



Policy Handbook

2015-2016

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Janesville, WI 53545

PHONE: 608-290-0468

www.tagosleadershipacademy.org

TAGOS Leadership Academy Staff Members

Nic Manogue – Advisor/Dean of Students

Stephanie Davis – Advisor

Marianne Dries McGuire – Advisor

Eric Skrzypchak – Advisor

Val Maxon – Administrative Assistant

Missy Aegerter – Educational Assistant

Marilyn Henrich – Special Education Student Service Specialist

Dr. Kim Ehrhardt – Principal

Dr. Lisa Peterson – Coordinator of Charter School Development

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August 2015

Parent Orientation	T	Aug	11	500p
Governance Board Meeting	T	Aug	11	630p
Teacher Work Days	W-M	Aug	26-31	745a - 345p

September 2015

Personal Learning Plan Conferences	T-W	Sept	1-2	800a – 400p
Proposal Week Block 1	R-F	Sept	3-4	
Labor Day - No School	M	Sept	7	
Governance Board Meeting	T	Sept	8	630p
Culvers Scoopie Night (Milton Avenue)	M	Sept	21	400p - 800p
Ugly Hat Day	F	Sept	25	
Presentation Week Block 1	M-R	Sept	28 - Oct 1	

October 2015

Intervention/Reward Day Block 1	F	Oct	2	
Enrichment Week 1 (Staff Led Projects)	M-F	Oct	5-9	
Fall Parent Luncheon	W	Oct	7	
Proposal Week Block 2	M-F	Oct	12-16	
Governance Board Meeting	T	Oct	13	630p
Back to the Future Day	W	Oct	21	
Costume Day	T	Oct	27	
No School - Staff Development	W	Oct	28	800a - 400p
TAGOS Student/Parent Conferences	W	Oct	28	400p - 700p
No School - TAGOS Conferences	R	Oct	29	800a - 700p
No School - Students or Staff	F	Oct	30	

**9th Grade Aspire Testing Dates to Be Added.*

November 2015

End of First Quarter	F	Nov	6	
Presentation Week Block 2	M-R	Nov	9-12	
Governance Board Meeting	T	Nov	10	630p
Intervention/Reward Day Block 2	F	Nov	13	
Proposal Week Block 3	M-F	Nov	16-20	
Dress Like an Advisor Day	T	Nov	24	
Hunger Games Experience Day	T	Nov	24	
No School - Thanksgiving Day	W-F	Nov	25-27	

December 2015

Applebee's Fundraiser	Sa	Dec	5	800a - 1200p
Governance Board Meeting	T	Dec	8	630p
Presentation Week Block 3	M-R	Dec	14-17	
Intervention/Reward Day Block 3	F	Dec	18	
Enrichment Day Block 3 (Staff Led Projects)	M	Dec	21	
Experience Day (½ Day)	T	Dec	22	
Winter Break	W-Su	Dec	23- Jan 3	

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January 2016

Proposal Week Block 4 (Advisor Led Block)	M-F	Jan	4-8	
Presentation Week Block 4	M-F	Jan	11-15	
Governance Board Meeting	T	Jan	12	630p
MLK Event at Blackhawk Tech	Sa	Jan	16	
Experience Week Block 4	M-R	Jan	18-21	
No School - Teacher Work Day	F	Jan	22	
Proposal Week Block 5	M-F	Jan	25-29	

February 2016

Governance Board Meeting	T	Feb	9	630p
Presentation Week Block 5	M-R	Feb	22-25	
Intervention/Reward Day Block 5	F	Feb	26	
Experience Week Block 5	M/R-F	Feb	29& Mar 3-4	
ACT for 11th Graders	T	Mar	1	
ACT for 11th Graders WorkKeys	W	Mar	2	

March 2016

Proposal Week Block 6	M-T	Mar	7-8	
Governance Board Meeting	T	Mar	8	630p
No School - Staff Development	W	Mar	9	800a - 400p
TAGOS Student/Parent Conferences	W	Mar	9	400p - 700p
No School - TAGOS Conferences	R	Mar	10	800a - 700p
No School - Students or Staff	F	Mar	11	
ACT Make Up for 11th Graders	T	Mar	15	
ACT Make Up for 11th Graders Work Keys	W	Mar	16	
Spring Break	M	Mar	21-25	
No School - Staff Development Day	M	Mar	28	

April 2016

Spring Parent Luncheon	W	Apr	6	11a – 1 pm
Career Day	M	Apr	11	
Governance Board Meeting	T	Apr	12	630p
Presentation Week Block 6	M-R	Apr	18-21	
Intervention/Reward Day Block 6	F	Apr	22	
TAGOS Prom	F	Apr	22	
Enrichment Week Block 6	M-F	Apr	25-29	

May 2016

Proposal Week Block 7	M-R	May	2-5	
No School - Staff Development Day	F	May	6	
Governance Board Meeting	T	May	10	630p
No School - Staff Development Day	F	May	27	
No School - Labor Day	M	May	30	
Presentation Week Block 7	T-F	May	31-June3	
Cookout/Yearbook Celebration	T	May	31	

June 2016

Last Day for Students (½ Day)	F	June	3	
TAGOS End of Year Trip	M	June	6	
Credit Recovery Days	T-W	June	7-8	
TAGOS Graduation	W	June	8	600p
Governance Board Meeting	T	June	14	630p

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Mission: The TAGOS learning environment builds relationships in order to motivate students to grow academically and relationally so they can succeed as mindful members of their community.

TAGOS Governance Board Members

Rachel Snyder –President
Kim Hesgard – Secretary
Sue Carpenter – Member
Melanie Wittman – Member
Mark Schroeder – Member
Marlene Bysted – Member
Lynn Husen – Member
Renee Handrow – Member
John Pruitt - Member

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OVERVIEW OF TAGOS



What is TAGOS?

