



# TAYLION

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



## Taylion Academy Parent/Student Handbook and Annual Notice

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# Section I

## Welcome

Dear Taylion Student,

Welcome to Taylion Academy! We look forward to helping each student succeed academically and obtain the tools necessary to be college and career ready. Taylion offers many educational options for students, and while your success is up to you, our teachers and staff are available to assist you on your path to achieving your goals.

Taylion is here to support you year round in order to provide you with ongoing guidance through your courses. We are here for you and to help you in any way possible. Furthermore, you may visit us at [taylion.com](http://taylion.com) for up to date information and resources or call us for assistance at (760) 951-5501.

Sincerely,

The Taylion Team

## Introduction

### The Parent/Student Handbook

The Parent/Student Handbook is designed to provide students and their parents/guardians with an understanding of Taylion's expectations and guidelines. Please review the handbook in order to ensure understanding and success at Taylion.

### Vision Statement

To be the preferred choice in personalized education that prepares students to be lifelong learners who are college and career ready.

### Mission Statement

To bridge the academic achievement gap through a personalized learning model that prepares students to be college and career ready.

### Educational Philosophy

Taylion strives to support students academically, socially, and emotionally with a supportive and caring learning environment that will continue to ensure students are college and career ready for 21st century success. We incorporate the ideals of relationship, responsibility, and respect for one another in our core academics. We believe that all students can succeed as they continue to gain confidence and believe in themselves.

At Taylton 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.

### Non-discrimination Statement

It is the policy of the State of California to afford all persons in public schools, regardless of their disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, equal rights and opportunities in the educational institutions of the state.

### Schoolwide Learner Outcomes

## At TAYLTON 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**

High school students will be expected to meet general state graduation requirements while elementary and middle school students are expected to work within the state academic standards and guidelines. 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 which will determine their progress.

Evaluation will be based on:

- Course completion - textbook/packet based, online curriculum, hybrid learning
- Work samples
- Teacher observations
- Student Projects
- Personalized Learning Plan
- Synchronous Learning participation

Methods of evaluation include:

- Assessments - quizzes, tests, finals
- Student and Teacher appointments/meetings/conferences
- Collection of student work
- Progress/Report Cards
- District/State standards testing

# **Section II**

## **General Information & Policies**

### **Calendars**

Taylion is a year round school that offers open enrollment from July to June in order to meet the variety of needs of our students. It is designed to allow opportunities for credit recovery and acceleration.

### **Procedures for Visiting a Center**

Taylion appreciates parent/guardian support and participation with activities, committees, and planning. Please be prepared to show a valid ID in order to participate in any one of the Learning Center activities, including school meetings.

### **Taylion Student Email**

All Taylion students are assigned an email address to communicate with teachers and staff as needed, to monitor work assigned, turn in assignments, set up meetings and appointments, complete required

documentation, and utilize Google apps as needed to complete assignments. There is no expectation of privacy when students are using school equipment and/or school apps, programs, software, and accounts.

## **Taylion T-shirt Policy**

Taylion T-shirts are given to students upon enrollment and must be worn with the Taylion logo visible while on campus in order to ensure student safety by being easily identifiable in any given situation. Students may also wear a Taylion sweatshirt with the logo visible.

## **Taylion Action Committee**

The purpose of the Taylion Action Committee (TAC) is to work as an advisory group to help serve the needs of the students, families, and Taylion Community. It is established to facilitate communication among Educational Partners including parents, teachers, administrators and the School Board, as well as to promote cultural, social, and emotional support for students. TAC 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 for the purpose of identifying, improving, and obtaining school goals.
- 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).
- Work in collaboration with Educational Partners 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.

## **English Language Advisory Council**

Parents/guardians and educators of English learners will be supported by the ELAC discussing updates and topics that will support the success of ELs academically and sociaemotionally as they are monitored annually for progress in their proficiency of the English language.

## **Student Council**

The purpose of Student Council is to work as an engagement opportunity that supports the social and emotional growth of students while serving the community. It has been established to provide social-emotional growth opportunities with academic benefits as well as community connections. Student Council will fundraise in order to sponsor student activities, plan and attend community events, including community service, and provide guidance and support to fellow students. The Student Council shall report to TAC and the Governing Board as needed.

Student Council Will:

- Serve as a forum for the discussion of matters of interest and current events that concern students.
- Plan, prepare and participate in activities and events that will benefit students and our community.



- Coordinate fundraising activities, budget funds and plan for activities and events throughout the school year.
- Work in collaboration and under the guidance of Taylion’s Leadership Team.
- Present to the Leadership Team periodically for updates.

## **Promotion/Retention**

Taylion Academy supports students advancing from year to year with their same aged peers for appropriate academic and social-emotional development and growth whenever possible.

## **Grading System**

Taylion’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**

Taylion may award High School students 0, 2.5, or 5 credits for each course based on completion requirements. 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.

<u>College Credits</u>	<u>Equivalent High School Credits</u>
1 credit	2.5 credits
2 or 3 credits	5 credits
4 or 5 credits	10 credits

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**

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/counselor.*

### **Transfer Credits**

Students transferring to Taylion 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 Director of Achievement/Enrollment or School Counselor may conduct a review of the already completed courses, in order to determine the courses eligibility for credit.

### **Transcripts and Requests**

Transcripts can be ordered and requested through an Enrollment Specialist or Registrar. Taylion will complete requests as soon as possible and may take up to five days.

