



Student and Family Handbook

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The Transformative Leadership Academy

2909 S Stockton Ave.

Monahans, TX. 79756

432.245.1108

www.thetlacademy.com

Table of Contents

Contents

Guiding Principles	6
Academic Rigor	7
Academic, Athletic, and Artistic Enrichment	7
Parent’s Responsibilities Regarding Enrichment Activities.....	7
Academic Field Trips	7
Academic Conferences.....	7
Fall Conferences.....	7
Spring Conferences	8
Academic Information Night.....	8
Parent Orientation and Meet the Teacher	8
Academic Probation.....	8
Academic Standards.....	8
Hosting Outside Support Services Onsite	8
Class Assignment.....	9
Concerns	9
Daily Schedule	9
Grades	9
Homework.....	10
Honor Code	10
Academic Dishonesty	10
School Supplies	10
Standardized Testing.....	11
Student Portfolios	11
Textbooks.....	11
Character and Leadership Development	11
TLA Ambassadors Program	11
Extracurricular Activities, No Pass- No Play	12
Time Frame	12

Activities.....	12
Courses.....	12
Grading.....	12
Grading Periods.....	12
Period of Ineligibility	12
Athletic Eligibility	13
Medical.....	13
Rules.....	13
PREVIOUS ATHLETIC PARTICIPATION FORM.....	13
Student Uniforms and Dress Code.....	13
Student Behavior	14
Disruptive Behavior.....	14
Bullying.....	15
Bullying Definition.....	15
Procedure for Reporting	15
Procedure for Investigating	15
Sanctions	16
Drugs, Alcohol, and Tobacco.....	16
Weapons	16
Student Searches	16
Physical Restraint.....	17
Actions that May Lead to Suspension.....	17
Action that May Lead to Expulsion	17
Community Strength and Service	18
Annual Fundraising	19
Volunteering and Family Service	19
Classroom Volunteer Guidelines.....	20
Code of Ethics for Volunteers	21
Communication.....	21
Family Connections.....	21
PCO: Parent Civic Organization	22
Service Learning	22
Health and Safety.....	22

Accidents and Injuries.....	22
Accidents of a Personal Nature.....	22
Child Abuse	23
Communicable Disease Notice	23
Emergency Drills and Training	23
Emergency Notification	23
Gum.....	23
Medical Reports and Immunizations	23
Medication.....	24
Reporting of Licensing Complaints	24
Release of Early Childhood and Extended Care Students.....	25
Rest Periods	25
School Closure/Delayed Start	25
Sick Child Policy.....	25
Sign In and Out Policy	26
Visitors to Our School	26
Board of Directors.....	26
Family Custody Requests	27
Extended Care Enrollment and Hours.....	27
School Hours of Operation.....	27
Items from Home	27
Lost and Found.....	27
Notice Regarding Compliance	28
Parking	28
Pets at School.....	29
School Property.....	29
Technology as an Education Support.....	29
Technology and Internet Use Policies.....	29
General Usage and Policy	30
Student Computer/Internet Access	31
Privacy Notice	31
Prohibited Activities.....	31
Consequences	32

Limitation of Liability	33
Use of Images.....	33
Website	33
Terms of Enrollment	33
Student Responsible Use Agreement - Information Technology	34
Use of Personal Devices.....	34
Video/Photograph Release Form.....	36
COVID-19 Liability Waiver	37
Student/Parent Handbook Acknowledgement Form	38

Guiding Principles

Our guiding principles are based in the commitment to develop passionate life-long learners who are models of great character and leadership.

Vision: We seek to deliver transformative and inclusive educational opportunities to the future leaders of our community including students of all skill sets, strengths, backgrounds, and interests.

Mission: Through project-based learning and design thinking, we will prepare this generation of students to lead our community with 21st century skills. We will provide a learner-centered academic and physical environment that not only meets the needs of all students but embraces their uniqueness and diversity. We will create globally responsive citizens who are well equipped to improve their communities through strategic problem solving and collaboration. We are a school of the future.

Values: We seek to embody the following values: love, joy, peace, resilience, kindness, goodness, faithfulness, gentleness, and self-control.

Only Rule: Keep growing

Diversity: Diversity is fundamentally important to the character and mission of the Transformative Leadership Academy. Diversity enriches our community and enhances intellectual and personal growth. We seek to provide a challenging experience for our students that prepares them for citizenship in the global community. By promoting and sustaining a diverse community, we strive to ensure that all individuals are valued, and respected and that intellectual and personal growth is enriched because of our differences.

Academic Rigor

Academic, Athletic, and Artistic Enrichment

TLA offers a wide range of enrichment and extra-curricular activities to enrich our students' learning and experiences which are led by parent and staff volunteers as well as outside professionals.

Parent's Responsibilities Regarding Enrichment Activities

- On-time sign up and payment
- Parents are to pick up their child at dismissal time and escort them to the extra-curricular activity. Teachers are not responsible for escorting students to extra-curricular activities and the school does not maintain supervision responsibility.
- Parents are responsible for the direct supervision of siblings not enrolled in the extra-curricular activity.
- Parents are responsible for picking up their students on time from the extra-curricular activity.
- Parents will be mindful that extra-curricular activities are led by volunteers and will do all they can to ensure that volunteering is a pleasant experience.

Academic Field Trips

Field trips will be scheduled to support, enrich, and extend student learning.

- Written parental permission must be provided prior to the field trip.
- Students must arrive to school at the designated time and in their Field Trip Uniform. Students who are late or who do not wear their field trip uniform will not be permitted to attend the field trip.
- Students must depart from and return to the school for all field trips due to legal and insurance requirements.
- Any misconduct on a student's part will result in a loss of field trip privileges.
- No students shall be transported in an unauthorized vehicle. The school is responsible only for students who travel in authorized vehicles going to and from school-approved events. Typically, the school will contract the services of a charter bus company for transportation.

All parents volunteering to drive on field trips must complete TL Academy's Field Trip Volunteer Form. If a field trip takes place using parents' cars for transportation, the school must have a copy of the parent driver's license, registration, and insurance card prior to the field trip.

Academic Conferences

Fall Conferences

The Student Personalized Instruction Profile is emailed to parents the week prior to the conference date. Each profile report takes approximately 10-15 hours to compile and write between the first day of assessment and its distribution. Multiple teachers and administrators contribute to its final content. As a

result, it is requested that parents do not ask a teacher or administrator to schedule a conference prior to these scheduled conferences in October. Your child's teacher needs time to get to know him or her and their current abilities. The first month of school at TL Academy is completely devoted to understanding a student and developing concrete goals for the school year for each individual student.

Personalized Instruction Profile Conference

Attendees: Teacher, Parents, and Student (if desired)

Spring Conferences

The second scheduled conference time is after the first month of the second semester. It serves to check progress of goals, independence level progress, and discuss next steps.

Academic Information Night

Parent Orientation and Meet the Teacher

Academic Information Night is held the Thursday evening before the first day of school.

- Parent attendance is mandatory.
- Children will meet their teacher during the parent orientation session.

Academic Probation

Individualized instruction allows students to continually strive for their personal best in a supportive and rewarding environment. Teachers, parents, and students must work together to ensure that a student's academic progress is of primary importance. When all three components of the process are working together, success in school can be expected. When those three factors are not working in synchronization, a student may have difficulty meeting individual expectations for success. When a student demonstrates a lack of care for goal setting and making progress towards their individual student goals, they will be placed on academic probation. Academic probation meetings will be held prior to a student being placed on Academic probation to establish a plan for growth and improved independence towards mastering personalized goals. These meetings will include the parent, teacher, student, and administrator if necessary.

Academic Standards

The Transformative Leadership Academy's academic standards are developed based on the highest performing schools in the world. Individual and personal success is the goal. Students can expect to perform above average grade level achievement through personalized achievement plans.

