

# Taylor's Crossing Public Charter School Student/Parent Handbook 2011-2012



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## **Preface**

To Students and Parents:

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

Please be aware that this document is updated periodically since policy adoption and revision is an ongoing process. Changes in policy that affect student handbook will be made available to students and parents through the school website or other communications. These changes will generally supersede provisions found in this handbook because they have been made obsolete by newly adopted policy.

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

# Mission and Philosophy

## TCPCS MISSION & VISION

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

## TCPCS Values

A quality school becomes a reality only when essential elements are in place. These key elements are instructional leadership, high expectations for students, effective academic measurements and monitoring, a safe and orderly school environment and a clear instructional focus.

In the process of becoming an excellent school, it is important that a core set of values be identified by the board members and staff of Taylor's Crossing Public Charter School (TCPCS). These values are the foundation and framework for decision making.

The TCPCS Board of Directors and staff identify and promise to adhere to these guiding values:

- Virtue: It is our intent to help students develop the courage to tackle difficult assignments, develop self discipline and acquire other virtues including a commitment to learning, objectivity, and respect for the truth.
- Citizenship: Citizenship requires that one possess a knowledge and understanding of the principles of the Founding Fathers of the United States of America. We will teach citizenship through the study of the original founding documents and the lives and writings of the Founding Fathers.
- Leadership: The greatest threat to a free and open society is the lack of virtuous citizen leaders. TCPCS staff and families together will endeavor to develop each student into a leader that can be trusted to serve the interests of his family, community, profession and nation with the strength of character and depth of knowledge to stand for the time-honored principles and ideals of a free and open society.
- Philosophy: The core educational philosophy of Taylor's Crossing Public Charter School is grounded in the belief that highly challenging educational content taught in a safe environment creates the setting for accelerated learning. TCPCS will use the Harbor School Method to establish an educational environment that stimulates and challenges students.

## Attendance

Regular school attendance is essential for the student to make the most of his or her education — to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual.

### State law requires:

- A student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempted or excused.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class or from required special programs, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents.

### Attendance Policy

Students, parents/guardians, and educators recognize the importance of attendance and punctuality at all grade levels. Key reasons for regular and punctual attendance at school include the following:

- Employability: Punctuality and attendance are important skills identified by employers for employment. Developing these skills is critical, whether students plan to work during school, after graduation, or after college.
- Educational Benefit: Regular attendance helps to assure that students are getting the benefits of a program that is 90% direct instruction at the K-8 grade levels. Education encompasses the direct instruction, discussion, interaction, and project work that occur in the classroom each day. The learning that takes place in a classroom cannot be replicated or sent home as homework. When a child is not in school, learning opportunities are lost.
- Success in School: Students must be present in order to experience success in school; further, each student's presence enhances the success of the entire class.
- Financial Solvency of our School: Our school's funding is based on obtaining an average of 96% attendance in grades K-9. Average daily attendance is determined on a weekly basis. It is critical to the financial viability of the school that parents/guardians adhere to their commitment of at least 96% attendance.

Students who are not in attendance 96% of the time, and who are not on a 504 Accommodation Plan or have an IEP that accommodates for attendance, are subject to the following:

- At the K-8 grade levels, parents/guardians will be notified of excessive absences (5<sup>th</sup> absence) and may be asked to meet with the teacher and administrator to discuss the problem. If the problem persists, (on the 8<sup>th</sup> absence) the parents/guardian may be asked to meet with the board. If a student has

unexcused absences for 5 or more consecutive days, or more than 10 unexcused absences during a semester, the student may be administratively withdrawn in accordance with this policy. In the case of serious illness, the parent/guardian shall provide the school with written documentation from a physician indicating the necessity for the student to be absent. If documentation is provided to the school, the student shall not be administratively withdrawn.

- At the 9-12<sup>th</sup> grade level, parents/guardians will be notified in writing of the 5<sup>th</sup> and 7<sup>th</sup> absence from class and the potential loss of credit. An 8<sup>th</sup> absence from class will result in parents again being notified of the absence, along with information regarding the appeals process.
- If a student has unexcused absences for 5 or more consecutive days or more than 10 unexcused absences during a semester, the student may be administratively withdrawn in accordance with this policy. In the case of serious illness, the parent/guardian shall provide the school written documentation from a physician indicating the necessity for the student to be absent. If documentation is provided to the school in a timely fashion, the student shall not be administratively withdrawn.

