

Taylor Independent School District

Achievement Program



2024-2025

STUDENT AND PARENT/GUARDIAN HANDBOOK

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08/01/24

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IN TAYLOR ISD WE BELIEVE...

... EVERY student has unique potential and shall engage in opportunities to grow in a safe environment through multiple approaches to learning.

... families are partners who will be informed and supported in the educational process to help students discover their unique potential.

... our empowered faculty and staff utilize their respected skills to serve as student advocates for the whole child.

... our accessible campus leaders foster community relationships and demonstrate effective communication, servant leadership, and instructional leadership to guide faculty and staff towards our vision.

... the Superintendent and district leaders are forward thinking, strategic, and accessible partners to our community that empower staff to help students achieve their unique potential.

...the Board of Trustees is a collaborative team, anchored in tradition, with a vision towards the future and a connection to the community, inspiring exceptional workplaces and excellence in student outcomes.



MISSION

Inspire, Equip, and Empower Every Student
to Achieve Their Unique Potential.

VISION

Intentionally Empowering the Whole Child

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Achievement Mission

At Taylor Achievement Program, we inspire to Educate, Accelerate, and Graduate all students.

Achievement Purpose

Taylor Achievement Program is an alternative school of choice for TISD students that allows flexibility of self-paced instruction and the ability to complete a course at any time during the school year. The primary focus of Achievement is: dropout prevention; offer an alternative setting for students whose needs and/or life circumstances warrant an alternate setting with increased individual attention and offer the opportunity to graduate early. Using an online platform called Edgenuity, students are able to earn credits at an accelerated pace to graduate on time with their cohort.

Achievement Application Process

The student must complete an application for admission to Achievement. The application can be obtained from any counselor at Taylor High School or Legacy. The student must fully complete the application and return it to the counselor at THS or Legacy. The student must have parental consent to apply for admission to Achievement. All applications will be reviewed by the Achievement Admission Committee. The committee members include the Director of TOC, Achievement Counselor, and Achievement Teacher. Completing an application does not guarantee admission to the Achievement program. Students and their parents will be notified of the committee's decision within one week of the student's interview.

1. Submit Achievement Application to high school counselor or TOC
2. THS Counselor submit referral and student information
3. Interview with Director of TOC, Achievement Teacher, Achievement Counselor

Campus Procedures

Arrival

- Achievement school hours are 7:30 a.m. to 3:30 p.m. on Monday – Friday.
- Early Release or Late Arrival must be approved by Director of TOC

Leaving Early

For students leaving early:

- Parents must submit a note indicating the time, date, and reason for the early release.
- Anyone checking out a student must be a designated contact on the student's Frontline account.

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- The authorized person checking the student out must show a valid driver's license prior to signing out the student

Achievement Attendance Policies

- *Regular school attendance is essential. Absences from class may result in serious disruption of a student's education. The student and parent should avoid unnecessary absences.*
- Please notify staff (512-289-8089) before 9 a.m. on the day the student is absent. Please also notify transportation by 7a.m. (512-365-5584) if the student requires transportation that day. Notes are required from the parent/guardian and/or medical staff for each absence.
- Follow TISD District Attendance Policy
- Written documentation (note) from the parent(s)/guardian(s) for absences must be presented within 72 hours for the day in order for it to be considered "excused."
- Official documentation/note must include the following:
 - The date of the absence
 - The reason for the absence
 - Student's name
 - Parent/guardian's contact number
 - Must be signed by the parent/guardian
- Notes cannot be sent via email, although the note can be scanned (including the above information) and sent through e-mail or faxed to TOC.
- Absences will be marked as "excused" on a case-by-case basis provided all previously listed items are included, or for any one of the following reasons:
 - Observance of a religious holy day; or,
 - Attendance to Court; or,
 - A doctor's visit; or,
 - Visit to a college campus (2 per year if Jr. or Sr.)
 - Attendance to a family member's funeral; or,
 - Any absence pertaining to other exemptions of the Compulsory Attendance Law.

Electronic Devices

No electronic devices are allowed at any time during instruction at Achievement. If a student brings an electronic device, it will be confiscated and held by the campus administrator until a parent can pick it up. This includes, but is not limited to, laptops, iPads, cell phones, mp3 players, air pods, and games. If a student is found with an electronic device on him/her, in order for the student to have a phone (or other electronic device) returned, a parent/guardian must pay \$15 and the parent/guardian is the only one to pick up the device.

