



**TLC ACADEMY**  
**Grades 9-12**

**Student/Parent Handbook**

**2018-2019**

Last Revision: February 6, 2019

# **PREFACE**

Dear Parents:

The administration, faculty, and staff of Texas Leadership Charter Academy (TLCA) and Texas Leadership Charter System (Charter System) desire that you understand clearly the philosophy, general guidelines and curriculum offerings for a positive learning experience during your student's school years. The Student/Parent Handbook will assist you in planning and partnering with the school in a joint effort to meet your student's individual needs. The handbook is organized alphabetically by topic.

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

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

## **Leadership Creed**

**I am a Leader!**

**I will instantly obey.**

**I will respect others, authority, and property.**

**I will be diligent to my duties.**

**I am a Texas Leadership Charter Academy Eagle!**

## **CHARTER SCHOOLS**

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

## **MISSION STATEMENT**

The mission of TLCA is to train leaders with life skills for the twenty-first century by establishing strong academics, character training, and a parenting program.

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**\*\*More information can be found at [TLCA Board Policies](#) printed at the campus or administration office.\*\***

**TLC Academy (TLCA)  
PO Box 61726, San Angelo, Texas 76906**

**Administration Offices  
5687 Melrose (2<sup>nd</sup> Floor)  
San Angelo, Texas 76901  
Office: (325) 653-3200  
Fax: (325) 942-6795**

**San Angelo-Elementary (K-6<sup>th</sup>)  
3301 TLC Way  
San Angelo, TX 76901  
(325) 653-3200**

**San Angelo-High School (9<sup>th</sup>-12<sup>th</sup>)  
5687 Melrose  
San Angelo, TX 76901  
(325) 653-3200**

**San Angelo-Junior High(7<sup>th</sup> & 8<sup>th</sup>)  
126 S. Jackson  
San Angelo, TX 76901  
(325) 653-3200**

**Board of Directors**

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**K-2 Eric Haire**  
**3-6 Crystella Morales**

**Junior High Principal**  
Kevin Reed

**High School Principal**  
Johnny Burlison



## ACADEMICS

### **ACTIVITIES ELIGIBILITY (NO PASS – NO PLAY)**

In accordance with UIL standards which can be found on the following website: <http://www.uil.utexas.edu>. These standards can also be viewed on campus upon request.

### **GRADES/REPORT CARDS**

Report cards will be sent home during the week following the last day of the six week period.

Students receive report cards in grades 2-12 with the numerical grading system in all subjects. Kindergarten and first grade may incorporate a letter grading system in some subject areas. Any grade below 70 is failing. Report cards must be signed by the parent(s)/guardian(s) and returned to the school. Students receive report cards every six weeks. Progress reports for students with an average of 75 or below will be sent at regular intervals of three weeks.

### **PROMOTION**

#### **Ninth Grade**

To be promoted from ninth grade to tenth grade, a student must:

- Meet the state requirement of 90% attendance
- Acquire at least six (6) credits toward graduation

#### **Tenth Grade**

To be promoted from tenth grade to eleventh grade, a student must:

- Meet the state requirement of 90% attendance
- Acquire at least twelve (12) credits toward graduation

#### **Eleventh Grade**

To be promoted from eleventh grade to twelfth grade, a student must:

- Meet the state requirement of 90% attendance
- Acquire at least eighteen (18) credits toward graduation

#### **Twelfth Grade**

To graduate with a high school diploma, a student must:

- Meet the state requirement of 90% attendance; and
- Foundation Graduation Plan: Acquire at least 22 credits in accordance with the Texas Education Code; or
- Foundation w/Endorsement Graduation Plan: Acquire at least 26 credits in accordance with the Texas Education Code; or
- Distinguished Graduation Plan: Acquire at least 26 credits in accordance with the Texas Education Code inclusive of at least one Endorsement, which includes the following:
  - Earning a total of four credits in mathematics, which must include Algebra II
  - Earning a total of four credits in science
  - Completing the remaining curriculum requirements
  - Completing the curriculum requirements for at least one endorsement
  - A student must earn distinguished level of achievement to be eligible for top 10%

automatic admission.

- A student may earn the Performance Acknowledgement for outstanding performance by meeting the criteria for at least one of the following:
  - Dual Credit Bilingualism or Biliteracy
  - Advanced Placement
  - PSAT, ACT, SAT
  - Business or industry certification

### **Miscellaneous Promotion Information**

- For a student who fails to successfully complete the criterion for promotion, consideration for promotion will be given by the Charter System's Grade Placement Attendance Committee. A number of factors will be examined by the committee to include the student's initiative in attempting to complete the academic requirements and the attitude the student displays toward others and his/her class work.
- High school students who fail a course for the year will not receive credit for that course but may make up lost credits by enrolling and successfully completing the credit recovery course.
- The Student Success Initiative (SSI) established by the State of Texas requires that all students in fifth grade, and eighth grade level meet the minimum standard on reading and math STAAR test in order to be promoted to the next grade level.
- Accelerated instruction will be provided to assist struggling students.

### **General Academic Achievement Policies**

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

\*\*More information on the Academic Achievement Policy and Grade Placement Committee Procedures can be found at [TLCA Board Policies](#)

### **Course Failure and Grade Level Placement**

Students who fail a high school course for the year will not receive credit for that course. Students may make up lost credits by enrolling in an accelerated instruction program and provide a record of completion to make up lost course credits. To be classified a sophomore, a student must have at least six credits toward graduation, juniors must have at least twelve credits, and seniors must have at least eighteen credits.

There are no mid-year reclassifications with the exception of fourth year students who have at least twenty-one credits and who are eligible to complete the remainder of necessary graduation credits during the regular school day.

## **GRADUATION**

### **Graduation Guidelines**

Seniors who do not pass all sections of exit level state assessments will be allowed to participate

in graduation exercises and activities only if all required course work has been passed. Students will not be issued a high school diploma until they have met all graduation requirements specified by the State of Texas, including the requirement of passing all sections of the exit level state assessment test.

### **Graduation Exceptions**

A student who has failed the EOC assessment graduation requirements for no more than two courses may receive a Texas high school diploma if the student has qualified to graduate by means of an individual graduation committee (IGC). Under the legislation, a student may not graduate under an IGC if the student did not take each required EOC assessment or a commissioner-approved substitute assessment for each course for which there is an EOC assessment <http://tea.texas.gov/interiorpage.aspx?id=25769821114>

Students will still be given the opportunity to retake any EOC for which a satisfactory performance was not achieved.

SB 149 also allows a student who did not pass the Algebra I and/or English II EOC assessment(s) a second time to use the Texas Success Initiative (TSI) assessment to meet the EOC requirement for the corresponding course. A student must receive a TSI score indicating readiness to enroll in entry-level freshman coursework.

*Both the IGC and TSI provisions expire September 1, 2019 (SB 463).*

According to SB673, students receiving special education services will receive a certificate of attendance and participate in commencement ceremonies if s/he has completed four years of high school, but has not completed requirements of the IEP related to graduation.

In order to participate in the commencement ceremony, a student must complete all graduation requirements, including those requirements set forth in the SB149 exceptions. Any student not meeting the requirements as set forth above will not be allowed to participate with the class during commencement exercises.

Student diplomas will not be included in the diploma covers handed to them on stage. Behavior of students and parents will be monitored during the ceremony. Poor behavior by a student or his/her audience may result in a delay in receiving the actual diploma certificate. Students will follow the prescribed TLCA dress code for graduation. Students arriving to graduation not dressed or groomed as required will be asked to make the necessary changes or may not be allowed to participate in the ceremony.

### **Award of Credit**

The award of credit for a course affirms that a student has satisfactorily met state and local requirements. *19TAC 74.26(a)*

### **Early Award of Credit**

The Charter School may offer courses designated for grades 9-12 in earlier grade levels. Credit will be awarded if the student demonstrates achievement by meeting the standard requirements of the course, including demonstrated proficiency in the subject matter, regardless of the time the student received instruction in the course or the grade level at

which the proficiency was attained. The academic achievement record shall reflect that students have satisfactorily completed courses at earlier grade levels from grades 9-12 and have been awarded state graduation credits. *19 TAC 74.26(b)*

High School courses taken by students prior to high school where high school credit is awarded will be denoted on the high school academic achievement record (transcript), but will not be calculated into the student's high school GPA.

### **Partial Award**

A student who is able to successfully complete only one semester of a two semester course may be awarded credit proportionately 19 TAC 74.26(d). In this circumstance, the student shall be required to take only the semester in which the failing grade was earned. Provided the two semesters average to at least 70, credit will be awarded for the entire course.

### **Attendance for Credit**

Unless awarded by an attendance committee, or regained according to a plan written by the principal, a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. *EC 25.092*

### **Academic Achievement Record**

The Charter School shall use the academic achievement record (transcript) form designated by the state board. This form shall serve as the academic record for each student and shall be maintained permanently by the Charter School. Any credit earned by a student must be recorded on the academic achievement record regardless of when the credit was earned. Copies of the record will be made available to students transferring to another school. The information may be provided to the transferring student, the new school or both. *EC 28.025(e); 19 TAC 74.14(b)-(c)*

### **Automatic Admission to Higher Education Institutions**

According to EC 61.003(3) general academic teaching institutions shall admit an applicant for admission as an undergraduate if the applicant:

- Graduated with a grade point average in the top ten percent of the student's high school graduating class in one of the two school years preceding the academic year for which the applicant is applying for admission;
- Graduated from a public high school in Texas accredited by a generally recognized accrediting organization;
- Successfully completed the Foundation or Distinguished High School Program, or satisfied ACT's College Readiness benchmarks on the ACT assessment applicable to the applicant or earned on the SAT assessment a score of at least 1500 out of 2400 or the equivalent; and
- Submitted an application before the institutions application filing deadline. *EC 51.803(a); 19 TAC 5.5(b) \*\*\* There are exceptions to the University of Texas. See EC 51.803(a-1)-(a-2)*

### **Valedictorian and Salutatorian**

Valedictorian honors shall be awarded to the graduating student with the highest grade point average (GPA), calculated in accordance with this policy. Salutatorian honors shall be awarded to the graduating student with the second highest GPA. In addition, a student shall have completed either the recommended or the advanced/distinguished Achievement program to be eligible for

the positions of valedictorian, salutatorian or any other local graduation honors calculated by GPA.

