

Trinity Environmental Academy
Scholar Code of Conduct

Standards for Behavior

Each student is expected to behave in a responsible manner by:

1. Demonstrating courtesy and respect for others;
2. Attending all classes, regularly and on time;
3. Preparing for each class by taking the appropriate materials and assignments to class;
4. Being well-groomed and dressing appropriately as defined by the School's code for dress and grooming standards;
5. Obeying all campus, classroom and extracurricular rules;
6. Respecting the rights and privileges of other students, school staff, and other adults on campus or at school-related activities on or off campus;
7. Respecting the property of others, including school property and facilities;
8. Cooperating or assisting the school staff in maintaining safety, order, and discipline; and
9. Adhering to the Student Code of Conduct.

Prohibited Behaviors

The following behaviors will be subject to disciplinary consequences, up to and including suspension and expulsion, if the behavior is persistent or serious enough, in the opinion of the School Director or his/her designee, to warrant such action:

1. Leaving school grounds or school sponsored events without notifying or receiving permission from the appropriate school official;
2. Insubordinate behavior for example, not complying with lawful directives from school personnel;
3. Engaging in inappropriate physical or sexual conduct;
4. Engaging in conduct that constitutes sexual harassment including words, gestures or any other sexual conduct, including requests for sexual favors;
5. Starting or building a fire on school grounds except when part of instructional program or event;
6. Possessing, using, selling or smoking tobacco products;
7. Possessing, using, selling or distributing medications available without a prescription in a manner other than which is was intended (as stated on the manufacturer's label) or with school policies concerning the handling of over the counter medication;
8. Possessing drug paraphernalia;
9. Possessing or distributing pornographic material;
10. Possessing dangerous items such as knives, bladed instruments, air guns, chemical dispensing devices, fireworks, replica firearms or bombs, electronic stunning devices;

11. Possessing a firearm;
12. Possessing ammunition or explosives;
13. Committing an assault which results in injury;
14. Making a threat to harm someone or damage the building or school property including a false alarm or report such as a bomb threat;
15. Possessing, using, selling, buying or attempting to buy, distributing or being under the influence of alcohol;
16. Possessing, using, selling, buying or attempting to buy, distributing or being under the influence of illegal drugs;
17. Possessing, using, selling, buying or attempting to buy, distributing or being under the influence of prescription drugs without a prescription in the student's name;
18. Using, in a manner other than as directed by the manufacturer, or being under the influence of glue or aerosol paint;
19. Discharging a fire extinguisher or pulling the fire alarm, except in an emergency;
20. Violating dress or grooming standards;
21. Violating campus, classroom extracurricular or other communicated standards of behavior;
22. Cheating, copying work from another, or plagiarizing;
23. Using profanity, abusive language or obscene gestures;
24. Engaging in fighting, with or without provocation, when such fighting results or may result in injury to a student, staff or other bystander;
25. Bullying including repeated teasing, taunting, threatening, hitting, harassment, verbal or physical abuse and the use of texting, social media or the internet as a means of bullying;
26. Stealing, theft or robbery;
27. Damaging or vandalizing property belonging to others or school property;
28. Inappropriate or illegal use of the school's electronic communication systems, including the internet;
29. Falsification of school records, passes or other school-related documents;
30. Behaving in a way that is disruptive to the school environment or learning process;
31. Belonging to a gang, participating in or soliciting another person to be involved in gang activity;
32. Evidence confirming that a student has committed a felony level offense (under Texas Penal Code) or other serious off-campus conduct which is likely to have at least one of the following effects:
 - a. Disrupts the learning environment;
 - b. Provides a negative example to other students; or
 - c. Creates a dangerous or unsafe environment for students or school personnel.

The prohibited list of behaviors, above, provides examples only. Disciplinary action, up to and including suspension and expulsion, may result for other types of school-related misconduct that violates the intent of the code of conduct.

Possible Consequences to Scholar Misconduct

Incidences of scholar misconduct will be handled through restorative practices. Restorative practice models pair infractions of the code of conduct with appropriate consequences that focus on empathy and repairing the harm done. As an alternative to retributive consequences, restorative practices treats misconduct as a learning opportunity. The school community is involved in the restoration process and those that are affected or victims are considered. This empowerment of the students to resolve community issues is a powerful tool that teaches students accountability through understanding the impact of their actions and taking responsibility for the choices they make through repairing harm done.

All discipline issues will initially be handled by the classroom teacher who will determine the appropriate action based on professional judgment and school policy. For those minor infractions of the code of conduct handled by the teacher, the following techniques may be used alone or in combination:

1. Verbal or oral correction;
2. Cooling off or timeout;
3. Phone calls to parents/guardians;
4. Preferential seating in classroom or lunchroom;
5. Counseling by teachers, counselors or administrators;
6. Parent/teacher conferences;
7. Parent/administrator conferences;
8. Confiscation of items that disrupt the educational process;
9. Grade reductions for academic violations such as cheating, copying, allowing others to copy work or plagiarism;
10. Behavioral contracts;
11. Sending the student to the office or other assigned areas;
12. In school suspension;
13. Detention, either during the school day or outside of the school day;
14. Assigned school duties, other than classwork such as cleaning desks;
15. Withdrawal of privileges such as participation in extracurricular activities and eligibility for seeking and holding honorary offices.

