

## TCSA Model Board Policy Series

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Module 400: Student Charter Board Policy for Tejano Center  
for Community Concerns, Inc.

## **400.020. ADMISSIONS & ENROLLMENT**

The governing body ("Board") of TCCC adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

### **SECTION 1. Admissions**

Section 1.1. Non-Discrimination Policy. TCCC's admissions and enrollment shall be free from discrimination based on sex, national origin, ethnicity, religion, disability, academic, artistic, athletic ability, or the district the child would otherwise attend under state law.

Section 1.2. Admission Application Deadline. TCCC's admission application period is publicly available on its website along with application forms and other admission material.

*TCSA Note: Section 1.3 only applies to open-enrollment charter schools that have terms in their charter that permit admission of non-resident, transfer students.*

Section 1.3. Non-resident Transfer Students. Students who are children or wards of employees who reside outside TCCC's approved, geographic boundaries may be admitted with approval of the President & CEO once all eligible, resident students who submitted a timely application are enrolled.

*TCSA Note: Section 1.4 applies to open-enrollment charter schools that have language in their charter that allows a school to exclude a student from admission on the basis of documented history of a criminal offense, a juvenile court adjudication, or discipline problems under the Education Code, Chapter 37, Subchapter A. If your school's charter does not have such language do not adopt Section 1.4 as a policy.*

Section 1.4. Exclusion from Admission. TCCC reserves the right to exclude from admission a student who has a documented history of a criminal offense, a juvenile court adjudication, or discipline problems under the Education Code, Chapter 37, Subchapter A.

*TCSA Note: Section 1.5 applies to charter schools specializing in performance arts. Do not adopt this section if your school does not have such a specialization.*

### **SECTION 2. Enrollment**

*TCSA Note: The Student Attendance Accounting Handbook states, "A charter school's policy should include measures to verify, on enrollment, that a student is entitled to enroll in the charter school."*

Section 2.1. Eligibility. The President & CEO, or designee, shall establish procedures that ensure that appropriate measures are taken to verify, on enrollment, that a student is entitled to enroll in TCCC. Areas to be verified include, but are not limited to, a student's residency and grade level.

Section 2.2. Enrollment Documentation. Upon a student's enrollment, the President & CEO, or the President & CEO's designee, shall ensure that a bona fide effort is made to secure all records and required documentation pertaining to the student.

Section 2.3. Establishing Identification. Any of the following documents are acceptable for proof of identification and age: birth certificate; driver's license; passport; school ID card, records, or report card; military ID; hospital birth record; adoption records; church baptismal record; or any other legal document that establishes identity.

*TCA Note: Sample admission form was sent in the email that contained this policy module.*

### **SECTION 3. State Conservatorship Liaison (NEW JANUARY 2014)**

The School Principal is appointed the liaison with the Department of Family and Protective Services to facilitate the enrollment in the school, or the transfer to another public school, of a child who is in the conservatorship of the state. The School Principal shall cause for his or her name and contact information to be submitted to the Texas Education Agency in the time and manner and time required by agency rules.

Section 3.1. Continued Enrollment of Student in Conservatorship of State. A student who is placed in the conservatorship of the Department of Family and Protective Services and at a residence outside the geographic boundary served by TCCC shall be entitled to continue to attend TCCC.

#### **400.040. ATTENDANCE**

The governing body ("Board") of TCCC adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

##### **SECTION 1. Compliance**

The President & CEO, or the President & CEO's designee, shall ensure TCCC's student attendance accounting system is in compliance with all laws, regulations, and Texas Education Agency rules governing attendance. The President & CEO, or the President & CEO's designee, shall ensure that attendance policies are distributed to staff, students, and parents/guardians.

##### **SECTION 2. Documented Absences**

*TCSA Note: Before a charter school may count a student in attendance when the student was allowed to leave campus during any part of the school day, the charter must adopt a policy addressing parental consent for a student to leave campus and distribute the policy to staff and to all parents of students in the district or charter school.*

Section 2.1. Leaving Campus During School Hours. A student younger than 18 years old must have prior, written parent or guardian approval, before that student may leave the school campus during school hours.

Section 2.2. Absences. A student absent from school for any portion of the day, upon his or her return, must provide a written note to the school that explains the absence. The note must either be signed by a parent, guardian, or the student if the student is 18 years old or emancipated.

*TCSA Note: Section 2.3 applies to those open-enrollment charter schools which have grades 11 and 12.*

Section 2.3. Absences for College Visits. Students may be excused up to two absences in their junior year and two absences in their senior year when visiting an accredited institution of higher education for the purpose of determining their interest in attending that institution. Upon return to school, a student shall provide a note similar to the note provided in Section 2.2 of this policy, along with documentation indicating that the student indeed visited the institution.

##### **SECTION 3. Warning Notice**

The President & CEO, or designee, shall ensure that at the beginning of each school year the parents of students of TCCC receive notice that they and the student are subject to prosecution for violation of attendance laws.

*TCSA Note: Section 4 applies to open-enrollment charter schools which have selected a school attendance officer.*

**SECTION 4. School Attendance Officer**

TCCC shall have a school attendance officer ("SAO"). The President & CEO, or the President & CEO's designee, shall determine the duties and responsibilities of the SAO, all of which should be in line with the maintenance of student attendance.

#### **400.060. FERPA**

The governing body ("Board") of TCCC adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

#### **SECTION 1. Compliance**

In regards to student records, TCCC shall comply with the Family Educational Rights and Privacy Act ("FERPA").

#### **SECTION 2. Custodian of Records**

The President & CEO is designated the custodian of all student records. The principal of each school is designated as an agent of the President & CEO for the purposes of the receipt of requests concerning the disclosure of student records.

#### **SECTION 3. Annual Notice**

The President & CEO shall ensure that all parents of students currently in attendance and current students who have reached 18 years of age annually receive a notice of their rights under FERPA.