Student-driven, project-based learning does not resemble the traditional comprehensive school structure. Instead of the classrooms, curricula, direct instruction, and a ratio of 30 students to 1 teacher found in traditional schools, project-based schools give students the opportunity to choose, plan, research, and complete academic, hands-on projects that lead to real life/authentic learning. Whenever possible, students take their learning into the real world, consulting community experts as a part of their research. Student projects align with Common Core Standards and Wisconsin Model Academic Standards. TAGOS students learn valuable 21st Century career skills in the areas of time management, planning, organization, communication, team building, and problem solving.

TAGOS Essentials

1. Leadership
 - a. Post Graduate Productive Citizens
 - b. Growth Mindset
2. Community
 - a. Value All Members of Our Community
 - b. Add Value to the Greater Community
3. Research Based Project Based Learning
4. Service Learning
5. Personal Learning Plans

TAGOS Core Values for Students

1. Self-Motivated Life Long Learner
2. Personal Responsibility
3. Attendance
4. Intra/Inter Relationship Skills
5. Growth Mindset
6. Conflict Resolution and Problem Solving

Structure

TAGOS Leadership Academy is a student-driven, project-based school for students in grades 7-12. TAGOS Leadership Academy is located in a business center and is set up to resemble a corporate office. Students work at their own work stations, similar to a low-rise office cubicle. TAGOS Leadership Academy is rich in culture and technology. Students have their own computers and personalize their work stations. Each student at TAGOS Leadership Academy is assigned to an advisor with a low student to teacher ratio.

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TAGOS Leadership Academy offers a learning model that is based on student interests, Common Core and Wisconsin Model Academic Standards. Projects are managed via Project Foundry, an online project-based management system. This system assists students with the entire project process from start to finish.

Reading and math remediation programs are provided to students who are not achieving at grade level in these areas. Students who are achieving at grade level in these areas will participate in personalized math courses (that will consist of mandatory math seminars, experiences, and daily enrichment) and will participate in mandatory communication arts seminars to include literature study, reading, communication skills, presentation skills, and writing skills.

Projects take on multiple formats at TAGOS Leadership Academy; however, they all have similar requirements. Students are expected to complete a minimum of six 50+ hour projects per year (one per block). Students will propose a new project the first week of each block and will present the last week of each block. If a student fails to complete a project within a five week block, the parent/guardian will be contacted and the student will be expected to attend the end of block Intervention Day. If still not completed the project will become homework and the student will still start a new project for the following block.

Students must document the number of hours of work time for each project by logging time in Project Foundry. Time logs are evidence of learning and should include details of what the student completed and what new learning occurred.

On a student transcript 100 hours of project work equals 1 credit earned on a student transcript. There are six phases to the project process: Proposal, Research, Planning, Production, Pre-Assessment, and Assessment.



ACADEMICS



Individual Projects center around student interests and passions. Individual projects typically relate to an area of interest and topics that are most pertinent to a student's possible career path.

Group Projects can take multiple forms. Students with similar interests may propose a group project, but only students who have demonstrated success at completing individual projects will be approved to work on group projects. Group projects will require the same process that an individual project would in regards to proposal, documentation of time spent, etc.

Mathematics at TAGOS Leadership Academy during the 2015-2016 school year as we will still use the ALEKS program,; however, it will be used to assist students in mastering specific skills. Students will be placed in a specific math course based on their current skills and/or based on the credit they need to graduate. The course will be split into four quarters, with each quarter having specific benchmarks that the student must master. When all benchmarks are mastered the student will earn .25 credits toward their graduation or advancement to high school.

Students will be required to attend mandatory seminars, to utilize skill specific assignments in ALEKS or Khan Academy, and to complete daily enrichment opportunities that could include authentic experiences or worksheets to practice, learn, and grow in their math skills to assure they master all benchmarks.

Students are given the opportunity to work on math at their own pace during math time, as well as other times when students feel they want to progress through math at a faster pace. The student should discuss their plan with their advisor.

Advisory is an important time for building student skill and relationships amongst community members at TAGOS Leadership Academy, as well as teaching the proper project skills that we expect to assure the process is completed correctly.

Active participation is required for Elective Leadership credit (0.5 credits per semester). Morning advisory starts at 8:05 and afternoon advisory starts at 2:45. However, advisors may hold additional and/or longer advisory circles as they see fit.

Reading is an essential period of time and occurs every day for 45 minutes. Students are expected to be at their desk, with monitors and personal devices off and reading a book that they have an interest. Mandatory communication arts seminars will also be held during this time to build literacy skills.

Service Learning is an important element of a small learning community. Service learning occurs on campus or in the greater community. Students completing service learning projects earn Elective Flex credit and must have preapproval from their advisor prior to beginning work on their project.

Physical Education credit can be difficult to earn in a project based school; however, TAGOS is dedicated to the physical fitness of our students and encourage healthy lifestyle choices. Acceptable activities for students to earn physical education credit include: walking, running, biking, dancing, swimming, organized sports, exercise DVDs, stretching, and more based on advisor approval.

Work Study Opportunities are available to all TAGOS students. High school students can earn up to 2 elective credits total for participating in a work study opportunity. Students must submit pay stubs to their advisor and write a work journal and reflective essay at the end of each semester to obtain credit. See your advisor as to what should be included in the work study essay.

