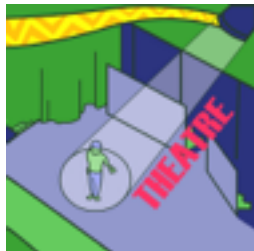


TAPA: Trinity Academy for the Performing Arts Parent/Student Handbook



Introduction

The purpose of this handbook is to outline the philosophy, policies, and procedures of the Trinity Academy for the Performing Arts. It gives students, teachers, and parents an overview of day-to-day life in our community, and is a reference in regards to what can be expected from TAPA. It helps students and parents understand how we implement our philosophy in the various areas of our School. If we are to be successful, we need to work together with parents as well as with students. For this reason, we encourage families to review this material together and call us with any questions. On rare occasions, it is necessary during the course of the school year to change policies, procedures, or rules stated in this handbook. If the modifications are significant, families will be notified.

Statement of Mission

TAPA develops well-rounded, educated, artistic and professional community leaders who practice service and teamwork in initiating and implementing goals, with a focus on the global society.

Trinity Academy for the Performing Arts is an academically rigorous, arts-integrated public charter school for students in grades 7-12. TAPA is a community of practice, where culture, the performing arts and an expanded learning time are all fundamental components of a rigorous academic program. TAPA is woven into the diverse and creative fabric of the city of Providence, fostering engaged, well-rounded artistic leaders.

TAPA PLEDGE

AS A STUDENT AT TAPA I WELCOME THIS DAY,
KNOWING IT IS MINE TO USE OR WASTE
I WILL CELEBRATE THIS DAY TO ITS FULLEST,
IT WILL NEVER BE MINE AGAIN.
TODAY I WILL BE HONEST AND FAIR
AND RESPONSIBLE FOR WHAT I SAY AND DO,
I WILL TRY MY BEST,
I WILL FOLLOW MY DREAMS,
I WILL MAKE A DIFFERENCE.
I AM AN ARTIST.
I AM A SCHOLAR.
I AM A STAR.

ENSEMBLE

1. ALL THE PARTS OF A THING TAKEN TOGETHER, SO THAT EACH PART IS CONSIDERED ONLY IN RELATION TO THE WHOLE.
2. A GROUP OF SUPPORTING ENTERTAINERS, AS ACTORS, DANCERS, AND SINGERS, IN A THEATRICAL PRODUCTION.
3. THE STUDENTS, TEACHERS, AND STAFF AT TAPA.

DAILY SCHEDULE

The school day begins at 7:30am. Dismissal is at 2:30pm. Academic Rehearsal is open to all students who need academic supports or a quiet place to complete schoolwork from 2:30-3:30 on Monday, Tuesday, Thursday and Friday.

TAPA GRADING POLICY

In all classes, certain categories of work are given “weights” to determine a student's final overall grade.

5%	Homework
15%	Participation/Classwork
20%	Quizzes/Labs
30%	Tests
30%	Projects/Performances

Grades 7 and 8

REQUIRED CLASSES: (total of seven per year): Math, Quantitative Reasoning, Literature & Composition, Humanities, Science, Arts (1 quarter each of Theatre, Film, Music, and Dance).

CLASS ATTENDANCE: Along with tests, quizzes, homework, and project grades, class time is a valuable component of each course that cannot be made up outside the classroom.

Discussions, explanations, and sharing of knowledge are vital parts of the learning process. Students who miss ten or more days of any class within a semester due to class absences, and/or habitual lateness, may have their grades reduced and may lose credit for that class.

QUARTERLY GRADING: Teachers will submit quarterly grades to the administration for each student. These grades will begin each subject and range from A+ to F. A student's quarterly grades for each year will be finalized in January and August. The administrative team will determine the course of action for students who have failed a subject required for graduation.

GRADING: Students must cumulatively pass each class. The average of the four quarters must be at or above a D. A student who does not pass **any class** cannot proceed to the next grade level.

CREDIT: Students earn one credit per class, for a total of seven credits per year.

Freshman Year

REQUIRED CLASSES: (total of seven per year) Math, Quantitative Reasoning, Literature, Composition, Historical Perspectives, Science, Arts Major

CLASS ATTENDANCE: Along with tests, quizzes, homework, and project grades, class time is a valuable component of each course that cannot be made up outside the classroom.

Discussions, explanations, and sharing of knowledge are vital parts of the learning process. Students who miss ten or more days of any class within a semester due to class absences, and/or habitual lateness, may have their grades reduced and may lose credit for that class.

QUARTERLY GRADING: Teachers will submit quarterly grades to the administration for each student. These grades will begin each subject and range from A+ to F. A student's quarterly grades for each year will be finalized in January and August. The administrative team will determine the course of action for students who have failed a subject required for graduation.

GRADING: Students must attain a passing grade in every class each year. For each semester, this means that the average of a student's two quarter grades and Midterm/Final exam grades must be at or above a D. A student who does not maintain passing semester grades in any class cannot proceed to the next level.

ARTS GRADING: If a student fails any quarter during their arts major for the year then they will be required to meet with the Administrative Team to create a plan for success which may include a change in arts major.