When a student must be absent from school, the student — upon returning to school — must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

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

All work missed for a single, excused absence is due the next school day following the students return to school. For example, if the student is absent on Thursday and returns on Friday, the work missed is due on Monday. Students will have as many days to make up missed work as they were absent. Three days missed will equate to 3 days to make up the work. CREDIT MAY NOT BE GIVEN FOR MAKE-UP WORK FOR DAYS THAT WERE MISSED DUE TO TRUANCY OR OUT-OF-SCHOOL SUSPENSION.

Class time is important. Doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student who is tardy to class by more than 20 minutes will be marked absent.

Repeated instances of tardiness will result in more severe disciplinary action.

Definitions :

- School Approved Activity Absences: Absences acquired during approved school activities not offered at TPCPS. If approved in advance, these are not counted as absences.

- Excused Absences: Absences from school due to illness, a death in the family, or an extreme emergency are considered excused absences. All other absences will be considered unexcused unless documented as extenuating circumstances and approved by the administrator.
- TCPCS recognizes that attendance decisions ultimately rest with the parent or guardian. In order for absences to be excused, oral or written communication from the student's parent or guardian must be received within 48 hours of the last day of the absence. A physician's note, documenting the need for the absence from school is required for excessive absences due to illness. All absences, excused or unexcused, count toward the 96% criteria. Student grades may be impacted by attendance as well. Students who drop below passing grades due to the lack of attendance may be brought before the Board for review and/or expulsion if necessary.
- Unexcused Absences: Absences including out-of-school suspensions, late-verified absences, and truancies. Three (3) tardies will also result in one unexcused absence. At the 6-9<sup>th</sup> grade levels, three (3) unexcused absences may result in the dropping of one letter grade in each subject area.
- Out-of-School Suspensions: Absences due to involuntary removal from school. The student is supervised by a family member at home. Make-up work may be required, but credit for the work will be at the discretion of the teacher and administrator.
- Late-Verified Absences: Absences cleared after the forty-eight (48) hour deadline has expired.
- Truancies: Absences without prior approval of the student's parent/guardian (given by phone or written note); includes departures from school or class during the school day without the permission of the administrator/designee and without checking out through the office. Parental permission is not valid when a student misses class and remains on school grounds.
- Tardies: A student is tardy if he/she is not in his/her assigned classroom when class begins. Three (3) tardies constitute an unexcused absence. At the 6-9<sup>th</sup> grade levels, three (3) unexcused absences will result in the dropping of one letter grade in each subject area affected.
- All students arriving more than 10 minutes late must have an adult sign them in at the office to ensure accurate records and lunch counts. Students leaving and returning during the school day must be signed in and out by an adult.
- NOTE: At the K-8<sup>th</sup> grade levels, students who recognize the importance of attendance and punctuality will qualify for participation in the Citizen of the Week and Citizen of the Month programs, with all the honors and recognitions contained therein.

### Late Arrival Procedure

Students arriving to school more than 10 minutes late will check in at the front office prior to going to their classroom. The receptionist will fill out a late slip which the student

must deliver to their teacher who will record the tardy.

### Early Check- Out Procedure

If a student must be checked out prior to dismissal time, parents are required to notify the office no later than 10:00 a.m. This ensures that the student will be ready for pick up, as well as minimize distraction in the classroom.

### Vacations

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

## **Cafeteria Services**

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

## **Communicable Diseases / Conditions**

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

## **Complaints by Students / Parents**

Usually student or parent complaints or concerns can be addressed simply — by an email, phone call or a conference with the teacher. In general, a parent or student should first discuss the complaint with the individual involved. If unresolved, a written complaint and a request for a conference should be sent to the Principal. If still unresolved, the matter may be referred to the Superintendent.

Some complaints may require different procedures. The Superintendent's office can provide information regarding specific processes for filing complaints.

## **Computer Resources**

To prepare students for an increasingly computerized society, TCPCS has made a substantial investment in computer technology for instructional purposes. Use of these

resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that electronic communications — e-mail — using TCPCS computers are not private and may be monitored by School staff.

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

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

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

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

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

Breaches of the rules will cause the student to lose his/her Internet/e-mail access rights for a period of time determined by his/her teacher, parents/guardians, and/or the School Administrator.

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

## **Conduct**

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy — even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet school standards of grooming and dress.
- Obey all building and classroom rules.
- Respect the rights and privileges of other students, teachers, and staff.
- Respect the property of others, including school property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.

