

Taylor's Crossing Public Charter School

Student/Parent Handbook

2018-2019



Taylor's Crossing Public Charter School

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To Students and Parents:

The Taylor’s Crossing Public Charter School Student Handbook contains information that students and parents are likely to need during the school year. Throughout the handbook, the term “parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

This document is updated periodically during the school year. Changes in policy or procedure that affect this handbook will be made available to students and parents through the school website. Notification of student handbook changes will occur to all parents via e-mail and the school newsletter.

Taylor’s Crossing does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

TCPCS MISSION

By giving our students a firm foundation built on a core curriculum of mathematics, science, reading, writing and social studies, with an enhanced emphasis on American History and the Constitution, Taylor’s Crossing Public Charter School will guide our students across the bridge from childhood into adulthood. Students will be prepared to accept challenges with the confidence, courage, and skills needed to achieve success. In a highly challenging academic environment which nurtures respect and care for all, our students will become people of integrity, vision and virtue.

TCPCS VISION

The vision of TCPCS is rooted in the belief that when there is low threat and content is highly challenging, accelerated learning takes place. TCPCS will improve student learning by creating a low-threat environment and safe harbor. TCPCS will create this low-threat environment and safe harbor with the innovative Harbor character education curriculum that focuses on kindness and taps into each child’s innate need to know boundaries while protecting every child’s dignity.

TCPCS SLOGAN

TCPCS establishes an
Educational Community committed to an
Accelerated Curriculum promoting
Goal centered
Learning and Leadership that
Empowers and Inspires
Students to enjoy Learning in a Culture of
Kindness

We are united as students, parents,
educators, and leaders by Constitutional
Values that shape
Accountable Citizens who demonstrate
Respect,
Integrity
Service, and
Excellence in academics

TCPCS DEFINED

- T:** Teach and encourage by challenging students to reach their potential.
- C:** Create the school culture by practicing the principles of the Harbor Method.

- P:** Proactively model and motivate kindness, respect, honor, and good character.
- C:** Challenge and promote accountability by defining expectations and recognizing success.
- S:** Safety is maintained through a school-wide standard of behavior and consequence.

TCPCS SPECIAL EMPHASIS

We give our students a firm foundation with an enhanced emphasis on American History, Constitutional Studies, and the Founding Fathers. The great Republic of America will only endure as long as the ideas of the men and women who founded it are understood and embraced. Therefore, education is essential for the preservation and perpetuation of liberty.

As our students study the lives, ideas, and values of the men and women who pledged their lives, their fortunes and their sacred honor in the development of this nation, they will gain an understanding of the role our government plays in the world today and how it is to function. As they learn of their responsibilities as American citizens, students will seek to preserve, protect, defend, and live the principles of freedom, peace, and prosperity found in the Constitution of the United States. Because of their education at TCPCS, our graduates will feel a heightened sense of patriotism.

TCPCS CORE BELIEFS

- College preparation begins with elementary education.
- All students need excellent teachers who inspire and who expect exceptional results.
- All students need a rigorous, college preparatory curriculum focused on the core subjects.
- All teachers must assess frequently, reflect deeply and act strategically to maintain excellent classroom instruction.
- All students need a safe, respectful and structured school culture to accelerate academic achievement and empower them to strive for and attain their personal best.
- All school staff – leaders and teachers – will partner with students, parents and families to accomplish the mission and vision of the TCPCS Charter.
- A TCPCS graduate will have an excellent opportunity to be accepted into a college of their choice.

TCPCS CHARACTERISTICS

- Culture of Kindness
- Climate of Safety
- Cognitive Development through Accelerated Academics

TCPCS VALUES

A quality school becomes a reality only when essential elements are in place. These key elements are: Instructional leadership; High expectations for students; Effective academic measurements and monitoring; Safe and orderly school environment; Clear instructional focus.

In the process of becoming an excellent school, it is important that a core set of values be identified by TCPCS. These values are the foundation and framework for decision making. The TCPCS Board of Directors and staff identify and promise to adhere to these guiding values.

Virtue: It is our intent to help students develop the courage to tackle difficult assignments, develop self-discipline and acquire other virtues including a commitment to learning, objectivity, and respect for the truth.

Citizenship: Citizenship requires that one possess a knowledge and understanding of the principles of the U.S. Founding Fathers. We will teach citizenship through the study of the original founding documents and the lives and writings of the Founding Fathers.

Leadership: The greatest threat to a free and open society is the lack of virtuous citizen leaders. TCPCS staff and families together will endeavor to develop each student into a leader who can be trusted to serve the interests of his family, community, profession, and nation with the strength of character and depth of knowledge to stand for the time-honored principles and ideals of a free and open society.

The Individual Values of TCPCS Administration, Staff, and Students are:

- Individuals of Character exemplified by virtue and vision.
- Constitutional Patriots as defined by the Founding Fathers.
- Servant Leaders: I will lead by example while serving those for whom I have stewardship.
- Responsible: The story of my life is not written by what happens to me, but by what I choose.
- Loving: I will treat others with kindness and respect. I will help others who are in need.
- Integritous: I will live by moral and ethical principles and honor my commitments. My word is my bond and a sacred treasure. I will be honest.
- Independent: I will do the right thing without being told.
- Humble: I will be teachable and continually seek learning and growth.
- Optimistic: I will see and expect goodness.
- Persistent: Success is a process and I will try until I succeed.
- Courageous: I will act even in the face of difficulty and pain.
- Hardworking: I will exert great effort to accomplish my goals.
- Grateful: I will recognize and express appreciation for the assistance and kindness I receive.
- Innovative: I will look for ways to improve the lives of others in my family, my school, my community, my nation, and the world.

