



TRIVIUM
ACADEMY

Student Handbook
2018-2019

Trivium Academy is
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Education Foundation

Table of Contents

- Trivium Academy Mission Statement 3
- Roles and Responsibilities 3
 - Board of Directors* 3
 - Superintendent/CEO* 3
 - Teachers and School Staff*..... 4
 - Students* 4
 - Parents* 4
- SECTION I: GENERAL INFORMATION 6
- SECTION II: PARENTAL RIGHTS AND RESPONSIBILITIES 9
- SECTION III: OTHER IMPORTANT INFORMATION FOR..... 17
 - Level One..... 23
 - Level Two..... 24
 - Level Three..... 24
 - Conduct..... 26
 - Counseling 28
 - Distribution of Published Materials or Documents 31
 - Computers, Electronic and Technology Resource..... 33
 - Extracurricular Activities, Clubs, and Organizations 34
 - Health Related Matters 38
 - Medicine at School 40
 - Other Health-Related Matters 41
 - Law Enforcement Agencies..... 44
 - Safety 50
 - School Facilities and Property 51
 - Standardized Testing..... 57
 - Visitors to the School..... 60
- GLOSSARY 67
- Student Guidelines for Acceptable Use of Technology Resources 70
 - Use of Student Photos and Directory Information Opt Out Form*..... 74
- TRIVIUM ACADEMY* 75
 - Acknowledgment and Approval of Student/Parent Handbook..... 75

Trivium Academy Mission Statement

Mission

Trivium Academy's mission is to provide a quality educational experience to a diverse population by offering a classical education for the modern world that trains children to be lifelong learners who can think and problem solve independently.

Vision

Firmly rooted in teaching practices that date back to Ancient Greece and Rome, the art of teaching the trivium of grammar, logic, and rhetoric creates a classical education. In our modern world, we believe that these three components should not be separated into three distinct units of study over the course of an education but rather that they all should be taught with increasing sophistication each year. Students at all levels will:

- Engage in learning in the grammar stage where students learn the fundamentals of various content areas.
- Examine information in the logic stage when students begin to ponder and question information.
- Express themselves in the rhetoric stage where the information is brought to maturity through the expression and communication of new ideas relating to students' previously gained knowledge.

Roles and Responsibilities

Board of Directors

The Portico Education Foundation Board of Directors is responsible for the management, operation, and accountability of the school.

Superintendent/CEO

The Superintendent works under the direction of the Board of Directors and is responsible for all daily operations of the district, including hiring, enforcement of Board policies, and compliance with state and federal reporting guidelines.

Sheryl Bradley currently serves as superintendent. As a life-long resident of North Texas, she is committed to the education of the youth of this community, and as a founding member of Trivium Academy, she is dedicated to the success of this campus.

Administrative Staff

Sheryl Bradley, Superintendent
Marsha Cawthon, Principal
Jeri Wolfe, Business Manager

Campus Principal

Trivium Academy is led by a campus principal who is responsible for the leadership and operation of the campus. All questions regarding campus issues need to be raised initially with the campus principal.

Teachers and School Staff

Under the leadership of the Campus Principal, teachers and school staff maintain order in the school. Our teachers and staff also serve as role models and help students fulfill their potential and develop self-worth. Our teachers are asked to communicate regularly with parents; maintain consistent standards of behavior for all students; demonstrate respect for all students, staff, and parents; and prepare students for the full responsibility of citizenship. All questions regarding classroom issues should be raised initially with the classroom teacher(s).

Students

Students are entitled to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behavior. Students demonstrate respect by coming to school prepared, on time, and ready to learn; showing respect for themselves, for others, and for those in authority; and following established rules and taking responsibility for their own actions.

Parents

Parents play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment. Parents fulfill this responsibility when they take an active interest in their child's education; communicate with the school; become familiar with the Student Code of Conduct; and assist the school in whatever way possible.

School Calendar

The current school calendar can be found on the Trivium Academy website at:
www.triviumacademytx.com

PREFACE

The Trivium Academy Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into four sections:

Section I - GENERAL INFORMATION - Admission Policy – Trivium Academy is a School of Choice. We utilize a Lottery System for entry into the school. This section also includes information on attendance, Texas Truancy Laws, who is required to attend school, absences, and additional information that is important to a student’s attendance. Also included is Trivium Academy’s Non-Discrimination policy.

Section II - PARENTAL RIGHTS AND RESPONSIBILITIES - information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

Section III—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS — organized alphabetically by topic for quick access when searching for information on a specific issue.

Section IV – STUDENT CODE OF CONDUCT - both students and parents should become familiar with the Trivium Academy Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. Please be aware that the term “parent,” unless otherwise noted, is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters and other communications. The school reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances.

In case of conflict between board policy, including the Student Code of Conduct, and any provisions of the Student Handbook, the current provisions of board policy and the Student Code of Conduct that were most recently adopted by the board are to be followed.

Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district. If you or your child has questions about any of the material in this handbook, please contact the campus principal.

SECTION I: GENERAL INFORMATION

This section of the Trivium Academy Handbook includes information related to admission and enrollment of a student in the school's open-enrollment charter.

Admission/Enrollment Policy

Admission and enrollment of students shall be open to persons who reside within the geographic boundaries stated in the school's open-enrollment charter and who are eligible for admission based on lawful criteria identified in the charter and in law. The total number of students enrolled shall not exceed the number of students approved in the charter or subsequent amendments.

Exception to Admission (behavior)

As authorized by Texas Education Code § 12.111(6), students with a documented history of a criminal offense, a juvenile court adjudication, or discipline problems under Texas Education Code, Subchapter A, Chapter 37 will be excluded from enrollment at Trivium Academy.

Submission of Applications and Admissions Lottery

Trivium Academy requires applicants to submit a completed application form in order to be considered for admission. An admissions lottery will be conducted if the total number of applicants exceeds the number of open enrollment spots. All applicants will be assigned a lottery number. Each applicant whose number is drawn during the lottery will be offered admission as space is available or a spot on the waiting list. Notification will be made by telephone, e-mail or U.S. Postal Service. Failure of an applicant to respond within 48 hours of the date of the telephone call or e-mail, or within three business days of a post-marked letter, will result in the forfeiture of his or her position in the application process. Parents notified by mail should call the admitting campus immediately upon receipt of the notice in order to preserve their child's position in the lottery.

Once all enrollment spots have been filled by those exempt from the lottery or those chosen during the random lottery, the remaining applicants will be placed on a waiting list in the order in which they were drawn. A small percentage of faculty/staff children may be exempt from the lottery. In addition, siblings of currently enrolled students are exempt from the lottery and will be given the first spots on a space available basis. If a vacancy arises before the commencement of the school year, the individual on the waiting list with the lowest number assignment will be offered admission and then removed from the waiting list. If an application is received after the application period has passed, the applicant's name will be added to the waiting list behind the names of the applicants who timely applied.

Exceptions for Previously Admitted Students

Once admitted to the school, eligible students automatically qualify for enrollment in subsequent years without being subject to the admissions lottery. If, however, a student leaves the school, that student must reapply and will be subject to the admissions lottery.

Address/Phone Number Changes

It is very important, especially when a student becomes ill or is injured, that the school have current addresses and phone numbers in order that parents can be contacted. Please be sure to notify the school of changes of home address, phone number, and place of employment, day

care, or emergency numbers.

Assignment of Students to Classes

The assignment of students and classes to teachers is the responsibility of the building administrator. Each year, the principal and teachers will work closely together to make every effort to place students for success. Many factors are considered when placing students, such as needs of students, strengths, weaknesses, learning styles, student relationships, and behavior. Parents who have questions or concerns about a placement should contact the classroom teacher and share their concerns in order to problem solve the situation. Should problems develop during the year, the teacher should be contacted first. The next step is to involve the building counselor. Change of placement will only be considered after all other options have been explored and only if space is available. All options are contingent on a good faith effort by all to resolve the issues.

Confidentiality

We respect students' rights to maintain certain information as confidential per the Code of Ethic and Standard Practice for Texas Educators Principle IV #3 which states, “The educator shall not reveal confidential information concerning students unless disclosure serves professional purposes or is required by law.” Confidentiality of personally identifiable information will be maintained as per 34CFR 300.221, CFR 300.560-300.576, and part 99, Commissioner's Rule 19 TAC 89.1001. Our teachers and staff receive regular training in respecting the confidentiality of our students. Records are disposed of according to the State regulations indicating the length of retention required for certain records.

Legal Names of Students

Parents may request that their children go by any name they wish. However, the child's legal name must be noted on official school records in addition to the “go by” name. We would also appreciate information pertaining to other names the child has used in the past. This makes locating past records much easier.

Residency Verification

The Texas Education Code authorizes schools to obtain evidence that a person is eligible to attend public schools. To be eligible for continued enrollment in the school, each student's parent must show proof of residency at the time of enrollment.

Residency may be verified through observation, documentation and other means, to include but not limited to:

- A recently paid rent receipt.
- A current lease agreement.
- The most recent tax receipt indicating home ownership.
- A current utility bill indicating the address and name of the residence occupiers.

Please note that falsification of residence on an enrollment form is a criminal offense.

Student Information

Any student admitted to Trivium Academy must provide records, such as report cards from the previous school attended, to verify his or her academic standing. Verification of residency, birth certificate, social security card, and current immunization records are also required. Every student enrolling in Trivium Academy for the first time must present documentation of immunizations as required by the Texas Department of State Health Services. See “Immunizations”.

Trivium Academy will forward a student’s records on request to a school in which a student seeks or intends to enroll without the necessity of the parent’s consent.

SECTION II: PARENTAL RIGHTS AND RESPONSIBILITIES

This section of the Trivium Academy Student Handbook includes information related to the rights and responsibilities of parents as specified in state or federal law and provides parental notices required by law.

Accommodations for Children of Military Families

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

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

In addition, absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by the district. The district will permit no more than 5 excused absences per year for this purpose. For the absences to be excused, the absences must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at <http://www.tea.state.tx.us/index2.aspx?id=7995>

Directory Information

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

The school has designated the following categories of information as directory information:

- Student's name;
- Student's grade
- Student's address; and
- Student's telephone listing.
- For students who represent the school in interscholastic athletic competition:
 - Student's height and weight

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be released to outside organizations without prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks and/or businesses or members of the public seeking information about a student under the Texas Public Information Act. The school will release directory information only to those businesses with a legitimate school-related interest or intent. Under no circumstances will the school release directory information to companies and/or business that might use the information to conduct unsolicited contact with the parent and/or

student. In addition, two federal laws require the school to provide military recruiters, upon request, with student names, addresses and telephone listings, unless a parent or eligible student has advised the school that they do not want the student's information disclosed without prior written consent.