Suspension or Expulsion

Scholars in violation of the code of conduct, as noted above, are subject to disciplinary consequences, up to and including suspension and/or expulsion, if the behavior is persistent or serious enough in the opinion of the School Director, to warrant such action.

Firearm Violations

Federal law mandates that a student be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm (as defined by 20 U.S.C. Section 7151) to school, subject, however, to the discretion of the Superintendent/CEO to modify the length of the expulsion or assess another comparable penalty that results in the student's exclusion from the regular school program on a case-by-case basis.

Suspension Due Process

The School Director, or Superintendent/CEO's designee, has the authority to suspend a student for a period of up to three school days for any of the following reasons:

1. The severity or persistence of the code of conduct violation alleged;
2. The need to further investigate an incident or allegation; or
3. That a recommendation to expel the student has been considered.

Prior to suspending a student, the School Director must notify and consult with the Superintendent/CEO, in addition, the School Director must hold an informal conference with the student to:

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

Notification to Parents/Legal Guardians

If the School Director determines the student's conduct warrants suspension, the School Director will notify the student's parents that the student has been suspended before the student is sent home. At this time, the School Director will also notify the parents of the student of the period of the suspension, the grounds for the suspension, and the time and place for the conference with the School Director.

Emergency Actions

The School Director, after consulting with the Superintendent/CEO, may order the immediate suspension of a student for up to three days if the School Director believes that the student's presence threatens the health, safety or welfare of himself/herself or other students or faculty. If a student is suspended in an "emergency" situation without the opportunity for notice of the allegations against him/her, the School Director must notify the student of the allegations and provide the student with an opportunity to present his/her version of the incident within a reasonable time period, not to exceed three days from the date of suspension.

During periods of suspension, students are not allowed on campus, including afterschool activities. The suspended days will be counted as unexcused absences. Students may receive credit for work missed during the period of suspension if the student makes up the missed work within the same number of days the student was absent due to the suspension. Students may make up major assessments missed during the suspension, but can receive grades no higher than 70%.

Expulsion Due Process

If the School Director believes a student has committed an expellable offense, the School Director may make the recommendation to the Superintendent/CEO. Prior to taking expulsion action, the School Director or other appropriate administrator will schedule a hearing before the Superintendent/CEO and provide written notice to the student and his/her parents of:

1. The reasons for the recommended expulsion; and
2. The date, time, and location of a hearing before the Superintendent/CEO, within three days after the date of the notice, unless the parents and Superintendent/CEO agree in writing to an alternate time.

Further, the notice shall state that the student is entitled to:

- a. Be present at the hearing;
- b. Have the opportunity to present evidence;
- c. Have an opportunity to examine/question the school's evidence and witnesses;
- d. Be accompanied by his/her parents or another adult who can provide guidance to the student and who is not an employee of the district; and
- e. Be represented by an attorney.

The notice shall also state that failure to request such a hearing constitutes a waiver of further rights in the matter.

Hearing Before Superintendent/CEO

After providing notice to the student and parent of the hearing, the Superintendent/CEO shall hold the hearing regardless of whether the student, the student's parents or another adult representing the student attends. The Superintendent/CEO shall audio record the hearing.

At the hearing, the school administration shall be allowed to present its evidence of the alleged violation and the student and/or his parents or attorney may present evidence and cross examine the administration witnesses in defense of the allegations.

Within 24 hours of the hearing, the Superintendent/CEO will notify the student and the student's parents in writing of his/her decision. The decision shall specify:

1. The length of the expulsion, if any;
2. The procedure for re-admittance to the school at the end of the expulsion period;
and
3. The right to appeal the Superintendent/CEO's decision to the School Board.

Appeal to the School Board

The student or his/her parents may appeal the decision of the Superintendent/CEO to the School Board by notifying the Superintendent/CEO in writing within three days of receipt of the Superintendent/CEO's decision. The Superintendent/CEO will provide the student or parent with written notice of the date, time, and place of the meeting at which the Board will review the decision.

The School Board may designate a committee to hear the appeal. The School Board, or their designated committee, will review the audio or transcribed record from the hearing before the Superintendent/CEO and will hear statements made by the parties at the review and will base its decision on evidence reflected in the record and any statements made by the parties at the review. Consequences will not be deferred pending the outcome of the hearing. The School Board or their designated committee may confer in private and communicate its decision orally at the conclusion of the appeal hearing. The decision of the School Board or their designated committee is final.

During the appeal process, the student will be allowed to complete homework and submit for credit in their classes.

