

Taylor's Crossing Public Charter School Parent/Student Signoff Policy Form 2010-2011 School Year

Dear Parents, Guardians and Students,

Welcome to Taylor's Crossing Public Charter School (TCPCS). To promote a more positive school experience, we are providing the following Student Handbook. While each policy is important, the following have been singled out for special emphasis. Please read and discuss this information with your family so you and your high school student(s) attending TCPCS will understand our expectations. Then sign and initial below indicating that you have read and explained the policies in this Student Handbook to your child(ren) and have received a copy for your records. Return the signed Policy Form to school with your child(ren) and keep the Student Handbook for future reference.

Thank you,
The Administration and Staff at Taylor's Crossing Public Charter School

Parents/Guardians Names: _____
Please Print Signature Date

Student's Name: _____

I received a copy of the Student Handbook for Taylor's Crossing Public Charter School.

Parent's Initials: _____ Student's Initials: _____

Students WILL NOT BE SUPERVISED at Taylor's Crossing Public Charter School before 8:10 a.m. or after 3:20 p.m.

Parent's Initials: _____ Student's Initials: _____

For the safety of students and children in the surrounding neighborhood, I agree that I or those transporting my child(ren) to school will use the Lincoln Road entrance when transporting students to and from school.

Parent's Initials: _____ Student's Initials: _____

I have read the Behavior Policy and agree to work with the school to make it a safe, kind and respectful environment.

Parent's Initials: _____ Student's Initials: _____

I have read and understand the Medical Insurance Policy.

Parent's Initials: _____ Student's Initials: _____

I have read and understand the Student Dress Standard Policy.

Parent's Initials: _____ Student's Initials: _____

I have read and understand the Progressive Discipline Policy.

Parent's Initials: _____ Student's Initials: _____

I have read and understand the Student Attendance Policy.

Parent's Initials: _____ Student's Initials: _____

I have read and understand the Personal Electronic Device Policy.

Parent's Initials: _____ Student's Initials: _____

I have read and understand the Homework Make-up Policy.

Parent's Initials: _____ Student's Initials: _____

I have read and understand the Academic Non-Performance Policy.

Parent's Initials: _____ Student's Initials: _____

My child(ren) has permission to participate in school-sponsored Field Trips.

Parent's Initials: _____ Student's Initials: _____

I have read and understand the Sexual Harassment Policy.

Parent's Initials: _____ Student's Initials: _____

I give my permission to allow photographs of my child(ren) to be used in school related publications.

Parent's Initials: _____ Student's Initials: _____



STUDENT HANDBOOK

Mission Statement

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. The 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.

1445 North Wood River Drive
Idaho Falls, Idaho 83401
Phone: (208) 552-0397
Fax: (208) 529-2755



Dear Parents, Guardians, and Students,

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, a safe and orderly school environment and a clear instructional focus.

In the process of becoming an excellent school, it is important that a core set of values be identified by the board members and staff of Taylor's Crossing Public Charter School (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:

- Virtues:** 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 Founding Fathers of the United States of America. 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 that 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.
- Philosophy:** The core educational philosophy of Taylor's Crossing Public Charter School is grounded in the belief that highly challenging educational content taught in a safe environment creates the setting for accelerated learning. TCPCS will use the Harbor School Method to establish an educational environment that stimulates and challenges students.

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

- Promote high expectations for your child's behavior, school achievement and homework.
- Establish and maintain open lines of communication between home, school and teachers.
- Ensure that your child gets plenty of sleep, a good breakfast and 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 home and at school.
- Maintain equal standards of responsibility at home and school.

School Personnel . . . For your child's 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.

STUDENT ATTENDANCE POLICY

“If you miss school, you miss out.”

Students, parents/guardians, and educators recognize the importance of attendance and punctuality at all grade levels. Key reasons for regular and punctual attendance at school are employability, educational benefits, and success in school.

