

Ted Taylor Vocational Center



Student Handbook

UPDATED: AUGUST 2020
RANCHO CIELO YOUTH CAMPUS

Rancho Cielo Campus Community

Rancho Cielo is a private, nonprofit organization that aids underserved youth in Monterey County. We provide a continuum of services ranging from prevention to intervention and education, to employment for clients ranging from 16-24 years of age. Rancho Cielo is directly involved, or in partnership, with other organizations that provide services such as mental health, juvenile justice, positive youth development, education, on-the-job training, and work readiness.

Programs

Rancho Cielo's Ted Taylor Vocational Center currently houses our Construction Academy and Ag Mechanics programs. Rancho Cielo is committed to providing youth with opportunities to gain their high school diploma, work experience, and transferrable skills which will assist students in becoming employable and knowledgeable in the construction and agricultural industries.

Program Highlights

Academics - John Muir Charter School: Students will work toward obtaining their high school diploma through John Muir Charter School, an accredited charter school based out of Nevada County. Students will work with JMCS in an individualized environment to achieve their diploma.

Vocational Training (Hands on Experience): Students will receive hands-on training and classroom instruction. Students are expected to illustrate their knowledge and skills to receive a certificate upon graduation.

Leadership Development: Students will receive opportunities to take part in on and off-campus activities, trainings, and field trips to gain knowledge in the areas: Community awareness, personal wellness, and job readiness.

Pathway to Graduation

Attendance: The Construction and Ag Mechanics academies are each 10- month programs. Although some students may require more or less time to obtain their diploma and/or program completion, students are expected to attend academic and vocational classes every day, arrive and leave at the scheduled time, and fully participate in assigned work and vocational activities. Students in transitional housing are expected to attend class on time and be prepared to learn and are not allowed to return to their on-campus homes during program hours.

Graduation Requirements

- Maintain an 85% or higher attendance rate while in program
- Meet credit requirement each week through academic work
- Complete requirements from each part of vocational program
- Meet all high school diploma requirements met according to program academic curriculum
- Remain drug and alcohol-free during program enrollment

Note: Graduation will be held in June 2021

Post-Graduation

- Upon completion of the program, the Program Coordinator/Case Manager will assist graduates in their job searches, college applications, and any other services needed to join the workforce and/or continue their education
- Students will receive follow-ups from the Outreach and Recruitment Coordinator for 12 months following graduation to ensure student success after graduation

Rancho Cielo Campus Community Behavior Policies

Our ultimate objective is to provide all students with a safe and sober environment. Our campus community is conducive to learning and growing academically, personally, and professionally. Participants are always expected to follow the following student conduct guidelines. Violations of these standard behavior policies may result in disciplinary action and/or termination.

Community Respect

- Students must refrain from any physical or emotional violence, threats, abuse, or harassment. The use of racial, sexual, or abusive remarks; profanity; or inappropriate slang is not tolerated.
- Students must not engage in theft, destruction of property, or violence.
- Students must not use, possess, or deal with drugs or alcohol. Students agree to submit to drug testing at any time. The student must not possess any weapons, drug paraphernalia, or other unacceptable items. Students agree to have their possessions searched by Rancho Cielo Staff or law enforcement, regardless of probation status.
- No smoking on campus or at an off-campus event or field trip at any time.

- The Transitional Housing smoking area is not to be used during program hours and only for THV residents. No smoking during school hours.

Closed Campus: Visitors are not allowed before/after-school, during lunch or break. Students must remain on campus during program hours, including during rest & meal breaks. Students in the THV Program do not have permission to go to their on-campus houses during program hours.

Students under the age of 18 that are being picked up from campus:

- Can be picked up **ONLY** by individuals previously approved by the Program Coordinator/Case Manager
- Students being picked up must wait inside TTVC building until adult comes to pick them up
- Adult picking up student must check-in and show identification to front desk staff

Food items may not be dropped off to students during program hours.

Cell Phones: Students may only use cell phones during designated times.

Prescription Medications: Students may not have medications in their possession while on campus. Students taking prescription medication or over-the-counter medications need to inform program staff immediately, and accommodations will be made.

Gang-Free Environment: Rancho Cielo is a gang-free environment, and students must refrain from recruiting or promoting gang activity, including the use of gang symbols, signs, language, or gang-related apparel. Gang-related behavior will result in dismissal from program.

Alcohol and Drug Policy: Students should not possess or be under the influence of any illegal drugs or alcohol. Students may be required to take a drug test upon entry into the program and may be asked to take additional drug tests throughout the program. If a student is under the influence of drugs or alcohol during any RC activities, they may face dismissal from the program.

Violence & Weapons: Engaging in physical, verbal, or emotional violence, threats, abuse, or harassment are not allowed. Such behavior will result in mandatory counseling and a suspension with possible arrest and possible termination depending on the severity of the incidence. A second incidence may result in immediate termination. Deliberate destruction of property or gang activity will also not be tolerated. Such acts of violence will result in immediate termination with possible arrest. Students may not possess, sell/deal, or threaten to do bodily harm with weapons of any kind.

