

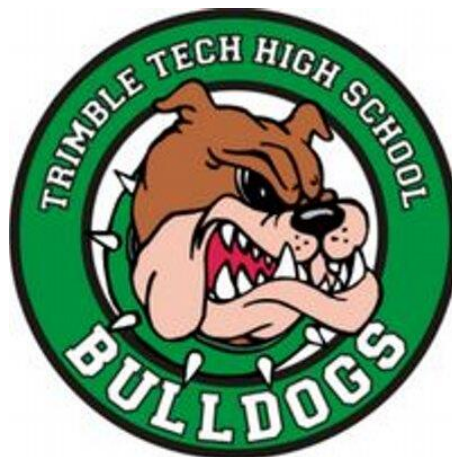


Green B. Trimble Technical High School

2020-2021 Parent & Student Handbook

1003. W. Cannon Street, Fort Worth, Texas 76104
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Facebook: www.facebook.com/TrimbleTech



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Green B. Trimble Technical High School

Green B. Trimble Technical High School was founded in 1882 as Fort Worth High School. In 1910, the school building burned to the ground in “The Great Fire of 1910”, which destroyed much of the historic south side of Fort Worth and classes were moved to various elementary schools until a new high school was built on the corner of Jennings Avenue and Rosedale Street. The school later moved again, to Cannon and College Street, where it remains until to this date. From 1918-1935, Green B. Trimble Technical High School was called Central High School, with Mr. R. L. Paschal as principal. In 1935 the school’s name was changed to R. L. Paschal to honor the retiring long time principal of the school R. L. Paschal. Green B. Trimble was principal of R. L. Paschal until a new building opened up in 1955 and the R. L. Paschal namesake left and the campus continued on as Technical High School from 1955 through 1967, when the campus was again renamed to honor a longtime principle of the school, Mr. Green B. Trimble.

School Colors (Historic)..... Kelly Green and White
School Colors (Current)..... Forest Green and White
School Colors (Unofficial)..... Forest Green/White/Gray/Black
School Mascot Bulldog
Yearbook..... The Bulldog
Newspaper..... Tech Tribune

ALMA MATER

To dear old technical
with colors true,
we will remember
our days with you.
With loyal hearts
both stern and true,
we pledge our tributes,
our love & honor, too.
So when all our days
with you have passed along,
hail alma mater,
you live on!!

FIGHT SONG

We’ll raise a song
to spur you onward
O’ Tech High, so true
we’ll raise a cheer
to bring you forward.
Boys, we’er strong for you.
Rah – Rah – Rah
Fight – Fight – Fight
for Glory!
Raise your standards high,
and when the din
of each game’s ended
we will honor you.

Trimble Technical High School is a public, comprehensive high school and the Career and Technology Education (CTE) hub for the Fort Worth Independent School District. This handbook is provided to students and parents to assist in answering many of the most common questions asked by parents and students. Please know that this handbook does not replace reading district publications, such as the 2020-2021 FWISD Secondary Guide to Grade Reporting, the 2020-2021 FWISD Student Code of Conduct, the 2020-2021 FWISD Bulletin One, the 2020-2021 FWISD Attendance Manual, or any other publication or board policy published by the FWISD.

Please know that this handbook was accurate as of the date of publication, but is subject to change. It is our goal to update this handbook as often as possible as to provide our students and parents the most accurate information possible. (Last revised on 06/08/2020)

Quick Reference Guide

2020-2021 Bell Schedule

Standard

First bell	8:02 a.m.
1/5	8:10 – 9:40 a.m.
2/6	9:45 – 11:15 a.m.
Community period	11:15 – 11:25 a.m.
Lunch	11:25 a.m. – 12:15 p.m.
3/7	12:20 – 1:50 p.m.
4/8	1:55 – 3:25 p.m.

Important Phone Numbers

Main Number	817-815-2500	Main Fax	817-815-2550
Attendance Office	817-815-2505	Attendance Fax	817-815-2553
Counseling Office	817-815-2530	Counseling Fax	
Family Communications & Community Outreach Specialist			817-815-2595
Stay in School Coordinator			817-815-2561
Academic Coordinator			817-815-2538
College Readiness Advisors			817-815-2537
Student Technology Coordinator			817-815-2577
Special Education Department			817-815-2526
School Nurse			817-815-2520
School Officer / Safety Liaison			817-815-2529
FWISD Main Number			817-814-2000
FWISD Transportation			817-815-7900
FWISD Secondary Leadership			817-814-2350
FWISD CTE			817-814-1800
FWISD Secondary Programs of Choice Coordinator			817-814-2580
FWISD Student Records			817-814-3250

Special Event Schedules

Homeroom 1

First bell	8:02 a.m.
1/5	8:10 – 9:35 a.m.
Homeroom	9:40 – 9:55 a.m.
2/6	10 – 11:25 a.m.
Lunch	11:25 a.m. – 12:15 p.m.
3/7	12:20 – 1:50 p.m.
4/8	1:55 – 3:25 p.m.

Homeroom 2

First bell	8:02 a.m.
Homeroom	8:10 – 8:30 a.m.
1/5	8:35 – 10 a.m.
2/6	10:05 – 11:30 a.m.
Lunch	11:30 a.m. – 12:15 p.m.
3/7	12:20 – 1:50 p.m.
4/8	1:55 – 3:25 p.m.

Event 1

First bell	8:02 a.m.
Event	8:10 – 8:45 a.m.
1/5	8:50 – 10:15 a.m.
2/6	10:20 – 11:45 a.m.
Lunch	11:45 a.m. – 12:25 p.m.
3/7	12:30 – 1:55 p.m.
4/8	2 – 3:25 p.m.

Event 2

First bell		8:02 a.m.			
1/5		8:10 – 9:35 a.m.			
Period 2 and event					
Event A	Event	9:40 – 10:15 a.m.	Event B	2/6	9:40 – 11 a.m.
	2/6	10:20 – 11:40 a.m.		Event	11:05 – 11:40 a.m.
Lunch		11:40 a.m. – 12:25 p.m.			
3/7		12:30 – 1:55 p.m.			
4/8		2 – 3:25 p.m.			

Two-hour delay (10:10 a.m. start start)

First bell	10:02 a.m.
1/5	10:10 – 11:15 a.m.
2/6	11:20 a.m. – 12:25 p.m.
Lunch	12:25 – 1:15 p.m.
3/7	1:20 – 2:20 p.m.
4/8	2:25 – 3:25 p.m.

Two and a half-hour delay (10:40 a.m. start)

First bell	10:32 a.m.
1/5	10:40 – 11:35 a.m.
2/6	11:40 a.m. – 12:45 p.m.
Lunch	12:45 – 1:25 p.m.
3/7	1:30 – 2:25
4/8	2:30 – 3:25 p.m.

Administrators

E. Omar Ramos – Principal
817-815-2597
EUDOXIO.RAMOS@fwisd.org



E. Omar Ramos has been in education for 35 years. Since starting his career in 1983, he has enjoyed every minute of it, especially when he is working directly with students and teachers. Mr. Ramos obtained his B.S. in Education from Southwest Texas State University in San Marcos in 1983, and his Master's of Science degree in Administration from Texas A&I University in Kingsville in 1988. Mr. Ramos has been with FWISD since 1994. Prior to this, he was a classroom teacher in the Corpus Christi area before he and his wife moved to DFW in 1992. Mr. Ramos taught for one year in Aledo and worked for the Boys and Girls Club of the Greater Fort Worth area as an Education Director before joining the District. Mr. Ramos and his wife Judy have one son John-Ross, who is a student in the FWISD.

Mr. Ramos is no stranger to Trimble Tech High School. He was principal of TTHS from 2001-2007. In the spring of 2002, Tech High School obtained the distinction of being an Exemplary High School. From 2007-2012, Mr. Ramos served as Director of Secondary School Leadership and then was named Director of Transformational Leadership Development.

It was with great honor and enthusiasm that Mr. Ramos came back "home" to Trimble Tech High School in January of 2013. Being on campus and involved with the daily operation of the school and its instructional direction is what he missed all those years away. Mr. Ramos invites all parents to the school to meet or reacquaint themselves with him.