Hosting Outside Support Services Onsite

TLA will allow outside educational professional support services onsite for students in need of services recommended by the school. Outside professionals must provide a copy of their insurance and license

as well as an annual copy of background check. TLA can conduct this background check on behalf of the visiting professional with compensation provided by the professional for the full cost. The opportunity to host an outside professional is contingent upon space available within the building at the time requested.

Class Assignment

Students are placed in their homeroom based on the enrollment meeting information provided prior to the beginning of the school year.

Class assignments are posted on the Monday the week prior to school starting.

Students may be placed in a new homeroom once the Student Personalized Instructional Profile is completed if their learning goals align better with a different group of learners.

Factors that determine class placement:

- Academic Performance Levels
- Social and Emotional Maturity
- Gender Balance
- Specialization of student needs corresponding to specialized talents of teachers to support them.
- Parent requests are NOT accepted for class placement.

Concerns

If you have a concern or a challenge, please contact your child's teacher. If after this step the concern or challenge is not alleviated, please contact the Director who will be happy to help mediate a solution.

Daily Schedule

Schedules are posted in the foyer of the building and on the school's website at the beginning of each year for each class. Schedules may be updated periodically throughout the year as needs arise. These changes will be made to the posted schedule in the building and on the website.

Grades

Grade for all students will be based on the following scale:

M – Mastered

AM – Approaching mastery

D – Developing

B – Beginner

Students will meet with their teacher on a weekly basis to update goals using the designated codes. Parents will have access to the Student Personalize Instruction Profile and updated goals throughout the school year.

Homework

At TLA we believe students' progress on academic skills must be balanced with opportunities to explore how the world works, apply concepts, collaborate, and build social and emotional competence. For this reason, we will not be assigning homework however students will have access to their google classroom and khan academy to use outside of school hours if they desire.

Honor Code

Academic integrity lies at the center of our commitment to core values at the Transformative Leadership Academy. Learning is predicated on a mutual trust and respect between teacher and student. We expect each student to take the responsibility for their learning by demonstrating their integrity in their work. We expect students to have the courage to ask for assistance, the curiosity to research their ideas, and, above all, to do their best in all of their work.

Every student is honor bound to refrain from stealing, lying, vandalizing, or being disrespectful of others and the consequences for breaking the honor code are:

- Student is suspended for a day. Student will receive and complete an extensive suspension assignment which will include but not limited to reflection essays, interviews, and research. In addition, the student will make a public apology to their peers in the class the violation took place on the day of their return. The student will not be given make up work for the time in which they are suspended.
- More than a single violation will result in the consideration for expulsion.

Academic Dishonesty

Cheating, plagiarism, and/or lying about who is the original author of academic work is strictly prohibited and will not be tolerated. Engaging in any of the above may be grounds for academic probation, suspension, or expulsion. Students will be given clarification during the first day of a class when going over classroom rules to elucidate the areas surrounding student collaboration on group projects and the proper citation methods when using another's work for research or writing a paper.

School Supplies

A list of school supplies is posted to our website at www.thetlacademy.com.

Standardized Testing

Students at TLA will not take part in state mandated standardized testing. They will participate in the annual entrance exam which will be completed prior to entrance into the school and benchmark testing at the beginning, middle, and end of the school year.

Student Portfolios

Student portfolios are used to document learning growth, individual strengths, and accomplishments. Portfolios will be maintained throughout the year. Monthly exhibitions will be held for students to display items from their portfolio, completed projects, and artwork.

Textbooks

We will not issue textbooks. Students will have access to Open Education Resources (OERs) through online sources and be provided other resources online. Students will have access to books through the school's library which can be checked out.

Character and Leadership Development

The Transformative Leadership Academy maintains high expectations for our students' behavior, and we espouse only one rule: keep growing. It is amazing to see what happens to a school community when the bar is raised highly and proudly and trusts that each student will meet the standard that has been set. We are establishing a culture that values growth and an individual's unique set of strengths and talents.

As adults of this school, parents, staff, and faculty each hold the supreme responsibility of modeling this rule for our children, their friends, and the community. Please be mindful always of your important role and let your thoughts, words, and actions reflect this commitment to growth and respect for individual differences.

In conjunction with parents, we develop our students' character and leadership skills on a daily basis as we emphasize the following values: love, joy, peace, resilience, kindness, goodness, faithfulness, gentleness, and self-control.

TLA Ambassadors Program

The Transformative Leadership Academy is home to the TLA Ambassadors Program. This program is designed to encourage and enhance leadership skills in our students as they begin to make the transition into adulthood. Students may apply to become a TLA Ambassador starting at age 10. Ambassadors must model the character traits and values of TLA. Additionally, students must purchase a

blazer to wear at social events, be available to attend and speak at community events on behalf of the TLA, and provide tours of the academy.

Extracurricular Activities, No Pass- No Play

This section applies to the eligibility of students to participate in extracurricular activities based on grades.

Time Frame

- a) The rules presented in this section govern student eligibility.
 - i) During the school year and
 - ii) the school year grading periods.
- b) No Pass / No Play requirements do not apply to
 - i) Summer participation
 - ii) Breaks between semesters/trimesters (exception: District Contests)

Activities

- a) Athletics
- b) Fine Arts

Courses

- a) All courses in which a student is enrolled.
- b) Course structure includes the following.
 - i) Brick and Mortar
 - ii) Virtual
 - iii) Dual Credit

Grading

- a) Passing grade is determined by adequate progress towards mastery in each course in the 9-week grading period.
- b) The teacher will assign a Pass/Fail rating to each course based on progress towards mastery of the content in the 9-week period.
- c) A grade of incomplete due to absences or other reasons shall be considered a failing grade for purposes of establishing student eligibility if not resolved within one week of the end of the grading period.
- d) Dual Credit courses will be reviewed on a 9-week grading period to determine progress towards mastery and current grade for eligibility purposes.

Grading Periods

- a) Grading period for eligibility will be 9 weeks.
- b) Student grades must be reviewed after each grading period.

Period of Ineligibility

- a) Students failing more than one course are ineligible for a minimum of two weeks.
- b) The period of ineligibility shall begin no later than 1 week after grades are announced and shall continue for 14 days.
- c) A student who continues to fail more than one course (not limited to the initial courses) shall be ineligible on a week-to-week basis until such time as the student is failing no more than one course.
- d) A student who is failing no more than one course after the 14 days shall be considered eligible to participate in activities.

Athletic Eligibility

TLA is required to keep on file the following recommended/required annual forms for each student who participates in any practice, scrimmage, or game.

Medical.

- i) Upon entering high school and each year thereafter, a MEDICAL HISTORY and PHYSICAL EXAMINATION form must be completed by each student.
- ii) Each year students and parents shall be provided education in the areas noted below. Parents shall acknowledge receipt of this information on the Parent Acknowledgement of Rules form signed annually.
 - (1) Sudden Cardiac Arrest
 - (2) Concussion
 - (3) Steroid and Substance Abuse
 - (4) Injury Reporting and Return to play protocols.
- b) Parent or Guardian Permit. Annual participation permit signed by the student's parent or guardian is required and kept on file in the school office.

Rules

- i) An Annual TAPPS Rules Acknowledgment Form signed by the student and the student's parent or guardian is required and kept on file in the school office.
- ii) Even if the student is 18 or older, the parent or guardian must complete the form.

PREVIOUS ATHLETIC PARTICIPATION FORM. Students who represented their former school in a varsity or sub-varsity athletic contest in grades 9-12 the previous or current school year must have a Previous Athletic Participation Form completed prior to participation in a varsity contest in that sport at the new school. This completed form must be filed with the TAPPS office and approved by the district executive committee prior to the student's participation in a varsity interscholastic contest.