#### **SECTION 4. Directory Information**

Section 4.1. Definition. Directory information is the following: (1) student's name, (2) address, (3) telephone number, (4) date and place of birth, (5) photograph, (6) electronic mail address, (7) participation in officially recognized activities and sports, (8) weight and height of members of athletic teams, (9) dates of attendance, (10) awards received, (11) the most recent school attended by the student, (12) grade level, (13) enrollment status, and (14) and other similar information.

Section 4.2. Disclosure. Directory information will be released to the public at the discretion of TCCC in compliance with FERPA, unless a parent or student over 17 years of age objects to part or all of its release in writing within 10 school days after receiving the annual notice described in Section 3 of this policy. Written objections shall be collected and maintained by the principal.

TCSA's Model Notice based on the [U.S. Department of Education Model Notice](#)

**NOTIFICATION OF RIGHTS UNDER FERPA FOR  
ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act ("FERPA") affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day TCCC ("School") receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent, or eligible student, believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask TCCC to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If TCCC decides not to amend the record as requested by the parent or eligible student, TCCC will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information ("PII") from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request, unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by TCCC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

The following is directory information: (1) student's name, (2) address, (3) telephone number, (4) date and place of birth, (5) photograph, (6) electronic mail address, (7) participation in officially recognized activities and sports, (8) weight and height of members of athletic teams, (9) dates of attendance, (10) awards received, (11) the most recent school attended by the student, (12) grade level, (13) enrollment status, and (14) other similar information.

FERPA permits the disclosure of personally identifiable information ("PII") from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(2) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities,



such as the state educational agency in the parent or eligible student's state ("SEA"). Disclosures under this provision may be made, subject to the requirements of § 99.35 in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf [§§ 99.31(a)(3) and 99.35]

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. [§ 99.31(a)(4)]
- To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. [§ 99.31(a)(5)]
- To organizations conducting studies for, or on behalf of TCCC in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. [§ 99.31(a)(6)]
- To accrediting organizations to carry out their accrediting functions. [§ 99.31(a)(7)]
- To parents of an eligible student if the student is a dependent for IRS tax purposes. [§ 99.31(a)(8)]
- To comply with a judicial order or lawfully issued subpoena. [§ 99.31(a)(9)]
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. [§ 99.31(a)(10)]
- Information TCCC has designated as "directory information" under § 99.37. [§ 99.31(a)(11)]

**400.70. ADOPTION OF A MAJOR CURRICULUM INITIATIVE *(NEW JANUARY 2014)***

Before the adoption of a major curriculum initiative, including the use of a curriculum management system, the Board of Directors of TCCC shall, in accordance with the Texas Open Meetings Law, hold a meeting during which

1. Members of the public and employees of the school shall be given an opportunity to comment on the proposed initiative; and
2. Information regarding the initiative is presented to the Board of Directors, including the cost of the curriculum initiative and any alternatives that were considered.

Prior to the adoption of the curriculum initiative by the Board of Directors of TCCC, the President & CEO, or the President & CEO's designee, shall provide teachers and employees of TCCC an opportunity to express opinions regarding the initiative. Any opinions received by the President & CEO, or the President & CEO's designee shall be provided to the Board of Directors for their review and consideration.

#### **400.80. REQUIRED INSTRUCTION AND GRADUATION**

The governing body ("Board") of TCCC adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

##### **SECTION 1. Compliance**

The President & CEO shall ensure that TCCC maintains compliance with all state laws and regulations governing curriculum and graduation requirements.

###### Section 1.2. Pledge of Allegiance. **(NEW JANUARY 2014)**

The principal, or designee, of each campus of TCCC shall ensure that TCCC maintains compliance with all state laws and regulations governing recitation of the Pledge of Allegiance to the United States and Texas flags and the regulations governing proper flag display in each classroom in which the pledges of allegiance are recited.

###### Section 1.3. Observance of Moment of Silence.

The principal, or designee, of each campus of TCCC shall ensure that TCCC maintains compliance with state law governing the observance of one minute of silence following the recitation of the pledges of allegiance to the United States and Texas flags.

###### Section 1.4 Commemoration of the Events of September 11, 2001.

The principal, or designee, of each campus of TCCC shall ensure that TCCC maintains compliance with state law governing the commemoration of the events of September 11, 2001.

###### Section 1.5. Instruction in Cardiopulmonary Resuscitation ("CPR"). **(NEW JANUARY 2014)**

The principal, or designee, of each campus of TCCC that serves grades 7 through 12 shall ensure that TCCC maintains compliance with the state law and regulations governing instruction in CPR and that each student receives CPR instruction at least once prior to graduation.

##### **SECTION 2. Graduation**

The President & CEO shall ensure that TCCC maintains compliance with all state laws and regulations governing graduation requirements.

###### Section 2.1. Endorsements.

TCCC shall offer the following endorsements:

***TCSA NOTE: Designate the endorsement(s) offered by the charter school. The charter school must offer at least one endorsement. If the charter school offers only one endorsement, it must be the multidisciplinary endorsement.***

1. science, technology, engineering and math (STEM)
2. business and industry
3. public services
4. arts and humanities
5. multidisciplinary students

The President & CEO, or designee, of TCCC shall implement procedures to ensure that each student of TCCC indicates in writing the endorsement the student intends to earn.

Section 2.2. Distinguished Level of Achievement.

The President & CEO, or designee, of TCCC shall ensure that TCCC offers the curriculum requirements for a student to earn a distinguished level of achievement.

Section 2.3. Performance Acknowledgements.

The President & CEO, or designee, of TCCC shall ensure that TCCC offers the requirements adopted by the SBOE for a student to earn a performance acknowledgement on his or her diploma.

Section 2.4. High School Graduation Plan.