Robyn (Rogers) Urbani – Assistant Principal
Freshman & CTE
817-815-2514
Robyn.Rogers@fwisd.org



Robyn (Rogers) Urbani is Trimble Tech’s newest Administrator. She was born and raised in Fort Worth and is a graduate of Fort Worth ISD. Before entering in administration, Ms. Rogers was a FWISD Career and Technical Education teacher for 12 years. She received a Bachelor of Arts and Master of Arts degree from Texas Tech University. She continued her education receiving a Master of Education from Lamar University. Ms. Rogers stays busy chasing her 4-year old son around as well as spending time with her family and being involved in the Fort Worth community. When (and if) she has some spare time, Ms. Rogers enjoys shopping, decorating, cooking and volunteering.

Douglas Dehn – Assistant Principal
Sophomores, Science, Attendance, Facilities (Athletic Rentals)
817-815-2513
Doug.Dehn@fwisd.org



Mr. Douglas Dehn has worked at Trimble Tech since 2006, first as a science teacher/coach and department chair and now as an administrator. Mr. Dehn was reared in the West Texas town of San Angelo where he attended San Angelo Central High School and Angelo State University. Mr. Dehn is certified in both high school Science and Mathematics and has taught various classes. He has also coached football, wrestling, and UIL Math during his six years as a teacher at Tech. Mr. Dehn has a passion for inspiring students to pursue college education, being a first generation college student himself. It is Mr. Dehn's belief that every student can obtain a rigorous yet fun and engaging education that will prepare them for life after high school and prepare them to be life-long learners.

Amber Miller – Assistant Principal
Juniors and Seniors (M-Z), Math, RTI, Special Education
817-815-2516
Amber.Miller@fwisd.org



A native of Fort Worth, Mrs. Miller is a proud graduate of the FWISD. She has served in the Fort Worth ISD her entire educational career, which began in 2009. Mrs. Miller earned her Bachelor's Degree from Texas A&M University in College Station and Master's Degree from The University of Texas at Arlington. In her time away from work, Mrs. Miller enjoys traveling, shopping, music and spending time with her family. She is married to a fellow educator, and they are the parents of two amazing young boys. Mrs. Miller is extremely blessed and grateful for the opportunity to continue serving as an educator. She aspires to utilize her strengths, passion and commitment to education to make a lasting impact on the lives and educational experience of ALL students!

Deonda Wilson – Assistant Principal
Juniors and Seniors (A-L), Social Studies, UIL Waivers
817-815-2515
Deonda.Wilson@fwisd.org



I'm very excited to be starting my 14 year as an Assistant Principal for Fort Worth ISD. I will serve over the 12th graders A-L and the 11th graders A-L. I am looking forward to continuing to help our students succeed academically while in school and to prepare them to be successful in their lives beyond high school.

Prior to becoming an Assistant Principal I taught 5 year at William James Middle School in Fort Worth and 2 years at Fredonia Elementary in Nacogdoches, Texas.

My educational experience includes a Bachelor's Degree in Science with a major in Public Health with an emphasis in Social Science from Texas A&M University, a Master's in Education with a major in Kinesiology and a minor in Secondary Education from Stephen F. Austin University, and my Principal Certification courses through the University of Texas at Arlington. Outside of school, I enjoy watching movies, fishing, working out and competing in NPC bodybuilding.

Counselors

Dr. Irasema Garcia, Ph.D. – Lead Counselor

817-815-2531

Irasema.Garcia@fwisd.org

Judy Vanderslice

817-815-2535

Judy.Vanderslice@fwisd.org

Tanaya Andrade-Martinez

817-815-2532

Tanaya.Andrade-Martinez@fwisd.org

Monica Ortiz

817-815-2536

Monica.Ortiz@fwisd.org

Kelley Spell

817-815-2534

Kelley.Spell@fwisd.org

Leonor Hernandez

817-815-2533

leonor.hernandez@fwisd.org



The Guidance and Counseling Department in Fort Worth ISD is an integral part of the total educational program. It provides a systematic, planned approach for helping all students acquire and apply basic life skills and makes optimal use of the special knowledge and skills of school counselors. The foundation of the program is to provide developmentally appropriate assistance for all students, and at the same time provide special assistance to those who need it.

To fulfill the basic mission of the guidance program in Fort Worth schools, program balance is established to guide the allocation of resources to each of the four following components:

- **Guidance Curriculum**
- **Responsive Services**
- **Individual Planning**
- **System Support**

Intervention Specialists

Dr. Michael Byrd – Class of 2022/2023

817-815-2570

michael.byrd@fwisd.org



Crystal Mercer – Class of 2024/2021

817-815-2560

Crystal.Mercer@fwisd.org



While we know school should be the focus of a child’s life, sometimes other events impact a student’s ability to achieve. To better support Fort Worth ISD students during such times, Intervention Services are available.

We serve students who are experiencing difficulties either on or off the school campus. Our intent is to help these students find coping strategies and solutions that enable them to return to a healthy level of functioning in life and to improve performance in the classroom.

Services include:

- Individual and group counseling
- Crisis Intervention
- Peer Mediation
- Social Skills Instruction
- Life Skills Instruction
- Leadership Development
- Consultation referrals to community resources
- Referrals to community resources
- Limited case management and/or home visits
- Transitional support for returning students
- Staff Development
- Student retreats
- Participation on various campus-based teams

Our staff includes professionals with training and experience in the areas of social work, marriage and family therapy, counseling, prevention and chemical dependency. Most are licensed and/or certified in their areas of expertise. Each works closely with school personnel as an important member of each campus’ team.

Students can be referred for services by their teacher, counselor, parent, friend or self. All services are provided at no cost to the student and on their campus. Measures are taken to ensure client confidentiality. Parents are engaged in services as necessary or as requested by the student.

Attendance

Attendance record keeping is required and regulated by the Texas Education Agency (TEA). Each campus is required to keep records of absences and of documentation related to students' absences. The annual publication that regulates required procedures and policies as set forth by the TEA for this academic school year is the [2020-2021 Student Attendance Accounting Handbook \(SAAH\)](#). Attendance is also governed by FWISD Board Policies [FEA\(LEGAL\)](#), [FEA\(LOCAL\)](#), [FEB\(LEGAL\)](#), [FEB\(LOCAL\)](#), [FEC\(LEGAL\)](#), [FEC\(LOCAL\)](#), and [FED\(LEGAL\)](#) and as outlined in the 2020-2021 FWISD Attendance Manual.

PLEASE NOTE: The FWISD Attendance Manual has been updated for the 2020-2021 academic school year and there are a number of significant changes to attendance policy for the FWISD.

Attendance – Accounting Thresholds

Yearlong course = 177 instructional days (Elementary and Middle School)

9 absences (90%) to 22 absences (75%) per course (Block Schedule)

Fall semester courses = 82 instructional days (Middle School and High School)

4 absences (90%) to 10 absences (75%) per course (Block & Quarter Schedule)

Spring semester courses = 95 instructional days (Middle School and High School)

5 absences (90%) to 12 absences (75%) per course (Block & Quarter Schedule)

Attendance – Compulsory Attendance

Good attendance is important for many reasons. Your child receives the maximum benefit of education by being in school every day, and numerous studies show a strong link between academic performance and consistent attendance. Because attendance is so critical for the quality of your child's education, Texas has a compulsory attendance law.

State law requires children to attend school each day that instruction is provided. The law applies to children ages 6–19. If you voluntarily enroll your child in prekindergarten or kindergarten before age 6, school attendance laws apply to your child, too. A person who voluntarily enrolls in or attends school after turning 19 is also required to attend for the entire period of the program of instruction.

The following are a few exceptions:

Children who are enrolled in a private or parochial school

Children who are home-schooled

Students who are 17 years old and enrolled in a GED (high school equivalency) program

Students who are 17 years old and have received a high school diploma or GED certificate

Most other students of Texas public schools must comply with the compulsory attendance law. For more detailed information please see FWISD Board Policy [FEA\(LEGAL\)](#) and Texas [Education Code 25.085\(a\)-\(c\)](#).