Beginning with the graduating class of 2018, to be eligible for this local honor, a student must:

- Have been continuously enrolled at The Texas Leadership Charter High School for the two complete years immediately preceding graduation;
- Be graduating after exactly eight semesters of enrollment in high school; and
- Have completed the foundation program with the distinguished level of achievement.

### **Grade Point Calculation**

Final calculation for determining class rank, honor graduates, and class valedictorian or salutatorian shall be made at the close of the fifth six- week grading period. The average of the fourth and fifth six weeks grades shall be used as the semester grade for this purpose.

### **Breaking a Tie**

A tie shall be broken by extending the decimal point of the grade point average until a winner can be determined. In the event a tie still remains, the Charter School will use the following in the order listed to determine the highest ranking student.

- ACT Scores
- SAT Scores
- Honors classes, if applicable
- College hours earned
- College hours GPA

### **Early Graduates**

A student who qualifies for graduation in fewer than four years shall be eligible for consideration within the top ten percent, but shall not be eligible to displace a graduating senior for valedictorian or salutatorian.

### **Honor Graduates**

To be recognized for Charter School's scholastic honors, a student shall be required to maintain a numerical average of 90 or above for the entire high school program, excluding the last six-week grading period of the senior year, and complete the Foundation or Distinguished achievement program.

### **Weighted Honors**

For the purpose of selecting inductees for the National Honor Society (NHS) and determining class rankings and honor graduates, the following system shall be used:

- Honor graduates and NHS members must be graduating under the Distinguished Achievement Program.
- Ten points shall be added to the high school semester average for dual credit courses taken where college credit is awarded.
- Five points will be added to the semester average for students receiving high school credit for Honors or AP/IB classes as approved by the principal.
- Five points will be added to the semester average for students receiving high school credit in a third year of foreign language; provided that credit was previously awarded for the first two years of that same foreign language.
- No other classes will receive additional weight; including those taken by

correspondence or through credit by exam.

The GPA for all students, including those transferring to the Charter School shall be based on this Academic Achievement Policy.

### **Excluded Courses**

The following courses shall not be used in the calculation of GPA:

- Yearbook,
- Concert/Marching Band/Choir,
- Physical Education and Athletics
- Teacher/Office Aide
- Driver's Education
- High School courses taken prior to freshman year
- Any other "local" credit that might not be listed
- Correspondence or on-line courses

### **Commencement**

TLCA commencement is intended to be a professionally designed and memorable event that will portray the ideals of leadership and character. Each student participating has individually earned the right to an event that is reflective of the ideals of this school. It is the goal of the TLCA administration to deliver an event that each student and his or her family will be proud of. Following the guidelines communicated in this policy and those delivered by campus administration or central administration on the day of commencement are expected to be strictly followed.

### **Student Dress Code for the commencement ceremony:**

- Males will wear a collared button-down dress shirt (no polo) with a tie with dark or khaki slacks. No jeans will be allowed.
- Black or brown loafers, dress shoes, or boots must be worn.
- Males should be clean shaven.
- Girls will wear a dress or a blouse with either dark slacks or a knee-length skirt.
- Any clothing that is visible from underneath the gown should be dark.
- Dress shoes will be worn with the ensemble.
- No bright, neon colors for shoes or any visible clothing.
- No flip-flops will be allowed.
- Girl's jewelry should be conservative, not flashy – one earring per ear, no large earrings, multiple bracelets, or bulky jewelry.

### **Commencement Ceremony Code of Conduct:**

- Students are expected to follow all directions given during graduation rehearsal regarding seating, crossing the stage, etc.
- No student should be dancing, waving to the audience, or making any sort of gesture during any part of the graduation ceremony.
- Audience members are expected to celebrate their graduate(s) in an appropriate manner.
- Air horns, bells, or other noisemakers should not be used.
- All audience members want to be able to hear their senior's name called and be able to watch him/her walk across the stage.
- Keeping this in mind and acting accordingly throughout the ceremony will give this event the reverence deserved.
- There will be a photographer who will take individual pictures and a group shot. These

photos will be provided to graduates after the ceremony and will be mailed with the diplomas. There will be opportunities for picture taking after the ceremony in the auditorium. Therefore, parents will not be allowed into the aisles during the ceremony to take pictures of students on stage.

## ATTENDANCE

### ABSENCES

Regular daily attendance is essential for a student to receive the greatest benefit from instruction. In support of this critical need, Texas Education Code Subchapter C, Section 25.092 states that a student must be in attendance at least 90% of the instructional days of the school year to receive credit. Since the instructional year has 171 days, a student must attend for at least 154 days to receive credit. Kindergarten through eighth grade students who accrue more than 17 absences in a school year may be subject to repeating the grade level. Ninth through twelfth grade students who accrue more than 9 absences during the first semester and 8 during the second may be subject to loss of credit. High school students who do not comply with the 90% attendance rule may be denied approval of a Driver's License/VOE form. Accrual of excessive absences is subject to review and possible referral for truancy.

Accrual of excessive absences is subject to review and possible referral for truancy in accordance with state law and local TLCA policy. In the event a student's absence for personal illness exceeds three consecutive days, the student shall present a statement from a physician or health clinic which verifies the illness or other condition requiring the student's extended absence from school. If the student has missed 9 days, a physician's or clinic's statement of illness will be required for every subsequent absence. The student and/or parent is required to deliver a physician's or clinic's statement of illness within 3 school days to the school secretary of the student's assigned campus or this absence will be deemed unexcused.

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

**9<sup>th</sup>-12<sup>th</sup> grade attendance is taken each class period and students must be in a class at least 30 minutes to be counted present.**

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

- Student's name
- Days missed
- Reason/Excuse
- Parent's signature
- Parent's home and work phone numbers

Should the parent call and notify the school that the student is absent, a note must also be provided to the school office on the day the student returns for documentation purposes. The school keeps a file of all notes received for audit purposes. The state provides a list that determines designation of excused or unexcused absences. A student absent from school for any portion of a school day shall provide a note to the campus office upon return that describes the reason for the absence. Before a student may leave campus at any time during the school day, a note must be provided to the campus office describing the reason for the absence. The note shall be signed by the student's parent or, if the student is eighteen years or older, or is an emancipated minor, by the student.

### **Perfect Attendance Awards**

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

- They must be enrolled before September 1 of the school year.
- They must not miss a day of school.
- They must not have 3 or more tardies/early outs for any reason.

### **Excused Reasons**

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

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

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

In the event of an unclear excuse or unusual circumstances, the principal or his/her designee will make the final determination. Accrual of excessive absences is subject to review and possible



referral for truancy.

### **Unexcused Reasons**

- Vacations scheduled during school days
- Baby-sitting
- Oversleeping
- Missing the bus
- Car trouble
- This list is an example and may not include all reasons that might be deemed unexcused.

Should an absence be unexcused, the student may still complete the work which he/she missed; however a minimum of 20 points will be deducted. Work must be turned in within 24 hours of returning to school.

### **Truancy**

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

- Mandatory counseling
- Community service
- Saturday detention
- Mandatory parental counseling

Truancy will result in a grade of zero for all work missed. The school reserves the right to contact a truant officer when a child is not in attendance and the parent fails to notify the school and fines may be assessed by the courts.

### **ARRIVAL**

**High School Campus** first bell rings at 7:50 a.m. and the official TLCA High School instructional day begins promptly at 7:54 a.m. Campus doors will open at 7:15 a.m. The office doors will not open until 7:30 a.m. Students dropped off before 7:55 a.m. should proceed to the gym. Breakfast will be served in the gym from 7:15 a.m. – 7:40 a.m. Drop off at the San Angelo high school campus is on the Stratford Drive side of the parking lot. Students should be dropped off on the west end of the Stratford parking lot near the awning.

**All Campuses**-Parents must pick up their child promptly at the assigned dismissal time. Parents must submit a written notice to the school's administration and present proper identification if they require other pickup arrangements.

### **DISMISSAL**

#### **High School Campus**

Students should be picked up promptly at dismissal times OR when their activities or practices have concluded. High school students are involved in numerous activities before, during, and after the school day. Therefore, it is important that parents and students and coaches/sponsors communicate about when and where students will complete their activities. There will be no supervision for students who are not picked up by 4:10.

At 3:33 pm, please observe designated procedures for pick up. Please be sure that all people designated to pick up your child are on the vehicle registration form; otherwise, the student will not be released to them. Parent/guardian must submit written notification and proper identification to the appropriate campus administration if they require designation of other pickup arrangements. Vehicles should not be left unattended in student pickup areas and should only be parked in designated spaces. Never block others so that they cannot exit the parking lots and please be considerate

## **LEAVING CAMPUS**

### **High School Campus**

Upon arrival on school grounds, students may not leave campus at any time or for any reason without checking out in the office, with the exception of juniors and seniors who have permission to proceed off campus at lunch. A student requesting to leave school during the day must bring a note from his/her parent/guardian and be checked out by the parent/guardian in the school office. Every parent/guardian must show picture identification to school personnel when signing out their child for any reason. The school nurse or office personnel may also determine if a student should be sent home due to illness and will notify the student's parent/guardian. To minimize interruptions in the classrooms, students will be called to the office by the office staff. Should a parent/guardian find it necessary to pick up a student early for an appointment, the parent/guardian will need to come to the office and sign out the student. In order to minimize the loss of instructional time, the office will not send for the child until the parent/guardian arrives at school.

