

TAYLION

K-12 Tailored To You—Online, In Class & At Home™



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Section I

Dear Student,

Welcome to Taylion Academy! We look forward to helping each student succeed academically. Charter schools offer many options for students, but your success is up to you. Your academic and personal goals are our goals.

If you have questions or don't understand something, please contact your teacher as soon as possible. We cannot help if you do not ask. It is the responsibility of parents and students to arrive on time for appointments and the student to complete assignments correctly.

We are available to assist you in any way we can.

Thank you,

Taylion Academy

Introduction

The Student Handbook

The Student Handbook is designed to provide students, parents, teachers and aides with an understanding of Taylion Academy's expectations and guidelines. The school's policies and procedures have been described in detail. It is important that parents, guardians and students read and understand the school's expectations.

Mission Statement

Our mission is to create life-long learners who are college and/or career ready through a personalized education plan.

Educational Philosophy

Taylion Academy strives to be a holistic learning environment that prepares our students for the 21st century academically, physically and mentally. We incorporate the ideals of relationship, responsibility and respect, for all life, in our core academics. We believe that all students can succeed if they learn to believe in themselves.

At Taylion Academy we recognize that not all students fit in a traditional school model. It is our vision to provide our students with the skills and tools necessary to succeed in the constantly advancing, technologically driven world. We believe that through relationships and rapport, success can be attained. Recognizing that our students come from a variety of backgrounds, our teachers and staff

strive to meet the students where they are at in terms of educational understanding. We encourage our students to set attainable goals for their future. We also believe in our students and would like to make a positive difference in each of their lives.

ADDED:

Schoolwide Learner Outcomes

At TAYLION we C.A.R.E.

Critical Thinkers who:

Think independently and reflect upon behavior and learning to promote intellectual, physical, and emotional growth.

Identify, analyze, apply, and evaluate information and experiences from different perspectives.

Apply acquired knowledge to resolve problems in conventional and innovative ways.

Academic Achievers who:

Take initiative for the continuing acquisition of knowledge and follow through with plans and goals.

Acquire and apply time management skills.

Persevere to work independently and collaborately to apply knowledge and skills.

Responsible Citizens who:

Demonstrate knowledge, understanding, and respect of cultural diversity through the understanding of our global world.

Contribute to the improvement of life in their school and local community through leadership skills and participation in annual community projects.

Demonstrate decision-making skills that reflect character, respect, integrity, compassion, and strong work ethic.

Effective Communicators who:

Collaborate, work effectively, and manage interpersonal relationships within diverse groups and settings.

Effectively use technology to research, organize, communicate, and present information.

Ask questions and engage in discussion to inform, defend, or expand knowledge.

Methods of Measuring Student Progress

Students will be expected to meet general graduation requirements; however, not all students will be able to work at the same pace. Students will be evaluated based on the quality of work they are doing independently. This will determine their progress. Methods of evaluation include:

- Review of work
- Oral tests
- Written tests
- Collection of student work
- Personal observations from teacher
- Student Projects
- State mandated assessment tests
- Internal benchmark test
- Personalized Learning Plan

Section II General Information

Calendars

Taylion is a year round school with three different tracks (see appendix) to meet the variety of needs of our students. It is designed to allow opportunities for credit recovery, acceleration, and summer school. Here are the start and end dates of each Track:

Track A = July 1st – April 15th

Track B = August 28th – June 11th

Track C = October 9th – June 30th

Our school hours are from 8:30am-4pm

Taylion Advisory Council

The purpose of the Taylion Advisory Council (TAC) is to work as an advisory group to serve the needs of the students, families, and Taylion Community. It is established to facilitate communication among parents, teachers, administrators and the Board, as well as to promote cultural, social, and fundraising activities within the school community. The Taylion Advisory Council shall report to the Taylion Governing Board.

The TAC Will:

- Serve as a forum for the discussion of matters of interest and concern to the parents of the school.
- Act as a liaison between the parents/community members and the Governing Board of the school.
- Develop and sponsor committees, clubs, and other activities that contribute to the schools mission (prior approval required by the Governing Board).
- Coordinate Taylion Fundraising activities and make recommendations to the Governing Board as the allocation and disbursement of funds raised by the activities.
- Work in collaboration with Learning Matters Educational Group and The Executive Director/Principal to evaluate the performance of the school and the effectiveness of the program in place.
- Present to the governing board during board meetings.

Grading System

Taylion Academy's grading system is based on the credentialed teacher's professional assessment of the quality of work that is turned in and the expected level of mastery over concepts covered. Letter grades will be given to the student for their work based on the state standards and requirements for mastery.

- A – Superior achievement. Student work is of exceptional quality and true learning is evident.