- **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.
- **Educational Benefits**—Regular attendance helps to assure that students are getting the benefits of a program that is 90% direct instruction.
- **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.
- **Financial Solvency of our School**—Our school's funding is based on obtaining an average of 96% attendance. Average daily attendance is determined on a weekly basis. It is critical to the financial

viability of the school that parents/guardians adhere to their commitment of at least 96% attendance. Students who are not in attendance 96% of the time, and who are not on a 504 Accommodation Plan or have an Individual Education Plan (IEP) that accommodates for attendance, are subject to the following:

- Parents/guardians will be notified of the **3rd absence from class during a semester** and the potential loss of credit.
- Parents/guardians will be notified of the **5th absence from class during a semester**, the student's possible loss of credit, and the appeals process.
- On the **6th 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 on a case-by-case basis.**
- If a student has been absent from school **10 total days during a semester**, the student may be administratively withdrawn in accordance with this policy.

Education encompasses the 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. Therefore, all students are required to be in attendance at school at least ninety-six percent (96%) of the time that school is in session.

DEFINITIONS

When students are not in school they are **absent**.

An absence due to a preapproved extenuating circumstance allows a student to make up work for credit.

An "unexcused" absence means that make-up work is not allowed for credit.

School Approved Activities: While participating in approved school activities, a student will not be considered absent.

Absences due to Extenuating Circumstances: Absences from school due to illness, a death in the family, or an extreme emergency are considered excused absences. All other absences may be considered unexcused unless preapproved as extenuating circumstances by the administrator.

TCPCS recognizes that attendance decisions ultimately rest with the parent or guardian. In order for absences to be excused, oral or written communication from the student's parent or guardian must be received prior to or within 48 hours of the last day of the absence. Evidence supporting the need for an extenuating circumstance, prior to loss of credit, would include a physician's note documenting the need for the absence or supporting evidence documenting a special circumstance. If the Administrator's decision is to excuse the absence the student will be allowed to make up the assigned work.

"Unexcused" Absences: Absences including non-exempted absences, out-of-school suspensions, late-verified absences, and truancies.

Out-of-School Suspensions: Absences due to involuntary removal from school. The student is supervised by a family member at home. Make-up work will be required, but credit for the work will not be allowed.

Late-Verified Absences: Absences cleared after the forty-eight (48) hour deadline has expired.

Truancies: Absences without **prior** approval of the student's parent/guardian (given by phone or written note); includes departures from school or class during the school day without the permission of the administrator 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. Every 3 tardies will be counted as an unexcused absence; eg: 6 tardies equal 2 unexcused absence.

All students arriving more than 10 minutes late to class will be considered absent for that class.

Vacations: 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.

ACADEMIC NON-PERFORMANCE

Academic non-performance results when a student does little or no homework, fails to complete assignments, and receives F's and/or D's on a regular basis. Non-performers are students who choose not to take advantage of their educational opportunities. These students will be assessed to determine their educational needs and placement. Non-performers may face dismissal.

STUDENT DRIVERS

Students who drive are required to follow all parking and driving rules established by the school and are strongly advised not to transport non-family members.

In the interest of being "Good Neighbors," TCPCS students will use the Lincoln Road entrance to access Wood River Drive and the school grounds.

LEAVING THE CAMPUS

TCPCS is a closed campus. Students are not allowed to leave school grounds unless properly checked out through the office. A student who leaves school grounds without permission and without an adult will be considered truant. The local law enforcement will be contacted in the case of truancy.

BICYCLES, SKATEBOARDS, SCOOTERS, ETC. AT SCHOOL

Students may ride their bicycles or other wheeled devices to and from school at their own risk. TCPCS is not responsible for lost or stolen property or injuries that may occur while riding to and from school. These items **MAY NOT** be ridden during school hours. Students are asked to walk their bicycle or other wheeled device on and off the property.

WITHDRAWAL POLICY

If it is brought to the attention of the Administrator of TCHS that a family desires to withdraw their child(ren), a “Notice to Parent/Guardian Regarding Student Withdrawal Form” will be provided to the parent/guardian.

This form shall be completed and returned to the Administrator or School Secretary within 2 business days of receipt. If the form is not completed and returned within 2 business days, personal contact shall be made with the parent/guardian by the Administrator or their designee to notify the parent/guardian that the student has been administratively withdrawn. Confirming written communication shall be sent to the parent/guardian of the student.