Graduation Credits Needed:**High School: Graduating Classes of 2016-2018**

English (4)	Physical Education (1.5)
Mathematics (3)	Financial Literacy/Career Choices (1)
Social Studies (3)	Elective Reading (2)
Science (3)	Choice Electives (6)
Health (.5)	

Freshman = 0 - 5.75 Credits
Sophomore = 6 - 11.75 Credits

Junior = 12 - 17.75 Credits
Senior = 18 - 24 Credits

High School: Graduating Classes of 2019 and Beyond

English (4) + Reading (2) = 6	Financial Literacy (.5)
Mathematics (3)	Health (.5)
Social Studies (3)	Physical Education (1.5)
Science (3)	Freshman Seminar (.5)
Core Elective (1)	Electives 6.5
Career (.5)	Elective Flex <PLP/Service> (2)

Freshman = 0 - 6.75 Credits
Sophomore = 7 - 13.75 Credits

Junior = 14 - 20.75 Credits
Senior = 21 - 28 Credits

Middle School: Yearly Credit Expectations

English (1)	Choice Electives (1)
Math (1)	Reading (.5)
Social Studies (.75)	Health (.25)
Science (.75)	Physical Education (.25)

5.5 Total Credits Needed for Movement to Next Grade Level**Academic Progress and Reporting**

Credits earned will be reported at the end of each semester via a School District of Janesville transcript which will be sent home in the mail. Students will receive a Pass (P) for all credits earned. TAGOS Leadership Academy staff expects all students to complete project work that shows mastery of content in the areas studied.

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Enrichment Days occur at the end of some project blocks and consist of morning long seminars and experiences led by advisors, district personnel, or community members that students may choose to join. Students will be provided several options per enrichment week and will be required to select, participate, and complete the enrichment opportunity.

Intervention Days will occur at the end of each block to provide an optimal advisor to student ratio for those students who are struggling to complete their projects or are falling behind in their math course. These days will typically occur on the last Friday of a project block and an advisor will contact the students who will be expected to attend. Those students who are meeting the expectations for projects and math will not be required to attend Intervention Days as a reward for their positive participation in our learning culture.



PROCEDURES



School Management and Governance

The governance of TAGOS Leadership Academy employs a multi-tiered approach

- School District of Janesville's Board of Education
 - TAGOS is an instrumentality of the School District of Janesville
- TAGOS Leadership Academy Governance Board
 - Meets regularly to review progress, policy, finances, etc.
- Dean of Students
 - Conduct administrative duties to operate TAGOS Leadership Academy

School Fees are assessed at \$26.50 per student per school year. Students who are also attending their high schools are to register with that high school and pay fees to them directly. Fees for dual enrolled students are \$29.00. School fees are due during the first week of each school year. Checks must be made to the School District of Janesville. There is also a supply fee of \$10.00 made out to TAGOS Leadership Academy.

The district lunch program is \$2.35 per day for middle school students and \$2.45 per day for high school students. Reduced prices for both middle and high school are \$.40 per student. Please fill out the proper forms if you believe your child qualifies for free and reduced lunch. Contact our administrative assistant at 608.290.0468 to obtain a form or ask questions in regards to free and reduced lunch for your child.

Daily Schedule

7:45 - 8:05 am	Doors Open/Community Visiting Time	
8:05 - 8:30 am	Morning Advisory	(25 Minutes)
8:30 - 9:40 am	Math Work Time	(70 Minutes)
9:40 - 11:30 am	Morning Project Work Time	(110 Minutes)
11:30 - 12:00 am	Lunch	
12:00 - 12:20 pm	Journaling Time	(20 Minutes)
12:20 - 1:00 pm	Silent Read Time	(40 Minutes)
1:00 - 2:00 pm	Afternoon Project Work Time	(60 Minutes)
2:00 - 2:35 pm	Seminar/Extended Project Work Time	(35 Minutes)
2:35 - 2:45 pm	Cleaning Time	
2:45 - 2:55 pm	Afternoon Advisory	(10 Minutes)

Early Release Monday Schedule

7:45 - 8:05 am	Doors Open/Community Visiting Time	
8:05 - 8:30 am	Morning Advisory	(25 Minutes)
8:30 - 9:40 am	Math Work Time	(70 Minutes)
9:40 - 11:30 am	Morning Project Work Time	(110 Minutes)
11:30 - 12:00 am	Lunch	
12:00 - 12:20 pm	Journal Time	(20 Minutes)
12:20 - 1:00 pm	Silent Read Time	(40 Minutes)
1:00 - 1:35 pm	Afternoon Project Work Time	(35 Minutes)
1:35 - 1:45 pm	Cleaning Time	
1:45 - 1:55 pm	Afternoon Advisory	(10 Minutes)

Enrichment Day Schedule

7:45 - 8:05 am	Doors Open/Community Visiting Time	
8:05 - 8:30 am	Morning Advisory	(25 Minutes)
8:30 - 11:30 am	Enrichment Opportunities	(180 Minutes)
11:30 - 12:00 am	Lunch	
12:00 - 12:20 pm	Journaling Time	(20 Minutes)
12:20 - 1:00 pm	Silent Read Time	(40 Minutes)
1:00 - 2:10 pm	Math Work Time	(70 Minutes)
2:10 - 2:35 pm	Enrichment Opportunities	(25 Minutes)
2:35 - 2:45 pm	Cleaning Time	
2:45 - 2:55 pm	Afternoon Advisory	(10 Minutes)

Staff typically leaves school between 3:45 - 4:30 pm. **All students should plan to leave the school property by 3:45 pm**, unless arrangements have been made with their advisor and a parent.

Attendance/Timeliness

ATTENDANCE is the SINGLE MOST IMPORTANT aspect of your success at TAGOS Leadership Academy. If you must be absent or have a medical or dental appointment, a parent must call 608.290.0468 or send a written and signed parental permission specifying the date and time of the appointment to the school administrative assistant by 8:30 am to report your absence/appointment. In order for the appointment to be considered a medical excuse, the student/parent must submit a doctor's note to the school educational assistant upon return; otherwise the day will be subtracted from the 10 allowed parent excused days. Students will also need to follow sign in/out procedures.

Excused absences such as family trips require a written request from a parent prior to date of absence.

All students are expected to arrive at TAGOS Leadership Academy no later than 8:00 am with advisory circle starting shortly after school begins.

By 9:00 am, the administrative assistant will begin placing calls to parents for students absent without prior parental communication. Infinite Campus alerts will be utilized to contact parents for absences when the student was present the prior day. The administrative assistant will place personal calls when the student is absent for the second day in a row without parent contact.