100% - 90%

- B- Above average achievement. Student has done all assignments and demonstrates a clear understanding of the material covered.
- 89% - 80%
- C- Average achievement. Student has completed objectives in the course satisfactorily.
- 79% - 70%
- D- Below average achievement. Student has met the minimum requirements poorly.
- 69% - 60%
- F- Failure to meet the minimum requirements. No credit is earned and no grade points will be awarded.
- 59% - 0%

Credit Awarded

At Taylion Academy High School, 5 credits per semester will be awarded for each class passed at Taylion. Students who earn a D or above from a previous WASC accredited school, will be given credit on their transcript, as meeting the requirements for that specific course but only if the student is in need of all 5 credits and completes the coursework for said credits. Letter grades and credits from a previous non WASC accredited school will be evaluated on an individual basis. Each course credit will be awarded based on the quality of work and mastery of materials presented. Some courses will be offered in variable credit options. The student will have the opportunity to earn the required number of credits to meet his/her graduation requirements. The amount of work completed, and the content standards covered, will determine appropriate course credit. Your instructor can provide an outline of the classes needed for graduation.

Off Campus Credit

A student who decides to take any other off-campus course through an accredited institution must complete all the required coursework and assessments. It is the student’s responsibility to order an official transcript from the off-campus institution so that it may be included in the Taylion transcript.

College or university courses may be taken for high school credit but students need to complete the proper documentation and receive prior permission. Preparations to apply this credit towards high school graduation must be confirmed by Taylion prior to taking the course.

Students may apply high school credits from college courses toward high school graduation. Students may repeat a class, which has been attempted and failed at the high school level. It is the responsibility of students who wish to apply college toward high school graduation requirements to see that their transcript is forwarded to the high school registrar 3 weeks prior to graduation.

Students who attend college classes will be allowed high school credit according to the following scale:

- a. College classes designated as “CSU/UC transferable”, typically “100” or greater level equal 3.3 high school credits per college unit
- b. College classes below the 100 level or Non-CSU/UC transferable classes

Physical education college credits of 1 or 1.5 will receive 2.5 high school credits. Prior administrative approval is required.

Dual/Concurrent Enrollment of Local College and Taylion Academy

Dual enrollment of a local college (usually a community college) is another option for students seeking to earn high school credits quickly while subsequently earning credits towards college as well. The guidelines for dual enrollment vary depending on the college of interest, and the student’s assigned

instructor will advise the student about how best to go about becoming dually enrolled. Parents and students must meet with their assigned college counselors to discuss the credit and financial implications from dual high school and community college enrollment.

For information on local junior colleges, please contact the school office.

Transfer Credits

Students transferring to Taylion Academy will have their credits counted towards their diploma so long as the credits are from a currently accredited school through the Western Association of Schools and Colleges (WASC) or the Association of Christian Schools International (ACSI).

If a student wishes to transfer to Taylion from a school who is not accredited by WASC or ACSI, the Curriculum Department or the Director of Academics may conduct a review of the already completed courses, in order to determine the courses eligibility for credit.

Transcripts

Transcripts can be ordered and requested through our enrollment specialist or registrars.

Credit Evaluation Check

Every student at Taylion Academy meets individually with their Teacher or Counselor to complete a Credit Evaluation Check and discuss their goals. The student, teacher, counselor, and/or administrator create an individual learning plan based on the outcome of the transcript analysis and Credit Evaluation Check. The form is completed, revised, and shared with student and family for proper course placement.

9th Grade	10th Grade	11th Grade	12th Grade
0 to 60 credits	61 to 120 credits	121 to 180 credits	181 to 220 credits

Withdrawal Credits

Students are able to complete withdrawal credits from a previous school if Taylion Academy offers the same courses. Students must complete the class within the following semester in order to earn credit. For example, if the student enrolls at Taylion Academy in the middle of the fall semester, the student has until the end of the spring semester to complete the class. Only then, will the student obtain credit from the previous school and Taylion Academy. Only classes that are completed at Taylion Academy will earn credit for the course.

Repeating Classes

Courses completed at a previously attended school, and passed with a D or better, will be counted as having met graduation requirements. If the student has failed a class he/she may retake the class and still earn credit for the course. Your instructor will be able to provide you with an individualized plan for your path to graduation.

Attendance and Truancies

Students are expected to attend all appointments and arrive on time. If a student has to miss an appointment he/she will call the teacher and reschedule. Students, who are more than 15 minutes late, without calling ahead of time, may not be able to meet with the teacher that day.

The State of California requires that students attend school and it is the parent's responsibility to see that the child attends school. The California education code requires students attend school full time and attendance at Taylion Academy meets these requirements.

Students who fail to show up for appointments or turn in adequate work are falling behind, not only in their graduation plan, but also in meeting the State's expectations of time and work required to earn credits.

Students who miss two consecutive appointments, fail to turn in adequate work, or miss more than 4 appointments in any school month, may be issued a truancy warning. Two consecutive trancies or three truancy warnings throughout the school year could result in being dropped from the program. Regular attendance and quality work are expected in order to avoid truancy warnings and possible withdrawal.

