

TAPA: Trinity Academy for the Performing Arts

7th-12th Grade Code of Conduct



TAPA

Artists. Scholars. Stars.

TAPA Code of Conduct (Student Behavior)

At TAPA, 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. At TAPA we ground our practices in the following four bullets:

- **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 regard 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.
- **Be responsible for what you say and do** – 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.

The TAPA Code of Conduct articulates behavior expectations. Specifically, this document includes various discipline procedures and behavior expectations. These expectations allow all of the TAPA community to operate at a high level of trust and safety.

Student Discipline Procedures

TAPA believes that a clear and honest system of student discipline, with developmentally appropriate consequences, is essential to prepare our students to be active and successful citizens of a global society. It is the policy of TAPA to not involve the police in school matters whenever possible.

Central to the student discipline procedures of TAPA is restorative justice or the belief that all parties deserve to be heard, and that it is the responsibility of the school to seek the truth in every situation. TAPA will do so by interviewing students and others involved in any reported incidents. Students at TAPA do not have a reasonable expectation of privacy in any laptop issued by TAPA, and those laptops may be searched at any time.

Teacher Detention

Teacher detentions may be held during lunch or after school. If a student fails to attend the assigned detention, the teacher will send a referral to the Dean of Students and two detentions will be assigned. Families/guardians may be called for a meeting.

Suspension

With regard to conduct that gives rise to a student's suspension (in school or out of school), an Administrator may suspend a student for such a period as the Administrator deems appropriate,

up to ten cumulative out-of-school days. The administrator may also refer the student to the Board of Directors for a longer suspension unless the student's parent agrees to the suspension determined by the administrator.

Students who are suspended are not allowed to come on campus or participate in school activities, on or off-campus, during the period of their suspension. This means that the student may not attend any field trips and are not allowed to participate in any TAPA-sponsored out-of-school-time events. Students may also be given In-School Suspension for a minor or repeated infraction. Students may forfeit their right to attend special school functions in the quarter in which they receive either an in-school or out-of-school suspension.

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 TAPA 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

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

Confidentiality

It is important to note that consequences given for serious offenses will not be shared with the entire school community or to family members who are not a student's parent, guardian or designee. Discipline decisions are given in ways that are fair and equitable and at times will often not be the exact same for every student. Should students or family members have questions or concerns regarding discipline decisions, they can contact one of the administrators

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.

TAPA defines three 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 and Mid-Level Infractions

The following 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 may be used, or other logical and appropriate consequences may be assigned. Repetition of minor infractions will lead to more severe consequences.

Student Behavior/Resulting Consequences	
Behaviors Minor Offenses/Infractions	Consequences Minor Offenses/Infractions
Minor offenses include those that are primarily dealt with by the person most closely associated with the behavior. In most cases this is a TAPA staff member or teacher. Examples of Minor Infractions: • Late to class • Left class without permission • Disruption in the cafeteria • Food or drink outside of the cafeteria • Throwing objects, horse play, play-fighting, without injury to others. • Plagiarism/cheating (first offense, or on a minor assignment, or by mistake, etc) • Disrespectful behavior • Inappropriate language • Wrong place/wrong time • Disrupting the academic success of other students	Consequences may include one or a combination of the following, depending on the severity and or frequency of the offense. • Student Conference/Reflection • Parent Contact and/or Conference • Detention, Lunch Detention
Behaviors Mid-Level Offenses/Infractions	Consequences Mid-Level Offenses/Infractions
Mid-level infractions are violations that are more serious than a minor infraction but do not rise to the level of a major infraction. These infractions typically involve actions that disrupt the orderly functioning of the school. Mid-Level Infractions • Repeat occurrence of any minor infraction • Cutting class • Skipping teacher detention • Excessive tardies (class or school) • Unauthorized leaving of School Grounds • Not signing in to school when late • Truancy • Bus misconduct	Consequences may include one or a combination of the following, depending on the severity and/or frequency of the Offense. Parents will be notified 24 hours in advance of a detention that takes place outside of school hours.. • Student Conference / Reflection • Parent Contact and/or Conference • Loss of Privileges (may be lunch or extracurricular activities, during, before or after school) • Office/After School Detention • In-School Suspension