Meals

Students will be provided a light breakfast and a hot lunch. Breakfast is free and regularly priced lunch is \$3.15. Cafeteria accounts must be paid weekly. Parents/Guardians must keep accounts updated at 08/01/24

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- Students are not allowed to have fast food or restaurant food delivered to the campus by anyone including parents/guardians.
- Students must eat their own lunch and will not be allowed to provide or share lunches with other students. Likewise, parents/guardians will not be allowed to provide lunches to other students.

Transportation (Students who ride the bus only):

Parents are responsible for contacting the Taylor ISD Transportation Department at 512-365-5584 to request transportation to TOC.

The TISD Transportation Department is committed to ensuring the safety and well-being of each student. All students being transported by District transportation vehicles are under the authority of the bus driver and must comply with his/her requests. Any student failing to follow the rules and procedures will be written up on a Bus Misconduct Report that will be turned in to the Director of Transportation (this includes all violations of the District Student Code of Conduct). The TOC administrator will determine appropriate disciplinary measures which may include temporary or permanent removal of the transportation privileges. Parents/guardians of students who damage transportation vehicles are responsible for retribution to TISD. In addition to compliance with the Student Code of Conduct, students are expected to comply with the *Buses and Other School Vehicles* rules listed in the District Student/Parent Handbook.

Students who refuse to comply with bus procedures and/or safety rules are subject to the consequences listed in the Student Code of Conduct (See Removal from the School Bus).

Suspension of transportation privileges does not excuse a student from attending school. It is the responsibility of the parent/guardian and/or student to make alternate transportation arrangements to and from school.

NOTE: SEVERE MISBEHAVIORS MAY RESULT IN IMMEDIATE BUS SUSPENSION.

The following are prohibited on the bus:

- Nicotine Vapes
- THC Vapes
- Any kind of vapes
- Any kind of bottles
- Food

Medication and Health Concerns

Achievement does not have a nurse on campus. The campus principal or designee will be responsible for dispensing approved medications.

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- Parents/Guardians are responsible for notifying the Achievement administration of any medical needs and provide the staff with their child's updated medication, inhaler, EpiPen, nebulizer, etc. as prescribed by the child's physician/medical personnel. All appropriate medical permission slips must be completed. Staff will follow the health care provider's instructions. (Forms- Healthcare provider instructions for giving medications in school, Anaphylaxis Treatment plan and Physician's Order Form, and the TISD District Student Information/Medication Form). This form must be signed by both student and parent.
- The medication must be in the original container and have the student's name printed on it. Expired medication will not be administered. No loose medication will be accepted by staff. All medication must be checked in by the parent/guardian upon arrival. Students in possession of medication will be in violation of school policy. We DO NOT administer over the counter medications at any time nor will medication be released to a student. Parents/Guardians are responsible for picking up a student's medication, including EpiPens or inhalers, at the end of placement.
- Over the counter medications and/or personal hygiene items are prohibited. This includes aspirin, pain or allergy relief, cough drops, Chapstick and personal hygiene items such as lotions or colognes.
- Parents/Guardians are responsible for notifying the Achievement administration of any food allergies and/or dietary restrictions. Documentation of food allergies and/or any dietary restrictions must be given to DAEP administration.

Visitor Guidelines:

Visitors are prohibited from campus with the exception of law enforcement, probation, CPS, or other state-mandated agencies with proper ID.

Parent/Guardian

Parent/Guardian support and assistance is very important. Please use this list as a quick reference sheet while a student is attending the Achievement:

- It is mandatory for parents/guardians to attend the admission interview and scheduled parent/guardian conferences.
- Staff will work to schedule and communicate required meetings in advance.
- Parents/Guardians may **NOT** drop a student off before check-in and leave them unsupervised, nor pick them up later than **3:45 p.m.** Students left unsupervised in the morning or afternoon by a parent/guardian may be transported home by campus leadership, TISD Student & Family Support Services, Child Protective Services, or Local Law Enforcement.
- TOC is a closed and secure campus. For any visitation needs, simply call and communicate the need with the time of visit so access can be granted. All parents/guardians must sign in at the front office. If picking up a student, parents/guardians must wait in the front office for their

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student and must show identification and be on the student's contact list to pick up the student. No visitors are allowed on the TOC campus.