Any parent or eligible student who does not want the school to disclose directory information from the student's education records without prior written consent must notify the school in writing by completing the "Use of Student Photos and Directory Information Opt Out Form" found in the Parent Portal no later than the end of the week when such form is provided to the parent. Failure to return the signed document implies consent.

Parental Involvement

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. We encourage active parent participation in our Partners in Education committees.

Parental Rights

Accessing Student Records

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student records, an "eligible" student is one who is 18 or older or who is attending an institution of postsecondary education.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records.
- Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.
- District school officials who have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, school counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official's professional responsibility; or investigating or evaluating programs.

- Various governmental agencies, including juvenile service providers and Child Protective Services (CPS) caseworkers or other child welfare representative, in certain cases.
- Individuals or entities granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

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

The registrar is custodian of all records for currently enrolled students at the assigned school. The registrar is also the custodian of all records for students who have withdrawn or graduated. Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate, misleading or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the school's grading policy.

The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as a teacher's personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

Please note:

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

Family Policy Complaint Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.

Excusing a Student from Reciting a Portion of the Declaration of Independence

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity.

Granting Permission to Video or Audio Record a Student

As a parent, you may grant or deny any written request from the school/district to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a co-curricular or extracurricular activity; or
- When it relates to media coverage of the school.

Obtaining Information and Protecting Student Rights

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

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

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

Removing a Student from Class for Tutoring or Test Preparation Purposes

Based on informal observations, evaluative data such as grades earned on assignments or tests, or results from diagnostic assessments, a teacher may determine that a student is in need of additional targeted assistance in order for the student to achieve mastery in state-developed essential knowledge and skills. The school always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible. In accordance with state law, the school will not remove a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the school days on which the class is offered, unless the student's parent consents to this removal.

The school may also offer tutorial services which students whose grades are below 70 or are not meeting skills mastery will be required to attend. Contact your student's teacher with questions about any tutoring programs provided by the school.

Removing a Student Temporarily from the Classroom

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level requirements as determined by the school and by state law.

Requesting Classroom Assignment for Multiple Birth Siblings

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. There is no guarantee this request can be accommodated. Your written request must be submitted at the time of enrollment of your children.

Requesting Limited or No Contact with a Student through Electronic Media

Teachers and other approved employees are permitted by the school to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests. However, instant or text messages sent to an individual student are only allowed if a school employee with responsibility for an extracurricular activity needs to communicate with a student participating in the extracurricular activity.

If you prefer that your child not receive any one-to-one electronic communications from a school employee or if you have questions related to the use of electronic media by school employees, please contact the campus principal.

Requesting Notices of Certain Student Misconduct

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve expulsion.

Requesting Professional Qualifications of Teachers and Staff

You may request information regarding the professional qualifications of your child's teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

Requesting the Use of a Service/Assistance Animal

A parent of a student who uses a service/assistance animal because of the student's disability must submit a request in writing to the principal at least ten school business days before bringing the service/assistance animal on campus.

Reviewing Instructional Materials

As a parent, you have a right to review on campus textbooks, teaching aids, and instructional materials used in the curriculum and to examine classroom tests that have been administered to your child.

School Safety Transfers

As a parent, you may:

- Request the transfer of your child to another classroom if your child has been determined by the district to have been a victim of bullying as the term is defined by Education Code 37.0832.
- Consult with school administrator if your child has been determined by the school to have engaged in bullying and determination has been made to transfer your child to another classroom.
- Request the transfer of your child to a neighboring district if your child has been a victim of a violent criminal offense while at school or on school grounds or has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault.

Students Who Speak a Primary Language Other than English

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

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

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

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

Special Education Referrals:

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

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

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

There is an exception to the 45-school-day timeline. If a district or charter school receives a

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

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

Contact Person for Special Education Referrals:

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

Contact Person: Marsha Cawthon

Phone Number: 469-854-9007 x7003

Section 504 Referrals:

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

Contact Person for Section 504 Referrals:

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

Contact Person: Marsha Cawthon

Phone Number: 469-854-9007 x7003

Additional Information:

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

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

SECTION III: OTHER IMPORTANT INFORMATION FOR PARENTS/STUDENTS

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact the school's main office.

Absences/Attendance

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with the required presence of school-aged children in school (e.g., compulsory attendance), the other with how a child's attendance affects the awarding of a student's final grade or course credit, are of special interest to students and parents. They are discussed below.

If a student is absent, the parent must call the school or send an email by 8:45 a.m., each day the student is out to report the absence.

Compulsory Attendance

State law requires that a student between the ages of six and 19 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

Students enrolled in pre-kindergarten or kindergarten, are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled. State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument.

A student will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area.

Exemptions to Compulsory Attendance

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

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;

- Service as an election clerk;
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's arrival or return to campus; and
- For students in the conservatorship (custody) of the state.
- Mental health or therapy appointments; or
- Court-ordered family visitations or any other court-ordered activity provided it is not practicable to schedule the student's participation in the activity outside of school hours.

As listed in Section 1 under Accommodations for Children of Military Families, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, in on leave from, or immediately returned from certain deployments.

Unexcused Absences

Any absence not listed above will be considered an unexcused absence. Examples of unexcused absences include, but are not limited to:

- Car trouble;
- Leaving school without the permission of the campus principal or other administrator;
- Oversleeping;
- Personal business;
- Vacations.

Texas Truancy Laws

Notice to Parents

The laws regarding truancy can be found in Chapter 25 of the Education Code, and these laws emphasize the importance of your child attending school all day. Any absences must be excused by the school, and excessive unexcused absences could result in charges being brought against:

- You as a parent for *Parent Contributing to Nonattendance*, if your child is required by law to attend school; and
- Your child for *Failure to Attend School*, if he or she is 12 years old or older, but not yet 18.
- School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed "accelerated instruction" by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.
- When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student's parent, as required by law, to remind the parent that it is in the parent's duty to monitor his or her child's attendance and to require the student to come to school. The notice will also inform the parent that the district will initiate truancy preventions measures and request a conference between school administrators and the parent. These measures may include a behavior improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or social services. Any other measures considered appropriate by the district will also be initiated.

- A court of law may also impose penalties against a student's parent if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is required by law to attend school.
- If a student ages 12 through 18 incurs unexcused absences on ten or more days or part of days within a sixth month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

Penalties

Failure to Attend School cases and Parent Contributing to Nonattendance cases are Class C misdemeanors that carry maximum fines up to \$500 on each case plus court costs.

A judge can enter one of two types of probation with court costs.

1. A final conviction: A judge is limited by law to what can be ordered. This will result in a final conviction against you, your child, or both that could show up on a criminal history check. A fine will be imposed.
2. A deferred disposition: A deferred disposition delays the end of the case until a period of time has passed. The judge can set conditions that a charged person has to follow during that period. If the charged person reaches the end of the period without breaking any of those conditions, the case is dismissed. This results in no reportable conviction. A special expense fee will be imposed.

The court has the discretion to order that your child work toward a GED if your child is over 16 years of age and meets other requirements. The judge could also require your student to perform community service or attend counseling programs.

Attendance for Credit or Final Grade

To receive credit or a final grade in a class, a student in pre-kindergarten-grade 12 must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit or a final grade for the class if he or she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed a plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences.

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- **All absences whether excused or unexcused must be considered in determining whether a student has attended the required percentage of days.** If makeup work is completed, absences for the reasons listed above at 'Exemptions to Compulsory Attendance' will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure

that it is in the best interest of the student.

- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade.

Official Attendance Taking Time

The school must submit attendance of its students to the Texas Education Agency (TEA) reflecting attendance at a specific time each day. Official attendance at Trivium Academy is taken every morning at 10:10 a.m. in elementary and 10:20 in secondary. School funding is dependent upon student attendance. **Please try to schedule healthcare appointments to ensure the student will be in attendance at 10:10 a.m. and 10:20 a.m.**

School Hours

Trivium Academy school hours are as follows:

K-6: 8:00-3:20 (440 minutes/day)

Grade 7 and up: 8:00-3:30 (450 minutes/day).

The earliest students may be dropped off at school is 7:30 a.m.

Late 'pick-up' is any time after 3:45 p.m. This is also considered an infraction and will be documented as such.

Tardy and Absence Guidelines

It is very important that students arrive on time and are in their classrooms by 8:00.

- If a student arrives after 8:00, the parent must park and escort the child to the lobby for a tardy pass to class.
- Official attendance is taken at 10:10 a.m. (K-6) and 10:20 (secondary).
- If a student arrives after the official attendance time, he/she will be counted absent on that day for attendance purposes in the Public Education Information Management System (PEIMS).

Frequent tardies and absences can contribute to difficulties in learning and create emotional strain for students. Only during emergencies and ill health should children be absent. Parents of students with chronic absences and/or tardies will be referred to a **Student Attendance Review Team**. Should attendance issues escalate; the infractions will be submitted to a truancy court for 'failure to attend'.

Documentation after an Absence

Please note that, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence. A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below.

Trivium Academy requires cooperation from parents in the matter of school attendance. Parents are responsible for informing the school of any absence and must send an email to attendance@triviumacademytx.com on the night before or morning of a student's absence. When students are absent, we must have a note from the parent or doctor concerning his/her absence(s) when he/she returns to school. **No more than 3 handwritten notes per semester will be accepted.** Notes must include the following to be accepted:

- student's name
- grade level
- days and dates missed
- reason for absence(s)
- parent's signature
- contact numbers

If a student does not have a note when he/she returns to school an unexcused absence will be recorded for those days. A two day grace period will be extended to the student to bring in a note. This note will be kept in your student's file for audit purposes.

Doctor or Dentist Note - After an Absence for Illness

Any student coming in late or leaving early because of a doctor or dentist appointment must bring documentation for the absence for that appointment. If a student leaves a class early, he or she will be counted absent in that class unless a note from a doctor is returned the next day. According to the State of Texas, a student who is in attendance for a portion of the school day, and then attends a medical appointment will be counted present if a correctly dated doctor's note is submitted within two days of student's appointment.

Safety Calling

House Bill 3197 requires every school to contact a parent/guardian any time there is an "unplanned absence." An unplanned absence is when any student is absent and the school has not been notified. Any time this occurs, parents/guardians will be contacted to verify that the child is absent. We ask that you work with us to make sure we know where your child is during school hours.

Please follow these tips:

- Always notify the school when your child is absent or going to be absent for any reason.
- Make sure the school has your most up-to-date phone number(s) and other contact information, including emergency contacts.
- If you would prefer an alternate person to be contacted regarding unplanned absences, make sure the school has this information.

Bullying

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or -related activity, or in a school operated vehicle, and the behavior:

- Results in harm to the student or the student's property,
- Places a student in reasonable fear of physical harm or of damage to the student's property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

Bullying is prohibited by the school and could include hazing, threats, taunting, teasing, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, or principal, as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The school will also contact parents of the victim and of the student who was found to have engaged in the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

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

A student or parent who is dissatisfied with the outcome of an investigation may appeal through the school's grievance policy.