## **Credit Evaluation Form**

Every student at Taylion meets individually with their Teacher or School Counselor to go over their Credit Evaluation form and discuss their goals. The counselor will create an individual learning plan based on the outcome of the transcript review. A credit evaluation form is completed and shared with the teacher, student and family for proper course placement.

## **Withdrawal Credits**

Students are able to complete withdrawal credits from a previous school if Taylion 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 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. Only classes that are completed at Taylion 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 Counselor will be able to provide you with an individualized plan for your path to graduation.

## **Interventions and Specialized Services**

Taylion provides individualized support to students through a process of district and state assessments, identification of areas of need, targeted interventions and supports, progress monitoring, re-evaluation followed by gradually increased or decreased interventions as needed. Taylion provides ongoing support and services to students in Special Programs, including students with special needs and disabilities.

## **Individualized Education**

Upon enrollment, each student will be assigned a teacher who will evaluate the student's current educational achievements along with guidance and support from school counselors in order to develop a plan to achieve the student's academic goals pertaining to career and college plans, inclusive of the requirements set forth by Taylion and the State of California which lead to obtaining a high school diploma. Students will be guided under a Personalized Learning Plan. Teachers 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.

## **Child Find**

Taylion provides information, support, guidance, and assistance for students with suspected or known disabilities.

## **Attendance and Truancies**

Students are expected to attend all appointments and arrive on time. Students need to inform their teacher and reschedule their appointment if possible.

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

Students who fail to show up for appointments or turn in adequate work for progress in their assigned courses 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.

### **Re-engagement Strategies**

Taylion works as a team to assist students and families that have difficulty keeping appointments and turning in work. Taylion wants to support students' academic needs and goals which require student involvement and progress. Please contact a teacher, staff member or administrator for support in order to assist in student success.

### **Disenrollment/Withdrawal**

Taylion is a Tuition Free Public Charter School that provides Independent Studies and Homeschool programs online and in-person to provide students the flexibility in their schedule to maximize their academic achievement. Students who do not attend regularly scheduled meetings and appointments to receive and return completed assigned work are at-risk of being disenrolled from the program. Parents/guardians or adult students may choose to withdraw from Taylion at any time. If a student does not regularly meet with their teacher and complete assignments they may be disenrolled with the following process:

- 1st Parent/Student Notification – by teacher or school via phone call, text, and/or email
- 2nd Parent/Student Notification – by teacher or school via phone call, text, and/or email
- Truancy Letter – will be emailed and sent to home address on file for parent/guardian
- Formal Letter of Noncompliance – Will be mailed or delivered to the student after three or more regular appointments are missed and assignments have not been completed and turned in within that same time frame
- Drop/Transfer Form – will be completed by teacher with administrative approval
- District Notification Letter – will be sent to the district of residence

### **Voluntary Withdrawal**

Taylion is a school of choice. No student is required to attend. Students who do not wish to attend Taylion may attend other school options. Students who wish to disenroll from Taylion may do so at any time. Taylion will provide students with their local school district's information upon request. Taylion will notify a student's home district upon disenrollment within 30 days.

If a pupil is expelled or leaves Taylion without graduating or completing the school year for any reason, Taylion 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 student's cumulative records, 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 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 is legally required to submit information such as through a federal agency; for example the military or police, or for emergency purposes.

## **Work Permits**

According to Federal Law, all students who are employed under the age of eighteen must have a work permit. A student must fill out a “request for work permit” form and return it for approval from the School Counselor or their teacher. Permits will be approved based on the student’s attendance, progress and GPA. This process will take up to five days to complete. The official work permit will be issued to the student once the process is completed and the student is approved to work.

- 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, students over the age of 16 and in good academic standing are eligible for work permits.
- All work permits expire during the first week of school and must be renewed to continue employment.

## **Learning Agreement**

Learning agreements document the understanding of Taylion Academy and the parent/guardian or adult student to attend an independent studies setting. Prior to a student enrolling in Taylion, necessary documentation must be submitted along with a signed Learning Agreement with the student and parent/guardian signature in order to enroll and begin classes.

## **Traveling Students**

Students may attend Taylion Academy while temporarily traveling for various reasons. Taylion requires students to communicate directly with their teachers through regularly scheduled appointments for turning in assignments, collaboration, and progress monitoring. Temporary travel may not exceed more than 60 days out of Taylion’s student service areas of San Bernardino County or an adjoining county.

## **Teacher-Student Interactions In-person or Online**

Teachers must have access to students directly in order to support them in their academic progress, including specialized support services personnel. In-person and online students must meet directly with their teachers regularly and support staff working with students. Students must be visible and communicate directly to their teachers and support staff if they are online for meetings and appointments. Teachers are obligated to ensure students are making progress through checks for understanding, providing feedback on assignments, and direct instruction and support. Taylion provides devices for students in order to ensure these meetings occur successfully.

## **Custody Issues**

Taylion supports the rights of parents/guardians to be informed of their child's education. If any disagreements arise regarding educational rights a court report must be submitted with Taylion's registrar in order to uphold the court order.

## **Lifesaving procedures**

Taylion personnel may administer lifesaving procedures, including but not limited to: CPR, epi-pen, anti-choking device, etc. in order to provide emergency care until the appropriate services arrive.