CREDIT: Students earn one credit per class, for a total of seven credits per year.

Sophomore, Junior and Senior Years

REQUIRED CLASSES: (total of seven per year) Math, Literature and Composition, Historical Perspectives, Science, World Language, Arts Major, Arts Practicum

CLASS ATTENDANCE: Along with tests, quizzes, homework, and project grades, class time is a valuable component of each course that cannot be made up outside the classroom.

Discussions, explanations, and sharing of knowledge are vital parts of the learning process. Students who miss ten or more days of any class within a semester due to class absences, and/or habitual lateness, may have their grades reduced and may lose credit for that class.

QUARTERLY GRADING: Teachers will submit quarterly grades to the administration for each student. These grades will begin each subject and range from A+ to F. A student's quarterly grades for each year will be finalized in January and August. The administrative team will determine the course of action for students who have failed a subject required for graduation.

GRADING: Students must attain a passing grade in every class each year. For each semester, this means that the average of a student's two quarter grades and Midterm/Final exam grades must be at or above a D. A student who does not maintain passing semester grades in any class cannot proceed to the next level.

ARTS GRADING: Students must pass their Arts Major. Each of a student's three yearly grades in their Major class must be at or above a D. If a student fails their Arts Major during any quarter, the student will retake their failed Arts Major class during the minor quarter.

CREDIT: Students earn one credit per class, for a total of seven credits per year.

MAKE UP POLICY

Students who have had difficulty completing make-up homework and classroom assignments—work that is not handed in, or is handed in late and/or poorly done—will be asked to see their teachers for extra help or to meet with their advisors to determine a plan for improving homework completion.

SCHOOLWIDE ATTENDANCE POLICIES AND ABSENCES PROCEDURES

If a student is to be absent from school, parents must notify the school before or on the day of the absence. Call the office at: 401- 432-7881.

LATENESS AND EARLY DISMISSALS

Parents must telephone or send a note to the Executive Assistant to the Head of School (401-432-7881) to excuse a student who will be arriving late or leaving early. No more than three excuses for lateness or missed requirements due to early dismissals will be accepted each quarter (exceptions will be made for doctor's appointments if documentation is provided). Violation of these policies will lead to disciplinary and/or academic consequences.

NON-HEALTH RELATED ABSENCES

As a school community, we place a high value on instructional time. Although we cannot refuse to allow students to miss school for reasons that are not illness-related, we do ask that parents respect our belief in the benefits of class attendance and schedule family trips that coincide with school vacations. A student's academic standing may be impacted by non-health related absences. A non-health related absence is defined as any absence that is not related to illness or family emergencies (such as a family vacation).

If a student is going to miss school for a non-health related absence, the family must complete a “Request for TAPA Student to Miss School” form (found at the TAPA main office) a minimum of 2 weeks prior to the departure date. Requests are considered on a case-by-case basis by the Head of School.

APPOINTMENTS

We ask that parents make every effort to schedule appointments during non-school hours. If appointments must be scheduled during the school day, parents should notify the school. We appreciate parents’ cooperation in not scheduling appointments the day before or the day after school vacations.

CODE OF CONDUCT FOR TRINITY ACADEMY FOR THE PERFORMING ARTS

We strongly encourage all parents to carefully review the following information with their son or daughter and contact us with any questions.

TAPA Expectations for School Success

Be Safe Be Respectful

Represent yourself as a TAPA STAR in the community, the school, and at home

Be creative and enjoy learning everyday

Celebrate

At Trinity Academy for the Performing, we believe that our role is to help students take responsibility for their actions and their lives and to empower them in their growth toward becoming effective adults. We believe that students should leave us as better decision makers, both in avoiding negative behaviors and in choosing positive ones.

Be Respectful – Mutual respect is central to any effective community. Listening to each other, cooperating, treating each other respectfully and caring for property are essential practices in our community.

Be Safe – Taking good care of yourself includes a proper diet, frequent exercise, sufficient sleep, stress management, and good choices in regards to tobacco, alcohol, drugs and risk taking.

Be Honest and Fair – Honesty and fair play form the basis of trust both in and out of the classroom. Make sure you can stand behind your work and your word. Dishonesty in any form, including theft and lying, is not tolerated.

Take Responsibility for your Actions – Taking charge of your life is a major step on the road to maturity. The deliberate planning and development of strategies will make you a more effective person. Another aspect of maturity involves recognizing when you have made a mistake, admitting it, and learning from it.

LEARN, UNDERSTAND AND OPERATE ACCORDING TO SCHOOL POLICIES

All communities must develop procedures that will enhance efficient day-to-day functioning. These policies are described throughout this handbook. The reasons for most will be obvious to you, but you

may not fully understand some. We encourage discussion of our policies, but it is important to recognize that you are part of a system and to learn to operate successfully within that system.

PRIORITIES OF RESPONSIBILITIES

Off-campus interests may, at times, be in direct competition with school requirements. If this occurs, it is important to note that all school responsibilities take precedence over out of school activities.