Academic

Courses Offered

- All Achievement courses and curriculum align with the state requirements at THS and Legacy.
- All core subjects (Math, Science, Social Studies, English) are included.
- Elective courses are part of the curriculum.
- Edgenuity (computer-based instruction program).

Grades/Grading

- Grades are calculated according to district, campus and departmental policy.
- All assignments and course work are graded in Edgenuity.

State-Mandated Assessments

Students at certain grade levels will take state assessment tests as well as other measures of achievement. See Standardized Testing in the District Student/Parent Handbook for more information.

Academic Progress & Tracking

Students will meet with the Achievement Counselor to create their Personal Graduation Plan which will outline the courses and timeline towards graduation. This plan reflects credits received from their home campus and credits toward graduation which must be completed at Achievement. This information will be communicated to the parent/ guardian following the meeting. The Achievement teacher will then monitor the student's progress and mentor them throughout their time at Achievement. In addition, the Achievement teacher will send parental communication regarding progress weekly.

Interventions for STAAR EOC and TSI are built into the schedule. Students will attend the intervention sessions according to need. Students are required to work on their assigned course in their assigned classroom unless given explicit permission from the teacher to work on a different course.

Once all graduation requirements have been met and their transcript and paperwork have been approved, students who complete all the above requirements will be considered "graduated." Students are expected to continue attending class during this time. Once the paperwork is complete and approved by the TISD registrar, the student will not have to return to class. These students will be able to participate in all senior activities such as senior trip, prom, graduation activities, and the graduation ceremony. Students who have completed the required credits for graduation but have not passed all State required STAAR tests, will continue to report to Achievement for EOC tutoring. They will attend intervention classes for each EOC until the required test is taken and passed.

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Student Expectations

All students are expected to follow the TISD Student Code of Conduct as well as all campus expectations and procedures.

The Achievement school day starts at 7:30 a.m. and ends at 3:30 p.m. every day.

Students **MUST**:

- Follow dress code requirements at all times while on Achievement school grounds.
- Follow campus and classroom expectations
- Respect the directives of administrators, counselors, teachers, and staff

Students may **NOT**:

- Use profanity or disrupt the learning environment.
- Sleep or put one's head down anytime during class. If a student is not feeling well, he/she can report to the office for evaluation.
- Bring any prohibited items to TOC.
- Draw, write or display anything that could cause others to believe that the student is affiliated with a gang.
- Damage or destroy TOC property. The student and his/her parents/guardians may be held financially responsible for damaged or destroyed property.

Dress Code

- Students arriving on campus out of dress code may not be allowed to enter the building or could be placed in isolation until the dress code violation is corrected.
 - Shoes should be appropriate for identified physical and instructional activities. Shoes with taps, wheels, lights, house shoes/house-slippers are not allowed on campus.
 - Socks may not have any references to drugs, alcohol, or gang affiliations.
- The Taylor ISD Dress Code requirements for students in the high school will also apply to all students at Achievement. Dress code policies are in effect upon arriving on school property and will remain in effect until the student leaves school property. This includes indoor facilities and outdoor school grounds.
- Refusal to comply with the dress code will result in disciplinary action.

Classroom Expectations

- Enter the classroom quietly and begin warm-up or bell ringer activity.
- Sit properly in the assigned seat and stay in the assigned seat the entirety of the class.
- Follow all staff instructions and meet all expectations set.
- Refer to class social contract to determine proper ways to communicate and move through the classroom environment. Ask a teacher to clarify if one has questions about classroom movement or communication.
- Use appropriate social skills and replacement behaviors.

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- Model campus values: Respect, Responsibility, and Safety.
- Be alert, On task, and On target. Complete all assigned tasks.

Classroom Procedures

- Student work area must be clean and neat, with the student sitting in his/her assigned chair prior to departure.
- Students should ask for help/ask questions.
- The teacher dismisses the class and, if a student leaves the class before the teacher dismisses, this can result in detention.
- Computer usage is for directed academic purposes only (unauthorized use will mean suspension of privileges). Students should shut down computers after each use. Inappropriate classroom behavior will result in a loss of music privileges. Movies, Music Videos, Games, Social Media, Google Hangouts are NOT allowed at any time.
- Students are not allowed to Google answers or use the internet on exams.