## **COVID**

For the most updated information regarding Covid-19 protocol please utilize the following resources:

- CA Safe School for All
  - <https://schools.covid19.ca.gov/>

# Instructional Materials (Textbooks/Items) User Agreement

Student: \_\_\_\_\_

Parent: \_\_\_\_\_

Local ID: \_\_\_\_\_

Teacher/SSC: \_\_\_\_\_

**Instructional Materials:** The Instructional Materials in this agreement includes:

Textbook/Item	Code/SN	Replacement Cost	Student/ Parent Initials

**Ownership:** Taylion High Desert Academy (Taylion) shall be deemed to have retained title to the textbooks and materials issued to students for use. The student holds no ownership of the materials issued by Taylion.

**Term Materials Use:** The student shall return all materials issued in good condition to his/her Teacher/Student Success Coach (SSC) or front office personnel at the end of the school year, at the time of withdrawal/disenrollment, or upon the school's request (whichever comes first).

**Care of Materials:** The materials may only be used in a careful and authorized manner. The student should keep the materials in good condition. Students may not apply stickers or write on the issued materials.

**Lost/Missing/Damaged:** The student's parent/guardian assumes all responsibility for the materials if lost or missing by paying the replacement cost of the item(s) issued in this agreement.

**Guarantee:** The school is not responsible for any damages while materials are under the student's care.

**Disclosures:** The student and his/her parent/guardian hereby agree to these policies and regulations. If materials within this agreement are not received upon withdrawal/disenrollment/exiting Taylion, the parent/guardian will receive notification that the student's grades, diploma, and transcripts will be withheld until payment from the student/parent/guardian is made or restitution is rendered by the student by working off the amount owed.

I understand that I will be responsible for the replacement of the materials if lost, missing, or damaged.

I have read and understand Taylion's **Taylion High Desert Academy - Instructional Materials (Textbooks/Items) User Agreement** and I \_\_\_\_\_  
(parent/guardian) agree to the terms and accept the conditions.

**Student's signature:** \_\_\_\_\_ **Date:**

\_\_\_\_\_

**Parent's/Guardian's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# Instructional Materials (Chromebook) User Agreement

Student: \_\_\_\_\_

Parent:

\_\_\_\_\_

Local ID: \_\_\_\_\_

Chromebook SN:

\_\_\_\_\_

**Instructional Materials:** The Instructional Materials in this agreement includes:

- 1 Chromebook device
- 1 Chromebook charging cord

**Ownership:** Taylion High Desert Academy (Taylion) shall be deemed to have retained title to the Chromebook device at all times. The student holds no ownership in the licenses to the installed software included with the Chromebook device or the licenses to any other software that the school may from time to time install on the Chromebook device.

**Term Equipment Use:** The student shall return all equipment (Chromebook device and Chromebook charging cord) in good condition to their Teacher/Student Success Coach (SSC) or front office personnel at the end of the school year, at the time of withdrawal/disenrollment, or upon the school's request (whichever comes first).

**Care of Equipment:** The equipment may only be used in a careful and authorized manner. The student should keep the equipment in good operating condition and notify their Teacher/SSC if the equipment needs repair. Students may not apply stickers, write on, or add software/apps to the Chromebook device. The equipment must be kept dry, charged for updates, and in clean working order.

**Lost/Missing/Damaged:** The student's parent/guardian assumes all responsibility for the equipment if lost or missing by paying \$250 for the Chromebook device and/or \$10 for the Chromebook charging device. If the device is damaged, the student's parent/guardian will either pay for the Chromebook device to be repaired if a repair is possible or replace it if unrepairable up to \$250.

**Guarantee:** The school is not responsible for any damage or defect that does not fall within the scope of the manufacturer's guarantee.

**Disclosures:** The student and their parent/guardian hereby agree to these policies and regulations. If the Chromebook device and/or Chromebook charging cord are not received upon withdrawal/disenrollment/exiting Taylion, the parent/guardian will receive notification that the student's grades, diploma, and transcripts will be withheld until payment from the

student/parent/guardian is made or restitution is rendered by the student by working off the amount owed.

I understand that I will be responsible for the replacement of the Chromebook device (\$250) & charging cord (\$10) if lost or missing, or up to \$250 if the Chromebook device is damaged.

I have read and understand Taylion's **Taylion High Desert Academy - Instructional Materials**

**(Chromebook) User Agreement** and I \_\_\_\_\_

(parent/guardian) agree to the terms and accept the conditions in order to receive a

Chromebook device and Chromebook charging cord.

**Chromebook serial number:** \_\_\_\_\_

**Student's signature:** \_\_\_\_\_ **Date:**

\_\_\_\_\_

**Parent's/Guardian's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Technology Use Expectation Agreement

Taylor 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, on a school device, or within the schools' learning platforms. 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 applications that will be used for school.

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*

There is no expectation of privacy when students are using school equipment and/or school apps, programs, software, and accounts. 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.

## **Network Behavior**

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

## ***Appropriate Use***

- I will always be polite, exhibiting proper and respectful behavior.
- If I see something that offends me I will inform 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 and devices may be reviewed at any time; it is not private.

### ***Unacceptable Use***

- I will not use electronics at school in a way that will disrupt or distract my learning or the learning of others.
- I will not use the school's technology systems for anything dangerous, harmful or illegal.
- I will not display, search, or participate in threatening, obscene, or other offensive/inappropriate 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 or others feel uncomfortable. If I receive a message like this, I will inform 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, etc.
- 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 or technology to download games, music, videos, or other files not required 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 while in the Learning Center.

### ***Acceptable Use***

- I understand that cell phones must be silenced during the instructional school day.
- I understand that students may use cell phones BEFORE and AFTER school ONLY.
- I understand that I may use a school phone if needed.
- I understand that I may use cell phones for educational and emergency purposes only.