Confidentiality

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

Campus Classroom Rules

A positive school environment is necessary for learning to take place.

- All students should follow the directions of the teacher/teacher aide.
- Students should remain on task and engaged in learning at all times.
- Gum, candy, and soft drinks are not allowed on campus during regular school hours.
- Food and drinks are allowed in designated areas only.

Water in a non-spillable container is allowed and encouraged in the classroom, except during science experiments or around computers or other technological resources.

Celebration/Parties

Although a parent or grandparent is not prohibited from providing food for a school-designated function or for children in the child's or grandchild's classroom for his or her birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss this with the child's teacher prior to bringing any food in this circumstance. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products. Birthdays can be celebrated in class only after approval has been given by teacher. No event can start before 2:00 p.m. unless prior approval has been given by the principal. Parents are not permitted to plan surprise parties for their children at school. Students may NOT pass out invitations to private parties while at school unless the entire homeroom class is being invited.

Complaints and Concerns

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. Students or parents who have a complaint should request to meet with the individual involved to try and resolve any concerns. For those complaints and concerns that cannot be handled so easily, the following procedures are in place.

If an informal resolution is not reached, student and/or parental complaints shall be submitted in writing. Copies of documents that support the complaint shall be attached to the complaint form or presented at the Level One conference. After the Level One conference, no new documents may be submitted unless their existence was unknown to the complainant before the Level One conference. A complaint that is incomplete may be dismissed.

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

Level One

Complaint forms must be filed:

1. Within 15 days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students and parents shall file Level One complaints with the campus principal.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One. If the complaint is not filed with the appropriate administrator the receiving administrator must note the date and time the complaint form was

received and immediately forward the complaint form to the appropriate administrator. The appropriate administrator shall investigate as necessary and hold a conference within ten school days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

The administrator shall provide a written response within ten days following the conference. In reaching a decision, the administrator may consider information provided at the Level One conference and any relevant documents or information the administrator believes will help resolve the complaint.

Level Two

If the individual did not receive the relief requested at Level One or if the time for a response has expired, he or she may request a conference with the Superintendent or designee to appeal the Level One decision. The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline. After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The individual may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the individual at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall hold a conference within ten school days after the appeal notice is filed. The conference shall be limited to the issues presented at Level One and identified in the Level Two appeal notice. At the conference, the individual may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference. The Superintendent or designee shall provide the complainant a written response within ten days following the conference. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the individual did not receive the relief requested at Level Two or if the time for a response has expired, he or she may appeal the decision to the Board. The appeal notice must be filed in writing, on a form provided by the school, within ten days of the written Level Two response or,

if no response was received, within ten days of the Level Two response deadline. The Superintendent or designee shall inform the individual of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board. The Superintendent or designee shall provide the Board the record of the Level Two complaint. The student or parent may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The written response issued at Level Two and any attachments.
3. All other documents relied upon by the administration in reaching the Level Two decision.

If, at the Level Three hearing, the administration intends to rely on evidence not included in the records, the administration shall provide notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. The presiding officer may set reasonable time limits and guidelines for the presentation including an opportunity for the student or parent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the individual or the individual's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter. The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

Custodial Agreements

Schools make every effort to remain neutral in all child custody disputes. School staff cannot take sides, provide letters of support, or give legal advice. If your family is experiencing concerns about custody matters, we recommend seeking legal advice from an attorney. Schools must follow court decrees regarding custody matters and cannot waiver from court decisions. One parent cannot change the legal rights of the other parent. In order for schools to support parents in these matters, all court signed custody papers must be filed in the school office. Feel free to bring original documents to the school office staff. For your convenience, they will gladly make copies of the documents to be filed in your child's cumulative record folder.

Non-Custodial Parent Rights Questions

Common questions asked by divorced parents about school and their children.

As a non-custodial parent, do I have the right to see my student's school records?

Absolutely! Federal and state laws insure the non-custodial parent's right to review educational

records unless there is a court document that specifically revokes these rights. Federal law gives the schools 45 days to provide the records.

Can the custodial parent block a non-custodial parent’s access to the student’s record?

Only through the courts. Otherwise, the school must allow the non-custodial parents to have access to the records. A request to the school from the custodial parent or a letter from the custodial parent’s attorney to withhold the records is not sufficient.

As a non-custodial parent living in a different town from my child, will the school give me information about my child over the telephone? Not unless we can absolutely confirm that you are the child’s parent. This is because we must abide by laws that protect the confidentiality of students’ educational records. Even if you request the records in person, you should be prepared to show picture identification and some document that shows you are the child’s parent (like a birth certificate or a divorce decree).

As the non-custodial parent, can I talk to the school staff and go to parent conferences?

Yes. You have the same rights as the custodial parent to consult with the school staff. People other than the biological parents may be restricted from attending a parent conference unless they have the prior approval of both parents.

Can the non-custodial parent visit the child in school or volunteer in the child’s classroom?

School is not a setting for parents to disrupt the educational process to arrange to take a child out of class to “visit” their child. However, the non-custodial parent may attend school functions with his/her child and help in the classroom, unless a court document decrees otherwise.

Do step-parents and grandparents have the same rights as the parents to consult with school staff and see the records? No, the law specifically grants these rights to the parent. For the school to provide student records or access to staff to other persons, a legal parent would need to give written permission. However, only the legal parent or guardian may sign official school documents.

Non-custodial parents are deemed as having the right to all information about their child, unless there are court orders to the contrary. Copies of Report to Parents and grade reports will be furnished to a non-custodial parent upon request. Non-custodial parents may also request a conference with their child's teacher.

Conduct

Applicability of School Rules

As required by law, the board has adopted a *Student Code of Conduct* that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus as well as on school vehicles—and consequences for violation of these standards. The school has disciplinary authority over a student in accordance with the *Student Code of Conduct*. Students and parents should be familiar with the standards set out in the *Student Code of Conduct*, as well as campus and classroom rules. During any periods of instruction during the summer months, the Student Handbook and Student Code of Conduct in place for the year immediately preceding the summer period shall apply, unless the school/district amends either or both documents for the purposes of summer instruction.

Cheating

Copying another person's work, such as homework, class work, tests, or projects, is a form of cheating. Allowing one's own work to be copied also is a form of cheating. Plagiarism, which is the use of another person's original ideas/work/writing without giving credit to the true author, will also be considered cheating, and the student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe that a student has engaged in cheating or other academic dishonesty will assess the academic penalty to be imposed. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties as well, according to the **Student Code of Conduct**.

Damage to Books/Other Property

Students are expected to take good care of textbooks, library books or any other materials or equipment which they use. Students are not to write in books. A fee is assessed for damages to books or equipment, for lost books, and for any damage to school property.

Disruptions of School Operations

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by law, disruptions include the following:

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

Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

Contagious diseases/Conditions

[See **Student Illness** under **Health-Related Matters** on page 59.]

Counseling

Psychological Exams, Tests, or Treatment

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

Dating Violence, Discrimination, Harassment, and Retaliation

The school believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and school employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop. School employees are expected to treat student with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law.

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student,

threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

Discrimination

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law, that negatively affects the student.

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

In addition to dating violence as described above, two other types of prohibited harassment are described below.

Sexual Harassment and Gender-Based Harassment

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of sexual harassment may include, but not limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or conduct.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

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

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

Retaliation

Retaliation against a person, who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

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

Reporting Procedures

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, school counselor, principal, or other district employee. The report may be made by the student's parent.

Upon receiving a report of prohibited conduct, the school will determine whether the allegations, if proven, would constitute prohibited conduct as defined by that policy. The district will refer to policy to determine if the allegations, if proven, would constitute bullying, as defined by law and that policy. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying as defined by law and policy, an investigation of bullying will also be conducted.

The school will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the school. In the event alleged prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

Investigation of Report

To the extent possible, the school will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

If law enforcement or other regulatory agencies notifies the school that it is investigating the matter and requests that the school delay its investigation, the district will resume the investigation at the conclusion of the agency's investigation.

During the course of an investigation, the school will take interim action to address the alleged prohibited conduct.

If the school's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action will be taken to address the conduct. The school

may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

All involved parties will be notified of the outcome of the school investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA). A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy.

Discrimination

[See Dating Violence, Discrimination, Harassment, and Retaliation on page 32.]

Distribution of Published Materials or Documents

Home/ School Communication Memos

The school office as well as teachers will send out memos on any events or happenings at the campus. Please check student take-home folders or ask your student to share these with you.

Newsletter

School newsletters are distributed via email on a regular basis. The newsletter lists important campus information, activities and upcoming events. Classroom newsletters are also posted on Membership Toolkit and also Bloomz. There will also be information sent home in the Thursday folders.

All school publications are under the supervision of a teacher, sponsor, and/or the principal. A school yearbook will also be available for purchase.

Non-school Materials...from students

Students must obtain prior approval from the principal before posting, circulating, or distributing copies of written materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made in five school days.

The principal has designated the school's office as the location for approved non-school materials to be placed for voluntary viewing by students.

Any student who posts non-school material without prior approval will be subject to disciplinary action in accordance with the ***Student Code of Conduct***. Materials displayed without the principal's approval will be removed.

Non-school Materials...from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by

policy. To be considered for distribution, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the principal for prior review. The principal will approve or reject the materials within five school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy.

The principal has designated the front office as the location for approved non-school materials to be placed for voluntary viewing or collection.

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours.
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All non-school materials distributed under these circumstances must be removed from property immediately following the event at which the materials are distributed.

School Materials

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc

DRESSING AND GROOMING GUIDELINES

The school dress code is established to teach grooming and hygiene, to prevent disruption, to minimize safety hazards, and to maintain an orderly environment. Our school is a school of choice that requires students to wear uniforms.

School uniforms are mandated for all students at **Trivium Academy**. Dress and grooming while in school is, basically, an individual responsibility of the student and his/her parents. When dress and grooming disrupts the learning process in school for the individual student, other students, or the learning environment of the school, it is a matter of concern. Personal appearance should not distract from the teaching and learning process. Clothing should be clean, comfortable, serviceable and appropriate for school activities. Students who represent the school in a voluntary activity may be required to conform to dress and grooming standards approved by the building principal and may be denied the opportunity to participate if those standards are not met. Please refer to **Trivium Academy's** acceptable uniform/dress code.

All students are required to attend each school day in full uniform. (There may be designated days where other clothes may be worn.) If a student is not dressed in the proper uniform, he/she may not be able to attend class. The parent will be called to bring the proper uniform to correct the violation or a student may be required to change into a piece from the uniform closet to correct the violation. Repeated violations of this policy may result in administrative action.