Student Uniforms and Dress Code

We adhere to a student dress code at TLA primary because we support the idea that your clothes are not what make you special. Instead, we encourage the sense that it is your mind, heart, and character that causes an individual to be valued. The TLA Uniform Dress Code was established to minimize peer pressure, create socioeconomic equalization, improve the appearance of the student body, allow for better identification of members of the school community, and improve students' ability to focus in class and to reinforce an academic atmosphere.

Students who are not in compliance with the dress code will be asked to contact parents and remain out of class until and if a parent is able to bring proper uniform attire for them to change into.

Parents are encouraged to use our Uniform provider at: frenchtoast.com school code: QS5GJQS

Approved uniform colors are: Navy, Hunter Green, White tops and Navy or Khaki bottoms.

Students are allowed to wear the shoes, outerwear, and backpacks of their choice.

We have partnered with FrenchToast because of the 5% back to the school on purchases. We encourage families to use this uniform provider to further support the academy.

Logo embroidery is required for all polo and button up tops.

Student Behavior

The TL Academy uses the principles of Applied Behavior Analysis for behavior management. As such, you can expect teachers and administrators to take a thoughtful and careful approach towards behavior. Students will receive high levels of reinforcement for appropriate behavior. If a student is demonstrating challenging behavior we will take specific measures to analyze the environment, behavior, and consequences of behavior in order to develop a plan for change. Students will be taught self-management and self-regulation techniques to learn independence in their behavior management. Parents can expect to receive notification of any plan for behavior change and a follow up on progress of the plan including data. We recognize that all behavior serves a function and will aim at ensuring students have the tools and repertoire of behavior needed to be successful at the TL Academy and beyond.

Disruptive Behavior

As educators, we believe that it is imperative that we ensure all students have a fair opportunity to learn to their full potential and are safe both emotionally and physically, If a student's behavior impedes our ability to assure this, the following will take place:

The student will receive a respectful reminder from the teacher, staff, or administrator to manage him or herself in such a way that they can support optimal learning and safety for themselves and the class.

The student will be invited to take a break in a cool-down area to regain their composure so that they can be a productive learner and not disrupt the learning of their classmates. Here, they will be invited to reflect on their behavior, use self-regulation techniques, or consult with an adult who might help them develop a plan for behavior change.

If a student's behavior continues to cause disruption to the learning process, a team including the teacher, student, parent, and administrator will convene to begin the process of behavior analyzation. In this process antecedent factors, the behavior, and consequences will be discussed as a way to shape students behavior towards what is most acceptable for the school environment and conducive to learning. A behavior plan along with specific metrics of data will be established in order to track progress towards behavior goals. Parents can expect to receive daily updates regarding the behavior plan until the plan is no longer needed.

These steps are generally sufficient to manage any level of misbehavior. In rare circumstances though if the student's behavior poses an immediate threat which cannot be mediated or diffused the teacher will send the student to the administrator to contact the parent for immediate student pick up. This will only happen in such instances that other students and or adults feel threatened and that their emotional or physical safety is at risk and the administrator will make the final decision regarding the severity and need of a student dismissal from the campus.

Any student who is suspended for disruptive behavior, as defined by this policy, for a third time during any one school year while in school or on school grounds, at a sanctioned school activity, or event, or while being transported in a school approved vehicle, will be recommended to the Board of Directors for expulsion. The board of directors will review all documentation along with hearing a statement from the

teacher, administrator, parent, and student. The board of directors will have the final vote and decision regarding expulsion of a student.

Bullying

The TL Academy strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process. Every notification or report of bullying is investigated and there will be appropriate discipline imposed that is reasonably balanced with the pattern and severity of the bullying behavior, and may include suspension, expulsion or referral to law enforcement authorities.

Bullying Definition

During the 85th Texas Legislature, SB 179 - "David's Law" was passed and signed into law effective September 1, 2017. The newly enacted law relates to harassment, bullying and cyberbullying of a public school student, a charter school student or a minor and encouraging certain mental health programs for public school students; increasing a criminal penalty, and providing a civil remedy.

The bill text and supporting information from David's Legacy Foundation can be accessed at the following link:

<https://locker.txssc.txstate.edu/3942be0c6bbe569ed1417377e6c1d2a9/SB-179.pdf>

Procedure for Reporting

- All school staff members and school officials who observe or become aware of acts of bullying or cyber-bullying are required to report these acts to the appropriate school director.
- Any other person, including a student who is subjected to bullying or cyber-bullying, or is aware of the bullying or any other concerned individual is to report the conduct to a teacher or the appropriate school director.
- Reports of bullying or cyber-bullying may be made verbally or in writing and will be responded to with a comprehensive investigation of the allegations.
- There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for Investigating

Reports of bullying or cyber-bullying will be investigated. The investigation may include an interview with the victim(s) of the bullying, the alleged bully, and witnesses. Other information necessary to

determine the facts and the seriousness of the report will be collected. Parents will be notified as soon as practicable if their child is involved in a school investigation related to bullying or cyber-bullying.

Hearsay or secondhand reports are not sufficient for investigation or for disciplinary response. Evidence must be obtained from a firsthand observation of behavior or physical evidence of the incident(s).

Sanctions

If it is determined that a student participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, a disciplinary response will be made. Sanctions are designed to remediate the misbehavior and develop the child's socially productive behavior.

Drugs, Alcohol, and Tobacco

Student use, possession, distribution, or sale of alcohol, tobacco or illicit drugs is prohibited on school grounds, at any school-sanctioned activities, when students are being transported in school sponsored vehicles, or at any time or in any place where the student's conduct interferes with or obstructs the educational program or operations of the school, or the health, safety or welfare of students or employees. A student violation of this policy will lead to a suspension, reporting to authorities, and/or a recommendation for expulsion, as required by law, or at the discretion of the school.

Weapons

Guns, knives, explosives, or weapons of any type are not permitted in the school, on the campus, anywhere on the premises, and at any off-campus school related activities or events. Violations will lead to expulsion. Items that appear to be weapons are banned as well (i.e. including toy replicas). A student violation of this policy will lead to a suspension, reporting to authorities, and/or a recommendation for expulsion, as required by law, or at the discretion of the school. Adults who maintain a legal license to carry a concealed weapon may enter the campus but are requested to disclose the information regarding their weapon at the time of entering the campus.

Student Searches

School property is under the control of the school. A search of school property (including but not limited to lockers) may be made at the discretion of the school administration if a reasonable suspicion arises that items considered illegal, disruptive, or a general nuisance to the educational process are being kept at school. School authorities may also search a student's person and/or personal property, desk area, backpack whenever a school authority has reasonable suspicion to believe that a student is in possession of illegal or unauthorized materials. School officials will detain a student if there is a reasonable suspicion that a student has drugs, narcotics, weapons, explosives, or other dangerous contraband in his possession, and if such possession constitutes a clear and imminent danger to the

safety and welfare of the student, other persons, or school property. Furthermore, school officials will notify parents and the appropriate law enforcement agency of illegal possession of such materials.

Physical Restraint

No corporal punishment will be administered to students by anyone in the school. Corporal punishment is defined as action taken by school employees to spank or otherwise physically handle a student in any way to purposely inflict punishment. Physical restraint and intervention or force by staff is reasonable and appropriate for the following purposes:

- To restrain a student from an act of wrongdoing.
- To quell a disturbance threatening physical injury to others.
- To obtain possession of dangerous objects upon a student or within the control of a student.
- For the purpose of self-defense.
- For the protection of persons or property.
- For the preservation of order.

Any such acts are not in conflict with the legal definition of child abuse and will not be construed to constitute corporal punishment within the meaning and intention of this policy.

