



TLC ACADEMY
Student/Parent Handbook
2015-2016

Last Revision: September 18, 2015

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 www.texasleadership.net/board_policy.html or printed at the campus or administration office.

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

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

San Angelo-Elementary (K-6th)

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

San Angelo-Junior High(7th & 8th)

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

Texas Leadership of Midland

3300 Thomas Avenue, Bldg R
Midland, Texas 78703
(432) 242-7117

San Angelo-High School (9th-12th)

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

Texas Leadership of Abilene

1801 N. 8th Street
Abilene, Texas 79603
(325) 480-3500

Texas Leadership of Arlington

2001 Brown Blvd
Arlington, Texas 76906
(817) 385-9338

Board of Directors

President

Raymond Meza

Vice-President

Tommy Olive

Secretary/Treasurer

Bridget Carr

Board Member

Walt Landers

Board Member

Ron Ledbetter

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Ron Ledbetter

Assistant Superintendent of Schools

Eric LeJeune

PEIMS Coordinator/Admin Asst

Denise Sumners

Business Manager

Charity Vasquez

SA-Elementary Principal

Richard Evans

Human Resources

Curtis Milbourn

SA-High School Principal

Chris Morrow

SA-Junior High Principal

Crystella Morales

Abilene Principal

Melinda McCarty

Arlington Principal

Ron Carroll

Midland Principal

Desiree Parker

**For Important Dates
See the website or Facebook**

STAAR Test Dates: <http://www.tea.state.tx.us/student.assessment/calendars/>

Revised March 20, 2015		2015–2016 STUDENT ASSESSMENT TESTING CALENDAR		DATES SUBJECT TO CHANGE
Detailed information regarding the scheduling and administration of specific STAAR assessments can be found on the Coordinator Manual Resources webpage at http://www.tea.state.tx.us/student.assessment/manuals/dccm/ .				
2015–2016 Training				
Jan (date TBD)	ESC training for the 2016 state assessment program			
Jan (date TBD)	Completion date for training of district testing coordinators by ESCs			
2015 Assessments				
Test Date(s)		TAKS	Report Date(s)	
Oct 19 (Mon)		Exit Level ELA	Reports Posted Online by November 17, 2015 Reports Due in District by December 4, 2015	
Oct 20 (Tues)		Exit Level Mathematics		
Oct 21 (Wed)		Exit Level Science		
Oct 22 (Thur)		Exit Level Social Studies		
STAAR				
Dec 7 (Mon)	English I		By January 21, 2016	
Dec 9 (Wed)	English II			
Dec 11 (Fri)	All make-up sessions for STAAR English assessments scheduled to be administered on Dec 7 and Dec 9, 2015, must be completed by the end of this day.			
STAAR				
Assessment Window Dec 7–Dec 11	Algebra I Biology U.S. History		By January 21, 2016	
2016 Assessments				
NAEP Assessments (selected sample)				
Assessment Window Late Jan–Early Mar	Arts (grade 8)			
Test Date(s)		TAKS	Report Date(s)	
Feb 29 (Mon)		Exit Level ELA	Reports Posted Online by March 29, 2016 Reports Due in District by April 15, 2016	
Mar 1 (Tues)		Exit Level Mathematics		
Mar 2 (Wed)		Exit Level Science		
Mar 3 (Thur)		Exit Level Social Studies		
TELPAS				
Assessment Window Mar 7–Apr 6	Grades K–12 TELPAS Listening, Speaking, Reading, and Writing		By May 13, 2016	
STAAR				
Mar 29 (Tues)	Grade 4 Writing Day 1 Grade 7 Writing Day 1		Grades 4 and 7 Writing by May 18, 2016	
	Grade 5 Mathematics Grade 8 Mathematics English I		Grades 5 and 8 Mathematics by April 19, 2016 English I by June 3, 2016	
Mar 30 (Wed)	Grade 4 Writing Day 2 Grade 7 Writing Day 2		Grades 4 and 7 Writing by May 18, 2016	
	Grade 5 Reading Grade 8 Reading		Grades 5 and 8 Reading by April 19, 2016	
Mar 31 (Thur)	English II		By June 3, 2016	
Apr 1 (Fri)	All make-up sessions for STAAR assessments scheduled to be administered from Mar 29–Mar 31, 2016, must be completed by the end of this day.			
STAAR Alternate 2				
Assessment Window April 4–April 15	STAAR Alternate 2 (grades 3–8 and EOC)		Grades 3–8 by May 18, 2016 EOC by June 3, 2016	