Please see the Trivium Academy website (www.triviumacademytx.com) for the uniform guidelines.

Enforcement Procedures

Student dress violations are actionable offenses under the Student Code of Conduct. When, in the judgment of the administration, a student is not in compliance with the uniform requirements, the student will be directed to make modifications.

Each infraction will be documented in writing of the policy violation. Students who are unable to comply with the uniform policy due to financial or other considerations shall be provided with a uniform from our donated supply. Students who continue to fail to comply with the uniform requirements after receiving written notification of the uniform violation shall be subject to disciplinary action in accordance with *Trivium Academy Code of Conduct – Student Discipline*. This can include but is not limited to detention or out-of-school suspension.

Computers, Electronic and Technology Resource

Electronic and Telecommunication Devices

Electronic and telecommunication devices are a major source of distraction in the classroom. For this reason, students **are not allowed** to have any electronic or telecommunication devices out during the day without the express consent of the teacher.

Cell phones and personal telecommunication device used on campus without permission may be confiscated and held for pick-up by a parent. The second time these items have to be picked up by the parent there will be a \$25.00 charge for its return. Confiscated telecommunications devices that are not retrieved by the parent will be disposed of after the notice required by law. The use of mobile telephones or any device capable of capturing images is strictly prohibited in restroom areas while at school or at a school-related or school-sponsored event.

Any student refusing to give a cell phone or other electronic device to school staff shall be subject to disciplinary action in accordance with the **Student Code of Conduct**. The district is not responsible for damaged, lost, or stolen telecommunications devices.

Instructional Use of Telecommunications and Other Electronic Devices

Should *Trivium Academy* deem it necessary for students to have the use of any telecommunication or other electronic devices, consent will be given by the teacher

Computers

Computers are important tools used in researching information, creating reports, and making presentations. All students will have access to computers. Trivium Academy will have several Computers on Wheels (C.O.W.s). These are accessible for all grade levels. Instruction on computer usage is a part of the elementary curriculum.

The school is committed to providing appropriate Internet access. Filtering software is used on the district network. It is still the responsibility of all Internet users on the Trivium Academy School District Network to follow “Acceptable Use Procedures” (AUP). A Consent and Waiver Agreement form is to be signed annually by the student and their parent or guardian and kept on file at the school.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing,

damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

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

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

Extracurricular Activities, Clubs, and Organizations

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Participation in some of these activities may result in events that occurs off-campus. When the school arranges transportation for these events, students are required to use the transportation provided by the school to and from the events. Exceptions to this may only be made with the approval of the activity's coach or sponsor with the principal's approval.

In addition the following provisions apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class – Reading/English language arts, mathematics, science, social studies—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

Students' Clubs and Organizations

Parents will be notified of any clubs or organizations at Trivium Academy that may be of interest to their child.

Standards of Behavior

Sponsors of student clubs and performing groups such as the cheer, dance, and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the *Student Code of Conduct* or by board policy will apply in addition to any consequences specified by the organization's standards of behavior.

School Transportation

Trivium Academy does not furnish bus transportation for students to and from school. It is the responsibility of parents/guardians to provide transportation to and from school.

Damage to School Property

Students shall not vandalize or otherwise damage or deface any property belonging to or used by the school, including furniture and other equipment, textbooks, and library books. To ensure that school facilities can serve those for whom they are intended – both this year and in coming years – littering, defacing, or damaging school property is not tolerated. In addition to disciplinary sanctions under the Student Code of Conduct, parents or guardians of students who are guilty of damaging school property shall be liable for damages in accordance with state law.

Playground and Athletic Fields

The school's playground areas and athletic fields are designed to provide Trivium Academy students with an opportunity for recreation and to enhance physical fitness.

While using these areas, students must observe the following guidelines to ensure the safety of others:

- Playground equipment must be used properly.
- Students must stay out of trees and bushes.
- Students must play fairly and obey the rules of the game being played.
- Pushing, kicking, or any form of fighting will not be tolerated.
- Students may not bring food into the gym.
- Students may not use profanity – including racial slurs or inappropriate language – or make obscene gestures.
- Fences and walls are off limits. Students may not throw or kick playground equipment over the fences or onto properties not owned by the school.

School Facilities

Certain areas of the campus will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Unless involved in an activity under the supervision of school staff, students must leave campus once school is dismissed.

Fees

Materials that are part of the basic educational program are provided with state and local funds at no charge to each student. Students are expected to provide their own consumable items, such as pencils, paper, pens, erasers, and notebooks. Students may be required to pay certain fees or deposits, including:

1. A fee for materials for a class project that the student will keep, if the fee does not exceed the cost of materials.
2. Membership dues in voluntary student clubs or organizations and admission fees for extracurricular activities.
3. A security deposit for the return of materials, supplies, or equipment.
4. A fee for personal physical education and athletic equipment and apparel, although a student may provide his or her own equipment or apparel if it meets reasonable requirements and standards relating to health and safety.
5. A fee for voluntarily purchased items, such as student publications, pictures, yearbooks,

- and graduation announcement.
6. A reasonable fee, not to exceed the actual annual maintenance cost, for the use of uniforms owned or rented by the school.
 7. A fee for items of personal apparel used in extracurricular activities that become the property of the student.
 8. A class supply fee for class t-shirts, or consumable supplies.
 9. A fee for lost, damaged, or overdue library books or textbooks.
 10. Uniforms for any clubs are the responsibility of the parent. Fundraisers can be held to sponsor the purchase of these uniforms.

Field Trips

Field trips may be taken as part of the curriculum for classes. Students are responsible for following school guidelines for discipline and behavior while attending field trips. Students participating in any school activity are subject to the provisions of this Handbook and the Student Code of Conduct whenever the students are under the direct supervision of a school employee.

Teachers have the discretion to prohibit students from attending a class field trip based on the student's disciplinary history during the school year.

Curriculum Related Field Trips:

- Field trips are made available to all students provided there is not a safety or behavior concern.
- Only completed coursework directly related to the field trip may be used as a pre-requisite to participation.
- Prior to the event, teachers will provide communication of field trip parameters and guidelines to the principal, parents, and students.
- Student success plans may be required for individual students when necessary to promote full student participation.

Parent/Chaperone Supervision Guidelines

- All chaperones must obtain a badge from the front office and have their ID processed on the Positive Proof system.
- Please review the TRIVIUM ACADEMY guidelines and volunteer rules. We ask that you adhere to these guidelines at all times during an activity.
- Please do not bring a small child, friends, or family members with you on the outing.
- Please leave your cell phone off during the trip unless needed for an emergency.
- Please stay with the classroom throughout the activity unless you have made prior arrangements with the classroom teacher.
- You may be assigned a child or a group of children to supervise. Students assigned to your supervision have been directed to follow your directions.
- Please supervise the behavior of these students to ensure that they are safe, respectful of the rules, and courteous to all.
- If you have a student with a discipline problem, please notify the classroom teacher immediately.
- Parents will not be allowed to attend field trips with the class group unless they are appointed as chaperones.
- Chaperones are not allowed to ride on the bus with the students. They must drive their own vehicles.

- Chaperones will be responsible for their own fee charged for the event.

Fund-Raising

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 21 days before the event. All monies from sales must be turned in according to the policies and procedures obtained from the business manager.

Gang-Free Zones

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the school, a gang-free zone includes a school bus and a location in, on, or within 1000 feet of any school-owned or leased property or campus playground.

Gender-Based Harassment

[See Dating Violence, Discrimination, Harassment, and Retaliation on page 32.]

Grading Guidelines

Grading guidelines for each grade level or course will be communicated to students and their parents by the classroom teacher. For students in grades K-6, a skills mastery sheet will be used as a standards based report card. Students in grades 7-12 will receive numerical grades. Individual teachers in grades 7-12 will establish the grading policies and procedures for their classes, with grades corresponding to the following scale:

A = 90–100% B = 80–89% C = 70–79% F = 69% and below

Incomplete Grades

In some cases, students who have missed assignments and/or concepts in a class may be given an incomplete grade. All work receiving a grade of “I” should be completed and turned in before the end of the grading period. Questions concerning an “I” should be directed to the teacher. Students are responsible for making necessary arrangements with the teacher to make up work. Any “incomplete” that is not made up before the end of a grading period or within the make-up period of an excused absence will count as a “0” if not completed by the assigned time. A grade of “I” on a quarter report card can prohibit a student from participating in extracurricular activities.

Make-up Grades

Students are allowed to make up missing classroom assignments and homework if an absence is excused, as described in the attendance policy. One day will be given to complete and turn in make-up work for each day of an excused absence. Work missed due to unexcused absences, including disciplinary reasons, will be accepted at the discretion of the teacher.

Make-Up Work

Whenever school is missed, it is the student’s responsibility to make up missed assignments as directed by the classroom teacher. If a student will be absent from school for more than one day, we recommend that the parent contact the office for make-up assignments. Make-up work requests must be received before noon and should be picked up after school is dismissed.

Teachers will try to have missed work ready by dismissal time on the day requested. Work will be left in the office for the parent to pick up.

Harassment

[See Dating Violence, Discrimination, Harassment, and Retaliation on page 32.]

Hazing

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.

Hazing will not be tolerated by the school. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

Health Related Matters

Student Illness

When your child is ill, please contact the school to let us know he or she won't be attending that day. It is important to remember that schools are required to exclude students with certain illnesses from school for periods of time as identified in state rules. For example, if your child has a fever over 100 degrees, he or she must stay out of school until fever free for 24 hours without fever-reducing medications. In addition, students with diarrheal illnesses must stay home until they are diarrhea free without diarrhea-suppressing medications for at least 24 hours. If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the front office. If the office determines that the child should go home, the office will contact the parent.

The school is also required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or our local/regional health authority.

The front office can provide information from TDSHS on these reportable conditions.

Contact the school office if you have questions or if you are concerned about whether or not your child should stay home.

Bacterial Meningitis

State law requires the district to provide information about bacterial meningitis:

- **What is meningitis?**
Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is common and most people recover fully. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.
- **What are the symptoms?**
Someone with meningitis will become very ill. The illness may develop over one or two

days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 2 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

- **How serious is bacterial meningitis?**

If 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.

- **How is bacterial meningitis spread?**

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

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

- **How can bacterial meningitis be prevented?**

Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. It's a good idea not to share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

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

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

You should seek prompt medical attention.

- **Where can you get more information?**

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

*Please note that, the TDSHS requires at least one meningococcal vaccination between grades 7 and 10, and state guidelines recommend this vaccination be administered between age 11 and 12, with a booster dose at 16 years of age. Also note that entering college

students must now show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Refer to Immunizations, on page 36 for more information.