When scheduling appointments, please try to schedule them for after school hours, on weekends, or during school breaks. If an appointment has been scheduled during school hours, please have a copy of the doctor's note for our office records or send it with your student the next day. Please send a positive message to students about the importance of being in school every day. Visitors to the school campus are required to sign in at the receptionist desk and show their state identification card.

See Cafeteria Services section for the Lunch Policy.

## **TARDY POLICY**

### **Tardy Policy Grades 9-12**

- We believe that being present and in class for the entire class period is the best way to ensure a student is learning in the most effective way. To ensure that this happens, TLCA High School has implemented the following tardy policy: 3 tardies total during a single six weeks period will result in a lunch detention assignment for the student.
- 6 tardies total during a single six weeks period will result in a second lunch detention assignment for the student and a letter mailed home explaining the importance of being on time.
- 9 tardies or more total during a single six weeks period will result in an office referral, and putting the student on the next step of the Discipline Progressive Plan outlined in the

- student handbook.
- Every student will begin the spring semester with zero tardies, regardless of any they had accrued during the fall

### **WITHDRAWAL PROCESS**

Parents choosing to withdraw their students should notify the campus registrar's office to sign withdrawal paperwork at least three days in advance whenever a child will be moving out of the area or changing to another school. Parents are required to follow administrative procedures for official withdrawal and must indicate on the withdrawal form the name of the Charter System or Independent School District and campus or private school in which the student will attend. A student who is withdrawing from school must turn in all books. Students must pay for lost or damaged books. All records must be clear with the school at the time of withdrawal. It is the parent's responsibility to check with the school regarding their student's lunch balance at the time of withdrawal. Any unclaimed funds will not be refunded thirty (30) days after last day of the student's enrollment.

## **GENERAL INFORMATION**

### **ASBESTOS MANAGEMENT PLAN**

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

### **BACKPACKS/PURSES/ATHLETIC BAGS**

Only clear or full mesh backpacks/bags are allowed in buildings. Students will not be allowed to carry athletic bags or return to them once they are in their designated drop area. Girls may not carry a purse. They will be allowed to have a small zipper bag for personal items in their backpack.

### **BULLYING- FREEDOM FROM BULLYING AND CYBERBULLYING**

Texas Leadership Charter Academy 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 harm to the student's person or of damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; or
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or the School; or
- Infringes on the rights of the victim at school.

Cyberbullying 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 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 indicated 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. Texas Leadership Charter Academy 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.). Texas Leadership Charter Academy 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's 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, Texas Leadership Charter Academy 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 Texas Leadership Charter Academy grievance procedure.

### **Additions to Student Code of Conduct**

Additional disciplinary offenses may also be considered expellable conduct:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- 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.

**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 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 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 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 School property or to the site of a school-sponsored or school-related activity on or off school property; (2) that occurs on a publically or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and (3) cyberbullying that occurs off School property or outside of a school-sponsored or school-related activity if the cyberbullying (i) interferes with a student's educational opportunities or (ii) substantially disrupts the orderly operation of a classroom, the School, or a school-sponsored or school-related activity.

### **CAFETERIA SERVICES**

#### **Meal Prices**

- Breakfast \$ 2.05; Reduced price is \$0.30
- Lunch \$ 3.15 (K-8<sup>th</sup>); Reduced price is \$0.40
- Meal prices are subject to change.

- A la carte items (if available are priced separately) and free and reduced meals do not apply to a la carte items.

Parents may view recent purchases, check balances, make online payments, and set-up low balance alerts by signing up for a MySchoolBucks account at [www.myschoolbucks.com](http://www.myschoolbucks.com). Cash and check payments may also be made at the appropriate campus administrative office. Payments may take 24 hrs to post to student accounts.

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

### **Lunchtime Food Deliveries**

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

TLCA personnel will not accept deliveries of food and/or beverages from delivery drivers. Students may not accept deliveries of food and/or beverages from delivery drivers. Furthermore, students are not allowed to "share" foods from outside sources with friends and classmates. Should the sharing of food at lunch tables become a concern and in violation of the federal and state competitive rules of reimbursable meals, campus administration reserves the right to establish isolated tables for students with food from outside establishments.

Parents/guardians may give written permission for their student to accept food and/or beverages from adults other than the parent/guardian. For example, if a youth minister is visiting with a student at lunch, the parent may grant written permission for that person to bring lunch to the student.

Should a student be withdrawing or graduating and have a positive lunch balance at the end of the school year, the parent must submit a written request to the campus office for the balance no later than June 30. Any unclaimed lunch balances after June 30 will not be refunded and all accounts will be cleared. Student who are continuing their enrollment will have cafeteria balances carried forward.

### **Lunch Charges**

TLCA has implemented a "\$10 charge policy." Each student will be allowed a \$10 charge limit before being served an alternate meal consisting of a cheese sandwich and milk. Negative balance notices are sent home with students at least once a week and higher balances may also be mailed home. If you have any questions, please contact the District Food Service Coordinator, Monica Goodroe at 325-653-3200 ext. 7013.

### **CARE OF SCHOOL PROPERTY**

Students will be held responsible for the care of school property. Restitution will be expected for

any damage caused by student negligence, misuse, or vandalism.

### **CHANGE OF HOME ADDRESS OR TELEPHONE NUMBER**

Parents should provide the school with accurate, updated information regarding parent(s)/guardian(s) names, addresses, telephone numbers, emergency contacts, and doctor's telephone numbers. If any of this information changes during the school year, please notify the school office immediately. All parents/guardians must provide the school with accurate phone numbers where they can be reached during the school day, if necessary. A form has been provided at the end of this handbook.

### **COMPUTER AND INTERNET USE POLICY**

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

The Charter System firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the Charter System. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here for you to be aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a TLCA user violates any of these provisions, he or she may be subject to disciplinary action and future access could possibly be denied.

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

#### **Electronic Mail**

##### **Terms and Conditions**

- Transmission of any material in violation of any U.S. or state law is prohibited.
- This includes, but is not limited to:
  - Copyrighted, threatening, harassing, or obscene material, and material protected by trade secret.
  - Forgery, or attempted forgery, of electronic mail messages is prohibited.
  - Messages relating to or in support of illegal activities.
  - Any attempt to read, delete, copy, or modify the electronic mail of other users.

- While electronic mail offers tremendous opportunities of educational value, it also provides opportunities for unethical and inappropriate use of the system. The use of electronic mail is a privilege, not a right, and unethical or inappropriate use will result in a cancellation of those privileges. By accepting an account, the user agrees to refrain from unethical and inappropriate use of electronic mail.
- This includes, but is not limited to, the following:
  - Sending messages to everyone in the Charter System or everyone on a campus without permission from your campus principal or authorized personnel.
  - Sending unsolicited junk mail, chain letters, jokes, or advertisements.
  - Sending messages relating to political lobbying.
  - Sending messages that contain racist, sexist, or inflammatory comments.
  - Sending messages that contain obscenities or abusive language.
  - Sending messages that use someone else's name as the sender.
  - Sending messages that are inconsistent with the school's code of conduct.
  - Using the email system to request home phone numbers and later making inappropriate phone calls to the numbers.
  - Using the email system to provide addresses or other personal information that others may use inappropriately.

### **Fair Use Guidelines for Educational Multimedia**

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

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

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

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



## Use of Multimedia Work

### Multimedia works created by **students** can be...

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

### Multimedia works created by **teachers** can be...

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

### Multimedia work containing copyrighted material may be kept:

For students:

- Indefinitely, as long as its use is personal

For teachers:

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

### How much material can be used?

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

### The limits PER TERM are:

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

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

### How many copies?

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

### How can teachers distribute works via networking?

On a secure network (Charter System network)

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

On an unsecure network (Internet)

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

### Other restrictions

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

*Source of Information: "Copyright and Multimedia" by Carol Simpson (copyright 1996)*

*Permission was given by author to use in conjunction with teacher workshops or in staff handbook.*

### **General Network Regulations and Guidelines**

- Users shall not erase, rename, or make unusable anyone else's computer files, programs, or disks.
- Users shall not let other persons use their name, logon, password, or files for any reason (except for authorized Charter System personnel).
- Users shall not use or try to discover another user's password.
- Users shall not use TLCA computers or networks for any non-instructional or non-administrative purpose (e.g. game or activities for personal profit) during active hours of employment.
- Users shall not use a computer for unlawful purposes such as, but not limited to, the illegal copying or installation of software.
- Users shall not copy, change, or transfer any software or documentation provided by

- TLCA without permission from authorized Charter System personnel.
- Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, or similar name.
  - Users shall not deliberately use the computer or access TLCA's Network/Internet to annoy or harass others with language, images, or threats. Users shall not deliberately access or create any obscene or objectionable information, language, or images.
  - Users shall not intentionally damage the system or information belonging to others, misuse system resources, or allow others to misuse system resources.
  - Users shall not tamper with computers, networks, printers or other associated equipment except as directed by the teacher, campus administrator, or authorized Charter System personnel.
  - Users shall not take home technology equipment (hardware or software) unless they have written permission from authorized Charter System personnel.
  - Students and employees who access the TLCA system from personal computers are subject to these procedures. This includes the Internet and email.

### **Network/Internet Use – Terms and Conditions**

- **Acceptable Use** – The purpose of using the Network/Internet in our school is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Charter System. Transmission or downloading of any material in violation of school regulations or any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secrets.
- **Privileges** – The use of the Network/Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. Authorized Charter System personnel will deem what is inappropriate use and their decision is final. Also, authorized Charter System personnel may close an account at any time as required. The administration, faculty, and staff of TLCA may request that specific user accounts be denied, revoked, or suspended.
- **Privacy** – Be aware that all email, files, and other information saved or transmitted on Charter System equipment are not private or confidential. All information is subject to the provisions of the Texas Public Information Act. Authorized Charter System personnel have the authority to view, monitor, erase, etc. any email, file, or other information saved or transmitted on Charter System equipment. This authority is primarily used to monitor all Internet activity, including but not limited to web pages, search queries, blocked content, images, videos, etc.
- **Network Etiquette** – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to:
  - Be polite. Do not get abusive in your messages to others.