*TCSA Note: This policy is optional. Charter schools are not required to develop and administer personal graduation plans. However, TCSA recommends charter schools develop and administer personal graduation plans to assist students and parents in understanding graduation options and achieving student success.*

The principal of each high school campus of TCCC shall designate a school counselor or school administrator responsible for developing and reviewing personal graduation plans with each 9th grade student and his or her parent or guardian in accordance with state law and regulations. The designee shall ensure that the student and the student's parent or guardian conform and sign the personal graduation plan.

The President & CEO of TCCC shall ensure that the information provided by the Texas Education Agency explaining the advantages of the distinguished level of achievement and each endorsement is posted on the school's website.

*TCSA Note: For schools that have secondary-level courses, a policy on the subject in Section 3 is legally required.*

### **SECTION 3. End-of-Course Assessments (UPDATED JANUARY 2014)**

Section 3.1. End-of-Course Exams. Students shall take end-of-course ("EOC") exams for secondary-level courses in Algebra I, Biology, English I, English II, and United States History. A student's performance on such assessments shall not be used in determining class ranking or to account for a percentage of the student's final grade for the course.

- a. TCCC shall not administer more than two benchmark assessment instruments to prepare a student for an end-of-course exam.
- b. The principal, or designee, of each campus of TCCC shall implement procedures to ensure that each teacher receives the results of the end-of-course exam administered to students taught by that teacher in the subject for which the exam is administered.

- c. The principal, or designee, of each campus of TCCC shall ensure that each student who fails to perform satisfactorily on an end-of-course exam receives accelerated instruction in the applicable subject area.

Section 3.2. Retakes. A student who fails to achieve the requisite score on an end-of-course exam may retake the exam.

Section 3.3. Students with Disabilities. The admission, review, and dismissal (“ARD”) committee shall determine the type of assessment to be administered to a student receiving special education services. A parent or guardian of a student with special needs may request administration of additional benchmark assessments.

*TCSA Note: Section 3.4 is optional for those open-enrollment charter schools that elect to annually administer post-secondary readiness assessments in Algebra II and English III.*

Section 3.4. Post-secondary Readiness Assessments.

TCCC shall administer post-secondary readiness assessments in Algebra II and English III for students enrolled in those courses. The results of such assessments shall not be used to determine the student’s final course grade, class rank, or for any purpose other than as a measure of the student’s readiness for post-secondary education.

*TCSA Note: Section 4 is for those open-enrollment charter schools that have additional graduation requirements beyond the requirements in state law.*

**SECTION 5. Notification Regarding Automatic College Admission and Financial Aid.**

The President & CEO, or designee of TCCC shall ensure that each high school campus operated by TCCC posts signs in the counselor’s office, in each principal’s office, and in each administrative building, the requirements for automatic admission to a Texas public college or university and the curriculum requirements for federal financial aid.

The principal of each high school campus operated by TCCC shall ensure that each student, at the time the student registers for one or more classes required for high school graduation, receives a notice regarding the requirements for automatic admission to a Texas public college or university and the curriculum requirements for federal financial aid, and shall ensure that the notice is signed by the student’s counselor, the student, and the student’s parent or guardian.

## **400.100 IDEA POLICIES & PROCEDURES**

### **SECTION 1. Legal Framework**

It is the policy of TCCC to follow the IDEA policies and procedures which it developed and as may be amended in the future.

### **SECTION 2. Regular Education Teacher IEP Review Request**

The President & CEO, or designee, shall develop a process to be used by a teacher who instructs a student with a disability in a regular classroom setting: (1) to request a review of the student's individualized education program; (2) that provides for a timely response from TCCC to the teacher's request; and (3) that provides for notification to the student's parent or legal guardian of that response.

#### **400.120. HEALTH**

The governing body ("Board") of TCCC adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

#### **SECTION 1. Immunizations & Reportable Diseases**

The President & CEO, or designee, of TCCC shall ensure compliance with immunization laws and regulations, and that TCCC complies with laws and regulations regarding reportable diseases.

##### Section 1.2. HIV/AIDS Status.

- a. Equitable Treatment. Students with HIV/AIDS have the right to attend school and expect equitable treatment. HIV/AIDS is not a communicable condition for which a child must be excluded from school. A student may not be excluded from attendance at school or school-related activities solely because of the child's known or suspected HIV status.
- b. Confidentiality. Disclosure of a student's HIV status is a violation of federal and state law. Knowledge of the HIV status of a child shall be kept confidential by school personnel and shall not be released without the consent of the parent or legal guardian of the child, except where release is required or authorized by law. A school teacher does not have a right to know the HIV/AIDS status of a student and may not ask the HIV/AIDS status of a student. Administrators and nurses should help teachers to understand the district's policy regarding students with HIV/AIDS.
- c. Reporting. The school superintendent or school's designee shall determine if the school has an obligation to report a student's HIV status. The school superintendent or school's designee must make a report to the Department of State Health Services or other local health authority if he or she determines that the school has an obligation to report a student's HIV status.

#### **SECTION 2. Care for Students At-Risk for Anaphylaxis**

***TCSA Note: Policy on this subject legally required***

##### Section 2.1. Food Allergy Management in the School Setting.

- a. Food Allergy Management Team. The President & CEO shall create a food allergy management team to implement, coordinate, and monitor food allergy management at each TCCC campus. Members of the team may include: a school nurse, the principal, food service staff, custodial staff, a counselor, classroom teacher, and bus driver. The food allergy management team will work with parents in supporting students with food allergies on the campus as well as assist campus staff in implementing procedures and student specific strategies.
- b. Point of Contact. The President & CEO shall designate an employee, which is knowledgeable about food allergies, to serve as the point of contact for parents,

healthcare providers, and the campus food allergy management team. The designee shall receive ongoing training in the management of food allergies in the school setting, including the provision of administration of epinephrine. The President & CEO's designee shall ensure that moderate to severe allergic reactions known to TCCC shall be documented and submitted in an annual report to the President & CEO; the President & CEO shall present this report to the Board during the annual review of the policies and procedures concerning food allergies and anaphylaxis.