Test Date(s)	STAAR	Report Date(s)
Assessment Window May 2–May 6	Algebra I Biology U.S. History	By June 3, 2016
	STAAR	
May 9 (Mon)	Grades 3–4 Mathematics Grades 6–7 Mathematics	By June 15, 2016
	Grade 5 Mathematics (retest) Grade 8 Mathematics (retest)	By May 31, 2016
May 10 (Tue)	Grades 3–4 Reading Grades 6–7 Reading	Grades 3, 4, 6, and 7 Reading by June 15, 2016
	English III	English III date TBD
	Grade 3 Reading (retest) Grade 8 Reading (retest)	By May 31, 2016
May 11 (Wed)	Grade 5 Science Grade 8 Science	Grades 5 and 8 Science by June 15, 2016
	Algebra II	Algebra II date TBD
May 12 (Thurs)	Grade 8 Social Studies	By June 15, 2016
May 13 (Fri)	All make-up sessions for STAAR assessments scheduled to be administered from May 9–12, 2016, must be completed by the end of this day.	
June 21 (Tues)	Grade 5 Mathematics (retest) Grade 8 Mathematics (retest)	By July 8, 2016
June 22 (Wed)	Grade 5 Reading (retest) Grade 8 Reading (retest)	
June 24 (Fri)	All make-up sessions for STAAR assessments scheduled to be administered from June 21–22, 2016, must be completed by the end of this day.	
	STAAR	TAKS
July 11 (Mon)	English I	By August 19, 2016
		Exit Level ELA
July 12 (Tues)		By August 12, 2016
		Exit Level Mathematics
July 13 (Wed)	English II	By August 19, 2016
		Exit Level Science
July 14 (Thurs)		By August 12, 2016
		Exit Level Social Studies
July 15 (Fri)	All makeup sessions for STAAR English assessments scheduled to be administered on July 11 and July 13, 2016, must be completed by the end of this day.	
	STAAR	
Assessment Window July 11–July 15	Algebra I Biology U.S. History	By August 19, 2016

2015–2016 STAAR Assessments

For specific administration dates, see the 2015–2016 Student Assessment Testing Calendar.

3-8 and EOC	Subjects Assessed	Assessments Available
Grade 3	mathematics and reading	STAAR STAAR Spanish STAAR L for mathematics* STAAR A*
Grade 4	mathematics, reading, and writing	STAAR STAAR Spanish STAAR L for mathematics* STAAR A*
Grade 5	mathematics, reading, and science	STAAR STAAR Spanish STAAR L for mathematics and science* STAAR A*
Grade 6	mathematics and reading	STAAR STAAR L for mathematics* STAAR A*
Grade 7	mathematics, reading, and writing	STAAR STAAR L for mathematics* STAAR A*
Grade 8	mathematics, reading, science, and social studies	STAAR STAAR L for mathematics, science, and social studies* STAAR A*
EOC	Algebra I, Algebra II, English I, English II, English III, biology, and U.S. history	STAAR* STAAR L for Algebra I, biology, and U.S. history* STAAR A for Algebra I, English I, English II, biology, and U.S. history*

*STAAR L and STAAR A are online assessments. EOC assessments are available as either paper or online.

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

Kindergarten Promotion Policy

- Must meet the state requirements of 90% for attendance.
- Know 30 sight words from Kindergarten List and be able to decode 3 sentences composed from sight word list.
- Count to 100.
- Be developed in Screening 3 and 4 from TPRI (Graphophonemic Knowledge and Phonemic Awareness).
- Be developed in Story 3 from TRPI (Comprehension).
- Pass with 85 % of End of Year Math Assessment.

First Grade Promotion Policy

1. The student must meet state requirements of 90% for attendance.
2. Report Card Requirements: Passing with an cumulative yearly average of 70% or higher in Core classes.

If attendance and report card criteria are met, then promotion is recommended if the student achieves two of the following standards:

1. TPRI (Texas Primary Reading Inventory):
 - a. Developed on 10 out of 13 Tasks.
 - b. Developed on Comprehension Questions for at least one story and/or read at least one story.

2. Reading STAR Test - 1.5 by EOY
3. Math Inventory: Minimum score of 80%.

Second Grade Promotion Policy

1. The student must meet state requirements of 90% for attendance.
2. Report Card Requirements: Passing with a cumulative yearly average of 70% or higher in Core classes.

If attendance and report card criteria are met, then promotion is recommended if the student achieves two of the following standards:

1. TPRI (Texas Primary Reading Inventory)
 1. Read stories 5 and 6 at an Instructional or Independent Level
 2. Answer 5 out of 6 Comprehension Questions Correctly
2. Star Test: Reading: – Level 2.5 by EOY
Math - Level 2.5 by EOY
3. Math Inventory: Minimum score of 80%

Third Grade Promotion Policy

1. The student must meet state requirements of 90% for attendance.
2. Report Card Requirements: Passing with an cumulative yearly average of 70% or higher in Core classes.

If attendance and report card criteria are met, then promotion is recommended if the student achieves the following standards:

1. Must meet the state standard for Math and Reading STAAR (State Assessment)
2. Star Test: Reading : 3.0 by EOY
Math : 3.0 by EOY

Fourth Grade Promotion Policy

1. The student must meet state requirements of 90% for attendance.
2. Report Card Requirements: Passing with an cumulative yearly average of 70% or higher in Core classes.

If attendance and report card criteria are met, then promotion is recommended if the student achieves the following standards:

1. Must meet the state standard for Math and Reading STAAR (State Assessment)
2. Star Test: Reading 3.5 Reading Level by EOY
Math 4.0 by EOY

Fifth Grade Promotion Policy

1. The student must meet state requirements of 90% for attendance.
2. Report Card Requirements: Passing with an cumulative yearly average of 70% or higher in Core classes.