Numerous absences, whether **excused** or **unexcused**, jeopardize a student's ability to receive credit or final grades for classes (see the TEC, §25.092 and the 2020-2021 FWISD Attendance Manual for requirements related to minimum attendance for class credit or a final grade).

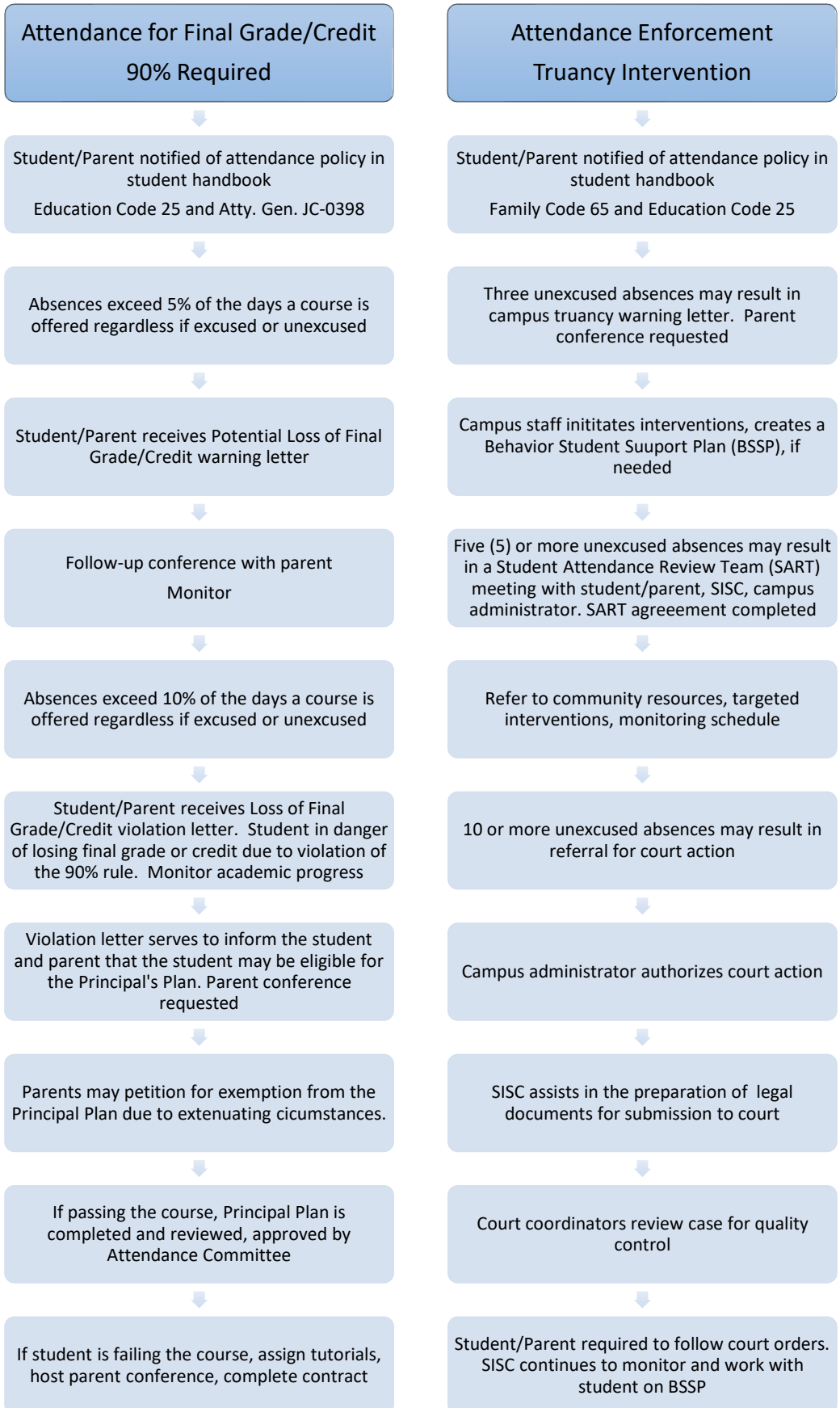
Attendance – For Credit vs. Enforcement of Compulsory

The Attendance for Credit/Final Grade Restoration Program is conducted by the Attendance Committee under the direction of the Attendance Administrator and Principal. attendance for credit includes **ALL** absences, **excused** and **unexcused**.

Attendance Enforcement, Truancy, is conducted by the Attendance Officer, or Stay in School coordinator, alongside the Peace Officer. While the goal of the Stay in School coordinator is to get students to school, it is also of a legal nature. Attendance enforcement or truancy enforcement is based solely on unexcused absences. A student under the jurisdiction of a court in a criminal or juvenile justice proceeding may not receive credit or a final grade without the consent of the judge presiding over the student's case. A student may not be referred to truancy court if the truancy is the result of pregnancy, being in the state foster program, homelessness, or being the principal income earner for the student's family.

FEC(LEGAL)

While the purpose of both programs is improved attendance, the processes for each are different. See the flowchart below for process comparison.



Attendance – Excused Absences

The TEA SAAH and Board Policy FEA(LEGAL) allow for only twelve (12) circumstances in which an absence is to be excused. There are a number of limitation and regulations that relate to each of these circumstances and not all of the limitations and rules may be indicated in this handbook. For a full listing of all rules and regulations that relate to these policies it is highly recommended that you read and refer to the TEA 2020-2021 SAAH, the 2020-2021 FWISD Attendance Manual, and all FWISD Board Policies related to attendance.

Please also remember that attendance for credit includes **ALL** absences, **excused** and **unexcused**.

The twelve (12) circumstances allowing for an excused absence are as follows:

1. Religious Holidays

(Please Note: To be considered a religious holy day, the day should be one generally recognized by the student’s religious denomination as a holy day that is required to be observed by all members of that denomination. Church retreats, camps, and mission trips and individual religious rites (baptisms, christenings, bar mitzvahs, etc.) are not considered holy days. TEA SAAH pg. 57.)

2. **Required** court appearance.

(Please note: A court appearance is considered to be required if the law (federal or state) or the court mandates an appearance by the student in a criminal, civil, or traffic matter. Examples of required court appearances would be appearances in response to a jury summons in the name of the student, a subpoena in the name of the student, or a traffic ticket marked **“You Must Appear”** or **“Court Appearance Required.”** Additional examples would be a student’s appearance in court as a plaintiff or defendant or as the subject of a court proceeding, such as an adoption or custody proceeding. Acceptable forms of documentation include a copy of a pleading or other document filed with the court, a notice from the court clerk regarding a hearing or trial date, a jury summons, a subpoena, etc.)

Important: Absences to meet with probation officers and other absences related to court-ordered **activities outside the courtroom do not qualify as required court appearances.** TEA SAAH pg. 57.)

3. Citizenship Proceeding (Student only, not family members)
4. Serving as Election Clerk
5. Children in Conservatorship of Texas Department of Family and Protective Services
6. Healthcare Appointments (Student or student’s child only)

(Please Note: A temporary Healthcare Appointment absence because of a **documented** appointment for the student or the student’s child that is with a health

care professional licensed, certified, or registered by the appropriate agency of the State of Texas to practice in the United States. To be considered temporarily absent, the student must **begin classes** or **return to class** on the same day of the appointment. The appointment must be supported by a document, such as a note from the health care professional. The appointment must be a face-to-face consultation with a health care professional. A consultation over the phone or via video (telemedicine) is not considered an appointment with a health care professional.)

7. A sustained illness or injury. [FEA\(LOCAL\)](#)

(Please Note: A sustained illness or injury requires **documentation** from a licensed, certified, and/or registered **medical practitioner** indicating the specific starting date in which the student should not attend school and the specific date that the student should return to school. For hospitalizations, an admission's date and time is needed as well as a discharge date and time.)

8. Higher Education Visits

(Please Note: The District shall excuse a student for up to **two (2) days** during the student's junior year and up to **two (2) days** during the student's senior year to visit an accredited institution of higher education. A student shall be required to submit verification of such visits in accordance with administrative regulations.)

