

**Policy Manual for Trivium Families**

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**TRIVIUM FAMILY HANDBOOK**  
**TRIVIUM CHARTER SCHOOL NETWORK**  
2019-2020

Trivium Charter School Network (ACE)  
Trivium Family Handbook 2019-2020  
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Trivium-ACE reserves the right to modify this handbook, as necessary, to promote the safe and efficient operation of the school.

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## OUR STORY

**Trivium Charter School** opened its doors as an independent charter school in the Fall of 2011. Trivium Charter is the continuation of a program that I had the pleasure of being part of in their start-up year in Orange County. Once I returned to the Central Coast, I decided to see if there was interest in developing this program here. And, there was! The ACE program started with 31 students (four of those students were my own kids) in the gymnasium of the Boys and Girls Club in Lompoc. We were under the umbrella of a neighboring charter school. The second year of the ACE program brought us up to just almost 200 students with 2 learning centers (Lompoc and Santa Maria). When we decided to develop the ACE program under a separate and independent charter, Trivium came into existence. The first year of Trivium Charter's ACE program started with 3 learning centers (Lompoc, Santa Maria and Arroyo Grande) and 300 students. Trivium added 2 additional Learning Centers (Santa Barbara and Atascadero) in the Fall of 2014. Our growth has allowed Trivium to provide even more choices to students that creates a dynamic, personalized learning path for each student.

In 2018, we became Trivium Charter School Network and have 3 charter schools, the original Trivium Charter, Trivium Charter School: Adventure and Trivium Charter School: Voyage. We are piloting a FLEX day which will be offered one day a week at the Lompoc and Santa Barbara Centers which is a university-model approach where students can opt in to various classes. And, 2018 will be our second year of offering our Connect program, an online, synchronous classroom.

We deeply honor school choice and believe there is not a one-size-fits-all option for students. Whether you are joining us from a local district school, a private school, homeschooling or as a new parent with a Kindergarten student, **WELCOME!**

**Trisha Vais**, Executive Director  
**Trivium Charter School Network**

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## OUR PHILOSOPHY

**Our Vision Statement:** Partnering with parents to provide a solid foundation of knowledge that inspires a passion and confidence in learning. Together we create students who can think critically, speak confidently, and achieve their individual goals.

**Trivium Charter School Network** offers the best of both worlds -- a blend of the traditional classroom and independent study. Trivium Charter School Network strives to promote a life-long love of learning with student success being both personalized and attainable. We provide families a wide range of choices with which to create a Personalized Learning Experience for each student. Families can build their program that works best for them by choosing from a wide arrange of curricula options, which now includes Trivium Connect (for many math and language arts classes) and, of course, the option of our fabulous ACE days. This personalized learning model enriches and challenges students in different ways, in turn, creating well-rounded and well-educated students. Most students receive a personalized education tailored to their individual pace on Non-ACE Days while enjoying group interactions on ACE Days. Trivium also offers a Non-ACE Day Program which allows students to complete all of their studies without attending ACE days. Families choose this path for a variety of reasons and are able to customize every aspect of their child's education.

**What exactly is a charter school?** The state of California passed the "Charter Schools Act" (SB 1448) in 1992. This was a direct response to the public's desire for broad educational reform. Charter schools are public schools and funded mostly the same as traditional public schools, and are therefore free to attend. How charter schools differ is that they have much more freedom and autonomy than the traditional public school. Most importantly, students attend by their parents' choice. Charter schools must attract students to stay in business. Charter schools are much like a private business - they either attract clients with a quality product or they don't last. Charter schools have the challenge of creating innovative programs that allow different learning opportunities for their students. Any student who lives anywhere in the state of California may attend any California charter school without the need to ask the home district for a school of choice form or inter-district transfer. Each school that is granted a charter must go through a renewal process every three to five years. As of the 2017-2018 school year, there were more than 7000 charter schools nationwide and they served over 3 million students. Those 7000+ schools vary greatly from virtual schools to five day a week seat-based schools and just about every other model in between. Currently, there are approximately 1275 charter schools in California serving over 630,000 students.\*

*\*Source: National Alliance for Public Charter Schools [www.publiccharters.org](http://www.publiccharters.org)*

**The Personalized Learning model of Trivium** is becoming more and more popular as this approach is proving to be highly successful. Trivium is considered an Independent Study program by CA Charter Law. At Trivium, the parent remains the primary teacher and the students participate in academic enrichment classes that focus heavily on history and science. Most families refer to the two learning center days as ACE days (A Classical Experience). For ACE Days, we design the curricula by taking the best ideas from various sources including, *The Well Trained Mind*, *Core Knowledge*, *Project-Based Learning*, *Project-Oriented Learning*, and grade level standards. Much thought and research is put into the ACE days so students can experience different,

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multi-sensory activities. We strongly believe that learning should be fun and engaging. We therefore focus on a variety of methods to engage all the different learning styles of our students. Some activities may be a ‘breeze’ for students and allow them to shine, while other activities may be a struggle that allows for personal growth. Multi-sensory learning that is presented at a variety of learning levels allows for an exciting, comfortable and yet challenging learning environment for most students. At Trivium, our goal is to partner with you to provide a learning environment in and out of the classroom that is engaging, challenging, and able to meet your child’s needs.

### **HOW IT WORKS:**

All Trivium students are legally enrolled in an Independent Study (non-classroom based) California public charter school. Parents who choose to enroll their children in Trivium accept responsibility for the education of their children. First and foremost, Trivium is a support structure for families throughout their personalized learning experience. Trivium values both the rights and responsibilities of families choosing to participate in the education of their children. Most of our students attend ACE days, however they are not required to in order to become, or remain, enrolled at Trivium. Each student enrolled in a California Independent Study program must make appropriate progress to remain enrolled. There’s a lot of legal wording that defines every aspect of this but, in short, it means that a student must make consistent and appropriate academic progress in all subjects of their personalized learning plan.

**ACE days** are built around combination classes. Combination classes offer a different dimension to group work and activities than a single grade classroom. Younger children in the class will strive to greater levels, learn to find a voice, and express opinions to older students. Older students learn to listen to varying ideas, help broaden perspectives, extend their own learning, and mentor the younger students. ACE Day teachers are trained in differentiating lessons and expect different levels in mastery for any given activity.

**Good character** is always expected from the students whether they are in class or out at recess. ACE days are to be an enriching experience for all the students and any type of poor conduct - name calling, teasing, exclusion, immodesty etc. - will not be tolerated. All children will be aware of the code of conduct expected of them and be held to that standard in their conduct, speech, and appearance. Children in 4th grade and up will be asked to sign a behavior contract. Students who do not align their behavior to our standards will be sent home and will complete assignments as part of our Non-ACE Day Program temporarily. Bullying will not be tolerated at the learning center. Bullying is not limited to physical acts. Bullying can include actions such as making threats, spreading rumors, verbal attacks, or purposely excluding individuals from groups or activities. Bullying can also be facilitated via various social media mediums- “Cyberbullying” will not be tolerated. We firmly believe that students who attend ACE days have a right to learn in an environment that is safe, friendly and free of continual behavior disruptions.

**A typical week at ACE** covers history, geography, science with experiments, art (applied and history), music history, writing, literature discussion, practical math, and public speaking. In addition, ACE has group work, hands-on activities, public speaking, memory work, and critical thinking skills that are embedded within the subjects.