If attendance and report card criteria are met, then promotion is recommended if the student achieve the following standards:

1. Must meet the state standard for Math, Reading, and Science STAAR (State Assessment)

2. STAR Test: Reading 4.5 Reading Level by EOY
Math 5.0 by EOY

** The Student Success Initiative established by the State of Texas requires that all students in 5th grade meet the minimum standard on Reading and Math STAAR test in order to be promoted to the 6th grade. Accelerated Instruction will be provided to assist struggling students.

Sixth Grade Retention Policy

1. The student must meet state requirements of 90% for attendance.
2. Report Card Requirements: Passing with a cumulative yearly average of 70% or higher in Core classes.

If attendance and report card criteria are met, then promotion is recommended if the student achieves the following standards:

1. Must meet the state standard for Math and Reading STAAR (State Assessment)
2. STAR Test: Reading 5.5 Reading Level by EOY
Math 6.0 by EOY

Seventh Grade

To be promoted from seventh to eighth grade, a student must:

- Meet the state requirement of 90% attendance
- At the end of the school year, in each subject area, have an average of at least 70%

Eighth Grade

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

- Meet the state requirement of 90% attendance
- At the end of the school year, in each subject area, have an average of at least 70%
- Pass the required portion(s) of the state assessment test

Ninth Grade

To be promoted from ninth 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 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 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
- Minimum Graduation Plan: Acquire at least 22 credits; or
- Recommended Graduation Plan: Acquire at least 26 credits; or
- Distinguished Graduation Plan: Acquire at least 26 credits and meet any of the following combination of options a total of four times:
 1. Original research/project that is:
 - (a) Judged by a panel of professionalism the field that is the focus of the project; or
 - (b) Conducted under the direction of the mentor(s) and reported to an appropriate audience;
 - (c) Related to the required curriculum set forth in §74.1 of this title (relating to the Essential Knowledge and Skills);
 2. Test data where a student receives:
 - (a) A score of three or above on the College Board advanced placement examination;
 - (b) A score of four or above on an International Baccalaureate examination; or
 - (c) A score on the Preliminary Scholastic Assessment Test (PSAT) that qualifies the students for recognition as a commended scholar or higher by the National Merit Scholarship Corporation, as part of the National Hispanic scholar Program of the College Board or as part of the National Merit Scholarship Corporation. The PAST score shall count as only one advanced measure regardless of the number of hours received by the student; or
 3. College academic courses, advanced technical credit courses, and dual credit courses, including local articulation, with grades of 3.0 or higher.

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 an accelerated instruction program.
- The Student Success Initiative (SSI) established by the State of Texas requires that all students in fifth grade, eighth grade, and graduation level meet the minimum standard on reading and math STAAR/EOC test in order to be promoted to the next grade level or to receive a high school diploma. Accelerated instruction will be provided to assist struggling students.

**More information on the Academic Achievement Policy and Grade Placement Committee Procedures can be found at www.texasleadership.net/board_policy.html

GRADUATION GUIDELINES

Seniors who do not pass all sections of exit level state assessment tests 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.

Transfer students to TLCA must have completed at least four semesters at the high school campus in order to be considered for valedictorian or salutatorian status in their class.

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

Student Dress Code for the commencement ceremony:

- Males will wear a dress shirt with dark-colored slacks. Black sneakers or black or brown loafer-style shoes must be worn.
- Girls will wear a dark dress or a blouse with either dark slacks or a dark, knee-length skirt. Dark dress shoes will be worn with either ensemble. No bright, neon colors for shoes or 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 will be 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 videographer recording the graduation ceremony and a professional photographer will take pictures. These will be available for purchase and may be ordered before or after the ceremony. Also, 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.

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.

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 176 days, a student must attend for at least 158 days to receive credit. Kindergarten through eighth grade students who accrue more than 18 absences in a school year may be subject to repeating the grade level. Ninth through twelfth grade students who accrue more than 9 absences **per semester** may be subject to loss of class 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.

When 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.

Students are considered absent after 9:15 a.m. Seventh through twelfth 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
- Grade, teacher, if elementary student
- Days missed
- Reason
- Parent's signature
- Parent's home and work phone numbers

If you, 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. 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:

1. They must be enrolled before September 1 of the school year.
2. They must not miss a day of school.
3. 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

Unexcused absences include vacations scheduled during school days, baby-sitting, oversleeping, missing the bus, and car trouble. If an absence is unexcused, the student may still do the work which he/she missed, however a minimum of 20 points will be

deducted. Work must be turned in within 24 hours after returning to school. A maximum grade of 80 will be given for work completed following an unexcused absence.

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

Elementary campus doors will not open until 7:00 a.m. and there is no one available to watch your children before that time. The office doors do not open until 7:30 a.m., so if you need to make a payment or talk to someone in the office, they are not available until 7:45 a.m. If you are dropping off your K – 6th student before 7:45 a.m., your child will need to report to the gym. Breakfast will be served in the gym from 7:15 a.m. – 7:40 a.m.

