



**EMPLOYEE
HANDBOOK
for
Substitute Teachers**

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INTRODUCTION

This handbook is designed to familiarize you with Trinity Basin Preparatory (hereafter referred to as the “Company”) and provide you with information about many of its policies. You should read, understand, and comply with all provisions contained in this handbook. It describes many of your responsibilities as a substitute and outlines the programs developed by the Company. One of the Company’s objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As the Company continues to grow, the need may arise and the Company reserves the rights to revise, supplement, or rescind any policies or portion of the handbook, as it deems appropriate, in its sole and absolute discretion.

Employees will be notified in writing of any changes to the employee handbook as they occur. Any employment issues not addressed in this handbook should be directed to the Human Resource Coordinator.

NATURE OF EMPLOYMENT

All substitutes are employed on an at-will basis. They are not employed for any specified length of time and are not guaranteed work at any specific location or grade level.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the Company and any of its employees, including substitutes.

VIOLATION OF POLICIES

All of the Company’s employees are expected to abide by the policies stated in this employee handbook and all other written policies of the Company. Failure to do so will lead to appropriate disciplinary action.

Prior to any future annual revisions of this handbook, new and/or revised policies may be developed, and authorized by Company management for distribution.

SECTION 1 – GENERAL EMPLOYEE POLICIES

The Company believes that the work conditions and wages it offers to its employees are competitive with those offered by other employers in this area and in this industry. We value the opinions of all of our employees. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their immediate supervisor first and then, if necessary, to the Human Resource Coordinator.

Our experience has shown that when employees deal openly and directly with their supervisors and co-workers, the work environment will be excellent, communication will be clear, and attitudes will be positive. We believe that the Company amply demonstrates its commitment to employees by responding effectively to employee concerns.

Each employee is considered a valuable part of the team. The success and continued growth of the Company is dependent upon each employee understanding and believing in the vision of the Company. This will provide the foundation for mutual respect and consideration.

The Company establishes personnel policies and maintains a working environment to attract and keep qualified employees who can and will succeed. The Company recognizes that its success depends upon the success of its employees.

EQUAL EMPLOYMENT OPPORTUNITY

Decisions regarding employment and advancement will be based on merit, qualifications, and abilities. The Company does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or any other characteristic protected by law.

The Company will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring those issues to the attention of their immediate supervisor or the Human Resource Coordinator. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

SEXUAL AND OTHER UNLAWFUL HARASSMENT

The Company is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's pregnancy, physical or mental disability, medical condition, marital status, sex, race, national origin or ancestry, age, religious beliefs, or any other basis protected by federal, state or local law, ordinance or regulation will not be tolerated. Sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who becomes aware of a possible incident of sexual or other unlawful harassment should promptly report the matter to the Human Resource Coordinator who will handle the matter in a timely and confidential manner. Employees can raise concerns and make reports without fear of reprisal or retaliation.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment. Disciplinary action may also be taken against any employee who in bad faith makes a false or dishonest claim of harassment or discrimination. Any principal, department head, or supervisor who has knowledge of such behavior, yet fails to take appropriate action, is also subject to discipline, up to and including termination of employment.

All employees will be required to attend training on workplace discrimination and harassment each year.

ACCESS TO PERSONNEL FILES

The Company maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, documentation of performance, background verifications and other employment records.

Personnel files are the property of the Company and access to the information they contain is restricted to the employee and authorized personnel as established by Company policy.

PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify Human Resources of any changes in personal information, including name, mailing address, telephone numbers, individuals to be contacted in the event of an emergency, and educational accomplishments. Employees should notify Human Resources regarding changes to their personal information, including address and phone numbers. Human Resources will make the appropriate changes in Skyward.

EMERGENCY CLOSURE

From time to time, hazardous weather conditions or other unforeseen circumstances may require an emergency closure of the school. Should this happen, information about emergency closings will be announced through school administration, NBC DFW Channel 5, the phone notification system, and the school website.

EMERGENCY PROCEDURES

Each individual campus will develop its own specific emergency procedures which will be approved by the Chief of School Operations. These procedures will address, but not be limited to, building evacuation, site evacuation, tornado or other natural disaster, shelter in place, and lock down. Each campus will have on file the emergency contact names and numbers for all employees at that location.

EMPLOYEE NOTICES

Company bulletin boards display important information and employees should consult them frequently for:

- Employee announcements
- Required notices including FLSA and FMLA
- State disability insurance/unemployment insurance information
- Workers' compensation insurance information
- Organizational announcements

SAFETY

The Company provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to their supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

SECURITY INSPECTIONS

The Company and its employees are responsible for creating a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other inappropriate materials. To this end, the Company prohibits the possession, transfer, sale, or use of such materials on its premises. The Company requires the cooperation of all employees in administering this policy by reporting the possession or use of any prohibited items or substances.

Desks and other storage devices may be provided for the convenience of employees, but remain the sole property of the Company. Accordingly, any agent or representative of the Company can inspect them, as well as any articles found within them, at any time, either with or without prior notice.

The Company, likewise, will actively investigate theft or unauthorized possession of the property of other employees, the Company, visitors, and vendors. To facilitate enforcement of this policy, the Company or its representative may inspect not only desks but also persons entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto the Company's property.

COMPANY INVESTIGATIONS

When the Company investigates a complaint of misconduct, including but not limited to complaints of student abuse or any type of sexual harassment, it expects and requires the cooperation of all employees including the complainant, witnesses, and the accused. During an investigation, the Company may interview employees privately and take oral and/or written statements from them. Any employee who fails to cooperate with such an investigation or to provide complete and truthful information may be subject to disciplinary action up to and including termination from employment.