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**An optional third “FLEX” day** is offered at some centers. This third day offers classes such as Math Enrichment (K-3rd), Language Arts Enrichment (K-3rd), Study Hall for students to work independently on their homeschool work or to join their Connect class from the center, coding, drama, photography, art, and a STEM lab. The FLEX schedule and offerings may vary at different centers.

**A typical week at home** for Trivium students that attend ACE days includes language arts and math. Language arts, depending on the student's level, consists of writing and writing mechanics (spelling, grammar, vocabulary, handwriting) and reading (phonics, reading comprehension/literary analysis). There may be occasional ACE assignments to complete at home as well (see below). In addition, we encourage parents to add foreign language study, critical thinking exercises, typing instruction and additional history/science exploration depending on the needs, interests, and abilities of each student.

Outside of math and language arts, your days are yours to design around your families and students' interests and goals. We will provide you with grade level expectations for your child so you can keep those in mind as you plan your academic year, just as our Trivium teachers do.

For students who do not attend ACE days, all subjects are taught at home. Each student is assigned classes based on requirements and student interest. Parents who choose this option may use traditional textbooks and workbooks, a full project-based learning approach, or a combination of the two. Each student’s educational path is developed individually.

Personalized learning programs are hard work! Children may take more or less time to complete work than the minimum instructional minutes required in a traditional school, and that is perfectly acceptable! We have attached the minimal instructional minute table for your use.

	Homeschool Days	ACE days (Instructional Time)	Total Required Instructional time per week
Grade:	Instructional (min.) time @ home	Instructional Time @ ACE	
TK/K	~1.8 hrs (5.2 hrs/week)	5.5 hrs (11hrs/week)	16.2 hrs/week
1-3	~3.9 hrs (11.7hrs/week)	5.5 hrs (11hrs/week)	22.7 hrs/week
4-8	~4.5 hrs (13.3hrs/week)	5.5 hrs (11hrs/week)	24.3 hrs/week
HS	~6.1 hrs (18.2hrs/week)	5.5 hrs (11hrs/week)	29.2 hrs/week

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**Student homework:** Student homework varies by age and week to week. We understand that your students have only three days to accomplish five days of language arts and math. There is no homework from ACE for 2<sup>nd</sup> grade and under - except for an occasional literature book or special project. Homework, such as literature books and writing assignments, begins in the 3<sup>rd</sup> or 4<sup>th</sup> grade depending on the class and student ability. If your student is in 4<sup>th</sup> or 5<sup>th</sup> grade or older they will have reading and writing assignments. Middle and high school students will typically have additional homework that supports the history, science or practical math unit that they are studying (besides writing and lit. books). We do not assign busy work for homework. Students are expected to arrive to the ACE days with their homework completed. If a student arrives unprepared and it affects a group project, they may be sent home for the remainder of the ACE day and will be given a substitute assignment. If a student arrives unprepared and their lack of preparation is not detrimental to a group, they will be assigned to a homework table at break or recess and may be required to stay after the ACE day and/or attend a 3<sup>rd</sup> on-campus day to complete their assignments. Students who do not complete their work at an appropriate pace, as assigned, will be claimed absent. Independent study schools generate attendance based on student work. Any student who does not make appropriate progress at Trivium, in either the ACE day program or the Non-ACE Day Program, will be exited from the school. Trivium defines “appropriate pacing” as being on pace to finish grade level curriculum in a school year for all students unless a different pacing structure has been agreed upon by both the parent and assigned teacher.

**Pacing Plans:** In order to support families struggling to stay on pace, Trivium has two different programs that students may be placed in - the Academic Pacing Plan (APP) and the Trivium Intervention Program (TIP). Trivium reserves the right to place students in these programs to increase the chance of the student’s academic success at Trivium. Failure to comply with the APP program will automatically place the student in the TIP program. Failure to comply with the TIP program will cause the student’s dismissal from Trivium and a recommendation that the student attends a traditional, 5 day-a-week school.

**Curriculum:** We provide a catalog of curriculum choices arranged by grade. The catalog offers a variety of curriculum choices for math, language arts and enrichment. Attached to each choice is a “dollar” or point value. You may select as many items as you would like from this catalog totaling no more than 425 “dollars” or points K-8. (High Schoolers are assigned courses based on goals and in conjunction with our High School Administrator, Dani Pearce, [dpearce@triviumcharter.org](mailto:dpearce@triviumcharter.org)). Once you have made your selections you can place your order from our curriculum shop on our website: [www.triviumcharter.org](http://www.triviumcharter.org)

Access to our curriculum materials and shop is through a username and password provided to you once you have completed our enrollment documents. Trivium retains the right to assign specific curriculum and pacing to a student/family who needs intervention and/or guidance to successfully complete their personalized learning plan.

Trivium also offers Trivium Connect, live, online, interactive courses with a credentialed teacher for English grades 4-8 and for math grades 4-8 plus Algebra Basic, Algebra 1, Algebra 2, and Geometry. Trivium Connect is available to select in the curriculum shop.

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Keep in mind that parents are welcome to purchase, on their own, any material that may help their child succeed! The 425 Trivium ACE points can only be used on materials explicitly listed in our current curriculum catalog and purchased exclusively from our curriculum shop. Each year we will be revising and updating our materials. If you have a program you would like us to consider listing in our catalog in the future please email our Academic Director.

*(contact information is at the end of this handbook)*

Parents must share log-in and password information for all Trivium-purchased online accounts. All Trivium-purchased material remains the property of Trivium and all non-consumable materials (textbooks, CDs, DVDs, resource guides, teacher guides, etc...) must be returned at the end of the school year. Compliance with this helps Trivium keep costs down and frees up more funding for new materials and classroom supplies. If you do not need to spend all of your curriculum points, please don't. The money 'saved' is still used for students: classroom needs, paper and supplies, playground equipment, etc.

### Parent's Homework:

**Learning Logs (work records) and work samples** -Parents **must** turn in a monthly work log that outlines their students' daily engagement in their personalized learning program subjects, as well as samples to support the learning log. This is a requirement by the state. This document is extremely important and generates all of the funding that Trivium receives.

Another important aspect of the Trivium-Parent Partnership involves families providing work samples for each learning period. For our K-8 students, we ask that four samples, 2 from Language Arts and 2 from Math, be brought in once each LP. Language Arts samples should be from two different areas (reading log, vocabulary, literature response, writing, spelling, grammar, editing, handwriting practice). It is acceptable for one Math sample to be a progress summary print-out from online curriculum the student may be using. Photocopies or pictures are acceptable, in most cases, for K-8 students attending ACE days. Please understand that there may be times we will need original samples. We do appreciate you being prepared to provide them if asked. In rare cases, we may also increase the amount of samples required and/or the frequency of curriculum checks, for any student at any time. Students in our Non-ACE Day program are asked to turn in original samples. For students in our high school program, the work sample requirement will vary from LP to LP, and all samples must be the student's original work. We are happy to make photocopies of samples, should you want to keep them for your records. Students that are in Connect for math or language arts will have their work samples supplied by the Connect teacher.

The Learning Logs are extremely important for state compliance. If the logs aren't completed in a timely manner it may result in your student losing their spot at Trivium. As we completely understand it may take some time to create your Learning Log and sample packet, we gladly extend parents a one week grace period from the Learning Log due date before their students are considered absent (for lack of documentation) and may be exited from Trivium for excessive absenteeism. Students may not have more than 10 days of unexcused

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absences in any school year. If a learning log is not received in the designated timeframe, the absences are considered unexcused. Trivium teachers review Learning Logs for consistent and appropriate academic progress in all assigned subjects.