### Applicability of School Rules and Discipline

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

- On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function or event; and
- Anywhere, if the conduct may reasonably of a staff member, or an interference with school purposes of an educational function

## **Corporal punishment**

No person who is employed or engaged by TCPCS may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include, and school

personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

## **Distribution of Material**

### School Materials

All school publications are under the supervision of a teacher, sponsor, and the principal.

### Non-School Materials

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

## **Dress And Grooming**

The School's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following guidelines:

- Any attire or grooming habit that disrupts the educational atmosphere of the school is NOT permitted.
- Special days that do not adhere to the dress code may be allowed with permission from the school administrator and announced in advance.
- Appropriate clothing for class or any school activity must be reasonable, safe, clean, and non-revealing. An individual's dress and personal appearance should reflect a sensitivity and respect for others as well as be appropriate in a professional work environment.
- Pants are to be worn at the waist.
- Shorts and skirts must be no shorter than 2 inches above the top of the kneecap.
- Shirts must have sleeves that, at minimum, round the shoulder, including during PE classes.
- Midriffs, cleavage and underclothing will be concealed at all times.
- Students will refrain from wearing gang attire of any kind. Garments that advertise inappropriate or illegal substances or clothing items with suggestive or obscene statements are prohibited.
- Hats, bandanas, stocking caps and hairnets are prohibited.
- No facial jewelry, including on the tongue, of any kind will be allowed.
- Earrings are acceptable with the exception of ear gauges.

Our focus at TCHS is to create an educational atmosphere with the fewest disruptions.

Any student in violation of the dress code will be expected to change into appropriate clothing. Parents/Guardians will be contacted to assist their child in complying with the dress code. **The school administrator holds the right to determine if any apparel or grooming style is not appropriate for the TCHS environment.**

## **Dual Credit Courses / College Coursework**

Students enrolled in Dual Credit (DC) online courses earn high school and college credits simultaneously, with credits recorded on both the high school and college transcripts. Students earn their college credits through Boise State University (BSU), College of Southern Idaho (CSI), North Idaho College (NIC) or Northwest Nazarene University (NNU). Credits from these institutions can be transferred to most universities. Students should contact universities in which they have an interest to inquire about those schools' policies in accepting these credits.

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

## **Enrollment**

### The Lottery Process

The name of each prospective student is written on or affixed to a 3x5 index card. A letter indicating order of preference is written on each card (see below). The selection procedure will be conducted one grade level at a time with the order for each grade level selected randomly. All cards, regardless of preference, are placed in a container one grade level at a time. Each card is selected one at a time by a third party who is not affiliated with Taylor's Crossing Public Charter School. This person will pass the card to another individual who writes a number (indicating the order drawn) on each card.

The letters are as follows:

1. A=returning students
2. B=children of founders/full-time employees (not to exceed 10% of the student population)
3. C=siblings of students already selected
4. D=within attendance boundaries (School District No.93)
5. No letter will be assigned to prospective students who live outside the attendance boundaries.

With regard to the sibling preference, if the name of the person selected has a sibling in another grade who has already been selected, but the person previously selected did not have the letter "C" written on his or her index card (because a sibling had not been selected for admission prior to the selection of the index card of that person), then the letter "C" shall now be written on that person's index card at this time.

After all index cards have been selected for each grade, then the index cards shall be sorted for each grade level in accordance with the following procedure. All index cards with the letter "A" shall be sorted first, based on the chronological order of the selection number written on each index card; followed by all index cards with the letter "B", based on the chronological order of the selection number written on each index card; followed by all index cards with the letter "C", based on the chronological order of the selection number written on each index card; followed by all index cards with the letter "D", based on the chronological order of the selection number written on each index card; followed, finally, by all index cards containing no letters, based on the chronological order of the selection number written on each index card.

After the index cards have been drawn and sorted for all grade levels, the names shall be transferred by grade level, and in such order as preferences apply, to the final selection list.

Final Selection List: The names of the persons in the highest order on the final selection list shall have the highest priority for admission to Taylor's Crossing Public Charter School in that grade, and shall be offered admission to school in such grade until all seats for that grade are filled.

All students in each grade who are not selected to attend Taylor's Crossing Public Charter School will be placed on the waiting list. Any seat that is vacated during the school year will be offered to the next eligible student on the waiting list.