Teachers may mail letters home regarding the progress and status of a student, in addition to truancy letters, so please watch for these letters in the mail.

Withdrawal/Dropped

Taylion is an Independent Studies charter school that provides students the flexibility in their schedule to maximize their academic achievement. Students who refuse to attend or follow the Independent Studies format will be in jeopardy from being dropped from the program. If a student refuses to attend or communicate with their teacher advisors the following steps will follow take place with the possibility of withdrawing from our program:

- Parent/Student Notification – by teacher or school via phone call, text, and/or email
- Missing Assignment Notification – will be mailed or delivered to student
- Truancy Letter- will be sent home after two “no shows”
- Formal Letter of Noncompliance – Will be mailed or delivered to the student
- Drop/Transfer Form – will be completed by teacher with administrative approval
- District Notification Letter – will be sent to the district of residence and the state

Voluntary Withdrawal

Taylion Academy is a school of choice. No student is required to attend. Students who do not wish to attend Taylion may attend other public schools, according to district policy. Students who wish to un-enroll from Taylion may do so at any time. Taylion will provide students with other educational choices, and will refer them to the District for further clarification of available options as needed.

Taylion will notify the District of all students who un-enroll (either voluntarily or through the processes described above) on any District required paperwork and ADA claiming paperwork as required by the District and all applicable laws.

If a pupil is expelled or leaves the charter school without graduating or completing the school year for any reason, the charter school shall notify the superintendent of the school district of the pupil's last known address within 30 days, and shall, upon request, provide that school district with a copy of the cumulative record of the pupil, including a transcript of grades or report card, and health information. This paragraph applies only to pupils subject to compulsory full-time education pursuant to Section 48200.

Confidentiality

Taylion Academy does not disclose information to anyone without consent of parent/guardian or student, if 18 or older. Exceptions to this rule would be if Taylion Academy is legally required to submit information such as through a federal agency; example the military or police.

Work Permits

According to Federal Law, all students who are employed under the age of eighteen must have a work permit. When a student finds a job, he/she must go to the Enrollment Specialist to pick up a "request for work permit" form. When the form is completely filled out, return it to the Enrollment Specialist who will check the student's attendance and GPA. This process will take up to forty-eight hours to complete. The official work permit will then be mailed to the employer.

- Work permits are only issued to students with a 2.0 or higher GPA. If the student's GPA falls below a 2.0, the work permit may be revoked from the student's place of employment.
- It is illegal for employers to allow students to work when their permit has been revoked.
- During the summer, all students over the age of 16 are eligible for work permits.
- All work permits expire during the first week of school and must be renewed to continue employment.

Taylion Academy Acceptable Use of Technology Agreement

Taylion Academy recognizes the value of computers and other electronic technology to improve student learning. The School network and internet connections have been developed as tools to promote educational excellence, innovation, and communication for students and staff.

Due to its open nature, there is material available on the Internet that is inappropriate for use at school. It is the district's intent to protect students from inappropriate content by:

- *meeting or exceeding all state and federal guidelines in filtering content from Internet websites;*
- *requiring staff supervision and monitoring of student Internet use;*
- *directing each student to accept personal responsibility for using the resources appropriately.*

Please help us teach your children to use technology systems properly by discussing the information in this document and by encouraging them to follow the rules at all times. Teachers can provide additional information regarding the specific software and technologies that will be used at school this year.

The following expectations apply to everyone using school technology. Students may access the computer network only for purposes authorized by school instructors in accordance with school policy. Students are responsible for following all requirements specified in the Acceptable Use Agreement. Users may not install, remove, or modify equipment on the network. Inappropriate use may result in the cancellation of the child's privileges, disciplinary action and/or legal action.

Privacy

The school respects the individual privacy of its employees and students. However, this privacy does not extend to the computer systems used at school. To ensure proper use, the school may monitor its technological resources at any time without advance notice or consent. Network administrators may review and/or remove files and communications to maintain system integrity and ensure that users are behaving responsibly.

Acceptable Use of Technology Agreement

Network Behavior

I understand that I am personally responsible for following school rules while using the district computer network.

Acceptable Use

- I will always be polite, exhibiting proper and respectful behavior.
- If I see something that offends me I will tell my teacher.
- I understand that America's copyright laws protect artists, musicians, and writers. If I use pictures or words from a webpage, I will show the source.
- I understand that everything that happens on the school network may be reviewed at any time; it is not private.