**Your teacher and Center Coordinator will provide and assist you in filling out your logs if you need help. The learning logs prove attendance and thus generate all funding for Trivium which we use to pay for the curriculum, classroom supplies, play equipment, leases for the buildings, salaries, etc...**

**Teachers' Agendas** -In addition to timely and accurate submission of the learning logs, you are expected to view the teacher's agenda for each of your students. These agendas are posted weekly on Parent Square. The agendas will contain the material covered in class and specify any important changes or requests for specific supplies.

As our program is very hands-on, our teachers often request such items as water bottles, yogurt containers, etc. for science or art. If you find yourself temporarily without computer access for any reason, please let your teacher and Center Coordinator know. Parents and older students must have regular access to the internet to be successful at Trivium. Students may work on school computers at the Learning Center. Each Learning Center can provide access for students to work online or for parents to check on their student's online curriculum progress. Simply contact your Center Coordinator to arrange access. Our goal is to partner with you and communication is an important component of that partnership. The agendas keep you informed of the daily academics, special events or requests, and are also a nice starting point for after school discussion with your children.

**Fundraisers** - California's budget for schools remains very tight. We do not burden you with candy bar and wrapping paper fundraisers, but do offer a variety of easier ways to support our school. Amazon Smile, Scrip, and Benefit are methods of supporting our school at places you most likely already shop. Please ask your Center Coordinator for more details.

**Charitable Activity** - While Trivium applauds the vast and varied charitable causes our families present us with throughout the year, we must regretfully limit our involvement in actively advertising or supporting charitable activities with school resources and/or time. As our students only have two ACE Days per week, our objective is to keep those days focused on the project-based learning the students enjoy. Thank you in advance for your understanding on this issue should you present such an idea to your Center Coordinator for consideration.

**School Supplies** - We may occasionally ask for parents to send in basic school supplies for their child as well as some school essentials such as cleaning wipes and tissues. The list will be provided for each classroom and overall school needs will be communicated to you by your teacher or Center Coordinator.

**Non-ACE Day Program** - The majority of Trivium families participate in our ACE days. However, we do have a Non-ACE Day Program as well. This program is for students who need a more individualized pace or who

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cannot comply with expectations necessary to attend the ACE days. For more information please contact your closest Learning Center for K-8th grade or Ginelle Libby for High School students.  
(*contact information is at the end of this handbook*)

### ACADEMIC CONTENT

**How do you follow a 4 year Classical approach rotation and still teach CA state standards?** Because we are legally considered Independent Study, we have leeway in this area. The Trivium teachers are aware of the grade level standards and incorporate the standards into the lessons. As the primary educator, you can also cover state standards outside of ACE Days.

We provide an overall scope and sequence which is given to all the parents. This is the overall outline of the year. We find that the communication of both the individual days and the overall goals of the year are helpful for parents to have a clear understanding of the program and help you adjust your days accordingly.

**Why do we need to participate in a Personalized Learning Plan and Curriculum checks?** The short answer is... to meet state requirements. As a public school, our funding comes from the State of California. Therefore, we are accountable to the state for how the money is used. Part of our accountability process requires the creation of a Personalized Learning Plan for each student and regular curriculum checks. These items show that students are benefitting from the funds allocated to Trivium Charter School Network.

Since Trivium strongly believes that there are many paths to success and encourages personalized learning, a PLP will be developed for each student. This item is the result of collaboration between the parent, teacher, student, curriculum advisor, and administration staff as needed. The PLP sets a student's goals for the year and can be altered throughout the year, when all parties are in agreement. Part of the PLP process is checking students' curriculum at regular intervals.

A curriculum check consists of a student bringing in all of their curriculum in order for Trivium staff to document the progress and that mastery is occurring. While all students are required to participate in curriculum checks and/or curriculum progress meetings, some students may have more than others. These curriculum checks and/or progress meetings are required, but as "life does happen" we will happily accommodate a family missing one of these scheduled items due to unforeseeable circumstances if it is made up within 7 calendar days. Sadly, failure to comply with scheduled activities supporting a PLP or curriculum check may result in dismissal from Trivium. Along those lines, failure to show for a meeting without prior notice, failure to show for a rescheduled meeting, or failure to bring all assigned work automatically qualifies your student for weekly progress checks and may necessitate the student switching to online curriculum. Further failure to comply, thereby hindering Trivium's intervention plan may result in your student losing their place at Trivium.

**Does my child have to take the (California State Testing)?** Yes, Trivium students participate in state testing, including the Presidential Physical Fitness Test. These tests all occur in the Spring Semester, usually right after Spring Break. Specific dates will be shared in advance, once the schedule has been confirmed. Make-ups for

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testing are possible, but difficult to arrange so please plan for students to be at their Learning Center on test days. Students in the Non-ACE Day program must attend their closest learning center to participate in testing. Parents do have the right to opt their children out of state testing. Your Center Coordinator will have the most updated information on that procedure before the testing commences each spring. Trivium does not focus on state testing and does not spend time “teaching to the test”. We believe that students learn and then reflect that learning on the test.

**Is any other testing conducted?** Yes. In order to know where a student is in their educational journey, and to then let us ensure they are making appropriate progress, Trivium asks students to participate in an assessment process. For returning students, this will be done at the beginning of the school year and occasionally throughout the school year. For those joining us after the school year has begun, the primary assessment will be done as part of the enrollment process and then, with their fellow students, occasionally throughout the year. In order to show respect for the many families on our wait lists, we do assign a time frame to this part of the enrollment process. Students who do not finish the placement testing in the assigned time frame will not be enrolled. Students who test more than 2 grade levels behind in math, reading, or language mechanics may be required to enroll in our Non-ACE Day program in order to make progress in these critical areas. Once the student is within 2 grade levels of their assigned grade, they will be eligible to attend the ACE days as soon as an opening becomes available.

Students will also take varied assessments during ACE days so that their progress can be monitored and documented. Students who are absent when assessments are conducted, and those who do not attend ACE days, will be expected to complete assessments as assigned. Since these assessments are performed as part of the Trivium-Parent partnership, parents may not opt students out of them.

**How do you choose the literature books?** We use multiple methods to choose literature books including parental recommendation, classical list recommendations and personal knowledge. The books deliberately have a variety of levels in one classroom. The focus of the literature circle is thoughtful discussion – not on difficult, hard-to-master content. Of course, you are welcome to add books of your choosing to your personalized learning plan.

**What is a learning center event?** This is an event that involves the entire learning center in a multi-sensory learning experience. These events involve reenacting a historical event or engaging in a science or history experiment. These school events are a crucial component of our approach as they bring to life the material covered in class and create a sense of community within in the learning center. Non-ACE Day attendees are welcome to join these events.

### GENERAL INFORMATION

**Calendar-** The school calendar will be posted on the website with all holidays and breaks outlined.

#### ACE Days

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**Santa Barbara = Tuesday and Thursday**

**Lompoc = Tuesday and Thursday**

**Santa Maria = Tuesday and Thursday**

**Arroyo Grande = Wednesday and Friday**

**Atascadero = Wednesday and Friday**

**Hours-** ACE days start promptly at 9 AM and ends at 3:15 PM. Students may arrive as early as 8:45AM and stay until 3:30 PM. If you need to drop off or pick up outside of these designated time you must check with the Center Coordinator.