RIGHTS AND RESPONSIBILITIES:

Students . . . For your success you are expected to:

- Attend school daily.
- Strive to do your best.
- Follow all school rules.
- Be prepared and participate in class.
- Accept responsibility for your behavior and actions.
- Show respect for your teachers and fellow classmates.

Parents . . . For your student's success you are expected to:

- Create a home environment which ensures students value a great education.
- Become a school volunteer – become a member of the PFA.
- Promote high expectations for your child's behavior and school achievement
- Ensure that homework is completed and turned in on time.
- Establish and maintain open communication between home, school and teachers.
- Ensure that your child gets plenty of sleep and a good breakfast.
- Make sure your child is dressed appropriately for school.
- Participate in school activities including parent-teacher conferences.
- Discuss schoolwork daily with your child.
- See that your child attends school regularly.

Assist your child in being responsible for their behavior and actions at school.
Maintain equal standards of responsibility at home and school.

School Personnel . . . For student success we will:

Provide a safe and effective learning environment.

Establish and maintain open lines of communication between school and home.

Promote high expectations for student behavior and academic achievement.

Provide opportunities for every student to be successful.

Promote student responsibility for behavior and actions.

ACADEMIC HONESTY

All schoolwork submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Any form of academic dishonesty is prohibited.

Faculty and administration will have the responsibility for monitoring for academic dishonesty. All teachers, beginning especially at the elementary grades, will educate students as to what constitutes academic honesty at TCPCS and in life.

Parents shall be contacted as soon as practicable to report any alleged academic dishonesty on the part of students. Student and parent appeals of any consequences resulting from violations of this policy should be addressed to an administrator.

Academic dishonesty includes, but is not limited to, the items listed in the cheating and plagiarism lists below.

Cheating. Cheating is defined as and includes, but is not limited to, the following:

1. Copying or attempting to copy another student's homework, quiz, test, essay, or report.
2. Cheating on tests through such means as cheat sheets, use of unauthorized electronic devices, and discussion of test information with other students.
3. Obtaining test questions and/or copies of tests outside the classroom test setting.
4. Lending and/or copying from another student's work (homework, tests, projects, assignments).
5. Altering or interfering with grading (forging signatures, changing or inserting answers on work after grading).
6. Allowing another student to copy answers during a test situation.
7. Collaborating with other students on an assignment in direct violation of teacher's instructions.
8. Using books and electronic information in generating an assignment in direct violation of teacher's instructions.
9. Accessing, taking, and benefiting from copies of tests and quizzes previously used or to be used by teachers unless provided as study guides by the teacher.
10. Submitting work previously presented in this course or in another course.

Plagiarism. Plagiarism is defined as and includes, but is not limited to, the following:

1. Copying material from the source, including the Internet, without citing the source, or citing the source but omitting quotation marks.
2. Paraphrasing the source without proper citation.
3. Copying stories, in whole or part, which appear in books, magazines, television or film.
4. Copying directly, without making any changes, alterations or adaptations from a drawing, painting, illustration, photographic image, or graphic symbol without citing the source.
5. Submitting papers written in whole or part by someone else, including the Internet.

6. Submitting papers on which the student has received substantial assistance from peers and/or adults that dramatically changes the character of the work so that it is no longer the student's own.
7. Submitting a paper purchased from a research or term paper service, including, but not limited to the internet.

Teachers are granted authority, with the direction and advice of their administrator, to exercise their good judgment in applying a range of academic consequences for academic dishonesty.

High school students found to be academically dishonest, and who have been reported to the administration for their actions, will have the following consequences:

- 1st offense. Student and parents will meet with the teacher and the student will receive a “0” on the work.
- 2nd offense. Parents will be notified, the student will receive a “0” on the work, and the student must appear before the Board to make a case as to why they were academically dishonest.
- 3rd offense: Students will fail the class and may be recommended for expulsion.

ADVANCED OPPORTUNITIES

The Idaho State Department of Education Advanced Opportunities Program allows for dedicated students wishing to accelerate their education the opportunity to accomplish their goals. Sometimes dedicated students may even skip a high school grade as they pursue the opportunity to earn their graduation requirements early. Taylor's Crossing will make reasonable efforts to ensure that students understand all programs available for students to accelerate their K-12 education. This includes providing support to earn college credit in high school.

A student who successfully completes any required high school course with a grade of B or higher prior to entering the 9th grade shall have that grade, and the number of credit hours assigned to the course, transferred to the student's high school transcript. The course must be from an accredited school recognized by the State Board of Education, must be taught by a certified teacher, and must meet the same standards as those required in high school.

Opportunities for acceleration will be offered first to students who demonstrate academic success since TCPCS has a cap on per class enrollment and space limitations. Participation will be considered based on grades, teacher recommendation, and maintenance of a "B" average or better. If a grade lower than a "C" is received students will be withdrawn from accelerated studies. However, students may petition the Administrator to continue in the program.