[FEA\(LOCAL\)](#)

9. Enlistment into the Armed Services

10. Deployment Visitation.

(Please Note: A deployment visitation is defined as an absence to visit with a parent, stepparent, or legal guardian who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or is immediately returned from continuous deployment of at least four months outside the locality where the parent, stepparent, or guardian regularly resides. The FWISD is required to excuse up to 5 days for this purpose in a school year. An excused absence for this purpose must be taken no earlier than 60 days before the date of deployment or no later than 30 days after the date of return from deployment.

11. Sounding "Taps" at a military honors funeral.

12. Approved Mentorship for Distinguished Achievement Program

If your school district excuses a student's absence for any of the previously listed purposes, the district must keep **documentation related to the absence on file for audit purposes.** TEA SAAH pg. 60)

Parents and students, please know that the above listed twelve (12) reasons are the ONLY reasons approved for by the TEA and FWISD Board Policy for an excused absence and ALL of the reasons listed above **require documentation** for TEA audit purposes. Also, please know that attendance for credit includes **ALL** absences, **excused** and **unexcused**.

Board policy does allow for the principal to grant **prior approval** on parent request for up to a **maximum** of three (3) days for a specific, nonrecurring event.

All other absences are required to be reviewed by an Attendance Appeals Committee as outlined in FWISD Board Policy [FEC\(LOCAL\)](#). As such, **documentation is required** for any absence to be considered by the Attendance Appeals Committee.

As a courtesy, the Attendance Appeals Committee will generally accept a total of six (6) total days of days missed due to personal illness with a parent note but without a doctor's note, so long as the personal illness does not extend for more than three (3) consecutive days. If a personal illness extends for more than three (3) consecutive days, a note from a licensed, certified, and/or registered **medical practitioner** indicating the specific starting date in which the student should not attend school and the specific date that the student should return to school is required in order to excuse the absences. After six (6) days of parent notes for personal illness have been accepted, the attendance committee will require that a student present a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances per page two (2) of FWISD Board Policy [FEC\(LOCAL\)](#).

Important: The parent or guardian of an absent student shall be required to submit within **7 (seven) calendar days** a written excuse or documentation from a health care professional to the appropriate school authority. (FWISD Attendance Manual, pg. 19) All documentation or notes should be brought into the attendance office. If you need to keep the original document, school staff will make a copy and will immediately return the original document to you. When submitting documentation, students and parents need to sign the documentation log sheet, yellow sheet,

Important: Numerous absences, whether **excused** or **unexcused**, jeopardize a student's ability to receive credit or final grades for classes (see the TEC, §25.092 and the 2018-2019 FWISD Attendance Manual for requirements related to minimum attendance for class credit or a final grade). Starting with the 2018-2019 school year **ALL** absences, **excused** or **unexcused**, count towards the state's 90% rule for awarding of credit.

Attendance – Recovery/ Principal's Plan

Students **that qualify** to regain credit lost due to attendance will be placed on a Principal's Plan. In years past this process was known as "Attendance Recovery". Please know that the process and procedures utilized for "Attendance Recovery" have completely changed. Students who **completed** "Attendance Recovery" prior to the 2018-2019 school year will have those credits regained under the previous policies. Students who did not complete the "Attendance Recovery" process prior to the start of the 2018-2019 school year are subject to the processes, rules,

regulations, and eligibility criteria set forth in the 2020-2021 FWISD Attendance Manuel as explained in the section entitled Principal's Plan.

The Principal's Plan is for students who are earning a **passing grade** and in attendance **at least 75% but less than 90%** of the days a class is offered. The attendance committee is responsible for assigning a prescriptive plan for students who are placed on the Principal's Plan. The committee also determines the deadlines for students to successfully complete the Principal's Plan. Time spent completing Principal's Plan content specific activities are to be documented with the Tutorial/Saturday School/Independent Project Log **Form A-2**.

Petitions for credit or final grade may be filed at any time the student receives notice, but, in any event, **no later than 30 days after the last day of classes [FEC (LOCAL)]**, which credit or final grade is lost for lack of attendance to the Attendance Administrator. **For graduation purposes, the petition for a graduating senior, grade 12, should be filed 30 days prior to the official last day of school for seniors.** Dates aligned to the current school calendar will be posted with the campus plan.

Prescriptive Plan

A prescriptive plan **must** be provided for each student. A plan is considered prescriptive when it details the specific requirements for an individual student. Placing students on a prescriptive plan ensures that each student receives instructional assignments that are aligned with the class time missed by that individual student. Students eligible for the Principal's Plan must be documented on the Attendance Review and Restoration **Form A-1** (ARR). This form is completed by the attendance committee and approved by the principal. All students must be provided a prescriptive plan that details the number of absences, when the student will participate in restoration opportunities, what type(s) of assignments the student will complete and a brief explanation of what the assignment requires.

School Board Policy **FEC (LOCAL)** denotes the imposing conditions for awarding credit or final grade are:

- 1.) Completing additional assignments
- 2.) Attending tutorial sessions as scheduled, which may include Saturday classes or before/after school programs
- 3.) **Maintaining the attendance standards for the rest of the semester**
- 4.) Taking an exam to earn credit for grades 6-12 only [See EHDB]
- 5.) Attending a flexible day program
- 6.) Attending summer school

In all cases, the student must earn a passing grade in order to receive credit and the committee will always ensure that the decision is in the best interest of the student. Proper documentation with signatures will be maintained at the campus.

Restoration Opportunities

The Principal's Plan is designed to assist students with restoring final grade or credit through the restoration opportunities. These restoration opportunities must be offered by the campus

either before school, after school, and/or on Saturdays. It is the parent's/student's responsibility to obtain transportation to and from the campus. Student assignments for the Principal's Plan should not be completed at home or at any other location outside of the campus (public library, on-line, etc.).

The school-wide Principal's Plan must contain specific dates and times when students will be provided an opportunity to complete tutoring and assignments. The opportunities may be a combination of designated before/after school time and Saturday school sessions. Schedules should be communicated to all staff, students, and parents at the beginning of the school year and semester.

PLEASE NOTE:

If a restoration opportunity (Principal Plan) is attempted by a student and the student fails to maintain the attendance standards for the rest of the semester, the student loses the opportunity to regain credit through the restoration opportunity (Principal Plan) and will be forced to retake the course.

If a student fails to successfully complete the restoration opportunity (Principal Plan) by the deadline and requests additional time to complete the plan by filing a petition, the campus attendance committee will make a decision on the petition on a case-by-case basis regarding the amount of time awarded to students if the petition is approved. Calculation of the additional time begins once the petition has been approved.

Content Specific Student Assignments

Students are required to complete assignments that are aligned with the subject area missed during the time of their absences. Content-specific assignments are to be provided for each student. Assignments cannot be ones previously provided to students. Attendance for Credit/Grade Restoration assignments are not make-up assignments for missed classwork. Remember, students participating in the Credit/Final Grade for Restoration Program must be passing the course at the time of initiating the Principal Plan.

Six content specific assignments that are aligned with the TEA instructional requirements will be developed by the FWISD curriculum department for each subject/course by grade level. Student assignments are assessed by a rubric or answer sheet provided by the FWISD curriculum department that details levels of mastery for the assignment.