9:00am-9:05am.....Morning Assembly  
9:05am-10:30am.....Classroom Instruction  
10:30am-10:45am.....Morning Recess and snack time  
10:45am-12:15pm.....Classroom Instruction  
12:15pm-12:35pm.....Playtime  
12:35pm-1:00pm.....Lunch (students can play again after they have eaten)  
1:00pm-3:15pm.....Classroom Instruction. Dismissal is 3:15pm.

**Academic Club and general additional help:** occurs after ACE days from 3:15 to 4:00. Academic Club is a place where students can get help with any subject. It may be required for some students.

**Breakfast, Snacks and Lunch** -Trivium recognizes that students perform best in school when they eat nutritious and balanced meals. Please ensure that your children come to school having eaten a nutritious breakfast. We also encourage you to provide a healthy snack for morning break. It is a parent's responsibility to send a lunch with your child for each school day. If a child does not have a lunch we will contact the parent to see what course of action they would like us to take but if unable to reach the parent staff may share some of our reserve food with the student. Parents are welcome to donate easily stored lunch options for kids who forget their lunch. Trivium Charter School participates in the National School Lunch Program. This program provides meals to qualifying students at free, or reduced rates. At Trivium, these meals will be made available to students during the 10:30 am - 10:45 am morning break. Please contact your respective Center Coordinator for more information.

We know that children love to celebrate birthdays and special occasions. However, due to parent preferences and classroom management we will distribute any special treats provided by parents after school or at a break.

**Morning break** is from 10:30 AM - 10:45AM

**Lunch/Recess** is 12:15 PM - 1:00 PM

**Meetings with Curriculum Advisors** - At Trivium we realize that a wide range of choice is the foundational component of our program on which we build. In order to best support you in making selections for your

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students, our Curriculum Advisors are available to answer any curriculum questions.  
(*contact information is at the end of this handbook*)

**Parent Coffees-** Each center will have approximately 3 parent coffees throughout the year. During these coffees you will have a chance to meet other parents, discuss any issues, learn about academic resources and instructional approaches, keep up with school events, and give feedback on how things are going. We encourage all parents to attend and younger siblings are welcome.

### POLICIES AND PROCEDURES

#### DROP-OFF AND PICK-UP PROCEDURE

These rules are designed to maximize safety, convenience and efficiency:

Each center will have a designated area where your children are expected to remain during drop-off and pick-up times. Please familiarize yourself with these areas and support us in encouraging your children to stay in these areas until you are ready for them.

In addition, each site will have drop-off and pick-up loading zones. These zones are intended to expedite the drop-off and pick-up process for parents who are in a hurry. If you wish to talk to a teacher or the Center Coordinator please park your car in the parking lot and then proceed into the center.

We expect all parents to use the utmost caution when driving in our parking lots. All parties that park their personal vehicles at any of Trivium's Learning Centers are responsible for their vehicle and all contents therein. All vehicles should be locked and secured while on the Learning Center grounds. Trivium is not responsible for items lost or stolen from a vehicle parked at the Learning Center.

**What if someone else needs to pick up my child?** Please inform the Center Coordinator by either calling, texting, or sending an email with the person's name and contact information. Please refer to the school contact list below.

**What if I need to bring my child in late or pick them up early?** If you know ahead of time, please let your Center Coordinator know when you will be dropping off or picking up your child. All late drop-offs and early pick-ups are facilitated in the office through the Center Coordinator. If the situation is unforeseeable, please communicate with your Center Coordinator as soon as possible.

#### ABSENCE AND TARDY POLICY

**Tardiness** – At Trivium, students are considered tardy if they arrive after morning assembly (this is when our teachers take attendance and give it to office staff). In this situation, please instruct your student(s) to check in at the office before they go to class. We also ask that parents who drop students off after morning assembly contact the Center Coordinator in person, by phone, text, or email *when* they drop off the student(s). It is the

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responsibility of parents to ensure that their children arrive at school on time each day. However, we do understand that some circumstances can create a difficulty in getting to ACE/FLEX Days on time. If your family is affected by such circumstances, please speak to your Center Coordinator! They may be able to help find a solution which will help your student get all they can out of ACE/FLEX Days, as arriving after class has begun means they may miss out. In addition, we ask families to consider the effect a student arriving late has on other students and to respect their right to full ACE/FLEX Days free of disruption.

**Absences** - Since our educational philosophy emphasizes an interactive teacher-student format, we require consistent attendance to our ACE days (for those who opt in to the ACE days) and attendance at all scheduled meetings and conferences. Trivium will make reasonable accommodations to meet with parents/guardians. It is difficult for students who have missed classes to do make-up work comparable to students who were present. We encourage parents to plan family activities during scheduled school vacations thereby receiving the maximum benefit from our ACE days.

Trivium is required to maintain records that support the student's personalized learning plan being beneficial for all students who attend a Trivium Charter School. If ACE Day attendance or academic effort and achievement is not measurable and appropriate, Trivium is legally required to enact our Student Interventions Policies designed to address chronic absenteeism. If attempts to support the student's attendance improving prove unsuccessful, we are then legally required to refer the family to a traditional, 5 day a week model. Please refer to the Independent Study, Missed Assignments and Absenteeism policy. Students are required to engage in their coursework on a regular basis and must maintain a D average or better in a minimum of 4 classes. An "assignment" is classified as the work assigned within a 7 day timeframe. Students who miss 3 assignments may jeopardize their ability to remain in our Personalized Learning Public Charter School.

**Prearranged Absences** - We, at Trivium, honor your role as the primary teacher. We understand that due to family need or planned activities parents may need to remove children for a period of time while school is in session. If you are planning to take a vacation while school is in session, let us know as soon as possible so we can figure out the best course of action. Depending on the length of your vacation, you may need to provide some work samples. However, if you give us notice we should be able to come up with a plan that allows for flexibility and keeps your child up to speed and in compliance.

**Excused Absences** – Out of respect for the parent-school partnership, and our focus on student safety and open communication, we very much appreciate absences that are a result of sickness or last minute emergencies being called in, or emailed to, the Center Coordinator no later than 9:00 AM. If we have not heard from you, and your student is not at school, we will contact you to ensure that all is well.

### **Missed Work:**

ACE/FLEX days revolve heavily around group work and projects. Non-compliance in both classwork and homework assignments disrupts the student's learning and the learning of their group-mates. Classwork and homework must be completed in the time assigned. Trivium reserves the right to assign different curriculum and different pacing at any time during the student's personalized learning program. Trivium reserves the right

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to require the student to work at a learning center and meet as frequently as needed with a Trivium staff member to help the student be academically successful. Trivium reserves the right to assign students to academic club after school or to a homework table during break or recess. Trivium reserves the right to temporarily place students in the Non-ACE/FLEX Day Program if the student is disrupting the learning environment for other students. Non-compliance with a written plan for the student will result in the student being dismissed from Trivium.

### **Losing your spot at Trivium and re-enrollment:**

Students who are expelled from Trivium for non-compliance with required paperwork, progress checks, exhibiting appropriate progress/mastery, poor behavior choices, and/or dress code may not request enrollment for 12 months and will be subject to the lottery draw process as if they were a new student. Any student who has been dismissed twice from Trivium for any combination of reasons may not enroll again. Trivium firmly believes that effort and achievement are important character attributes to instill and promote in each of our students.