**TCSA Note: If the charter school has a school nurse, that individual could serve in this role.**

- c. Storage of Medications. The President & CEO, or the President & CEO's designee, shall develop procedures, in accordance with applicable laws, for the storage of medications that are relevant to food allergies and anaphylaxis.

#### Section 2.2. Identification of Students with Food Allergy At-Risk for Anaphylaxis.

- a. Food Allergy Information Upon Enrollment & After Diagnosis. The President & CEO, or the President & CEO's designee, shall develop, implement, and monitor standardized procedures that will be utilized in obtaining information from a parent/legal guardian, as well as the child's healthcare provider, upon registration and as soon as possible after a child is diagnosed with a food allergy that places them at risk for anaphylaxis. Enrollment procedures shall include a request that a parent, or legal guardian, disclose whether their child has a food allergy or a severe food allergy that, in the judgment of the parent, or legal guardian, should be disclosed to TCCC to enable the TCC to take any necessary precautions regarding the child's safety. Such information shall be kept confidential according to law and maintained in accordance with law.

**TCSA Note: See Appendix A in the Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis for sample forms.**

- b. Parent Consent. The President & CEO's designee shall ensure TCCC documents and keep current parent consent for medication administration (e.g., epinephrine).
- c. Students Whose Disabilities Restrict Their Diets. The President & CEO, or President & CEO's designee, shall develop procedures to ensure that a student receives substitutions or modifications in school meals whenever TCC receives a licensed physician's assessment indicating that food substitutions or modifications must be made for a student because of food allergies that may result in severe, life-threatening (anaphylaxis) reactions. TCCC must receive a signed statement by a licensed physician that identifies: (1) the child's disability; (2) an explanation of why the disability restricts the child's diet; (3) the major life activity affected by the disability; and (4) the food or foods to be omitted from the child's diet and the food or choice of foods that must be substituted.

#### Section 2.3. Food Allergy Action Plan, Emergency Care Plans, and Individualized Health Care Plans.



- a. Food Allergy Action Plan (FAAP)/Emergency Action Plan (EAP): The FAAP/EAP, developed by the healthcare provider in collaboration with the parents or legal guardians, provides information about the child's food allergy, outlines the care that the child will need in managing the food allergy, and outlines actions to be taken in case of an allergic reaction. *TCSA Note: See Appendix B in the Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis for sample FAAP/EAP forms.* The President & CEO, or the President & CEO's designee, shall ensure that the parents and the student (when age appropriate) meet with the campus food allergy management team to review the FAAP/EAP. This meeting should occur prior to the child attending school, after returning to school after an absence related to the diagnosis, and anytime there are changes to the student's FAAP/EAP.
- b. Individualized Healthcare Plan ("IHP") & 504 Plans. The President & CEO or designee will utilize the FAAP/EAP to develop and monitor an IHP which outlines day a day to day care for managing the student's food allergy. The President & CEO or designee may facilitate the process of implementing team and the parents. Where legally required, the school will also develop a 504 Plan to address the health and learning needs of the student. The develop a 504 Plan to address the health and learning needs of the student. The President & CEO, or President & CEO's designee, shall ensure compliance with relevant disability laws.

Section 2.4. Reducing the Risk of Exposure in the School Setting.

- a. Procedures. The food allergy management team shall develop procedures that outline district-wide, campus-wide, classroom-wide, and individual strategies that are to be utilized for managing students with food allergies at-risk for anaphylaxis. In developing these procedures, consideration shall be given in promoting safety in the following areas, including, but not limited to: the cafeteria, all classrooms, hallways, common areas in the school, on the bus, and during all school-sponsored activities, including field trips, athletic events, on-campus, off-campus, and before and after school activities. The President & CEO's designee, serving as the point of contact, working in collaboration with the campus food allergy management team, and parents may help in developing individual campus strategies to support students with food allergies at-risk for anaphylaxis.
- b. Environmental Controls. The food allergy management team shall develop and implement appropriate environmental controls to help minimize the risk of exposure to a food allergen. Environmental controls include, but are not limited to, consideration of the following:
  - i. Identifying high-risk areas in the school and implementing strategies to limit exposure to food allergens and implementing general risk reduction strategies throughout the school and at school-sponsored activities. Students at-risk for anaphylaxis should not be excluded from the classroom activities based on their food allergies.

- ii. Limiting, reducing, and/or eliminating food from the classroom(s) and other learning environments used by children with food allergies at-risk for anaphylaxis.
- iii. Notifying and educating school staff and parents of the need to limit foods as needed on the campus, in the classroom, or at school-sponsored activities.
- iv. Developing procedures for the management of parent-provided classroom snacks as allowed by Texas statute, with consideration given to students with food allergies at risk of anaphylaxis.
- v. Implementing appropriate cleaning protocols in the school with special attention to identified high-risk areas.
- vi. Providing training to the school food service departments to reduce the risk of cross-contamination during food preparation and food service, as well as minimizing foods served in the cafeteria that may contain food allergens.
- vii. Providing training on food allergy awareness to teachers, staff, and parents.
- viii. Posting of visual reminders promoting food allergy awareness.
- ix. Educating children about not trading or sharing food, snacks, drinks, or utensils.
- x. Implementing hand washing protocols before and after meals. Hand washing should be done with soap and water, as hand sanitizers are not sufficient for removing allergens.
- xi. Assign staff trained in the administration of epinephrine as monitors in the food service area, as appropriate.
- xii. Provide ready access to epinephrine in an accessible, secure but unlocked, area.
- xiii. Consider risk reduction strategies for the school bus during extracurricular activities on field trips, during before- and after-school activities, and at sporting events.
- xiv. Reinforce rules and expectations about bullying, including bullying of students with food allergies.