Required Assignments

The attendance committee will publish, along with the specific dates and times of the make-up sessions offered, the number and types of required assignments that students must complete according to the number of days of absence. Remember, students are not required to serve an amount of time equal to the time missed during regular school hours. The following are examples based on the 2017-2018 school calendar days of absence:

**Semester Course Required Restoration Assignment Chart (Block/Quarter Schedule)
(Middle and High School)**

# of Absences Fall Semester	# of Absences Spring Semester	Required Restoration Assignment
4-5	5-7	1 hour of tutoring and 1 project (2 hours)
6-7	8-9	2 hours of tutoring and 2 projects (4 hours)
8-10	10-12	3 hours of tutoring and 3 projects (6 hours)
11 or more	13 or more	Approved Petition

Attendance – Administrative Withdrawal for Non-Attendance FEA(LOCAL)

The District may initiate withdrawal of a student under the age of 19 for nonattendance under the following conditions:

1. The student has been absent ten consecutive school days; and
2. Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.

Attendance – Early Dismissal

Early dismissal of students is discouraged because students miss valuable instruction. However, for those occasions when an early dismissal is unavoidable, students must be dismissed from the attendance office. Students will not be released directly from class without a dismissal from the office. Failure to obtain a dismissal through the attendance office will result in student discipline and the school will not accept any documentation of the absence obtained. A student will not be released for an early dismissal to anyone not listed on the student emergency card or anyone without proper identification. The individual picking a student up for an early dismissal must show up in person to the attendance office to sign the student out. In limited circumstances, such as with a disabled parent/guardian, we will allow the dismissal to take place without the parent coming into the attendance office with **advanced written notice** and **administrator approval**. Advanced written notice must be a written note that includes that time of dismissal, purpose of dismissal, circumstance why parent can not appear in person (which must be approved by an administrator), and the phone number to call and confirm the note. (If phone number does not match the number on file the note will be considered invalid). Such a note must be brought to the attendance office first thing in the morning of the day of dismissal. Alternatively, an e-mail from a verified parent e-mail, sent in advance (24 hours in advance is preferred but no later than 8:10 a.m. the morning of the dismissal request), which includes the date of the dismissal, the time of dismissal, purpose of dismissal and circumstance why parent can not appear in person (which must be approved by an administrator) must be sent to **all** three of the following e-mail addresses (Jacqueline.Murillo@fwisd.org , Gissell.Meza@fwisd.org, and 011assistantprincipals@fwisd.org).

NO OVER THE PHONE DISMISSALS WILL BE APPROVED!!!!

Students who become ill during the school day MUST report to the nurse with a pass from a teacher or administrator. If it is necessary for the student to be sent home ill, the nurse will coordinate the dismissal with the attendance office. Only the nurse can determine if a child should be sent home as ill. All medical appointments made for students during the school day are encouraged to be made outside testing windows in order to provide the best opportunity for students to be successful.

Bullying and Social Media

Reporting Bullying:

Students are encouraged to report bullying to their campus administrator. Should a student or parent wish to make a report of suspected bullying online, they may submit an anonymous report through the [FWISD Bullying Report](#) page.

Bullying:

The FWISD defines bullying in Board Policy [FFI\(LOCAL\)](#) as:

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student's education or substantially disrupts the operation of a school or a school-sponsored or school-related activity.

It is important to know that the State of Texas has modified the definition of bullying with [S.B. 179](#), commonly known as "David's Law", to make it clear that bullying does not have to involve a pattern of repeated behavior, but a "**single significant act.**"

Resources for Bullying Prevention for students, parents, and educators can be found on the FWISD's "[It's Not Okay](#)" web page.

Student Social Media:

Social Media, such as Facebook, Twitter, YouTube, LinkedIn, Instagram, Snapchat, Kik messaging, personal texting, etc., are powerful tools of communication that have significant impact on a student's personal reputation as well as the reputation of Trimble Tech High School. Trimble Technical high school encourages students to be respectful and thoughtful. As a student of Trimble Tech High School, be mindful of the school's commitment to showing respect and dignity for all people and to the civil and thoughtful discussion of opposing ideas. Treat others the way you would like them to treat you while posting on Social Media sites.

Effective September 1, 2017, [Senate Bill 179](#), commonly known as "David's Law," expands the definition of "bullying" under the Texas Education Code and clarifies that the definition of bullying includes **cyberbullying**. Please know, cyberbullying includes sending, posting, or

sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation or posting content that has the effect or will have the effect of physically harming a student, causing a student to experience substantial negative mental health effects, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or is sufficiently severe enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student. Such behavior, whether or not it occurs at school or during school hours, is prohibited by the FWISD as outlined in the 2018-2019 Student Code of Conduct (pg. 24) and in FWISD Board Policies [FFI \(LEGAL\)](#), [FFI \(LOCAL\)](#), [FO \(LEGAL\)](#) and [FO \(LOCAL\)](#). For more information about bullying, the reporting of bullying, and other resources related to bullying, please see the Resources for Bullying Prevention for students, parents, and educators on the FWISD's "[It's Not Okay](#)" web page.

Harassment based on race, color, religion, national origin, or disability

The FWISD and Trimble Technical High School will not tolerate harassment of any kind directed towards its employees, students, and parents in the school setting. Staff are expected to treat other staff members, students, and parents with courtesy and respect. Students and parents too are expected to treat other students/parents and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. The FWISD encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, or principal.

A student who believes he or she has been harassed by another student or by a District employee is encouraged to report the incident to the teacher, counselor, or principal. The allegations will be investigated and addressed. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense, the Student Code of Conduct, and Fort Worth ISD Board Policies.

General Information

Admissions:

Admission to Trimble Technical High School is granted via a lottery system established, managed, and overseen by the Fort Worth Independent School District's department of [Advanced, Accelerated and Innovated Learning](#) (AAIL). Applications for admission for incoming freshmen usually begin in the fall of the applicant's eighth grade school year. Trimble Technical High School, along with other schools of choice within the FWISD, are usually ineligible for students to transfer into, so that students wishing to attend Trimble Technical High School must do so through the application process. Please know, the admissions process is not handled by any Trimble Technical High School campus staff or administration, but is handled by the AAIL department. For inquiries about admissions please contact Arthur Harris at 817-814-2593 (Charles.harris@fwisd.org), FWISD Secondary Programs of Choice Coordinator at 817-814-2580 or at the AAIL offices within the FWISD Administration building located at 100 N. University Dr., Suite NE 226, Fort Worth, TX 76107.

Parking – General

Given our location next to Harris Hospital and in the medical district, parking is at a premium. Over the past few years, as parking near the school has decreased, issues with parking has caused us to experience a significant disruption to teachers, staff, and students. To address this growing issue, we have contracted the services of CWS Recovery, a local towing company. Staff parking lots are clearly marked with both a "staff" parking sign and a "towing enforced" sign. We have a very limited number of parking spaces and staff is required from time to time to leave the campus for various reasons. Additionally, some students choose to pay for a reserved parking space in the student parking lot. When the reserved spaces for staff or for students that paid for a reserved space are taken, it causes a disruption to the educational environment.

We have five visitor parking spaces available in the student parking lot located at the 600 block of S. Adams St. which are labeled with signs that say "Visitor Parking". The remainder of the spaces are reserved for students. The parking lots along the front of the campus, the parking lots behind the main building, and the parking lot across from the cafeteria are all reserved for teachers and staff.

Any car parked in a reserved space will receive a warning, will be photographed, and the vehicle information will be recorded. Upon any future violation in any Trimble Tech parking lot, that vehicle will be subject to towing by CWS Recovery (972) 265-0319 at the owner's expense.

Parking – Visitors

We have five visitor parking spaces available in the student parking lot located at the 600 block of S. Adams St. which are labeled with signs that say “Visitor Parking”. This is the only visitor parking available. We also have various handicap parking available in all lots, but are only available on a first come basis.

Parking in any other lot or along the street are subject to the parking rules and regulations of the owner of the lot or the posted parking signage along the street. Parking in reserved parking areas owned by FWISD are subject to being stickered with a warning sticker and will be subject to towing by CWS Recovery (972) 265-0319 at the owner’s expense for any future violation.

Parking in a **Fire Lane** or in a **Handicap space without proper permit** on FWISD property is subject to being stickered with a warning sticker and will be subject to towing by CWS Recovery (972) 265-0319 at the owner’s expense for any future violation **and/or** Fort Worth Police issuing citations.

Parking – Students

A limited number of reserved student parking spaces will be available for purchase at the beginning of the school year. As with past years, availability is first come, first serve and subject to the student meeting eligibility criteria which includes:

- Student must have a valid Texas Driver’s License (No learners permits)

- Student must have insurance, listing the student as an insured driver, on the specific vehicle that will be parked on FWISD property.

- Student and parent must sign the Trimble Tech High School parking agreement / contract.

- Student must pay the \$35 parking permit fee.