Actions that May Lead to Suspension

The following student actions may lead to suspension at the discretion of the administrator:

- Inappropriate physical or verbal behavior including hitting, fighting or harassment or inappropriateness.
- Destruction of school property willfully or intentionally.
- Fire alarms/threats – intentionally disrupting the school by causing a fire alarm or bomb threat or any other kind of threat to property or person or school community. Depending on the circumstances, the first offense may lead to expulsion. The threat level of all threats made, are assessed using a Threat Assessment and Response Protocol. All disciplinary actions follow those presented in this guidebook.
- Lying or giving false information either verbally or in writing to a school employee.
- Leaving campus without permission during the school day.

Action that May Lead to Expulsion

The following student actions may lead to expulsion at the discretion of the board of directors:

- Carrying, bringing, using or possessing a deadly weapon without authorization of the school. A deadly weapon includes, but is not limited to, a loaded or unloaded firearm, a knife, a bludgeon or other weapon/instrument which, in the manner in which it is used or intended to be used, is capable of producing death or serious bodily injury.

- The selling of, including the exchange, distribution or gift of, drugs or controlled substances, as defined by state law, including steroids and prescription drugs.
- Additionally, TL Academy may recommend a student for expulsion for the following actions:
- The commission of an act that, if committed by an adult, would be robbery or assault as defined by law.
- Declaration as a habitually disruptive student, defined as a student who caused a disruption anywhere during school more than three times throughout one school year due to the willful and overt behavior by the student, requiring the attention of school personnel to deal with the disruption.
- Repeated Suspensions: Being suspended multiple times over the course of a school year.
- Drug and Tobacco Use: Violation of the drug and tobacco policy.
- Other behavior and issues which the school in its sole discretion determines justifies expulsion.

Community Strength and Service

Community strength and service is a critical element of the vision of TL Academy. Our families choose way in which they can contribute their time and talents to the school and their child's classroom from a variety of school wide volunteer opportunities. The result is 100% rate of active parent participation at this school.

TL Academy provides a unique concept in education in that it is our belief that true success for a student can only occur when the school, the student and the family are working together towards common goals. Families who send their students to TL Academy are committed to not only providing their child with the finest academic education in the country, but also to ensuring that their child receives the modeling, the guidance, and the opportunity to become an individual of exemplary character. Each individual adult and child involved in any role within the community is account for the community's growth and success. So long as you are an individual committed to finding and creating what's right and good, you will enjoy the extraordinary experience of being a part of a true community that care for each other and achieves great things in this world.

We are here to support and enjoy each other through these very special years of our children's education. If at any point your family is experiencing a challenging time, and you could use the community's support, please contact your PCO (Parent Civic Organization) representative, your child's teacher, the director, or a member of the board of directors. We will mobilize a care team to support you whether it is the arrival of a new baby, sickness, employment difficulties, or whatever challenge you may be facing.

Additionally, many of our families own their own businesses. We encourage everyone to support those businesses as much as possible.

If there is ever a time that you or your family are concerned about an issue within or regarding the school, its practices, its personnel, families or students, we ask that you share your honest and direct thoughts and opinions with the parties involved who are accountable and have the authority to move the matter to its optimal solution. Our single rule, "Keep Growing", applies to students, teachers, administrators and parents.

We do not tolerate gossip of any kind. As adults we are all responsible for modeling excellent language and behavior to our students and to each other. It is impossible to build a community when people inside the community are engaged in language or behavior that tears the community down. Simply put, if you are determined to be unhappy in your life, then this is not the school for you. We are a thoughtful group of students, parents, teachers and administrators who are committed to doing our best for this world. Negativity is not welcome here. We strongly believe that if you are smart enough to identify a problem, you are probably smart enough to come up with a solution. Just let us know what support you need to move to a solution. No whining. No gossiping. No adult drama. No exceptions.

Annual Fundraising

TL Academy's annual fundraisers provide the opportunity for every trustee, parent, grandparent, teacher, administrator, staff member, alumni, and community member to make a meaningful contribution to our learning community. Funds raised through these efforts are wholly devoted to providing critical financial aid to families in need, professional development for our faculty and enhancement of our programs. All gifts to the annual fund are tax deductible as allowable by law.

Volunteering and Family Service

In order to accomplish this goal of a community-based school, a partnership between TL Academy and its families must be established and fostered. We believe this partnership is essential for students to reach their full potential academically, emotionally and socially.

Each family is expected to contribute a minimum of 20 service hours per year. Hours can be accrued each year beginning August 1 prior to the school year and must be completed by June 15th following the end of the school year. Hours do not roll over from year to year. On campus volunteer hours will be tracked by our Raptor Volunteer system. Additionally, each family is responsible for tracking their out of school hours through the Volunteer hours form linked on our website. The school will not assume the hours were completed if the family fails to input their volunteer hours into the system.

If time is something you cannot give, families will incur a charge payable to TL Academy so that the school can pay someone else to do a set of tasks. Each hour has been valued at a rate of \$20 per hour or \$400 per family to the school.

The 20 hours of service for each year must be completed within the designated time for the current school year. If 20 hours of service are not completed, families will be responsible to pay \$20/hour for the remaining balance of hours not completed. All service hours should be complete and recorded by June 15th of each year. A family will not receive tuition credit for contribution of more than 20 service hours, although such generous contributions are welcome and appreciated by the school.

During parent orientation, we ask that each family review the menu of options to choose from for volunteer hour options. They range from committee work to classroom projects, services to the school, and more.

Classroom volunteer assignments begin after the second week of school in order to ensure ample time for the teacher and students to establish their class routines (and to give Mom and Dad a break after a busy summer!)

- The calendar of Volunteer opportunities will be maintained and updated by the PCO president and posted on the TL Academy website, Class Tag PCO Group, and the TLA Learning Community Facebook page. Families can view and sign-up for volunteer opportunities by contacting the PCO president. Throughout the school year, additional volunteer opportunities that become available will be added as well.
- Please know that you are always welcome to volunteer in your child's class during academic session.
- Parents are encouraged to share their talents and expertise in any of our units of study
- For safety's sake and per state law, all visitors are required to check in and check out and wear a Visitor Badge. (Please note that the School Check-In system does track your on-campus hours. Each family is responsible for tracking their off-campus hours on the Volunteer form.)

We are grateful to all our families for their continued service to our students, faculty and staff, and families.

Classroom Volunteer Guidelines

The importance of community is a distinguishing element at TL Academy. Parental involvement and communication is at the core of building that community.

While engaged in the learning process, parents are required to adhere to the privacy of the children and the integrity of the academic program. All parent volunteers working directly with children are required to complete a Parent Volunteer Agreement. Other volunteers may be asked to complete the agreement at the discretion of the school. This form may be found at the end of this guidebook. Parent volunteer time is not an opportunity for conferencing with the teacher. Due to academic integrity and privacy laws, parents may not grade student work. If a parent volunteer observes student discipline or a behavioral issue in the classroom, you may not discuss these circumstances with other parents. If a behavior or discipline issue needs attention, please make the teacher aware of the problem and the teacher will decide the best way to proceed.

Remember to be:

- Respectful of the teacher and students' learning time. Please do not engage the teacher during a volunteer session in a conference about your child, the class or the curriculum. The teacher's full attention needs to be on the students. Please ensure that you arrive on time (i.e., 5 minutes prior to the volunteer start time). Teachers have their days planned down to the minute. If a volunteer shows up late or doesn't show, it will disrupt the customized learning plan that was to take place impacting all the students. Additionally, do not overstep boundaries with either the teacher or other parents during or as a result of your volunteer session. You may see a student having a tough time during a lesson. Please be assured that if the teacher believes he or she needs to talk with child's parents, they will. It is not your job as a volunteer to do so.
- Respectful of the privacy of the children and the integrity of the academic program.