Classes begin promptly as 8:00 a.m. and after that time students are considered tardy and must report to the office for a tardy slip.

If there is a need to walk your child to their class, please park in the parking lot in front of the building. As part of your child's education, let's work as a team to teach them how to exit their car safely to the rear of your vehicle and find their own classroom or the gym.

Please do not pick your child up before their release time unless it is an emergency or cannot be avoided. Schedule appointments after their release when possible.

Release times: Please contact the elementary campus secretary for grade level dismissal.

Junior high and high school class time is from 8:00 a.m. to 3:45 p.m. Students arriving on campus between 7:30 a.m. and 7:55 a.m. are to report to a designated area and are not allowed to enter their classrooms until 7:55 a.m. Arrival before 7:30 a.m. is not permitted as adult supervision is not available until then.

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

Elementary students are expected to be picked up promptly at dismissal times, since there will be no supervision for students who are not picked up on time. Parents who are remiss about picking up their children at the determined dismissal time jeopardize their child's continued enrollment in the school.

Junior high and high school students are expected to be picked up promptly at dismissal times, since there will be no supervision for students who are not picked up on time.

Parents who are remiss about picking up their children by 4:00 p.m. jeopardize their child's continued enrollment in the school.

At dismissal time, please observe designated procedures for pick up. Students must be picked up by an adult only and they MUST have a picture identification or a vehicle hangtag. Children are not allowed to enter or exit from double-parked vehicles. Students who are not picked up by 4:00 p.m. will be charged a \$10.00 late fee due at the time of pick-up. TLCA is not liable for the well-being of the student after 4:00 p.m. 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. You may park only in designated spaces. Never block others so that they cannot exit the parking lots. Please be considerate.

LEAVING CAMPUS

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

To minimize interruptions in the classrooms, students will be called to the office by the office staff. It is important that each student have closure to the school day, so please do not ask to check out your student after 2:45 p.m. We can only be accountable for educating children if we have them for a full day, every day. If you must pick up your child early for an appointment, you will need to come to the office and sign out your child. To minimize loss of instructional time, we will not send for your child until you arrive at school. **When scheduling appointments, please try to schedule them for after school hours, on weekends, or during school breaks.** If an appointment has been scheduled during school hours, please have a copy of the doctor's note for our office records or send it with your student the next day. Please send a positive message to your child about the importance of being in school every day.

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

Each child's most important teacher is the parent. Our goal is to meet the educational, as well as the social and emotional needs of each student. It is our honor to join you and the school community in providing the best education possible. Being in school and being at school on time

is critical. Students who are late not only miss out on important instructional time, but they also interrupt the flow of instruction in the classroom. Students are allowed to enter the elementary building at 7:00 a.m. and the secondary building at 7:30 a.m. and must be in the building with their class in their designated area by 8:00 a.m.

- 1) Teachers shall notify the campus secretary after the second tardy. Campus secretary will contact parents to notify tardy status.
- 2) For Kindergarten through 8th grade, three tardies in a six weeks period will result in nonattendance at an extracurricular activity. For grades 9th-12th, three tardies in one semester will result in a removal of exemption privileges.
- 3) A letter will be sent, from the registrar's office, to the parents/guardians after the first three tardies/midday outs/early pickups, notifying parents of the dates their child was tardy and or picked up early. It will also state that the three tardies disqualifies your child from an annual perfect attendance award.
- 4) Excessive tardies/midday outs/pick-ups may result in disciplinary action.

Technically, promotion can be denied if a child misses more than 10% of the school year (18 days for most school years). Letters will be sent from the attendance office at designated times as absences accumulate. Please contact the parents of students who have missed two or more days of school. It is the teacher's responsibility to keep the area administrators apprised of excessive absences.

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:

4. They must be enrolled before September 1 of the school year.
5. They must not miss a day of school.
6. They must not have more than two tardies/early outs/midday outs/late returns for any reason.

Tardy procedures are as follows for 7th – 12th Grades:

All tardies to any class are unexcused unless the student is detained by a teacher or the office staff, in which case an excuse pass issued by an administrator should be presented to the teacher by the student upon arrival. The specific tardy policy is as follows:

1. At TLCA a student is tardy if they are not in their seat or desk, ready to go to work, at the time the tardy bell rings. If a student misses more than 20 minutes of a class, he/she will be counted absent from that class.
2. Excessive tardies will be treated as defiant and are subject to consequences at local campus discretion.
3. Accrual for tardies is by semester.

WITHDRAWAL PROCESS

Parents choosing to withdraw their students must go to 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 District and campus or private school where their child 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

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.**

CAFETERIA SERVICES

Students will have a designated lunch period and will be expected to bring their lunch or purchase one. (This is an exception to the leaving campus policy above.) Lunches from home should include a drink and appropriate plastic ware, if needed.

Meal prices will be: Breakfast \$1.90 and Lunch \$2.95

These prices are for a tray of food and milk unless the student qualifies for free or reduced price meals. Meal prices are subject to change. A la carte items are priced separately (free and reduced meals do not apply to a la carte items).