DRESS CODE AND UNIFORM

Respect for the sensitivities of others and a sense of appropriate dress for a variety of school activities are considerations underlying our dress code. Provocative or revealing attire is not permitted. Clothing should fit properly; tight, revealing clothes (for example, tops resulting in display of cleavage or bare midriffs or bottoms resulting in display of undergarments) will not be allowed. It is the expectation that all members of our community will abide by the spirit as well as the letter of these standards. The School reserves the right to make final judgments as to the acceptability of a student's attire.

Students must be in dress code to attend classes. Parents of students out of dress code may be called to bring proper attire to their children. Uniform pieces are available for purchase; please consult Zuleika Vidal to purchase.

- TAPA Uniform Shirt:** white button-down shirt (either short or long sleeved, with a tie)
- Pants/shorts/skirts:** Color – Light Khaki , with a black belt. Minimum length of to up to three inches from the top of knee
- Jackets:** Black blazers/cardigans are required during winter months.
- Dance/athletics/activities** Proper dress for dance, sports, and activities will vary according to the activity and will be stipulated by the supervisor or teacher in charge of the activity.

Prohibited dress code items: The following are altogether prohibited at school and/or on school sponsored events and outings: Clothing with inappropriate writing, and/or clothing that promotes unacceptable activities (alcohol, drug use, etc.)

CELL PHONES DURING THE SCHOOL DAY

In the best interest of the learning environment and student learning, student cell phones are collected and secured in a locked safe box during the school day. At dismissal cell phones are returned to the students. Students who are being dismissed before the end of day may obtain their phone from a member of the office staff or administration. Cell phones that are not turned in for lock up, and found in the possession of a student are subject to being held by the Head of School or Assistant Head of School for a period of 48 hours.

STUDENT DISCIPLINE PROCEDURES

Central to the student discipline procedures of Trinity Academy for the Performing Arts is giving notice and the opportunity to be heard, both of which must be reasonable under the circumstances. For the protection of the community, at any time the school reserves the right to investigate through interview of students and others associated with the school. In some instances, it may be necessary to search backpacks, gym bags, and school property such as student lockers and desks. Communication devices (e.g. cell phones) may also be searched if there are reasonable grounds to suspect that a search will turn

up evidence that the student has violated or is violating school rules. (For example, investigation of cyber-bullying, etc.) Parents will be notified.

With regard to conduct that violates school policies but does not warrant a student's suspension from school a classroom teacher, the Assistant Head of School, the Curriculum and Instruction Coordinator, the Director of Learning Supports, or the Head of School may impose consequences, including but not limited to loss of privileges or detention.

Prior to imposing any of these consequences, the teacher or administrator shall meet with the student and inform the student of the nature of the offense and the contemplated consequences. The teacher or administrator shall then afford the student the opportunity to discuss the student's responsibility for their conduct at issue and/or the appropriateness of the consequences. The decision of the administrator is final.

With regard to conduct that gives rise to a student's suspension (in school or out of school), the Assistant Head of School and/or the Head of School may suspend a student for such period as the administrator deems appropriate, up to ten (10) school days. The administrator may also refer the student to the Board of Trustees for a longer suspension, unless the student's parent agrees to the suspension determined by the administrator. Prior to suspending a student, the administrator will meet with the student and the student's parent/legal guardian, and inform the student and the student's parent/legal guardian of the nature of the offense and the length of the contemplated suspension. The administrator shall then afford the student and/or the student's parent/ legal guardian the opportunity to discuss the student's responsibility for the conduct at issue and/or the appropriateness of the suspension. The decision of the administrator may be appealed to the Board of Trustees.

With regard to the discipline of a student with disabilities, every decision maker shall consider whether the student's conduct is a manifestation of the student's disability and, if so, to what extent the School can reasonably accommodate the manifestation of the student's disability without disciplining the student. In determining the appropriateness of any form of discipline, any decision maker may consider the totality of circumstances surrounding the student's disability.

School Jurisdiction – The School's jurisdiction extends beyond the class day and/or the geographical boundaries of the school. School rules apply to all students at any school activity. Any student in the presence of another student who is enabling or aiding the person who is breaking a rule will also be held accountable.

Parental excuses – Parent calls to excuse infractions will be considered but not necessarily be accepted by the School. We want to work with parents, and we recognize that specific situations may occur that would lead to a parent calling to excuse a behavior. Such cases should, however, be the exception rather than the rule.

INFRACTIONS

We believe that a structured environment with Clear Expectations for behavior and academic success helps students learn the difference between expected behavior and inappropriate or unexpected behavior. Through formal and informal educational experiences, and by our response to improper choices, we help our students to become better decision makers.

Trinity Academy for the Performing Arts defines two levels of infractions, and stipulates typical consequences of each. Please be aware that circumstances specific to a case may lead to more or less severe consequences. Generally, a first infraction warrants a Warning and a student is reminded and redirected to making good choices.

Minor Infractions – The following unexpected behavior may result in a consequence specific to the infraction. For example, prohibited items will be confiscated, dress code violations will be corrected, loss of privileges, or detention with problem solving strategies used such as “Reflect and Plan for Success” and “You Break It, You Fix It.” In addition other logical and appropriate consequences may be assigned for lateness or missed obligations. Repetition of minor infractions will lead to more severe consequences.