Supplies

- The Achievement will provide all necessary school supplies and textbooks unless noted otherwise.
- All other outside materials and supplies will not be allowed onto the TOC campus.
- Abuse or damage of school property will result in disciplinary action including reimbursing the school.

Discipline

Surveillance Cameras

To maintain discipline, order, and safety at TOC, surveillance cameras are installed in the classrooms, hallways and office area.

TOC Rules for Conduct (additional expectations are relayed as needed)

- Tobacco & E-Cigarettes Students are prohibited from possessing or using any type of tobacco product, electronic cigarettes (e-cigarettes), or any other electronic vaporizing device on school property at any time or while attending an off-campus school-related activity
- Administrators and staff have full authority over student conduct at all times, including before and after school on district premises, including the TOC bus.
- Students are subject to the Student Code of Conduct, the District Student/Parent Handbook, the TOC handbook and their home campus handbook.
- Students who recognize they are having behavioral difficulties may request assistance.

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- Students engaging in negative behaviors (persistently) or serious misconduct will be disciplined in accordance with the TOC rules and the Student Code of Conduct.
- Students are required to follow the District Acceptable Computer Use Policy (see TISD Student/Parent Handbook) or be subject to disciplinary action as prescribed in the policy, including loss of computer privileges and criminal charges where appropriate.
- Removal from Class - A student removed from class for repeatedly disrupting or being non-compliant that interferes with the educational process will report to the Behavior Specialist.
 - The student is expected to serve discipline instruction before being allowed to re-enter class.
 - If the student refuses to serve discipline instruction, the student will report to the Director of TOC.
 - Continued refusal may result in suspension or more severe disciplinary action.

Intervention

Guidance and Counseling

Guidance and counseling services play a significant role at the Taylor Opportunity Center. The goal of the counseling program is to provide individual and/or group counseling as needed. Areas often addressed include academic guidance, self-esteem, interpersonal relationships, decision-making, character education, law related education classes, mediation, and personal concerns. Licensed counselors are available to assist students and immediate family members. Parents/Guardians are strongly encouraged to discuss concerns and make counseling requests for their child during parent orientation

Nondiscrimination Statement (All Grade Levels)

In its efforts to promote nondiscrimination and as required by law, the district does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law in providing education services, activities, and programs, including Career and Technical Education (CTE) programs. The district provides equal access to the Boy Scouts and other designated youth groups.

In accordance with Title IX, the district does not and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to admission and employment. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator (see below), to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Other federal laws that prohibit discrimination include Title VI, Section 504, the Age Discrimination Act, the Boy Scouts Act, and Title II.

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment: Jennifer Patschke, 3101 N. Main Street, Suite 104, Taylor TX, 76574, 512-365-1391, jhp@taylorisd.org. Reports can be made at any time and by any person, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon the district receiving notice or an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with the process described at FFH(LOCAL).

The following district representatives have been designated to address concerns or inquiries about other kinds of discrimination:

- For concerns regarding discrimination on the basis of disability, see the ADA/Section 504 Coordinator: Idolina Munoz-Brasher, District Assessment Coordinator, 3101 N. Main Street, Suite 104, Taylor, TX 76574, 512-365-1391.
- For all other concerns regarding discrimination, see the assistant superintendent: Jennifer Patschke, 3101 N. Main Street, Suite 104, Taylor TX, 76574, 512-365-1391, jhp@taylorisd.org.

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Parent and Student Handbook Acknowledgement Form

By signing this sheet, I am verifying that I have received and understand all aspects of the 2024-2025 Achievement Handbook and I agree to abide by its contents.

Student: _____

Contact Information

Parent Name: _____

Parent Cell: _____

Parent Email: _____

Address: _____

Emergency Name and Contact: _____

Probation (*Only fill out if the student is currently on probation*)

Probation Officer Name: _____

Probation Officer Phone Number: _____

Probation Officer Email: _____

Student Signature _____ Date: _____

Parent Signature _____ Date: _____

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