When deposits are made in My School Bucks Program, these can be done by either taking the money to the appropriate campus administrative office or by using the My School Bucks online website located at www.myschoolbucks.com.

If a student would like to purchase a second tray they need parent's permission. TDA states second trays are not part of the reimbursable meals and must be charged as an adult meal.

If a student has 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.

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. **A maximum of 3 alternate meals will be served before cafeteria privileges are suspended.** It will then be the responsibility of the parent/guardian to provide all breakfasts and lunches for the student until payment is received by the school. Cheese sandwich and milk will cost \$1.50. If you have any questions, please contact the District Food Service Coordinator, Monica Goodroe, [325-653-3200 ext. 7013](tel:325-653-3200).

Juniors and seniors are allowed to leave campus for lunch without checking out at the office. Administration reserves the right to change this privilege at any time.

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.**

CLASSROOM PARTIES

Class party plans are under the control of the school and must be approved by the principal. The three days selected for class parties are Christmas, Valentine's Day, and the end of the school year. Parents are notified by the teacher or room parents of these events. Birthday parties are not allowed at the school. Parents should not send food, flowers, balloons, or gifts to school. Invitations to private parties are not to be distributed at school.

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

- A. 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.
 - 1. Forgery, or attempted forgery, of electronic mail messages is prohibited.
 - 2. Messages relating to or in support of illegal activities are prohibited.
 - 3. An attempt to read, delete, copy, or modify the electronic mail of other users is prohibited.

- B. 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:
 - 1. Sending messages to everyone in the Charter System or everyone on a campus without permission from your campus principal or authorized personnel.
 - 2. Sending unsolicited junk mail, chain letters, jokes, or advertisements.
 - 3. Sending messages relating to political lobbying.
 - 4. Sending messages that contain racist, sexist, or inflammatory comments.
 - 5. Sending messages that contain obscenities or abusive language.
 - 6. Sending messages that use someone else's name as the sender.
 - 7. Sending messages that are inconsistent with the school's code of conduct.

8. Using the email system to request home phone numbers and later making inappropriate phone calls to the numbers.
9. 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

- A. Users shall not erase, rename, or make unusable anyone else's computer files, programs, or disks.
- B. Users shall not let other persons use their name, logon, password, or files for any reason (except for authorized Charter System personnel).
- C. Users shall not use or try to discover another user's password.
- D. 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.
- E. Users shall not use a computer for unlawful purposes such as, but not limited to, the illegal copying or installation of software.
- F. Users shall not copy, change, or transfer any software or documentation provided by TLCA without permission from authorized Charter System personnel.
- G. 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.

- H. 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.
- I. Users shall not intentionally damage the system or information belonging to others, misuse system resources, or allow others to misuse system resources.
- J. 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.
- K. Users shall not take home technology equipment (hardware or software) unless they have written permission from authorized Charter System personnel.
- L. 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

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

1. Be polite. Do not get abusive in your messages to others.
 2. Use appropriate language. Do not swear, use vulgarities, or use any other inappropriate language. Foul language and inappropriate or illegal activities are strictly forbidden.
 3. Do not reveal the personal home address or phone numbers of students or colleagues.
 4. 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.
 5. Do not use the network in such a way that you would disrupt network use by other users.
 6. All communications and information accessible via the network should not be assumed to be private property.
- E. 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.
- F. 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.
- G. 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.
- H. 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:

1. illegal activity
2. immoral activity
3. harassment or bullying
4. behavior not becoming of a TLCA student
5. sexual content
6. anything deemed inappropriate by TLCA administration

DISCIPLINE SYSTEM

Good discipline means that the classroom is as free as possible from confusion, disorder, and anti-social behavior. It means that each child and the group as a whole operate freely within a structured framework which they understand, accept, and incorporate into their behavior without constant reminder or punishment. Discipline is more than outward pressure. It involves inner understanding and acceptance. The goal of discipline is to develop self-discipline.

Disciplinary consequences may include corporal punishment, detention, suspension, transfer of enrollment, and expulsion.

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

DISTRIBUTION OF NON-SCHOOL MATERIALS

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

- A. 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.
- B. Hats, caps, shower caps, headbands, sweatbands, and beanies must be kept in the backpack during the school day. They may not be worn in the building. Girls only may wear headbands that coordinate with their TLCA uniform.
- C. Pants must be worn in a proper manner on the natural waist.
- D. Boys' shirts must remain tucked in at all times.
- E. Boys in grades 3rd-12th are required to wear a belt (black, brown or khaki).
- F. 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.
- G. Tattoos must be covered.

- H. Gang symbols are not allowed.
- I. 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 facial hair is not permitted. Boys are not permitted to wear ponytails. No extreme colors or styles for boys or girls as deemed inappropriate by the administration.
- J. No inappropriate dress should be worn at any time. Only school uniforms and uniform jackets are allowed on campus at all times.
- K. Excessive dress code violations will be treated as defiant and disrespectful behavior and may result in a disciplinary referral.