Minor infractions include, but are not limited to:

- Lateness
- Use of inappropriate language
- Rude, disrespectful, or uncooperative behaviors during interactions with adults or peers.
- Absences from class or detention
- Using a cell phone during the school day
- Dress code infractions

“Take a Minute” Outside of the Classroom – TAM out occurs when a teacher requires a student to leave class following an incident during which the student has not followed a specific direction or modified his or her behavior in accordance with the class activity or rule. In this case, the teacher will direct the student to step outside the class and to wait by the door for further instructions or to go to the partner classroom to “TAM.” The sending teacher will also make plans to discuss the infraction with the student. An infraction report will be sent online or given to the Administration when appropriate.

Major Infractions The following are violations of major school rules. Violations of major school rules may result in severe consequences or disciplinary action, including the possibility of suspensions for a first offense. In some instances, the Head of School may call for the immediate removal of a student from the school.

- Drug and/or Alcohol infractions (see Drugs and Alcohol)
- Violence towards another person, or his or her property or good name (e.g. harassment, bullying, fighting, stealing, vandalism, slandering, and/or malicious gossip)
- Internet activity that negatively impacts the TAPA community.
- Tobacco Use: The possession or use of tobacco products, in any form. Students found in violation of this rule, in addition to disciplinary action, are required to meet with a member of the administration, a

parent or guardian, and school counselor. Possession of explosives, firearms, pocket knives and other weapons.

Any behavior that brings disgrace to the good name of the Trinity Academy for the Performing Arts or necessitates the involvement of the police.

Chronic failure to respond to correction: Behavior that persistently demonstrates an unwillingness or inability to live by the academic or social expectations of the School (i.e. very rude, disrespectful, insubordinate, or uncooperative behaviors)

Leaving the school property without permission

Tampering with, or inappropriate use of, fire-safety equipment (e.g. extinguishers, alarms, fire escapes)

Theft, on or off campus.

Unauthorized presence restricted areas such as the basement, administrative offices, etc.

Violating a teacher's personal or professional space.

Abuse of privileges, and/or delinquency, with regard to leadership positions.

ACADEMIC DISHONESTY

Matters of academic dishonesty are handled first by the classroom teacher and -- if additional intervention is necessary -- by the Head of School or the Assistant Head of School. Infractions involving academic dishonesty will be reflected on the student records and may lead to a suspension meeting; additional infractions may lead to more severe consequences. Students are expected to do all of their own work, and only their own work. Forms of Academic Dishonesty include:

Copying word-for-word (or essentially so: changing a few words here and there does not make another's work one's own) from books, from other media sources, or from another student's work.

Presenting another writer's exact words without quotation marks and a footnote.

Presenting someone else's ideas in a paper without the use of footnotes and bibliography.

Presenting another person's homework, lab report, or computer program as one's own.

Presenting information obtained electronically, i.e. via the Internet or a CD-Rom, as one's own, without the use of footnotes and bibliography.

Preparing an assignment with significant, unacknowledged help of parents, or other students, without the teacher's permission.

Using another person's ideas or work in the preparation of a lab report or computer program without the teacher's permission or without footnoting or otherwise making obvious the source of the information.

Using or having in one's possession textbooks, class notes, or other course-related information, verbal or written, while taking a test, without the teacher's permission.

Providing information or materials to another student without the teacher's permission.

DRUGS AND ALCOHOL

The possession or use of illegal drugs, alcohol, or paraphernalia, or being in the presence of anyone using them, as well as the abuse of over-the-counter medications, while a member of the TAPA ensemble, is prohibited whether on or off campus. The Head of School, or the Administrator on duty may require any student that he or she reasonably believes to have violated this policy to submit to saliva testing, breathalyzer, hair analysis, blood or urine testing. The results of drug testing may be used in a disciplinary proceeding as well as any other evidence of a violation of this policy. If a student refuses to take a drug or alcohol test, TAPA will treat this refusal as a positive test. If a

student violates this policy, TAPA may suspend the student. The student may be required to undergo random, periodic drug and alcohol testing. In addition, the student may be required to comply with a treatment program. Students may talk with the school counselor for confidential help about drug/alcohol use. If a student feels that a fellow student is in danger due to problems with drug and alcohol use, they may make a confidential referral to the school counselor. At the discretion of the school counselor and/or the parent, the Head of School may be informed that the student has been referred or is undergoing treatment, but such referrals will not be treated in a disciplinary manner. Additionally, as drug use is a violation of state and federal law, TAPA may involve the police in any infraction involving the use -- or suspected use -- of illegal drugs or alcohol.

TOBACCO/FIRE SAFETY

TAPA is committed to creating a healthy environment for its students. Because of the serious health issues related to adolescent smoking, students in our care may not use tobacco or tobacco-related products, have tobacco paraphernalia in their possession, or be in the presence of anyone who is using tobacco; students smelling strongly of cigarette smoke will be considered in violation of this policy. Similarly, pressuring others to use drugs or alcohol is prohibited. Faculty will confiscate all tobacco and/or paraphernalia on sight. Frequent violators may be required to take a smoking cessation course or receive other treatment at the recommendation of the school Social Worker and input of the student's parent/guardian. Smoking and/or lighting matches is also prohibited. Tobacco/fire safety infractions may result in out of school suspension for the first offense. In addition, outside intervention may be recommended.