### ***Unacceptable Use***

- I will never use a cell phone during the school day inside school buildings or offices, including restrooms that disrupt the learning environment.
- I will never use a cell phone during class, appointments, 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.
- I may use my cell phone during an emergency situation.

### ***Consequences***

- Parents/Guardian may be contacted if cell phone disruption continues.
- Student may be asked to put phone out of site and silenced.
- Student may be disciplined appropriately for disruption.

# Section III

## Policies and Procedures

### Academic Integrity

Taylion is committed to fostering a program which promotes excellence, honesty, accountability, and integrity. The program at Taylion requires that all students utilize 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 sources, as well as the work of friends and/or family members.
- 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
- Removal from the course effective immediately, without replacement.
- Possible failure of the course.
- Retaking the course from the beginning.
- Suspension, Expulsion or other disciplinary action.

### Behavior and Expectations

Taylion remains committed to the goal of maintaining a safe, orderly, and non-disruptive environment that is conducive to student learning. Moreover, we believe that discipline that acknowledges the worth and dignity of each student is a positive form of guidance. All staff members will follow through with disciplinary actions under the guidance and direction of school administrators in accordance with Taylion's policies, and California Education Code.

The primary objective of disciplinary action 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. Everyone 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 collaborative interventions 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**

Taylor 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 teachers and staff, courteous to other students, invited 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 as well as actions or words of harassment including sexual harassment towards students and staff.

### **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)**

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

### **Sexual Harassment**

Taylor believes that all students and staff members should be able to attend school and/or work at Taylor without harassment of any kind. Sexual harassment is against the law and will not be tolerated.

Sexual harassment is any unwelcome or inappropriate 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 they have been or are being harassed, report the incident immediately to a Taylion staff member.

### **Fighting And Intimidation (Bullying / Cyberbullying)**

Taylion believes in providing a safe and nurturing environment for all students. Any student who participates in a conflict, disruption, or adds to the intensification of such, is subject to disciplinary consequences. If a student engages in 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, they 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 all other individuals visible.

### **Tobacco Use Or Possession**

Taylion is a tobacco-free 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**

Parents/guardians 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. Students may be suspended or recommended for expulsion upon further investigation which may also result in the involvement of the authorities.

All students with a drug/alcohol issue are encouraged to seek help and reach out to the school counselor, a staff member or an adult for support.

#### **Resources:**

- 911 For Immediate Life Threatening Emergencies
- Crisis Walk-in Clinic- Valley Star Crisis Walk-in Center- Open 24 hours (all ages)
  - Phone: 760-245-8837 Address: 12240 Hesperia Rd, Ste. A, Victorville 92395
- Community Crisis Response Teams (CCRT)
  - A community-based mobile crisis response team for children and adults experiencing a psychiatric emergency. Teams are available in English and Spanish from 7 a.m. to 10 p.m. daily. Please contact any of the following numbers: Call (909) 421-9233, (760) 956-2345 or (909) 458-1517 or Text (909) 420-0560, (760) 734-8093 or (909) 535-1316
- California Youth Crisis Line (800) 843-5200 – 24 hours
- California Mental Health Helpline (855) 559-3923 [www.californiamentalhealthhelp.com](http://www.californiamentalhealthhelp.com)

- Teen Line (800) TLC-TEEN or (800) 852-8336– a teen-to-teen hotline 6pm-10pm PST daily or visit <http://teenlineonline.org>

## 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 members of the school, and must be approved by Administration.

**Expulsion** is defined as a permanent removal from the school, without re-enrollment privileges that may occur as a recommendation of any of the staff members of the school, and must be approved by Administration.

## Suspension/Expulsion

Students may be suspended or recommended for expulsion when the Superintendent or designee, principal, or principal's designee of the school in which the student is enrolled determines that the student has committed any of the following violations: (EC 48900)

- (a) 1. Caused, attempted to cause, or threatened to cause physical injury to another person, or  
2. Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance as defined in the Health and Safety Code 11053 et seq., alcoholic beverage, or an intoxicant of any kind. (cf. 5131.6)
- (d) Unlawfully offered or arranged or negotiated to sell any controlled substance as defined in Health and Safety Code 11053 et seq., alcoholic beverage, or intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as a controlled substance, alcoholic beverage, or intoxicant (placebo).
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a student of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. (2) Except as provided in Section 48910, a student enrolled in kindergarten or any grades 1 to 8, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a student enrolled in kindergarten or any of the grades 1 to 12, inclusive, to be recommended for



expulsion. Commencing July 1, 2020, the bill would additionally prohibit the suspension of a pupil enrolled in a school district or charter school in grades 4 and 5 for disrupting school activities or otherwise willfully defying the valid authority of those school personnel engaged in the performance of their duties. The bill, from July 1, 2020, until July 1, 2025, would prohibit the suspension of a pupil enrolled in a school district or charter school in any of grades 6 to 8, inclusive, for those acts.

- (l) Knowingly received stolen school property or private property.
- (m) Possession of an imitation firearm. "Imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288a, or 289, or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
  - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
    - (A) Placing a reasonable student or students in fear of harm to that student's or those students' person or property.
    - (B) Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
    - (C) Causing a reasonable student to experience substantial interference with his or her academic performance.
    - (D) Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
  - (2) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
    - (i) A message, text, sound, video, or image.
    - (ii) A post on a social network Internet Web site, including, but not limited to:
      - (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
      - (II) Creating a credible impersonation of another actual student for the purpose of having one or more of the effects listed in paragraph (1).
        - (1). "Credible impersonation" means to knowingly and without consent impersonate a student for the purpose of bullying the student and such that another student would reasonably believe, or has reasonably believed, that the student was or is the student who was impersonated.
      - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1).