A student parking permit can be purchased for a non-refundable fee of \$35. Student must maintain a current and valid driver’s license and insurance. Parking permit must be attached on front windshield at all times. Student is responsible for all contents of his/her vehicle. Vehicles are subject to inspection at any time (refer to the student Code of Conduct). Trimble Technical High School, the Fort Worth ISD, and all employees and agents of the school and district are not responsible for accidents or theft of vehicles and/or property. Accidents will be handled through personal insurance. Trimble Technical High School reserves the right to tow vehicles for violation of parking policies. Parking permits are non-transferable. Theft or illegal reproduction of a parking tag will result in forfeiture of parking rights and discipline consequences will follow. Lost tags will be replaced for a \$10 fee. Speeding or driving recklessly, as determined by a school administrator, will result in the revoking of parking privileges. Parking permit may be revoked for violation of policies. Leaving campus at unauthorized times or transporting other students who are not permitted to leave campus will result in loss of parking permit. Student must provide a current copy of insurance when old policy expires. Students cannot “loan” parking permits to other students. Doing so will result in loss of parking privileges.

After school activities

Students who choose to attend activities that occur after school must arrange for transportation to and from the activity. Students who hang around campus after school, without participating in a supervised club, practice, activity, or sporting event are subject to criminal trespass. Students (both as a participant or a spectator) who are still at the school or central athletic facility **20 minutes after the completion of an event may** be barred from attending future events and after school activities. Parents and students, it is important that you have pre-arranged transportation plans prior to attending any after school activities.

Students who have received an out-of-school suspension are not allowed on any FWISD property at all, and therefore cannot attend any FWISD event as either a participant or a spectator. Students who have been assigned to In School Suspension (ISS aka: In-House) or On Campus Intervention (OCI) are not permitted to attend any after school event or game, but can participate in a practice or rehearsal at the discretion of the coach/director/sponsor.

Verification of Enrollment (VOE)

A VOE is often request by parents and students for the sake of driver's education, social security paperwork, or for any other organization that needs to verify that a student is enrolled in and attends Trimble Technical High School. Please know, that if a student has numerous absences in the current or previous semester, then a VOE may not be able to be issued. If you are denied a VOE based on attendance, you can discuss this issue with appropriate grade level administrator. To request a VOE please do so through the principal's secretary, Mrs. Leticia Perez by email (Leticia.Perez@fwisd.org), phone (817) 815-2597, or in person. It can take up to two (2) school business days for the VOE to be ready after the initial request. Student's picking up a VOE must show their current year Trimble Technical High School ID in order to receive the VOE.

Social Security Certification of Attendance

If your child receives benefits from the Social Security Administration it is common to receive a packet of forms from the Social Security Administration close to your child's 18th birthday or their senior year in high school. The typical form is entitled "ADVANCED NOTICE OF TERMINATION OF CHILD'S BENEFITS" (Form **SSA-1372-BK**). Pages two (2) through five (5) of his form need to be brought to the school. Page two (2) should be completed by the parent prior to being brought to the school. The school will confirm that the information on page two (2) is correct and will sign and return page three (3) to the child/parent. Pages four (4) and five (5) should be left with the school. The person responsible for completing these forms is the principal's secretary, Mrs. Leticia Perez.

Official and Unofficial Transcripts

Official and Unofficial Transcripts can be requested through Mrs. Leticia Perez by email (Leticia.Perez@fwisd.org), phone (817) 815-2597, or in person. It can take up to two (2) school business days for the transcript to be ready after the initial request. Currently enrolled students picking up a transcript must show their current year Trimble Technical High School ID in order to receive the transcript. Transcripts are provided to currently enrolled students free of charge. Former students will need to show a valid ID and will be charged \$3 for an Official Transcript and \$2 for an Unofficial Transcript. Transcripts for former students who graduated more than three (3) years ago must be requested through the FWISD Student Records Department as Trimble Technical High School does not maintain records past three (3) years. For more information on the procedures for requesting records more than three (3) years old, please call the FWISD Student Records at 817-814-3250.

Deliveries

Trimble Technical High School prohibits student deliveries (floral, cookies, balloons, food, etc.) made to the school. The recipients of any deliveries (floral, cookies, balloons, etc.) to Trimble Technical High School will not be notified until the end of the school day. These can be picked up in the main office after school.

Student Participation – UIL No Pass no Play

A student who receives a grade below 70 at the end of any grading period (after the first six weeks of the school year) in any academic class (other than an honors class as defined in TAC Chapter 74.30) or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for at least three school weeks. An ineligible student may practice or rehearse, however. The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all academic classes, other than honors classes as defined in TAC Chapter 74.30 and (2) completed the three school weeks of ineligibility and seven calendar day waiting period. All schools must check grades for all participants at the end of the first six weeks of the school year. From that point, grades are checked at the end of the grading period whether it is six, nine, or twelve weeks in length. Students who pass remain eligible until the end of the next grading period.

For a complete understanding of the UIL No Pass No Play guidelines, please reference the following web pages:

[2020-2021 FWISD UIL FORMS](#)

[2020-2021 Athletic Links](#)

Student Participation – Student Conduct and Removal from Club, Sport, Activity, Homecoming Court, etc.

The administration and teachers of Trimble Technical High School understand the value and enrichment that clubs, sports, and other extracurricular activities have to offer students. We encourage all students to find an organization, club, sport or activity that they enjoy. While we do encourage student participation, we must emphasize that participation in a school sponsored organization, club, sport, activity or representing Trimble Tech in a position of honor such as homecoming court, class officer, etc. is a **privilege**, not a right. As such, each school sponsored organization, club, sport, activity or position of honor have a charter, constitution, contract, or other device that is provided to parents and students that outline conduct expectations, disciplinary consequences, and grounds for removal/exclusion from participation with the school sponsored organization, club, sport, activity or position of honor. Please understand that if a student violates any condition of the charter, constitution, contract, or other device of the organization, club, sport, activity or position of honor that had been previously conveyed to the parent and child, then the student's continued participation with the organization, club, sport, activity or position of honor is at the sole discretion of the sponsor, campus administration, and/or the FWISD.

Parent's, please note that for the sake of the above section that a charter, constitution, contract, or other device will be considered to have been previously conveyed to the student and parent so long as the document was readily made available to the student and parent, such as having been distributed at a parent meeting, wither or not the parent and student actually attended the scheduled meeting or actually read the document.

Student – Open/Closed Campus for Lunch [FEE\(LOCAL\)](#)

Students in grades 11–12 may be accorded the **privilege** of leaving campus during the lunch period subject to **rules and regulations** developed by the principal and management team at each campus and **with parental consent**. Students must return a signed off campus request/contract signed by both the student and the parent to be provided with a color coded ID that permits students to leave campus during lunch. Any student without the appropriate ID, even juniors and seniors, who violate this policy or leave campus at any time without administrative approval shall be subject to disciplinary action in accordance with the Student Code of Conduct.

If a parent wishes to sign out their child for lunch, they must follow the early dismissal procedures as outlined on page 22 of this handbook. If a parent takes their child from the campus without going through the proper procedure, any absences created from doing so will not be excused and the child will be subject to discipline under the Student Code of Conduct.

Student Lockers

Students needing a locker based on their CTE major (HST, Culinary Arts, Auto shop, Cosmetology, etc.) will be provided a locker in the area of their CTE classroom at no charge.

Students needing an athletic locker will be assigned one and can use their own lock or will be provided a lock from their coach.

Students wishing an assigned locker in the campus can request one for \$5. With the transition to one-to-one technology and digital instructional materials, lockers are infrequently used/requested.

NOTE: Any locker on school property is property of the FWISD and is subject to search by school officials at any time.

Directory Information

The law permits the district to designate certain personal information about students as “directory information.” This “directory information” will be released to anyone who follows procedures for requesting it. However, release of a student’s directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child’s first day of instruction for this school year. The District has designated the following categories of information as directory information: student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

Release of Student Information to Military Recruiters and Institutions of Higher Education

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students’ names, addresses, and telephone listings, unless parents have advised the district not to release their child’s information without prior written consent.