- Patient and Flexible. Children and classes are dynamic and require abundant measures of these two qualities for the greatest success to be achieved.
- Confidential. Student performance or behavior is not to be discussed with other parents.
- Classroom Volunteer First-Day Checklist
- Find out where you are to store your belongings where your work station is located.
- Determine the way in which the teacher will communicate with you.
- Find out classroom standards and how you enforce them.
- Meet and develop rapport with children.
- Learn names of the children.
- Be punctual. The teacher has made plans contingent on your on-time arrival.
- Find out where equipment and supplies are kept and how they are obtained.
- Be patient when dealing with children.
- Student successes and efforts should be praised.
- Do not be alone with a singular child behind a closed door or without the supervision of the teacher.

Code of Ethics for Volunteers

- Classroom and student work is always confidential. Please do not discuss student matters with anyone except the teacher.
- Do not compare children within the classroom.
- Since there are as many different methods as there are teachers, please do not compare different methods of teaching. There is no one best way to do anything.
- Work positively for the good of the school.

Communication

It is our desire at TL Academy to facilitate ongoing communication. Parents are encouraged to contact teachers or administrators if they would like to discuss an aspect of their experience at TL Academy or have a suggestion to make. Members of the teaching staff and the administration will always make themselves available to discuss your child's education. TL Academy communicates with parents and student through a variety of venues, newsletters, ClassTag, Facebook, Instagram, The TL Academy web site, surveys, review, and emails.

Family Connections

We are always looking for a reason to get together and celebrate these extraordinary students and families. You will quickly learn that the people who are part of this learning community are some of the finest people you'll ever have the opportunity to meet. We have many celebrations and parties along the way. We will send out information regarding celebrations through the communication strategies named above. Additionally, an online family directory will be available on the TLA Parents Facebook group so that you can plan your own class get together.

PCO: Parent Civic Organization

The Parent Civic Organization (PCO) is TL Academy's parent leadership group. This organization's goal is to promote the cohesiveness of the TL Academy community by supporting the needs and efforts of the TL Academy faculty, administration, students, and their extended families. Its' structure includes a president, vice-president, treasurer, secretary, and volunteer coordinator. The PCO activities and functions will be funded by an annual fee charged.

Service Learning

TL Academy is a service learning school. Service Learning, simply, is the application of academic knowledge in the context of community service.

Learning through service is not a new concept. It is an ancient and revered principle of human experience reflected in the teachings of religions and cultures throughout the world. In more recent times, there are innumerable examples of the young performing service within their communities. Service learning, however, is far more structured and has documented benefits that extend well beyond what is normally termed "community service." It combines service to the community with in-depth student learning in a way that can benefit students, school and community members.

Service matters; it works towards the common good, and each person can and should make a difference.

Health and Safety

Accidents and Injuries

A first aid certified staff person will attend to the injured child taking all necessary measures to comfort and assist. An accident report will be completed at the time of any accident and filed in TL Academy office. Parents are notified of all accidents for which an accident report has been completed.

Accidents of a Personal Nature

Admissions into the Early Childhood Program requires that the child be fully potty-trained. Diapers and toilet training are not provided and there are no diapering stations. However, we do understand that accidents may occur, so parents of Early Childhood students are asked to bring in an extra set of clothes that are clearly labeled with child's first and last name. Cleanup procedures of these accidents follow the Universal Precautions Training. Enrollment will be deferred to the following school year for children that consistently exhibit that they are not potty-trained.

TL Academy's female school teachers are equipped to respond and help our female students with menses matters.

Child Abuse

Each faculty and staff member of TL Academy who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect must, by law, immediately report or cause a report to be made of such fact to the county department of social services or local law enforcement agency.

Communicable Disease Notice

If your child has been exposed to any contagious diseases, such as whooping cough, German or regular measles, mumps, chicken pox, diphtheria, pinworms, or scarlet fever, please keep him/her home and report the illness to the school immediately. TL Academy will comply with state requirements for parent notification when students are exposed to contagious diseases. Parents are required to notify TL Academy when a student becomes exposed or infected with a contagious disease so that other families in TL Academy may be informed.

Emergency Drills and Training

Lock out, lock down, evacuation and shelter staff and student training and drills take place regularly throughout the school year.

Emergency Notification

It is required that each student has at least two emergency contacts in addition to their parents on the student enrollment record. These forms are kept on file in the TL Academy's administrative office and in the student's classroom. If your child becomes ill or injured, the Student Information Sheet is used to notify and advise you or the person(s) designated by you. You are required to keep the information current with the correct contact person(s) and telephone numbers. Updates can be made by contacting your child's teacher or emailing bailey.layman@thetlacademy.com

Gum

Chewing gum is not permitted on the school premises.

Medical Reports and Immunizations

We must have a current medical statement and immunization report on your child. The school will provide these forms. The immunization report must be on file on the first day of attendance. Other medical forms need to be returned to the school office within the first month of your child's enrollment. These forms need to be updated two weeks prior to the expiration date on the medical form.

Medication

TL Academy is compliant with Section 12-38-132, CRS of the Nurse Practice Act. Procedures for the administration of medication to students at TL Academy are as follows:

- Written permission must be provided by the child's parent/guardian and physician for each prescription medication that is to be administered by TL Academy.
- All medications must be signed in daily on TL Academy's medication administration/sign-in form and stored in a locked area inaccessible to children.
- Medications that require refrigeration will be refrigerated.
- Medication must be presented in its original container with a label attached bearing the child's name, current date, time and dose to be given, number of days to be administered and pharmacy name.
- Any medication that has expired cannot be administered.

The Authorization to Administer Medication Form is available on the TLA website. It must be completed with a physician's signature for any medication that is to be administered by TL Academy. This form must be submitted annually.

A designated staff member of TL Academy will administer medication. The administration of medication will be recorded on TL Academy's medication form.

Per state law, school personnel may not administer over-the-counter medication unless authorized by a physician only if necessary to prevent seizures or other complications due to sudden onset of fever or to prevent a severe allergic reaction (i.e., Benadryl).

Parents may come to TL Academy to administer over-the-counter medication to their child.

Medication is not allowed in backpacks, cubbies, lockers, etc. (examples: inhalers, cough drops, Tylenol, etc.) unless a "self- carry" designation has been approved on the Authorization to Administer Medication Form.

Any unused portions will be returned to the parent.

For Students With Severe Allergies: If a child requires medication for life threatening conditions such as severe allergic reactions, the prescription can be kept at TL Academy and administered when necessary for as long as the child is enrolled if the child's parent and physician have completed a Severe Allergy Treatment Form. The Severe Allergy Form is available on the TLA website. It must be submitted annually.

Reporting of Licensing Complaints

Parents are highly encouraged to talk first with their child's teacher if there is any level of dissatisfaction or concern. If the teacher is not able to resolve the matter, the director should be contacted directly to resolve the problem.

If the director is not able to resolve the matter, then the parent may contact the Texas Department of Health and Human Services at 432-368-2693; 2525 N. Grandview Suite 100, Odessa, TX 79761.

Release of Early Childhood and Extended Care Students

The school will release an Early Childhood or Extended Care student only to the adult(s) for whom written authorization has been given and is maintained in the child's record. In an emergency, the child may also be released to an adult for whom the child's parent or guardian has given verbal or written authorization. If the staff member who releases the child does not know the adult, identification is required to assure that the adult is authorized to pick up the child. If an individual who is not authorized by the parent or guardian of a child attempts to have the child released to them, the child will not be released. Parents will be contacted for further guidance to ensure the safety and wellbeing of the child.

Rest Periods

The children in Early Childhood classes (ages 3-4) will have a rest period each afternoon following lunch. Students who do not nap are encouraged to lay quietly and rest their bodies.