ATTENDANCE

Regular school attendance is essential for a student to make the most of his or her education — to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. Students, parents/guardians, and educators recognize the importance of attendance and punctuality at all grade levels. Class time is important, so doctor appointments should be scheduled, if possible, at times when the student will not miss instructional time. Key reasons for regular and punctual attendance at school include the following:

- Educational Benefit: Regular attendance helps to assure that students are getting the benefits of an education at Taylor's Crossing Public Charter School. Education encompasses direct instruction, discussion, interaction, and project work that occur in the

classroom each day. The learning that takes place in a classroom cannot be replicated or sent home as homework. When a child is not in school, learning opportunities are lost.

- **Success in School:** Students must be present in order to experience success in school; further, each student's presence enhances the success of the entire class.
- **Employability:** Punctuality and attendance are important skills identified by employers for employment. Developing these skills is critical, whether students plan to work during school, after graduation, or after college.
- **Financial Solvency of our School:** Our school's funding is based on average daily attendance of our students. Average daily attendance is determined on a weekly basis. It is critical to the financial viability of the school that parents/guardians commit to making sure their children attend school.

Definitions:

- **School Approved Activity Absences:** Absences acquired during approved school activities. If approved in advance, these are not counted as absences.
- **Doctor Excused Absences:** Absences from school due to illness and accompanied by a doctor's note.
- **Parent Verified Absences:** Absences from school which are verified by the parent and when the student is more than ten (10) minutes late to class.
- **Unexcused Absences:** Absences not verified by parents.
- **Out-of-School Suspensions:** Absences due to involuntary removal from school. The student is supervised by a family member at home. Make-up work may be required, but credit for the work will be at the discretion of the teacher and administrator up to a maximum of 50% of assigned value.
- **Truancies:** Absences without approval of the student's parent/guardian (given by phone or written note). Truancies include departures from school or class during the school day without the permission of the administrator/designee and without checking out through the office. Parental permission is not valid when a student misses class and remains on school grounds.
- **Tardies:** A student is tardy if he/she is not in his/her assigned classroom when class begins, and who arrives within ten (10) minutes of the start of class.
- **Tardy Absence:** Each set of three (3) tardies will count as a "tardy absence" which will count towards a loss of credit.

Attendance Information

- All absences (doctor excused, parent verified, truancy, or unexcused) count toward the maximum number of six allowed absences per course per semester.
- Having more than six absences may result in a loss of credit for JH and HS students.
- Student grades may be impacted by poor attendance.
- A physician's note documenting the need for absences from school is required for loss of credit appeal due to medical reasons.

Attendance Policy (Elementary)

TCPCS will work closely with the parents/guardians of students who are excessively absent. Missing school affects the academics of the student and excessive absenteeism may necessitate a collaborative decision to retain the student in their current grade or disenroll them. A retention would necessitate re-entering the lottery process for the grade change.

Elementary Rewards

At the K-6th grade levels, students who recognize the importance of attendance and punctuality will qualify for participation in the Citizen of the Week program with all the honors and recognitions contained therein.

Attendance Policy (JH & HS):

- Parents and students are responsible for keeping track of student attendance.
- Parents and students may check attendance information through PowerSchool.
- Parents receive a weekly e-mail informing them of the number of absences their child has.

Students who do not have excellent attendance are subject to the following:

- Parents will be notified by e-mail that their child has received an LCA (loss of credit) when they have missed seven (7) days in a semester.
- On the 7th absence from class during a semester, the student will lose credit for that class. Students may appeal to the administrator if extenuating circumstances exist. Students may appeal the administrator's decision to the Board for final determination. Extenuating circumstances will be handled by the administrator and/or Board on a case-by-case basis when based on situations beyond the student's control.
- If a student has been absent from school *10 or more days* during a semester, the student may be administratively withdrawn according to Board Policy 3050(A3).
- If a student has been absent from school *10 consecutive days* during a semester, the student may be administratively withdrawn in accordance with Idaho Law.
- A student who has multiple absences in a short time could lose credit for a class before receiving any written notification. **NOT RECEIVING NOTIFICATION DOES NOT EXCUSE THE STUDENT FROM THE CONSEQUENCES OF THIS POLICY**
- Absence Make-ups (JH & HS Students) Students who are in jeopardy of losing credit due to excessive absences may make-up absences by spending time after school or attending school on Saturday. A student may not make up absences due to truancy or out-of-school suspension. One (1) hour of Saturday School or one (1) hour after school will count for one (1) period of missed school. Make-up days must be served during the semester in which the excessive absences accrued.

Attendance Procedure

- When a student is absent or late to class it is recorded by the attendance secretary.
- A telephone call or a note from a parent is necessary when a student is absent or late for any reason. Notes must be given immediately to the attendance secretary. Absences not verified by a parent will be counted as unexcused and may be considered a truancy.
- Students arriving to school up to 10 minutes late in any class are considered tardy (see Tardies in this handbook). Tardy students are required to report to the office. The attendance secretary will fill out a late slip which the student must deliver to their teacher.

Make-up Work

- A student absent for any reason should promptly make up specific assignments missed and/or complete any additional, in-depth study assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.
- All work missed for a single excused absence is due the next school day following the

students return to school. For example, if the student is absent on Thursday and returns on Friday, the work missed is due on Monday. Students will have as many days to make up missed work as they were absent. Three days missed will equate to 3 days to make up the work.

- Credit may not be given for make-up work for days that were missed due to truancy. Credit for work missed due to an out of school suspension may receive up to 50% of the grade earned.

Early Check- Out Procedure

Students are expected to attend all hours of school each and every school day. All students, including those who transport themselves to school, may be excused from school by their parent by: 1-visiting the office and verbally communicating the checkout time, or 2-calling the school to excuse their child. During lunch HS students may only leave campus with their parent (see closed campus). At no time may a student leave school with someone not in their family unless prior arrangements and a release of liability have been approved by the administrator.