Unacceptable Use

- I will not bring a radio, CD player, iPod, Ipad, mp3 player, Game Boy, and any other electronic devices to school.
- I will not use the school's computer systems for anything illegal.
- I will not swear, use threatening, obscene, or other offensive language.
- I will not post pictures or videos of other students without their permission.
- I will not respond to any messages that are mean or make me feel uncomfortable. If I receive a message like this, I will tell my teacher right away.
- I will never agree to get together with someone I meet online without parental permission.
- I will not post photographs of myself, other students, or teachers on the Internet without permission.
- I will not reveal my name or anything personal about myself, my family, or anyone else without direction from my teacher. I understand that personal information includes: pictures, address, telephone number, school address, work address, and so on.
- I will not share my passwords with anyone, including friends.
- I will not attempt to bypass the school's safety and security systems.
- I will not use the school network to download games, music, videos, or other files not needed for school work.

Cell Phones

Students carry cell phones at their own risk. The school is not responsible for lost, stolen or damaged cell phones. Cell phones must not disrupt education or school activities. We require all cell phones to be placed on silent mood while in the Learning Center.

Acceptable Use

- I understand that cell phones must be turned off during the instructional school day.
- I understand that students may use cell phones BEFORE and AFTER school ONLY.
- I understand that I may use the school land-line phones in an emergency.
- I understand that I may use cell phones for educational purposes only.

Unacceptable Use

- I will never use a cell phone during the school day inside school building or offices, including restrooms that disrupt the learning environment.
- I will never use a cell phone during class, school assemblies, and other special events.
- I will never take any pictures using a cell phone or camcorder at school unless it's a school related assignment.

Consequences

- Parents/Guardian may be contacted if cell phone disruption continues.
- Student's phone may be confiscated.
- Student may be asked to submit phone to front desk prior to entering the learning center.
- Student may be placed on Cell Phone agreement with specified terms discussed at parent meeting with administration.

Section III

Policies and Procedures

Academic Integrity

Taylion Academy is committed to fostering a program which promotes excellence, honesty, accountability, and integrity. The program at Taylion demands that all students develop and maintain the highest level of integrity and ethics while pursuing their academic goals. Any academic fraudulence or dishonesty will not be tolerated.

Academic dishonesty includes but is not limited to the following:

- Copying another student's work.
- Allowing another student to copy your work.
- Plagiarizing other's work. Plagiarizing as defined by Wordnetweb (2010) is "a piece of writing that has been copied from someone else and is presented as being your own work." This includes works from the internet and any other electronic media, as well as the work of friends and family.
- Theft or the modifying of evaluations, archives (written or electronic) and/or testing materials (written or electronic).

Any student found doing any of the above mentioned actions, is subject to any or all of the below listed actions:

- Parent Communication/Meeting
- Student Plagiarism Agreement
- Removal from the course effective immediately, without replacement
- Possible failure of the course
- Expulsion

Behavior and Expectations

Taylion Academy remains committed to the goal of establishing a safe, orderly, and non-disruptive environment that is conducive to student learning. Moreover, we believe that discipline based on the worth and dignity of each student is a positive form of guidance. All staff members, therefore, will implement an effective school-wide discipline plan in accordance with Taylion Academy's policies, and state laws.

The primary objective of the discipline plan is to teach the following concepts for living:

- Respect for the rights, dignity, and safety of all individuals.
- Respect for the law and observance of school policies, procedures, and local regulations,
- Respect for public and private property.

The responsibility for maintaining a positive school climate is shared by parents, students, and school personnel. Each is expected to work cooperatively toward this goal. Parents, students, and staff members are also expected to deal effectively with behavioral concerns. To facilitate parental involvement in disciplinary matters, we will work to establish cooperative communication between parents and the school in order to provide parental knowledge and cooperative intervention throughout the disciplinary process.

Discipline includes, but is not limited to, advising and counseling students, conferring with parents, suspension, and expulsion. A student may be disciplined (including suspension and expulsion) for prohibited misconduct if the act is related to school activity or school attendance occurring at the school or at any other school or a school sponsored event including, but not limited to:

- while on school grounds;
- while going to or coming from school;
- during the lunch or break period, whether on or off the school campus;
- during, going to, or coming from a school-sponsored activity.

Student Responsibilities:

Taylion Academy believes that it is important for students to understand that they have a choice to make regarding their actions and that appropriate conduct benefits both themselves and others. Students are encouraged to express their individuality as long as this expression does not infringe upon the rights of others or disrupt the learning environment. Behavior is considered appropriate when students are diligent in study, neat and clean, careful with school property, respectful towards their teachers, courteous to other students, staff and volunteers, and do not seek to bring inappropriate attention to themselves. Students are expected to be punctual for appointments. They are further expected to refrain from profane, vulgar or abusive language.

Parent/Guardian Responsibilities:

Parents/guardians are expected to comply with all laws governing the conduct and education of their children and to cooperate with and support school authorities regarding their children's behavior.

California law holds parents/guardians liable for any willful student misconduct which results in the death or injury of any student or persons employed by or volunteering for the school. Parents/guardians are also liable for any defacement, injury, or loss of property belonging to the school or to a staff member.