- Use appropriate language. Do not swear, use vulgarities, or use any other inappropriate language. Foul language and inappropriate or illegal activities are strictly forbidden.
  - Do not reveal the personal home address or phone numbers of students or colleagues.
  - Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or supporting illegal activities may be reported to the authorities.
  - Do not use the network in such a way that you would disrupt network use by other users.
  - All communications and information accessible via the network should not be assumed to be private property.
- Warranties – TLCA makes no warranties of any kind, whether expressed or implied, for the service it is providing. TLCA will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. TLCA specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Security – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Network or Internet, you must notify a system administrator or authorized Charter System personnel. Do not demonstrate the problem to other users. Attempts to logon to the Network as anyone other than yourself may result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
- Vandalism – Vandalism may result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy TLCA equipment, materials networks, or data of another user. This includes, but is not limited to, the uploading or creation of computer viruses, attempts at gaining unauthorized access, or changing online materials without permission.
- A student who transmits, takes, or participates in the taking or communicating of images, videos, music, communication or other information whether posted online (YouTube, MySpace, etc.), transmitted electronically or saved electronically including, but not limited to, email, instant messaging, flash drives, etc. may be subject to school discipline measures to include the following:
- illegal activity
  - immoral activity
  - harassment or bullying
  - behavior not becoming of a TLCA student
  - sexual content
  - anything deemed inappropriate by TLCA administration

## **DISCIPLINE SYSTEM**

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

### **High School Discipline Procedures**

Lunchtime Redirection-The detention program of TLCA is designed to provide positive, constructive learning experiences for students who have violated our school behavioral standard OR our academic expectations. The primary purpose for the program is to provide consequences for unacceptable behavior.

The mission of the detention program is to provide a sense of importance to the rules and regulations which govern the students at The Texas Leadership Charter Academy High School. Through the collaborative effort of the staff, parents, and students we will bring about improved conduct. We will empower and unify the staff to have a stronger and more purposeful student management program toward an improved learning environment for all students.

The goals of the detention program are:

- Provide an alternative measure for corrective behavior for disruptive students.
- Provide an opportunity to correct lethargic attitudes toward homework assignments and/or missing work and/or incomplete work.
- Foster student behavior that emphasizes understanding of the effects of their actions and the fact that their behavior impacts the whole school community.
- Guide the student for setting goals for behavioral improvement.
- Encourage respect for the disciplinary and academic rules, regulations, and policies of The Texas Leadership Charter Academy High School.

Lunchtime Redirection is a tool to be used by instructional personnel. Instructional personnel will complete a "LUNCHTIME REDIRECTION ASSIGNMENT FORM" indicating the date the student is assigned to Lunchtime Redirection AND the reason. Lunchtime Redirection will take place in a designated teacher's classroom. Students should be IN THE CLASSROOM by 12:00 p.m.

and will not be released until 12:36 p.m. When a member of the instructional personnel assigns a student to Lunchtime Redirection, the student must indicate whether they will bring a lunch from home OR they will purchase a tray from the cafeteria (trays will be brought to the classroom).

Some reasons for Lunchtime Redirection include, but are not limited to:

- Missing Classwork
- Incomplete Homework
- Horseplay
- Disrespect
- Failure to Follow Dress Code
- Tardiness
- Poor Attitude

After a student has received five lunch time re-direction assignments in 6 weeks, the sixth referral will result in a consequence of one day of Saturday School to be served (on the first available opportunity / in lieu of a sixth lunch time detention assignment).

Students who fail to appear for Lunchtime Redirection OR are removed by not following the rules and regulations of the Lunchtime Redirection Program will be immediately placed on the Progressive Disciplinary Plan.

#### Five Step Progressive Discipline Plan

##### STEP 1 – Teacher Action

- a. Could include: verbal reprimand; lunchtime redirection; warning; parent conference; student conference; change of seating; etc...

##### STEP 2 – Referral to Office #1

- a. Minor Offenses – one lunch detention minimum
- b. Major Offenses – one day of In School Suspension (ISS) minimum
- c. The administrator handling the referral decides if the offense is minor or major and if the punishment fits the crime.

##### STEP 3 –Referral to Office #2

- a. Minor Offenses- one day of ISS minimum
- b. Major Offenses – three days of ISS minimum
- c. The administrator handling the referral has the discretion to add to the punishment if they feel it is necessary.

##### STEP 4 – Referral to Office #3

- a. After the third referral, the student will be assigned one full day of Saturday School or 3 days of ISS.
- b. The administrator can add another day to the Saturday School if they feel it is necessary.

##### STEP 5 – Referral to Office #4

- a. After the fourth referral, the student will be sent home for three days or Out of School Suspension. (OSS)
- b. Note\* Fighting is an automatic three day OSS. Our TLCA Student Handbook has specific circumstances for specific behaviors. Administrators please check our policy before you make your final decision.

##### STEP 6 – Referrals to Office #5

- a. After the fifth referral, the student will be sent home (suspended) until the Discipline Committee can convene to decide his or her fate. Expulsion is one of the options that the committee will discuss.

The Discipline Program of TLCA High School is designed to give the students who have violated our school behavioral standard several opportunities to learn a life lesson. Our expectations are extremely high for our students and our goal is to provide a solid education for all students. Through a collaborative effort of staff, teachers, parents, and students we will create a great learning experience for all our TLCA students.

- After any office referral parents are called.
- Our plan may be circumvented as a result of a severe infraction.

- No practice, contest or games until the ISS is served .
- Students involved in Extra Curricular Activities may find that they will be disciplined by their coach/sponsor in addition to the general discipline plan.

### **School of Choice**

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

### **General Schoolwide Discipline**

All students will be referred to the campus principal should their choices for behavior become a hindrance to the learning of others or a distraction to the overall environment of TLCA. Students involved in extra-curricular activities may find that they will be disciplined by their coach/sponsor IN ADDITION to the general discipline plan.

### **DISTRIBUTION OF NON-SCHOOL MATERIAL**

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

### **DRESS CODE**

The Texas Leadership Charter Academy School Board has implemented a mandatory dress code for all elementary, middle school, and high school students. There are many positive reasons for a school dress code, including:

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

Basic Dress Code Requirements:

1. A parent may be required to bring a change of clothing for any child wearing an item of

clothing that the principal finds to be inappropriate or that interferes with the learning environment.

2. Hats, caps, shower caps, sweatbands, and beanies will not be worn inside any classroom or building during the school day. Girls only may wear headbands that coordinate with their TLCA uniform.
3. Pants must be worn in a proper manner on the natural waist.
4. Boys in grades 3rd-12th are required to wear a belt (black, brown or khaki).
5. Bandanas and skullcaps are not allowed at school functions at any time unless it is part of the athletic uniform. No clothing shall be worn tied around the body.
6. Tattoos must be covered.
7. Gang symbols are not allowed.
8. Nonconforming hairstyles or inappropriate dress of any kind will not be allowed at school. For boys, hair length should be no longer than at the collar, ear lobes and eye brows must be visible, sideburns cannot extend below the bottom of the earlobe and boys must be clean shaven. Boys are not permitted to wear ponytails. No extreme colors or styles for boys or girls as deemed inappropriate by the administration.
9. No inappropriate dress should be worn at any time. Only school uniforms and appropriate outerwear are allowed on campus at all times.
10. Excessive dress code violations will be treated as defiant and disrespectful behavior and may result in a disciplinary referral.
11. Any accessory, such as a scarf, should be solid in color and fall within the TLCA dress code color scheme.

***Administrative review will be the final decision on all of the above items.***

## **UNIFORM REQUIREMENTS**

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

### **Shirts**

- Solid color, Royal Blue TLCA purchased Polo Shirt with logo on the front.

### **Pants/Shorts**

- Desert Sand or Khaki in color.
- All lower-body clothing should be made of twill, corduroy, or denim material.
- Girls should not wear "form-fitting" pants that are excessively tight or stretchy.
- Girls with a religious reason or for modesty purposes may wear khaki skirts that are at least KNEE LENGTH.
- Boys should not wear "jogger" pants
- Campus administration or designee will determine if pants are acceptable.
- Shorts are allowed and must be no more than 3 inches above the knee.
- No cargo pants or cargo shorts are allowed.



## Outerwear

- Outerwear is defined as sweaters, pullovers, jackets, or coats that are designed to worn OVER other clothing.
- Any OFFICIAL TLCA outerwear (Letter Jacket, Sweatshirt) is acceptable.
- Any other outerwear must meet certain criteria:
  - It must be either neutral in color or fit within the color scheme of the TLCA uniform. The only acceptable colors for outerwear would be black, white, gray, royal blue, navy blue, and khaki.
  - Any outerwear must be SOLID in color free from patterns and/or designs.
  - Any logo or symbol on an article of outerwear can be no larger than 1”x1”.
  - The TLCA Dress Code does NOT allow for clothing with colored trim, stripes, embroidery, or decoration.

### Examples of Acceptable Outerwear



### Examples of Unacceptable Outerwear



Logo too big

Unacceptable color

Not a solid color

Unacceptable Pattern Unacceptable color

## Accessories

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

## Footwear

- The following are examples of unacceptable footwear:
  - Sandals
  - Flip-flops
  - Wheeled shoes
  - Light up shoes
  - Open-toed shoes

- Shoes with more than 1" heels or boots with more than 2" heels.
- Shoes must have both closed toe and closed heels.
- Tennis/athletic shoes, dress shoes, and boots are acceptable.
- All shoes and/or boots must be primarily white, black, gray, blue, or brown. This means that they can be mostly white, black, gray, blue or brown with some other accent color(s) in the shoe. The laces may match the colors in the shoe but both laces must be a solid matching set. For example, if the shoes are black with a pink swoosh the laces are allowed to be black or pink but, both laces have to match.