Terms and Definitions

Term	Definition
Abusive Language	Any language used to attack the social, religious, racial or ethnic well-being of a person.
Alcohol	Those substances as defined in Texas Alcoholic Beverage Code § 1.04
Assault	Intentionally, knowingly or recklessly causing bodily injury or harm to another

Bladed Object	Any sharp object used to cut, stab, or injure that includes, but is not limited to; Razor blades, box cutters, throwing stars, knives, etc.
Bomb Threat/ Hoax	An expression of intention to use an explosive device to hurt, destroy, intimidate, or act in retaliation
Bullying	Persistent, persuasive or repeated harm either verbally or physically; to create an threatening or abusive environment for another person(s); acts or gestures intended to cause distress and harm; written, oral or physical expressions or conduct sufficiently severe to cause intimidation; hostile or offensive
Campus Disruption	Any negative activity that disrupts the educational process for a large number of the student population; Behavior not specifically described which seriously disrupts the orderly conduct of school, a school function, or extra/co-curricular activity.
Chemical Dispensing Device	A device other than a small chemical dispenser sold commercially for personal protection, that is designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on an individual.
Class Disruption	Any activity which violates the rules of a particular classroom and interferes with the teacher's opportunity to present material or other student's opportunity to concentrate on the material or their assignment. Behavior not specifically described which seriously disrupts the orderly conduct of a classroom or other academic setting.
Defacing/ Damaging School Property	Defacing, damaging or destroying school property, including school buses, either during school hours, after school hours, or during vacation times.
Emergency Removal	The removal of a student from regular classes or from other educational settings for serious disciplinary reasons, including abusive or threatening behavior.
False Fire Alarm	Knowingly making or aiding in the making of sounding a fire alarm when the alarm is not needed or there is no fire.

Fighting	Mutual combat, aggression or physical contact that may or may not result in bodily injury.
Firearm	Any device designed, made, or adapted to expel a specific projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily converted convertible to that use.
Gang	Two or more persons who have a common identifying sign, symbol or leadership; Wearing, possessing, using, distributing, displaying or selling of clothing, emblems, badges, symbols, signs, graffiti or other that are evidence of membership or affiliation in a gang/cult
Gang Activity	(1) Committing any act or using any speech, either verbal or nonverbal, such as gestures, handshakes, and the like, that indicate membership or affiliation in a gang; (2) Promoting interest in any gang or gang activity including but not limited to: (a) soliciting others for membership, (b) requesting any person to pay protection, or otherwise intimidating or threatening any other person; (c) committing illegal or unlawful acts or violations of district policies; (d) involvement in activities or behaviors that are illegal or in violation of the Student Code of Conduct
Insubordination	Persisting in acts of disobedience; defying the authority of school personnel; unprovoked display of disrespect towards school personnel
Offensive Language/ Profanity	Using language which is outside the standards of acceptable language of the majority of the persons in the community
Paraphernalia	Any device(s) that can be used to inhale, inject, ingest, or otherwise introduce a controlled substance into the body
Persistent (Misbehavior)	Misbehavior or negative action(s) that violate specific standards of school conduct on at least three (3) occasions; repeated misconduct may be the same or of a different type infraction or behavior

Possession	To have on a student's person, in the student's possession or in the student's personal property during normal school hours or any school related activity after hours on or off school property including, but not limited to; the student's clothing, purse or backpack; in any private vehicle on school property or used by the student for transportation to and from school or school-related activities; in any school property used by the student including, but not limited to, a locker or desk
Prohibited Items	Any item, article or object that can be or is used to disrupt the educational process or other school event; items used to cause injury, pain or to threaten; items defined as restricted, not permissible or unlawful.
Prohibited Weapons	Includes but is not limited to; a club, explosive weapon, firearm, illegal knife, handgun, switchblade knife, hoax bomb, chemical dispensing device
School Property	Any Property owned by the school district or over which the school district or its personnel exert lawful authority, including property visited by students in connection with a school sponsored activity, such as a field trip, sporting or extracurricular activity
Sexual Misconduct/ Harassment	Includes unwanted and unwelcome verbal, physical or written (in any form) contact of a sexual nature, whether by word, gesture, or other sexual conduct, including requests for sexual favors
Stealing	Taking and carrying away the personal property of another without the consent of the owner
Theft	The unauthorized possession and/or sale of the property of another without the consent of the owner
Under the Influence	Lacking or impairment of a person's normal use of mental or physical faculties (may be evident by a pattern of abnormal or erratic behaviors or the presence of physical symptoms); a person perceived or deemed "under the influence" need not be legally intoxicated to cause disciplinary or lawful action
Use	Voluntarily introducing into one's body by any means a prohibited

	substance recently enough that it is detectable by the students physical appearance, actions, speech, or breath; smell lingering in the air or in the area of suspected use
Vandalism	Willful action which results in destruction, damage or defacement of property belonging to or rented by the district
Weapons	Instruments used to cause bodily harm or create the fear of physical harm, injury or death