(1). "False profile" means a profile of a fictitious student or a profile using the likeness or attributes of an actual student other than the student who created the false profile.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable student" means a student, including, but not limited to, an exceptional needs student, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

Bullying via an electronic act is defined as the creation or transmission of a message, text, sound, image, or post on a social network Internet Web site via an electronic device. This bill adds videos to that definition. Videos are a form of image that can be transmitted via an electronic device. As such, principals and superintendents are already likely able to suspend or recommend expulsion of a pupil who makes or shares a video to harass or bully another student. Nevertheless, a video is consistent with a message, text, sound, or image. Taking a video in and of itself would not constitute grounds for suspension but using or sharing the video to harass or humiliate another student would.

(s) A student may be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the Superintendent or principal or occurring within any other school district. A student may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to any of the following:

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

(t) A student who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provision of this section, except that a student who has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) "School property" includes, but is not limited to, electronic files and databases.

(v) A Superintendent or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a student subject to discipline under this section.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed on any student who is truant, tardy, or otherwise absent from school activities.

**48900.2 & 212.5** – Sexual harassment as defined in Education Code 212.5, provided that the conduct is considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the victim's academic performance or to create an intimidating, hostile or offensive educational environment. This ground for suspension/expulsion shall not apply to students enrolled in kindergarten or grades one 1 through 3 three. *(Please note: The conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive as to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.)*

**48900.3** – Students in grades 4-12 that have used force or the threat of force to intimidate or injure a person or person's property because of that person's race/ethnicity, color, ancestry, religion, national origin, disability, gender, or sexual orientation.

**48900.4** – Harassment, Threats or Intimidation Students in grades 4-12 who intentionally engage in harassment, threats or intimidation, directed against school district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or students by creating an intimidating or hostile educational environment may be suspended from school or recommended for expulsion.

**48900.5 – Limitations on Imposing Suspension**

Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a student, including an individual with exceptional needs, as defined in Section 56026, may be suspended for

any of the reasons enumerated in Section 48900 upon a first offense, if the principal or Superintendent of schools determines that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process.

#### **48900.7 – Terroristic Threats**

- (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, 48900.4, a student may be suspended from school or recommended for expulsion if the Superintendent or principal of the school in which the student is enrolled determines that the student has made terroristic threats against school officials or school property, or both.
- (b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonable cause to be in sustained fear for his/her own safety or for his/her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his/her immediate family. (Added Stats. 1997, Ch. 405, Sec. 1)

### **Grounds for Expulsion**

Pursuant to Education Code 48915, the principal of a school may recommend the expulsion of a student if he or she determines that the student has committed an offense that requires suspension as defined in Education Code 48900, and it is determined that the violation is serious enough to warrant the removal of that student from the schools of the district for a period of two semesters or one-calendar year, depending on the level of the violation.

### **Mandatory Expulsion Violations [EC 48915 (c)]**

The principal or Superintendent shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a student that he or she determines has committed any of the following acts at school or at a school activity off school grounds. The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c):

1. Possessing, selling or otherwise furnishing a firearm only if the possession is verified by an employee of a school district. This subdivision does not apply to an act of possessing a firearm if the student had obtained prior written permission to possess the firearm from a certificated school employee.
2. Brandishing a knife at another person. [EC 48915 (g): as used in this section, "knife" means dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade longer than 3 ½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.
3. Unlawfully selling a controlled substance, listed in Chapter 2, (commencing with 11053) of Division 10 of the Health/Safety Code.
4. Committing or attempting to commit a sexual assault, as defined in subdivision 48900(n), or committing a sexual battery as defined in subdivision 48900(n).
5. Possession of an explosive. [EC 48915 (h): as used in this section, the term "explosive" means "destructive device" as described in section 921 of Title 18 of the United States Code.

### **Mandatory Expulsions [EC 48915 (a) (1)]**

Except as provided in EC 48915 (c) and (e), the principal or superintendent of schools shall recommend the expulsion of a student that he or she determines has committed any of the following acts at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct. If the principal or the superintendent of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the student does not lose instructional time. [EC 48915 (a) (2)]

- Causing serious physical injury to another person, except in self-defense.
- Possession of any knife or other dangerous object of no reasonable use to the student.
- Unlawful possession of any controlled substance listed in Chapter 2 (commencing with 11053) of Division 10 of the Health and Safety Code, except for either of the following:
  - The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis
  - The possession of over-the-counter medication for use by the student for medical purposes or medication prescribed for the student by a physician.
- Robbery or extortion.
- Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon a school employee.

Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in paragraph (1) of subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:

- Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

### **Allowable Expulsions [EC 48915 (b) and (e)]**

48915(b): Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a school district may order a student expelled upon finding that the student committed an act listed in paragraph (1) of subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel a student for any of those acts shall be based on a finding of one or both of the following:

- (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- (2) Due to the nature of the act, the presence of the student causes a continuing danger to the physical safety of the student or others.

48915(e): Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a school district may order a student expelled upon finding that the student, at school or at a school activity off of school grounds

violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:

- (1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- (2) That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others.

### **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 is not responsible for lost, stolen, traded, gifted or misplaced cell phones, headphones, laptops, Chromebooks or other electronic devices.