### Examples of Acceptable Footwear



### Example of Unacceptable Footwear



Too much heel

No flip flops

No open toed sandals

No open heeled shoes

Unacceptable color

### Spirit Day

- Jeans- Students should wear only blue denim jeans or regular khaki slacks.
- There should be no printed logos or emblems on jeans.
- There should be no rips, holes, defects or skids in jeans.
- Jeans must be worn in a proper manner at the natural waist.
- Shirts- A spirit shirt purchased from athletic or campus organizations or a uniform shirt is allowed.
- No custom made spirit shirts will be allowed.
- There should be no rips, holes, defects or skids in spirit shirts.
- All spirit wear is subject to administrative approval.
- Girls with a religious reason or for modesty purposes may wear denim skirts on Spirit Day that are at least KNEE LENGTH.

### Jewelry

- One ring per hand.

- Girls are allowed one earring per ear.
- Boys are not permitted to wear earrings or ear studs.
- No one is permitted to wear rings or studs anywhere on their bodies, except one pair of modest size, gold or silver earrings only through girls' ears.
- One modest gold or silver necklace is permitted.
- No large chains are allowed.
- All allowed jewelry is at the discretion of the administration.
- Jewelry may not represent or contain inappropriate content as determined by school administration.

### **Uniform Infractions High School**

- Uniform and/or dress code infractions will be handled by campus administration and/or faculty members.
- If a violation can be corrected (i.e. shaving), it will be corrected and the student will be issued a lunch detention referral and will be sent back to class.
- If a violation requires a change of clothes, the student will receive a lunch detention referral and will remain in the office or In School Suspension until the violation is corrected. Once the violation is corrected, the student will be sent back to class. Repeated occurrences will be considered insubordination and may require additional disciplinary action.

### **DRILLS-DISASTER/FIRE**

An alarm will sound for fire/disaster drills. All classrooms will have fire drill evacuation procedures specific to their locations in the building.

In a disaster drill, students will be directed by teachers to walk calmly to a predetermined safe location. Once in place, students are to assume the protective position by kneeling with heads down and arms over their heads.

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

### **DRUG FREE CAMPUS**

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

### **Random Drug Searches**

In order to ensure a drug-free learning environment, Texas Leadership Charter Academy ("TLCA") conducts random drug searches of school facilities.

### **Extracurricular Drug Testing**

The Texas Leadership Charter Academy Board of Trustees, in an effort to protect the health and safety of its students from illegal drug and alcohol use and abuse or injuries resulting from the use of illegal drugs and or alcohol has adopted a policy for drug testing of students participating in

extracurricular activities OR students desiring the privilege to park a vehicle on campus. The procedure for random and possible initial drug testing of middle school and high school students participating in extracurricular activities as defined in Extracurricular Drug Testing Policy is accomplished in conjunction with an independent drug-testing vendor selected by the Texas Leadership Charter Academy Board of Trustees or its designated campus administrators. To facilitate random testing, the administration will provide the vendor with a list of eligible students and in turn the vendor will randomly select up to ten percent (10%) of the eligible high school or middle school students for random drug testing at each testing period. The number of students selected for each test will be determined by the administration. In the event The Texas Leadership Charter Academy Board of Trustees requires initial drug testing, each student electing to participate in any extracurricular activity OR seeking a parking privilege will be required to submit to a urine drug test at the beginning of each school year or if a student is new to the district, within 30 days of enrollment at TLCA. (See TLCA drug testing policy for further information)

### **Student Desks and Backpacks**

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

### **Vehicles on Campus**

Vehicles parked on school property and property under school control are under the jurisdiction of TLCA 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, Leadership Academy may contact the student's parents and/or law enforcement officials. A student may be held responsible for and in possession of prohibited items found in his or her vehicle parked on school property or at a school-related event.

### **Use of Trained Dogs**

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

## **DUAL CREDIT COURSES**

Requirements for enrollment in dual high school/college credit courses are established by the credit granting college or university (usually Howard College or The University of Texas-

Permian Basin). For more information on dual credit courses, see a campus counselor or principal.

### **EMERGENCY MEDICAL TREATMENT**

Each year, parents are required to complete an emergency care form that includes a place for parental consent to school officials to obtain medical treatment for the student, as permitted by law. Other information that may be required in case of an emergency should be provided and updated by the parents as necessary.

### **EMERGENCY SCHOOL CLOSING**

Information about emergency school closing due to inclement weather and other situations will be broadcast on local television and radio stations: KSAN-cable channel 3, FOX-cable channel 10, KLST-cable channel 5, KGNZ-90.9 FM, KCRN-93.9 FM, or KGKL-97.5 FM, OR KGKL 960 AM.

If the school is closed, a message will be on the school recording. If you hear no announcement, come to school.

**Emergency school closings due to inclement weather and or other situations will also be posted on TLCA's website [www.texasleadership.net](http://www.texasleadership.net) and the school's Facebook page.**

### **ENROLLMENT**

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

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

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

\*\*More information on the Admissions and Enrollment Policy and Siblings of Currently Enrolled Student Policy can be found at [TLCA Board Policies](#)

### **FACULTY CREDENTIALS**

Teacher credentials fit the following guidelines:

- High school diploma
- College degree or professional experience appropriate to position
- Professional certification preferred

Credentials of individual teachers will be provided upon request.

### **FEES**

TLCA reserves the right to charge student fees for various activities. All fees collected are non-refundable.

There will be a \$15 returned check fee per individual returned check for insufficient funds. Any person writing more than three (3) checks that are returned for insufficient funds will not be allowed to write a check to TLCA and must make future payments to the school in the form of cash or money order.

\*\*More information on the Fees Policy can be found at [TLCA Board Policies](#)

### **FIELD TRIPS**

All field trips taken by classes are approved on the basis of their contribution to the educational program of the school. A signed parental permission form is required before the student is allowed to make the trip with the class. Teachers will notify parents prior to all field trips. The school activity funds may be used to pay for up to one parent per seven students with a limit of no more than \$200.00 towards parent fees. All other parent fees will be paid by the parents. **No student siblings are allowed on class field trips.** All students must ride on transportation provided by school or with a parent. Students must be in attendance for the school day to participate in the field trip.

Any person other than parent/guardian that attends a field trip as a volunteer must have written

consent from the parent/guardian and a criminal background check must be performed ahead of time.

**Note: All field trip fees paid are non-refundable.**

### **GAMES**

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

### **GRIEVANCE PROCEDURES**

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

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

### **LOCKERS**

Lockers remain under the jurisdiction of the school, notwithstanding the fact that they are assigned to individual students. The school reserves the right to inspect all lockers. Students have full responsibility for the security of lockers and will make certain that they are locked, and that the combination is not given to others. Searches of lockers may be conducted at any time without notice and without student consent when there is reasonable suspicion to do so, whether or not students are present.

It is the responsibility of the student to keep the locker clean and orderly at all times. Anything in a student's locker is considered to be in his/her possession. Damage to lockers by students may result in fines and/or discipline consequences.

TLCA is not responsible for lost or stolen items.

### **NON-DISCRIMINATION POLICY**

TLCA admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities of the school. Admission will not be based on gender, national origin, ethnicity, religion, disability, academic, artistic or athletic ability, or the Charter System the child would otherwise attend.

The Title IX, Section 504, Title II and Age Discrimination Act coordinator for TLCA is:

Dr. Walt Landers  
Chancellor/CEO  
PO Box 61726  
San Angelo, TX 76906  
(325) 653-3200

## **NON-DISCRIMINATION POLICY IN CAREER AND TECHNOLOGY EDUCATION**

### **Public Notification of Nondiscrimination in Career and Technology Education Programs**

Texas Leadership Charter Academy offers career and technology education programs in Audiovisual Productions, Anatomy and Physiology; Forensics; Business Information Management; Marketing; and Family and Consumer Science. Admission to these programs is based on completing pre-required courses in sequential order.

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

Texas Leadership Charter Academy will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all education and vocational programs. For information about you right or grievance procedures, contact the Title IX Coordinator, Walt Landers, at 5687 Melrose Ave., San Angelo, TX 76901, 325-653-3200, and/or the Section 504 Coordinator, Maria Hendryx, at 5687 Melrose Ave., San Angelo, TX 76901, 325-653-3200.

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

Texas Leadership Charter Academy ofrece programas vocacionales en Audiovisual Productions, Anatomy and Physiology, Business Info Managing, Graphic Design, Engineering, and Marketing Dynamic. La admisión a estos programas se basa en completar pre curso requerido en orden secuencial.

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

Es norma de Texas Leadership Charter Academy no discriminar por raza, color, origen nacional, sexo, impedimento o edad, en sus procedimientos de empleo tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, enmendada; Título IX de las Enmiendas de Educación de 1972; Edad la Ley de Discriminación de 1975, enmendada: y la Sección 504 de la Ley de Rehabilitación de 1973, según enmendada.

Texas Leadership Charter Academy tomará medidas necesarias para asegurar que la falta de



habilidad en el uso Inglés no sea un obstáculo para la admisión y participación en todos los programas de educación y vocacionales.

Para información sus derecho o procedimientos para quejas, comuníquese con el Coordinador del Título IX, Walt Landers, at 5687 Melrose Ave., San Angelo, TX 76901, 325-653-3200, y/o Section 504 Coordinator, Maria Hendryx, at 5687 Melrose Ave., San Angelo, TX 76901, 325-653-3200.

**PARENTING INFORMATION**

Parent involvement is an essential part of the student's education at TLCA. There are several suggested activities (see list below) that a parent can participate in here at Texas Leadership Charter Academy.