If a student has 10 or more absences during a semester, the student may be administratively withdrawn in accordance with this policy. In the case of serious illness, the parent/guardian shall provide the school written documentation from a physician indicating the necessity for the student to be absent. If the administrator agrees that an extenuating circumstance exists, then the student may not be administratively withdrawn.

WAITING LIST ACCEPTANCE POLICY

Once a student has withdrawn or been administratively withdrawn, the next student on the waiting list shall be contacted by the Clerk of the Board of Directors or the school secretary of and an offer of enrollment shall be extended. The parent/guardian of the child offered enrollment has 2 business days from the time of notification to accept or decline the offer of enrollment. After the allotted time has expired and prior to extending enrollment to the next child on the waiting list, personal contact shall be made to the parent/guardian of the child offered enrollment by the Clerk of the Board of Directors or the school secretary of to notify the parent/guardian that the offer of enrollment has expired and will be extended to the next student on the waiting list.

BEHAVIOR POLICY

TCPCS will employ a character education program based upon “Pillars and Cornerstones” as a facilitator of positive student behavior. These positive traits include but are not limited to the following: Respect, Responsibility, Honesty, Integrity, Caring, Courage, Citizenship, Fairness, Trustworthiness, and Diligence.

Kindness will be the # 1 expectation for TCPCS students in the area of behavior.

When high school students are in the K-8 side of the building, they shall adhere to the following K-8 rule and expectation:

Students will walk in lines and not talk in the hallways or bathrooms.

At all times TCPCS students are expected to treat every student equally and respectfully and act in a polite manner. ***STUDENTS WILL EARN RESPECT BY ALWAYS BEING RESPECTFUL TO OTHERS.***

DISCIPLINE POLICY

Our #1 goal at TCPCS is to have a safe and orderly school that provides an atmosphere that is conducive to learning. We have the following focus on unacceptable behavior.

Students will receive consequences for inappropriate behavior. Some examples of behavior that **WON'T** be tolerated include: flagrant unkindness, disrespect, defiance, not using playground equipment appropriately, failure to follow the school dress code, inappropriate use of personal electronic devices during school, cheating, harassment, intimidation, profanity, violence, weapons, being in possession of drug paraphernalia or under the influence of drugs or alcohol, possession of vulgar material and vandalism. The consequences for these infractions will correspond with the severity of the offense and will range from loss of recess, to in-school suspension, to dismissal from school. Parents will be notified of disciplinary action taken and included in the process when appropriate. Law enforcement will be notified when a crime has been committed.

- When students commit an infraction, an incident report will be completed and the administrator or designee will determine an appropriate consequence based on the number of offenses and severity of the offense. (See Progressive Discipline Policy) Each incident report will be placed in the students discipline file.
- Students who commit a more serious infraction or exhibit a pattern of inappropriate behavior will be placed on out-of-school suspension while a behavior plan is developed. The child and parent(s)/guardian(s) will meet with the administrator and teacher prior to reentry and the child is expected to agree and sign the behavior plan along with a parent/guardian.
- Non-compliance, with the behavior plan or additional infractions, will likely result in either an extended out-of-school suspension or a recommendation to the Board of Directors for an expulsion hearing pursuant to Idaho code 33-205.

Parents/Guardians will be informed at the time of the first offense. We believe that all parents/guardians send their children to school expecting that their child will be taken care of physically, emotionally, socially and academically. TCPCS will meet those expectations. Other offenses that will not be tolerated are harassment and intimidation of other students, disrespect toward any staff member and causing intentional damage to school property. The consequences for these infractions will correspond with the severity of the offense as verified by the teacher and determined by the administrator.

PROGRESSIVE DISCIPLINE POLICY

Because it is impossible in any list of offenses to include every incident that may occur, the following lists give examples of the types of offenses contained in each category. Because within each category the offense may vary in severity, the administrator has the discretion and is authorized to start the discipline at any level.

Level 1: This behavior may include but is not limited to the following: dishonesty, teasing, blurting and excessive talking, inappropriate passing behavior, pushing/poking, cheating, profanity, horseplay, dress code violation, misuse of an electronic device, consistently failing to turn in homework or participate in oral learning, and Public Displays of Affection.