TAGOS Leadership Academy adheres to the School District of Janesville's attendance guidelines. For details about excused or unexcused absences, tardiness, and truancy see the district policy.

Attendance concerns may be handled on a case-by-case basis utilizing the student's personalized learning plan (PLP). Failure to attend school regularly may result in your dismissal from TAGOS Leadership Academy.

Leaving During the School Day

Appointments: If your student has an appointment, a parent must call 608.290.0468 or send a written and signed parental permission note specifying the date and time of the student's appointment to the TAGOS' administrative assistant by 8:30 am to report your absence/appointment. Students should return from an appointment with a doctor's note excusing them for missed school time. If the student will be leaving from school, the student must notify their advisor and the administrative assistant when they are leaving, sign-out in the front of the building, and submit a note excusing them for the time missed. Upon return, if during the same school day, students must sign-in in the front of the building.

Live Resource Interviews/Research/Library: Students leaving for live resource interviews, research, or library use must have a Community Travel Form completed by their guardian on file and a completed Site Visitation Request Form signed by a guardian and given to their advisor by 9 am on the day of the off campus visit.

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Health Services

Parents/guardians are required to complete a health condition/emergency information form and return it to the TAGOS Leadership Academy office by the end of the first week of school.

To prevent the spread of communicable disease, staff must be informed of all students who have contracted a communicable disease including, but not limited to, the following: chicken pox, pinkeye (conjunctivitis), measles, mumps, rubella, impetigo, ringworm, head lice, scabies, strep throat, etc. Contact the school regarding readmission guidelines for each particular disease.

If a student becomes ill or injured at school, first aid or other necessary care will be given immediately. School personnel will not assume responsibility for any medical treatment beyond first aid. Prescription drugs and/or medication, including aspirin and Tylenol, may be administered once the proper paperwork has been completed by a parent and physician. If your child becomes ill at school, every attempt will be made to send your child home. Should your child have an injury of a serious nature, parents will be called immediately; if parents cannot be contacted, a doctor will be called or the student will be transported to the nearest clinic or hospital for examination.

For guidelines regarding administration of medication to students, refer to the School District of Janesville Policy Manual.

Health Insurance

The School District of Janesville does not provide health or accidental insurance for injuries incurred by students at school. Parents are encouraged to review their present health and accident insurance policy to determine if coverage is adequate. The school district makes accident insurance available if you are interested and do not receive information on this insurance please contact the school at the beginning of the year.

Routine Building Procedures

TAGOS Leadership Academy has in place a non-crisis security plan/practice for daily use as follows:

- 1) During the instructional day, all exterior doors remain locked.
- 2) Staff members are responsible for limiting access to building zones not authorized for use outside of normal school hours. Staff members will be responsible to assure that all exterior doors remain locked and operational.
- 3) All advisors and school/community groups utilizing building space after school hours and on weekends are responsible for securing doors, limiting access, and assuring that the building is clear and locked prior to exiting the building.

Crisis Plan

A Crisis Plan is on file at TAGOS Leadership Academy and the district office. Staff will brief students on all components of the plan. If a crisis should occur, advisors will contact parents as soon as feasibly possible. If students are evacuated from the building, they will meet with advisors in their assigned areas and attendance will be taken. All students will be expected to stay with the group for safety and security reasons.

Emergency Medical Situations

A staff member must be notified immediately of an emergency medical situation. Once staff has been alerted, students are expected to clear the area and let staff members who are trained in first aid perform their duties. Students are also expected to follow all staff instructions during emergency situations, for their own safety and the safety of others.

Fire Safety Plan

TAGOS Leadership Academy practices fire safety once per month. In case of a fire, students and staff on the south side of the building will be escorted out the front main doors and meet in the parking lot to the south of the building and the students on the north side will be escorted out the north entrance and meet in on the sidewalk to north of the TAGOS Leadership Academy trash bin. Staff will take attendance and evacuate if necessary.

Tornado Safety Plan

When the TAGOS Leadership Academy community is threatened with severe weather situations where tornadoes are of a high possibility, students will be moved from their workstations in the front of the building to the back hallways that contain strong cement block walls, no windows, and few unsecured items. If the severe weather were to occur at the end of the school day, students and staff will remain in the back halls until the conditions outside become safe. Students will then be allowed to leave. TAGOS Leadership Academy staff will not answer the door/phone for parents to remove their students during a tornado threat to assure that parents, students, and staff are all safe.

End of School Year

Students at TAGOS Leadership Academy have a staggered end to the school year. Starting the last Friday in May, students who have completed math and project work, thoroughly cleaned their work station, and completed an assigned cleaning task from their advisor will have the opportunity to finish their year early.

Graduation Ceremony

The TAGOS Leadership Academy graduation occurs the evening of the second Wednesday of June. Graduation gowns will be ordered in February, see the administrative assistant for more information.

Diplomas and Transcript Requests

At graduation students will not receive their official diploma. Staff will work diligently after graduation to order and prepare diplomas to distribute to graduates. Due to the nature of our school, staff are typically not in the building from the middle of June thru the middle of August. The administrative assistant or Dean of Students will mail diplomas out by July 15th of each year, unless an unforeseen circumstance causes diplomas to be delayed.

Depending on the age of the student/alumni a parent/guardian may need to provide a signature allowing us to release a transcript. Please contact the administrative assistant or Dean of Students to get assistance in ordering a transcript.

Summer School

TAGOS Leadership Academy Summer School started in 2010 and is intended for students who are behind in credits, potential TAGOS Leadership Academy students who are trying the school out prior to the fall, or retention students from Janesville School District traditional middle schools. Middle school students who do not complete 5 credits of work during the school year will be requested to join TAGOS Leadership Academy Summer School to assist them in staying with their grade level the following school year.

Interscholastic/Intramural Offerings

Students are allowed to participate in traditional school co-curricular/extracurricular activities if approved by the advisor and associated organization.