PUBLIC DISPLAYS OF AFFECTION (PDA)

Taylion staff encourages our students to not exhibit PDA while on campus or at any school sponsored activities. Any inappropriate PDA will be addressed that makes the viewer uncomfortable. Here are some examples: intimate dancing, deep prolonged kissing, petting, inappropriate placing of hands, sitting on laps or straddling.

SEXUAL HARASSMENT

Taylion believes that all students should be able to attend school without harassment of any kind. Sexual harassment is against the law and will not be tolerated. Sexual harassment is any unwelcome sexual advance, request for sexual favors or verbal or physical conduct of a sexual nature. Any occurrence of sexual harassment will result in a mandatory parent conference and may be referred to law enforcement. In addition, suspension or a recommendation for expulsion may be made based upon the nature of the incident. If a student feels he/she is being harassed, he/she needs to report the incident to a Taylion staff member immediately.

FIGHTING AND INTIMIDATION (BULLYING / CYBERBULLYING)

We believe in providing a safe and nurturing environment for all students. Any student who participates in a conflict, disruption, or adds to the intensification, is subject to disciplinary consequences. If a student engages with intimidation, violence, and/or uses a weapon, law enforcement will be notified and the student will be suspended which may lead to recommendation for expulsion from the school.

If a student is troubled about a potential conflict, he/she should report the problem to a staff member, or tell an adult immediately. Students should not post any videos or pictures without the consent of the other individual.

ZERO TOLERANCE POLICY Each person on campus at Taylion Academy expects a safe and supportive learning environment. To promote this environment, the school has established a zero tolerance policy regarding physical violence, weapons and all controlled substances. Violations will result in an immediate referral for disciplinary action, which may include a report to the police department.

TOBACCO USE OR POSSESSION

Taylion Academy is a tobacco and Drug-Free Zone. Anyone under the age of 18 is prohibited to carry tobacco and it is a crime that could lead to an arrest and a fine. Students will face appropriate consequences if caught using or in possession of tobacco, electronic cigarettes or paraphernalia.

DRUG/ALCOHOL POSSESSION

Law enforcement will be notified if students possess, use, or sell a controlled substance, paraphernalia, an alcoholic beverage, or an intoxicant of any kind, while on school grounds, while going to or coming from school, or coming from any school sponsored activity, he/she may be suspended or recommended for expulsion upon further investigation.

All students with a drug/alcohol issue are encouraged to seek help and notify staff or an adult for support. See our website under resources for additional agencies of support.

SUSPENSION / EXPULSION

A student may be suspended or expelled for prohibited misconduct if the act is related to a school activity or school attendance occurring at any time including but not limited to:

- While on school grounds
- While going to or coming from school
- During the lunch period, whether on or off the school campus
- During, going to or coming from a school-sponsored activity.

Suspension is defined as a temporary removal from the school that may occur as recommendation of any of the staff member of the school, and must be approved by the Executive Director/Principal or designee(s).

Expulsion is defined as a permanent removal for the school, without re-enrollment privileges that may occur as a recommendation of any of the staff member of the school, and must be approved by the Executive Director/Principal or designee(s).

ADMINISTRATOR RECOMMENDATION OF EXPULSION

(Ed. Code 48915 c) Must recommend Expulsion – (Mandatory Recommendation)

Act must be committed at school or a school activity off school grounds.

1. Firearm.
 - a. Possession of firearm when a district employee has verified firearm possession, and when student did not have prior written permission from a certificated employee concurred in by principal designed.
 - b. Selling or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
 3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053 et.seq.
 4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900.
5. Possession of an explosive. (Ed. Code 48915 a)

Shall recommend unless particular circumstances render inappropriate – Quasi-Mandatory Recommendation Act must be committed at school or a school activity off school grounds.

1. "Causing serious physical injury to another person, except in self-defense." Ed Code 48915-(a) (1).
2. "Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil." Ed. Code 48915-(a) (2).
3. "Unlawful possession of any controlled substance listed in ... Health and Safety Code (Section 11053 et.seq.), except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis." Ed Code 48915-(a) (3).
4. "Robbery or extortion." Ed Code 48915-(a) (4).
5. Assault/Battery, upon school employee.

(Ed Code 48900) May recommend expulsion – Discretionary Recommendation

If related to school activity or attendance but did not occur at school or at a school activity.