PRIVATE PROPERTY

All TAPA ensemble members have the right to protection of their property. Students are expected to respect the rights of others by not going into anyone's property or space without that person's permission (even to take possession of their own property—for example, items which a teacher or administrator may have confiscated). This policy covers, but is not limited to, offices, classrooms, desks, briefcases, book bags, lockers, closets, computers, and automobiles. The school, however, reserves the right to inspect all property on school premises or at a school activity.

AGGRESSIVE AND DESTRUCTIVE BEHAVIOR

The following are also regarded as MAJOR INFRACTIONS and therefore may warrant suspension or immediate removal from school for a first offense. They may also warrant the involvement of the police

Fighting – Physical violence of any kind, including play fighting, will not be tolerated.

Possession of weapons – The possession of any weapon, tool, or object used to threaten the wellbeing of others poses a serious risk to the safety of the entire community. Lighters, matches, water guns, sprayers, snowballs, etc. are prohibited at all times.

Vandalism – We believe that our physical environment is to be valued and respected as much as each individual within it. Acts of vandalism will not be tolerated.

Threats – Verbal or written threats, including items issued on the Internet, are taken seriously and will be addressed accordingly. Cyber bullying, or the use of the Internet, be it via e-mails, instant messaging or social networking sites, to bully or harass is not tolerated.

Hate Speech and other extreme examples inappropriate language – The use of derogatory, offensive and/or malicious terminology is unacceptable and will be addressed accordingly.

Uninvited and Unwelcome Pressure for Sexual Activity – Any such activity, including the publication, distribution, or display of offensive/demeaning materials, will not be tolerated within the TAPA community.

BULLYING

Trinity Academy for the Performing Arts policy towards bullying and harassment is in accordance with **Rhode Island’s Safe School Act (§16-21-34 of the General Laws of RI). As set forth by state law:**

1. Definitions:

Bullying means the use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that: a. Causes physical or emotional harm to the student or damage to the student’s property; b. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property; c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student; d. Infringes on the rights of the student to participate in school activities; or e. Materially and substantially disrupts the education process or the orderly operation of a school. The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as: **race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic.** Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s).

Cyber-Bullying means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

Forms of cyber-bullying may include but are not limited to: a. The creation of a web page or blog in which the creator assumes the identity of another person; b. The knowing impersonation of another person as the author of posted content or messages; or c. The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

At school means: a. on school premises, b. at any school-sponsored activity or event whether or not it is held on school premises, c. on a school-transportation vehicle, d. at an official school bus stop, e. using property or equipment provided by the school, or f. acts which create a material and substantial disruption of the education process or the orderly operation of the school.

2. School climate

Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited at Trinity Academy for the Performing Art. School staff shall take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities, parental workshops, and student assemblies among other

strategies. School faculty, administration and staff, at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted. Additionally, students and their families are expected to exhibit courteous behavior to all members of the learning community in school and at school sponsored events.

3. Policy oversight and responsibility

The Head of School shall be responsible for the implementation and oversight of this bullying policy. The head of school shall provide the governing board with a summary report of incidents, responses, and any other bullying-related issues at least twice annually.

4. Information Dissemination

The Head of School shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy. This policy shall be:

- a. Distributed annually to students, staff, volunteers, and parents/legal guardians
- b. Included in student codes of conduct, disciplinary policies, and student handbooks
- c. A prominently posted link on the home page of the school's website

5. Reporting

The Head of School shall establish, and prominently publicize to students, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon. The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying. Any student or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher or administrator.

Parents/Guardians of the victim of bullying and parents/ guardians of the alleged perpetrator of the bullying shall be notified within twenty-four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/ guardians of the child will be notified immediately by the Director of Student Life or other administrator.

Responsibility of staff: School staff, including volunteers, who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action.

Responsibility of students: Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be subject to discipline for failing to report the bullying. Student reports of bullying or retaliation may be made anonymously, provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

Prohibition against retaliation: Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

False reporting/accusations: A school employee, school volunteer or student who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the school behavior code.

Reports in good faith: A school employee, school volunteer, student, parent/ legal guardian, or caregiver who promptly reports, in good faith, an act of bullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from reporting bullying.

6. Investigation/response

The head of school shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed. Any qualified staff members may be utilized to mediate bullying situations. The investigation will include an assessment by the school counselor of what effect the bullying, harassment or intimidation has had on the victim. A student who engages in continuous and/or serious acts of bullying will also be referred to the school counselor.

Police notification: Immediate notification of the local law enforcement agency will be made when circumstances warrant the pursuit of criminal charges against the perpetrator.

Protection: if a student is the victim of serious or persistent bullying: a. The head of school will intervene immediately to provide the student with a safe educational environment. b. The interventions will be developed, if possible, with input from the student, his or her parent/guardian, and staff. c. The parents/ guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.

7. Disciplinary Action

The disciplinary actions for violations of the bullying policy shall be determined by the school. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior.