As per the WIAA, students in the TAGOS Leadership Academy **will be able to participate in athletics**. Please contact the Dean of Students to discuss how to get involved with athletic teams at Craig or Parker.

TAGOS is not a traditional school and does not provide the typical athletic and extracurricular offerings on site. However, TAGOS supports educating the whole child and believe that there are many alternative ways to meet educational goals. TAGOS sponsored clubs and performance arts activities will be scheduled during the year. Other alternatives may include private lessons, community teams/leagues, YMCA programs, etc. Students must consult with their advisor to determine needs and wants in extracurricular areas.

Former Student are able to visit TAGOS Leadership Academy; however, they should come at lunch time or 2:45 unless they have made prior arrangements with staff.

Student Pet Visitors are not allowed in the TAGOS Leadership Academy building at any time unless prior arrangement has been made with staff. Staff occasionally bring in their own pets, as the TAGOS Leadership Academy charter states that TAGOS is allowed to have a school dog.

Parent Involvement begins with the development of the child's Personalized Learning Plan (PLP) along with the student and advisor. Parents will provide further support through school involvement, organization of community events, and participation at the TAGOS Leadership Academy. Additional opportunities will include conferences, event nights, special presentations, and much more.

There are many opportunities for parental involvement at TAGOS Leadership Academy. Depending upon talents, schedule, and availability, a parent/guardian may desire to participate in one or more of the following ways:

- Participate in student-advisor-parent consultations
- Learn the Project Process so that you may assist your child and volunteer to assist students at school
- Provide input and feedback to advisors
- Share with the community the exciting concept of TAGOS Leadership Academy
- Attend TAGOS Leadership Academy Project Event Nights
- Participate in car pools to and from school events and learning experiences
- Chaperone TAGOS Leadership Academy events
- Offer yourself as a resource to TAGOS Leadership Academy students in the area of your expertise
- Share knowledge of community resources with TAGOS Leadership Academy staff and students
- Assist TAGOS Leadership Academy students and teachers on site.
- Provide administrative assistance from school or home eg. mailings, word processing, phone calls, etc.
- Organize community events
- Be on an active TAGOS Leadership Academy committee
- Attend Governance Board Meetings
- Support your child's interests and efforts!



STUDENT EXPECTATIONS



Expectations for Continued Studies

TAGOS Leadership Academy is an educational **CHOICE** for students in the Janesville School District. At TAGOS Leadership Academy, students may find an educational environment in which they enjoy learning and that leads to graduation. However, this choice is not the right fit for everyone, and some students may not find success in our environment. The staff and Governance Board have put together a process for transitioning a student from TAGOS Leadership Academy to another school inside or outside of the Janesville School District. For more information, please see the *TAGOS Leadership Academy Progress Expectations Sheet* that is included in this packet (Appendix A).

Students not making adequate academic progress may be subject to the following interventions:

- Meeting with their advisor/proposal team to develop a progress plan
- Parent/student/staff conference to develop an improvement plan
- Possible transfer back to traditional or other educational environment at semester

Status and Privilege

- All students at TAGOS Leadership Academy have basic rights and privileges (work station and computer, access to technology, adequate freedom of movement during work times, etc.)
- Students who are "on-track," both in current and cumulative academic standing will be eligible for certain privileges as designed by the learning community
- Unique privileges may be applied for and will only be afforded to students demonstrating outstanding leadership at TAGOS Leadership Academy

*For more information, please see the *TAGOS Leadership Academy Progress Expectations Sheet* that is included in this packet (Appendix A).

Conflict Resolution and Problem Solving

With open dialogue and communication, a positive approach to problem solving, and the proper focus, the need for a formal conflict resolution policy will rarely be necessary. Conflict resolution at TAGOS Leadership Academy will use the Capturing Kids Hearts process and students will abide by the agreed upon social contract developed by the student body. Conflicts between parents, students, and/or advisors require a face-to-face meeting with all involved parties. Meeting to resolve conflict will use the social contract policies set forth by the student body.

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Restorative Justice

TAGOS Leadership Academy uses restorative measures which seek to make things "right" for all parties involved. Circles, conferencing and mediation are tools used to help problem solve and resolve conflicts. The TAGOS Leadership Academy staff understands that when problems occur between others or others make poor choices/misbehavior, an opportunity exists to restore relationships. Students are expected to participate in the restorative process by allowing others an opportunity to voice their feelings about the issue while actively listening and doing what they can to right whatever wrong has been committed. Once the issue has been restored, there is no need for further consequences. Parents will be notified when students receive traditional consequences and on a case-by-case basis when using restorative practices.

Student Code of Conduct

In a project-based model, serious disciplinary problems are rare. Students in this model are often times more focused, parents are better informed and involved, and the tone of the school demands cooperation. All discipline will be first handled between student and advisor. Unresolved and unrestored disciplinary issues will require Dean of Students and parent participation. Severe individual situations will be dealt with according to school board policy and state statutes.