Medicine at School

Administration of Medication

All medication should be administered outside of school hours, if possible. If ANY medicine needs to be administered at school, it shall be left at the campus office. If necessary, medication can be administered at school under the following circumstances:

1. Medication brought to school must be accompanied by a Medication Administration Directions Form signed by the student's physician and parent.
2. Prescription medications administered during school hours must be prescribed by a physician or advanced nurse practitioner ("ANP") and filled by a pharmacist licensed in the State of Texas.
3. Prescription medications must be submitted in a labeled container showing the student's name, name of the medication, reason the medication is being given, proper dosage amounts, the time the medication must be taken, and the method used to administer the medication. Medications sent in plastic baggies or unlabeled containers will NOT be accepted.
4. Only the amount of medication needed should be delivered to the school, i.e., enough medication to last one day, one week, etc. In cases of prolonged need, send in the amount for a clearly specified period. Extra medication will not be sent home with the student.

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

The school will not purchase medications to give to a student. School employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school.

If sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication so that the office is made aware of any safety and medical issues.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or 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. The student must also demonstrate to his or her physician or health-care provider and to the school office the ability to use the prescribed medication, including any device required to administer the medication.

Asthma and Anaphylaxis Medication

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

Student possession and self-administration of asthma or anaphylaxis medication at school requires the student to demonstrate his or her ability to self-administer the medication to the student's physician or other licensed health care provider and the school nurse, if available. Requirements also include written authorization from the student's parent and physician or other licensed health care provider on file in the school office indicating the student is capable of independently administering his or her own asthma or emergency anaphylaxis medication.

Medication in a student's possession must be in an original container with a prescription label. Please note that most pharmacies will place a label on the inhaler device upon request.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the front office personnel or principal.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school office or principal for information.

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 described as a mood- or behavior-altering substance.

Teachers and other school employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs.

Other Health-Related Matters

Asbestos Management Plan

The school works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the school's Asbestos Management Plan is available in the office of Trivium Academy's landlord. If you have any questions or would like to examine the district's plan in more detail, please contact the district's designated asbestos coordinator.

Food Allergies

The school requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school office if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy. When the school receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed at the parent's request to assist the student in safely accessing the school environment.

Head Lice

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones.

If careful observation indicates that a student has head lice, the school office will contact the

student's parent to determine whether the child will need to be picked up from school and to discuss a plan for treatment with an FDA approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone one treatment, the parent should check in with the school to discuss the treatment used. The school can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.

More information on head lice can be obtained from the TDSHS Web site at

<http://www.dshs.state.tx.us/schoolhealth/lice.shtm>.

Illness

[See Student Illness under Health-Related Matters]

Immunization Requirements

A 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 in Texas.

The Department of State Health Services (DSHS) is granted authority to set immunization requirements by the Texas Education Code, Chapter 38, Health & Safety, Subchapter A, General Provisions.

Exemptions

Texas law allows (a) physicians to write medical exemption statements that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child or household member, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Schools and child-care facilities should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health.

Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at www.ImmunizeTexas.com under "School & Child-Care." Original Exemption Affidavit must be completed and submitted to the school or child-care facility.

For children claiming medical exemptions, a written statement by the physician must be submitted to the school or child-care facility. 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.

Immunizations-Provisional Enrollment

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at

least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

Additional guidelines for provisional enrollment of students transferring from one Texas public or private school to another, students who are dependents of active duty military, and students who are homeless can be found in the TAC, Title 25 Health Services, Sections 97.66 and 97.69.

Documentation

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

*As noted at Bacterial Meningitis, entering college students must also, with limited exception, furnish evidence of having received a bacterial meningitis vaccination within the five years prior to enrolling in and attending classes at an institution of higher education.

[For further information, see the TDSHS Web site:

<http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

Pest Management Plan

The school is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the school strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment. All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact the office manager.

Physical Activity for Students in Elementary School

In accordance with policies, the school will ensure that students in kindergarten through grade 6 engage in at least 30 minutes of physical activity per day or 135 minutes per week. For additional information on the school's requirements and programs regarding elementary school student physical activity, please see the principal.

Physical Fitness Assessment

Annually, the school will conduct any physical fitness assessment of students required by the State of Texas. At the end of the school year, a parent may submit a written request to Coach Zea to obtain the results of his or her child's physical fitness assessment conducted during the school

year if the parent did not receive it when it was sent home.

School Health Advisory Council (SHAC)

The School Health Advisory Council will hold at least one meeting during the year. The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing issues such as school health services, counseling services, a safe and healthy school environment, recess recommendations, improving student fitness, mental health concerns, and employee wellness.

Tobacco Prohibited

Students are prohibited from possessing or using any type of tobacco product, including electronic cigarettes, while on school property at any time or while attending an off campus school-related activity.

The school and its staff strictly enforce prohibitions against the use of all tobacco products, including electronic cigarettes, by students and others on school property and at school-sponsored and school-related activities.

Vending Machines

The school has adopted and implemented the state and federal policies and guidelines restricting student access to vending machines. For more information regarding these policies and guidelines, see the principal.

Homeless Students

For more information on services for homeless students, contact the school's Liaison for Homeless Children and Youths, the campus counselor.

Homework

At Trivium Academy, only a small amount of homework is typically given. This may include, but is not limited to, reading, working on a composition, finishing work not completed in class, working on a special project, etc.

Homework Policy

Homework should not be assigned over school holidays - unless needed to complete a long-term project. This does not apply to "incomplete classroom assignments" or "finish work." Every child is responsible for finishing his/her assignments at home if they are not completed within a reasonable time at school.

Law Enforcement Agencies

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- The principal/school official will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal/school official ordinarily will make reasonable efforts to notify the parents, unless the interviewer raises what the principal considers to be a valid

objection.

- The principal ordinarily will be present during the interview, unless the interviewer raises what the principal considers to be a valid objection.

When the event is part of child abuse investigations conducted by the Department of Protective and Regulatory Service or other lawful authority, the principal shall cooperate fully with the officer's requests regarding the conditions of the interview or questioning.

Students Taken Into Custody

State law requires the district to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive to take a student into custody.

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

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

Notification of Law Violations

The school is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate school personnel in regards to a student who is required to register as a sex offender.

Leaving Campus

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible. Also note that picking up a child early on a regular basis results in missed opportunities for learning. Unless the principal

has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the school day.

State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. The school has put the following procedures in place in order to document parental consent:

- For students in elementary and middle school, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.
- If a student becomes ill during the school day and the school office or other school personnel determines that the student should go home, the students' parent/guardian will be contacted and they will document the parent's wishes regarding release from school. Unless directed by the parent to release the student to additional persons on the pick-up list, the parent or another authorized adult must follow the sign-out procedures as listed above. Under no circumstances will a child in elementary or middle school be released unaccompanied, even in a request by the parent or adult authorized by the parent.

Limited English Proficient Students

A student with limited English proficiency (LEP), sometimes referred to as an English language learner (ELL) in certain state statutes and state rules, is entitled to receive specialized services from the school. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I and II end-of-course (EOC) assessments. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.

If a student is considered LEP and receives special education services because of a qualifying disability, the student's ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

Lost and Found

A "lost and found" collection box is located on the campus. If your child has lost an item, please encourage him or her to check the lost and found box. The school discourages students from bringing to school personal items of high monetary value, as the school is not responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

Makeup Work Because of Absence

For any class missed the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan

any work that can be completed before or shortly after the absence. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold in regards to the state laws surrounding “attendance for credit or final grade.” A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences.

A student will be permitted to make up tests and to turn in projects due in any class missed because of an excused absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

Money

Students should bring money to school only when they need it for a specific purpose. Money should be sent in an envelope listing the student’s name, homeroom teacher, grade level, amount enclosed, and the purpose for which it is intended.

Non-Discrimination Statement

In its efforts to promote nondiscrimination, Trivium Academy does not discriminate on the basis of race, religion, color, national origin, gender, disability, or any other basis prohibited by law in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Parent/Teacher Conference

Parents may schedule conferences with teachers through the faculty e-mail system or by leaving a voicemail for a teacher. Students may attend the conference only when invited by the teacher. In addition, one conference day will be scheduled each semester.

Pledges of Allegiance and a Minute of Silence

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

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others.

In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001.

Prayer

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not encourage, require, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

Promotion and Retention

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

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

Parents of a student at any grade level at or above grade 3 who does not perform satisfactorily on his or her state-mandated exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level.

A student in grade 5 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year.

Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal or counselor.

Students with Disabilities

Upon the recommendation of the Admission, Review, and Dismissal ("ARD") Committee, a student with disabilities who is receiving special education services may be promoted and/or permitted to graduate under the provisions of his or her Individualized Education Program ("IEP").

Release of Students from School

[See **Leaving Campus.**]

Report Cards and Conferences

Report cards or skills mastery sheets with each student's grades/performance and absences in each class or subject are issued to parents at least once every quarter.

Teachers follow grading guidelines that have been approved by the principal pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See **Grading Guidelines.**]

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal.

The report card or an unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within two days.

Retaliation

[See **Dating Violence, Discrimination, Harassment, and Retaliation.**]

Safety

Preparedness Drills: Evacuation, Severe Weather and Other Emergencies

Student safety on campus, at school-related events, and on school vehicles is a high priority of the school. Although the school has implemented safety procedures, the cooperation of students is essential to ensuring school safety. A student is expected to:

- Avoid conduct that is likely to put the student or others at risk.
- Follow the behavioral standards in this handbook and the ***Student Code of Conduct***, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other school employees who are overseeing the welfare of students.

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on previously provided written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school office to update any information that the nurse or the teacher needs to know.

Emergency School-Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early because of severe weather or another emergency, or if the campus must restrict access due to a security threat.

If the campus must close or restrict access to the building because of an emergency, the school will alert the community in the following ways: email, Facebook, Remind 101, and/or Edmodo.

In the event of severe weather conditions, tune in to local TV stations for information regarding decisions made by *Trivium Academy* to cancel classes. We will make every effort to make a decision by 6:00 am.

- School Website
- Television Channels 4,5,8,11

School Day

Trivium Academy school hours are as follows for K-6: 8:00-3:20 (440 minutes/day) and Grade 7 and up: 8:00-3:30 (450 minutes/day).

Students should plan to arrive at school no later than 7:55 a.m. to allow time to get to their classes, be seated, and be ready for instruction to begin at 8:00 a.m. Students who arrive after 8:00 a.m. will be counted tardy. Students with excessive tardies will be subject to disciplinary action.

School Facilities and Property

Before and After School Conduct

Teachers and administrators have full authority over student conduct at before- or after-school activities on school premises and at school-sponsored events off school premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the ***Student Code of Conduct*** or any stricter standards of behavior established by the sponsor for extracurricular participants.

Before School Supervision

Children should not arrive on school grounds until 7:30 a.m. This is based on student safety due to **LIMITED SUPERVISION** being available before the beginning of the school day. Parent support and cooperation is appreciated.