School Closure/Delayed Start

School may be closed or a delayed start due to inclement weather and/or safety reasons (e.g. power outage, water outage). It is important parents or authorized pick up contacts pick up students as soon as possible for the safety of the children and staff.

School closures/delays due to weather are announced via the following:

- ClassTag
- Email
- Social Media pages

In the event of school closure or delayed start there will be no morning or afternoon extended care.

Sick Child Policy

Children who have a contagious disease or fever may not attend TL Academy. If a child becomes sick while at TL Academy, the parent will be called. The child will be sent home if any of the following symptoms are present:

- A fever of 100 degrees or higher
- Contagious skin or eye infection
- Diarrhea three times in the course of two hours
- Vomiting
- Profuse bodily discharge of any kind

- Symptoms related to COVID-19 (please see COVID-19 handbook)

If your child develops any of the above signs of illness, we will isolate him or her and ask you to come within the hour to take him/her home. The child is to remain out of school for at least a full 24 hours after this pick up.

Sign In and Out Policy

Parents of students in Early Childhood and Extended Care must sign their child in and out of school per state law.

Any student in all grades PreK-8 leaving campus, prior to their scheduled dismissal time, will need to be signed out. A sign-out system is available to the designated parent/guardian or emergency contact person at the front desk. This applies to all students leaving campus for appointments, illness, etc. If the student is returning to school following a doctor's appointment, they will need to be signed back in by the parent/guardian or emergency contact person.

Visitors to Our School

All visitors to TL Academy must check in at the front desk, sign into our school system, and wear a name badge while in the building.

Teachers, staff, students, and visitors are prohibited from allowing individuals into the school building through the side or back door without signing into the visitor system at the front desk.

Board of Directors

The Transformative Leadership Academy is governed by the Board of Directors whose responsibilities include:

- Review of mission and purpose.
- Selection, support and evaluation of the Head of School (Director).
- Ensure effective strategic planning and efficacy of programs.
- Monitor, and strengthen programs and services.
- Ensure adequate financial resources.
- Protect assets and provide proper financial oversight.
- Build a competent board.
- Ensure legal and ethical integrity.
- Enhance the organization's public standing.

Family Custody Requests

We have a policy that the School does not become involved in custody or divorce matters in order to preserve our relationship with each parent individually on behalf of the child[ren]. As a result, and, unless there is a subpoena, court order or communications from social services, we will not respond to requests for information.

Extended Care Enrollment and Hours

- Extended Care Hours: 4:00 – 5:30 pm (Ages 5-18) 2:30-5:30 (Ages 3-4).
- Enrollment in extended care must be completed prior to the first day of the month and the fee of \$150 must be paid for your child to be added to the roster.
- Drop-in care is only available by contacting the Program Director of Extended Care Lead on the morning that drop-in care is needed prior to 10 am. A spot is not guaranteed and will be charged at the rate of \$20 per day.
- Extended School Week Hours: Friday 9 am - 3 pm (all ages).
- Enrollment in extended week must be completed by the first day of the month and the fee of \$150 must be paid for your child to be added to the roster.
- Combined extended care is \$250 per month.
- There will be no extended care available on school closures or holidays.

NOTE: Students are expected to be picked up immediately following school dismissal or at the close of their extended school hours. No student supervision outside of these circumstances is provided. Parents will be charged \$1 per minute past the indicated pick up time.

School Hours of Operation

During the school year, the office is open from 8:00 am – 4:00 pm Monday – Thursday and 9:00 am – 12:00 pm on Fridays. The office will be open on a modified schedule during breaks.

Items from Home

TL Academy will not assume responsibility for loss or damage to any personal possessions children bring to school. Students should not bring expensive personal items or large sums of money to school. No weapons, real or toy, are allowed at school. Additionally, no electronic devices outside of approved technology (Chromebooks, laptops, iPads, etc.) are to be used during school hours.

Lost and Found

Lost and found bins are in the Café at the back of the building. Parents and students are encouraged to locate lost items as soon as they go missing. Any unclaimed items will be donated on the 1st and 3rd Friday of each month.

Notice Regarding Compliance

TL Academy is in compliance with the non-discrimination provisions of Title VI of the Civil Rights Act of 1964, as amended, and its implementing regulation, Title 45 Code of Federal Regulations (CFR), Part 80; the Age Discrimination Act of 1975, as amended and its implementing regulation, Title 45 CFR, Part 91; Section 504 of the Rehabilitation Act of 1973, as amended, and its implementing regulation, Title 45 CFR, Part 84.

TL Academy is in compliance with Titles I through V of the Americans with Disabilities Act, as amended, and its implementing regulation, Title 29 CFR, Part 1630. Decisions related to the enrollment, placement or dismissal of a child with a disability or chronic condition would be in compliance with the Americans with Disabilities Act. TL Academy provides reasonable accommodations for the child with a disability who has special needs.

TL Academy does not discriminate on the basis of race, color, national origin, gender, gender identity, age, ancestry, disability, creed, religion, sexual orientation, or veteran status in admission and access to, and treatment and employment in, its educational programs and activities. TL Academy takes action to increase ethnic, cultural, and gender diversity, and to provide equal opportunity to all students and employees.

Qualification for the position and institutional need shall be the sole bases for hiring employees, and the criteria for retaining employees shall be related to performance evaluation, assessment of institutional need, fiscal constraints, and/or the rational exercise of administrative prerogative. The school also makes reasonable, necessary accommodations for employees with disabilities.

All students and families shall have the same fundamental rights to equal respect, due process, and judgment of them based solely on factors demonstrably related to performance and expectations as students. All students and families share equally the obligations to perform their duties and exercise judgments of others in accordance with the basic standards of fairness, equity, and inquiry that should always guide education.

TL Academy does not tolerate discrimination, and any such conduct is prohibited. The school also prohibits any form of discipline or retaliation for reporting incidents.

Parking

Parking on school property is a courtesy extended to volunteers and others by TL Academy. TL Academy shall assume no responsibility for damage to cars or for theft of vehicles or articles from vehicles. Permission to park on school property may be rescinded by the administration for any person who does not observe the regulations.

Please park only in TL Academy's parking lots.

Pets at School

Dogs are not allowed in the school building on school days unless they are certified (or working on certification) as support dogs. In that case we ask that we have the certificate on file and that the dog's vaccinations be up to date with a record of that information. Teachers also need to approve the request, and there can be no dog allergies in the classroom.

Other small pets are at the discretion of the teacher as long as there are no allergies in the classroom.

School Property

TL Academy expects students to treat school property and equipment with care and responsibility. School property includes the building and grounds, equipment, books and technology.

Intentional actions to damage or harm school property will lead to a suspension and may lead to an expulsion hearing. If the damage be deemed as an unintentional act, students may be given the option of reimbursing the school and/or completing community restorations determined by the school.

Technology as an Education Support

Technology use (Educational Television, Video, Radio, Internet, Active Votes and Expressions, Chromebooks, Robotics) will be used for the singular purpose of supporting the educational objectives of the school.

Technology and Internet Use Policies

Technology resources are made available to support academic endeavors. The TL Academy Network has not been established as a public access service or a public forum, and therefore does not intend to create a First Amendment forum for free expression purposes. All technology use shall be consistent with the educational goals and objectives defined by TL Academy. TL Academy has the right to place reasonable restrictions on material accessed or posted through the system and reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and all information transmitted or received in connection with such usage. All such information shall be the property of TL Academy and no user shall have any expectation of privacy regarding such materials.

TL Academy expects individuals (employees, students, parents and volunteers) to represent our community positively in all public arenas, including cyberspace. Individuals will be held accountable for any published material to the Internet, including, but not limited to Facebook, Twitter, blogs, and other web pages.