Vacations

TCPCS realizes that planned vacation time is ultimately up to the parents/guardians, but because of the school's direct instruction teaching method, vacations should be scheduled to coincide with school breaks. The school vacation schedule is such that there is adequate time to take family vacations throughout the school year. Absences accrued through vacations taken when school is in session will count towards the maximum number of absences and may jeopardize a student's ability to continue at TCPCS.

CAFETERIA SERVICES

TCPCS participates in the National School Lunch Program and offers students nutritionally balanced breakfasts and lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation in the free and reduced program is confidential. Applications for free and reduced lunch are available at the front desk.

CELL PHONES

Cell phones (personal electronic devices) are valuable and important communicative devices in today's world. However, cell phone use during the instructional day seriously impedes and distracts from the learning process. TCPCS's policy is that students should be allowed to use cell phones on campus at appropriate times but not during the instructional day due to the impact of these devices on learning. Cell phones are not to be used in restrooms under any circumstances.

In an emergency, parents should call the school and we will promptly notify the student, at which time they may call home for more information.

For the purposes of this policy, a personal electronic device is any device that emits an audible signal, vibrates, displays any message or video image, or is otherwise capable of sending, receiving, emitting, photographing, recording, storing or displaying any type of audio or visual communication, files, or data.

Elementary. Cell phones are to be turned off and kept out of sight during the school day, including at recess time.

Junior High. Cell phones are to be turned off and kept in the classroom storage device during the instructional day. Students may not use their phone as they move from class to class. Students may use their cell phones when instructed to do so by the teacher. Students may also use their cell phone only during the recess portion of lunch.

High School. Cell phones are to be kept silent and kept in the classroom storage device during class. When not in class students may use their cell phones. Students may also use their cell phones in class when specifically directed to do so by the teacher.

If a student is found to be in violation of the Cell Phone Policy, the cell phone will be confiscated by school personnel. Refusal by a student to surrender the device is not an option.

Violation of the cell phone policy will be dealt with publicly as a class disturbance.

Cell phones confiscated as a result of a violation may be picked up by the student's parent at the school office.

- 1st Offense: Students will lose their phone for the rest of the day.
- 2nd Offense: Students will be escorted to the office and required to complete a writing assignment that allows them to reflect on their choice.
- 3rd Offense: Students must write a reflection paper and have a conference with their parent in the office, and receive a one day out of school suspension. These students will lose the privilege of bringing a phone to school for thirty (30) days.
- 4th Offense: Students will be suspended out of school for two days and lose their phone privileges for the rest of the semester.

CLOSED CAMPUS

Taylor's Crossing is a closed campus. Students are not permitted to leave the campus for lunch under any circumstances unless accompanied by their parent. This policy is due to the short 30-minute lunch period and for the safety of our student drivers, as well as decreasing tardies.

COMMUNICABLE DISEASES / CONDITIONS

To protect children from contagious illnesses, students infected with communicable diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the teacher and the school attendance secretary so that other students who may have been exposed to the disease can be alerted.

COMPLAINTS BY STUDENTS / PARENTS

If a student or parent has a complaint, the chain of command needs to be followed. First, address the concern with the individual involved. If that individual is a teacher, contact them via e-mail, phone, or a conference to address the issue. If unresolved, a written complaint and a request for a conference should be sent to the Administrator. Some complaints, however, may require different procedures. An Administrator can provide information regarding specific processes for filing complaints.

DISCIPLINE

To achieve the best possible learning environment for all our students, TCPCS rules and discipline will apply:

1. On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group;

2. Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to and from school or a school activity, function or event;

Public Discipline

When a student misbehaves in public (eg: talking when a teacher is talking), the teacher and administrator will address the infraction in public as a teaching moment.

Reflection

Students who get sent to the office will be required to write a reflection on the incident. The reflection will discuss how the action affects others including themselves, his/her family, the teacher, and the other students who witnessed the event.

Discipline Rubric

Level 1

hallway / lunchroom behavior
 outside / recess behavior (elementary)
 disrupting class
 horseplay
 name calling
 personal electronics

Level 5

fighting
 bullying / harassment
 theft

Level 2

Profanity

Level 7

vandalism
 sexual harassment
 tobacco use / possession

Level 3

Homework (elementary)
 academic dishonesty (elementary)
 PDA (public display of affection)

Level 8

threatening staff / student
 drug use / possession / paraphernalia
 under the influence of drugs
 arson
 weapons

Level 4

insubordination
 school electronics

	<u>Grades K-3</u>	<u>Grades 4-6</u>	<u>Grades 7-12</u>
Level 1	1 day recess	3 days recess	2 days lunch detention
Level 2	3 days recess / PE	3 days recess & PE	3 days lunch detention
Level 3	5 days recess & PE	5 days recess & PE	5 days lunch detention
Level 4	½ day ISS	½ day ISS	½ day ISS
Level 5	1 day ISS	1 day ISS	1 day ISS
Level 6	1 day OSS	1 day OSS	1 day OSS
Level 7	3 days OSS	3 days OSS	3 days OSS
Level 8	5 days OSS	5 days OSS	5 days OSS

The above discipline levels represent the starting point for punishments related to a specific infraction. If a student is sent to the office for continued infractions of the same rule, the

punishments will move down the grid a level at a time. Eg: the first disrupting class incident for a HS student will result in 2 days detention, the second incident 3 days lunch detention, the third incident 5 days lunch detention, etc.