- | | |
|--|--|
| 1. Physical Injury (a) (1) (2) | 13. Imitation Firearm Possession (m) |
| 2. Dangerous Objects (b) | 14. Sexual Assault (n) |
| 3. Drugs or Alcohol (c) | 15. Harass / Threaten Witness (o) |
| 4. Sale of look-alike represented to be drugs or alcohol (d) | 16. Prescription Drug Soma (Vanadom) (p) |
| 5. Robbery / Extortion (e) | 17. Hazing, Engaged or Participated in (q) |
| 6. Damage to Property (f) | 18. Bullying (r) |
| 7. Theft (g) | 19. Aids or Abets (suspension only) (t) |
| 8. Tobacco (h) | 20. Sexual Harassment (48900.2) |
| 9. Obscenity / Profanity / Vulgarity (i) | 21. Hate Violence (48900.3) |
| 10. Drug Paraphernalia (j) | 22. Hostile Education Environment (48900.4) |
| 11. Disruption / Defiance (k) | 23. Terroristic Threats School Official (48900.7a & b) |
| 12. Receipt of Stolen Property (l) | 24. Electronic Devices (48901.5) |
| | 25. Laser Pointer (AB221 & 293) |

PROHIBITED ITEMS

Weapons of any type, or items that could be used as or look like weapons, are prohibited and are not to be brought to school. Examples of prohibited weapons include, but are not limited to: water pistols, clubs, lighters, knives, spiked accessories, ammunition, chains, razor blades, and guns.

Taylion Academy is not responsible for lost, stolen, or misplaced cell phones, headphones, computers or other electronic devices.

Student Personal Belongings

Administrators of Taylion have the discretion to search student’s personal belongings if a reasonable suspicion warrants the act. Searches may be due to, but are not limited to, suspicion of a student being in possession of a weapon, drugs or property not belonging to the student.

Dress Code

This code of student attire is intended to provide guidelines for acceptable student apparel and appearance and to promote an atmosphere of success for all students. The purpose of such guidelines is also to promote student safety and civility, reduce disciplinary problems, increase security within the school, and avoid disruptions to the educational process. Each student has the responsibility to dress appropriately for the school environment.

Wearing apparel, hair, and general appearance shall not disrupt the learning environment or violate health and safety rules.

All Taylion students must wear their Taylion shirts while on campus. If a student forgets to bring their Taylion shirt the office will “loan” the student a temporary shirt. Each shirt must not be altered in any fashion. For example, the shirts cannot be cut to show skin as a muscle shirt, V-neck, sleeve-less, and/or frayed. No cleavage and/or midriff may be exposed.

1. General

A. Clothing and accessories shall not be worn if they display or

suggest:

- Profanity
- Discriminatory messages
- Gang or gang-like symbols
- Alcohol, tobacco, or drugs
- Vulgarity

B. Clothes with rips, tears, and/or holes are not permitted.

C. Any article of clothing, jewelry, or accessory that could cause injury to oneself or others is not permitted.

D. Chains are not permitted, including wallet chains.

E. Sunglasses shall not be worn inside unless prescribed by a physician or authorized by the school administration.

2. Footwear

A. Shoes with laces are to be laced and tied.

B. House slippers are not permitted.

3. Headwear

A. Head coverings, including but not limited to caps, hats, wigs, bandannas, hair curlers, picks, combs, hoods, and scarves, may not be worn inside unless authorized by the school administration.

B. Wigs prescribed by physicians or authorized by the school administration will be permitted.

4. Pants/Shorts/Skirts/Dresses

A. Baggy pants, pants with legs that extend over the shoes to drag the ground, and pants with holes are not permitted.

B. "General" category guidelines apply to pants, shorts, skirts, dresses.

C. Belts must be appropriately buckled.

D. Pants will be worn fitted to the waist with or without a belt, and they will not expose undergarments.

E. Properly placed patches to cover holes or tears at the knee or below may be worn with pants.

F. Pajama pants are not permitted.

G. Shorts/skirts/dresses may be worn and may not be shorter than the tips of the individuals' middle fingers when they are standing upright with their arms at their sides.

6. Undergarments

A. See-through or mesh garments may only be worn as undergarments.

B. Spandex articles may only be worn as undergarments.

- C. Form fitting or overly tight clothing may only be worn as undergarments.
- D. Undergarments, such as boxer shorts, are not to be worn so that they are visible.

7. Outerwear

- A. Message bearing sweatshirts are permitted per the “general” category guidelines.
- B. Coats are not to be worn inside unless authorized by the school administration.

8. Exceptions

- A. Specific outfits designed for extracurricular activities and authorized by the school administration will be permitted.
- B. Decisions regarding questionable clothing will be left to the discretion of the principal.
- C. These guidelines represent minimal standards.

Complaint Procedures

Taylion Academy takes all complaints, concerns, and feedback seriously. We value our students, parents, community members, and staff concerns. We are committed to respecting, honoring, and listening to our stakeholders. There will never be reprisal, retaliation, or a negative consequence for any individual filing a complaint. We are committed to being solution-oriented and resolve complaints informally at the lowest level possible. If a resolution or solution is not possible we encourage the following process (see our website for formal complaint form).