TL Academy's Technology and Internet Responsible Use Policy and Agreement is mandated to protect the rights, privileges and responsibilities of the TL Academy community. TL Academy intends to provide students with fair and equitable access to technology resources. The guidelines outlined below are

meant to be just that – a guide. They are not intended to include every violation or offense, but rather provide the framework by which students can judge the appropriateness of their individual behavior. Technology changes constantly, and our policies are updated accordingly. We expect users to act in an ethical and legal manner, and remember that when utilizing the TL Academy Network and Resources, the student represents the school’s mission and purpose. All students must take responsibility for appropriate and lawful use of this resource.

General Usage and Policy

Appropriate use of technology means protecting the integrity of TL Academy’s technology resources and preserving the rights of users. Appropriate use is an honor-bound agreement among all users. Violators should be reported immediately to the teacher or director of TL Academy. Knowledge of a violation and failure to report it is itself a violation.

- Student use of personal devices must support the instructional activities currently occurring in each classroom and lab.
- Students must obtain teacher permission before using a personal device during classroom instruction. (Student’s using personal devices will be allowed access to the Internet and note taking or word processing at the teacher’s discretion.) Students must turn off and put away a personal device when requested by a teacher.

TL Academy accepts no responsibility for personal property brought to the school by students. Students who choose to bring personal devices to school assume total responsibility for their device. Devices that are stolen or damaged are the responsibility of the student and their parents or guardians. Students must use their assigned log in to gain access to the TL Academy wireless network on any device. Operating System updates should be completed at home and NOT on the school network.

Students and their parents implicitly agree to all facets of the Responsible Technology Use Agreement by their enrollment at the school. Students and staff agree to the terms of this policy and to report any misuse of any computer system to the Director. Misuse means any violations of this policy or any other use that is not included in this policy but has the effect of harming another or his or her property.

Website: Student first names ONLY are used when referring to student news, work or images, for students ages 3-14.

Social Media: TL Academy cannot be held responsible for material (photos, video, audio) placed without its knowledge or permission online on personal websites, social media sites (such as Facebook, YouTube) or other external media. We strongly encourage all community members to:

- Consider setting security parameters around any such posting, along family and TL Academy friends access only. For example, if posting a video of a son or daughter’s program on YouTube, be sure to post as “private” for viewing by invitation (email) only.
- Respect the privacy of others and unless specific permission is provided, provide no identification (or first names only) of any online posting (photos, video, audio).
- Be mindful of any and all potential copyright issues, for example videotaping copyrighted performances.

- In keeping with TL Academy's core values, the use of social media (private and public) is always expected to be respectful.

Student Computer/Internet Access

Users will have access to Internet and World Wide Web through the TL Academy firewall. The firewall is compliant with the Children's Internet Protection Act. While we attempt to block inappropriate content using filters, some sites will get through the filters. When the school administration is notified of such sites, we will add them to the blocked list. It should be understood that all data sent over the TL Academy Network and communication system is the property of TL Academy. To properly maintain and manage this property, TL Academy administrators reserve the right to examine all data stored or transmitted by these systems.

Users are responsible for any damage or destruction of a technology resource.

If a student's assigned Chromebook is damaged the parent of the child is responsible for repairing the damage or replacing the Chromebook with an exact version of the damaged equipment. If the exact version is not available, the parent must receive permission for the selected replacement brand and style.

Privacy Notice

TL Academy's computer technology, network and Internet systems support both academic and administrative needs and are to be used for educational and professional purposes. Users of these technologies should be reminded that all computer, network and Internet use may be monitored by TL Academy and that there is no commitment to privacy of any kind, either expressed or implied. The services provided through TL Academy are not guaranteed to be error free or without defect. All users of these systems agree to adhere to all TL Academy policies.

Prohibited Activities

Examples of prohibited activities include but are not limited to the following:

- Using computer technologies for purposes other than those for which a student has authorization, in accordance with TL Academy rules and state and federal laws
- Plagiarizing the work of others
- Using computer technologies for any illegal activity including violating copyright or other contracts or participating in the commission or furtherance of any crime or other unlawful or improper use.
- Transmitting, downloading, storing, printing, texting or distributing information that contains obscene, indecent, lewd, or lascivious material or other material that implicitly or explicitly refers to sexual content.

- Transmitting, downloading, storing, printing, texting or distributing information that contains profane language, drug or alcohol related materials, panders to bigotry, sexism, or other forms of discrimination; or tends to degrade other people. This includes the use of any social networking options.
- Accessing material that is profane, sexually explicit, or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination (hate speech) toward other people. If users mistakenly access inappropriate information, they should immediately report the incident to a teacher or administrator.
- Engaging in personal attacks, including prejudicial or discriminatory language. Users will not knowingly or recklessly post false or defamatory information about an individual or organization, including information that could prove damaging or disruptive to the school, the student or other students.
- Impersonation, pseudonyms, and anonymity are not acceptable on the TL Academy Network.
- Harassment or bullying of another person.
- Attempting to gain unauthorized access or exceed authorized access, which includes attempting to log in through another person's account or accessing another person's files.
- Deliberate attempts to disrupt the school network or destroy data by spreading computer viruses or any other means.
- Use of Proxy Servers.
- Downloading games, music, recreational pictures, etc.
- Sending bulk e-mails, mass or broadcast e-mails
- Game playing
- Bulletin boards, chat rooms, or other social networking sites
- Personal ads
- Non-school related subscriptions to listserves, news groups, or bulletin boards
- Any uses that are inconsistent with school policies, guidelines, or codes of conduct.
- Making unauthorized copies of software or licensed software
- Capturing or guessing another user's password, identifying code, personal identification numbers or other confidential information without the permission of the owner.
- Creating, modifying executing, or re-transmitting any computer program or instructions intended to gain unauthorized access to, or make unauthorized use of, a computer resource, software, or licensed software.

Consequences

The student's use of the network and Internet is a privilege, not a right. Violations of the TL Academy Responsible Technology and Internet Use Agreement and policies will be referred to the Director. Consequences for agreement violations will be left to the discretion of the Director and Board of Directors. Violation of these policies could lead to the following consequences:

- Suspension or revocation of computing privileges and other technological privileges
- Suspension from school
- Expulsion from school
- Full restitution to TL Academy for resources consumed or damaged

- Legal action, including action to recover consequential damages
- Referral to law enforcement authorities

Limitation of Liability

TL Academy makes no guarantee that the functions or the services provided by or through the network will be error-free or without defect. Though access to inappropriate material via the TL Academy network is actively discouraged, it is impossible to control access to a global network; therefore, TL Academy will not be held responsible for a student's misuse of access privileges or exposure to inappropriate material. The school will not be responsible for financial obligations arising through unauthorized use of the network. The parents of the student can be held financially responsible for any harm to the network as a result of intentional misuse, abuse or negligence.

This document is subject to change. It is the student's responsibility to remain aware of the regulations contained herein.

Use of Images

Parents understand that photographic and electronic images of their children may appear in school communications, social media venues including (but not limited to) Facebook, Twitter, Instagram, Pinterest, Youtube, and Google+, newsletters, slide shows, websites, and printed advertisements. Due to the public and interwoven nature of social media communications, TL Academy is not responsible for photos that are posted on non-school websites or social media sites.

Website

Our website: www.thetlacademy.com contains a vast amount of information including the calendar and all newsletters. Please bookmark it and refer to it often. It will be updated regularly.

Terms of Enrollment

Terms of Enrollment at TL Academy are outlined in the Enrollment Contract each year. Parents and Guardians are highly encouraged and expected to carefully read the enrollment contract each year.

