conduct, campus rule, local, state, and/or federal law.
  21. Using any TPHS technology resource to take, disseminate, transfer, or share obscene, sexually oriented, lewd, or otherwise illegal images or other content, or content commonly known as "sexting."
  22. Using any TPHS technology resources for any commercial and/or for-profit purpose, to include personal financial gain or fraud.
  23. Using obscene or profane language on any TPHS technology resource, to include posting such language on any website or software used by TPHS.
  24. Using technology for plagiarism or otherwise representing the work of others as the student's own;
  25. Using TPHS or personal technology during the administration of state standardized testing, End of Course, and or final examinations unless expressly allowed to do so by a teacher.
  26. Using USB, bootable CD's, or other devices to alter the function of any TPHS technology equipment, network or software.
  27. Violating the rights of any person or company protected by copyright, trade secret, patent or other intellectual property or similar laws or regulations, including, but not limited to, any downloading, installation, or distribution of "pirated" or other software products.

Students shall immediately report any violations of this policy to a classroom teacher or administrator. If any student or parent has any question about whether any activity may be a violation of this policy, they should ask a classroom teacher or the Principal.

### **Privacy and Security**

Students are expected to use TPHS technology resources responsibly and in a safe and secure manner, regardless of whether such technology is accessed using an TPHS-issued or personal electronic device. Students shall not share their individual logins, passwords, or access to TPHS technology with others without the prior approval of a classroom teacher or administrator. Students shall sign off or log off all TPHS equipment, software, or Internet sites once they are done with their session in order to protect the integrity of their logins, passwords, or access.

### **Limitations of Liability**

TPHS makes no warranties of any kind, whether express or implied, for the technology resources it provides to students through TPHS provided and/or a student's personal electronic device. TPHS is not responsible for any damages that a student may sustain, including those arising from non-delivery of information, erroneous delivery of information, service interruptions, unauthorized use by a student, loss of data, and any potential exposure to inappropriate material from the Internet. Use of any information obtained through the Internet is at the student's own risk, as TPHS makes no representations, and denies responsibility for, the accuracy or quality of the information. In exchange for being allowed to use TPHS technology resources, students and their parents hereby release TPHS, its directors, employees, and representatives from any and all claims for damages that arise from the intentional or neglectful misuse of TPHS'S technology resources by the student.

### **Consequences**

Violation of TPHS policies and procedures concerning use of the computer on the network will result in the same disciplinary actions that would result from similar violations in other areas of school policy, including the Student Code of Conduct. Any or all of the following consequences may be enforced if a student violates the terms of this policy:

- Loss of computer privileges/Internet access, with length of time to be determined by campus administration.
- Any disciplinary consequence, including suspension or expulsion, as deemed appropriate by the administration.
- Suspension may be considered for flagrant violations or violations that corrupt the educational value of the computers or the Internet.
- Expulsion may be considered in instances where students have used the school's Internet access to engage in conduct that constitutes felony criminal mischief, and/or have deliberately attempted to bypass installed security software or copy/modify another student's work files.

Violations of law may also result in criminal prosecution as well as disciplinary action by TPHS.

**Acceptable Use Agreement Acknowledgment Form**

I have read and agree to abide by the TPHS Student Acceptable Use Policy. I further understand that any violation of this policy may constitute a criminal offense. Should I commit any violation, my Internet and computer access privileges may be revoked, and disciplinary action and/or appropriate legal action may be taken.

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

(If you are under the age of 18 a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the TPHS Student Acceptable Use Agreement. I understand that this access is designed for educational purposes. TPHS has taken precautions to eliminate controversial material. However, I also recognize it is impossible for TPHS to restrict access to all controversial materials and I will not hold TPHS responsible for materials transmitted on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

## Electronic Communication Device Commitment Form

Electronic communications at school and at school-related functions are subject to regulation by TPHS.

This Electronic Communication Device Commitment Form grants authority and permission to TPHS to regulate electronic communication devices when these devices are brought to and/or used while on school property or when attending school related functions and events. Such communication devices include but are not limited to cellular phones, pagers, PDAs, and pocket computers. These regulations are made necessary in light of the unique opportunities these devices create for violations of law and school policies, and to perpetrate conduct disruptive of an educational environment essential to the school's educational program. These concerns are exacerbated by electronic security protections and the personal size of these devices, which are often carried concealed in pockets and purses.

Therefore, all students who would possess or use such devices on school property or at school-related activities are required to sign this form together with their parent, guardian or other adult person having the authority of a parent for school purposes.

Each of you, by your signature below, agrees to the following:

- The possession and use of cellular phones, pagers, PDAs and other electronic communication devices by a student on school property or at school-related events is subject to regulation by TPHS.
- If a student possesses such devices on school property or while attending school-related events, TPHS is authorized and has my full consent to confiscate, power on or off, manipulate and do all things necessary to search my device and recover or intercept communications (including but not limited to text messaging) when reasonable suspicion exists that such device has been used to transmit or receive communications in violation of law, the Student Code of Conduct, school policy or regulation.
- I further understand, agree and consent that an electronic communication device used or possessed in violation of law, the Student Code of Conduct, school policy or regulation is subject to confiscation and that TPHS is not liable for any loss of or damage to confiscated devices.