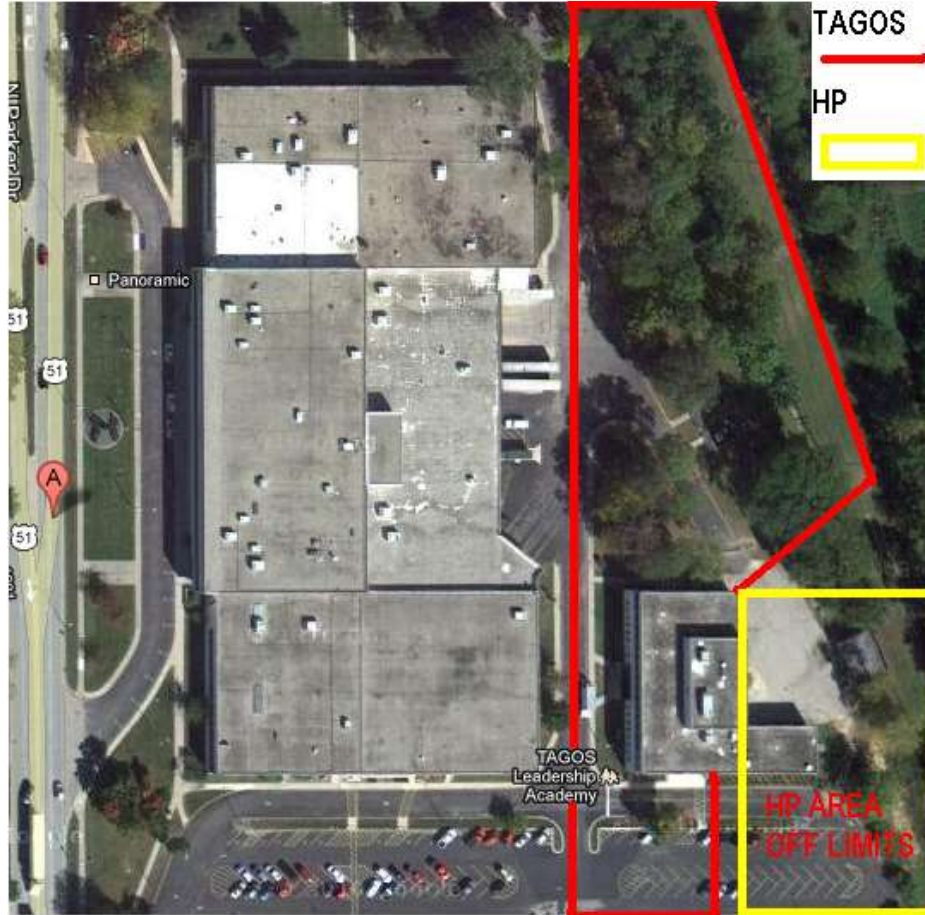
In addition to school consequences, students who violate the law while on school property or at school sponsored events may be cited according to local police authority.

Dress Expectations

Starting with the 2015-2016 school year TAGOS will begin following the district expectations for student dress. Staff will continue to expect that all students wear appropriate attire that would not be considered a distraction to the learning environment. If a student's attire is inappropriate, parents may be called to bring a change of clothing before the child is allowed to return to their workstation.

*Pajamas and Pajama Pants will not be allowed.

TAGOS School Grounds



Treating Our Building With Respect

Much money was spent during the inception of TAGOS Leadership Academy to ensure that students had the things they needed to do Project Based Learning. Unfortunately, not all students appreciate the beautiful facilities and tools that we have been allowed to purchase and use. If you see another student causing damage to the TAGOS Leadership Academy building or possessions YOU NEED to REPORT this to an advisor immediately. This is part of our culture and a way for you as a member to affirm that commitment to your school and yourself. Mistreatment and/or vandalism of the building or items in/out of the building will be dealt with on a case by case basis. It is the right of all students to work in a well maintained and clean facility with proper tools/items at their disposal. The destruction of school property, including desks, chairs, computers, etc. will be dealt with on a case by case basis. Consequences could include repairing the damage, apologizing to the community, parent meeting, report with police, suspension, or even expulsion.

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Treating TAGOS Neighbors with Respect

TAGOS was created to look and feel different than a traditional school setting and is therefore located in a business park. To assure we have strong relationships and the support of our neighbors so we can continue to have the opportunity to provide educational services in our current building we expect that students treat our neighbors with respect and courtesy.

Parking Lot and Busing Behavior

TAGOS Leadership Academy students and staff are fortunate to have such a beautiful facility and we expect to be here a long time. **To assure that we stay in our building it is expected that students not walk through HP or Panoramic's parking area at any time.** If you are leaving or coming to school grounds by walking, please use the sidewalks or go to the back side of the parking lot to exit and enter. All drivers are expected to follow the direction of traffic flow and speed limit when leaving TAGOS Leadership Academy. Please exit in front of Panoramic and proceed to the front driveway. **No parent or student should be parked in front of TAGOS Leadership Academy.** This is a trucking lane for Panoramic distribution, and needs to be free of cars at all times. Thank you in advance for helping us to be responsible and considerate neighbors.

Community Cleanup

All students will be expected to give back to the TAGOS Leadership Academy community through cleaning chores at the end of school days for one week every three weeks throughout the school year. Students can do their part each day by cleaning up immediately after they create a mess, reminding others to clean up their mess, sorting recyclables and trash into the correct containers, doing dishes as they are used; however, that will not cover all cleaning issues. As members of a small school, with part time custodial help, it is important for all members to give back to their community and do their best to keep their school looking cool. Each day students and staff will be expected to complete small duties (vacuum, wipe down microwave, wash remaining dishes, etc.) to keep our school clean. With students and staff taking care of the small duties, our custodial help can take the time to take care of the major cleaning issues that none of us want to do and make sure our school looks fantastic for years to come. Thanks in advance.

Technology Use Policy

Access to technology is a privilege and demands responsibility. All students will be expected to comply with technology use rules established by the School District of Janesville.

Technology use at TAGOS Leadership Academy is to be used solely for educational purposes. All electronic communications are not private, but subject to review and monitoring by staff. Computers may be searched and programs deleted if they are not supporting education and learning, including personal computers. NO software can be installed until it has been approved by school district technology staff.

Students must notify staff immediately if they encounter materials that are offensive or violate appropriate use.