The range of disciplinary actions that may be taken against a perpetrator for bullying, cyberbullying or retaliation shall include, but not be limited to: a. Admonitions and warnings; b. Parental/ Guardian notification and meetings; c. Detention; d. In school suspension; e. Loss of school provided transportation or loss of student parking pass; f. Loss of the opportunity to participate in extracurricular activities; g. Loss of the opportunity to participate in school social activities; h. Loss of the opportunity to participate in graduation exercises or middle school promotional activities; i. Police contact; j. School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.

8. Social Services/Counseling

Referral to appropriate counseling and/or social services currently being offered by schools or communities shall be provided for bullying victims, perpetrators and appropriate family members of said students.

9. Social Networking

Students shall be prohibited from accessing social networking sites in school, except for educational or instructional purposes and with the prior approval from school administration.

10. Other Redress

This section does not prevent a victim of bullying, cyber-bullying or retaliation from seeking redress under any other available law, either civil or criminal. This section does not create *or alter any tort liability*.

11. Adoption of Policy

The governing bodies of all schools approved for the purpose of §§16-19-1 and 16-19-2 shall adopt this Policy by June 30, 2012.

INTERNET USE POLICY

One resource at TAPA is a connection to the Internet. The Internet is a vast, global information network, linking computers at universities, high schools, research labs and other sites.

Through the Internet, one can communicate with people all over the world through a number of discussion forums, as well as through electronic mail. In addition, a myriad of files are available for downloading on the Internet, many of which are of educational value.

The Internet's reaches are boundless. Because of this, despite its significant educational benefits, there also exists the possibility of abuse by its users. The benefits of Internet access for our students - in the form of supplying valuable information, resources, and opportunities for collaboration - exceed the disadvantages. Users (and parents/ guardians of users who are minors) must understand that TAPA cannot control the content of information available on other sites. Some sites may be controversial and offensive. TAPA does not condone or tolerate the use of deplorable materials, and thus has certain safeguards in place to limit student access.

Educational Purposes: The purpose of TAPA's Internet connection is to enhance the established school curriculum. All use of computer and network resources must conform to the standards that TAPA sets for student behavior. Student e-mail accounts, hard drives, network storage, Internet activity, and system logs may be searched, without notice or a warrant, if there is suspicion of a violation of this agreement or other school policies.

Privilege: Access to the school's Internet connection is a privilege, not a right. Inappropriate use will result in restriction or cancellation of access privileges and/or disciplinary action.

Responsibilities: All users shall assume full liability - legal, financial, or otherwise - for their actions when using the School's Internet connection. Responsible use of the School's Internet connection requires:

- Appropriate use of student accounts to transfer or store material

- Respect for the privacy of others

- Limited printing of materials obtained through Internet access

- Users to withhold personal information from others

- Users to immediately notify a parent/guardian and faculty/administration if any individual is trying to contact them for illicit or suspicious activities

- Compliance with the rules of the Acceptable Use Policy

Behaviors that may result in disciplinary action include, but are not limited to:

- Involvement in any activity prohibited by law
- Use of profanity, vulgarity, obscenity or other language that tends to be offensive or degrading towards others
- Use of the network for financial and/or personal gain or for political lobbying, except as expressly allowed during a school activity
- Intentional use of invasive software such as “viruses,” “worms,” and other detrimental activities
- Viewing, storing, or transferring obscene, sexually explicit or pornographic materials
- Hate mail, anonymous messages, threatening messages, harassment, remarks of a racial, sexist, or discriminatory nature or other antisocial behaviors
- Sharing of passwords or using someone else’s password
- Using, storing, or sharing illegally copied or stolen software or digital materials (e.g. MP3, video, text, and image files)
- Intentionally infringing upon the intellectual property rights of others, including plagiarizing and/or unauthorized use or reproduction, are prohibited.
- Trespassing in anyone else’s folders, work, or files
- Knowingly or carelessly performing acts that interfere with normal operation or performance of computers, iPads, Chromebooks, printers, terminals, server peripherals or networks
- Using the school’s name and/or network to gain access to social networking sites (e.g. Twitter.com, Facebook.com or similar sites)
- Electronic harassment of any kind (e.g. personal emails, instant messages, posts to social media Web sites, etc.)
- Posting of information damaging to oneself or others in the TAPA community.

Because information posted in public or semi-public internet forums can be viewed at any time, the School can respond in a disciplinary manner towards any damaging public posts, regardless of whether or not the post was made during school hours. Such damaging information can include, but is not limited to: disparaging remarks about fellow students or teachers, references to drug or alcohol use by oneself or others, the posting of images or videos which could be considered demeaning towards others or towards the school, and references to non-consensual sexual activity.

Copyrighted and Other Proprietary Materials: Users shall respect all copyright and proprietary interests of any materials accessed through the School’s Internet connection. Users may not duplicate copyrighted software, without permission from the copyright holder, whether for personal use or the use of others. Duplicating copyrighted materials, or the use of such materials, are offenses that may be subject to criminal prosecution.