SECTION 2 – SUBSTITUTE POLICIES

SUBSTITUTE EXPECTATIONS

Substitutes are expected to provide effective classroom instruction and follow lesson plans in the absence of the classroom teacher. The substitute will adhere to the regular routine of the classroom and be actively engaged with students. Personal items, such as electronic devices, newspapers, and books, must be put away during all periods of instruction. Students must be supervised at all times and never left unattended.

The substitute teacher will be expected to fulfill all extra duties normally performed by the teacher, including but not limited to, lunch and hall duty and dismissal.

ASSIGNMENTS

Employment of a substitute is based on the current needs of the district and the qualifications of the applicant. Due to the needs of a campus on a particular day, a substitute may be asked to work a different assignment than the one that they originally accepted. The district cannot guarantee, or estimate, the number of assignments that will be available to a substitute during the year. The availability of assignments depends on factors such as the district's needs, time of year, and success of each substitute when assigned.

Substitutes are not eligible for summer school assignments.

JOB CANCELLATION

If a substitute needs to cancel a job that has been accepted, they should cancel as soon as possible in Red Rover. If a substitute is sick on the day of a job, they may cancel in Red Rover prior to 6:00 a.m. After 6:00 a.m., they must cancel the job in Red Rover **and** call or email the appropriate campus administrator.

Assignments may not be canceled to pick up a different assignment for the same day.

BADGES

All substitutes are provided with an identification badge and are required to wear it at all times while on campus.

Replacement or additional badges are available by submitting a request through the Company on-line Technology Help Desk.

HOLIDAYS

The school calendar contains all student holidays, during which substitutes will not be used.

EVALUATIONS

A campus administrator may evaluate a substitute's overall performance on a particular assignment. If the campus administrator chooses to exclude a substitute from future assignments at their campus, an evaluation form must be sent to Human Resources and the district's AESOP administrator.

REMOVAL FROM THE SUBSTITUTE ROSTER

Actions that may result in removal from the substitute roster are:

- Unsatisfactory performance as noted in a substitute evaluation report submitted by a campus administrator
- Failure to comply with district policies and procedures outlined in the Employee Handbook for Substitute Teachers and the Campus Procedures Manual for Substitute Teachers
- Any single incident determined by the district to warrant removal of the substitute from the roster
- Multiple cancellations by the substitute less than 24 hours before the beginning of an assignment
- Excessive hang ups or no answers/responses to the Red Rover system

If at any time during the school year a substitute desires to be removed from the district's substitute roster, the substitute must submit the request in writing. The request should be forwarded to the district's Red Rover administrator.

Upon removal from the district's substitute roster, the substitute must return their employee badge.

RETURN OF PROPERTY

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all Company property immediately upon request or upon removal from the substitute roster. The Company may take all actions deemed appropriate to recover or protect its property, including deducting costs of repair or replacement as necessary from the employee's paycheck.

SECTION 3 – RECRUITMENT AND SELECTION

AMERICANS WITH DISABILITIES ACT - ACCOMMODATIONS

The Company is committed to complying fully with the Americans with Disabilities Act (ADA), as amended, and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

The Company's hiring procedures provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Post-offer medical examinations are required only for those positions in which there is a bona fide job-related physical requirement. They are given to all persons entering the position only after conditional job offers. Medical records will be kept separate and confidential.

Reasonable accommodations will be made for all qualified employees with a disability unless doing so would cause undue hardship for the Company. The Company will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. The Company is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

FINGERPRINTS

Pursuant to Texas law, employees of the Company may not begin work until they have submitted fingerprints to the Texas Department of Public Safety Fingerprint-based Applicant Clearinghouse of Texas (FACT Clearinghouse).

Further, the Company shall discharge or refuse to hire an employee or applicant for employment if the Company obtains information through the criminal history record information review (fingerprinting) that the employee or applicant has been convicted of an offense listed in Texas Education Code § 22.085. In addition, at the Company's discretion it may discharge or refuse to hire an employee with convictions for other offenses.

At all times during a person's employment with the Company, the Company will receive an automatic notification from the FACT Clearinghouse if the employee has been arrested or has any other activity on their record, such as being charged with, convicted of, granted deferred adjudication, or entered a plea of *nolo contendere* to any felony or misdemeanor. Employees must notify the Human Resource Coordinator of any arrest within three (3) calendar days of the occurrence.

EMPLOYMENT AFFIDAVIT

Pursuant to Texas Education Code §21.009, the Company requires all new employees to complete a pre-employment affidavit indicating whether the applicant has even been charged with or adjudicated of having an inappropriate relationship with a minor.

IMMIGRATION LAW COMPLIANCE

The Company is committed to employing United States citizens and aliens who are authorized to work in the United States. The Company does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

SECTION 4 – COMPENSATION

SUBSTITUTE PAY RATES

Substitutes for teaching positions will be paid as follows for assignments completed:

Full Day Assignment	\$130
Half Day Assignment	\$65 (Half day is equal to 4 hours)

Substitutes for instructional aide positions will be paid as follows for assignments completed:

Full Day Assignment	\$100
Half Day Assignment	\$50 (Half day is equal to 4 hours)

ASSIGNMENT TRACKING

Substitutes should keep a personal record of each job, including job number and date(s) worked at each campus. If there are any discrepancies between the amount of a paycheck and the number of days worked, the substitute should contact the Red Rover administrator.

PAYROLL PRACTICE PROCEDURES

Pay

Substitutes are paid on a semi-monthly basis. Paydays will be on the 15th and the last day of the month. If any scheduled payday is on a Saturday, Sunday or bank holiday, the payday will fall on the previous business day. Substitutes will be paid for actual days worked within a pay period. See the substitute pay schedule for specific pay period dates and their corresponding pay date. The deadline to submit any changes is two (2) weeks before the pay date.