## **Search Student's 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**

The student dress code is a policy all students must adhere to while on campus at one of our learning centers and when directed to do so while participating in school related activities. Our dress code is in place for a safe and productive learning environment.

- All students are required to wear a Taylion shirt in order to attend their appointment on campus and at any learning center. Each student will receive a Taylion shirt upon enrollment.
  - If a student arrives without their Taylion shirt a loaner shirt will be provided.
  - Taylion shirts must be worn unaltered or modified in any way or fashion. For example, the shirts cannot be cut to show skin as a muscle shirt, V-neck, sleeveless, and/or frayed.
  - Additional Taylion shirts may be purchased.
  - Taylion shirts must be worn with the Taylion visible in order to easily identify students in any situation.
  - Taylion shirts can be worn over sweatshirts or hoodies so the Taylion logo is visible.
- Clothing and accessories will not be allowed with messages, information, displays, etc. of:
  - Profanity
  - Discrimination
  - Gang, gang-like or gang-related
  - Alcohol, tobacco, or drugs
  - Vulgarity
  - Violence
  - Obscene or foul language
  - Sexually explicit or suggestive material
- Clothing and accessories not permitted:
  - Clothes with rips, tears, and/or holes are not permitted.
  - Any article of clothing, jewelry, or accessory that could cause injury to oneself or others is not permitted.
  - Chains are not permitted, including wallet chains.
  - Sunglasses shall not be worn inside unless prescribed by a physician or authorized by the school administration.
- Footwear
  - Shoes with laces are to be laced and tied.
  - House slippers are not permitted.
- Headwear

- Head coverings and accessories, including but not limited to caps, hats, bandanas, and hair curlers may not be worn inside unless authorized by the school administration.
- **Pants/Shorts/Skirts/Dresses**
  - Belts must be appropriately buckled.
  - Pants and shorts must be worn fitted to the waist with or without a belt, and they will not expose undergarments.
  - Pajamas are not permitted.
  - Shorts/skirts/dresses cannot be shorter than the tips of the individuals' middle fingers when they are standing upright with their arms at their sides naturally.
- **Undergarments must be covered.**
  - See-through and mesh clothing is not permitted.
  - Undergarments, such as boxer shorts, are not to be worn so that they are visible.
- **Outerwear**
  - Sweatshirts, hoodies, sweaters, etc. if worn cannot cover the Taylion shirt logo. The Taylion shirt logo must be visible for safety precautions.

### **Taylion Assurance Of Nondiscrimination**

Students at Taylion are not discriminated against because of race, color, or national origin (Title IV 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).

### **Photo/Video Release consent**

By signing below, I give Taylion permission to use any photos or videos 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.

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**Parent Signature**

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**Student Signature**

### **Complaint Procedures**

Taylion 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 educational partners. There will never be reprisal, retaliation, or a negative consequence for any individual filing a complaint. We are committed to being solution-oriented and resolving complaints informally at the lowest level possible. If a resolution or solution is not possible we encourage the following process.

1. Request mediation or address your concerns with an administrator.
2. If not resolved, contact the Principal for assistance.
3. If not resolved, write a formal complaint to Taylion's Executive Director.
4. If not resolved, send or present your complaint to the Board of Directors.

## Universal Complaint Form

NAME OF PERSON(S) INVOLVED: \_\_\_\_\_

DATE & TIME OF INCIDENT: \_\_\_\_\_ LOCATION: \_\_\_\_\_

DOES THIS INCIDENT INVOLVE: Students? Y N Staff? Y N Other(s)? Y N

Other(s) involved: \_\_\_\_\_

<b>Behaviors (check the most intrusive)</b>			
<b>MINOR</b>	<b>MAJOR</b>		
<input type="checkbox"/> Inappropriate lang.	<input type="checkbox"/> Abusive lang./ inapprop. lang	<input type="checkbox"/> Truancy	<input type="checkbox"/> Vandalism
<input type="checkbox"/> Physical contact	<input type="checkbox"/> Fighting/ physical aggression	<input type="checkbox"/> Forgery/ theft	<input type="checkbox"/> Property damage
<input type="checkbox"/> Defiance/disrespect/ non-compliance	<input type="checkbox"/> Defiance/disrespect/	<input type="checkbox"/> Dress code violation	<input type="checkbox"/> Bomb threat
<input type="checkbox"/> Disruption	insubordination/non-compliant	<input type="checkbox"/> Lying/cheating	<input type="checkbox"/> Arson
<input type="checkbox"/> Dress Code	<input type="checkbox"/> Harassment/ tease/ taunt	<input type="checkbox"/> Tobacco	<input type="checkbox"/> Other _____
<input type="checkbox"/> Technology violation	<input type="checkbox"/> Disruption	<input type="checkbox"/> Alcohol/drugs	
<input type="checkbox"/> Property misuse	<input type="checkbox"/> Inappropriate Display of Affection	<input type="checkbox"/> Combustibles	
<input type="checkbox"/> Tardy	<input type="checkbox"/> Technology Violation	<input type="checkbox"/> Weapons	
<input type="checkbox"/> Other _____	<input type="checkbox"/> Tardy		

**DESCRIPTION OF INCIDENT** (Please include names of individuals involved, the nature of the incident, and a brief narrative of what occurred):

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ADMINISTRATOR'S SIGNATURE: \_\_\_\_\_

## Section IV

### Testing and Assessments

#### Required Testing

In accordance with state law, Taylion must administer any California state mandated tests during the Spring of each school year. Mandated tests include but are not limited to Math, ELA, Science, Physical Fitness, English Language Proficiency, etc. (at the discretion of the State of CA):

#### California State Assessments

The California Assessment of Student Performance and Progress (CAASPP) is a major component of student testing. The CAASPP tests 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 3rd-8th, and 11th take the Smarter Balanced tests, which include both ELA and Math. Testing occurs annually and is proctored by the staff of Taylion. Results are shared with the school and the parent, and are extremely useful in curriculum assignment and planning for each student.