Both the general directory request waiver and the military directory waiver form were completed by the person who enrolled the student on page eight (8) of the enrollment packet.

Meals: Free and Reduced Lunch Application

The National School Lunch Program is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. It provides nutritionally balanced, low-cost or free lunches to children each school day. The program was established under the National School Lunch Act, signed by President Harry Truman in 1946. While income eligibility guidelines apply, many families who are eligible to participate choose not to do so.

The Federal Free and Reduced Lunch application is about more than just eating high school lunch. Even if your student chooses not to eat school lunch, qualification in the Federal Free and Reduced Lunch program also entitles students to the following benefits:

- 2 Free SAT and 2 ACT testing waivers
- College application waivers
- Reduced cost for taking any AP exams
- Eligibility for other programs such as Upward Bound, Talent Search, and the Trio program.

If you did not do so already, please make sure you apply for the Federal Free and Reduced Lunch Program now! It is easy and there are both paper and online applications available.

[CLICK HERE TO APPLY ONLINE](#)

Meals: Prices and Online Payments

ELEMENTARY and SECONDARY BREAKFAST PRICES	
Paid	\$0.75
Reduced	Free
Free	Free

SECONDARY LUNCH PRICES	
Paid	\$2.50
Reduced	\$0.40
Free	Free

ADULT PRICES	
Breakfast	\$2.25
Lunch	\$3.50

Pay for Meals Online by clicking [here!](#)

Fort Worth ISD is excited to use MySchoolBucks® again for the 2020-2021 school year! MySchoolBucks® makes managing your child's lunch account quick and easy.

- Convenience - Available 24/7 on the web or with the Mobile App for your iPhone, Android or Windows phone!
- Efficiency - Make payments for all your students, even if they attend different schools within the district. Eliminate the need for your students to take money to school.
- Control - Set low balance alerts, view account activity, automatic payments & more!
- Flexibility - Make payments using credit/debit cards and electronic checks.
- Security – MySchoolBucks® adheres to the highest security standards, including PCI and CISP.
- Improved Customer Service – with email, online help and a dedicated call center to directly contact inquiries.

If you have not set up an account already, please follow the three simple steps listed below:

- Go to www.MySchoolBucks.com and register for a free account.
- You will receive a confirmation email with a link to activate your child's account (or your account for teachers and staff).
- You will then be able to add money to your child's account using their school name and student ID.

Parents may contact MySchoolBucks® for additional information by:

- Email: parentsupport@myschoolbucks.com
- Phone: 1-855-832-5226, or
- Website: Visit www.MySchoolBucks.com and click on Help/FAQ's

Student Grades

Various teachers have different criteria for how they assess student content knowledge and skill development. Each teacher will have a syllabus that details how student grades are calculated. Every teacher's syllabus must conform to the FWISD standards and guidelines established in the current year's [Secondary Guide to Grade Reporting](#).

Should a parent or student ever have any questions about a teachers grading policy, please reference both the teacher's course syllabus and the Guide to Grade Reporting. If you continue to have questions or need further assistance, please contact your grade level administrator.

Semester Exams

The grade the student receives on the semester exam or the culminating activity will be used to calculate the final semester grade as follows:

FALL SEMESTER

1st Six-Week Grade 28.5% of Semester Grade

2nd Six-Week Grade 28.5% of Semester Grade

3rd Six-Week Grade 28.5% of Semester Grade

Fall Semester Exam 14.5% of Semester Grade

SPRING SEMESTER

4th Six-Week Grade 28.5% of Semester Grade

5th Six-Week Grade 28.5% of Semester Grade

6th Six-Week Grade 28.5% of Semester Grade

Spring Semester Exam 14.5% of Semester Grade

Semester Exam Exemptions

With parent permission, a senior student may choose to not take the semester exam during the spring semester if the student:

- **Is a graduating senior**
- **Has an average of 85 or higher in the class for the spring semester (4th, 5th, and 6th six-week grades)**
- **Does not have more than 1 unexcused absence during the spring semester in the course the student is requesting the exam exemption**
- **Has not been suspended or assigned to an alternative program during the entire school year; and**
- **Submits a form, signed by the parent, requesting the exemption. A student can choose to take the semester exam, even if the student qualifies for the exemption.**

Absences for school-or District-sanctioned events, such as games, tournaments, competitions, or field trips will not be counted against a student.

Student Code of Conduct

The [Student Code of Conduct](#) outlines expected student behaviors along with potential disciplinary actions for violations.

College & Career Readiness Resources

The FWISD has a number of online links and resources to assist our students with [College and Career Readiness](#).

Dress Code

Trimble Technical High School adheres to the [FWISD Dress code](#).

GO Center & College Coordinator

The “GO Center” is located in the counseling center and is staffed by two full time staff members who will work with any student to assist researching, selecting, and applying to college.

College Advisor:

Rachel Long

817-815-2537



College and Career Readiness Advisor:

Janet Gonzalez

817-815-2537



Graduation: Plans and Endorsements

Starting in the 2014-15 school year, entering 9th grader students will choose an area of study called an endorsement and will select courses in high school to prepare them for college, career, or the military. The change introduces many opportunities for students to select classes based on their interests. For more information about graduation plans and endorsements, please click on the link below:

<https://www.fwisd.org/cms/lib/TX01918778/Centricity/Domain/169/total%20hb5.pdf>

Graduation: Location, Date, and Regulations

At the time of this publication, the date and time for the 2021 Trimble Technical High School graduation ceremonies have yet to be announced. We do anticipate that graduation ceremonies will once again be held on the TCU campus at the Schollmaier Arena located at 3000 Stadium Drive. Guests are typically permitted to park in lots three, four, five, and six, as well as the parking garage. Parking maps for TCU will be posted online at the Trimble Technical High School web page closer to the date of graduation. Graduating seniors usually enter at gate ten of Amon G. Carter stadium and exit after the graduation from gate six of Amon G. Carter stadium. Graduates should not enter the arena. Parents, please know that these facilities are owned and operated by Texas Christian University, and please understand that Trimble Technical High School and the Fort Worth Independent School District are guests. As such, we must follow the rules and guidelines set forth by TCU. A complete list of prohibited items can be found at the TCU web page by searching “TCU Clear bag policy”. Prohibited items include: Posters, banners, large signs, balloons, food, drinks, camera case, binocular case, fanny packs, weapons, backpacks, clear backpacks, selfie sticks, umbrellas, glass containers of any kind, noise makers of any kind, diaper bags and purses. Please do not bring any of the listed prohibited items, as you will be turned away at the entry gate.

Student Fee’s and Holds

If a student fails to pay a required fee or has a hold for any items lost or damaged from any class, club, or organization, a hold will be placed on the student’s account. Students and parents can check if a student has any outstanding fees or holds by calling and speaking to the internal finance secretary at 817-815-2503.

Safety

Safety at the campus is EVERYONE's responsibility! There are a number of general best practices, policies, and procedures that we ask all students and parents to follow while at our campus.

Wear your student ID at all times!!

Do not open a locked door for anyone!

Do not prop open doors!

Keep your valuables locked or at home.

Report suspicious individuals or behavior to campus security or an administrator.

Student ID's

When it comes to campus safety, the use of ID's is one of the most cost effective and efficient forms of campus security. As our schools face ongoing threats from violence and drugs to terrorism, when an ID badge is present, everyone knows at a glance who belongs and who does not. The ID badge should be easily seen and presented to any school staff member or person of authority seeking identification. This can be especially important for emergency personnel who may not be familiar with the students but will know who is who at a glance in an emergency situation.

Not only in emergency situations is it important for students to wear ID badges, but on a day to day basis teachers and staff can identify students. The use of a student ID badge authorizes a student to be on campus, increasing site security while swiftly detecting unauthorized visitors. ID badges can be used to purchase lunch, borrow library books, pay fines, and be issued student technology. Students with free or reduced lunch feel more comfortable and less conspicuous by eliminating all income based identification.

ID badges can be worn on a breakaway lanyard hanging from the neck, or clipped to a shirt. Wearing ID badges in high school promotes college and career readiness.