Substitutes will not be paid for job assignments on school days that have been canceled due to inclement weather.

Direct Deposit of Payroll

The Company uses direct deposit, which allows employees to forego the inconvenience of a manual paper check. This system is safe and secure, and it also offers employees the option of having pay assigned to separate accounts, such as savings and checking. Any employee who is unable to meet this requirement should contact the Finance department.

Pay Advances

Pay advances are not provided.

Administrative Pay Corrections

The Company takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Human Resource Coordinator so that corrective action can be taken. Generally, pay corrections are made on the next regularly scheduled paycheck.

Pay Deductions

The Company is legally required to make certain deductions from every employee's paycheck. Among these are applicable federal income taxes, medicare taxes, and social security contributions on each employee's earnings.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, contact the Human Resource Coordinator.

JOB DESCRIPTIONS

A job description is a written document that describes the functions of a position, focusing on the general purpose and the essential duties and responsibilities. Every job in the Company has a written job description and employees are required to sign their job description each year.

The job description is a working document, to be reviewed periodically and updated as needed. It is not meant to be restrictive or all-inclusive, but describes the major functions of a job.

WORKERS' COMPENSATION INSURANCE

The Company provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should immediately notify their supervisor. The employee will be given a CareNow authorization form should they need or want to seek medical attention. The employee will also be required to complete an accident report form. Such reports are required by law and, if necessary, initiate insurance and workers' compensation benefits procedures. Therefore, information provided on the form must describe the accident in sufficient detail. The accident report will be returned to the employee's supervisor and then forwarded to the Human Resource Generalist/Benefits. The form should be received by the Human Resource Generalist/Benefits within two (2) business days of the injury. The injury must be reported to the Company not later than the 30th day after the date on which the injury occurs.

Neither the Company nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the Company.

SECTION 5 – WORKPLACE POLICIES

PROGRESSIVE DISCIPLINE

The Company strives to administer equitable and consistent discipline for unsatisfactory conduct in the workplace.

The Company's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a second offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment. There may be circumstances when one or more steps are bypassed.

All written documentation regarding an employee's conduct in the workplace will be maintained in the employee's personnel file.

Because employment with the Company is based on mutual consent and both the employee and the Company have the right to terminate employment at will, with or without cause or advance notice, the Company may use progressive discipline at its discretion.

The Company recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment.

Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, the Company expects employees to conduct themselves in a professional manner at all times and to follow rules of conduct that will protect the interests and safety of all employees, students, and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of Company documentation including, but not limited to, timekeeping records, attendance, grades, and lesson plans.

- Working under the influence of alcohol or illegal drugs; working under the influence of prescription drugs that impair the employee’s ability to perform their job duties
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or violence in the workplace
- Striking a student or touching a student inappropriately
- Boisterous or disruptive activity in the workplace
- Negligent or improper conduct leading to damage of employer-owned property
- Conduct that creates an unsafe environment for students or staff
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking on school property
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Excessive tardiness
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of business “secrets” or confidential information
- Unsatisfactory performance or conduct
- Gossip
- Violation of or disregard for Company policies and procedures

CONFLICT RESOLUTION PROCEDURE

The Company is committed to providing the best possible working conditions for its employees. To ensure fairness in the workplace, the Company has established a grievance procedure which attempts to resolve conflicts and issues in the early stages. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the supervisor.

The Company strives to ensure fair and honest treatment of all employees. Campus administrators, supervisors, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If an employee disagrees with established rules of conduct, policies, or practices as outlined in this handbook they can express their concern through the conflict resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the Company in a reasonable, business-like manner, or for using the conflict resolution procedure.

If an employee believes that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to present the problem to their supervisor or campus administrator. The supervisor or campus administrator will review all of the facts and issues and attempt to find a resolution to the conflict. Employees who do not believe that the problem has

been adequately resolved may subsequently take the problem to the Human Resource Coordinator and then the CEO.

If the employee is not satisfied with the decision of the CEO, the employee may request that the problem be addressed by the Board of Directors. If the Board chooses to take up the matter, their decision will be final.

If an employee has a question about this process, they may contact the Human Resource Coordinator at any time.

Not every conflict or issue can be resolved to everyone's total satisfaction but through understanding and discussion of mutual concerns and issues, reasonable solutions can be implemented to sustain confidence in the process and the Company community. This confidence is important to the operation of an efficient and harmonious work environment and helps to ensure everyone's security.

PERSONAL APPEARANCE

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image of the Company. As representatives of the Company, employees are expected to present a clean and neat appearance and to dress in professional attire during business hours and at all Company events.

Supervisors have the authority to interpret and enforce these guidelines. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees may not be compensated for their time away from work and will face possible disciplinary measures.

The Company recognizes the importance of individually held religious beliefs to its employees. The Company will reasonably accommodate an employee's sincerely held religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Those requesting a workplace attire accommodation based on religious beliefs should contact the Human Resource Coordinator. In addition, employees requiring an accommodation for medical reasons should contact the Human Resource Coordinator.

Employees who perform certain job functions have alternate dress code guidelines as outlined below. In addition, a casual Friday dress code is generally in effect for all Company locations.

General Guidelines

- Hair should be professionally groomed. If colored, it must be a natural hair color.
- Flip flops, crocs, house shoes, as well as athletic shoes are not appropriate business attire. Shoes made out of foam or having foam soles and/or heels may not be worn. Snow boots may not be worn. Men may not wear sandals.
- Clothing must not be tight fitting.

- All tattoos must be covered at all times. Small discreet tattoos may be covered with a single, flesh-tone band aid; larger tattoos must be covered with appropriate contiguous clothing.

Guidelines for Professional Dress

Acceptable professional dress for male employees includes

- Business casual attire, defined as slacks or khakis in neutral colors with a collared shirt tucked in at all times.
- No visible ear/body piercing is allowed.