Privacy: To insure its continued availability and reliability in performing its educational mission, users have no reasonable expectation of privacy concerning any materials transferred over, or stored within, the Network. TAPA owns the hardware; therefore, any documents or materials are considered as TAPA’s property. Finally, communication and information accessible over the Internet is not guaranteed to be private. Users should not reveal personal information, such as addresses and telephone numbers.

CONSEQUENCES AND DISCIPLINARY ACTIONS

Detention/Loss of Privileges – The initial consequence for a student misbehavior that cannot be corrected via a “TAM” or conversation with a teacher/administrator is to serve a detention. TAPA’s detention program is designed to provide positive constructive learning experiences for students who have violated TAPA’s behavioral standards. The primary purpose of TAPA’s Detention Program is to dole out consequences for unacceptable behavior. However, we have deemphasized the punitive aspect and stressed the positive learning experience for students by using the Developmental Designs approach within our detention program. When those interventions do not change the pattern of behaviors we believe that students need a structured time and place to think about how their actions affect the other members of the TAPA Ensemble, and how other Ensemble Members feel when they become subjects of disrespect.

By emphasizing the feelings and rights of others, we attempt to lead the students to a more empathetic and social understanding of the effects of their actions and the fact that their behavior impacts on the whole school community. Causes, consequences, prevention and goal setting are topics that the student will consider during the detention period.

Our selected approach brings the student to a point of setting goals for behavioral improvement. During every detention session, each student will write a personal goal that points to an alternate behavior to the one that he or she has previously chosen. We will prompt the student to move from past mistakes and rethink old habits and actions. Within this framework, the role of the detention leader is to reinforce the behavioral goal for each student.

Detention Mission Statement

Detention is designed to provide a sense of importance to the rules and regulations which govern the students at TAPA. Through the collaborative effort of staff, parents and students we will bring about improved conduct. We will empower and unify the staff to have a stronger and more purposeful student management program toward an improved learning environment for all students.

The Goals of Detention:

- Provide an alternative measure for corrective behavior for disruptive students.
- Foster student behavior that emphasizes understanding of the effects of their actions and the fact that their behavior impacts on the whole school community.
- Guide the student to setting goals for behavioral improvement.
- Encourage respect for the rules and regulations of the school community.

The Detention Policy

The purpose of the policy is to deter inappropriate behavior and have an immediate response to such behavior. The detention policy will also serve as an alternative to suspension, help to eliminate disruptive behavior and preserve the high standard of behavior at TAPA. The detention policy is devised as a means to address all issues that are most disruptive to the teaching and learning environment. These issues include, but are not limited to: tardiness, excessive talking, disobedience, disrespect, failure to complete work, lack of class materials, poor attitude, disturbing class, mischief, littering, eating or displaying food in class, cutting class, and loitering.

Definition of Terms

Lateness: Arrival to any class after the bell without a written explanation from a staff member.

Food in Class: Display or consumption of food anywhere in the building except the Cafetorium.

Cutting Class: The absence from an assigned class without the permission of a staff member.

Disrespect: The use of any inappropriate verbal or nonverbal language or gestures. Depending on the severity of the action/words teachers have the ability to send student(s) to the office immediately.

Hallway Loitering: The unsupervised presence of a student in the hallway after the ringing of the second bell and without a pass.

Classroom Loitering: The presence of any student in a classroom without adult supervision.

Horse playing: Any disruptive behavior, such as running or playing in the school that has the potential to threaten the safety of staff, students, parents and visitors to the building. If an individual is harmed by the result of horseplay, the consequence may be greater than a detention.

Cell phone/technology use: Any type of cell phone or technology use that is not school assigned.

Definition of Detention

Detention is the supervised retention of students beyond the regular school schedule when a teacher requests the student show improvement of behavior resulting from violation of the school rules and/or student handbook. Detention takes place from 2:30-3:30pm on Monday, Tuesday, Thursday and Friday of each week.

Assignment of Detention

Detention may be assigned using the following guidelines:

- Any student who is late for class three times during one quarter will receive one detention on the third recorded lateness.
- Any student who eats and drinks in class or has food displayed in the classroom will receive one detention.
- Any student who cuts class will be issued one detention on the first infraction.
- Any student who uses inappropriate language or inappropriate gestures towards any member of staff or student will receive one detention for each case identified.
- Any student found loitering in the hallway without a pass or unsupervised in a classroom will receive one detention.
- Any student found utilizing a not-school-sanctioned cell phone or technological device will receive one detention
- There is no limit to the number of detentions that can be given in one day.