The above discipline levels represent a typical response for each defined misbehavior. The administrator may choose to adjust the level of infraction as he assesses the severity of the misbehavior (eg. stealing a candy bar from someone's lunch is not the same as stealing a school computer).

In addition to the punishments listed above, the administrator may require the student to do some physical activity for the school. Physical activity options may include but are not limited to: picking up trash outside, washing windows, sweeping sidewalks, shoveling snow, washing baseboards or walls, cleaning bathrooms, mopping or sweeping the gym, or cleaning the student microwaves.

Corporal Punishment

No person who is employed or engaged by TCPCS may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include, and school personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

DRESS AND GROOMING

Our focus at TCPCS is to create an educational atmosphere with the fewest disruptions. The School's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with school standards.

Any student in violation of the dress code will be expected to change into appropriate clothing (provided by the school if the student has none). Parents will also be contacted when their child is in violation of the dress code.

The school administrator holds the right to determine if any apparel or grooming style is not appropriate for the TCPCS environment.

Special days that do not adhere to the dress code may be allowed with permission from the school administrator and announced in advance.

- Appropriate clothing for class or any school activity must be reasonable, safe, clean, and non-revealing. An individual's dress and personal appearance should reflect a sensitivity and respect for others as well as be appropriate in a professional work environment.
- Attire or grooming that disrupts the educational atmosphere is NOT permitted.
- Pants are to be worn at the waist.
- No pajamas are allowed.
- No make-up to be worn for grades K-6.
- Shorts and skirts are to be modest (2 inches above the top of the kneecap is a good rule of thumb). If the faculty or staff at school believe that length of shorts or skirts is a distraction to the educational process, students may be asked to change (regardless if the length is within the 2 inch rule of thumb).
- Shirts must have sleeves that, at minimum, round the shoulder, including during PE.
- Midriffs, cleavage and underclothing will be concealed at all times.
- Students will refrain from wearing gang attire of any kind.

- Garments that advertise inappropriate or illegal substances or clothing items with suggestive or obscene statements are prohibited.
- Hats, bandanas, headbands, stocking caps and hairnets are prohibited.
- No facial jewelry of any kind is allowed, with the exception of a single inconspicuous nose stud. This includes tongue piercings.
- Earrings are acceptable, with the exception of ear gauges.

DISTRIBUTION OF MATERIAL

All school publications, which are under the supervision of a teacher, sponsor, or administrator, may be posted at appropriate places within the school.

Non-School Materials

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the principal. Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

DUAL CREDIT COURSES

Students enrolled in Dual Credit (DC) courses earn high school and college credit simultaneously, with credits recorded on both the high school and college transcripts. Credits from various institutions can be transferred to most universities. Students should contact universities in which they have an interest to inquire about those schools' policies in accepting these credits.

In order to participate in dual credit courses, students must meet the eligibility requirements of the institution which may include minimum age, high school course completion, GPA, placement test score, and/or parent/counselor permission. Students also must register with the respective university, pay the university fees, and complete the class to receive university credit. TCPCS will not be responsible for any fees associated with DC courses. Students are also responsible for any textbooks needed to complete a DC course. Most courses are 3 credits, but courses can range from 2-6 credits. College registration fees are usually \$65/credit.

ENROLLMENT

TCPCS enrolls students through a lottery process. The lottery is held each April. Parents who wish to enroll at the school must fill out an online application prior to spring break, which makes them a part of the lottery process. Applicants who are the children of founders, who are the children of full-time employees, and who have siblings who attend TCPCS receive preferential placement during the lottery.

The lottery process is governed by state law Public Charter Schools Law, Section 33-5206 and a process described in detail in the school charter. The charter can be found online at the TCPCS website tceagles.com.

FEES

Materials that are part of the basic educational program are provided by TCPCS at no charge to a student. A student, however, is expected to provide his / her own pencils, paper, erasers, notebooks, gym shoes, etc.

Students may be asked to pay for other items, not a part of the basic educational program, such as:

- Membership dues in voluntary clubs or student organizations.
- Participation fees associated with playing IHSAA sponsored sports at TCPCS.
- Admission fees to extra-curricular activities, including activity cards.
- Voluntarily purchased items such as pictures, yearbooks, graduation items, etc.
- Voluntarily purchased student accident insurance.
- Personal apparel used in extracurricular activities that a student keeps.
- Fees for lost, damaged, or overdue library books.
- Fees for optional courses offered for credit that requires use of facilities not available on school premises.
- College fees for dual credit courses.

FOOD IN CLASSROOMS

In order to maximize focus and attention during the educational process, no food will be allowed in classrooms. Breakfast is available for students not eating at home beginning at 7:45 and is served until 7:55 a.m. Lunch periods vary according to grade. This policy also includes beverages, however water bottles with lids will be allowed in classrooms. Exceptions to this policy may be made by the administrator if students have a particular dietary or medical need.

GRADE PROMOTION

In accordance with Board policies 2600, 2605, and 2610, the following procedures will govern grade promotion. Taylor's Crossing Public Charter School has established a set of advancement requirements which will act as a guide in helping students move methodically and purposefully on a course that will eventually lead to high school graduation. It is the philosophy of TCPCS that students thrive best when placed or promoted to grade levels with other students who have compatible age, physical, and social/emotional status.