Within seven days of the lottery letters will be sent notifying parents/guardians that their child is either eligible to attend Taylor's Crossing Public Charter School or has been placed on the waiting list.

**"...There shall be no carryover from year to year of the list maintained to fill vacancies. A new lottery shall be conducted each year to fill vacancies which become available"** Public Charter Schools Law, Section 33-5205

#### Wait List Acceptance Policy

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

## **Fees**

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, notebooks, etc. and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extra-curricular activities.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the School.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that requires use of facilities not available on School premises.
- Summer school courses that are offered tuition free during the regular school year.

Any required fee or deposit may be waived if the student and parent are unable to pay. Applications for such a waiver may be obtained at the front office.

## **Grading**

Student's K - 4<sup>th</sup> grade are expected to reach a mastery level of skill comprehension for their grade. It is not uncommon for students in the younger grades to be developmentally unprepared for the next grade level. In such cases the teacher will discuss concerns of promotion to the next grade with the parent/guardian and a decision to repeat the grade will be determined by the parents/guardians, teacher and administrator as a team. Should an agreeable promotion determination not be reached, the TCPCS Administrator will make the final determination.

Student's 5<sup>th</sup> - 8<sup>th</sup> grade receiving a "C" or better grade average will be promoted to the next grade level. Students that do not obtain this academic goal may be recommended to the Board of Directors for retention. Each case will be determined individually.

Promotion to the next grade level for students 9<sup>th</sup> – 12<sup>th</sup> grade will be based on the number of completed credits.

## **Graduation**

Requirement for graduation are determined by the superintendent and board of directors in conformity with Idaho Law. These requirements are made available through the school website and student advisors. Students are responsible for completing the required classes and fulfilling all graduation requirements.

## **Homework**

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

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

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

Please understand that we do not expect parents/guardians to educate their child; that is our job. We view parental/guardian support in the homework area as encouragement, setting a homework time and following through to ensure that the work is completed. Finally, to do well in school, your child must be present, on time, healthy, rested and attentive. Please encourage your child to complete the homework given each day by finding a quiet place for them to work and by checking to make sure the homework is completed.

## **Immunization**

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

A student who transfers into the School may photocopy immunization records in the possession of the school of origin. The School will accept the photocopy as evidence of the immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the School must receive the original immunization records for the student who transfers into the School.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the

parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

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

## **Library**

All students receive library orientation during the first week of school. At this time, students are advised of specific library rules regarding using the library's resources, checking out and returning materials and appropriate behavior. TCPCS continues to add new books to the library and welcomes family suggestions for new purchases as well as continued donations.

## **Medicine at School**

A student who must take prescription medicine during the school day must bring a written request from his or her parent, and the medicine in its original, properly labeled container, to the front office. The office will either give the medicine at the proper times or give the student permission to take the medication as directed.

## **Online / IEN Courses**

### IDLA

TCPCS currently offers students the opportunity to take online course classes that are not available at TCPCS while attending school. If your student is considering enrolling in an online course please visit the IDLA website at IDLA at [www.idahodigitallearning.org](http://www.idahodigitallearning.org) where you can learn more about the academy, courses offered, and current course schedule. Students and parents will communicate with their online teacher through the website and email. The first time a student attends an online course, they will take an orientation class that walks them through how online courses work. Online courses are similar to regular courses in that students will have homework and may need to complete assignments outside of school.

All students are responsible to pay a \$75.00 course fee. IDLA courses are filled on a first come, first serve basis.

### IEN

In order to provide TCPCS students with a world class educational environment, as well as prepare them for work and life in the 21st Century, high-speed broadband access is available incorporating technology that expands access to services, reduce costs,

increase efficiency, as well as utilize and interact with online resources. These include streaming video, interactive learning websites, and virtual instructional tools.

## **Parent Involvement, Responsibilities, and Rights**

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

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

TCPCS believes that the best educational result for each student occurs when all three partners are doing their best: school staff, the student's parent, and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to:

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact the school.
- Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the school. Discuss with the teacher or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child.
- Monitor the child's academic progress and contact teachers as needed.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in person conference with a teacher, counselor, or principal, please call the school office at (208) 552-0397 for an appointment. A teacher will usually arrange to return the call or meet with the parent at a mutually convenient time before or after school.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child. Become a school volunteer. For further information, contact TCPCS.
- Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles. Parent organizations include: (list current organizations).
- Offer to serve as a parent representative on planning committees formulating educational goals and plans to improve student achievement.

## **Prayer**

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school.