### SIGNATURE LINES AND DATES

\_\_\_\_\_  
(Signature of student)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Printed name of student)

\_\_\_\_\_  
(Signature of parent/guardian)

Date: \_\_\_\_\_

## Food Allergy Notification Form

Dear Parents,

TPHS is required by law to request, at the time of enrollment, that the parent or guardian of each student attending TPHS disclose the student’s food allergies. This form will satisfy this requirement.

This form allows you to disclose whether your child has a food allergy or severe food allergy that you believe should be disclosed in order for TPHS to take necessary precautions for your child’s safety.

“Severe food allergy” means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

Please list any foods to which your child is allergic or severely allergic, as well as the nature of your child’s allergic reaction to the food. TPHS will contact you for a note from your physician if your child has food allergies. **Your child must have an EpiPen prescribed to help in the event of an emergency.**

Food:	Nature of allergic reaction to the food:

TPHS will maintain the confidentiality of this form and the information provided above, and may disclose the information to teachers, school counselors, school nurses, and other appropriate school personnel only within the limitations of the Family Educational Rights and Privacy Act (“FERPA”) and Board policy. **TPHS will maintain this form as part of your child’s student record.**

Student Name: g\_\_\_\_\_ Date of Birth: \_\_\_\_\_

Grade: \_\_\_\_\_ Parent Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date form received by TPHS: \_\_\_\_\_

**Acknowledgement and Approval of Parent – Student Handbook  
and Code of Conduct**

My signature below acknowledges that TPHS has made its Parent–Student Handbook and Code of Conduct available to me; that I have been given notice of the rules, responsibilities and consequences outlined in the Student Code of Conduct; that I have been informed that when I or my child is enrolled in TPHS all information herein is applicable to me, my child, and all school staff; and that I have expressed intent to review this Handbook and the Student Code of Conduct contained within and to abide thereby.

Printed Name of Student: \_\_\_\_\_

Grade: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

Date: \_\_\_\_\_

# NOTICE

Please read the following and sign below:

## Acknowledgment of Option for Electronic Distribution of the Student / Parent Handbook

In our continued efforts to be as efficient as possible, the triumphpublicschools.org Website will now be the primary source for access to the **Student Parent Handbook**. Families who do not have Internet access or prefer a hard copy can receive one at their campus on request.

Please complete the requested information below and return it to the campus Principal.

My child and I have been offered the option to receive a paper copy of the Triumph Public High School- \_\_\_\_\_ Student/Parent Handbook or to electronically access it at <http://www.triumphpublicschools.org>. **I understand that the handbook contains information that my child and I may need during the school year, including the Technology Acceptable Use Policy, the Student Code of Conduct, the laws regarding student records and information on the compulsory attendance laws.**

I have chosen to:

\_\_\_\_\_ Access the Student/Parent Handbook and Student Code of Conduct by visiting the Web address listed above.

\_\_\_\_\_ Receive a paper copy of the Student/Parent Handbook.

All students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct.

A paper copy of the handbook will be available to you in the administrative office of your child's school.

Date: \_\_\_\_\_

Printed Name of Student: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

**PLEASE COMPLETE AND RETURN THIS PAGE TO YOUR CHILD'S SCHOOL**



# AVISO

Favor de leer lo siguiente y firmar abajo:

## Reconocimiento de la opción para la distribución electrónica del manual del alumno/padre

En nuestros continuos esfuerzos por ser lo más eficientes posible, el sitio web triumphpublicschools.org será ahora la principal fuente de acceso al **Manual para padres de estudiantes**. Las familias que no tienen acceso a Internet o prefieren una copia impresa pueden recibir uno en su campus a petición.

Por favor Complete la información solicitada a continuación y devuélvala a el director del campus.

A mi hijo y a mí se nos ha ofrecido la opción de recibir una copia en papel del Manual de estudiante/padre de \_\_\_\_\_ escuela secundaria chárter o acceder electrónicamente en <http://www.triumphpublicschools.org>. **Entiendo que el manual contiene información que mi hijo y yo podemos necesitar durante el año escolar, incluyendo la Póliza de uso aceptable de la tecnología, el código de conducta estudiantil, las leyes con respecto a records del estudiante e información sobre las leyes de asistencia obligatoria.**

He elegido:

Acceso al manual del estudiante/padre y al código de conducta estudiantil visitando el sitio web indicado arriba.

Recibir una copia en papel del Manual para estudiante/padre.

Todos los estudiantes serán responsables por su comportamiento y estarán sujetos a las consecuencias disciplinarias descritas en el código de conducta estudiantil.

Una copia en papel del manual estará disponible para usted en la oficina administrativa de la escuela de su hijo.

Fecha: \_\_\_\_\_

Nombre impreso del estudiante: \_\_\_\_\_

Firma del estudiante: \_\_\_\_\_

Firma del padre/madre: \_\_\_\_\_

**Por favor complete y devuelva esta página a la escuela de su hijo.**