Acceptable professional dress for female employees includes:

- Business casual attire that ensures full coverage of the chest and torso (front and back) at all times, including when sitting, standing, walking, and bending over.
- Dresses and skirts must be long enough to be appropriate at all times, including when sitting, standing, walking, and bending over.
- Neither tank tops nor shirts/dresses with spaghetti straps are to be worn.
- Business casual capris (mid-calf slacks) may be worn no shorter than 3 inches below the knee.
- Leggings must be ankle length and may only be worn with an appropriate dress or skirt. No spandex leggings are allowed.
- Shorts of any length are unacceptable.
- Two visible ear piercings in each ear lobe are allowed. No other visible body piercing is allowed.
- Makeup and accessories should be professional.
- Hats may not be worn.

Outdoor Workers

With advance approval of their immediate supervisor, PE Teachers and substitute teachers in PE may wear appropriate shorts during school and work hours when weather conditions and/or the nature of the specific task at hand is not conducive to professional dress.

Subject to the following guidelines, supervisors may approve this modified dress code when specified employees will be spending the majority of the approved work day outdoors when the temperature is warm, performing strenuous duties indoors without air conditioning, or performing duties the nature of which reasonably could be expected to damage or ruin typical work clothes (painting, etc).

Shorts must be neat, clean, and without holes, stains, frayed areas, and must reach the top of the knee while standing. Belts must be worn, and shirts must remain tucked in.

Shirts may be polo style with collar, campus/organization “spirit” t-shirt, or t-shirt bearing college logo. Shirts must be neat, clean, and without holes, stains, and frayed areas. If the employee is provided uniform shirts, they must be worn at all work times.

Athletic shoes or work boots and hats are permitted.

Casual Fridays

In general, a Casual Friday dress code is in effect for all employees. The guidelines for Casual Friday dress are as follows:

Jeans

1. Capris jeans are acceptable for females. They must meet the same length requirement as defined in our district dress code policy for business capris.
2. Skinny jeans or excessively tight jeans are not allowed.
3. Jeans must be neat, clean, and free from holes, rips, or frayed edges. The “distressed” look is not acceptable.

Shirts

1. “Titan Wear”
2. Appropriate college t-shirts.
3. Appropriate college sweatshirts. Hooded sweatshirts or jackets are not acceptable.

Specifics for Campus Employees: Campus employees may wear athletic shoes as part of casual Friday dress.

MUSIC

In order to maintain a professional environment and one that is conducive to student learning, the playing of music on campuses and Company offices is limited by the following guidelines:

1. Music may not be played in common areas such as the front reception area at any campus or central administration. Teachers may play music in classrooms if it is relevant to the instructional plans.
2. Employees may not wear headphones or earbuds when listening to music.
3. Company owned computers may not be used to play music for personal listening, including streaming music, uploading music, or playing personal CDs. Personal phones may not be connected to Company owned computers for any reason including to play music. Teachers may use Company owned computers to play instructional CDs that are relevant to their instructional plans.
4. Music may be played in an individual office under the following conditions:
 - a. The volume must be kept at a reasonable level and turned all the way down when another person enters the office. If the music may be heard in a neighboring office or in the hallway, then the volume is too high.
 - b. The volume must be turned all the way down while on the phone.
 - c. The music must be appropriate for general audiences.
 - d. At any time, the employee’s immediate supervisor may request that volume is lowered, the music turned off, or the selection of music changed.

COPYRIGHT

Employees are expected to comply with the provisions of United States copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e. printed material, videos, computer data and programs, etc.). Failure to comply with copyright law or the provisions set forth below may result in disciplinary action, up to and including termination.

Copies of printed materials may only be made with the express written consent of the copyright holder or under the doctrine of fair use. (See <http://www.copyright.gov/fls/fl102.html>) The law regarding fair use does not clearly define how much can be legally copied without getting permission from the copyright holder. What can be considered fair use depends on a number of factors. When buying certain resources, the right to copy pages for students may, or may not, be included. In most instances, though, there are limits on use of the copies and the number of copies that can be made.

If making anything other than minimal copies that could be called fair use (whether for educational purposes or not) and the source does not give permission to make copies, the Chief Legal and Operations Officer will confirm and sign off on the legality of making the copies.

Under no circumstances should the Company's computers be used to copy music or otherwise reproduce and distribute that music for others to use.

Each campus has licenses to show movies within the educational context. All movies shown in a classroom must be pre-approved by the campus principal who will determine if the Company has a license to show that particular movie. Licenses are very specific and do not give the Company permission to show all movies.

The Company has a license to play music within the educational context. Any music used in a classroom must be pre-approved by the campus principal who will determine if the license covers a particular song. The Company's license is very specific and does not give the Company permission to use any song.

The Campus Procedures Manuals have information about how to determine what movies and music are included in the license and therefore may be used.

Information on the internet is also protected by copyright and therefore use requires express written permission or application of the doctrine of fair use.

Any questions regarding the use of protected materials should be directed to an employee's supervisor.

USE OF COMPANY PROPERTY

Equipment and materials essential in accomplishing job duties are expensive and may be difficult to replace. When using Company owned equipment, employees are expected to exercise care,

perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Company materials entrusted to an employee to be used in the scope of their employment should be appropriately safeguarded by the employee.

Please notify your direct supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or need repair. Prompt reporting of damage, defects, and the need for repairs could prevent deterioration of equipment and materials and possible injury to employees or others. Your supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment.