Plans after School

Parents are encouraged to utilize the carpool line to pick their student up after school. In the case of a student walking or riding a bike home, the parent must sign a release and submit it to the school office. Students are expected to go directly home after school and not linger on the facility without supervision. Students enrolled in Castle Club will always be taken to Castle Club, and parents may pick their child up from there.

Changes to the after school instructions for students must be called in or emailed to the front office before 2:00. We do ask that you keep this to a minimum as calls into the office with new instructions can be very time consuming for the staff. The office does try to relay information to the students, however please be advised that we do not always reach the student prior to dismissal. Parents walking to pick up their children are asked to wait outside the school building

for our students' safety. Students will be released based on family number or may meet their parents outside at dismissal if a consent form is on file.

Parking Lot --- Before and After School

Trivium Academy's parking lot procedure requires cooperation from all drivers to ensure a safe, smooth pick-up and drop-off of students. For purposes of traffic flow, drop-off times for all students are 7:30-7:55 a.m.

Safety is our number one concern. Please adhere to all directions given by our traffic directors. There are designated 'entrances' and 'exits' entering and leaving the parking area that must be adhered to. Traffic is expected to go 'one-way'. NEVER park and leave your car unattended unless you are in a designated parking space. All drop offs and pick-ups are in the front of the school building and by the cafeteria doors. When picking up students, please pull up as directed in the designated areas. Students will be released based on the official family number tag. If you do not have this tag, you will be asked to park and walk in to show identification. If you cannot follow all safety rules, your carpool tag will be removed and children must be walked into and out of school.

There will be a designated area for parents to stand while waiting for the walkers to be released. Students will be released by family number or if there is a signed consent form on file, will be released on their own at dismissal. Please note that we do not have a sidewalk around the entire property nor is there a crossing guard at any of our entrances or exits.

PLEASE NOTE: At the end of the school day, your child will be considered a **late pickup** if his/her ride does not arrive at the school **by 3:45**. If your child is not picked up within the time allotted, he or she will be escorted to Castle Club and you will be charged \$30 per hour until you arrive. You must then sign a late log to pick up your child. If possible, parents are encouraged to call the office to inform the school if they will arrive late to pick up their child.

TRIVIUM ACADEMY does offer after school care. Castle Club is available to all students after school. Students who are not picked up within a reasonable time or whose rides are habitually or continually late may be reported to appropriate authorities.

Operation of Motor Vehicles on Campus

Any law or ordinance regulating traffic on a public highway or street also applies to the operation of a vehicle on campus. In addition to potential city citations for violation of motor vehicle traffic laws or ordinances, PARENTS will receive a warning for the following violations:

- Parking in a fire lane;
- Failure to park in a designated parking area;
- Driving over curbs;
- Double parking;
- Parking in a handicapped space or walkway;
- Parking in a crosswalk or ramp;
- Leaving vehicle unattended in non-designated area;
- Going the wrong way in designated 'one-way' area.
- Driving in an unsafe or fast speed for school/campus.
- Ignoring instructions from school staff monitoring the parking lot; or
- Texting & talking on phone while driving or waiting in the carpool line.

Use of Hallways during Class Time

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the *Student Code of Conduct*.

Cafeteria Services

Trivium Academy offers students nutritionally balanced meals daily. A program of free or reduced lunch is available to Trivium Academy students whose families qualify. Guidelines for this program are as follows:

- All students must apply for and meet eligibility requirements set forth by the income guidelines. Students receiving assistance via SNAP, TANF, or that meet the same income guidelines used for the NSLP qualify for free or reduced meals at Trivium Academy. The income guidelines are a function of family size and total income of all family members. The income eligibility guidelines can be found on the TEA website. Trivium utilizes the Compensatory Education Funding form to receive and verify qualifying income information for our students.
- Once a completed form is received and reviewed by the Business Manager, an email will be sent to inform you if your student qualifies for free or reduced meals.
- Trivium utilizes online links found on our website for students placing orders for free meals, reduced price meals, and full price meals. Be sure you have received the email indicating your qualifying status before utilizing the free or reduced meal links.
- Trivium will provide meals each day that are subject to a fee. Lunch menus will be on our website and must be ordered a week in advance. Please make note of the days you purchase so your child will be assured to have a lunch ready for him/her.
- Trivium will provide lunch at a reduced rate for those who qualify for the free program and will provide lunch for the annual designated cost for those who qualify for the reduced program.

Closed Campus

Trivium Academy maintains a closed campus. Students are not allowed to leave campus for lunch. Parents may only bring lunch for their own children, and they must adhere to the scheduled lunch time.

Lunch Procedures

- No cutting in lines
- Eat only in assigned areas
- Talk quietly
- Put trash in wastebaskets
- Clean off table
- Proceed quietly to and from the cafeteria
- No running in the cafeteria
- Follow all directions as given by the cafeteria monitors

Meetings of Non-curriculum-Related Groups

Student-organized, student-led non-curriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements guidelines.

Searches

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, school officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law. Students shall be free from unreasonable searches and seizures by school officials. School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent.

Students' Desks and Lockers

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of their assigned desks and lockers.

Searches of desks or lockers may be conducted at any time there is reasonable suspicion to believe that they contain articles or materials prohibited by policy, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's desk or locker.

Telecommunications and Other Electronic Devices

Use of school-owned equipment and its network systems is not private and will be monitored by the school.

Any searches of personal telecommunications brought on campus, or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed. Personal telecommunications/electronic devices are not permitted to be out of a backpack during the day unless the student has express consent from the teacher for a valid educational reason.

Teacher Contact

Please e-mail your child's teacher or call the office and leave a message if you have a question about your child's progress. Teachers will check their e-mails daily but please know that there is limited time to do so during the regular school day. Please do not stop a teacher for an unscheduled conference as this would most likely result in the teacher not being able to perform his/her assigned duties. We are happy to schedule a parent teacher conference for an appropriate time as needed.

Textbooks and Curriculum Materials

State-approved textbooks and additional curriculum materials are provided free of charge for each subject or class, except for dual credit courses. Materials must be used by the student as directed by the teacher. A student who is issued damaged materials should report the damage to the teacher. Students may be asked to purchase a book so he/she can make marks in the book as he/she reads.

Students must return all textbooks and supplemental materials to the teacher at the end of the school year or when the student withdraws from school. Any student failing to return issued materials will be furnished materials for use during the school day but will not receive replacement materials for use at home until he or she pays for the replacement. The release of student records, including official transcripts, may be delayed pending payment for lost or severely damaged textbooks or supplemental materials. A student who fails to return assigned materials or pay required fees may be excluded from participation in end of year ceremonies, including commencement.

Sexual Harassment

[See **Dating Violence, Discrimination, Harassment, and Retaliation.**]

SPECIAL PROGRAMS

The school provides special programs for homeless students, bilingual students, migrant students, students with limited English proficiency or who are English Language learners, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the school office.

Bilingual/ESL Services

In keeping with state and federal law, the school offers Bilingual/English as a Second Language

(“ESL”) services at all appropriate grade levels for English language learners who are limited in their English proficiency. The school’s goal is to provide additional English language assistance to students, enabling them to become academically successful in all classes. Students are assessed with state-approved Oral Language Proficiency and Norm-Referenced Tests to qualify for placement in the program. If test results indicate either limited oral or limited cognitive academic English ability, the student (with parent approval) is provided additional English language support.

Special Education Services

The school has the responsibility of identifying, locating, and evaluating individuals with disabilities who are 5–21 years of age and who fall within the school’s jurisdiction. If you know or suspect that your child has a disability, please contact the school’s counselor for information about available programs, assessments, and services.

Special education services are specifically designed to meet the unique needs of students with disabilities. Each student who receives special education services has an Individual Education Plan (“IEP”) that is developed by the student’s Admission, Review, and Dismissal (“ARD”) Committee. The ARD Committee considers the student’s disability and determines appropriate accommodations, supplementary aids, and/or services that are necessary for the student to participate in the general curriculum.

All special education services are provided in the least restrictive environment that may be special education settings, general education settings, or a combination of both. All students receiving special education services are educated to the maximum extent appropriate with their non-disabled peers as well as participating in all school activities on the same basis as students who are not disabled.

The *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*, can be obtained from the Special Education Director or at the Texas Education Agency Special Education Website: <http://www.tea.state.tx.us/special.ed/>.

Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education Services

If a child is experiencing learning difficulties, the parent may contact the campus counselor to learn about the school’s overall general education referral or screening system for support services. This system may link students to a variety of support options, including potential referral for a special education evaluation. Students having difficulty in a regular classroom must be considered for, and provided service from, all tutorial, compensatory, and other support services prior to a referral for special education services.

A parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the school must decide if the evaluation is needed. If the school determines the evaluation is needed, the parent will be notified and asked to provide written consent for the evaluation. The school must complete the evaluation and the report within 60 days of the date it receives the written consent. The school must meet with the parent to explain the findings of the evaluation and must give a copy of the report to the parent.

If the school determines that an evaluation for special education services is not appropriate, it

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 parents of their rights if they disagree with the school. Additionally, the parent will be provided a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning disabilities or a referral for evaluation for special education is the Special Education Coordinator.

Section 504 Services

Pursuant to Section 504 of the Rehabilitation Act of 1973, Trivium Academy has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to disabled students. Section 504 is a civil rights law prohibiting discrimination against individuals with disabilities ensuring equal access to an education. Section 504 assures that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. To qualify for and receive services under Section 504, the student must demonstrate a “substantial limitation” to a major life activity that requires accommodation in the educational setting to give the disabled student the educational opportunities equal to those of non-disabled students. The educational need must result from the disability and not from other causes. For additional information about the rights of parents of eligible children, or for answers to any questions you might have about identification, evaluation and placement into Section 504 programs, please contact the school counselor who serves as the district’s Section 504 Coordinator.

Title I Participants

Title I, Part A (Title I) of the Elementary and Secondary Education Act, as amended (ESEA) provides financial assistance to local educational agencies (LEAs) and schools with high numbers or high percentages of children from low- income families to help ensure that all children meet challenging state academic standards. Federal funds are currently allocated through four statutory formulas that are based primarily on census poverty estimates and the cost of education in each state.

Standardized Testing

STAAR (State of Texas Assessments of Academic Readiness) Grades 3–8

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments, such as the STAAR, in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law, unless the student is enrolled in a reading or math course intended for students above the student’s current grade level, in order for the student to be promoted to the next grade level.

STAAR Accommodated, is offered as an online assessment in the same grades and subjects as STAAR. The passing standards for STAAR A are the same as any STAAR test. STAAR A will

provide embedded supports designed to help students with disabilities access the content being assessed. These embedded supports include visual aids, graphic organizers, clarifications of construct-irrelevant terms, and text-to-speech functionality.