Inappropriate Use of Technology

Includes but is not limited to:

- sending or displaying offensive messages or pictures
- using obscene language
- harassing, insulting or attacking others
- loading software on district owned computers
- damaging computers, computer systems or computer networks
- violating copyright laws
- using others' passwords
- trespassing in others' files or work
- intentionally wasting limited resources
- using the network for commercial or for profitable purposes
- using the network for personal, religious, political or private business
- using the network to access pornographic or other inappropriate materials
- portraying themselves on personal Internet Home Page as representatives of the School District of Janesville or an individual school
- copying or using someone else's work without their permission

Phone Policy

Students at TAGOS Leadership Academy are trusted to use technology effectively and wisely. In accordance with this policy, cell phones are permitted at TAGOS Leadership Academy. Ringers must be off at all times. Making and receiving calls, text messaging and the like will be permitted before and after school and during the lunch hour. Students will sometimes need to make appointment calls as part of their research, therefore other cell phone use will be handled on a case-by-case basis as requested by the student. If a student needs to make a call during work time for appointments or to communicate with a parent/guardian, they should make that call from the front entrance to the building between the doors. In the event that a phone becomes a distraction to a student's learning the student's advisor or Dean of Students will request the student be turned off and handed over to the staff member who will then lock the phone in a safe area.

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Game Play

Students at TAGOS Leadership Academy have direct access to a wide variety of electronic entertainment options via the Internet, and they are trusted to use that access responsibly. No video game play will be allowed during the school day unless the game is of clear educational value and the student has been given prior approval by an advisor. Games played before and after school or during lunch must be non-violent and age-appropriate in content, and must not tax the school's internet connection. Students who abuse this privilege may have the privilege revoked and/or lose Internet permission rights.

Electronic Device Policy

Students are allowed to listen to music using their computer or electronic devices while working at TAGOS Leadership Academy. It is expected that students will use headphones at an appropriate volume as to not distract or bother others and their project work. This privilege can be revoked for students who are not meeting the academic expectations of TAGOS Leadership Academy.

Studio Use

Students who desire to use the TAGOS Leadership Academy Studio must have the approval of their advisor and will need to sign in with our math teacher at the beginning and then check-out with them again at the end of their session. **Food and drinks are not allowed in the TAGOS Leadership Academy Studio** and those students who desire to continue using the studio should meet this expectation.

Students Driving Students

Students are not allowed to drive other students from TAGOS Leadership Academy to any location during the school day, unless the driver and rider's parents both have submitted signed notes stating their permission to the administrative assistant. Please also remember that no student is allowed to leave the school grounds unless they have completed 6 credits of high school credit.

Smoking Restrictions

Students are restricted from smoking on the grounds of TAGOS Leadership Academy or Arrow Park. Please see image of TAGOS Leadership Academy School Grounds for clarification of restricted areas for smoking.

Lunch Policy

During lunchtime, only students who have Sophomore Credit Status at TAGOS Leadership Academy (6 Credits) may leave the campus. Lunch occurs between 11:30 am and 12:10 pm. Students are expected to cook their lunch between these times and return to their desks prepared for read time at the end of lunch. Students are expected to eat lunch away from office cubicles.

Lunch options for students are as follows:

- 1) Students may pack a lunch and/or have in-school storage of easily prepared items. Students will have access to kitchen facilities in order to prepare meals. We ask that parents support our efforts to limit consumption of unreasonable limits of sugars and caffeine.
- 2) School District Food Service.

Food and Beverage Policy

TAGOS Leadership Academy students are allowed the freedom to consume snack food and drinks with caps/covers while working at their desks; however, it is expected that desks will be cleaned up at the end of each day, with no food or beverage containers left behind. Students must also recognize the difference between a snack and a meal. Work time is for work, but you are allowed to have snacks and drinks, while lunch time is for eating lunch. All food prepared in a microwave or stove, except for popcorn, is considered a meal and is only expected to be prepared during lunch time (11:30 am - 12:00 pm). Snacks and beverages with caps/covers will continue to be allowed at each student's office cubicle.

Theft of Valuables

Students are responsible for ensuring that their valuables are secured by keeping valuables on their person at all times. If you own something of value and bring it to TAGOS Leadership Academy please mark it with some type of identification stating your ownership. If you know of a theft YOU NEED to REPORT this IMMEDIATELY. This is part of our culture and a way for you as a member to affirm that commitment to TAGOS Leadership Academy and yourself. Theft will be dealt with on a case by case basis. It is the right of the student from whom something was taken to request restorative justice. If the article is worth a substantial amount, the police will be called and a report will be filed.

Drugs and Alcohol

Drugs and alcohol use or possession at school will be reported to the Janesville Police Department, the student will receive a ticket and will automatically receive a five day suspension and be referred for a pre-expulsion hearing. Students may also need to complete Prime for Life for classes. If the student has a Probation Officer they will also be notified of the occurrence. Parents will be called and be expected to take their student home, if an arrest is not made.



Admission Procedures for Regular Education Students

To begin the process a Parent and Student must complete the TAGOS Application. Upon receipt of the TAGOS Application the administrative assistant will contact the Parent to setup an initial meeting. The initial meeting will be to provide information, showcase the learning environment, and discuss potential openings or an estimated time of admission.

To assure the community at TAGOS Leadership Academy remains healthy from year to year the middle school grades will max out at 6 students in each grade level and the high school grades will max out at 15 students at each grade level. The school will also have a maximum of 4 expelled students in attendance at the same time.

When an opening is secured the administrative assistant will walk the parent through the process of completing the correct paper work to enroll the student.

Admission Procedures for Special Education Students

The process for special education students will be consistent with the regular education student, except that prior to a special education student being accepted at TAGOS Leadership Academy a Special Education IEP team must convene and determine if the student's placement at TAGOS would be beneficial in meeting the student's IEP. If the IEP team find that TAGOS is an environment that the student would find success and there is a current opening, the administrative assistant will then walk the parent through the process of completing the correct paperwork to enroll the student.

Student Transfers from TAGOS

Students in the lottery pool can at any time during the year be accepted to attend TAGOS Leadership Academy as space becomes available and start at the beginning of the next semester.

Students wishing to transfer to a different school within the School District of Janesville may do so at the close of the semester. The parent should notify the our administrative assistant to discuss their desire to change their student's school setting at the close of the semester and then visit their future school's counseling center to create a schedule.