The California Science Test (CAST) is to be administered to students in grades 5, 8, and 12.

The Physical Fitness Test (PFT) is a requirement from the State Board of Education (SBE) that is for students in California public schools, grades 5th, 7th, and 9th. The primary goal is to assist students in establishing lifetime habits of regular physical activity. (cde.ca.gov, 2010)

The English Language Proficiency Assessment for California is administered annually for identified English Learners until reclassified as proficient based on criteria and continued monitoring.

<https://www.cde.ca.gov/sp/el/rd/>

Testing occurs annually in the Spring and is proctored by the staff of Taylion, and is done either at the learning center, pre-arranged location, or online. Results are shared with the school and the parent. The PFT may be administered at a community park or learning center location.

#### District Assessments

**Renaissance** Star Reading and Star Math assessments are computer-adaptive tests that measure student achievement on reading and math skills. As a student takes the assessment, the software selects items based on the student's responses. If the student answers the item correctly, the software increases the

difficulty level of the next item. If the student answers incorrectly, the software lowers the difficulty level of the next item. By continually adjusting the difficulty of an item to what the student has shown she can or cannot do, the assessment is tailored to accurately measure each student’s level of achievement. Star Reading consists of 34 items (25 for progress monitoring).

District Testing occurs three times a school year and is proctored by the staff of Taylion, and is done at designated learning centers and online. 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

#### Middle School Promotion Requirements

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*

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

1. Middle school students are required to complete six subjects or courses of study each semester.
2. The minimum level of middle school student attainment is in the four core academic areas of English/language arts, mathematics, history/social science and science.
3. Deficiencies must be made up by taking additional courses in the summer or remediation.

#### High School Graduation Requirements

The aspiration of Taylion, in partnership with the community, is to provide an exceptional education that prepares students to be successful members of our democratic society. Therefore, the graduation requirements stated below have been established. The graduation requirements encompass the

knowledge, abilities, and experience necessary to develop the essential aptitudes and skills of successful participants in today’s society: behavior of character, communication, citizenship, intellect, self-direction, teamwork, wellbeing and productivity.

Students are to be provided with assistance to tailor the requirements according to their individual needs and abilities. Students must demonstrate proficiency in reading comprehension, writing and mathematics. Those students not proficient will be provided with remedial programs after consultation with the student’s parent/guardian.

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

<b>Subject</b>	<b>Credits Required</b>
<b>English</b>	<b>40 credits</b> <i>Core English Curriculum</i>
<b>Mathematics</b>	<b>20 Credits</b> <i>One year of Algebra must be completed</i>
<b>Science</b>	<b>20 Credits</b> <i>10 Life Science</i> <i>10 Physical Science</i>
<b>Physical Education</b>	<b>20 Credits</b>
<b>Social Science</b>	<b>30 Credits</b> <i>10 World History</i> <i>10 US History</i> <i>5 Government</i> <i>5 Economics</i>
<b>Health</b>	<b>5 Credits</b>
<b>Visual &amp; Performing Arts/ Foreign Language</b>	<b>10 Credits</b>
<b>General Electives</b>	<b>75 Credits</b>
<b>Total</b>	<b>220 Credits</b>

### **General Requirements for College**

Students who wish to attend a four year college or university should be aware of the admissions requirements. It is imperative that you meet with the School Counselor to create a plan to ensure that you are meeting the A-G requirements for CSU or UC admission. 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.**

A grade point average of 3.0 or higher is recommended 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.

<b>Area</b>	<b>Subject Requirements</b>	<b>Years</b>
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 or Integrated Math I, II, III	3 (4 years Recommended)

Area	Subject Requirements	Years
D	Lab Science including 1 Biological Science and 1 Physical Science w/lab class	2 (3 years Recommended)
E	Language other than English (the same language)	2 (3 years Recommended)
F	Visual or Performing Art	1
G	College Prep Elective	1

## Section VI

### Visiting and Emergency Procedures

#### Registration of Visitors/Guests

1. Any person who is not a student of Taylion or a Taylion affiliate or employee shall register his or her presence and the reason for visiting Taylion to front office personnel immediately upon entering the Charter School premises.
2. Taylion shall provide visitor identification to be used by all visitors at all times while on Taylion's premise. The visitor shall make this identification visible at all times.
3. All visitors registering with the front office, including immigration-enforcement officers (unless exigent circumstances necessitate immediate action and if the immigration officer does not possess a judicial warrant or court order that provides a basis for the visit) will provide his or her name, address, occupation, age, if less than twenty-one years-old, his or her purpose for entering Taylion's premises, and present proof of identity and any other information as required by law.
4. No person who furnishes the information set forth in this policy and who provides proof of identity shall be denied registration except if the Administrator or designee has reasonable basis for concluding that the visitor's presence will or is likely to disrupt the Charter School, its students, its teachers, or its other employees or volunteers or result in damage to property or will result in the distribution or use of unlawful or controlled substances.
5. The Administrator or designee may revoke a visitor's registration temporarily or permanently if the Administrator or designee has reasonable basis for concluding that the visitor's presence on Charter school premises would likely interfere or is interfering with the peaceful conduct of Charter School activities, is interrupting classroom activities or is disrupting the Charter School, its students, its teachers, or its other employees or volunteers.
6. Taylion employees and volunteers should at all times watch for strangers on the Charter school premises. Employees or volunteers who encounter a visitor not displaying the appropriate identification should ask the visitor whether he or she has registered with the front office. Employees and volunteers should immediately inform the Administrator or designee of any visitor who refuses to comply with registration requirements.
7. Any possession of unauthorized dangerous instruments, weapons, or devices on school grounds shall be reported immediately to the Administrator or designee and may be reported to the local law enforcement agency.
8. Any person who fails to register within a reasonable time after entering Taylion's premises, who fails to leave upon the request of the Administrator or designee, or who returns after leaving