STAAR Alternate, for students receiving special education services who meet certain state-established criteria, will be available for eligible students, as determined by the student's ARD committee.

Steroids

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

Bodybuilding, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Students Foster Care

In an effort to provide educational stability, the school strives to assist any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state) with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the school.

A student who is placed in the foster care system and who is moved outside of the schools' attendance boundaries is entitled to continue in enrollment at the school he or she was attending prior to the placement until the student reaches the highest grade level at the particular school. In addition, if a student in grade 11 or 12 is transferred to another district and does not meet the graduation requirements of the transferring district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

Substance Abuse Prevention and Intervention

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school counselor. The school can provide you with a list of community resources that may be of assistance to you. The TDSHS maintains information regarding children's mental health and substance abuse intervention services on its Web site: <http://www.dshs.state.tx.us/mhsa-child-adolescent-services/>.

Suicide Awareness

The school is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access <http://www.texasuicideprevention.org> or contact the school for more information related to suicide prevention services available in your area.

Summer School

Trivium Academy does not offer summer school classes. However, students in grade 5 and grade 8 who do not pass the reading or math section of a state-mandated assessment examination must attend accelerated instruction classes to prepare for a retest. All others who do not pass any part of the state test may also be required to attend classes for extra intervention.

Tardiness

Classes begin promptly at 8:00 a.m. Students arriving after the designated time may be counted tardy for the day. Students who are tardy to class will be subject to disciplinary procedures. If a student arrives after 8:00, the student must be accompanied to the school office by a parent and obtain a tardy pass to class.

Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials

Textbooks and other district-approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

Transfers

The Principal is authorized to transfer a student from one classroom to another on recommendation from teachers or administrative staff.

Transportation

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. As approved by the principal, a coach or sponsor of an

extracurricular activity may establish procedures related to making an exception to this requirement when a parent requests that the student be released to the parent or to another adult designated by the parent.

Buses and Other School Vehicles

School buses are furnished for field trips and other outings that may be scheduled off campus for students. Students are expected to assist school staff in ensuring that buses and other school vehicles remain in good condition and that transportation is provided safely. When riding in school vehicles, including buses, students are held to behavioral standards established in this handbook and the *Student Code of Conduct*. Students must:

- Follow the driver's directions at all times.
- Enter and leave the vehicle in an orderly manner.
- Keep feet, books, personal items, and other objects out of the aisle.
- Do not deface the vehicle or its equipment.
- Do not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle.
- Do not possess or use any form of tobacco on any district vehicle.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.
- Follow any other rules established by the operator of the vehicle.

When students ride in a school's van or passenger car, seat belts must be fastened at all times.

Misconduct will be punished in accordance with the *Student Code of Conduct*; the privilege to ride in a school vehicle, including a school bus may be suspended or revoked.

Tutorials

Tutorials are typically provided upon teacher invitation only. If a student is struggling with a classroom assignment, parents may make arrangements for extra help from a teacher.

Vandalism

To ensure that school facilities can serve those for whom they are intended—both this year and for years to come—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the *Student Code of Conduct*.

Video Cameras

For safety purposes, video and audio recording equipment may be used to monitor student behavior including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video and audio recordings as needed and document student misconduct. Discipline will be in accordance with the *Student Code of Conduct*.

Visitors to the School

General Visitors

Parents and others are welcome to visit school. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and must comply with all applicable school policies and procedures. When arriving on campus, all parents and other visitors should be prepared to show identification.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Volunteers

Volunteers perform essential functions for our school program. Parents are encouraged to volunteer to help facilitate a healthy learning environment. Volunteers assist the school by listening to individual students or small groups of students read; tutoring; assisting teachers with other activities. All volunteers must submit to a criminal background check and display a visitor's badge while on campus.

Website for TRIVIUM ACADEMY

If you have access to the internet, a good source of campus information is our school website, www.triviumacademytx.com. In addition, teachers will send out newsletters at the beginning of the school year with their instructions for signing up for Bloomz. This is a good source to check to keep current on your child's classroom activities.

Withdrawing from School

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the school's office. The parent shall also provide the name of the new school in which the student will be enrolled and must sign the formal withdrawal request to document that the student will continue to be enrolled in a school as required by compulsory attendance laws. This information is mandatory so that a student is not coded as being a drop-out.

On the student's last day, the withdrawal form must be presented to each teacher for students in grades 7-12 for current grade averages and book clearance; to the PEIMS clerk for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record. The PARENT will also be provided with a copy of the completed withdrawal form showing the student's grades earned to date to provide to his or her new school.

A student who is 18 years of age or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without a parent's signature. Withdrawal forms must be appropriately completed and signed before withdrawal is complete.

If at the end of the school year, you know that your student will not be returning for the following school year, they do not have to have a withdrawal. We do ask, however, that you please notify the office as soon as you know your student will not be returning for the next school year. Library books and textbooks must be turned in prior to withdrawal.

Involuntary Withdrawal

The school may initiate withdrawal of a student under the age of 18 for nonattendance under the following conditions:

1. The student has been absent ten consecutive school days; and
2. Repeated efforts by the attendance officer and/or campus principal to locate the student have been unsuccessful.

In addition, if a parent is found to have provided or falsified information on admissions/enrollment paperwork that would make that student ineligible to attend Trivium Academy, that student will be administratively withdrawn.

Child Sexual Abuse and Other Maltreatment of Children

The school has established a plan for addressing child sexual abuse and other maltreatment of children. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

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

As a parent, if your child is a victim of sexual abuse, the school can provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see: http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp.

The following Web sites might help you become more aware of child abuse and neglect:

<http://www.childwelfare.gov/pubs/factsheets/whatiscan.pdf>

http://www.keepkidshealthy.com/welcome/commonproblems/child_abuse.html

<http://www.taasa.org/member/materials2.php>

http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml

Reports of abuse or neglect may be made to:

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

SECTION IV: STUDENT CODE OF CONDUCT

To function properly, education must provide an equal learning opportunity for all students by recognizing, valuing, and addressing the individual needs of every student. In addition to the regular curriculum, principles and practices of good citizenship must also be taught and modeled by school staff. This includes an appreciation for the rights of others. Trivium Academy is committed to helping every student fulfill his or her intellectual, social, physical, and emotional potential. To foster an orderly and distraction-free environment, Trivium Academy has established this Student Code of Conduct (“the Code”). The Code outlines prohibited behaviors and consequences for such behavior. The school has the responsibility and authority to enforce the Code, question students, counsel them, and assign discipline when appropriate. Please see the separate Trivium Academy Code of Conduct document for full details.

The Code does not define all types and aspects of student behavior. The Board of Directors may establish written policies, rules, and regulations of general application governing student conduct. In addition, campus principals may establish certain rules and regulations consistent with those established by the Board.

Any conduct that causes or creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity, or purpose, or that interferes or creates a reasonable likelihood that it will interfere with the health, safety, or well-being or the rights of other students is prohibited.

A teacher may send a student to the principal’s office to maintain effective discipline in the classroom. In addition, a teacher may remove from class a student:

1. Who has been documented by the teacher to repeatedly interfere with the teacher’s ability to communicate effectively with the students in the class or with the ability of the student’s classmates to learn; or
2. Whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher’s ability to communicate effectively with the students in the class or with the ability of the student’s classmates to learn.

The Board of Directors has authorized detention, in-school and out-of-school suspension, and expulsion as methods of disciplining students. The Board of Directors has also given authority to the campus principals or designee to use any of these disciplinary actions, which, in his or her judgment, is appropriate for the violation.

When students participate in student activities, they will also be expected to follow the guidelines and constitutions that further specify the organization’s expectations, student behavior and consequences.

Discipline

A student’s attitude toward school will play a large role in determining how well he or she does in school. The primary purpose for coming to school should be to grow through classroom and extracurricular activities. Students must remember that they are responsible for their own actions and be willing to accept consequences for unacceptable behavior. Students are accountable for their behavior on the way to and from school and during any school sponsored activities.

School personnel may counsel students any time regarding their behavior. Students should accept this advice and understand that it is provided as a means to help them grow. No student

has the right to impede the education of another student.

It is important that parents strive to work with their children and the school personnel in establishing clear expectations for student behavior. The staff has a systematic discipline plan, which will be reviewed with the students the first day of class and reiterated throughout the school year. Every effort will be made to develop positive consequences, which can be applied to individual students as well as classrooms. Consistency is important. The overall plan will establish firm and consistent limits for students and establish a positive educational environment for both the student and the teacher. Generally, the following levels will be used to determine consequences for disregarding classroom rules:

1. Warning from teacher or staff member.
2. Discipline from classroom teacher.
3. Teacher discipline and parent notification.
4. Principal's discipline and parent notification

Expulsion

TEC Section 12.131(b) provides that an open-enrollment charter school may not expel a student for a reason that is not authorized by Chapter 37 or specified in the student code of conduct. The charter school may expel a student for a reason authorized by Chapter 37 whether or not it is listed in the student code. But for non-Chapter 37 offenses, failure to give notice in the student code that an offense is expellable, bars the school from applying that discipline measure. The following list gives the charter an option to expel, but does not require expulsion for the listed offenses. A student may be expelled for one of these offenses only when committed on a campus, a school bus, or at a school-sponsored or school-related event or activity. Be aware that Chapter 37 permits expulsions in the case of some non-school related criminal acts. The object of this section is to be as inclusive as possible regarding offenses for which the school may want to expel a student. It is also important to note that our charter does include a "three strikes" policy that allows for expulsion of students after three serious offenses as determined by campus administration.