- | | |
|---------------|------------------------------|
| Step 1 | Handled by classroom teacher |
| Step 2 | Handled by classroom teacher |
| Step 3 | 3 days detention |

- Step 4** 5 days detention
- Step 5** 1 day ISS and advancement to Level 2 + 5 days detention

Level 2: This behavior may include but is not limited to the following: Fighting, shoving, kicking, bullying, name-calling (severe), harassment (verbal & written), aggressive pushing, intimidation, disrespect of authority, failure to comply with a reasonable request of staff, flagrant unkindness, threats of harm to others, violation of computer agreements, minor theft, minor vandalism.

- Step 6** Handled by school administrator (consequence determined by the administrator)
- Step 7** 1 day In School Suspension + detention
- Step 8** 3 days In School Suspension + detention
- Step 9** 1 day Out of School Suspension + detention
- Step 10** 3 day Out of School Suspension (***pre-expulsion contract will be written**) and advancement to Level 3 + detention

Level 3: This behavior may include but is not limited to the following: Arson, possession of alcohol, tobacco, or illegal drugs, being under the influence of alcohol or illegal drugs, possession of weapons, vandalism, theft, threatening staff.

- Step 11** **Immediate 5 day Out of School Suspension**
Administrator/parent/student conference. When appropriate, administrator may seek restitution, initiate expulsion procedures, and refer to legal authorities.

STUDENT DRESS STANDARDS

Any attire or grooming habit that disrupts the educational atmosphere of the school is NOT permitted.

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. The following guidelines are to be followed by students of TCPCS.

- Pants are to be worn at the waist.
- Shorts and skirts must be no shorter than 2 inches above the top of the kneecap.
- Shirts must have sleeves that, at minimum, round the shoulder, including during PE classes.
- 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, stocking caps and hairnets are prohibited.
- No facial jewelry, including the tongue, of any kind will be allowed.
- Earrings are acceptable with the exception of ear gauges.

Our focus at TCPCS is to create an educational atmosphere with the fewest disruptions. Any student in violation of the dress code will be expected to change into appropriate clothing. Parents/Guardians will be contacted to assist their child in complying with the dress code. **The school administrator holds the right to determine if any apparel or grooming style is not appropriate for the TCPCS environment.**

MEDICAL INSURANCE POLICY

In case of an emergency, the school will make every effort to contact guardians or emergency contacts listed in the student file. If the school cannot reach anyone and if time is restricted the school will take the student to the appropriate hospital or doctor.

Even with the greatest precautions and the closest supervision, accidents can happen at school. They are part of the growing-up process through which our children go. Parents/Guardians need to be aware of this and be prepared for medical expenses that may arise should their child be injured at school.

TCHS does NOT pay for medical expenses when a student is injured at school. This is the responsibility of the parents or legal guardians.

HOMEWORK POLICY

The purpose of public education is to assist the family in the education of its children.

The education of today's children must be considered a team effort by both parents/guardians and teachers. Research shows that the most successful students are those who have regularly structured homework time. This parent/guardian-assisted practice serves a dual purpose.

It allows the student extra practice to reinforce and advance the skills taught in school. It communicates to the child his/her priority in the parents/guardians life. This contact time develops more than academic skills; it develops a sense of self-value and builds memories.

The discipline of nightly homework creates a habit that will benefit the student throughout life. It is our intent to require reasonable and constructive assignments that will encourage the student's success in the classroom. It is important that our parents/guardians share our beliefs about homework and will support us in this effort. Establishing a time and place for homework will help to develop a habit and assure that the homework gets completed. Daily homework requirements vary from grade level to grade level. Please check with your student's teacher to see what his/her expectations are regarding homework.

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. Finally, to do well in school, your child must be present, on time, healthy, rested and attentive. Please encourage your child to complete the homework given each day by finding a quiet place for them to work and by checking to make sure the homework is completed.

HOMEWORK MAKE-UP POLICY

All work missed for excused absences 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 WILL NOT BE GIVEN FOR MAKE-UP WORK FOR DAYS THAT WERE MISSED DUE TO TRUANCY OR OUT-OF-SCHOOL SUSPENSION.