Student Responsible Use Agreement - Information Technology

Information technology use at TL Academy and by TL Academy community members is rapidly evolving and expanding. This agreement is meant to address the ways in which we use digital communications, social networks, and equipment in a general way. As in all areas of TL Academy community life, our one rule – Keep Growing should always guide behavior and decisions as well as courtesy and common sense. In our changing digital world, it is very important to be always mindful of your online reputation and to take every precaution to safeguard it. This agreement is intended to help you develop the habits of good digital citizenship.

General

- ● I will assume that anything included in an email, text message, or online post is public and permanent.
- ● I understand that the use of any electronic communications to harass or bully another is unacceptable and will be addressed by the administration. If I am being bullied or harassed, I will report it to a trusted adult so that the behavior can be addressed.
- ● I will be responsible for the integrity of my accounts. I understand that sharing my account information or logging in on behalf of someone else is not permitted.
- ● I will observe the rules of copyright and fair use.
- ● I understand that the equipment and software owned by TL Academy is the responsibility of all community members to ensure that equipment is in good working order. I agree to report problems promptly.
- ● I am responsible for repairing or replacing any equipment that is damaged.
- ● I will not take photos of fellow students and faculty without obtaining prior permission.
- Social Networking
- ● Teachers may choose to use social networks with their classes. I will keep in mind the parallels between inappropriate behavior in the real world and online in virtual spaces: the school may need to act on information that we receive from social networking sites. I will set privacy settings with this in mind.
- ● I will not post any information that discloses confidential information about the school or personal information about another student or a member of the school community.
- ● I will not post anything that is disparaging of the school, or of any student or member of the school community (current or former).
- ● I understand that use of the TL Academy name or logo when creating independent groups or fan pages is not allowed.

Use of Personal Devices

- I understand that I may connect my personal devices to the TL Academy Student network for appropriate educational and personal reasons. I accept responsibility for my behavior online. Use of personal devices should be governed by the same attention to courtesy and common sense that should guide online behavior in general and use of such devices should not interrupt or interfere with your community and academic responsibilities.

I understand that my use of this network is neither private nor confidential and may be reviewed, accessed, and/or monitored by TL Academy at any time. This right to review, access, and monitor extends to the use of personally owned devices on the TL Academy network. In addition, under some circumstances, such as pursuant to a judicially enforceable subpoena or court order, TL Academy may have a legal obligation to collect information from the network, including personally-owned devices used on the network, and produce it to a third party. I agree not to use the network to create, modify, send, receive, or save any files, records, images, communications, or other information that you consider to be private or that I wish to keep from broader distribution.

I understand that:

- TL Academy School may selectively limit bandwidth, filter, or block Internet applications and content.
- Use of personal devices should be undertaken with the same ethical behavior that guides the use of school- owned equipment.
- Responsibility to keep personally owned devices secure lies with the individual owner. TL Academy is not liable for any device stolen, infected, or damaged on campus or at school functions.
- TL Academy's faculty and staff will not provide repair services for personally owned technology devices.
- Operating system and other updates to personal devices should be completed at home and not while using the TL Academy network.
- Limited printing from personally owned devices may be supported.

Technology is one of the many tools that TL Academy uses in our mission to inspire community members to be lifelong learners. Responsible and ethical behavior is expected of everyone in all aspects of school life.

I, _____, have read, understand and agree to respect and follow the rules of this Responsible Use Agreement. I am aware that repeated or serious violations of this agreement may result in disciplinary action, including loss of access to technology resources and may be interpreted as initiation of the process of withdrawal from the school.

_____ Student Signature

_____ Parent/Guardian Signature

_____ Date

Video/Photograph Release Form

I hereby grant The Transformative Leadership Academy the irrevocable right and permission to use photographs and/or video recording of me on the TLA website and in publications, promotional flyers, and educational materials, derivative works, or for any other similar purpose without compensation to me.

I understand and agree that such photographs and/or video recordings of me may be placed on the Internet. I also understand and agree that I may be identified by name and/or title in printed, Internet or broadcast information that might accompany the photographs and/or video recordings of me. I waive the right to approve the final product. I agree that all such portraits, pictures, photographs, video and audio recordings, and any reproductions thereof, and all plates, negatives, recording tape and digital files are and shall remain the property of the University.

I hereby release, acquit and forever discharge the Transformative Leadership Academy, its current and former trustees, agents, officers and employees of the above-named entities from any and all claims, demands, rights, promises, damages and liabilities arising out of or in connection with the use or distribution of said photographs and/or video recordings, including but not limited to any claims for invasion of privacy, appropriation of likeness or defamation.

If individual photographed/recorded is under eighteen (18) years old, the following section must be completed: I have read and I understand this document. I understand and agree that it is binding on me, my child (named below), our heirs, assigns and personal representatives. I acknowledge that I am eighteen (18) years old or more and that I am the parent or guardian of the child named above.

_____ Printed Name of Individual Photographed/Recorded

_____ Printed Name of Parent/Guardian

_____ Signature of Parent/Guardian

_____ Date

COVID-19 Liability Waiver

The World Health Organization has declared the novel Coronavirus (COVID-19) a worldwide pandemic. Due to its capacity to transmit from person-to-person through respiratory droplets, the government has set recommendations, guidelines, and some prohibitions which Transformative Leadership Academy (the "Organization") adheres to comply.

I, the undersigned, hereby declare the following:

____ I am aware of the existence of the risk on my and my child's physical appearance to the venue and participation in the activity of the Organization that may cause injury or illness such as, not limited to, Influenza, MRSA, or COVID-19 that may lead to paralysis or death.

____ I am fully and personally responsible for mine and my child's own safety and actions while and during my participation and I recognize that I may be at risk of contracting COVID-19.

____ With full knowledge of risks involved I hereby release, waive and discharge the Organization board, officers, independent contractors, affiliates, employees, representatives, successors, and assigns from any and all liabilities, claims, demands, actions, and causes of action whatsoever, directly or indirectly arising out of or related to any loss, damage, injury, or death that may be sustained by me or my child related to COVID-19 while participating in any activity while in, on, or around the premises or while using the facilities that may lead to unintentional exposure, or harm due to COVID-19.

____ I agree to indemnify, defend, and hold harmless the Organization from and against any and all costs, expenses, damages, lawsuits, and/or liabilities or claims arising whether directly or indirectly from or related to any and all claims made by or against any of the released party due to injury, loss, or death from or related to COVID-19.

By signing below I acknowledge that I have read the foregoing Liability Release Waiver and understand its contents; that I am at least eighteen (18) years old and fully competent to give my consent; That I have been sufficiently informed of the risks involved and give my voluntary consent in signing it as my own free act and deed; that I give my voluntary consent in signing this Liability Release Waiver as my own free act and deed with full intention to be bound by the same, and free from any inducement or representation.

This waiver will remain effective until laws and mandates relevant to COVID-19 are lifted.

____ Parent/Guardian Printed Name

____ Parent/Guardian Signature

____ Date

Student/Parent Handbook Acknowledgement Form

The 2020-2021 Transformative Leadership Academy Student and Family Handbook contains policies regarding student expectations, conduct, dress code, technology and cell phones, discipline management, and more.

PARENT AND STUDENT ACKNOWLEDGEMENT:

I, the parent of (student name)_____ hereby confirm that I have access to or have received a copy of the 2019-2020 Transformative Leadership Academy Handbook, and further understand the responsibilities expected of

Transformative Leadership Academy parents and students; the policies, procedures, rules, regulations and practices as stated in this document; and, that all students will be held accountable for their behavior and may be subject to disciplinary actions listed in the handbook.

By signing this document, I acknowledge that I have received, read, and agree with the contents listed in the 2019-2020 Transformative Leadership Academy Student and Family Handbook.

_____ Student Printed Name

_____ Parent/Guardian Printed Name

_____ Parent/Guardian Signature

_____ Date

*Disclaimer: TL Academy reserves the right to make changes to this document at any given time. You will be notified of any changes that are made.