The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

## **Promotion and Retention**

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on standard achievement tests or other testing. A student shall not be promoted based on age or other social reason not related to academic performance.

## **Release of Students From School**

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the building sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

## **Safety**

### Accident Prevention

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

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

### Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc.

Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the office to update any information.

### Drills: Fire, Tornado, and Other Emergencies

From time to time, students, teachers, and other School employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner. Emergency School-Closing Information:

### Searches

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, School officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

### Students' Desks and Lockers

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

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

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

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the office or school nurse. The administrator or nurse will decide whether or not the student should be sent home and will notify the student's parent.

### Vehicles on Campus

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

### Drug Detection Dogs

The Superintendent may request the assistance of law enforcement personnel or private individuals to conduct inspections and searches through the use of specially trained dogs.

## **Rights and Responsibilities:**

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

- Attend school daily.

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

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

- Promote high expectations for your child's behavior, school achievement and homework.
- Establish and maintain open lines of communication between home, school and teachers.
- Ensure that your child gets plenty of sleep, a good breakfast and is dressed appropriately for school.
- Participate in school activities including parent-teacher conferences.
- Discuss schoolwork daily with your child.
- See that your child attends school regularly.
- Assist your child in being responsible for their behavior and actions at home and at school.
- Maintain equal standards of responsibility at home and school.

School Personnel . . . For your child's success we will:

- Provide a safe and effective learning environment.
- Establish and maintain open lines of communication between school and home.
- Promote high expectations for student behavior and academic achievement.
- Provide opportunities for every student to be successful.
- Promote student responsibility for behavior and actions.

## **Protection Of Student Rights**

### Surveys

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

### Instructional Materials

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

### Collection of Personal Information from Students for Marketing

The school will not administer or distribute to students any survey or other instrument for the purposes of collecting or compiling personal information for marketing or selling such information, with the exception of the collection, disclosure, or use of personal information collected for the exclusive purpose of developing, evaluating, or providing educational products/services for, or to, students or educational institutions.

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

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of other individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of students or the student's parent/guardian.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

## **Sexual Harassment / Sexual Discrimination**

TCPCS encourages parental and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher or the principal.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a School employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and School employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense. The School will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual discrimination by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the principal.

The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily will be held by a person of the same gender as the student. The conference will be scheduled and held as soon as possible. The principal or Title IX coordinator will conduct an appropriate investigation. The student will not be required to present a complaint to a person who is the subject of the complaint. If the resolution of the complaint by the principal or Title IX coordinator is not satisfactory to the student or parent, the student or parent may, within fifteen calendar days, request a conference with the Superintendent.

Prior to or at this conference, the student and/or parent must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature and the date of the conference with the principal, the principal's designee, or the Title IX coordinator.

If the resolution by the Superintendent or designee is not satisfactory, the student and/or parent may present the complaint to the Board, in writing, within 15 days of receiving the Superintendent's decision. Following the receipt of the appeal, the matter shall be placed on the agenda at the next regularly scheduled Board meeting. Information on the procedure for addressing the Board can be obtained from the Superintendent's office.

## **Student Records**

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

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

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

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

Records may be reviewed during regular school hours, upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the school will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the

District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

- Working with the student;
- Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
- Compiling statistical data; or Investigating or evaluating programs.

The parent's or student's right of access to, and copies of, student records does not extend to all records.

Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the School, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

Certain officials from various governmental agencies may have limited access to the records. The School forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the School will make a reasonable effort to notify the parent or eligible student in advance of compliance.

Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the school refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the school is not in compliance with the law regarding student records.

Copies of student records are available at a cost of per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the School is given a copy of a court order

terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about school students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child.

The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change; the parent can contact the principal to indicate his or her desire to change the original request. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, and dates of attendance, awards received in school, and most recent previous school attended.

## **Special Education Records**

Parents of a student with disabilities who has been provided special education services by the School will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed.

However, if the retention period established by law has not expired, the material will be deleted from the records but the records will be maintained until the time has expired.

## **Textbooks**

Board-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school or damaging a book issued by the school may be charged to replace the book.

## **Transportation**

### School Sponsored

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

### Buses and Other School Vehicles

The School makes school bus transportation available to all students living miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling .

Students are expected to assist School staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook. Students must:

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

## **Visitors**

Parents and others are welcome to visit the school. For the safety of those within the school, all visitors must first report to the principal's office. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.