Employees may be requested to acknowledge receipt of such equipment and materials and are responsible if they misuse, damage, or destroy them. They will also be responsible if they do not appropriately monitor use of the equipment or materials by students and, as a result, the equipment or materials are damaged or destroyed by a student. Consequently, employees should take all reasonable steps to safeguard the Company's equipment and materials, such as locking doors, putting them away when not in use, ensuring that students are always adequately monitored, and reporting any suspected or actual abuse of the equipment or materials by other employees, students, or visitors to the campus.

The improper, careless, negligent, destructive, or unsafe use, operation, and/or monitoring of equipment can result in disciplinary action, up to and including termination of employment.

CONFIDENTIALITY

Pursuant to state and federal laws, employees are required to maintain the confidentiality of student and employee information. Further, employees must ensure that all confidential information accessed on non-Company owned devices is safeguarded to ensure the continued confidentiality of the data.

Confidential employee information may only be accessed by an employee who has a legitimate business need to use the information.

General access to a student's records may only be given to parents or guardians, the student (if 18 or older, or emancipated by a court), or school officials with legitimate educational interests.

The student handbook provides detailed information on student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

GIFTS AND GRATUITIES

As an employee, you may not accept gifts, entertainment, favors or other types of gratuities from competitors, parents, students, clients or suppliers other than promotional or other items of insignificant value (examples of acceptable gifts include Holiday gifts from parents). You may not use your position to obtain favorable pricing on personal purchases, excluding options available to all employees on an equal basis and sponsored by the Company. Any offers of gifts or special favors of a personal nature are to be reported to your direct supervisor.

CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest.

Business dealings with outside firms should not result in unusual gains for those firms or Company employees. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the outside firm, the Company, and/or the employee.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Company's business dealings. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the Company does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Company.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the CEO as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Please contact the CEO or Chief Legal and Operations Officer for more information or with questions about conflicts of interest.

EXPENDITURE OF COMPANY FUNDS

No employee may cause the expenditure of Company funds unless authorized by the CEO or the Board of Directors. See the General Purchasing policy for more information.

CONTRACTS AND BINDING AGREEMENTS

No employee may, unless authorized by the Company in writing, sign a contract or agreement on behalf of the Company. All contracts and agreements must be approved by the CEO or the Board of Directors.

SOLICITATION

The Company recognizes that employees may have interests in events and organizations outside the workplace. However, in an effort to ensure a productive work environment, employees and non-employees may not engage in the following activities on campus or using school resources.

- The collection of money, goods, or gifts for employees or students, community groups, religious groups or political groups
- The sale of goods, services, or subscriptions outside the scope of official organization business

- The circulation of petitions
- The distribution of literature not approved by the Company
- The solicitation of memberships, fees, or dues outside the scope of official organization business
- The sale of products from “side” business ventures

The collection of money, goods, or gifts for employees or students, community groups, or charitable organizations may be allowed only with the approval of the Chief Development Officer. Any employee who would like to collect money for such individuals or groups among the school’s students or staff, during regular work hours, and using Company resources, including Company email, must complete a Fundraising form.

For activities not listed above, employees should consult their direct supervisor for guidance.

If employees have a message of interest to the workplace, they may submit it to their campus administrator or the CEO for approval. Written solicitations may only be posted on company bulletin boards with the approval of the campus administrator or the CEO.

DRUG, ALCOHOL AND SUBSTANCE ABUSE

The Company is committed to providing a workplace that is free from drug, alcohol and substance abuse. All employees are prohibited from being under the influence of alcohol, prescription medication that impairs judgment or employee safety, or illegal drugs during working hours. The Company prohibits employees from selling, possessing or using controlled substances for non-medical purposes during work hours, on school property, or at any school related event.

The Company reserves the right to conduct a pre-employment drug screening. The results must confirm that the new employee is not presently using illegal drugs. The Company will adhere to the policy that, as a condition of continued employment, it reserves the right to periodically test employees to assure that illegal drugs are not being used.

SMOKING AND TOBACCO USE

In keeping with the Company’s intent to provide a safe and healthy work environment, smoking or the use of tobacco or tobacco-related products or paraphernalia, including any electronic smoking/vapor devices, “vapor pens,” non-prescribed inhalers, or any other nicotine delivery devices or chemicals, is prohibited in the workplace and on any property occupied by the school or administration. This policy applies equally to all employees, contractors, and visitors.

VISITORS AND VOLUNTEERS

Restricting unauthorized visitors on campus helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Any parent, guardian or other member of the community who would like to visit a campus for any reason must show a government issued photo ID when they check in at the office and will be given a visitor's badge to wear while on campus. The visitor must be accompanied at all times by an employee of the Company and check out at the office when leaving campus.

A parent, guardian, or other member of the community who would like to volunteer at the school on a regular basis or will serve as a chaperone on any field trip will be required to pass a criminal background check prior to arriving on campus. All volunteers will be required to check in at the office and receive a volunteer badge to be worn while on campus. The volunteer must also check out at the office when leaving the campus.

All non-campus based employees must wear their Company ID badge when visiting a campus.

If an unauthorized individual is observed on the Company's premises, employees should immediately notify their supervisor.

WORKPLACE MONITORING

Workplace monitoring may be conducted by the Company to ensure quality control and employee safety and security.

The Company may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

Employees can request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation.

Because the Company is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

REQUESTS FOR INFORMATION

Only the CEO or his designee will communicate with the media – newspaper, radio, or TV – as it relates to school operations or procedures and student performance or management. If any employee is approached or contacted by a member of the media, they are to direct that person to the CEO.

Certain information about the Company may be released to parties outside of the Company under various state laws. Any employee who receives a request for information from an outside party must provide the request to the Chief Legal and Operations Officer who will respond appropriately.