If a student loses their spot at ACE/FLEX days due to non-compliance with homework, disruptive behavior or being disengaged in the learning process, the student must show full compliance in the Non-ACE Day Program in order to return to the ACE days. Any student who has been dismissed from Trivium for lack of academic progress will need permission from the Executive Director to be re-enrolled.

### **CAMPUS LIFE**

**Closed Campus:** Trivium operates under a closed campus policy. Students must stay on the school grounds from the time they arrive at school until dismissal, or until they are signed out by a parent or guardian. During the registration process, parents are asked if their student(s) have permission to sign themselves in and out of school. This information is used by Center Coordinators and their staff to determine whether or not a student has this permission from their Parents. Please contact the Center Coordinator if you would like to change your permission setting. Trivium will also allow high school students to leave early or at lunch if their parents have granted them this permission (this privilege may be revoked if the student abuses it in any way), or with date specific written permission from their parents (dated note brought to school, text message to Center Coordinator, email to Coordinator). For safety and liability reasons, ONLY students with this permission from parents will be able to sign themselves in or out without contact from their parent as well. For instance, if your student is not accounted for during attendance, we ask that you contact us when you drop them off (if we have not already called you). These students are expected to follow the sign in/out procedure; checking out with the Center Coordinator and signing out in the Student In/Out book. Any student needing to go outside the main Learning Center must inform an office staff member.

**Visitors:** Parents/legal guardians are welcome to visit their children's classroom at any time. Visitation by other students, including friends and relatives, is not permitted without prior permission. A visitor badge must be issued by the Center Coordinator to any parent or visitor in order to be on Trivium premises. Visitors must

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sign-in and sign-out with the Center Coordinator. Trivium does have a formal volunteer policy which requires the Live-Scan process. We may require this from anyone at any time, should we feel it appropriate. Typically this applies to persons who routinely visit and volunteer regularly on the campus. This is especially relevant for those who may be working closely with students or spending time at a Learning Center.

### Observation Policy:

The Trivium Charter School Network provides a safe environment for all students and requires all parent and interested community members to follow certain guidelines. In general observers need to be unobtrusive in the educational process and not join in unless specifically invited into an activity. Observers may not interfere with the educational process or intervene on a student's behalf. Observers may not engage students in conversation outside of normal pleasantries. An Observer may provide positive feedback if a student initiates showing the Observer schoolwork. Observers must never be alone with students and must request access to a bathroom with a school staff member if the need arises.

1. Classroom observations exceeding ten minutes must be planned in advance so as to not create conflict with the teacher and student schedule. Therefore, please arrange a mutually agreed upon date and time with Trivium by making a written request (emailing the Learning Center Coordinator) at least 24 hours in advance of the requested observation if you wish to observe for longer than ten (10) minutes during the day.
2. Observations are limited to once per month for no longer than ninety (90) minutes per visit in order to avoid distraction and/or disruption to the teacher and classroom schedule. However, under certain circumstances, such as an evaluation, an upcoming IEP meeting, a crisis intervention, or as an agreed upon accommodation, etc., a parent or provider may request additional observations. Under these circumstances, the Director will use his or her discretion to approve or decline such requests. Trivium's philosophy is to promote independent, self-driven students. Students are encouraged to become confident and self-sufficient and parents/guardians are encouraged to support and facilitate this process by encouraging students that they are capable.
3. Formal classroom observations do not include times when parents are invited to school for a special event or presentation, to serve as a volunteer, or to enjoy lunch with their student.
4. The Director reserves the right to decline any request for a classroom observation or to terminate a classroom observation if it is determined that such an observation would or has caused undue disruption in the educational process.
5. For security reasons, all visitors are required to sign in at the office, wear a visitor's badge, and indicate the name of the teacher and destination before proceeding to the classroom. All visitors are asked to sign out when leaving the school.
6. To protect the learning environment, a limit may be imposed by the Director on the number of classroom observers and the length of the observation. All students' needs in the classroom are considered.
7. Out of respect for the teaching environment and the privacy of our students, parents/guardians may not bring younger siblings or other children while observing in the classroom and may not utilize any electronic equipment or cameras, including cell phones or iPads, while in the classroom. Any exceptions to this must be explicit and approved in writing by the Director.
8. Observers should not disrupt the learning environment by engaging students or the teacher in conversation or

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engaging in distracting behaviors. A follow-up meeting may be scheduled as needed to answer questions or concerns. Observers should sit on the periphery of the classroom.

9. During any observation, the School Director or his/her designee may be present in the classroom as well and may end the Observation if the Observer is disruptive to the educational process.

10. Parents/guardians, outside providers, or community members that disagree with any decision of the Trivium Director regarding classroom observations have the right to challenge the decision with the Trivium Board at the next scheduled Board meeting. The Trivium's Board's decision shall be final.

11. No electronic listening or recording device (including cell phone video) may be used in a classroom without the Trivium's Director's permission. (Education Code 51512)

**Emergency Plan:** Every student's safety is very important to us. We will follow Trivium Charter Schools Comprehensive School Safety Plan, which is inclusive of Emergency Procedures for nearly every conceivable circumstance. All Trivium employees are trained semi-annually on the Comprehensive School Safety Plans and Emergency Procedures. Emergency preparedness drills are ongoing throughout the school year, covering Fire, Earthquake, Lockdown and Violent Intruder scenarios.

**Dual Enrollment:** Trivium is a public school; therefore your child(ren) cannot be enrolled in Trivium and another public or private school at the same time. California Education Code Section 47602(b) and Title 5, California Code of Regulations Section 11965(a) prohibit such "dual enrollment". A student at Trivium may be enrolled in a Regional Occupational Program (ROP) or community college with the necessary approval from Trivium, pursuant to the signed enrollment forms. It is Trivium's responsibility, as a publicly funded school, to carefully evaluate any educational program its students are concurrently participating in. The school reserves the right to make a determination that a program is considered "dual enrollment". This determination will be made based on Trivium's interpretation of the California Education Code in order to remain in compliance with California law.

**Special Education:** As a network of personalized learning public charter schools, Trivium accommodates students who qualify for special education services. Trivium is a parent's choice school that offers both ACE Day, FLEX day and Non-ACE Day programs as alternative models of education. A copy of a current IEP must be provided with the enrollment packet. The student will be enrolled on an Interim Placement, and the IEP team will conduct a 30 day review after the first month of enrollment. At this meeting, the Special Education Team including the parent and student (if appropriate) will determine how to meet the student's needs and make adjustments as needed to the student's IEP. Trivium conducts an Annual Review of the student's IEP, as well as Triennial Re-evaluations according to state and federal guidelines. Appropriate services offered to the students to assist them in receiving educational benefit include:

Supplementary aids/services/supports to allow students to participate in the general education curriculum as much as possible (calculator, spell checker, tape recorder/player, audio books, extra time, etc.), collaboration with parent-teacher, Trivium Staff, curriculum advisors, classroom teachers on instructional strategies,

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supplemental curriculum, small group and/or individual Specialized Academic Instruction, Speech and Language Therapy, Occupational Therapy and other services as necessary to allow the student to participate in Trivium's educational program. Each student that qualifies for special education services must make appropriate academic progress in their personalized learning plan subjects regardless of whether they attend ACE days, FLEX days or are in our Non-ACE Day program. Each student that qualifies for special education services and attends ACE days or FLEX days must make academic progress during ACE days as is appropriate given their needs. Each student that qualifies for special education services may be dismissed from Trivium and referred to a traditional 5 day a week school for non-compliance in completing assigned work in accordance with our Independent Study, Missed Assignments and Absenteeism policy. Each student that qualifies for special education services must comply with our behavior standards (unless there is a documented need and an alternative agreement is in place) or they will lose their spot at ACE/FLEX days.