● Fighting ● Harassment (name calling, obscene gestures) ● Knowledge of or Inciting a fight ● Spreading rumors (can be handled by a teacher at their discretion) ● Elevator misuse ● Lying to Dean of Students/Administration ● Abuse of School Equipment ● Skipping detention ● Inappropriate use of school equipment ● Stealing (depends on severity of infraction) ● Threats (depends on severity of infraction) ● Forgery	● Out-of-School Suspension of up to 10 days (Any out of school suspension must have a re-admittance conference with the school administrator) School officials will investigate allegations of bullying based on the Bullying Policy at the end of this handbook.
Behaviors Major Offenses/Infractions	Consequences Major Offenses/Infractions
Major offenses are reported to the school administration; consequences are given by the school administrator. ● Repeated occurrence of any Mid-Level Infraction ● Violence, Fighting, and/or knowledge of or inciting a fight ● Violence towards another person, or their property or good name ● Harassment (name-calling, obscene gestures) ● Bullying* ● Sexual Harassment ● Indecent exposure ● Endangering the safety of any student or staff member ● Stealing ● Threats ● Possession of a weapon or a replica of a weapon ● Possession, use, or distribution, of drugs or alcohol ● False alarms ● Tampering with, or inappropriate use of, fire-safety equipment (e.g. extinguishers, alarms, fire escapes)	Consequences may include one or a combination of the following, depending on the severity and/or frequency of the Offense. Parents will be notified 24 hours in advance of a detention that takes place outside of school hours. ● Student Conference/Reflection ● Parent Contact and/or Conference ● Loss of Privileges (Lunch detention or extracurricular activities, during, before or after school) ● Office/After School Detention ● In-School Suspension ● Out-of-School Suspension of up to 10 days (Any out of school suspension must have a re-admittance conference with the school administrator) In accordance with policy, school officials will investigate allegations of bullying. The Bullying Policy is found at the end of this handbook. For more information, please see TAPA's

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) *This offense requires an immediate referral to administration.	<u>Weapons Policy</u>
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The following tables clarify the expectations for TAPA in action, providing clear descriptions of what TAPA looks and sounds like in practice. By outlining these expectations, we ensure that all students and staff understand how to contribute to a positive and productive environment. This clarity helps TAPA operate at its highest level, fostering collaboration and engagement in ways that align with our shared goals.

Before School Starts	
Looks like	Sounds like
All students must be in the cafeteria; Not in the office, or main building.	Students can ask to go to the bathroom (Only two students at any time).
Students sitting, eating breakfast, and socializing. All tables are welcoming: Adults model/monitor/teach this.	Social Chatter. It could be loud, but respectful, with no inappropriate language. “Please” and “Thank You” to the Food Service Staff.
At least one staff member is outside supervising bus arrival, and one is in the main lobby. Others are in the cafeteria, one with the trash can. Adults are checking in with students and building positive relationships.	Adult attention should be on students, meaning minimal computer use/cell phone use/adult-to-adult conversations Students may use their cell phones but should be monitored. Lower School students will only have access to their cell phones during advisory, and during lunch on Wednesdays.
Students remain seated.	Adults announce cleanup, dismissal. Staff directing students toward the right staircase depending on Upper/Lower school students.
No food or non-water drinks permitted outside of the Cafeteria	Upper School students can be sent to Advisory as early as 7:45 am. Lower School students are sent to LS staff before 8 am. Cafeteria “closes” at 7:58 am.

Students in Hallways and Stairwells	
Looks like	Sounds like
Passing time only lasts for two minutes. Hallways are empty after that.	Respectful volume and language.
Teachers: In the halls during passing time.	After two minutes hallways should be quiet.
Students: Walking (and probably talking) towards their destination. Taking one step at a time on the stairwells.	Students laughing/talking, Adults giving gentle reminders of expectations.
Students are not going to the bathroom or to the nurse.	

Entering Classroom	
Looks Like	Sounds like
Teachers: Greet students while standing at the classroom entrance as students enter the classroom.	Engaging each student verbally as they enter the classroom/space.
Students: Take their seat as they enter the classroom. A short morning meeting with an overview of the class assignments and expectations for the day may take place.	Respectful tone and language.

Exiting Classroom	
Looks Like	Sounds like
Teachers: Ask students to make sure their space is cleaner than they found it. Put away all materials used for the lesson. Proceed to the doorway as students are leaving the classroom. Check in with each student as they exit the classroom.	Adults remind students of expectations in the classroom and as students enter the hallways.
Students: Put away their personal materials. and return classroom materials to the proper location. Students will pick up and throw away any papers/materials on their desk/table or on the floor.	Respectful tone and language. Students quietly move around the classroom returning materials or throwing out trash. Students will be talking and laughing as they enter the hallways.

Going to the bathroom (and then returning to class)	
Looks like	Sounds like
Only one student per class goes to the bathroom at a time. No bathroom breaks during the first or last seven minutes of class. Bathroom breaks do not occur during passing time.	The student is silent when leaving and entering the classroom. If a student is in the bathroom for more than 10 minutes, the nurse is notified to see if there is a health related concern.
Students will take the classroom bathroom pass, hang it outside the bathroom.	The student is non-disruptive in the hallways.