SECTION 6 – TECHNOLOGY

As a part of the Company's commitment to the utilization of technology, employees may have access to the Company's computers, technology, electronic mail, telecommunications systems, and the internet. Employees are expected to use TBP provided computers primarily for business uses. All such computers remain the property of the State of Texas. Infrequent, insignificant and/or incidental appropriate personal use is permitted as long as it (a) is done on personal, rather than work, time; (b) does not consume more than a small amount of technology resources or expose resources to security risks; (c) does not interfere with employee productivity; (d) does not preempt any business activity; and (e) meets a high moral standard. Incidental appropriate personal use includes but is not limited to using the internet to locate information on important news or weather information, to access information regarding benefit information, or pay a bill online. Using a Company computer as a personal computer on personal time, including but not limited to creating and saving personal documents, visiting social media sites, and streaming music and movies, is not considered insignificant and/or incidental personal use and is therefore not permitted. Such use should be limited in nature and professional judgment is required. Please contact your supervisor if you have any questions about this policy.

Violations of the Company's technology policy may be cause for discipline, up to and including termination.

The district's board approved Internet Safety policy can be found on the district's website and is in effect for employees as well as students.

HELP DESK

All requests addressed to the technology department should be made through the Company's on-line Help Desk. In situations when the network is not available or when an emergency exists that threatens the health, safety or welfare of students, employees or school property, the technology department may be contacted by telephone.

Every employee who has a Company user name and password may log in to the web Help Desk portal.

Standard help desk tickets will be assigned a priority of low, medium, high, or urgent. The target response times for such requests generally range from 1 hour to 6 hours, with the standard maximum resolution time for a low priority request being one (1) week.

Employees should consult the Company's Technology Help Desk policy for more detailed information regarding submitting help desk tickets and target and maximum resolution times for all help desk tickets.

CREDENTIALS

Employees should not provide their username, password, or any other credentials to any person including Technology Department employees. Credentials must be protected at all times and

should not be publicly displayed under any circumstance. It is the responsibility of the user/employee to maintain the security of all user names, passwords, and/or all other credentials and to report any security breaches immediately.

TECHNOLOGY RESOURCES

Many of the Company's employees will be provided with technology equipment to be used in carrying out the responsibilities outlined in their job description.

Upon termination of employment with the Company, if an employee does not return the equipment to their supervisor in an acceptable condition (allowing for normal wear and tear) prior to the issuance of their final paycheck, the cost of the equipment may be deducted from the employee's final paycheck, if possible, or be due from the employee personally if their final check is less than the amount due. If the equipment is lost or damaged prior to the date of termination, its cost may be deducted from the employee's paycheck.

Certain equipment, including but not limited to desktop computers, laptop computers, student computers, tablets, Mimio equipment, projectors, and copy machines, may be entrusted to an employee to be used in the scope of their employment but will reside in a location to which other employees and students have access. Employees may be requested to acknowledge receipt of such equipment and are responsible if they misuse, damage, or destroy it. They will also be responsible if they do not appropriately monitor use of the equipment by students and, as a result, the equipment is damaged or destroyed by a student. Consequently, employees should take all reasonable steps to safeguard the Company's equipment, such as locking doors, putting the equipment away when it is not in use, ensuring that students are always adequately monitored, and reporting any suspected or actual abuse of the equipment by other employees, students, or visitors to the campus.

WI-FI

As a part of the Company's commitment to the utilization of technology, employees and guests may have access to the internet utilizing the internal wireless network. The TBP Guest network is meant to provide an internet connection only, and not access to the Company network. Employees and guests are expected to conform to the TBP Internet Safety Policy. In addition, streaming data, such as videos or music, is not permitted without prior approval, and the Company reserves the right to immediately terminate the connection if this occurs, or negatively impacts the network performance of the Company.

The Company makes no guarantees with regard to wireless network availability nor guarantees a secure connection. Those individuals using the TBP Guest wireless internet service agree that the Company will not be held liable for any damage to personal hardware or software, or for viruses or other consequences caused by downloads while using the network. Individuals should have up-to-date virus software to protect personal devices.

EMAIL

Company email may only be used for professional and job related communications. Forwarding of jokes and chain communications is prohibited. Employees must remember that the contents of employee email accounts are considered public information, and inappropriate e-mails are prohibited.

Company email may be accessed on the internet from non-Company computers as well as on personal devices. However, it is expected that employees who access Company email on non-Company owned devices take appropriate steps to safeguard any confidential information that may be contained in such email.

Employees may not use their Company email address to register for any service, account, or subscription that is not required as a part of their job duties.

Personal email addresses should not be used for work purposes.

EMAIL FORMATTING AND SIGNATURES

All email formatting and signatures must reflect a standard platform. No email backgrounds, designs, and additional formatting other than what is listed here may be used at any time on Company email. Signatures may only contain the employee's name and title, the name, address, and phone number of the school, the Trinity Basin Preparatory logo, and our school mission "to inspire every student to do more, expect more and be more." Any other quotes or additional information may not be included in the email signature. Only legible, professional-looking fonts, such as Arial, Calibri or Times New Roman may be used. The font must be either black or the default blue in Microsoft Outlook and 10 to 12 point.

VPN ACCESS

A VPN (virtual private network) is a tool that allows users to access the network remotely using their Company laptop while away from the office. This tool will be provided to all users as needed, and with supervisor approval. Once it is determined that the VPN is needed, the Information Technology department will set it up on the user's Company laptop. While connected to the VPN, the user must act as if they are operating in the office, so the same guidelines of operation apply.

FLASH DRIVES

Flash drives are a common source of viruses. Please use your judgment when using a flash drive in your Company-owned computer. All flash drives must be scanned for viruses and malware before use.

PERSONAL DEVICES

Personal devices may be brought to a Company location and connected to the TBP Guest wireless network. Connecting to any other network, including a wired connection, is prohibited while at a Company location.