VISITOR POLICY

Parents/Guardians are welcome to visit the school or classes with prior permission from the administrator and must check in with the office upon arrival. Students from other schools are NOT permitted to visit TCPCS students during school hours. This restriction is due to limited space, insurance requirements and legal liability. Student activities are for TCPCS students only, unless otherwise noted.

EMERGENCY AND SAFETY PROCEDURES

The safety of students, staff and visitors is a primary concern. At TCPCS you can help us in the following ways:

- Student WILL NOT BE SUPERVISED AT TCPCS before 8:10 a.m. or after 3:20 p.m. For the safety of students and children in the surrounding neighborhood, you must use the Lincoln Road entrance when transporting students to and from TCPCS.
- Limit your unexpected visits to the school or calls to the school during school hours for emergency purposes only.
- Make sure the office at TCPCS has an up-to-date emergency contact person and phone number and notify the office immediately of any address, telephone, employer, childcare, medical and physician changes.
- Refrain from calling the school during an emergency as this disrupts and ties up communication lines needed for emergency personnel. Local media will keep parents/guardians and the public informed should an emergency occur.

The following training and practice drills will occur regularly throughout the school year:

- Fire and other Evacuation Drills
- Immediate Shelter/Severe Weather Drills
- Hall Checks and Lock Down Drills

If needed, we will escort students to an alternate assembly site, depending on the situation. Parents/Guardians will be notified when that location has been determined.

The following procedures are required by TCPCS for health and safety reasons:

- Criminal history background checks for all employees will be conducted in compliance with Idaho Code 33-130. This is a requirement for all employees.
- All students must provide proof of immunization or have a written parental waiver and have a birth certificate or other identification **when** enrolling at TCPCS.

PARENT/GUARDIAN INVOLVEMENT

A vital element to the success of TCHS is parental/guardian involvement in the school. Parents/Guardians are encouraged to attend two parent teacher conferences per year, as well as attend annual student presentations, which provide a forum for conveying and evaluating the school's commitment to its mission and to celebrate each student's academic achievement. In

addition, parents/guardians are encouraged to provide an appropriate learning environment at home for their child to study, volunteer at the school and participate in home-projects with their child.

SCHOOL CLOSURES

Should inclement weather or emergency situations occur which result in the closing of schools or the changing of start or dismissal times, the information will be announced by the local radio or television stations. Since TCPCS is located within the boundaries of District 93, should school closure be necessary, TCHS will follow the closure decisions of School District 93. A phone tree will be set up for notification of emergency early dismissal.

INTERNET POLICY

Computers and computer networks, including Internet access, provide valuable tools that support the education of students at TCPCS. The student and his/her parents/guardians should read and discuss the policies concerning computer use.

In many cases library research resources, such as databases of magazine, journal and newspaper articles, are only available through Internet access. Also, the Internet provides access to information and media resources, simulations, and other online educational activities. Its proper use can open new opportunities for research, learning and communication. TCPCS will make prudent efforts to limit improper use of computers at the school.

All students and parents/guardians must agree to sign an Internet Safety Policy. If not signed, the student will forfeit his/her privilege of Internet use. Students will be held to the highest standard of moral conduct while using the Internet and the computers at TCPCS.

Students **must sign** and agree to the following Internet/E-mail Code of Conduct Agreement:

1. I will only use the Internet as part of my education, and I will only access information that is useful to me in my studies.
2. I will obey all classroom rules while using the Internet.
3. I will only send e-mail over the Internet after I have been given permission to do so by my teacher.
4. I will not give out personal information such as my surname, address, telephone number, parents/guardians work address/telephone number or the name and location of my school without my parents/guardians permission.
5. If I find myself in unsuitable Internet locations, I will immediately click on the home or back button and inform my teacher or my parents/guardians.
6. I will tell my teacher or my parents/guardians right away if I come across any information or receive email that makes me feel uncomfortable.
7. I will not respond to any messages that are mean or in any way make me feel uncomfortable.
8. When publishing web pages and composing e-mail messages, I will only use language I understand is acceptable in my school.
9. I will not publish to the Internet using material from other web sites unless I have permission from the person who created the material.