Questions regarding special education should be directed to Annette Lawrence, [alawrence@triviumcharter.org](mailto:alawrence@triviumcharter.org)

### 504 Plans

A 504 plan is an agreement between the parent and the school that outlines accommodations that are necessary for the student to fully participate at Trivium. A 504 plan may be warranted for a student with severe allergies and a plan is set up to protect the student from coming in contact with the allergen. Or, a 504 plan may be set up for a student who has a medical condition and needs extra time to navigate the stairs or needs a special pair of scissors.

Students with 504 Accommodations/Modification Plans should submit the current 504 plan with the enrollment packet. 504 Accommodation Plans will be implemented and reviewed annually. Questions regarding 504 plans should be directed to:

1st - 6th grade: Tasha Dockery / [tdockery@triviumcharter.org](mailto:tdockery@triviumcharter.org)

7th - 12th grade: Ginelle Libby / [glibby@triviumcharter.org](mailto:glibby@triviumcharter.org)

Parents of students who have a current 504 plan or IEP are required to meet all requirements for learning log/work record submission, attend all scheduled meetings and conferences, share all log-in information and passwords for online learning options, bring ALL curriculum to every scheduled meeting or conference, and comply with all other elements in this parent/student handbook unless an alternative agreement, signed by Trivium and the parent, is in place.

### PERSONAL EFFECTS

**Student Valuables:** Students should not bring large amounts of money or exceedingly valuable personal effects to school. At all times students are to keep track of glasses, watches, retainers, and other valuables. Students, not the school, are responsible for their personal property. If it is necessary to bring valuable item to school, please bring it to the Center Coordinator for safekeeping.

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**Student Technology:** Technology is great, but since we have limited time together at the ACE and FLEX days, we want the students to interact personally with each other and our staff members. Cell phones, iPods and handheld electronic devices are not allowed to be used during school unless a staff member grants permission to do so. Students caught listening to their iPods or using their phones or handheld devices will have their technology confiscated and held for safekeeping until it can be returned to their parent. However, with permission from a staff member, students may use their cell phones to call or text a parent or guardian.

**Dress Code:** Trivium expects all students to maintain a neat and modest appearance. Students who fail to follow the policy may be sent home or, in cases of repeat offenses, may be temporarily restricted from on-campus activities. It is not our intent to be rigid in this regard, but we do mix students of all ages and wish to be considerate of their sensibilities.

In general:

- All garments must fit and be worn in the manner in which they were designed.
- Clothes should be sufficient to conceal undergarments at all times.
- Hair color and styles cannot be overly distracting. The final decision on this matter will be left to Trivium Administration.
- Inappropriate lettering, printing, message patches on clothing, backpacks, binders or other personal items are strictly prohibited.
- Clothing and jewelry shall be free of writing, pictures or any other insignia which is crude, vulgar, profane or sexually suggestive, or which advocates racial, ethnic, or religious prejudice, or the use of drugs or alcohol. Also, no ear “gauges” shall be worn at ACE Days.
- Tattoos may not be visible.
- Any apparel, jewelry, accessories, school materials, or manner of grooming which by virtue of color, arrangement or any other attribute denotes membership in a gang is prohibited.
- Pants/Shorts: No "low-riding" pants or shorts are allowed. Pants must be worn at or above the hip point and be able to stay up without a belt. Pants with revealing/immodest holes or tears may not be worn. The length of shorts should be within three inches of the top of the knee.
- Shorts/Skorts/Skirts/Jumpers: The length of skirts, skorts, and jumpers should be within three inches of the top of the knee.
- Shirts/Blouses/Turtlenecks/Sweaters/Sweatshirts: Shirts must be buttoned to a standard of neatness and modesty. See-through or fish-net fabrics, halter tops, spaghetti straps, off the shoulder or low-cut tops, torn-off sleeves, and bare midriffs are prohibited. Sleeveless blouses may be worn.
- **Footwear:** Shoes, boots and sandals must be worn at all times. Please, due to safety concerns, all footwear must be tied/buckled/zipped, etc. at all times. **Shower/beach sandals and flip-flops are not allowed for either boys or girls** (athletic sandals and sandals that stay securely on the feet are okay).
- Hats and sunglasses: Hats, caps, hoods or sunglasses cannot be worn in the classroom but may be worn outside during break, recess, lunch, or outside activities.

### ILLNESS/INJURY/MEDICATION POLICY

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Trivium Charter School Network appreciates our parents exercising caution to aide in preventing the spread of illness amongst our student body. Please wait 24 hours after a fever, vomiting, or diarrhea instance before allowing your students to return to group activities such as ACE Days.

Head lice is another situation we ask for your help in preventing the spread of. We trust our families to perform regular checks for lice and to only send lice-free students to ACE Days. However, we know this situation can happen to any child at any time. It is **not** the result of poor hygiene or housekeeping! Please let your Center Coordinator know if these unwelcome visitors are found on your student(s). We will inform all families that their has been a report of head lice so they can take precautions, but will never publicize your family's name or perform head checks on your students before allowing them to return to school. If staff has reason to believe that a student may have lice, the student's parent will be contacted to discuss those concerns.

**Illness** - If a student is ill, injured, or has a health concern while in class, they must obtain permission from their teacher to go to the Center Coordinator for assistance. The Center Coordinator will then contact the parent to determine best course of action, if necessary.

**Injury**- All injuries will be reported to the Center Coordinator, who will file an Office Visit Form. Depending on the severity of the incident, the Center Coordinator will notify the parent either by calling home or during student pick-up. Trivium reserves the right to call for help from Emergency Medical Personnel.

Resuscitation and Emergency Medical Care: School employees are trained and expected to respond to every emergency situation. If any student needs resuscitation, trained staff shall make every effort to resuscitate him/her. The School does not accept or follow any parental or medical "do not resuscitate" orders.

During an ACE Day, if a student becomes too ill to remain in school or is seriously injured, reasonable effort will be made to contact the parents. If a sudden, possibly life-threatening condition should occur, immediate safety of the student is the school's first concern and emergency medical personnel will be called. Ambulance transportation to a hospital will be arranged as directed by the emergency medical personnel. Parents will be contacted as soon as possible.

**Medication Policy**-Generally, parents and students are not allowed to bring any medications, prescription or over-the-counter, to the Learning Center. In emergency situations staff will administer medication such as an asthma inhaler or epi-pen for severe and/or life-threatening situations, as allowed by law. Other situations that require the administration of medications can be facilitated as well. If your child needs these accommodations, please contact your Center Coordinator who will provide you with the appropriate form to begin the 504 Plan process. A 504 Plan is an agreement between the parent and the school that outlines accommodations that are necessary for the student to fully participate at Trivium. Trivium will not administer any non-emergency medication unless a 504 plan is in place.

**CONFLICT RESOLUTION** - As parents, students, and school personnel, we need to commit ourselves to

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seek reconciliation with others when a wrong, perceived or real, has occurred. At Trivium, it is our policy to resolve situations at the most immediate level. Consequently we encourage all students/ parents to first take their concerns directly to the people involved. If you are not comfortable doing so, or if your attempt is not productive, please contact your Center Coordinator, who will assist you.