EMAIL AND ELECTRONIC DOCUMENT RETENTION

All materials, including electronic materials and email, prepared by employees in the furtherance of their duties remain the property of the Company. Therefore, any electronic documents created by any employee, including but not limited to lesson plans, gradebooks, assignments, tests, correspondence, and email must remain on school owned computers and/or servers and must not be deleted by employees.

SOCIAL NETWORKING

An employee's on-line presence including the posting of images, anecdotes, or comments, whether on Facebook, blogs, forums, or any other social networking sites, affects the Company. Therefore, information published on these sites should comply with the Company's confidentiality and disclosure of proprietary data policies. Further, photographs or videos of students should never be posted on the internet by any individual employed by the Company, other than on the school's website or other school-related site.

SECTION 7 – STUDENT ISSUES

BULLYING

TBP does not tolerate bullying. All complaints of bullying will be investigated and responded to in accordance with the Company's board approved Anti-Bullying Policy, which is attached.

REPORTING SUSPECTED CHILD ABUSE

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 48 hours of the event that led to the suspicion. Abuse is defined by SBEC and includes the following acts or omissions:

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

Reports to Child Protective Services can be made to local offices or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the Company is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency. In addition, employees must cooperate with investigators of child abuse and neglect. Reporting the concern to the principal does not relieve the employee of the

requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

COMMUNICATION WITH STUDENTS AND PARENTS

Social networking between students and staff, although outside school, can adversely affect the school, the student, and the employee. Employees may give their telephone number and Company email address to parents of students in their classes to be used for legitimate educational purposes only, such as questions about homework or scheduling of extracurricular activities. Employees are encouraged to contact parents before directly contacting a student by text or email.

Employees should ensure that any phone calls, texts, or emails directly with students are under the supervision of the student's parent or guardian and are encouraged to copy parents when texting or emailing students. Employees must notify their supervisor if communication with a student becomes excessive or inappropriate. Factors to be taken into consideration when determining if employee-student communication should be reported to a supervisor include the frequency, the time of day, and the content of the communication.

Facebook or any other social networking site correspondence between students and employees is prohibited. This includes with former students you have ever taught, until they are 18 years of age. Employees who engage in such contact will be subject to disciplinary action, up to and including termination.

RELATIONSHIPS WITH STUDENTS

Employees shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a district employee is always prohibited and illegal, even if consensual. Comments of a sexual nature to a student are prohibited, even if consensual. Violation of this policy shall result in termination of the employee.

Trinity Basin Preparatory

Anti-Bullying

Purpose: A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. The purpose of this policy is to assist Trinity Basin Preparatory in its goal of preventing and responding to acts of bullying, intimidation, violence, harassment, and other similar disruptive behavior.

Policy Intent: Pursuant to Texas Education Code §37.0832(c), the board of directors adopts the following policy and procedures concerning bullying. Bullying typically involves an imbalance of power between the bully and the victim. When the basis of bullying is a protected characteristic such as sex, gender, race, color, national origin or disability, it may be considered discriminatory harassment and subject to applicable anti-discrimination laws.

TBP will take all bullying complaints seriously, promptly investigate all complaints, follow up with students when harassment or bullying is suspected, take appropriate corrective and disciplinary action, and ensure students have a safe environment in which they can report harassment.

Statement of Policy:

Overview of Policy and Procedure

Pursuant to Texas Education Code §37.0832(c), this policy and procedure will:

1. Prohibit the bullying of a student;
2. Prohibit retaliation against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying;
3. Establish a procedure for providing notice of an incident of bullying to a parent or guardian of the victim and a parent or guardian of the bully within a reasonable amount of time after the incident;
4. Establish the actions a student should take to obtain assistance and intervention in response to bullying;
5. Set out the available counseling options for a student who is a victim of or a witness to bullying or who engages in bullying;
6. Establish procedures for reporting an incident of bullying, investigating a reported incident of bullying, and determining whether the reported incident of bullying occurred;

7. Prohibit the imposition of a disciplinary measure on a student who, after an investigation, is found to be a victim of bullying, on the basis of that student's use of reasonable self-defense in response to the bullying; and
8. Require that discipline for bullying of a student with disabilities comply with applicable requirements under federal law, including the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.).

Bullying

The act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying.

Pursuant to Texas Education Code §37.0832(a), bullying means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that satisfies the applicability requirements provided by subsection (a-1), and that:

1. has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
2. is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.
3. materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
4. infringes on the rights of the victim at school;

and includes cyberbullying.

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

(a-1) This section applies to:

1. bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying:

- A. interferes with a student’s educational opportunities; or
- B. substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

- (b) Conduct described by Subsection (a) is considered bullying if that conduct:
 - 1. exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
 - 2. interferes with a student’s education or substantially disrupts the operation of a school.

Bullying of a student may include, but is not limited to:

- 1. Verbal: Hurtful name calling, teasing, taunting, gossiping, making threats, making rude noises, demands for money, or spreading hurtful rumors.
- 2. Nonverbal: Posturing, making gang signs, leering, staring, stalking, destroying property, using graffiti or graphic images, or exhibiting inappropriate and/or threatening gestures or actions.
- 3. Physical: Hitting, punching, pushing, shoving, poking, kicking, tripping, strangling, hair pulling, fighting, beating, biting, spitting, hazing, confining, theft of valued possessions, or destroying property.
- 4. Emotional (Psychological): Rejecting, terrorizing, extorting, defaming, intimidating, humiliating, blackmailing, manipulating friendships, isolating, ostracizing, using peer pressure, or rating or ranking personal characteristics.
- 5. Cyberbullying: willful harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, texting on cell phones, social websites (e.g., MySpace, Facebook, Twitter), chat rooms, “sexting”, instant messaging, or video voyeurism by accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network.
- 6. Cyberstalking: engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

TBP prohibits the bullying of any student:

- 1. during any educational program or activity conducted by TBP;
- 2. during any school-related or school-sponsored program or activity;
- 3. through the use of any electronic device or data, computer software that is accessed through a computer, computer system, or computer network. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section.
- 4. through threats using the above to be carried out on school grounds or at a school function or in situations where a school administrator can reasonably forecast a material and substantial disruption of school. This includes threats made outside of school

hours, which are intended to be carried out during any school-related or school-sponsored program or activity.