Section 2.5. Training for School Staff on Anaphylaxis and Emergency Response.

- a. Training Schedule. The President & CEO, or the President & CEO's designee, shall establish a training schedule that ensures that, at a minimum annually, all school staff is trained to recognize and manage a life-threatening, anaphylactic reaction. The training schedule may implement a tiered approach, including an "awareness training" for all staff and a more "comprehensive training" for the campus food allergy management

team and school staff members that will be responsible for the case of individual students.

- b. Awareness training. Awareness training is intended to give an overview of food allergies and anaphylaxis, including the signs and symptoms of an allergic reaction, as well as treatment of anaphylaxis. At a minimum, the training must include information about the most common food allergens, the hazards related to the use of food for instructional purposes, and the importance of environmental controls in protecting the health of students at risk for food allergy related to anaphylaxis. Additionally, the training must provide information about how to respond when a child exhibits the signs and symptoms of an allergic reaction to food, provide information on implementing the FAAP/EAP, including the skills needed in administration of epinephrine, and notifying the local EMS utilizing the school's emergency response policy and procedures.
- c. Comprehensive training. Comprehensive training, at a minimum, should include training on identifying students at-risk for anaphylaxis and planning for students that do not have epinephrine at school; the signs and symptoms of anaphylaxis; implementing FAAPs/EAPs; the administration and storage of epinephrine; development and implementation of IHPs/504 Plans; communication procedures for initiating emergency protocols, including substitute staff; environmental control measures to reduce the risk of exposure to a food allergen, including safe food handling, hand washing, and cleaning procedures; working with local EMS; and post-anaphylaxis debriefing and monitoring of the food allergy management plans on the campus.

#### Section 2.6. Post-Anaphylaxis Reaction Review.

In the event that a student has a moderate to severe reaction, to prepare for the child's return to school, the President & CEO's designee and the campus food allergy management team shall collaborate with the student's parents in collecting and reviewing information and implementing the following activities in order to prepare for the child's return to the classroom:

- a. Identify, if possible, the source of allergen exposure and take steps to prevent future reactions.
- b. Review accurate and updated information on the allergic reaction, including any new medication(s) which would require new consent forms to be signed by the parents.
- c. Identify and interview those who were involved in the emergency care of the student and those that witnessed the event.
- d. Meet with school staff to review the implementation of procedures.
- e. If the allergic reaction is thought to be from food provided by the school food service, work with the school food service department to ascertain what potential food item was served/consumed, how to reduce risk in the cafeteria by reviewing food labels, minimizing cross-contamination, and other strategies.

- f. Review of the FAAP/EAP, IHP, and/or 504 Plan and amend to address any changes that were made by the student's healthcare provider.
- g. If an epinephrine auto-injector was utilized during the reaction, ensure that the parent/guardian replaces it with a new one.

Section 2.7. Review of Policies & Procedures.

Policies and procedures associated with food allergies and anaphylaxis shall be reviewed and updated, when necessary, at least annually. The review shall include, but is not limited to, looking at the following information: the current science on management of food allergies in the school setting; a review of the school district's annual incident report summaries; a review of current policies and procedures; and recommendations brought forth by the campus food allergy management team.

**SECTION 3. Administration of Prescription Medication**

Section 3.1. Written Request Required. Unless otherwise authorized by this policy, employees, agents, and volunteers are prohibited from administering any medication to students, including vitamins and food supplements.

The principal of each TCCC campus shall ensure that a written request to administer prescription medication to a student is received from the student's parent, legal guardian, or person having legal control of the student before prescription medication may be administered by a TCCC employee.

Section 3.2. Authorized Employees. Employees authorized by TCCC to administer prescription medication include:

- a. A registered nurse;
- b. and principals who have been trained in the administration of prescription medication

Section 3.3. Prescription Medication Dispenser. Employees authorized to administer prescription medication to a student shall ensure that the medication is administered from either:

- a. A container that appears to be in the original container and properly labeled; or
- b. From a properly labeled unit dosage container filled by an authorized employee from a container described by Section 2.3(a).

Section 3.4. Self-Administration of Prescription Asthma or Anaphylaxis Medicine.

The principal of each campus shall ensure that a student with asthma or anaphylaxis may possess and self-administer prescription asthma or anaphylaxis medicine in accordance with legal requirements.

**TCSA Note:** Only adopt Section 3.5 if the Board has chosen to provide liability insurance for a licensed physician or registered nurse.

#### **SECTION 4. Psychotropic Medication**

Section 4.1. Employee Prohibition: An employee may not:

- a. Recommend that a student use a psychotropic drug;
- b. Suggest any particular diagnosis; or
- c. Preclude a student from attending class or participating in a school-related activity if the parent refuses to consent to the administration of a psychotropic drug to a student or to a psychiatric evaluation or examination of the student.

Section 4.2. Exceptions to Prohibition: Section 3.1 does not prevent an employee from:

- a. Making an appropriate referral under the Individuals with Disabilities in Education Act;
- b. Recommending that a child be evaluated by an appropriate medical practitioner if the employee is a registered nurse, advanced nurse practitioner, physician, or certified/credentialed mental health professional; or
- c. Discussing any aspect of a student's behavior or academic progress with the student's parent/guardian or another charter school employee.

#### **SECTION 5. Prohibition of Tobacco and Alcohol**

Smoking, using tobacco products, and the use of alcoholic beverages at school-related or school-sanctioned activities, on or off school property, is strictly prohibited.

TCCC students are also prohibited from possessing tobacco products at a school-related or school-sanctioned activity, on or off school property. The President & CEO shall ensure that this prohibition is enforced by school personnel.