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 must be labeled with the student's name.

Polo shirts must be purchased from TLC Academy in the campus office.

Shirts

Polo Shirt with logo in the following designated colors:

San Angelo and Midland Campuses- Royal Blue Only
Arlington Campus- Royal Blue, Columbia Blue and Navy Blue

Sweaters, Sweatshirts, Jackets and Heavy Coats

Solid colored white, black or navy button up sweaters, jackets, or properly sized, school approved TLCA spirit sweatshirt or hoodies may be worn (uniform shirts must be worn underneath). Hoods may not be worn in the building at any time. No writing, printing or patterns of any kind may be on the jacket, sweater, or cardigan. Logos are not required on the jackets or sweaters.

ALL SHIRTS AND SWEATSHIRTS MUST HAVE THE TLCA LOGO.

Extreme Cold Weather Conditions-

Students are permitted to wear a solid colored, properly sized heavy coat. The heavy coat must be worn over a uniform shirt. No writing, printing or patterns of any kind

may be on the heavy coat. Logo is not required on heavy coat. Heavy coats are allowed to be worn inside the buildings. Hoods may not be worn in the building at any time.

Boy's Pants/Shorts & Girl's Pants/Capri's/Skooters

Desert Sand

*Shorts are allowed in KG-4th grade, and must be fingertip length.

*Shorts in 5th-12th grade are allowed and must be no more than 3 inches above the knee.

**No cargos are allowed.

Accessories (Grades K-12)

- 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

Black, brown, or khaki belt, with small standard belt buckle. Belts and pants must be worn at the natural waist. Belts are required for 3rd-12th grade boys only.

Shoes

The following examples are unacceptable: 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. Shoe laces may match the color(s) in the shoe but both laces must be a **solid** matching set.

Tennis/athletic shoes, dress shoes, and boots are acceptable. These 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.

Spirit Day

Jeans- Students should wear only blue denim jeans. 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 on 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.

Jewelry

- 1 ring per hand and 1 earring per ear will be allowed
- 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

Uniform infractions will be handled by campus administration.

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.

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 are established by the community college. For more information on dual credit 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.

In Midland, the stations are as follows: Radio - KWEL 1070 AM or 107.1 FM, KNFM 92.3 FM, KMCM 96.9 FM, KBAT 99.9 FM, KCRS 550 AM; Television - 2 (26) KMID ABC2, 7 (31) KOSA CBS7, 9 (13) KWES NewWest9, and 24 (23) KPEJ Fox24

In Arlington and Abilene, the stations are as follows: Radio- TBA
Television-TBA

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 and a message will be on the school recording.

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 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 www.texasleadership.net/board_policy.html

EXCHANGE FOLDER

Elementary students will bring home a exchange envelope/folder on a weekly basis. Parents are asked to take time to read all communications and to review all student papers.

Examples of valuable information in the folder may include:

- Graded work
- School newsletters
- PIA communications
- Communications from the school office

FACULTY CREDENTIALS

Teacher credentials fit the following guidelines:

- High school diploma
- College degree or professional experience appropriate to position
- Highly qualified status under No Child Left Behind appropriate to teaching assignment, as applicable

- 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 www.texasleadership.net/board_policy.html

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 7th grade is allowed to attend athletic practices or games without direct parental/guardian supervision. All school Code of Conduct standards apply at games, whether home or away. At away games, students should model exemplary behavior as representatives of our school. No student may leave the gym 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

PARENTING INVOLVEMENT

We believe that students and parents are important allies in improving schools. Therefore, parent involvement is an essential part of the student's education at TLCA. The following suggestions and Win-Win opportunities are presented so that parents may synergize with the school.

Suggestions:

- Classroom observation (one per semester)
- Character Trait at home (two per semester)
- Attend one hour Parent Night (one per semester)
- Volunteer hours (two hours for the year)
- Teacher Conference (one per semester)

Win-Win Opportunities:

- Before school drop-off-(Drop off time is 7:00 - 8:00 am)
- After school pick-up-(Pick up time is 3:20 – 4:00)
- Lunchroom Volunteer-(lunchroom hour is 11:00 – 12:30)
- 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)

- *For security reasons, parents must sign in at the front office desk under the volunteer tab.
- *Children not enrolled in TLCA will not be allowed on campus while parents are volunteering.

Classroom Observations Procedures:

- Sign in at the front desk
- Pick up observation guidelines
- Proceed to your student’s classroom

Observing one’s child in a classroom setting can provide the parent with helpful insight into the child’s “world.”

Parents must call at least 24-hours in advance of the morning that they want to observe in their child’s classroom. No observations can be scheduled later than 2:30 p.m.

Classroom Observation Guidelines:

- Please take a seat in the back of the classroom
- Avoid sitting next to your child’s desk
- A maximum of two parents are allowed in the classroom at a time
- Younger children are not allowed in the classroom
- Observations should be limited to parents or legal guardians
- There should be little or no conversation with other observers or with the children

It is very important that the teacher’s undivided attention be on the students. If, after observing, parents have questions concerning any area of the classroom, please feel free to contact your child’s teacher for a conference.