Repeating Grades: When it is determined that a student should repeat a grade, parents will be notified of the decision. Then, that student will be entered into the lottery for the grade to be repeated. The student will be offered a spot in the grade based upon lottery rules.

Grades K-4: Students are expected to reach a mastery level of skill comprehension for their grade. It is not uncommon for students in the younger grades to be developmentally unprepared for the next grade level. In such cases the teacher will discuss concerns of promotion to the next grade with parents and administration who will make a decision about grade repetition. Should an agreeable promotion determination not be reached, the Administrator will decide.

Grade 5: Students receiving a "C" or better grade average will be promoted to the next grade level.

Grade 6: To advance to the 7th grade, students must earn at least eighty percent (80%) of the credits attempted in 6th grade and be in compliance with TCPCS's attendance policy.

Grades 7: To advance to the 8th grade, students must earn at least eighty percent (80%) of the credits attempted in 7th grade and be in compliance with TCPCS's attendance policy.

Grade 8: To advance to the 9th grade, students must earn at least eighty percent (80%) of the credits attempted in 8th grade and be in compliance with TCPCS's attendance policy.

Grade 9: To advance to the 10th grade, students must earn at least 11 credits in 9th grade.

Grade 10: A minimum of 24 credits is required for advancement into the 11th grade.

Grade 11: A minimum of 36 credits is required for advancement into the 12th grade.

Students who have failed courses required for grade advancement may make up the credits needed to advance. Students may take online, correspondence, or IDLA (if they meet the TCPCS requirements) classes to earn the required classes. A student is responsible for all costs associated with retaking a course.

A JH or HS student who is retained would normally have to repeat all classes. However, the Administrator may allow the student to take one or more classes at an upper grade level. In the event that the Administrator does not agree on allowing a student to take upper level, the decision may be appealed to the Board.

Students may be retained at each JH or HS grade level if the following year requirements are not met before school starts in the fall.

GRADUATION

Requirement for graduation are listed in Board policies 2700 and 2700P and are in conformity with Idaho Law. Students are responsible for completing the required classes and fulfilling all graduation requirements.

The following graduation requirements apply for students entering the ninth grade in the fall of 2009 or later:

Secondary Language Arts and Communication – 9 credits

(English (language study, composition, literature) – 8 credits, Speech or Debate – 1 credit).

Mathematics – 6 credits, 2 of which must be taken in the last year of high school.

(Algebra I (or meets Algebra I standards) – 2 credits, Geometry (or meets Geometry standards) – 2 credits, Secondary Mathematics of the student's choice – 2 credits).

Secondary Science – 6 credits, 4 of which shall be laboratory sciences

Social Studies – 6 credits

(Government – 2 credits, US History – 2 credits, Economics – 1 credit, secondary social studies of the student's choice – 1 credit)

Humanities – 4 credits

(Interdisciplinary humanities, visual and performing arts, or Foreign language)

Health/Wellness – 1 credit

Electives – 17 credits

TOTAL – 49 CREDITS (PRIOR TO SERVICE LEARNING)

Service Learning – 1 credit for each year of attendance at TCPCS

(50 service hours approved by the administrator = 1 Credit)

Senior Project – A student shall pass (with a 70% or higher) a senior project that includes a research paper and oral presentation by the end of grade twelve.

College Entrance Examination – A student must take one of the following college entrance examinations before the end of the student's eleventh grade year: COMPASS, ACT or SAT.

HARASSMENT, INTIMIDATION, BULLYING, HAZING, MENACING

TCPCS encourages parental and student support in its efforts to address and prevent all forms of harassment, intimidation, bullying, hazing, and menacing. Students and/or parents are

encouraged to discuss their questions or concerns about the expectations in this area with a teacher or an administrator.

TCPCS is committed to providing a positive learning and working environment. Harassment, intimidation, bullying, cyber bullying, or hazing, by students, staff, or third parties is strictly prohibited and shall not be tolerated at the school. Students whose behavior is found to be in violation will be subject to discipline, up to and including expulsion. Staff in violation will be subject to discipline up to and including dismissal. Third parties in violation will face appropriate sanctions determined by an administrator or the Board. Violators will also be reported to the proper government officials.

Sexual harassment. Individuals may not make unwelcome advances, requests for sexual favors, or engage in verbal, non-verbal, or physical conduct of a sexual nature. These actions may be humiliating, embarrassing, or discomfoting to the recipient. These actions may interfere with the educational environment available to students. More specifics of sexual harassment are covered in Board Policy 3290.

Harassment. Harassment includes any act that is unwanted and abusive in a nonverbal, verbal, written, electronic, or physical nature on the basis of age, race, religion, color, national origin, disability, sexual orientation, physical characteristic, cultural background, or socioeconomic status. Harassment interferes with educational benefits, opportunities, or performance of an individual.

Intimidation. Intimidation includes, but is not limited to, any threat or act intended to tamper with, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin, or sexual orientation.

Bullying. Bullying includes acts which may physically harm or damage one's property, cause reasonable fear of physical harm or damage to property, or which creates a hostile educational environment.

Cyber bullying. Cyber bullying includes, but is not limited to misuses of technology which: harass, tease, intimidate, threaten, or terrorize another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or any other form of technological communication. These actions may be through use of technology equipment on or off campus and during or after school hours.

Hazing. Hazing includes, but is not limited to acts which recklessly or intentionally endanger the mental health, physical health, or safety of an individual for the purpose of initiation, or as a condition or pre-condition of attaining membership in, or affiliation with any school sponsored activity or grade level attainment.