Guidelines for Issuance of Detention (for teachers)

- Teacher will make phone call to parent/guardian at the moment the issuance happens. If a phone call cannot be made immediately, the call will be made as soon as possible with the student present. The teacher will make every effort to contact the parent/guardian with the student present. If parent/guardian can not be contacted a voicemail will be left to notify parent/guardian of issued detention.
- Teacher must complete the online form upon the issuance of a detention
- Any teacher that has given a detention must conduct a re-entry conference with that student to problem solve/resolve the issue and create a goal for student and teacher to reach to avoid further problems at 3:30pm on the day of the detention

Guidelines for Students

- The student will receive a copy of his/her detention notice from the their teacher.
- A student who receives detention will report to the cafetorium at 2:35 PM; Detention will be served from 2:35PM to 3:30PM.
- Students in detention may not sit next to/near one another and must complete given form(s) in silence.
- Any student who causes a disturbance during detention will be removed from the detention room and the detention will be doubled and reassigned
- Students will not be allowed to eat during detention
- Students will not be allowed to use any technological devices during detention.
- Students will not be allowed to leave the detention room once detention has begun.
- Any student who is absent from or late for three detentions will be required to attend a mandatory conference with a parent/guardian and administrator.
- All missed detentions will be reassigned; skipped detentions will result in a doubling of the detention time
- All detention forms will be filed in the Dean of School Culture's office and kept in the student's record. A deans' record may affect a student's participation in school activities

Suspension . Suspension only occurs when a student has committed an infraction or pattern of infractions that the Assistant Head of School or the Head of School deems to be more serious than those resulting in detention, loss of position/privilege and in-school suspension. This generally relates to cases when a student is clearly exhibiting unsafe behavior. Students who are assigned home suspension are not allowed to come on campus or participate in school activities, on or off campus, during the period of their suspension.

Academic Policies While on Suspension: Students are given homework to do while out of class. The homework will be turned into the teacher on or before the day the student returns. Students can make up tests; they must be prepared to do so on the day they return.

HEALTH RELATED INFORMATION

Trinity Academy for the Performing Arts makes every effort to ensure the wellbeing of the whole student. TAPA is equipped with a part-time nurse and a full-time school guidance counselor and social worker.

Physical exams and health records – All students must have physical examination records and immunization forms on file prior to beginning classes. The forms should be returned to the school prior to the start of the school year. Students may not be allowed to register or attend class until all forms are on file.

School Counselor – The school counselor is available to all students as needed.

Medications – All medications must be dispensed by TAPA administration, office staff or a school nurse. These include both prescription and over-the-counter medications. All requests for dispensing of prescription medications must be accompanied by a doctor's order. Any medication given to the school

must be in the original bottle. Parents are responsible for notifying the school when there are any changes in, or concerns about, a student's medications.

Communications – In any emergency or unusual health situation, every effort will be made to contact parents. If a student needs to be hospitalized or has long-term health needs, parents are expected to be present to participate in the decisions necessary to ensure the wellbeing of their child.

Confidentiality – The student's right to privacy and confidentiality of medical information will be preserved to the extent required by law.

Addendum I: Frequently asked Questions about Sexual Harassment

Trinity Academy for the Performing Arts is committed to making sure that all students can learn in an environment that is free from all forms of sexual harassment. Sexual harassment is a form of bullying and is against the law because it hurts people. The school prohibits all forms of sexual harassment or bullying. The following questions and answers help explain the school's policy. Refer to the **School Handbook**, pages 12-16 for detailed information under *Aggressive and Destruction Behavior* and *Bullying*.

Q: What is sexual harassment?

A: Sexual harassment is unwelcome conduct of a sexual nature that interferes with a student's ability to learn, study, work, achieve, or participate in school activities. It is a form of bullying. It includes a wide range of behavior, such as:

Insults and name-calling, Off-color jokes or displays of sexually suggestive objects or pictures, Intimidation by words or actions, Unwanted touching, such as pinching, patting, grabbing, poking, slapping or rubbing against a student's body, Pressure for sexual activity, Sexual assault and rape, Other similar behaviors also may be prohibited under the school's policy

The school policy also prohibits retaliation against students who complain about harassment or against students or others who cooperate in a school investigation of sexual harassment.

Q: Are these rules just for students?

A: No, the school policy applies to everyone – teachers, administrators, coaches, volunteers, maintenance workers, cafeteria staff, and students, among others. All are prohibited from sexually harassing students. The school policy protects male and female students equally from harassment – even when boys sexually harass boys and when girls sexually harass girls. These rules apply to students harassing teachers, as well as teachers harassing students.

Q: Where do the school rules apply? Just in classes? What if a student is harassed off school grounds, like on the bus, on social media, in a text, or on a field trip?

A: If sexual harassment occurs either on or off school premises, the school will take action to stop it. That means the school policy applies to the many locations sexual harassment can occur: classrooms, hallways, school offices, school buses, gym, playground, and school-sponsored trips and activities, for example. This also includes sexual harassment on the Internet and through social media, e-mail, phone call, or text message.

Q: What should a student do if he or she has been sexually harassed?

A: Tell a teacher, the school social worker, or an administrator, either in writing or in person. Tell the harasser, "Your behavior bothers me. Stop it!" Tell a parent, who will work with the child and the school to stop the harassment.

Q: What kind of consequence will persons who sexually harass students get?

A: Further disciplinary actions will depend on the seriousness of the harassment. For example, if a student uses sexually harassing language once, the school may warn the student that the behavior violates the school rules. Students who continue to harass others may receive even stiffer punishment, such as detention or suspension, and will work with the school social worker. **For very serious harassment, such as sexual touching, or sexual assault, the school may suspend a student for up to 10 days. In the case of an employee, illegal behavior such as this may end in immediate termination.**

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