1. Request mediation or address your concerns with Principal/Assistant Principal informally
2. If not resolved, contact Taylion Leadership/Administration via email or phone
3. If not resolved, write a formal complaint to Taylion VP of Schools (See website for form)
4. If not resolved, send or present your complaint to Board of Directors

Taylion ASSURANCE OF NONDISCRIMINATION

Students at Taylion are not discriminated against because of race, color, or national origin (Title VI of the Civil Rights Act of 1964), or discriminated against by sex, sexual orientation, marital status, or parental status (Title IX of the Education Amendments of 1976), or discriminated against because of a handicapping condition (Section 504 of the Rehabilitation Act of 1973).

Section IV

Testing and Graduation Requirements

Individualized Education

Upon enrollment, each student will meet with a teacher, counselor, and/or administrator who will evaluate the student’s current educational achievements, and develop a plan to achieve the future goals of the student, inclusive of the requirements set forth by the school and the State of California which lead to obtaining a high school diploma. Students will then be presented with a Personalized Learning Plan.

Each teacher will work with each student on an individual basis, and thus the requirements of completion of said diploma may be different for each student, based on their prior educational background and future aspirations. Taylion’s high school graduation requirements are 220 credits.

Required Testing

In accord with state law, Taylion Academy must administer any California state mandated tests. Parents must agree to have their child participate in these tests, in accordance with state law. Mandated tests include but are not limited to (at the discretion of the State of CA):

CAASPP test- The California Assessment of Student Performance and Progress (CAASPP) are a major component of student testing. The CAASPP are developed by California educators and test developers specifically for California. They measure students' progress toward achieving California's state-adopted academic content standards, which describe what students should know and be able to do in each grade and subject tested. Students in grades three through eight and eleven take the **Smarter Balanced tests**, which included both ELA and Math online. Testing occurs annually and is proctored by the staff of Taylion, and is done at the learning center that your child is already familiar with, thus helping to reduce test anxiety. Results are shared with the school and the parent, and are extremely useful in curriculum assignment and planning for each student. Taylion also will conduct practice problems and study tips for their students.

California Standards Test – Science

The CASTs in Science are to be administered to students in grades 5, 8, and 10.

CA Physical Education Testing- The State Board of Education (SBE) designated the *FITNESSGRAM*® as the Physical Fitness Test (PFT) for students in California public schools. The *FITNESSGRAM*® is a comprehensive, health-related physical fitness battery developed by The Cooper Institute. The primary goal of the *FITNESSGRAM*® is to assist students in establishing lifetime habits of regular physical activity. (cde.ca.gov, 2010)

Testing occurs annually and is proctored by the staff of Taylion, and is done either at the learning center that your child is already familiar with, or at an alternate location to be determined and announced at the appropriate time. Results are shared with the school and the parent.

Renaissance STAR – Renaissance STAR testing is used to demonstrate student growth in the areas of reading and math. This testing will occur three times throughout the academic year, September, December, and March.

Testing occurs annually and is proctored by the staff of Taylion, and is done at the learning center that your child is already familiar with, thus helping to reduce test anxiety. Results are shared with the school and the parent, and are extremely useful in curriculum assignment and planning for each student.

****All tests are in effect unless changed by the State of CA***

Section V

Course Requirements

2019-20 Culmination Requirements: Elementary School

A grade school certification of promotion will be granted to students who complete the basic program defined below for each of the K-6th grades. Except in unusual circumstances warranting an adjustment of the individual's program, each student will enroll in the following basic outline:

Core Subjects:	
Language Arts	2 semesters
Social Science	2 semesters
Mathematics	2 semesters
Science	2 semesters
Physical Education	2 semesters

As a student satisfies each semester's requirements, the student will be promoted to the next grade level. Electives are optional and provided at the parents' request.

2019-20 Culmination Requirements: Middle School

A middle school certificate of promotion will be granted to each middle school student who completes the basic program defined below for the 7th and 8th grades.

Except in unusual circumstances warranting an adjustment of the individual's program, each middle school student will enroll in the following basic outline:

Two-Year Junior High Subject Requirements

Core Subjects:	
English/Language Arts	4 semesters
History/Social Science	4 semesters
Mathematics	4 semesters
Science (including Health topics)	4 semesters
Other Subjects:	
Physical Education	4 semesters
Elective Credits	4 semesters

- Middle school students are required to complete six subjects or courses of study each semester.
- The minimum level of middle school student attainments is in the four core academic areas of English/language arts, mathematics, history/social science and science.
- Deficiencies must be made up by taking additional courses in the summer or by taking additional work in high school, depending on individual circumstances.

2019-20 Graduation Requirements: High School

Subject	Credits Required
English	40 credits <i>Core English Curriculum</i>
Mathematics	20 Credits <i>First year of Algebra must be completed</i>
Life Science	20 Credits <i>10 Life Science</i> <i>10 Physical Science</i>
Physical Education	20 Credits
Social Science	30 Credits <i>10 World History</i> <i>10 US History</i> <i>5 Government</i> <i>5 Economics</i>
Health/Safety/Careers	5 Credits
Arts	20 Credits
General Electives	65 Credits
Total	220 Credits

Students will also be required to complete any additional requirements mandated by the district for the current school year.