**Suggested Activities**

- One classroom observation (one per semester)
- Character at home (two per semester)
- Attend one Parent Night (one per semester)
- Volunteer hours (two hours for the year)
- Participate in a Teacher Conference (one per semester).

**Activity/Event:**

- Before school drop-off- .....(Drop off time is 7:00 - 8:00 am)
- After school pick-up- .....(Pick up time is 3:00 – 4:00)
- Lunchroom Volunteer- .....(lunchroom hour is 10:45 – 12:45)
- Assist the Teacher in the classroom- .....(please contact your child’s teacher)
- Assist with a classroom party- .....(please contact your child’s teacher)
- Field Trips .....(please arrive 10 minutes prior to departure time)
- PIA/Booster Club.....(please contact the campus secretary)

- Upon arrival at school, all parents must sign in at the front desk as a volunteer.
- Eating lunch with your child will not count towards fulfilling the parenting agreement.
- Children not enrolled in TLCA will not be allowed on campus while volunteering.

Parent Checklists may be reviewed by TLCA Administration under extreme circumstances.

Observations should be completed two weeks prior to the last day of school.

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

For specific information regarding the parenting program and parenting agreement, contact the Parent Coordinator.

**Parent Observations**

Observations toward fulfillment of the parenting agreement shall be limited to parents/guardians only.

To schedule an observation please contact your child’s teacher to set an appointment time. The parent/guardian must call at least 24 hours in advance of their desired observation time to schedule an observation. The teacher has the final say in approving a requested observation.

Observing one's child in a classroom setting can provide the parent with helpful insight into the child's "world." No observation can be scheduled later than 2:30 p.m. To fulfill a portion of the parenting agreement, a parent/guardian will observe in his/her child's classroom for one-half hour per semester (Fall & Spring) to fulfill the mandatory parenting agreement. Sometimes the teacher will implement small projects in which parents may participate. Parents who have more than one child enrolled at TLCA will only be required to do one observation per family per semester, not per child.

Guidelines for classroom observation include the following:

- Please sign in at the front desk, providing the time and date for your observation in the classroom. Pick up observation guidelines then proceed to your child's classroom. Parents may visit classrooms at any time except: state mandated testing times, before two full weeks of school have been completed at the beginning of the year or during the final two weeks of school at the end of the year, the day before a holiday, or special event days.
- A maximum of two parents are allowed in the classroom at a time.
- No other person, including children, shall accompany the parent/guardian during a classroom observation.
- There should be little or no conversation with other observers or with the students.
- Please take a seat in the back of the room.
- Please do not sit next to your child's desk.
- If you wish to discuss your child's progress, please refrain from conversing with the teacher until after school or by appointment. It is very important that the teacher's undivided attention be on the students.
- If, after observing, you have questions concerning any area of the classroom, please feel free to contact your child's teacher.

### **Parent/Teacher Conferences**

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

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

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

### **PARENTS IN ACTION**

Parental involvement in a child's education experience is critical to success and encouraged. Our Parents In Action (PIA) organization will promote better relationships between home and school.

Notices will be sent with students prior to meetings. Meetings will be scheduled no more than twice a semester. PIA leadership members' terms of service will be from August to May.

## **PERSONAL POSSESSIONS**

Please label all of your child's belongings. Many items are lost each year, and labels help us return them to the owners. Although the school has a lost-and-found area, items are discarded after an appropriate time for students to claim them.

### **Cell Phone User Agreement**

**Purpose:** The Texas Leadership Charter Academy uses instructional technology as one way of supporting our mission to teach the skills, knowledge and behaviors students will need as responsible citizens operating in a global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to be proactive with today's growing social and interactive technology trends, it is our hope that this new policy will increase awareness and training while putting into practice social and professional etiquette relating to electronic devices. TLCA Junior High will allow cell phones to be used for instructional purposes at teacher discretion. Students in possession of a cell phone must comply with the Cell Phone Policy / TLCA Acceptable Use Agreement.

**Cyber Safety:** TLCA staff will review cyber-safety rules with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe cell phone behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices. The use of a cell phone is not a right but a privilege. When abused, privileges will be withdrawn.

**Guidelines:** Violating the established policy will result in the following:

- First offense- the phone must be picked up by a parent or guardian and the student will pay a \$10.00 Fine.
- Second offense- the phone must be picked up by the student will pay a \$15.00 Fine.
- Third offense- the student will be referred to the campus administrator for disciplinary action, which will include another \$15.00 Fine and could include detention, in-school suspension and/or loss of privilege to carry a personal device while on campus.
- Any further infractions will result in the student receiving a permanent removal of personal communication device on school grounds during the school day. Furthermore, students who do not adhere to these guidelines could be subjected to further disciplinary actions.

Students who are in possession of cell phones must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy, and all Board Policies, particularly the Internet Acceptable Use Policy. Students may not use their cell phone during instructional time unless otherwise given permission by the teacher. This includes students who are in the hallways or in the restrooms during instructional time. Each teacher has the discretion to allow and regulate the use of cell phones within the classroom and on specific projects. Approved cell phones must ALWAYS be powered off while on school campus, unless otherwise allowed by a teacher. A student who has a phone confiscated may not use another student's cell phone. Likewise, a student who has cell phone privileges suspended permanently, may not use another student's cell phone.

**Guideline Infractions:** The following are considered more serious offenses/infractions and will be referred directly to the administration to be reviewed for disciplinary consequences:

- Cell phones may not be used to assist any student on assignments, quizzes, or tests without teacher approval.
- Students and Parents/Guardians acknowledge that: While using the data plan of the service provider, the school's network filters will NOT be applied to a device's connection to the internet. Therefore, any student who accesses websites that are prohibited by the TLCA Acceptable Use Agreement or Student Handbook will be subject to discipline.
- Texas Leadership Charter Academy High School is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.
- Cell phones should be charged prior to school and run on battery power while at school. TLCA will not provide "charging stations" for students to charge their cell phone.

Students are prohibited from:

- Bringing a Cell Phone on premises that infects the network with anything designed to damage, alter, destroy, or provide access to unauthorized data or information.
- Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies.
- Students may not use their cell phones during a study hall period or in the library.
- Lost, Stolen, or Damaged Devices: Each user is responsible for his/her own cell phone and should use it responsibly and appropriately. Texas Leadership Charter Academy takes no responsibility for stolen, lost, or damaged cell phones, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their cell phones. Please check with your homeowner's policy and/or any insurance purchased from the cell phone service provider regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.
- Usage Charges: TLCA is not responsible for any possible device charges (i.e. apps a student downloads during class) to your account that might be incurred during approved school-related use.
- School administration may view the contents of any device believed to be used in an inappropriate manner that violates the school code of conduct. If the cell phone is locked or password protected, the student will be required to unlock the device at the request of a school administrator.
- Network Considerations:
  - Users should strive to maintain appropriate bandwidth for school-related work and communications.
  - All users will use the TLCA wireless network to access the internet.
  - TLCA does not guarantee connectivity or the quality of the connection with personal devices on the wireless network.
  - TLCA is not responsible for maintaining or troubleshooting student electronic devices.
  - Any violation that is unethical may result in the loss of network and/or cell phone privileges as well as other disciplinary action.
  - During the course of the school year, additional rules regarding the use of personal devices may be added or modified.
  - Please Note: If the following "Opt-Out Agreement" is not signed and turned in to the Junior High School Office before this policy takes effect, then it will be assumed that you and your child/children are in support of this new policy and the

Cell Phone Policy will pertain to them.

### **Personal Electronic Devices-High School Campus**

The following cell phone/personal communication device policy will be implemented for students in grades 9-12:

- All students will be allowed to use their cell phones and/or other personal technological device (i.e. tablet, iPad, iPod, Apple Watch) during non-instructional school time (lunch) unless the student/parent decides to opt-out of the program by signing the opt-out agreement. Furthermore, students may use their cell phones during class time for instructional purposes STRICTLY with the teacher's permission. Phones must be silent and kept in the backpack during instructional time.

### **Confiscated Items**

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

### **PETS**

For health and safety reasons, students may not bring pets/animals to school.

Working dogs used to assist students with disabilities are not considered pets and shall be allowed in school.

### **REPORTING ABUSE OR NEGLECT**

The law requires that any person who believes that a child is being abused or neglected to report the circumstances to the Texas Department of Family and Protective Services (DFPS) abuse hotline within 48 hours of the event that led to the suspicion.

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

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

To report suspected child abuse or neglect, call the toll free phone number at [1-800-252-5400](tel:1-800-252-5400) or electronically at: <http://www.txabusehotline.org>. Call or report 7 days a week, 24 hours a day.

State law specifies that an employee may not delegate to or rely on another person or administrator to make the report. Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. Failure to make the required report may result in prosecution as a Class A misdemeanor. Reporting the concern to another school employee does not relieve the employee of the requirement to report it to the appropriate state agency.

Employees must cooperate with child abuse and neglect investigators. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

## **SEARCHES**

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

## **SEXUAL HARASSMENT**

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a school employee. This prohibition applies whether the conduct is by word, gesture, sexual conduct, or requests for sexual favors. All students are expected to treat other students and school employees with courtesy and respect, to avoid any behavior known to be offensive, and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense. See the Student Code of Conduct (prohibitive behaviors) for information regarding disciplinary sanctions. The school will notify the parents of students involved in sexual harassment by student(s) when the allegations are not minor. The school encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in school. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

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

If the resolution of the complaint is not satisfactory, the student or parent may request a conference with the chancellor, or his/her designee, as the Title IX coordinator, within ten (10) days of the

resolution.