Menacing. Menacing includes, but is not limited to, any act intended to place an individual in fear of imminent serious physical injury.

Any student who believe they are being subjected to or has knowledge of any of these behaviors should immediately report his/her concerns to a school employee. All complaints will be promptly investigated and dealt with according to Board policies 3290, 3290F, 3295, 3295F, and 3295P.

HOMEWORK

The education of today's children must be considered a team effort by both teachers and parents/guardians. It is important that our parents/guardians share our beliefs about homework and will support us in this effort. TCPCS does not expect parents/guardians to educate their

child; that is our job. We view parental/guardian support in the homework area as encouragement, setting a homework time and following through to ensure that the work is completed. Research shows that the most successful students are those who have regularly structured homework time.

Purposes: Homework serves many purposes, some of which are:

- It allows the student extra practice to reinforce and advance the skills taught in school.
- The discipline of nightly homework creates a habit of completing assigned work that will benefit the student throughout life.
- When students complete homework they learn to take responsibility for important activities in their life.

Parent assisted practice serves some additional purposes such as:

- When parents establish a time and place for homework, it will help insure that homework gets completed.
- It communicates to the child his/her priority in the parent's life.
- Homework contact time develops more than academic skills; it develops a sense of self-value and builds memories.

It is our intent to require reasonable and constructive assignments that will encourage the student's success in the classroom. Daily homework requirements vary from grade level to grade level. Parents, please check with your student's teacher to see what their expectations are regarding homework.

High School Homework

1. High School teachers will assign homework.
2. Homework is due on the date assigned by the teacher at the beginning of class.
 - a. Students who are absent on the homework due date must turn it in at the beginning of class on the day they get back to receive full credit.
 - b. Projects are due on the day assigned whether the student is in attendance at school or not. If it is not an electronically submittable assignment, then arrangements need to be made to have it turned in on the due date.
3. Students who are not able to turn in homework at the designated time may show responsibility by communicating with the teacher the reasons for not being able to complete the work and asking for extra time during which the assignment may be completed.
 - a. If a student receives teacher permission to turn in homework one (1) day late, the maximum grade possible will be 80% of the original points possible.
 - b. If a student receives teacher permission to turn in homework two (2) days late, the maximum grade possible will be 50% of the original points possible.
 - c. Students turning in homework more than two (2) days late will not receive credit (will receive 0% of the points possible for the assignment.)

Make-up Work: Please see the Attendance section of this handbook for information on making up work assigned after or during an absence.

IMMUNIZATIONS

Students must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized.

Immunization records will be kept in each student's cumulative file.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by an Idaho licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and wellbeing of the student or any member of the student's family or household.

LIBRARY

All elementary students receive library orientation during the first week of school. At this time, students are advised of specific library rules regarding using the library's resources, checking out and returning materials and appropriate behavior. TCPCS continues to add new books to the library and welcomes family suggestions for new purchases as well as continued donations. Fees will be charged for late returned books and may include full replacement costs for damaged or lost books.

MEDICINE AT SCHOOL

A student who must take prescription medicine during the school day must bring a written request from his or her parent, and the medicine in its original, properly labeled container, to the front office. Any medications considered a narcotic will be required to complete an additional specific form in order for staff to dispense the medication. The office will either give the medicine at the proper times or give the student permission to take the medication as directed.

ONLINE COURSES

TCPCS uses State supported IDLA (Idaho Digital Learning Academy) as the preferential option for online classes. Online courses are similar to regular courses in that students will have homework and may need to complete assignments outside of school.

Students will be considered eligible for online courses if they:

- Need to make up credits in order to graduate on schedule;
- Have a documented medical excuse for hospital or homebound programs;
- Have scheduling conflicts;
- Are interested in taking AP, dual credit, or other courses which are not offered by TCPCS;
- Need to facilitate early graduation.

Online courses for eligible students must be taken while in attendance at TCPCS during regular school hours. Exceptions to this policy will be considered only when:

- A student is registered for courses offered in the summer or overload classes. These courses may not be those regularly offered by TCPCS unless there is an early graduation plan in place.
- A student is in their senior year and have fulfilled their graduation requirements or are attending school only for remaining core classes.

At the discretion of school administration, students may be denied the privilege of IDLA enrollment if their academic, behavioral or previous online course record does not indicate the academic ability and self-discipline needed to succeed in online classes. Eligibility may also be denied if existing infrastructure/space accommodations do not allow. TCPCS will follow all IDLA rules and policies.

TCPCS will pay the IDLA cost associated with students who take IDLA classes as part of their normal school day and successfully pass the course with an A or B grade. The Administrator may waive IDLA student fees if there are extenuating circumstances. Students are responsible for all costs associated with: flex-recovery, university credit, AP exams, accelerated classes taken when not enrolled in the Advanced Opportunities Program.

PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. TCPCS will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

SATURDAY SCHOOL

At various times, the administrator will schedule a session of Saturday School.

1. The dates of a Saturday School will be announced on Thursday and Friday previous to the day. Students wishing to attend on Saturday to make up missed time must notify the office by the end of school on Friday of their intent to attend on Saturday.
2. Saturday School will begin promptly at 8:00 a.m. and end at 12:00 noon.
3. No tardies will be allowed on Saturday School days as school doors will be locked promptly at 8:00 a.m.
4. It will be the responsibility of each student to secure transportation to and from Saturday School.
5. Students attending Saturday School will be expected to have school work with them which they can do during the time they are in attendance.
6. Students who become discipline problems during Saturday School will be dismissed and the day will not count.