Discriminatory Harassment

If bullying is based on a protected characteristic, it may fall under one of the federal anti-discrimination laws, including:

- Title IX of the Education Amendments of 1972, which prohibits discrimination and harassment on the basis of sex and gender;
- Title VI of the Civil Rights Act of 1964, which prohibits discrimination and harassment on the basis of race, color, or national origin; and
- Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, which prohibit discrimination and harassment on the basis of disability.

Harassing conduct may take many forms, including verbal acts and name calling; graphic and written statements, which may include use of cell phones or the internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school.

Counseling

TBP provides age-appropriate preventative education regarding bullying in the form of classroom lessons under the guidance of the school counselor.

The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options and when appropriate, refer the students to the counselor.

After meeting with the student, the counselor will recommend whether the student may benefit from additional services which may include individual sessions, group sessions, class sessions, pairing with an adult or peer mentor. If the counselor believes that the student would benefit from repeated sessions, the counselor will notify the student's parent or guardian and get permission to have these sessions.

Retaliation Prohibited

TBP prohibits retaliation by a student or employee against any person who is the victim of bullying, who in good faith makes a report of bullying, serves as a witness, or participates in an investigation. Such actions will be subject to TBP's Student Code of Conduct.

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

Confidentiality

To the greatest extent possible, the school will 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.

Access to Policy and Procedures

This policy and procedure will be distributed annually in the employee and student handbooks. Copies of the policy and procedure will be posted on the school's website, to the extent practicable, and will be readily available at each campus and the school's administrative offices.

Training

TBP will provide bullying awareness training and instruction on this policy to all campus-based staff at least annually.

In addition, instructional staff will receive further guidance and training from the counselor and administrative staff on an ongoing basis.

Campus administrators will also be trained to ensure that discipline is consistent and fair.

Bullying of a Student with Disabilities

Bullying based on disability may constitute peer-on-peer harassment prohibited by Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990.

Bullying may also trigger obligations to provide a free, appropriate public education (FAPE) to eligible students with disabilities under the Individuals with Disabilities Education Act.

Standard Operating Procedure:

Making Reports regarding Bullying

Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other school employee. A report may be made orally or in writing. Parents are also encouraged to inform campus administration of any knowledge of bullying.

Students may also anonymously report an incident of bullying through the Trinity Basin Preparatory website (www.trinitybasin.net).

Any school employee who has any knowledge of a student being bullied or may have experienced bullying shall immediately notify the campus principal or designee. Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the school's ability to investigate and address the prohibited conduct.

If a report is made orally, the campus principal or designee shall reduce the report to a written form.

The campus principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate. Not later than the third school day after the principal acquires knowledge of an alleged incident of bullying, the principal will provide notice of the incident to the parent or guardian of the victim of the alleged bullying and the parent or guardian of the student who allegedly engaged in bullying.

Investigating Complaints

All investigations concerning allegations of bullying will be prompt, thorough, and impartial.

The campus principal or designee shall conduct an appropriate investigation based on the allegations in the report. Every step of the investigation, including every action taken by the school, will be put in writing, giving dates and times and identifying all persons contacted. All statements should be reduced to writing and should have sufficient detail relating the events of the conversation.

The principal may use their judgment in conducting the investigation including, but not limited to, interviewing students and staff and taking written statements, notifying Child Protective Services or law enforcement when necessary, and meeting with parents to get or share information as needed.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten business days from the date of the report; however with permission from the Chief Academic Officer, the campus principal or designee may take additional time to complete a thorough investigation.

The campus principal or designee will prepare a written report of the investigation. The report will include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense.

The investigation should be documented in the district's student information management system pursuant to the guidelines outlined in the district's Progressive Discipline System. A copy of the report shall be sent to the Superintendent or designee.

Notification of Parents

At the conclusion of the investigation, the principal or designee shall promptly notify the parents of the victim and the student who engaged in bullying. The notification shall occur in a parent conference and be documented on the district's parent conference form within 3 days of the conclusion of the investigation.

In this conference, the principal will explain the district's bullying policy, explain the consequences for violating the policy and give clear directives that this conduct will not be permitted at the school and will be dealt with swiftly and decisively if this conduct were to ever occur.

Follow-Up Actions based on Results of Investigation

If the results of an investigation indicate that bullying occurred, the school will promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the school's Student Code of Conduct. The school may take action based on the results of the investigation, even if the school concludes that the conduct did not rise to the level of bullying under school policy.

Campus administrators will take bullying into account when disciplining a student who is a victim of bullying and who used reasonable self-defense in response to the bullying.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

Other actions that may be taken to prevent further bullying include separation of the victim from the bully, additional monitoring of victims, assignment of a safe place and a responsible contact person for the student victim to go to whenever the victim feels threatened or frightened, written directives to students and parents on expected conduct and response to allegations of bullying, and the notification of law enforcement where necessary.

Appeal of Decision

A student who is dissatisfied with the outcome of the investigation may appeal to the Chief Academic Officer, Superintendent, and then Board of Directors, in that order.

Revision History:

<u>Effective Date</u>	<u>Version</u>	<u>Modification</u>
8/20/12	1	New document
11/6/17	2	Revisions pursuant to SB179 "David's Law"