Enrollment Options for High School Students

High school students attending TAGOS Leadership Academy may choose to enroll in up to two courses at what would be their traditional high school (Craig or Parker). It is suggested that if a student takes course work at their high school that they schedule two classes together (back-to-back) at the beginning or end of the day to limit time spent in travel. Students are responsible for providing their own transportation to and from these classes with minimal interruption to the TAGOS school day.

Students Under an Expulsion Order

Students who are expelled may only attend TAGOS Leadership Academy or other options per their individual circumstances. Expelled students are prohibited from being on any district property or attending district sponsored events except those held on site at the TAGOS Leadership Academy grounds. Expelled students wishing to be in traditional school settings will require a request to the superintendent initiated by the Dean of Students. TAGOS allows up to 4 expelled students to attend the school simultaneously.

TAGOS Progress Expectations

These progress expectations were created to ensure that students at TAGOS Leadership Academy are productive and have a healthy environment in which to learn.

Indicators of Lack of Progress

- No project proposed during first five school days of each block
- No logging on Project Foundry or pre-proposal time log for two consecutive days
- Exhibiting behaviors of concern (see back)
- Failure to earn .75 credits per six week block
- Failure to earn .25 credits in core subject areas (English, Science, and/or Social Studies) per six week block
- Failure to make adequate progress in math (.5 credits of Math per semester, if applicable)
- Attendance issues (85% min. attendance needed to remain in charter)
- Students who exhibit one or more of the above indicators of lack of progress will be subject to the interventions listed in Steps One, Two, and Three, below.

Step One Options

- Parent phone call
- Meeting with advisor to address concerns and write personal goal statement
- Structured project in core subject areas with timelines/expectations
- Additional structure added to daily schedule
- Daily/weekly goal sheet

Step Two Options

- Parent meeting with staff to discuss student issues
- Revisit and revise personal goal statement with dean of students
- Completely structured day
- Loss of some school privileges (See Next Page)
- Structured projects in one or more core areas
- Letter home (concerns put in writing)
- Time logs shown to advisor daily

Step Three Options

- Parent meeting with staff to discuss continued student issues
- All projects restricted to core subject areas
- Loss of all school privileges (See Next Page)
- Time logs taken home daily and signed by parent
- Referral to psychologist or social worker
- Referral for special education evaluation
- Initiation of student contract with specific academic and behavioral goals
- Letter home (concerns put in writing with possible referral to Governance Board for return to traditional school placement)

If a student reaches Phase Three and staff still do not see buy-in or growth, the student will be referred to the Dean of Students and Principal for recommendation of return to a traditional school setting.

I have read the above TAGOS Progress Policy and understand the consequences of not abiding by this document.

Student Signature

Date

Advisor Signature

Date

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Behaviors of Concern

Exhibiting behaviors that disrupt our learning environment may result in a loss of school privileges, discipline referral, parent contact, and/or moving to Steps One, Two, or Three on our Progress Expectations. As perceived by TAGOS staff or fellow students, these behaviors include, but are not limited to:

- Smoking on school grounds or school trips
- Traveling off of school grounds without permission
- Presence in restricted school areas without permission (library, audio/video studio, art area, etc.)
- Dress Expectations
- Causing others to be off task
 - Examples include, but are not limited to:
 - Having to be asked more than once by staff to return to your seat
 - Talking too loudly
 - Playing music too loudly (with headphones on, music can be heard in cubicles adjacent to yours)
 - Participating in interpersonal drama
- Alcohol or drug use, abuse, or possession at school or surrounding areas
- Possession or display of alcohol or drug paraphernalia (marijuana leaves, etc.)
- Inappropriate use of technology
 - Examples include, but are not limited to:
 - Gaming during work time
 - Circumventing computer security
 - Installing software without permission
 - Streaming music/videos during work time
 - Illegal downloading through school network (music, video, software, games, etc.)
- Fighting
- Inappropriate language
- Refusal to follow daily work expectations (not participating in advisory, read time, math time, etc.)
- Theft
- Wasting school supplies
- Plagiarism

Privileges

Students should be able to enjoy certain privileges, as needed to pursue their educational goals at TAGOS Leadership Academy. These privileges include, but are not limited to:

- Cell phone use
- Headphone use
- Internet use
- Computer use
- Use of audio/video studio
- Use of art area
- Use of kitchen
- Off campus travel
- Leaving campus during lunch, even with parent signature

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Community Travel Release

TAGOS Leadership Academy is a project-based school. We believe that the community is an extension of the school holding the real to life information that many students will benefit from. As a part of project-based learning, students are required to conduct research which may include connections to professionals in the community, utilizing the public library, touring of business and industry, being involved in community government, etc.

Please read and sign below.

Parent

I give my permission for my son/daughter to travel in the community in order to conduct research for project-based learning. I do not require permission each time my child utilizes the community for research projects.

Parent/Guardian Signature

Date

Student

I agree to the following:

1. I will always notify my advisor when I need to access the community for research or project completion by completing a Site Visitation Request Form and getting it turned in and signed by my advisor.
2. I will communicate with my parent or guardian when I am planning on going into the community during the school day.
3. I will provide both parent and advisor with the time frame and purpose of community involvement.
4. I understand that I am responsible for my behavior while in the community and that I will represent TAGOS Leadership Academy in a favorable way while in the community.
5. I understand that it is my obligation to go directly to and come directly from the approved community resource in a timely manner.
6. I will always sign out when leaving and sign in when returning to the school.

Student Signature

Date

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Site Visitation Request Form

Students leaving for live resource interviews, research, or library use must have a Community Form completed by their guardian on file and a completed Site Visitation Request Form signed by a guardian and given to their advisor by **9 am** on the day of the off campus visit.

Name _____ Date _____

Field Study Destination _____

Phone Number (Cell and/or Destination) _____

Departure Time _____ Return Time _____

Means of travel _____

Parent/Guardian Signature _____

Advisor Signature _____

Accomplishments for the day:

Student Signature _____ Date _____

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