End of Day Dismissal			
Looks like (Upper School)			Sounds like
8th Period ends	2:36pm	All US students are sent to End of Day Advisory	Students talk quietly and exit quickly. They represent TAPA well when walking down the street. Teacher encourage students to leave in a positive tone.
End of Day Advisory	2:36-2:40pm	Students return and <u>plug in</u> Chromebooks, in exchange for cell phones, and wait until 2:40 to leave	
Dismissal Time	2:40pm	Students <u>quietly</u> exit the school, as LS classes are still in session	
Dismissal Duties	2:40-2:55 pm	Admin and staff on Dismissal Duty supervise US students in front of TAPA. By 2:55pm students must leave school grounds or return inside to wait for younger siblings	
Looks like (Lower School)			Sounds like
8th Period ends	3:23pm	All LS students are sent to End of Day Advisory	Students talk quietly and exit quickly. They represent TAPA well when walking down the street. Teacher encourage
End of Day Advisory	3:23-3:25 pm	Students return and <u>plug in</u> Chromebooks, in exchange for cell phones, and wait until 3:25 (yellow bus) or 3:30 (all others) to leave	
Dismissal Time	3:25pm	Yellow Bus Students (only) are sent out to get on busses; busses leave TAPA before 3:30pm	
	3:30pm	All non-yellow-bus students dismissed	

Dismissal Duty	3:23-3:40 pm	Admin and staff on Dismissal Duty supervise LS students in front of TAPA. By 3:40pm students must have left school grounds or return inside to wait for pickup	students to leave in a positive tone.
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Schoolwide Signals and Language	
Looks like	Sounds like
One hand up from the person requesting attention.	Counts down loudly and slowly from 5.
Other staffers use silent strategies to get all quiet.	Room gets increasingly quiet-to-silent.
All staff support fully.	Students remind neighbors quietly/silently.
	Adults avoid “SHHHHH!”

Lunchtime in the Cafeteria (very similar to breakfast in the Cafeteria)	
Looks like	Sounds like
All students must go to lunch.	Students can ask to go to the bathroom. Only two students with bathroom passes are allowed out of the cafeteria at any given time.
All students are in the Cafeteria.	Students are quiet while in halls being respectful of classes in session.
Students will enter the cafeteria and take a seat at a table. Students sitting, eating lunch, and socializing.	Social Chatter. It should be loud, but respectful, with no foul language.
All tables are welcoming: Adults model, monitor, and teach this,	“Please” and “Thank You” to the servers.
Teachers are scattered throughout the lunchroom, including in/around the food pick-up area and the microwaves, engaging with students.	Adult attention should be on students, meaning minimal computer use/cell phone use/adult-to-adult conversations.
Adults assist with cleanup: “Put your trash in the trash.”	
Students remain seated.	Adults announce cleanup and dismissal.
Food remains on plates or in mouths.	
No food or non-water drinks permitted outside of the Cafeteria.	
Students may only leave the cafeteria with a pass and without food.	

Expectations for Student Cell Phones at TAPA

TAPA strongly discourages all TAPA students from bringing a cell phone, smart phone, or other such communication device to school at all. However, if a student brings one of these devices to TAPA, they must be kept on silent, off, or on “airplane mode”, and be locked in their advisor’s secure cart throughout the school day. Students may only use these devices before and after school, and during Advisory/Lunch time with the permission of their teacher.

All student cell phones MUST be placed in their chromebook cart slot in the students’ advisory classroom and remain there for the duration of the school day: During morning advisory (or when the student arrives at school), students will exchange their personal phone for their school-issued Chromebook, and the Advisor will will lock the cart.

Any unauthorized use of cell phones, smart phones, or other such wireless devices during the instructional day is prohibited. Unauthorized use of such devices, including holding it in one’s hand, shall result in the device being confiscated. Failure to hand over the device and all of its components to an administrator or a teacher shall result in disciplinary consequences as outlined in the TAPA Code of Conduct. Repeated violations of this policy shall also result in disciplinary consequences outlined in the TAPA Code of Conduct.

It is prohibited to use any device during the school day to livestream, facetime, record a class or classmates, take a photo or post anything to social media. Doing so will result in disciplinary actions including but not limited to detention, ISS, OSS or homebound instruction.

Students are personally and solely responsible for the security of their cell phone, smart phone, or any other such communication device or personal tech. Neither TAPA nor its employees assume any responsibility for theft, loss, transfer, use or damage of any student cell phone or personal tech. TAPA strongly discourages all TAPA students from bringing these devices to school at all.

All communication between students and their parents/guardians during the school day must take place via the school’s main phone line. **In the interest of school safety, families and students may not contact each other via the student’s cell phone.** For more information please see TAPA’s [Digital Technology Acceptable Use and Internet Safety Policy](#)