Section VI
College Information

General

Students who wish to attend a four year college or university should be aware of the admissions requirements. When applying for UC or CSU institutions, these are the minimum courses required to be completed with a grade C or better. ***They are not to be confused with graduation requirements from high school.***

Area	Subject Requirements	Years
A	History/Social Science including 1 year of World History & 1 year of US History	2
B	English Language Arts	4
C	Mathematics including a minimum of Algebra 1, Geometry, Algebra 2	3 (4 years Recommended)
D	Lab Science including 1 Biological Science and 1 Physical Science	2 (3 years Recommended)
E	Language other than English (the same language)	2

F	Visual or Performing Art	1
G	College Prep Elective	1

A grade point average of 3.0 or higher is recommended as well as taking the SAT or ACT during their junior year or senior year to establish college level work readiness. Students are encouraged to contact a guidance counselor to talk about any questions they may have with the college or university they wish to attend. Also preview our website under RESOURCES for additional information on College Knowledge and Test Prep Support.

Section VII

Planning Guide											
Middle School											
Grade 7											
Language Arts 7A	1	2	3	4	5	Language Arts 7B	6	7	8	9	10
Math 7A	1	2	3	4	5	Math 7B	6	7	8	9	10
Life Science 7A	1	2	3	4	5	Life Science 7B	6	7	8	9	10
Physical Education	1	2	3	4	5	Physical Education	6	7	8	9	10
World History 7A	1	2	3	4	5	World History 7B	6	7	8	9	10
Elective	1	2	3	4	5	Elective	6	7	8	9	10
Grade 8											
Language Arts 8A	1	2	3	4	5	Language Arts 8B	6	7	8	9	10
Math 8A	1	2	3	4	5	Math 8B	6	7	8	9	10
Physical Science 8A	1	2	3	4	5	Physical Science 8B	6	7	8	9	10
Physical Education	1	2	3	4	5	Physical Education	6	7	8	9	10
US History 8A	1	2	3	4	5	US History 8B	6	7	8	9	10
Elective	1	2	3	4	5	Elective	6	7	8	9	10

High School											
Grade 9											
English 9A	1	2	3	4	5	English 9B	6	7	8	9	10
Math	1	2	3	4	5	Math	6	7	8	9	10
Life Science A	1	2	3	4	5	Life Science B	6	7	8	9	10
Physical Ed. I	1	2	3	4	5	Physical Ed. II	6	7	8	9	10
Health	1	2	3	4	5	Health	6	7	8	9	10
Elective	1	2	3	4	5	Elective	6	7	8	9	10
Grade 10											
English 10A	1	2	3	4	5	English 10B	6	7	8	9	10
Math	1	2	3	4	5	Math	6	7	8	9	10
World History A	1	2	3	4	5	World History B	6	7	8	9	10
Physical Ed. III	1	2	3	4	5	Physical Ed. IV	6	7	8	9	10
Fine Arts	1	2	3	4	5	Fine Arts	6	7	8	9	10
Elective	1	2	3	4	5	Elective	6	7	8	9	10
Grade 11											
English 11A	1	2	3	4	5	English 11B	6	7	8	9	10
Physical Science A	1	2	3	4	5	Physical Science B	6	7	8	9	10
US History A	1	2	3	4	5	US History B	6	7	8	9	10
Practical Arts	1	2	3	4	5	Practical Arts	6	7	8	9	10
Elective	1	2	3	4	5	Elective	6	7	8	9	10
Elective	1	2	3	4	5	Elective	6	7	8	9	10
Grade 12											
English 12A	1	2	3	4	5	English 12B	6	7	8	9	10
Government	1	2	3	4	5	Government	6	7	8	9	10
Elective	1	2	3	4	5	Elective	6	7	8	9	10
Elective	1	2	3	4	5	Elective	6	7	8	9	10
Elective	1	2	3	4	5	Elective	6	7	8	9	10

I, the undersigned parent/guardian, affirm that I have reviewed, in detail, Taylion Academy's Student Policies and Procedures Handbook and I understand and agree to abide by the policies contained therein.

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

I, the undersigned student, affirm that I have reviewed, in detail, Taylion Academy's Student Policies and Procedures Handbook and I understand and agree to abide by the policies contained therein.

Student Name (Please Print) Student Signature

Date Signed

Taylion Academy Student Policies and Procedures Handbook Acknowledgement Form

Photo/Video Release consent

By signing below, I give Taylion permission to use any photos or video of my child for publicity purposes only: website, social media promotions, publications, newsletter, broadcast or any other media outlets.

Yes, I give consent.

No, I do not give consent.

Parent Signature

Student Signature