Search and Seizure: The goal of the search and seizure guidelines are always to preserve order and to maintain campus safety. Search and seizures are a manner consistent with the Constitution and the laws of the United States and the State of California. Whenever possible, all searches will be performed in the presence of more than one staff member and staff witness, regardless of probation status. Searches may include pat downs, emptying of pockets, purses, lockers, backpacks, and/or vehicle. The Monterey County Sheriff K-9 Unit will also be on campus periodically and unannounced. All student vehicles parked on campus are subjected to being searched by law enforcement if deemed necessary.

Students in possession of drugs and weaponry

Are subject to the following:

- Immediate termination from the program
- Loss of eligibility for re-enrollment for 12 months, dependent on the severity of occurrence as deemed by program staff. May be adjusted by approval and communicated by/between both parties involved
- May result in legal action

Vehicles on Campus: All vehicles entering the driveway at the intersection of Old Stage Road (below the gate) must adhere to all posted speed limits and maintain safe and responsible driving behavior. Please note, students will be held responsible for the driving behavior of whoever is transporting them on campus. Students may be given sanctions due to not adhering by signage regarding speed limits and unauthorized parking. Students are only approved to park in the main parking lot.

Students are not permitted to loiter inside or outside their vehicle before or after school hours or during lunch break. Any concerning behavior (suspicious behavior, loud music, violation of posted speed or unsafe driving) may result in the suspension of parking privileges on campus.

Professionalism & Dress Code: Your appearance and grooming are important in preparing you for employment. Students are required to abide by this policy, which applies to all activities, including field trips and events unless otherwise specified.

It is the responsibility of each student to conduct themselves professionally and to remember that all actions reflect on the Rancho Cielo Youth Campus. Students are expected to come to the program prepared to learn, follow instructions, and be respectful.

Colors and Logos: Students may not wear any shade of red or blue clothing or gear, including designs (stars, numbers, sports-themed clothing, animals, plants) that could represent affiliation to gangs or drugs. This includes t-shirts, tops, pants, shorts, skirts and outerwear.

Pants, Skirts, and Shorts: Student's pants must be at an appropriate size and length. Pants may not exceed below the waistline, and baggy/saggy pants are prohibited. Students wearing skirts or shorts must be of an appropriate length and deemed appropriate by staff.

Shirts and Tops: Students may not wear t-shirts or tops which have sports logos. All shirts worn must cover the stomach area; tight-fitting or revealing clothing are not allowed. Students may wear school sponsored shirts (i.e., Rancho Cielo Shirts).

Jackets, Sweaters, and Sweatshirts: Students may not wear sports apparel (i.e., 49ers, Raiders, etc.) or outerwear that is red or blue.

Sexual Harassment: The State of California and Rancho Cielo Youth Campus state that it is against the law to sexually harass others. Sexual harassment is defined as unsolicited and unwelcome sexual messages; whether written, verbal, physical, and/or visual. A student who engages in sexual harassment may result in termination from the program.

Examples of prohibited behaviors are: suggestive or obscene letters or text messages, notes or invitations; derogatory comments, slurs or jokes; assault, touching, impeding or blocking movement, leering, gestures, display of sexually suggestive objects, pictures, sexual content on mobile device, cartoons, or posters; continuing to express sexual interest after being informed that the interest is unwelcome.

Anyone who feels that they have been sexually harassed should immediately report the incident to a staff member. A report should include date(s), name(s) of the person(s) involved, and specific information such as quotes or a description of the event(s). If you don't feel safe speaking with program staff, you should request a meeting with Rancho Cielo's Deputy Director or CEO.

Fraternalization: The Rancho Cielo Youth Campus serves students who are 16 to 24 years old. It is prohibited for students over 18- years old to engage in romantic relationships with students who are minors. We discourage students of any age from engaging in any romantic relationships with another student (s). If any relationship poses a risk of negatively impacting the program or creating an unprofessional work environment, both parties may be subject to be dropped from the TTVC programs. Rancho Cielo and John Muir staff are not allowed to fraternize or socializing with students outside of school or school-related events.

Public Displays of Affection: PDA is not allowed on campus. Students are to limit their physical contact with other students to handholding only.

Unlawful Acts: Theft, extortion, vandalism, gambling or other unlawful acts are grounds for suspension and dismissal from the program. Staff will investigate allegations of unlawful acts and involve local law enforcement if necessary.

Insubordination & Dangerous/Disruptive Behavior: For the campus safety security cameras have been placed throughout the campus & parking lot. Insubordination to instructors or staff is not tolerated. Any behavior that is dangerous, disruptive, or disrespectful may result in suspension and dismissal from the program. Students are expected to show respect and professionalism at all times while on campus.

Rancho Cielo and John Muir Staff are Mandated Reporters: A mandated reporter is a person who, because of his or her profession, is legally required to report any suspicion of child abuse or neglect to the relevant authorities. These laws are in place to prevent children from being abused and to end any possible abuse or neglect at the earliest possible stage. For your safety and convience, Behavioral Health Counselors are available on campus.

Student Agreement:

I have read the Ted Taylor Vocational Center Student Handbook and I understand and agree to conduct myself in accordance with the policies stated therein.

Student Printed Name

Student Signature

Today's Date