Students will receive an initial ID and can pay a \$5 for a Lanyard at registration. Students who miss registration will need to visit the JROTC office for an ID during lunch. Student ID is to be must be on their persons and **visible** at all times. Lost or damaged ID's will need to be replaced by the student at a cost of \$5.00 for a replacement ID and lanyard.

Emergency Drills and Procedures –Fire Drill

Schools are required by state law to conduct a Fire Drill one a month during the school year. Fire drills are for **EVERYONE**, and they are important because they help guide the departure through a control means and help to prevent panic, thus helping to reduce injury.

EVERYONE LEAVES THE BUILDING. NO EXCEPTIONS

Speed in emptying the building is important. Move as quickly and as safely as possible. Don't stop at lockers, restrooms, or take time to visit.

Signals: (either alarm system siren)

Alarm System Siren – Evacuate the building
3 Long Bells – All Clear; Return to the building

Procedures:

Directions for the movement: Those persons in any building exit the outside door located nearest the room. (Mapped directions are posted in each classroom).

When leaving the room or building: follow the Evacuation Map posted in each classroom.

- Students will proceed out of the room and out the designated door in an orderly manner (teacher should appoint a leader of the class prior to the drill).
- The last person leaving the room should be the teachers who will need to cut the lights off, close the door, and leave the door **unlocked**.
- Once outside the building reassemble your class and take roll to account for your students. If an “all clear” signal is given, you will escort your student back to class.
- If an “all clear” is NOT given, please remain in a holding pattern with your class until clearance has been given.
- **TAKE ALL PERSONAL ITEMS!** In the event that the fire alarms sound and it is not a drill, the fire department may not allow re-entry into the building.

Emergency Drills and Procedures –Evacuate

Under various circumstances, it is necessary for students and staff to evacuate the entire building or just a certain portion of the building. In either case, an “Evacuate” order will be given for the building or specific part of a building.

Procedures:

Directions for the movement: Instructions will be given over the PA system or in person for students and teachers to move from one location to another. This move may be from one area in the building to another area in the building or it might be leaving the building entirely. When leaving the building: follow the Evacuation Map posted in each classroom.

- Students will proceed out of the room and out the designated door in an orderly manner (teacher should appoint a leader of the class prior to the drill).
- The last person leaving the room should be the teachers who will need to cut the lights off, close the door, and leave the door **unlocked**.
- Once relocated to the designated area, reassemble your class and take roll to account for your students. If an “all clear” signal is given, you will escort your student back to class.
- If an “all clear” is NOT given, please remain in a holding pattern with your class until clearance has been given.
- **TAKE ALL PERSONAL ITEMS!** In the event that the circumstances do not allow re-entry into the part of the building that was evacuated, you should have all personal items with you.

The symbol to the right is the new Evacuate symbol as recommended by the TxSSC and is the Standard Response Protocol symbol for this type of response.



Emergency Drills and Procedures – “Shelter” (Formerly known as Tornado Drill)

This drill type “**Shelter**”, provides a more general name that aligns with the School Safety recommendations as outlined by the [Texas School Safety Center \(TxSSC\)](#)

“**Shelter**” (Tornado) drills are difficult because it is necessary for everyone to crowd into a small area, however, the drills are necessary to insure everyone’s safety in a real emergency. **Each classroom must have a map posted near the door of the nearest safe area.**

Signals:

An alarm and instructions will be given over the PA system
3 Long Bells – all clear-staff and students return to the rooms.

Procedures:

Students will assume shelter-in-place in a hallway on the first and second floors, against lockers or other approved sever-weather areas in building. Gyms, cafeterias, auditoriums, portable classroom buildings, large expansive ceiling or heavily glassed areas are not to be used as safe cover areas.

- Leave auditoriums, gyms, and other free-span rooms. Go to interior rooms and halls on the lowest floor, but avoid halls that open to the outside in any direction.
- Stay away from glass, both in windows and doors.
- Crouch down and make as small a “target” as possible.
- Classrooms with no windows and the Library are approved shelter areas

The symbol to the right is the new Shelter symbol as recommended by the TxSSC and is the Standard Response Protocol symbol for this type of response.



Emergency Drills and Procedures - Lockdown

The purpose of the lockdown is to make sure that our school becomes a secure facility. During this time, students and faculty are restricted to their room or a designated location. People are not permitted to enter or leave the school property during a lockdown.

Signals:

An alarm (Automated Voice) and instructions will be given over the PA system
An alarm (Automated Voice) as well as a live administrator will announce the end of a lockdown.

- **Classroom instruction must cease.**
- **Check the hall and allow the students in the hallway into your classroom, before locking your door and securing the building. Students, enter the closest classroom immediately.**
- Lock any door if not already done.
- Turn off the lights.
- Students stay away from doors. Students should be against the walls or on the floor out of sight.
- No students should be visible from windows or hallway door.
- No one is to leave a classroom for any reason. If you are not in your classroom, remain in a safe place until notified. (Bathroom)
- Remain in classroom until notified *even if it is the end of school day.*
- If gunshot or explosion is heard, get everyone on the floor and prepare to follow Avoid, Deny, Defend ([ADD](#)) procedures.

Trimble Tech High School as well as the entire district personnel have undergone training to learn how to effectively work through and live through an Active Shooter Situation. An Active Shooter is a person who enters the building with the intent of doing harm to teachers, staff and students with some form of deadly weapon. The average response time for police to be on the scene is 3 minutes. We need to be prepared to handle those 3 minutes before the police come on the scene and take over.

Avoid – Starts with your state of mind to remove yourself from the incident.

Deny – When getting away is difficult or maybe even impossible, deny access to the intruder using all available resources.

Defend – Because you have the right to defend yourself.

The symbol to the right is the new Lockdown symbol as recommended by the TxSSC and is the Standard Response Protocol symbol for this type of response.



Emergency Drills and Procedures – “Secure” (Formerly known as a Lockout Drill)

The purpose of the “**Secure**” (Lockout) drill is to make sure that our school becomes a secure facility. What distinguishes a “**Secure**” (Lockout) from a Lockdown is that there is no immediate internal threat, and business can continue as usual within the school building while restricting ALL persons from outside the building from entering.

Signals:

An alarm (Automated Voice) and instructions will be given over the PA system
An alarm (Automated Voice) as well as a live administrator will announce the end of a lockdown.

- Classroom instruction continues.
- Students are free to move about the building. (Go to library, office, nurse, restroom, etc.)
- **Students are NOT to open exterior doors for ANYONE.**
- No students should leave the building.
- Remain in building until notified *even if it is the end of school day*.

The symbol to the right is the new Lockout symbol as recommended by the TxSSC and is the Standard Response Protocol symbol for this type of response.



Emergency Drills and Procedures – “Hold” (Formerly known as Dogs in Building)

This drill type “**Hold**”, provides a more general name that aligns with the School Safety recommendations as outlined by the [Texas School Safety Center \(TxSSC\)](#).

The most common reason for a “**Hold**” (Dogs in the building) to be called is that there are Police dogs in the building. This drill type can also be called due to a medical emergency, where we wish to limit onlookers and maximize response time by emergency medical personnel.

Police dogs enter the campus from time to time to screen for drugs and weapons. Police dogs can inspect parking lots, lockers, and classrooms when students have been removed from the room.

Signals:

An alarm (Automated Voice) and instructions will be given over the PA system

An alarm (Automated Voice) as well as a live administrator will announce the end of a lockdown.

- **Students enter the closest classroom immediately.**
- No one is to leave a classroom for any reason baring medical emergency.

The symbol to the right is the new Hold symbol as recommended by the TxSSC and is the Standard Response Protocol symbol for this type of response.



Emergency Drills and Procedures – Metal Detectors

As part of the safe schools initiative, random classrooms are selected to participate in a metal detector screening of students and their belongings. Students are to take all of their personal belongings through the metal detector. If the metal detector alerts, the student will go through a second time after removing any jackets, backpacks, and other personal belongings as well as emptying their pockets. (All personal items are subject to search if the metal detector alerted) If a student sets off the metal detector a second time, they are subject to being searched with a metal detecting wand.