Parents may observe classrooms at any time except: state mandated testing times, before September 16 or after May 12, the day before a holiday, or special event days.

7 Habits/Leader In Me at Home:

The Leader in Me is an innovative, school-wide model that emphasizes a culture of student empowerment and helps unleash each child’s full potential. Applying The 7 Habits of Highly Effective People®, teachers and students internalize timeless leadership principles that nurture the skills students need for success in the 21st century.

Periodically students will take home 7 Habits lessons and parents are encouraged to go over the lessons with their child. Teaching is the best way to learn, so allow your child to “teach” you what they have learned.

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

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

Our hope is to involve the community to support our efforts of this endeavor and support can be given in a variety of ways from mentoring, volunteered hours, leadership speakers and financial contributions. Please contact us at (325)653-3200 ext.1 to ask about how you can help support our campus in this movement.

Character Traits at Home:

A Character Trait worksheet discussing the character trait of the month will be sent home monthly with your child. Each month your student will be learning a new character trait in his or her classroom. The worksheet will be an extension of what they are learning in school and help build family harmony and respect as you discuss and practice the habits of good character. Teaching is the best way to learn, so allow your child to “teach” you what they have learned.

Parent/Student/Teacher Conferences:

Parents are encouraged to confer with the child’s teacher to discuss progress. Parents may schedule appointments with individual teachers. These conferences are not to be scheduled during afternoon pickup, during parent observation, or morning drop-off. They should be scheduled during the teacher’s conference period. If parents have any concerns about their child’s performance in the classroom, they should contact the child’s teacher first. After a parent/teacher conference, the parent may request a conference with the campus administrator by scheduling an appointment with the school’s secretary. All administrative conferences shall be a scheduled event and must include the parent(s)/guardian(s). 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:

Parent involvement is highly encouraged. Our Parents In Action (PIA) exist to promote better relationships between home and school. Notices will be sent home with students prior to PIA meetings. Meetings will be scheduled no more than twice a semester. PIA leadership members’ terms of service are typically 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.

Cellular Phones

Students may carry a cellular phone onto campus but the phone must remain in the student's backpack and be powered off during school hours.

If, during the school day, a student has a cellular phone on his/her person or if a student's cellular phone is in his/her backpack and emits a vibration or an audible sound, the phone will be confiscated, corporal punishment may be administered, a fine of fifteen dollars (\$15.00) will be assessed, and a tally will be issued.

Cellular phone may be carried and powered on at extracurricular events after the school day.

Electronic Devices

Electronic devices, such as, but not limited to, pagers, hand held or mobile devices, gaming devices, iPods, MP3 Players, CD Players, or any other type of electronic or imaging devices are not allowed on campus during school hours.

If a student is in possession of an electronic device, the device will be confiscated, corporal punishment may be administered, a fine of fifteen dollars (\$15.00) will be assessed, and a tally will be issued.

Electronic devices may be carried and powered on at extracurricular events after the school day.

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 www.texasleadership.net/board_policy.html

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.

<p style="text-align: center;">Options and Requirements For Providing Assistance to Students Who Have Learning Difficulties Or Who Need or May Need Special Education</p> <p>If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students.</p> <p>At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.</p> <p>If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice</p>
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Opciones y requisitos para proporcionar ayuda a los estudiantes que tienen dificultades en el aprendizaje O que necesitan O pueden necesitar educación especial

Si un niño está experimentando dificultades en el aprendizaje, el padre puede comunicarse con la persona mencionada más abajo para enterarse sobre el sistema de estudios de diagnóstico y de recomendación de la educación general del distrito para los servicios de apoyo. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo la recomendación para una evaluación para educación especial. Los estudiantes que tienen dificultades en el aula normal deben ser considerados para tutoría, servicios compensatorios y otros servicios de apoyo, académicos O de comportamiento, disponibles para todos los estudiantes.

En cualquier momento, un padre tiene derecho a solicitar una evaluación para los servicios de educación especial. Dentro de un período de tiempo razonable, el distrito debe decidir si la evaluación es necesaria. Si la evaluación es necesaria, el padre será notificado y se le pedirá que de consentimiento informado por escrito para la evaluación. El distrito debe completar la evaluación y el informe dentro de los 60 días de calendario desde la fecha en que el distrito reciba el consentimiento por escrito. El distrito debe darle una copia del informe al padre.