pursuant to such a request has committed an unlawful act and may be prosecuted according to law.

9. School personnel shall report entry by immigration-enforcement officers to any on-site police or other appropriate administrator as would be required for any unexpected or unscheduled outside visitor coming on campus.

## **Emergency Plans**

The intent of this plan is to clarify school procedures in the case of an emergency. The objectives of our plan are the following:

1. To provide for action which will minimize injuries and loss of life of students and school and emergency personnel if an emergency occurs during school hours;
2. To provide for maximum use of school personnel and school facilities;
3. To ensure the safety and protection of our students and school personnel immediately after a disaster;
4. To arrange for a calm and efficient plan for parents to retrieve their children from school, should it be necessary, following a disaster.

To meet these objectives, in the event a disaster should occur when children are at school, the following action plan would be implemented.

### ***Teacher Will:***

1. Give “duck, cover and hold” instructions in the event of an earthquake.
2. Evacuate building in case of fire or after an earthquake
  - Take an emergency folder and duffel bag and evacuate students to the assigned area.
  - Take a first aid kit and duffel bag only when evacuating after an earthquake.
  - Hold students in the assigned yard area, take roll call, and wait for further instructions from authorized school or emergency personnel.
  - Remain with class and report anyone who is missing.
  - Take appropriate first aid action.
  - Refrain from re-entering buildings until deemed safe.
3. Dismiss students to go home only to the parent or responsible adult designated on the child's emergency release form. Child must be signed out by a parent or a responsible adult.

### ***Assigned School Administrator Will:***

1. In the event of a fire, ensure authorities are called to shut off gas, electricity and water (in that order).
2. In the event of an earthquake, if gas is smelled, call authorities to turn off gas; if there is an electrical problem, call authorities turn off electricity; if there are water leaks, call authorities to turn off water.
3. Conduct a building inspection for damage.
4. Report to site administration for further instructions.
5. Set up and coordinate a first aid center.

### ***Assigned School Director Will:***

1. Assign available adults to tasks as needed.

2. Decide if evacuation to a designated shelter is necessary.

**School Counselor Will:**

1. If telephones are operable:
  - Notify the police department and/or fire department.
  - Monitor incoming phone calls.
2. Maintain communication with staff and outside agencies.

**Telephones/Communications**

In the event of an earthquake, flood or other natural disaster, keep your radios tuned to your local radio station for advisory information. Please do not call the school as we must have the lines open for emergency calls.

**Dismissal**

Should there be a major earthquake, students will remain under the supervision of school authorities until parents or responsible adults can pick them up.

**Student Release Procedure**

1. Go directly to the entrance of the school or evacuation area.
2. Inform the teacher, staff or adult responsible at Taylton that you are taking the student from the premises.
3. Sign a Student Release form for each student you are taking. Do not remove your student or any other student from school without signing the emergency release form. This provides us a record of where each student is when someone else arrives later looking for the student.
4. Unless you are staying to volunteer, please leave as quickly as possible after signing out your student.
5. Adults will be needed to help with first aid, dismissing students, supervising, monitoring traffic, etc. If you are able to volunteer to help, go directly to the Command Center where the Volunteer coordinator will give you an assignment. Volunteers should leave students with their teachers and not sign student release form until they are ready to leave.

**If You Can't Get to the School**

Should a major disaster occur, it is likely that many parents will not be able to reach the school right away. If conditions make it necessary, we will release your student to the adult indicated on your child's Emergency Release form. We will keep a written record of the child and the adult to whom the child has been released.

The administrator or teacher in charge will determine the need to leave the building. In the event the building cannot be reoccupied or if a fire requires evacuation of the school, the students will be transferred to the nearest available safe shelter.

If the students are caught in a disaster between home and school, it is recommended that they go immediately to school.

**Food and Water**

In the event that children would need to remain on campus for several hours after any sort of a disaster, there will be a supply of fresh water and limited food, in the school earthquake kit.

## **Fire Drills and Evacuation**

In the case of fire at the school, the school will be immediately evacuated according to the floor plan set forth at the beginning of each school year. Teachers are required to keep a student roster with them at all times, checking attendance immediately after evacuation. Fire drills will be conducted at least twice per year.

## **Bomb Threats**

In the case of a bomb threat at the school, the school will be immediately evacuated according to the fire evacuation plan, appropriate emergency personnel will be summoned. Students and teachers will not re-enter the building until it has been deemed safe by emergency personnel.

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# Taylion Student Policies and Procedures Handbook Acknowledgement Form

## Parent/Guardian Agreement

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Student Agreement

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

\_\_\_\_\_  
Date