#### **SECTION 6. Posting of Steroid Notice**

The President & CEO shall ensure that the legally required steroid notice shall be posted in a conspicuous location in the school gym or in each other place in a building where physical education classes are conducted.

#### **400.140. STUDENT SAFETY**

The governing body ("Board") of TCCC adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

##### **SECTION 1. Discipline**

Section 1.1. Student Code of Conduct. The Board shall adopt a student code of conduct in accordance with law. Annually, the Board shall review the student code of conduct and make changes as necessary.

Section 1.2. Distribution of Code of Conduct. The principal of each TCCC campus shall ensure that the student code of conduct is distributed to each student at the beginning of the school year. Transfer students shall receive a student code of conduct upon enrollment.

Section 1.3. Students with Disabilities. The change in placement and/or any disciplinary action regarding a student with a disability, who needs or is believed to need special education and related services under the Individuals with Disabilities and Education Act, shall be in compliance with applicable federal and state laws and regulations.

##### **SECTION 2. Transfer Option for Victims of Violent Acts**

The President & CEO, or President & CEO's designee, shall develop local procedures allowing for the transfer of a student to attend a safe school if the student becomes a victim of a violent criminal offense while on a school campus or on any school property, or while attending a school-sponsored or school-related activity.

##### **SECTION 3. Child Abuse, Maltreatment, and Neglect (NEW JANUARY 2014)**

**TCSA Note: Policy on this subject legally required.**

Section 3.1. Sexual Abuse of Children, Neglect, and Maltreatment of Children.

- a. The President & CEO, or President & CEO's designee, shall develop and implement procedures detailing methods to increase staff, student, and parent awareness of the sexual abuse, neglect and other maltreatment of children, including prevention techniques and knowledge of likely warning signs.
- b. The President & CEO, or President & CEO's designee, shall be responsible for having a safety plan developed that details action that a child who is a victim of sexual abuse, neglect or other maltreatment, should take to obtain assistance and intervention. This plan shall also provide for available counseling options.

Section 3.2. Required Training.

- a. As part of new employee orientation, new open-enrollment charter school employees and those existing charter school employees who have not yet received such training, shall receive training concerning prevention techniques for, and recognition of, sexual

abuse, neglect and all other maltreatment of children. At the discretion of the President & CEO, or President & CEO's designee, any charter school staff member may annually receive training in these areas.

- b. The President & CEO, or President & CEO's designee, shall ensure that training under this section shall comport with legally mandated criteria.

Section 3.3. Reporting Child Abuse. A TCCC employee, volunteer, or agent that believes a child has been adversely affected by physical or mental abuse or neglect shall make a report within 48 hours of first suspecting such abuse or neglect. The report shall be made to law enforcement or the Department of Family and Protective Services, Child Protective Services.

The President & CEO, or President & CEO's designee, shall ensure notice of this requirement is disseminated to all employees, volunteers, and agents.

The President & CEO, or President & CEO's designee, shall ensure that TCCC posts a sign in English and in Spanish that contains the toll-free number operated by the Department of Family and Protective Services to receive reports of child abuse or neglect in a clearly visible location in a public area of the school that is readily accessible to students.

#### **SECTION 4. School Visitors**

*TSCA Note: The governing body of a charter school is legally required to adopt a policy regarding the action to be taken by the administration of a school campus when a visitor is identified as a sex offender.*

##### Section 4.1 Visitors.

Visitors are persons who are not employees, officials, or directors of the TCCC, and who are present at a facility or grounds (collectively "grounds") that are TCCC owned or controlled with the exception of persons registered with TCCC and authorized to drop off or pick up students while in a vehicle or walking to and present in a designated area on the grounds for that purpose. All visitors must comply with the requirements of this policy section and will be permitted access only as permitted by this policy section.

The President & CEO, or the President & CEO's designee, shall ensure conspicuous signs are posted at each campus entrance requiring all visitors to sign in at the school campus administrative office. All visitors must present a form of identification or, at a minimum, their name and date of birth. TCCC personnel shall process each visitor through the Texas Department of Public Safety's Sex Offender Registry Search or other database system which checks for sex offender status. All visitors will be issued a badge that is to be worn at all times while visiting the school campus. Upon their departure, they must sign out at the central administrative office and return the visitor's badge.

Visitors who do not submit a form of identification or their name and date of birth for the purpose of checking sex offender status shall not be allowed on school grounds. However, a

parent/legal guardian of a student enrolled at TCCC, who has previously established with the school that they are the parent/guardian of the student, but does not provide identification or their name and date of birth at the time of the school visit, shall follow the policy outlined in Section 4.2(a) and (b).

Section 4.2. Registered Sex Offenders. Registered sex offenders are prohibited from entering school grounds.

a. Exception.

A parent/guardian registered sex offender may enter school grounds for the following, limited purposes and always escorted or in the presence of a TCCC employee or agent:

- i. To attend a conference at the school with school personnel to discuss the academic and/or social progress of the parent/guardian's child;
- ii. When the principal has requested the parent/guardian's presence for any other reason concerning the parent/guardian's child; or
- iii. To pick up their child from school.

b. Requirements for the Exception to Apply:

- i. The parent/guardian must notify the principal of the purpose of the visit and when the visit will occur, including date and time, before the parent/guardian enters the school grounds.
- ii. The principal shall notify the administrative offices of the parent/guardian's intent to visit.
- iii. The parent/guardian must check in at the campus administrative office upon arrival and departure from the school.
- iv. The parent/guardian must remain under the direct supervision of staff at all times.

Section 4.3. Protective Orders. TCCC personnel shall comply with all legal restraining and protective orders pertaining to students enrolled in TCCC.

## **SECTION 5. Weapon and Concealed Handgun Prohibition**

Section 5.1. Weapons Prohibited. TCCC prohibits the use or possession of any firearm, illegal knife, club, or other weapon while on the premises of the school or any school grounds or building in which a school activity is being conducted.