\*\*More information on the Sexual Harassment Policy can be found at [TLCA Board Policies](#)

### **SPECIAL EDUCATION SERVICES**

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

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

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

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

#### **Special Education Referrals:**

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

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

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

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

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

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

#### Contact Person for Special Education Referrals:

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

Contact Person: Shakeah Hoffman, Director of Special Education

Phone Number: 325-653-3200

#### Section 504 Referrals:

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

#### Contact Person for Section 504 Referrals:

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

Contact Person:

Phone Number:

#### 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](#)

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

Para aquellos estudiantes que tienen dificultades en el salón de clases normal, todos los distritos escolares y las escuelas autónomas de inscripción abierta deben contemplar servicios de tutoría y compensatorios, y otros servicios de apoyo académico o conductual que estén disponibles para todos los estudiantes, incluido un proceso basado en la Respuesta a la Intervención (RtI). La implementación de la RtI tiene el potencial de impactar positivamente en la capacidad de los distritos y escuelas autónomas de satisfacer las necesidades de todos los estudiantes con problemas.

Si un estudiante está experimentando dificultades de aprendizaje, sus padres pueden comunicarse con la(s) persona(s) mencionada(s) más abajo para obtener información sobre el sistema general de remisión o control de la educación general de la escuela para los servicios de apoyo. Dicho sistema vincula a los estudiantes con una variedad de opciones de apoyo, entre las que se encuentra la remisión para que se realice una evaluación de educación especial o una evaluación de la Sección 504 con el fin de determinar si el estudiante necesita asistencia, adaptaciones o servicios específicos. Los padres pueden pedir una evaluación para los servicios de educación especial o de la Sección 504 en cualquier momento.

#### Remisiones de educación especial:

Si los padres solicitan, por escrito, al director de servicios de educación especial o a un empleado administrativo del distrito escolar o de la escuela autónoma de inscripción abierta que se realice una evaluación inicial para recibir servicios de educación especial, el distrito o la escuela autónoma deben responder dentro de los 15 días lectivos después de haber recibido la solicitud. En ese momento, el distrito o la escuela autónoma deben entregar a los padres notificación previa por escrito respecto de si están de acuerdo o no en evaluar al estudiante, además de enviarles una copia de la *Notificación de salvaguardas procesales*. Si el distrito escolar o la escuela autónoma están de acuerdo en evaluar al estudiante, también deben darles a los padres la oportunidad de prestar su consentimiento por escrito para la evaluación.

Por favor tenga en cuenta que una solicitud para una evaluación de educación especial puede hacerse



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

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

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

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

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

#### Persona de contacto para las remisiones de educación especial:

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

Persona de contacto: Shakeah Hoffman, Director de Educación Especial  
Número de teléfono: 325-653-3200 x-7154

#### Remisiones de la Sección 504:

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

#### Persona de contacto para las remisiones de la Sección 504:

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

Persona de contacto:

Número de teléfono:

#### Información adicional:

Los siguientes sitios web ofrecen información y recursos para los estudiantes con discapacidades y sus familias.

- [Marco legal del proceso de educación especial centrado en el niño](#)
- [Red de colaboradores y recursos](#)
- [Centro de Información de Educación Especial](#)
- [Texas Project First](#)

## **STUDENT PARKING**

### **Use and Parking Regulations**

High school students should park their cars immediately upon arrival at school and not use/enter them until time of departure from campus at the close of the school day OR upon the time students are dismissed for athletics. Students are not to sit in parked cars on the campus at anytime after 7:45 a.m., including between passing periods and at lunch. Students who enter their vehicles or go to the student parking lot during this time will be assigned a detention for the 1st offense and suspension of the permit for the 2nd offense.

Student parking privileges are restricted to the following regulations:

- Students may park only in areas designated by campus administration.
- Students who park in faculty parking areas or other "No Parking" areas will be subject to disciplinary action.
- Vehicles parked in faculty parking areas or otherwise improperly parked are subject to being towed at the owner's expense.
- Students may not park near the daycare on Stratford Ave.
- All student vehicles must be registered in the high school office.
- All student vehicles will be required to display a parking hangtag, acquired from the high school office for \$10.00. Any student whose vehicle does not display such a hangtag will be subject to disciplinary action, and the vehicle will be towed at the owner's expense.
- Students who lose their permit/hangtag will have to pay \$5.00 for a replacement.
- Students must obey all traffic regulations.
- These regulations are to be observed at all times while the vehicle is on school property.
- School administrators may search vehicles. Anything found in a vehicle driven to school by a student is considered to be in the possession of a student.

TLCA is a closed campus. Students are not allowed to leave campus prior to the completion of all assigned classes, with the exception of juniors and seniors at lunch with PERMISSION and students who drive/travel to the TLCA Elementary Complex for athletic periods. Students who are assigned an EARLY RELEASE will be allowed to leave campus, by permit, prior to 4:00 p.m. Students who leave without parental permission and/or signing out in the appropriate attendance office will be subject to disciplinary action. Students are not authorized to drive on campus until a Student Driver Information Form is completed and returned to the school office. (These forms are available on the high school office.) A copy of the student's driver's license and insurance card must also be on file in the high school office.

## **STUDENT RECORDS**

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

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

\*\*More information on FERPA can be found at [TLCA Board Policies](#)

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

The fee for black and white copies is \$0.10 per copy and for color copies will be \$1.00 per copy. Research fees for records recovery will be at a rate of \$15.00 per hour in addition to cost of copies, said fees will be charged to requestor.

The addresses and phone numbers of the offices are:

**San Angelo-Elementary (K-6<sup>th</sup>)**

**3301 TLC Way  
San Angelo, TX 76901  
(325) 653-3200**

**San Angelo-Junior High(7<sup>th</sup> & 8<sup>th</sup>)**

**126 S. Jackson  
San Angelo, TX 76901  
(325) 653-3200**

**San Angelo-High School (9<sup>th</sup>-12<sup>th</sup>)**

**5687 Melrose  
San Angelo, TX 76901  
(325) 653-3200**

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

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

The parent's or student's right of access to, and copies of, student records does not extend to all records.

Copies of student records are available at a cost of duplication, payable in advance.

Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the school is given a copy of a court order terminating the parental rights.

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

## **TELEPHONE USE**

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

## **TEXTBOOKS**

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

Students with records not clear due to outstanding textbooks or library books will not be able to check out books the following year until the records are clear. Seniors may not participate in graduation rehearsal or commencement exercises until all records are clear.

## **VISITORS**

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

When you visit, make sure you sign in properly and obtain a pass. For the protection of our students, entry to the building will be granted only through the OFFICE DOOR.

Volunteers who work directly with students will be required to pass a background check.

\*\*More information on the School Visitors Policy can be found at [TLCA Board Policies](#)

## **HEALTH SERVICES**

### **BACTERIAL MENINGITIS**

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi and bacteria. Viral meningitis is the most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long term complications. It is an uncommon disease, but it requires urgent treatment with antibiotics to prevent permanent damage or death. Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pain, and drowsiness or confusion. In both children and adults, there may be a

rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results. If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability. Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as kissing, sharing drinking containers, utensils or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness. Do not share food, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85%-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years. Seek prompt medical attention if you think you may have Meningitis. Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov) and the Texas Department of Health: [www.tdh.state.tx.us](http://www.tdh.state.tx.us).

### **CHRONIC ILLNESS/HEALTH CONDITIONS**

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

### **COMMUNICABLE DISEASES**

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

### **HEAD LICE**

Children shall be screened by the school nurse or other school official with consideration for privacy and confidentiality. Screenings may be scheduled or conducted at random throughout the year.

When a student is suspected of having head lice, the school nurse or other school official shall inspect the child. When live lice and/or viable nits are found, the school nurse or other school official shall check the student's siblings and all known household contacts on campus. Parents will be contacted and/or a letter will be sent to the parents of students with active infestations.

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

#### Readmission

Children who are sent home for head lice infestation must be free of live lice before the student may return to school. When a student has missed five consecutive days of school related to lice infestation, a warning letter shall be sent to the parent to notify them that the student is immediately required to be at school. With excessive absences, both the student and parent can be subject to truancy laws.

- When a student is examined by the school nurse or other school official and found to have head lice, the teacher and office personnel shall be notified. The parent shall be notified, and the student shall be sent home with head lice treatment information.
- When the student returns to school (presumably on the next day), the student shall be re-examined. If the student is free of lice, the student may return to class. If lice are found, the office and teacher shall be notified. The parent shall be notified and the student shall be sent home again for treatment, if it cannot be determined that treatment was done or with instructions for alternate treatments.
- When the student returns to school for the second time, the student shall be re-examined. If the student is free of lice, the student may return to class. If lice are found, the office and teacher shall be notified and a referral shall be made to the nurse. The parent shall be notified, and the student shall be sent home with instructions from the nurse.

### **ILLNESS AT SCHOOL**

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

- Fever (100 degrees Fahrenheit or higher) - or any condition that presents with fever must be kept home until they are fever free for 24 hours without the use of fever suppressing medications.
- Vomiting - must be vomit free for 24 hours.
- Diarrhea - must keep kept home until diarrhea free for 24 hours without the use of diarrhea suppressing medications.
- Conjunctivitis - (bacterial and/or viral) must be kept home until physician permission has been given to return to school or until symptom free
- Under state and local Health Department regulations, if your child has certain medical conditions, he/she must be excluded from school for a period of time. The school nurse or principal can provide parents with a complete list of conditions and periods of exclusion. All communicable diseases must be reported to the school office, who will, if the disease is reportable, report it to the Health Department. Some of these diseases include but are not limited to: Amebiasis, Meningitis (specific types), Hepatitis, Polio,

Pertussis, MRSA, Chicken pox, Novel Influenza, and Tuberculosis.

## **IMMUNIZATIONS**

In accordance with the Texas Department of Health immunization schedule, recommendations and adopted by the Texas Board of Health and published in the Texas Register annually, a child or student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child care facility or public or private elementary or secondary school, or institution of higher education. Exclusions from compliance are allowable on an individual basis for medical contraindications, reasons of conscience, including a religious belief, and active duty with the armed forces of the United States. Children and students in these categories must submit evidence for exclusion from compliance as specified in the Health and Safety Code, 161.004(d), Health and Safety Code 161.0041, Education code, Chapter 38, Education code, Chapter 51, and the Human Resources code, Chapter 42.