Notice of Expellable Offenses

A student committing one of the following offenses whether on campus, on a school bus, or at school sponsored or school-related event or activity may be subject to expulsion:

1. Stealing from students, staff, campus visitors, or theft or misuse of school property
2. Committing extortion, coercion, or blackmail including obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force
3. Aggressive, disruptive action or group demonstration that substantially disrupts or materially interferes with school activities
4. Engaging in verbal abuse such as name-calling, racial or ethnic slurs, or derogatory statements that may disrupt the school environment or incite violence
5. Insubordination
6. Directing disrespect or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees or students
7. Fighting, committing physical abuse, or threatening physical abuse
8. Hazing
9. Engaging in offensive conduct that constitutes sexual harassment or sexual abuse,

- whether verbal or physical, that may include requests for sexual favors or intimidating sexual conduct directed toward other students or school employees
10. Possession of, or conspiracy to possess, any explosive or explosive device, or explosive appearing device
 11. Falsification of records, passes, or other school-related documents
 12. Making or assisting in making threats, including threats against individuals and bomb threats
 13. Refusing to accept discipline management techniques proposed by a teacher or administrator
 14. Any conduct that materially disrupts the school environment or educational process
 15. Selling or trading on campus any item not authorized by the principal
 16. Placing a prohibited substance in another person's food, drink, and/or possessions
 17. Participating in gang-related activities
 18. Using any electronic equipment (i.e. cellular phones or computers) in a manner that disrupts the peace or provokes hostility
 19. Possessing, exhibiting or using a pellet gun, air-powered rifle, paintball gun, BB gun, sling-shot, or other devices which propels a projectile by compressed air or gas, springs or elastic material
 20. Possessing, exhibiting or using devices that produce loud noises (cap guns, firework noise devices, etc.)
 21. Violating any rule set forth in this code pertaining to computers and the Internet
 22. Possessing or using a firearm or explosive device
 23. Possessing a firearm or explosive device look-alikes (toy guns, fake guns, fake explosive devices)
 24. Possessing or using unloaded firearm accessories or parts (such as a gun barrel or gun clip)
 25. Possessing, exhibiting, or using weapons including, but not limited to, knives (regardless of design or length); machetes; spears; and martial arts objects such as shurikan (throwing stars), nunchucks (nun-chucks), tonfa (wooden weapons), staff, baton, and bolo (long cord with weights at each end)
 26. Possessing, exhibiting, or using any of the following: tobacco, alcohol products, matches, lighters, prescription drugs not belonging to the person, unlawful drugs or controlled substances, any drug look-alike product
 27. Pulling a fire alarm as a prank, in a building owned or operated by the school where there is no smoke, fire, or danger that requires evacuation
 28. Repeatedly violating classroom standards of behavior or repeatedly creating classroom disturbances
 29. Displaying or using mace or pepper spray
 30. Possessing or using fireworks or stink bombs
 31. Acts of discrimination relating to race, ethnic, or national origin
 32. Sexual harassment, sexual acts
 33. Possession of noxious chemicals or toxins
 34. Assaults that cause or threaten bodily injury to another
 35. Academic dishonesty such as cheating or plagiarism
 36. Computer misuse
 37. Bullying
 38. Conduct punishable as a felony

Emergency Placement and Suspension

If the campus principal or designee reasonably believes a student's behavior is so unruly,

disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with students in a class, with the ability of a student's classmates to learn, or with the operation of the school or a school-sponsored activity, the Campus principal or designee may order immediate removal of the student. Immediate suspension may be imposed by a Campus principal or designee if they reasonably believe such action is necessary to protect persons or property from eminent harm. At the time of such an emergency removal, the student and parent will be given verbal notice of the reason for the action and appropriate hearings will be scheduled within a reasonable time after the emergency removal.

Placement of Students with Disabilities

All disciplinary actions regarding students with disabilities shall be conducted in accordance with the most current federal and state laws.

Discipline Management Techniques

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

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

GLOSSARY

Accelerated instruction is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

ARD is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

Attendance Review Committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit or a final grade lost because of absences.

Board of Trustees is the governing body which sets policies and oversees the district.

FERPA refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

IEP is the written record of the individualized education program prepared by the ARD

committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student’s present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student’s progress will be measured and how the parents will be kept informed; accommodations for state or district wide tests; whether successful completion of state-mandated assessments is required for graduation, etc.

ISS refers to in-school suspension, a disciplinary technique for misconduct found in the *Student Code of Conduct*. Although different from out-of-school suspension, ISS removes the student from the regular classroom.

NCLB Act is the federal No Child Left Behind Act of 2001.

PEIMS is the Public Education Information Management System utilized by the Texas Education Agency.

SHAC stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, assist the school in ensuring that local community values and health issues are reflected in the district’s health education instruction, along with providing assistance with other student and employee wellness issues.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

STAAR is the State of Texas Assessments of Academic Readiness, the state’s system of standardized academic achievement assessments, effective beginning with certain students for the 2011–2012 school year.

STAAR Accommodated is an accommodated version of STAAR[®], is offered as an online assessment in the same grades and subjects as STAAR. The passing standards for STAAR A are the same as any STAAR test. STAAR A will provide embedded supports designed to help students with disabilities access the content being assessed. These embedded supports include visual aids, graphic organizers, clarifications of construct-irrelevant terms, and text-to-speech functionality.

STAAR Alternate is an alternate state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student’s ARD committee.

State-mandated tests are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the STAAR or EOC assessments, is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board, and identifies the circumstances, consistent with law, when a student may be removed from a classroom, campus, or district vehicle. It outlines conditions for out-of-school suspension and for expulsion.

TELPAS stands for the Texas English Language Proficiency Assessment System, which

assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten–grade 12.

TEKS (Texas Essential Knowledge and Skills) are the state standards for Texas public schools from pre-kindergarten to year 12. They detail the curriculum requirements for every course. State-mandated standardized tests measure acquisition of specific knowledge and skills outlined in the curriculum.

Student Guidelines for Acceptable Use of Technology Resources

These guidelines are provided here so that students and parents are aware of the responsibilities students accept when they use District-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CD-ROMS, digitalized information, communication technologies, and Internet access. In general, this requires efficient, ethical, and legal utilization of all technology resources.

I. Expectations

- A. Student use of computers, other technical hardware, computer networks and software is only allowed when granted permission by a staff member.
- B. All users are expected to follow existing copyright laws.
- C. Although the District has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- D. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

II. Unacceptable Conduct (includes the following, but is not limited to)

- A. Using the network for illegal activities, including copyright or contract violations, downloading inappropriate materials, viruses, and/or software, hacking and host file sharing software.
- B. Using the network for financial or commercial gain, advertising, proselytizing, or political lobbying.
- C. Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as, but not limited to, pornographic sites.
- D. Posting messages or accessing materials that are abusive, obscene, harmful to minors, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- E. Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
- F. Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
- G. Wasting finite resources, i.e., downloading movies or music for non-educational purposes.
- H. Gaining unauthorized access anywhere on the network.
- I. Revealing the home address or phone number of one's self or another person.
- J. Invading the privacy of other individuals.
- K. Using another user's account, password, or ID card or allowing another user access to your account, password, or ID.
- L. Coaching, helping, observing or joining any unauthorized activity on the network.
- M. Posting anonymous messages or unlawful information on the system.
- N. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening stalking, demeaning slanderous.
- O. Falsifying permission, authorization of identification documents.
- P. Obtain copies of, or modify files, data or passwords belonging to other users on the network.

- Q. Knowingly placing a computer virus on a computer or network.
- R. Using personal computing devices on the District network, except mobile devices for District approved programs.

III. Acceptable Use Guidelines – Trivium Academy, Network Computer On- Line Services

A. General Guidelines:

1. Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of Trivium Academy.
2. Students are responsible for their ethical and educational use of the computer on-line services at Trivium Academy.
3. All policies and restrictions of the District's computer on-line services must be followed.
4. Access to the District's computer on-line services is a privilege and not a right. Each employee, student, and/or parent will be required to sign the Acceptable Use Policy Agreement Sheet and adhere to the Acceptable Use Guidelines in order to be granted access to District computer on-line service.
5. The use of any District computer on-line services at Trivium Academy must be in support of education and research and in support of the educational goals and objectives of Trivium Academy.
6. When placing, removing, or restricting access to specific databases or other District computer on-line services, school officials shall apply the same criteria of educational suitability used for other education resources.
7. Transmission of any material which is in violation of any federal or state law is prohibited. This includes, but is not limited, confidential information, copyrighted material, threatening or obscene material, and computer viruses.
8. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual campus administrator or campus technology personnel will be considered an act of vandalism and subject to disciplinary action in accordance with Board Policy.
9. Any parent wishing to restrict their children's access to any District computer on-line services will provide this restriction request in writing. Parents will assume responsibility for imposing restrictions only on their own children.

IV. Network Etiquette

- A. Be polite.
- B. Use appropriate language.
- C. Do not reveal personal data (home address, phone number, and the phone numbers of other people).
- D. Remember that the other users of District computer on-line services and other networks are human beings whose culture, language, and humor have different points of reference from your own.
- E. Users should be polite when forwarding email. The intent of forwarding email should be on a need to know basis.

V. E-Mail

- A. E-mail should be primarily used for educational or administrative purposes.
- B. E-mail transmissions, stored data, transmitted data, or any other use of District computer on-line services by students, employees, or any other user shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- C. All e-mail and all contents are property of the District.

VI. Consequences

- A. The student, in whose name a system account and/or computer hardware is issued, will be responsible at all times for its appropriate use.
- B. Noncompliance with the guidelines published here, in the Student Code of Conduct and in Board policy may result in suspension or termination of technology privileges and disciplinary actions. Violations of applicable state and federal law, including the Texas Penal Code, Computer Crimes, and Chapter 33 will result in criminal prosecution, as well as disciplinary actions by the District.
- C. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.

The District cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications using District equipment and network access is governed by the Texas Open Records Act, therefore, when legally requested, proper authorities will be given access to their content.

Use of Student Photos and Directory Information Opt Out Form

You have the right to choose whether your student's information is released or not. Please check a box in the appropriate column below and return this form to your student's school no later than the end of the week after the form has been disseminated. Parents, guardians, or eligible students who do not check a box, or who do not return this form, give their implied consent for release of directory information, consent to student photographs, and consent to release directory information to the military (grades 9–12 only).

Information about the Military

The military requests, and is entitled to, the names, telephone numbers, and addresses of high school juniors and seniors, unless the parent, guardian or eligible student checks Box D in the high school portion of this form. The military typically requests this information in the Fall semester of each academic year. If you do not want information to be released to the military, you must return this form by September 1st in order to ensure that your preferences are entered in time. Parents, guardians and eligible students are encouraged to remember that checking Box D means that the school will not release student information to the military, but it does not mean that the military might not gather student information from other sources not affiliated with the school.

ALL STUDENTS	ALL STUDENTS IN GRADES 9–12
<p>PLEASE MARK EACH APPLICABLE SPACE:</p> <p>A. _____ I do NOT consent to the release of directory information about the student named below from Trivium Academy to sources such as an institution of higher education, school supervised electronic communication, or newspapers and other media, except as authorized by law.</p> <p>B. _____ I do NOT consent to the release of photographs or directory information within Trivium Academy for publications and other materials such as yearbooks, school sponsored electronic communication, rosters for sports information, programs or articles.</p> <p>C. _____ I do NOT consent to the release of my child's school work products (such as research papers, art work, or computer based products) publicly through any school sponsored device, including but not limited to school sponsored electronic media.</p>	<p>RELEASE TO MILITARY:</p> <p>D. _____ I do NOT consent to the release of the above directory information to the military about the student named below.</p> <p>('D' DOES NOT APPLY TO ELEMENTARY STUDENTS)</p>

PRINT Student's Full Legal Name

Students Date of Birth (month/day/year)

PRINT Parent/Guardian/Full Legal Name

Parent/Guardian Signature

Date (month/day/year)