***TCSA Note: Section 5.2 is optional if the Board chooses to adopt a policy prohibiting concealed handguns on school campus.***



Section 5.2 Concealed Handgun Prohibition. TCCC prohibits the use or possession of a concealed handgun on all TCCC campuses and property, even if the handgun is carried by a licensed handgun holder. The President & CEO shall ensure signs containing the following language are conspicuously placed on school campuses and property: "Pursuant to Section 30.06, Penal Code (trespass by holder of license to carry a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (concealed handgun law), may not enter this property with a concealed handgun."

### **SECTION 6. Protective Eye Devices**

Industrial-quality, eye-protective devices meeting the recommended guidelines adopted by the Texas Department of Health, shall be worn by all employees, students, and visitors participating in activities and programs that involve:

- a. the use of hazardous chemicals;
- b. the use of hot liquids or solids;
- c. the use of molten materials;
- d. performing grinding, chipping, or other hazardous activities where there is danger of flying particles;
- e. milling, sawing, turning, shaping, cutting, or stamping of any solid materials;
- f. heat treatment, tempering, or kiln firing of any metal or other materials;
- g. cutting, welding, or brazing operations;
- h. the use of hazardous radiation, including the use of infrared and ultraviolet light or lasers;
- i. repair or servicing of any vehicle; or
- j. any process or activity in a vocational, art, industrial arts or science course or laboratory that might have a tendency to cause damage to the eyes.

**TCSA Note:** Section 6 is required only if the school has students enrolled who participate in an interscholastic athletic activity.

### **SECTION 7. Concussion Oversight of Student Athletes**

Section 7.1 Approval of Concussion Oversight Team. In accordance with laws and regulations, the Board approves of the following individuals to serve as members of TCCC's concussion oversight team:

1. *A physician designated by the President & CEO.*
2. *All employees with coaching duties.*

Section 7.2. Return-to-Play Protocol. The concussion oversight team shall establish a return-to-play protocol based on peer-reviewed scientific evidence, for a student's return to interscholastic athletics practice or competition following the force or impact believed to have caused a concussion.

Section 7.3. Training. The President & CEO shall ensure that affected school employees take a concussion training course as provided by law.

## **SECTION 8. Internet Use**

***TCSA Note: CHARTER HOLDERS/SCHOOLS THAT RECEIVE UNIVERSAL DISCOUNT RATES FOR INTERNET SERVICES ARE LEGALLY REQUIRED TO ADOPT AN INTERNET SAFETY POLICY. A POLICY IS ALSO LEGALLY REQUIRED IF Title II FUNDS ARE USED TO PURCHASE COMPUTERS WHICH ACCESS THE INTERNET, OR TO PAY DIRECT COSTS ASSOCIATED WITH ACCESSING THE INTERNET.***

Section 8.1. Computer System Access. Access to all of TCCC's computers, computer networks, electronic mail, and the Internet is for educational and administrative purposes. The President & CEO, or President & CEO's designee, shall require all users to agree in writing to comply with TCCC's policies and procedures in regards to such access. Failure to comply may result in disciplinary action.

Section 8.2. Protection Measure. The President & CEO, or President & CEO's designee, shall ensure that TCCC utilizes a filtering device or software that prevents any TCCC computer and prevents TCCC's Internet service from accessing material that is obscene, child pornography, or harmful to minors.

Section 8.3. Internet Safety. The President & CEO, or President & CEO's designee, shall implement a safety plan (student operational procedures) that ensures:

- a. Online activities of minors are monitored at the discretion of the President & CEO, or President & CEO's designee;
- b. Students' Internet access to inappropriate material is controlled;
- c. Students' safety is ensured when using electronic communication, including, but not limited to electronic mail, social networking sites, and chat rooms;
- d. The prevention of unauthorized access, including hacking, and other unlawful activities;

*TCSA Note: A policy appointing a school marshal is not legally required*  
*TCSA Note: Adopt subsection (3) of the applicant eligibility criteria only if the Board seeks to limit the pool of candidates for school marshal to employees whose position does not involve regular, direct contact with students*

#### **400.160. MISCELLANEOUS PROVISIONS RELATING TO STUDENTS**

The governing body ("Board") of TCCC adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

#### **SECTION 1. Religious Discrimination Prohibited**

TCCC prohibits discrimination, harassment, or retaliation on the basis of religion. A student enrolled at TCCC has the right to silently pray or meditate at TCCC so long as it does not disrupt the instructional or other activities of the school. TCCC shall not require, encourage, or coerce any student to engage in or to refrain from prayer or meditation during any school activity.

#### **SECTION 2. Homeless Children**

Section 2.1. Homeless Liaison. The Director of Parent & Community Engagement is appointed the homeless liaison of TCCC.

Section 2.2. Compliance. The President & CEO shall ensure legal compliance with applicable federal and state laws and regulations regarding homeless children.

#### **SECTION 3. Parental Involvement**

*TCSA Note: POLICY ON THIS SUBJECT LEGALLY REQUIRED for each open-enrollment charter school that receives funds under Title I, Part A. The following is a sample parental involvement policy from the U.S. Department of Education's Non-Regulatory Guidance, Parental Involvement: Title I, Part A 2004.*

#### **DISTRICT-WIDE PARENTAL INVOLVEMENT POLICY**

*LEAs, in consultation with parents, may use the sample template below as a framework for the information to be included in their parental involvement policy. LEAs are not required to follow this sample template or framework, but if they establish the district's expectations for parental involvement and include all of the components listed under "Description of How District Will Implement Required District-Wide Parental Involvement Policy. LEAs, in consultation with parents, are encouraged to include other relevant and agreed upon activities and actions as well that will support effective parental involvement and strengthen student academic achievement.*

#### **PART 1. GENERAL EXPECTATIONS**

TCCC agrees to implement the following statutory requirements:

- TCCC will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with Section 1118 of the Elementary and Secondary Education Act ("ESEA"). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.