- To claim an exclusion for medical reasons, the child or student must present a statement signed by the child's physician, duly registered and licensed to practice medicine and state that in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well being of the child or any member of the child's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.
- To claim exclusion for reasons of conscience, including a religious belief, a signed affidavit must be presented by the child's parent or guardian, stating that the child's parent or guardian declines vaccinations for the reasons of conscience, including a person's religious beliefs. This type of affidavit is only valid for two years.
- Affidavit **MUST BE** obtained by submitting a written request to the Texas Department of State Health Services, 1100 West 49th Street Austin, Texas 78756 (Rule 97.62 Title 25 of the Texas Administrative Code).

A student may be provisionally enrolled for 30 days, if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine. If at the end of the 30 day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered (Rule 97.66, Title 25 of the Texas Administrative Code). In the event that office personnel or the school nurse finds a student is lacking an immunization, the parent will be contacted and will only have the number of school days specified to immunize their child. After that, the student will not be allowed to return to school until proof of immunization is given to the school. Proof of immunization may be in the form of personal records from a licensed physician or public health clinic with a signature or rubber stamp validation.

## **MANAGEMENT OF DIABETES IN SCHOOL CHILDREN**

The Texas Health Safety code provides for unlicensed diabetes care assistants to be trained to assist school children who need help with their diabetes management while at school or participating in a school activity. If a school nurse is assigned to a campus and is available, then the nurse shall assist the student with diabetes. If a nurse is not available, an unlicensed diabetes care assistant shall help with student only if the parent or guardian of the student signs an agreement that authorizes

the assistant to assist the student and a release of liability for civil damages. School children with diabetes are allowed to self-manage their own diabetes, if capable. The law provides immunity from liability for school employees and school nurses.

### **MEDICATION ADMINISTRATION AT SCHOOL**

Often, students have to take prescription and/or over the counter medications at school for a certain period of time as treatment for a medical condition.

- Prescribed medication must come to school in the original pharmacy bottle, labeled correctly, with the instructions for dosage on it. This also includes inhalers.
- If medication is only given 1-3 times per day or time released, it can usually be given at home unless specific times are ordered by the doctor.
- Parents must sign a medication consent form before medication can be given at school. The parent's written request must not conflict with the label instructions.
- Any increase or decrease in dosage must be stated in writing by a physician until a new prescription bottle is provided. Otherwise, school personnel must administer medication as it is stated on the container label, or parents may choose to come to the school and dispense the medication to their student.
- Over the counter medication must be purchased in the United States and it must be in its original container stating directions and dosage. If school personnel reading the label directions find that the medicine is contraindicated for that student, a parent must come to school and administer the medication (ex: if a student is younger than the recommended age on the label directions, school personnel cannot administer the medicine without a physician's order).
- If over the counter medication is given for three (3) consecutive days, a physician's order is required.
- Herbal or dietary supplements will not be administered unless the medication will benefit the student's educational achievement as stated in the student's individualized education program (IEP) or Section 504 Plan and is prescribed by a physician.
- All medication must be turned in to the office upon arrival on the campus. We do not permit students to carry their own medications and self-administer without prior approval from the physician and the school nurse. A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school and school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. Self administration must be done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider.

The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication. The physician's statement must be kept on file in the office of the campus the student attends. A person standing in parental relation to a student or the student himself, if over the age of 18, may give permission to use an asthma inhaler under these guidelines.

Only designated employees may administer prescription medication, non prescription medication, and herbal or dietary supplements to students. Exceptions apply to the self administration of asthma medication (with the physician and parents consent), medication for anaphylaxis (e.g., EpiPen®),



and medication for diabetes management, if the medication is self administered in accordance with policy and procedures. A student who must take medication during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container. Contact the school nurse for information on procedures that must be followed when administering medication to students.

## **PSYCHOTROPIC DRUGS**

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly prescribed as a mood altering or behavior altering substance.

Employees are prohibited by state law from doing the following:

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

## **SAFETY TRAINING**

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

Employees subject to this requirement must submit their certification or documentation to Human Resources in the Administration Office.

## **STAPH INFECTIONS**

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

“MRSA” stands for methicillin resistant *S. aureus*. Initially, MRSA strains were resistant to the antibiotic methicillin, a form of penicillin. Now they are resistant to many antibiotics and are sometimes called “multi-resistant” *S. aureus*. MRSA is not the only antibiotic resistant bacteria. Initially, infection with MRSA was associated with exposure to health care environments, such as hospitals. However, other MRSA strains have evolved that affect previously healthy persons who

have not had contact with health care facilities. MRSA causes the same types of infections as *S. aureus* that is not resistant to methicillin; however, MRSA may be more difficult to treat and can be rapidly fatal.

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

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

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

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

All information contained in this section as well as more detailed information is available at the Texas Department of State Health Services website at [www.mrsaTexas.org](http://www.mrsaTexas.org)

### **STATE MANDATED SCREENINGS**

TLC Academy addresses state mandated screening procedures by conducting screenings for vision, hearing, spinal (scoliosis and kyphosis) and Acanthosis Nigricans (AN).

Vision and hearing screening:

- Any student referred by a teacher, principal, parent and physician.
- Students referred by Special Education.
- All students in Kindergarten, 1st, 3rd, 5th, and 7th grades.
- All students new to the state of Texas.

\*If a child requires prescription eyewear or hearing aids, please be sure they have these prior to screening dates.

### Spinal screening:

Students must be screened at least twice during the growth years-ages 10-14. TLC Academy provides spinal screening to all students in the 6th and 9th grades.

### Acanthosis Nigricans Screening:

Acanthosis Nigricans (AN) serves as an indicator of risk for Type 2 diabetes and other chronic health problems. All students in the 1st, 3rd, 5th, and 7th grades are screened for acanthosis nigricans. Parents may exclude their child from the screenings by providing the school in advance with written notification or the results of a screening done by a medical doctor. If exclusion is due to religious reasons the religious affiliation of which the student attends is required to submit a notarized letter stating this screening is against their belief.

## **STUDENT ILLNESS OR INJURY AT SCHOOL**

We will promptly attempt to notify the parent or guardian or a person you have authorized us to notify if we have knowledge that your child has been injured or becomes ill at school. We, of course, will call parents/guardians in such a situation and will also call for emergency assistance. We cannot and will not use public funds to pay individual student medical expenses.

At the beginning of each school year, we offer you the opportunity to purchase low cost student accident insurance. The school district is not the policy-holder for this insurance; if you decide that additional protection would be a benefit and protection to you and your family, the contract is between you and the insurance company.

\*\*More information on the Wellness Policy can be found at [TLCA Board Policies](#).

## **TRANSPORTATION**

### **Bus/Van Rules**

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

- Parents signature on Student Handbook denotes understanding of the school bus/van rules.
- Obey bus/van driver and monitor.
- Students will carry no dangerous or disruptive articles onto the bus/van including, but not limited to, weapons, fire devices, knives or unsheathed pointed objects, animals, narcotics, and intoxicating beverages.
- The school is not responsible for personal items taken up, or for lost or stolen items.
- Upon loading, students should move to an open or assigned seat and be seated.
- Students will remain fully seated with feet on or toward the floor until the bus/van stops at the student's destination.
- At no time will a student act toward or address comments to a bus/van driver in a disrespectful manner.

- Students will not throw, pitch, or shoot articles within the bus/van or out the window.
- Students will not write on, disfigure, or destroy any part of the school bus/van.
- Students will not take or handle any emergency equipment.
- Students will not extend any part of their body, clothing, or other articles out of the bus/van window. They will keep the walkway aisle clear.
- Students will not smoke or ignite any type of fire device.
- Students will not consume any intoxicating beverages or narcotics.
- Students will not litter vehicle with debris, but will instead assist in keeping it safe, clean, and sanitary.
- Students will refrain from engaging in any disruptive and/or offensive behavior (fighting, scuffling, spitting, loud noises, or using obscene, vulgar, and/or profane language or actions, etc.).
- In case of an emergency or mechanical failure, all students will remain in the bus/van unless directed by the driver to do otherwise.
- Students will never use the emergency door except in an emergency.
- Students will be discharged from the bus/van only at designated stops.
- Students will not engage in physical contact while on the bus/van. NO PDA.

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

## CHANGE OF ADDRESS AND PHONE NUMBER

DATE: \_\_\_\_\_

STUDENTS NAME: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

PARENT(S) NAME: \_\_\_\_\_

NEW MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

NEW PHYSICAL ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

NEW PHONE NUMBER: \_\_\_\_\_

NEW WORK NUMBER: \_\_\_\_\_

CHANGE OF CAMPUS ID: \_\_\_\_\_

Where student would attend if not at TLC Academy

STAFF INITIALS: \_\_\_\_\_

## **Bullying Report Form**

<p><b>Note to Person Reporting:</b> This form will be confidentially maintained in accordance with the Family Educational rights and Privacy Act (“FERPA”), and generally will not be shared with anyone except those working to investigate or respond to the report. You <u><b>ARE NOT</b></u> required to provide your name when completing this form.</p> <p>Please return completed forms to the front office. Anonymous forms may be placed in a sealed envelope with directions to provide the envelope to the Principal.</p>	
Name of Person Submitting Report (NOT REQUIRED):	Grade:
Name of Potential Victim:	Grade:
Name of Potential Bully:	Grade:
Date of Incident:	Time: <span style="margin-left: 100px;">Location</span>
What Happened?	Describe what happened:
Please tell us if physical force or threats were used, or if cyberbullying was involved.	Please describe:
What did the potential victim do?	
Was anyone else involved? If so, who?	
Were there any witnesses? If so, who?	
How often has this happened?	
Describe what happened immediately before the incident?	
You may attach documentation to this report.	