The following protocol has been established in order to resolve conflict efficiently:

### **For concerns regarding the academic instruction of your child:**

- Please contact your child's instructor and he/she will be happy to set up a meeting with you and address your concerns. If you or the teacher feels support with curriculum would be helpful in addressing the concerns, the Learning Center's Curriculum Advisor may also join that meeting.
- If you are still not satisfied that your concern has been properly addressed, please contact your Center Coordinator who will be able to assist you in contacting the appropriate person to address your concern.

### **In cases in which you are concerned about the management of your Learning Center:**

- For concerns about day-to-day issues concerning your center, please contact your Center Coordinator or the Operations Director.

**Mental Health Services** - Trivium Charter School would like all students and parents/ guardians to be aware that through Trivium Charter School, mental health services are available to all students. Stress and anxiety issues affect many of today's youth, and Trivium Charter School has trained professionals available to partner with students and their families to help them work through these matters. If we can assist you in any way please contact your respective Center Coordinator or contact Annette Lawrence at [alawrence@triviumcharter.org](mailto:alawrence@triviumcharter.org). Or call her at 805-757-4387 or fax: 805-489-7425.

As well Trivium Charter School would like to advise students and their parents/ guardians that numerous resources exist in our local communities to provide assistance to students dealing with mental health issues. Assistance is available via telephone 24/7 for students who are seeking mental health support, crisis and, suicide prevention support. In Santa Barbara County the Behavior Crisis Hotline can be reached by calling 1-888-868-1649. In San Luis Obispo County the SLO hotline can be reached by calling 1-800-783-0607

## **CAMPUS BEHAVIORS AND POLICIES**

This final component is very comprehensive. It is not our desire to create a police state or scare you off with all of our rules. We just want to communicate to you how important it is to us to provide a safe, happy and healthy environment for your children. We trust this won't apply to the majority of you but we needed to put it here all the same.

Public Displays of Affection: public displays of affection/touching which appear to be romantic in nature

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(couples holding hands, embracing, kissing, etc) are not allowed will be addressed by staff and parents will be notified.

Truancy Policy: Students who do not complete their Personalized Learning Program assignments for 21 days in any one school year may be exited from Trivium. Any student who does not make appropriate progress in one or more subjects may be placed in one of two programs - APP (Academic Pacing Plan) or TIP (Trivium Intervention Plan). The appropriate pacing for all Trivium students is completing a full course of grade level curriculum for each subject as appropriate for the student's age and as ordered by the parent through the Trivium curriculum shop and as outlined on the Master Agreement in a school year, unless another agreement has been entered into between the assigned teacher and the parent. Trivium reserves the right to define appropriate academic progress.

### DISCIPLINE POLICY

At Trivium we strive for the best possible learning environment. Our rule of thumb is to not allow any student to engage in behaviors that divert attention away from our primary purpose, learning. Therefore, we cannot tolerate behavior that is disrespectful, inappropriate, or disruptive. Each teacher will work with their students to establish classroom rules. Specific consequences for unacceptable behavior within the classroom will be defined and determined by the teacher. Trivium operates with the "if in doubt, send them out" policy during ACE days. If a student is disrupting their learning or the learning of others, they will be referred to the Center Coordinator and/or support staff. In most cases, the student will have a chance to re-direct and return to class. Some situations will warrant a call to the parent and the student will need to be picked up and possibly restricted temporarily from on-campus activities. In order to maintain consistency all of our teachers meet regularly to discuss vision, academic content, and standards for student behavior and discipline.

The following are examples of behaviors that could lead to restriction from ACE days temporarily or permanently and/or a formal suspension or expulsion from Trivium.

1. **Disrespecting any staff member:** the student's teacher and/or the Center Coordinator will be the judges of whether or not disrespect has been shown.
2. **Harassing or bullying any ACE students, staff, or visitor:** harassment includes verbal, electronic, or physical interactions, as well as any other action intended to intimidate or threaten an individual. Bullying will not be tolerated at the learning center. Bullying is not limited to physical acts. Bullying can include actions such as making threats, spreading rumors, verbal attacks or purposely excluding individuals from groups or activities, even if these acts are perpetrated via any social media means (known as cyber-bullying). We firmly believe that students who attend ACE days have a right to learn in an environment that is safe, friendly, and free of continual behavior disruptions.
3. **Lying or Cheating:** includes a student being dishonest in any situation while at school.



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4. **Rebelling:** a student's outright disobedience in response to instructions.
5. **Fighting:** a student striking or threatening to strike another person in anger or with the intent to harm will not be tolerated.
6. **Using obscene language or gestures:** students are expected to use socially acceptable language at all times.
7. **Habitually disrupting the educational process:** a student who disrupts the learning of others.
8. **Stealing:** a student who takes something, regardless of value, that does not belong to him or her.
9. **Vandalizing:** a student who destroys another's property.
10. **Being Truant:** a student who "skips" school (absent without permission) at any time.

Once the student is referred to the Center Coordinator he/she will determine the next disciplinary action which could include, but is not limited to, the following:

**Restitution**

**Apology**

**Additional Work**

**Temporary restriction from ACE Days\***

**Suspension\***

**Transfer to Non-ACE Day program\***

**Expulsion\***

\* All consequences involving removal from ACE days or Trivium will be subject to the Operation's Director or the Executive Director's approval and will be considered as an alternative to suspension and/or expulsion .

### **RESTRICTION FROM ACE DAYS/FLEX DAYS, SUSPENSION AND EXPULSION**

At Trivium we strive to create a learning environment where the disciplinary needs of one student are not allowed to take time and/or energy away from other students' experience. In order to maintain this culture, students who choose not to behave appropriately at the learning center may be restricted from attending ACE Days. In this event, any work the student misses will need to be completed at home before the student can return to ACE Days. Your student's teacher will ensure you receive the assignments in a timely manner.

Please know that restriction is not a formal "suspension"; it is simply the natural consequence of a student's choices temporarily not matching Trivium Charter Schools' behavior expectations. We have found this to be an

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effective behavior modification tool, as most students very much enjoy ACE Days and want to be involved in them.

As nobody wants a child to wait in the office any longer than necessary, please make sure Trivium has your current contact information at all times. In the event that your Center Coordinator requests that you pick your student up early, you will be expected to do so within an hour of being contacted by phone, text, or email. Students who remain at the learning center for longer than one hour may temporarily lose the privilege of attending any learning center classes. Should a student make significantly poor choices and a formal suspension become necessary, the student will be informed that the action being taken is a formal suspension and additional information will be provided.

Restriction at Trivium means the removal of a pupil from ongoing instruction during ACE days for adjustment purposes. In this situation, the student enters into our Non-ACE Day/ non-FLEX day program and must accomplish work for each subject under the supervision of their parent(s). During the time a student is restricted from ACE/FLEX days, he/she is not allowed to be on any school campus, nor participate in any ACE/FLEX day activity. Restriction is not suspension. If a suspension is applied, the parent/guardian will receive a formal suspension notice and have a chance to discuss the details of the decision. Suspended students are not given assignments for the duration of their suspension.

Expulsion means that a student may not attend any learning center of Trivium Charter School Network for a period of time not to be less than one year. During that year, the student/family must show proof that the situation that led up to the expulsion has been corrected. For example, if a student was expelled for being non-compliant in academics, a year of study in all courses at another school or in a homeschooling environment must have been completed with consistency and appropriate effort. Benchmark testing and/or sample work may be used to assess whether progress was made if the student was in a homeschool environment after leaving Trivium..