I understand that breaches of the rules will cause me to lose my Internet/e-mail access rights for

a period of time determined by my teacher, my parents/guardians, and/or the School Administrator.

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.

DRUG FREE SCHOOL POLICY

The school is committed to having a drug free campus. When there is reasonable cause to believe a student illegally uses, sells, distributes, or possesses drug paraphernalia, drugs, prescription drugs, alcohol or other mood-altering substances in school, on or adjacent to school property or at school functions, the student will be subject to disciplinary procedures, including dismissal from school.

ZERO TOLERANCE FOR WEAPONS POLICY

Idaho Code (Section 18-3302D) makes it unlawful for a student under the age of 21 to carry a knife, gun or other deadly or dangerous weapon at school, on the bus or at a school-sponsored activity. The law also gives employees of the district the right to search students, their belongings and lockers if a student is suspected of violating school rules. Taylor's Crossing Public Charter School has a Zero Tolerance Policy for weapons, which provides for dismissal of students who are in possession of knives, guns, or other items, which threaten other students. Parents need to talk with their child(ren) so they are aware of the severe consequences of possession of a knife or other weapon at school.

NOTE: Zero tolerance means that action will be taken and consequences given when an infraction occurs.

All school policies are in effect:

- During regular school hours, including before and after school
- During school-sponsored events
- During field trips
- At times and places where school staff have jurisdiction over students.
- Whenever students are on school property.

FIELD TRIP PERMISSION

At different times during the school year, your child may have the opportunity to take educational or activity related field trips away from the school under the supervision of school personnel.

It is difficult for us to send home permission slips prior to each field trip and receive 100% return before the field trip departure time. The result is often a hasty effort to obtain last minute parent/guardian permission by telephone or a disappointed child who has to stay at school while

his/her classmates go on the field trip.

At registration, you signed a field trip permission slip, but as an added measure, please sign on the signature page if your child has permission to go on field trips that his or her class may participate in at TCPCS. You will have the opportunity to deny permission if there is a field trip in which you do not wish your child to participate. A notice of time, place and method of transportation will be sent home with your child prior to each field trip in which he/she participates.

PERSONAL ELECTRONIC DEVICES

The goal at TCPCS is to provide an academic environment free of distractions that is conducive to learning and a social environment that supports the development of kind and respectful relationships. We strongly encourage that electronic devices such as game boys, IPODS, MP3 players, CD players and cell phones are not brought to school because of theft and improper use potential. If, however, they are brought to school, the use of such devices are only permitted during the period of time before 8:20 AM and after 3:05 PM. When students attempt to use these devices in the classroom, they are not learning and they are distracting the learning environment of other students. When students utilize these devices during free time, such as lunch and recess, they are isolating themselves rather than developing social skills that will benefit them in life.

Parents/Guardians who wish for their child to carry a cell phone for emergency purposes (for example – students who walk home) should instruct their child to keep the cell phone off and stored in their backpack during school hours. If a student needs to check a cell phone, he/she must ask permission of a staff member and check then use the phone in the presence of that staff member.

TCHS staff are NOT responsible or liable for the loss of any personal electronic device and will not take away from educational time to search for them.

LEADERSHIP AWARD OF THE MONTH

This award is given on a monthly basis to a high school student who exhibits leadership qualities and the following behavior:

- Kindness and supportive behavior to other students and staff.
- Turns in homework in a timely fashion.
- Follows and models the rules and school expectations.
- Exhibits interest and enthusiasm for learning.
- Gets to school on time and has excellent attendance.

CITIZEN OF THE WEEK/MONTH AWARD

This award is given on a monthly basis to a k-8 school student who exhibits leadership qualities and the following behavior:

- Kindness and supportive behavior to other students and staff.
- Turns in homework in a timely fashion.
- Follows and models the rules and school expectations.

- Exhibits interest and enthusiasm for learning.
- Gets to school on time and has excellent attendance.

Notification of Rights under FERPA

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parents or eligible student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents of eligible students who wish to ask the school to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health and medical staff and law enforcement unit personnel): provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning an alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Review

U.D. Department of Education
400 Maryland Ave. SW
Washington, DC 20202-5920