SAFETY

Accident Prevention. Student safety on campus and at school-related events is a high priority of TCPCS. Although the School has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other School employees who are overseeing the welfare of students.

Emergency Medical Treatment and Information. If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to

have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Parents should keep emergency contact information up to date.

Drills: (Fire and Other Emergencies). From time to time, students, teachers, and other School employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Emergency School-Closing: Whenever situations are such that students can't be safely transported to or attend TCPCS, the administrator will close the school. Notice of closure will be sent to radio and television stations for broadcast. Parents will also be notified via text message and e-mail if a school closure decision is made.

Searches. In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, school officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law. The Administrator may request the assistance of law enforcement personnel or private individuals to conduct inspections and searches through the use of specially trained dogs.

STUDENT DESKS AND LOCKERS

Student desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by School policy, whether or not a student is present. Periodic general inspections of desk or lockers may also be conducted at random, in accordance with law and School policy.

STUDENT RIGHTS PROTECTIONS

Surveys. Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation.

Instructional Materials. Parents have the right to inspect instructional materials used as a part of their child's educational curriculum. This does not include academic tests or assessments.

Marketing. TCPCS will not administer or distribute to students any survey or other instrument for the purposes of collecting or compiling personal information for marketing or selling such information. TCPCS may, however, collect, disclosure, or use of personal information collected for the exclusive purpose of developing, evaluating, or providing educational products/services for, or to, students or educational institutions.

Student Identity. Pursuant to federal law, the school will not request, nor disclose, the identity of a student who completes any survey or evaluation (created by any person or entity, including the school) containing one or more of the following:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of other individuals with whom the student or the student's family has a close family relationship.

- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of students or the student's parent.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

STUDENT RECORDS

Student school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the school until the time the student withdraws or graduates. A copy of this record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes.

A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students. The Superintendent is the custodian of all records for students who have withdrawn or graduated.

For more information on the protection of student records please research School Board Policies 3570, 3570F, and 3570P which govern the protection of student records. These policies can be found on the TCPCS website.

STUDENT SUPERVISION

Students arriving to school before 7:45 a.m. or leaving after 2:55 p.m. will not be supervised by school personnel.

TARDIES

Many important instructions are given and learning takes place during the first few minutes of every class. Students who are tardy miss this instruction. Students who are tardy also disrupt the education occurring in the classroom when they enter. A student is considered tardy from class if he/she is not in his/her assigned classroom and ready to learn when class begins.

1. Tardies will be counted by class on a semester basis.
2. The teacher will discipline students for their 1st and 2nd tardies in class per semester.
3. When a student has accumulated three (3) tardies in one class (per semester), the student will be assessed one (1) "tardy absence," which will count toward loss of credit.
4. Each set of three (3) tardies will count as a "tardy absence."
5. All absences, including tardy absences, can be made up during Saturday school or after school make-up sessions.

TECHNOLOGY RESOURCES

Use of technology resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents must sign a user agreement regarding use of these resources in order to use them.

Electronic communications using TCPCS computers are not private and may be monitored by School staff.

Students will be held to the highest standard of moral conduct while using the Internet and the computers at TCPCS. If any user violates any technology policy or signed agreement,

the student's access to the school's internet system and computers will be denied or withdrawn and he/she may be subject to additional disciplinary action. The system administrator and/or the administrator will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with his/her/their decision being final. Actions which violate local, state or federal law may be referred to the local law enforcement agency. If the actions of the individual are also in violation of other school discipline policies, said student shall be subject to additional possible disciplinary action based upon these policies.

Students will be assigned a network login. With this access comes responsibility. Being assigned a login on the school's network system is considered a privilege. Students are expected to use only the software made available to them by their teachers or designated technology staff. They are allowed to save documents and other school related files to their home directories on the network or other drives only as specified by their teachers or designated technology staff. A student who inadvertently gains access to inappropriate material on the Internet is expected to discontinue access as quickly as possible and report the incident to a staff member.

Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and social security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

The school makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The school is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet.

TRANSPORTATION

Buses and Other School Vehicles. TCPCS makes school bus transportation available to all students. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school and on the school website. Students are expected to assist drivers and School staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards that require them to:

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.
- When students ride in a School van or passenger car, seat belts must be fastened at all times.

Misconduct will be punished and bus-riding privileges may be suspended.

School Sponsored. Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent personally requests that the student be permitted to ride with them. Parents may also make a written request, before the scheduled trip, for their child to be permitted to ride with an adult designated by the parent.

VEHICLES ON CAMPUS

Students are permitted to park in the student parking lot (west of the school) as a matter of privilege, not a right. Vehicles parked on school property are under the jurisdiction of the school. TCPCS retains the authority to conduct routine patrols of the student parking lot and inspections of the exterior of students' vehicles while on school property. Officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student, with or without notice, and without a search warrant. A student has full responsibility for the security of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

Adults driving children to school and students driving to school will use the Lincoln road entrance to school grounds in an effort to ensure the safety of children in the surrounding neighborhood.

VISITORS

Parents and others are welcome to visit TCPCS. For the safety of those within the school, all visitors must first report to the office. Visit duration and frequency must not interfere with student instruction nor disrupt the normal school environment. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher. Student friends are not permitted within the school building during instructional hours (including lunch) without administrator permission.