- Consistent with Section 1118, TCCC will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of Section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with Section 1118(d) of the ESEA.
- TCCC will incorporate this district-wide parental involvement policy into its LEA plan developed under Section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, TCCC and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the TCCC plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the parents of participating children, TCCC will submit any parent comments with the plan when TCCC submits the plan to the Texas Education Agency.
- TCCC will involve the parents of children served in Title I, Part A schools in decisions about how the one percent (1%) of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent (95%) of the 1% reserved goes directly to the schools.
- TCCC will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring –*

- i. that parents play an integral role in assisting their child's learning;
- ii. that parents are encouraged to be actively involved in their child's education at school;
- iii. that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
- iv. the carrying out of other activities, such as those described in Section 1118 of the ESEA.

TCCC will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the State.

**PART II. DESCRIPTION OF HOW TCCC WILL IMPLEMENT REQUIRED DISTRICT-WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS** (*Sample Template*)

**[NOTE: The District-Wide Parental Involvement Policy must include a description of how the LEA will implement or accomplish each of the following components. [Section 1118(a)(2), ESEA.] This is a “sample template” as there is no required format for these descriptions. However, regardless of the format the district chooses to use, a description of each of the following components below must be included in order to satisfy statutory requirements.]**

**Comment [M1]:** RYSS has these policies and will compile into a single document for use as Exhibit 1.

1. TCCC will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:

See Exhibit 1 to Module 400, 400.160, Section 3

2. TCCC will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

See Exhibit 1 to Module 400, 400.160, Section 3

3. TCCC will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

See Exhibit 1 to Module 400, 400.160, Section 3

4. TCCC will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs; [Insert programs, such as: Head Start, Reading First, Early Reading First, Even Start, Parents As Teachers, Home Instruction Program for Preschool Youngsters, and State-operated preschool programs], by:

See Exhibit 1 to Module 400, 400.160, Section 3

5. TCCC will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). TCCC will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

See Exhibit 1 to Module 400, 400.160, Section 3

6. TCCC will build the school's and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:
  - a. TCCC will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by TCCC as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph:
    - the State's academic content standards,
    - the State's student academic achievement standards,
    - the State and local academic assessments including alternate assessments,
    - the requirements of Part A,
    - how to monitor their child's progress, and
    - how to work with educators:

- b. TCCC will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

See Exhibit 1 to Module 400, 400.160, Section 3

- c. TCCC will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

See Exhibit 1 to Module 400, 400.160, Section 3

- d. TCCC will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; by:

See Exhibit 1 to Module 400, 400.160, Section 3

- e. TCCC will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

See Exhibit 1 to Module 400, 400.160, Section 3

### **PART III. DISCRETIONARY DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS** *(Sample Template)*

*NOTE: The District wide Parental involvement Policy may include additional paragraphs listing and describing other discretionary activities that the LEA, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:*

**Comment [M2]:** These will be included in Exhibit 1.

- involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonable available sources of funding for that training;
- paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- training parents to enhance the involvement of other parents;
- in order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;
- adopting and implementing model approaches to improving parental involvement;
- establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- providing other reasonable support for parental involvement activities under section 1118 as parents may request.

### **PART IV. ADOPTION**

A District wide Parental Involvement Policy will be developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by a written policy attached as Exhibit 2. This policy will be adopted by the Board and will be in effect until rescinded



or changed by the Board. TCCC will distribute this policy to all parents of participating Title I, Part A children promptly upon Board approval.

**SECTION 4. The Texas Virtual School Network (VSN).**

The governing body ("Board") of TCCC adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

**TCSA NOTE: POLICY ON THIS SUBJECT LEGALLY REQUIRED**

**TCSA NOTE: Charter schools operating full-time online programs on January 1, 2013, should delete subsection (d) of Section 4.1 and should delete or modify Section 4.3.**

Section 4.1. Enrollment in VSN Courses. Students of TCCC shall have the opportunity to enroll in courses through the Texas Virtual School Network (VSN) in accordance with this Policy. A student enrolled full-time in TCCC shall not be denied enrollment in an electronic course through the VSN unless TCCC determines:

- a. The student requests to enroll in a VSN course(s) that is inconsistent with the student's graduation plan, the requirements for college admission or the requirements for earning an industry or industry certification (as applicable to the student);
- b. The student seeks to enroll in a VSN course prior to, or after the expiration of, the course enrollment period of TCCC;
- c. TCCC offers a substantially similar course;
- d. The student seeks to enroll in more than three electronic courses through the VSN at no cost to the student.

Section 4.2. Inducements Prohibited. No employee, board member or other representative of TCCC shall promise or provide equipment or any other thing of value to a student's parents as an inducement for the student to enroll in an electronic course offered through the Texas VSN.

Section 4.3. Fees for Enrollment in Additional VSN Courses.

TCCC shall charge a fee for a student seeking to enroll in a course through the VSN if the President & CEO, or designee, determines;

- a. The student seeks to enroll in a course through the VSN that is beyond the normal course load taken by students in the equivalent grade level; or
- b. The student is currently enrolled in three (3) full-time courses through the VSN and the student seeks to enroll in an additional course through the VSN.

- c. The fee charged by TCCC for enrollment in a course through the VSN under this policy shall not exceed the lesser of the cost of providing the course or \$400.

Section 4.4. Parental Notification.

The principal, or designee of each TCCC middle school or high school campus shall be responsible for annually distributing a copy of this policy to a parent of each student enrolled in the school.

**SECTION 4. Employee Travel With Students.**

The President & CEO will develop a policy identifying duties and responsibilities of employees accompanying students on school related trips relating to student safety and well-being, including emergency responses.