Students who engage in one or more of the following activities while in school buildings, on school grounds, or during school - sponsored activities, and in certain cases when the behavior occurs off of school property, will be suspended and/or expelled.

### 1. DRUGS, ALCOHOL, AND TOBACCO

- Students who possess, use, or are **under the influence of any controlled substance** including drugs, alcoholic beverages, or an intoxicant of any kind, or who possess or sell any drug paraphernalia (as defined in H&S C. 11014.5) shall be suspended and may be involuntarily transferred or recommended for expulsion, depending on the seriousness of the offense. [E.C. 48900 (c,j) and 48915 (a)(3), (c)(3)]. Students using, under the influence of, or possessing alcohol, drugs or drug paraphernalia, shall be reported to the police.
- **Unlawfully offering, arranging, or negotiating to sell any controlled substance**, an alcoholic beverage, or an intoxicant of any kind, and then either selling, delivering, or otherwise furnishing to any person another liquid, substance or material and representing the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant [E.C. 48900(d)]

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- Having unlawful possession of, or unlawfully, arranging, or negotiating to sell any **drug paraphernalia (as defined in H&S C. 11014.5) [E.C. 48900(j)]**
- **Possessing or using tobacco**, or any products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel [E.C. 48900(h)]

### 2. PHYSICAL INJURY/ VIOLENCE

- Causing, attempting to cause, or threatening to **cause physical injury** to another person [E.C. 48900(a1)]
- **Aiding or abetting**, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of **physical injury** to another person may suffer suspension, but not expulsion, pursuant to the provisions of the section [E.C.. 48900(s)]
- Willfully used **force of violence** upon the person of another except in self-defense [E.C. 48900 (a2)]

### 3. DANGEROUS OBJECTS AND THREATS

- **Possessing, selling, or otherwise furnishing any firearm, knife, explosive or other dangerous object**, unless, in the case of possession of any object of this type, the pupil has obtained from a certificated school employee written permission to possess the item, which is concurred in writing by the Director of Operations. [E.C. 48900(b)]
- No student shall **possess a laser pointer** on school premises, unless possession is for valid instruction or other school related purposes, including employment (Penal Code Section 417.27).A laser pointer may be considered a dangerous object under the provisions of Education Code 48900(b).
- Making **terrorist threats** against school officials, school property, or both [E.C. 48900.7]
- **Possession of an imitation firearm** [E.C. 48900(m)]

### 4. HARASSMENT/ INAPPROPRIATE CONDUCT

- Causing, attempting to cause, threatening to cause, or participating in **hate violence** (grades 4-12) [E.C. 48900.3]
- **Harassing, threatening, or intimidating** a student who is a witness in a disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both [E.C. 48900.0]
- Engaging in **harassment, threats, or intimidation**, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment (grades 4-12) [E.C. 48900.4]
- Committing or attempting to commit a **sexual assault** or committing a sexual battery [E.C. 48900(n)]
- Making **unwelcome sexual advances**, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature which has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile, or offensive educational

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environment. (Grades 4-12) [E.C. 48900.2]

- Committing an obscene act or engaging in habitual profanity or vulgarity [E.C. 48900(i)]

These activities are also unlawful when perpetrated by any electronic means, such as social media posts and/or comments, emails, text messages, etc.

### 5. PROPERTY VIOLATION

- Causing or attempting to cause **damage to school property** or private property [E.C. 48900 (f)]
- Committing or attempting to commit **robbery** or extortion. [E.C. 48900(e)]
- Stealing or attempting to **steal** school or private property [E.C. 48900(g)]
- Knowingly **receiving stolen** school or private property [E.C. 48900(i)]

### 6. REBELLION

- Disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties [E.C. 48900(k)]

## SEARCH AND SEIZURES

The state law provides school officials with wide latitude to search students. When an administrator has reasonable suspicion that a student may be in possession of a prohibited item, the student will be searched in accordance with the state law and Blochman School District's policy.

**Any other grounds for suspension or expulsion will be pursued as provided in the California Education Code.**

## CLOSING

Thank you for taking the time to read this handbook. At Trivium, we never want to lose sight of the fact that the most important component of our program is our partnership with you. We are dedicated to partnering with you, learning from you, listening to you, and providing your students an exceptional place to learn.

I encourage you to get to know all of our staff and discover for yourself how excited they are to teach and serve your kids.

**Once Again, Welcome!**

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## Trivium Contact List:

Executive Director: Trisha Vais, [tvais@triviumcharter.org](mailto:tvais@triviumcharter.org), 805-291-1303  
Academic Director: Teresa Pantzer, [tpantzer@triviumcharter.org](mailto:tpantzer@triviumcharter.org), 805-717-2020  
Operations Director: Steve Kephart, [skephart@triviumcharter.org](mailto:skephart@triviumcharter.org)  
Junior High/High School Coordinator: Ginelle Libby [glibby@triviumcharter.org](mailto:glibby@triviumcharter.org)  
Elementary & 504 Coordinator: Tasha Dockery [tdockery@triviumcharter.org](mailto:tdockery@triviumcharter.org)  
Enrollment Coordinator: Josalin Vais, [enrollment@triviumcharter.org](mailto:enrollment@triviumcharter.org), 805-291-9110

Special Education Service Specialist: Annette Lawrence, [alawrence@triviumcharter.org](mailto:alawrence@triviumcharter.org)

Center Coordinators: (center phone #s listed further below)

Santa Barbara: Sandy Patterson, [spatterson@triviumcharter.org](mailto:spatterson@triviumcharter.org)

Lompoc: Yvette Barnard, [ybarnard@triviumcharter.org](mailto:ybarnard@triviumcharter.org)

Santa Maria: Rachel Stewart, [rstewart@triviumcharter.org](mailto:rstewart@triviumcharter.org)

Arroyo Grande: Jen Flores, [jflores@triviumcharter.org](mailto:jflores@triviumcharter.org)

Atascadero: Sharon Redwine, [sredwine@triviumcharter.org](mailto:sredwine@triviumcharter.org)

Curriculum Advisors:

Santa Barbara: Jane Soto, [jsoto@triviumcharter.org](mailto:jsoto@triviumcharter.org)

Lompoc: Sarah Stacy, [sstacy@triviumcharter.org](mailto:sstacy@triviumcharter.org)

Santa Maria: Jeannie Saunders, [jsaunders@triviumcharter.org](mailto:jsaunders@triviumcharter.org)

Arroyo Grande: Jill Beyea, [jbeyea@triviumcharter.org](mailto:jbeyea@triviumcharter.org)

Atascadero: Deborah Lang, [dlang@triviumcharter.org](mailto:dlang@triviumcharter.org)

Learning Centers are staffed from 8:45 to 4:00 on ACE days.

Santa Barbara, Tuesday and Thursday 805-770-5796 / fax: 805-770-1658

Lompoc, Tuesday and Thursday 805-819-0892 / fax: 805-819-0894

Santa Maria, Tuesday and Thursday 805-922-0800 / fax: 805-922-0808

Arroyo Grande, Wednesday and Friday, 805-489-7474 / fax: 805-489-7464

Atascadero, Wednesday and Friday, 805-460-6056 / fax: 805-460-6056

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