Si el distrito determina que la evaluación no es necesaria, el distrito proporcionará al padre una notificación por escrito que explica el motivo por el cual el niño no será evaluado. Esta notificación por escrito incluirá información que se explica al padre los derechos que tiene si no está de acuerdo con el distrito. Además, la notificación debe informarle al padre la manera de obtener una copia de la *Notificación de las Salvaguardas del Procedimiento - Derecho de los Padres de Estudiantes con Discapacidades*

La persona designada con quien puede comunicarse en relación a las opciones que tiene un niño que experimenta dificultades en el aprendizaje o para una recomendación para la evaluación para educación especial es:

Nombre de la persona: _____ **Numero de telefono:**
Cheryl Bricken (325) 653-3200

STUDENT PARKING
Use and Parking Regulations

High School students should park their cars immediately upon arrival at school and not

use/enter them until the time of departure from campus at the close of the school day. Students are not to sit in parked cars on the campus at any time 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.
- 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. 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
www.texasleadership.net/board_policy.html

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-6th)

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

San Angelo-Junior High(7th & 8th)

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

Texas Leadership of Midland

**3300 Thomas Avenue, Bldg R
Midland, Texas 78703
(432) 242-7117**

San Angelo-High School (9th-12th)

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

Texas Leadership of Abilene

**1801 N. 8th Street
Abilene, Texas 79603
(325) 480-3500**

Texas Leadership of Arlington

**2001 Brown Blvd
Arlington, Texas 76906
(817) 385-9338**

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 www.texasleadership.net/board_policy.html

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 and the Texas Department of Health: 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.

1. 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.
2. 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.

3. 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:

1. 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.
2. Vomiting - must be vomit free for 24 hours.
3. Diarrhea - must keep kept home until diarrhea free for 24 hours without the use of diarrhea suppressing medications.
4. Conjunctivitis - (bacterial and/or viral) must be kept home until physician permission has been given to return to school or until symptom free
5. 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.

IMMUNIZATION

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

1. 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.

2. 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.
3. 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.

1. Prescribed medication must come to school in the original pharmacy bottle, labeled correctly, with the instructions for dosage on it. This also includes inhalers.
2. 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.

3. 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.
4. 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.
5. 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).
6. If over the counter medication is given for three (3) consecutive days, a physician's order is required.
7. 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.
8. 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

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 www.texasleadership.net/board_policy.html

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:

- A. Parents signature on Student Handbook denotes understanding of the school bus/van rules.
- B. Obey bus/van driver and monitor.
- C. 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.
- D. The school is not responsible for personal items taken up, or for lost or stolen items.
- E. Upon loading, students should move to an open or assigned seat and be seated.

- F. Students will remain fully seated with feet on or toward the floor until the bus/van stops at the student's destination.
- G. At no time will a student act toward or address comments to a bus/van driver in a disrespectful manner.
- H. Students will not throw, pitch, or shoot articles within the bus/van or out the window.
- I. Students will not write on, disfigure, or destroy any part of the school bus/van.
- J. Students will not take or handle any emergency equipment.
- K. 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.
- L. Students will not smoke or ignite any type of fire device.
- M. Students will not consume any intoxicating beverages or narcotics.
- N. Students will not litter vehicle with debris, but will instead assist in keeping it safe, clean, and sanitary.
- O. 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.).
- P. In case of an emergency or mechanical failure, all students will remain in the bus/van unless directed by the driver to do otherwise.
- Q. Students will never use the emergency door except in an emergency.
- R. Students will be discharged from the bus/van only at designated stops.
- S. 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: _____

TLC ACADEMY
Computer and Internet Acceptable
Use Agreement

STUDENT

I understand and will abide by the above Acceptable Use Policy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

User's Name (please print): _____

Campus Name: _____

User's Signature: _____ Date: _____

PARENT OR GUARDIAN

As the parent or guardian of _____, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes. However, I also recognize it is impossible for TLC ACADEMY to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the telecomputing network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for this student.

Parent or Guardian's Name (please print): _____

SPONSORING TEACHER--(Must be signed if the applicant is a student)

I have read the Acceptable Use Policy and agree to promote this policy with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student use of the network. As the sponsoring teacher I do agree to instruct the student on acceptable use of the network and proper network etiquette.

Teacher's Name (please print): _____

Signature: _____

Date: _____

Student and Parent Handbook Agreement

TLCA was founded on the premise that parents are a child's primary teachers and should be involved in their ongoing formal education. Therefore, parents agree to participate in the following areas:

Please initial each of the lines below.

- _____ 1. I have read the Student/Parent Handbook and agree to adhere to the listed guidelines.
- _____ 2. I agree with the philosophy of TLCA that parents are the primary teachers of their children. The school and home join hands to teach children the way to live and learn.
- _____ 3. I understand the uniform dress code for TLCA and agree to adhere to this policy.
- _____ 4. I understand the complaint procedure of TLCA and I agree to adhere to this policy. (The teacher will be contacted first before any complaint is brought to administration.)
- _____ 5. I have read and understand the directory information policy as presented in the Student/Parent Handbook.
- _____ 6. I understand that failure to comply with these guidelines may jeopardize the continued enrollment of my child at TLCA.

I agree to adhere to the statement of philosophy, policies and procedures, discipline system, and parenting guidelines of TLCA. I understand that TLCA is a school of choice and is not under the jurisdiction of any local I.S.D. I understand that TLCA reserves the right to exclude a student and family which does not abide by the policies and guidelines of the school.

The Student/Parent Handbook and Student Code of Conduct may not include all requirements and responsibilities which may exist on campus. For additional information or clarification of material, parents may contact the campus principal's office.

Student Name - Printed

Parent Name - Printed

Student Signature (3rd grade or above)

Parent Signature

Date

Date