

Duncan-Russell Continuation High School Handbook for Success 2019-2020



164 W Grant Line Road
Tracy, CA 95376
209-830-3357
209-830-3358 fax

<https://www.tracy.k12.ca.us/sites/drhs/Pages/default.aspx>



Tracy Unified School District Board of Education

Steve Abercrombie, Board President

Brian Pekari, Board Vice President


Jill Costa, Board Clerk

Simran Kaur, Board Member

Ameni Alexander, Board Member

Lori Souza, Board Member

Jeremy Silcox, Board Member

A large, faint watermark illustration of an eagle with its wings spread, perched on a shield that features the American flag's stars and stripes. The eagle is rendered in shades of brown, black, and white, with a red and white striped shield. The background is light blue with scattered yellow stars.

Tracy Unified School District Cabinet

Dr. Brian R. Stephens, Superintendent

Dr. Casey J Goodall, Associate Superintendent of Business Service

Dr. Sheila Harrison, Associate Superintendent of Educational Services

Tammy Jalique, Associate Superintendent of Human Resources

Duncan-Russell Continuation High School Staff

Traci Mitchell – Principal

Antonia Velasco – Site Secretary

Theresa Peltz – Teacher

Office Hours

Duncan-Russell Continuation High School administrative office is open Monday-Friday 7:30am-4:30am. Contact teacher by email for conferencing between 2:40 – 3:15, Monday-Friday.

School Hours

8:00 A.M. – 11:00 A.M. Morning Session

11:00 – 11:30 Lunch

11:30 A.M. – 2:30 P.M. Afternoon Session

There are no early release days or minimum days

Lunch Procedures

Willow CDS provides students with access to a variety of affordable and appealing foods that meet the health and nutrition needs of students. Lunch orders are from 7:45 am – 7:55am daily. Students are able to bring their lunch. Their lunch is stored in the front office. However, refrigeration is not available.

Note: Parents may bring lunch prior to 11:15am.

TUSD Food Services meal price increase for the 2019-2020 school year. The prices for 2019-2020 school year are as follows

Combo Lunch	
Grade level	Price
K - 5	\$2.75
6 - 12	\$3.25
Reduced Price K - 12 (per Qualification)	\$0.40
Adults/Siblings	\$4.25

This is a federally mandated increase as part of the Healthy Hunger Free Kids Act of 2010.

For more information regarding TUSD school lunches please visit the Food Services website at <https://tusdfoodservices.com/?page=menus> .

Duncan-Russell Continuation High School 2019-2020 Calendar

August

Tuesday, Aug. 6, 2019 First day of school

September

Monday, Sept. 2, 2019 Labor Day Holiday-No School

October

Monday, Oct. 21, 2019 Parent Conference Day-No school

November

Friday, Nov. 11, 2019 Veteran's Day - No School
Mon-Fri, Nov. 25-29, 2019 Thanksgiving Break-No School

December

Tues., Dec. 17, 2019 End of 1st Semester
Mon, Dec. 23- Jan 3, 2020 Winter Break-No School

January

Monday, Jan. 6, 2020 School Resumes
Monday, Jan. 20, 2020 Martin Luther King's Day-No School
Friday, Jan. 24, 2020 Staff BBD - No School

February

Monday, Feb. 10, 2020 Lincoln's Day-No School
Monday, Feb. 17, 2020 President's Day- No School

March

Friday, Mar. 6, 2020 Board Designated Non-Workday-No School

April

Fri.-Friday, April 10-17, 2020 Spring Break-No School

May

Friday, May 22, 2020 Last Day of School

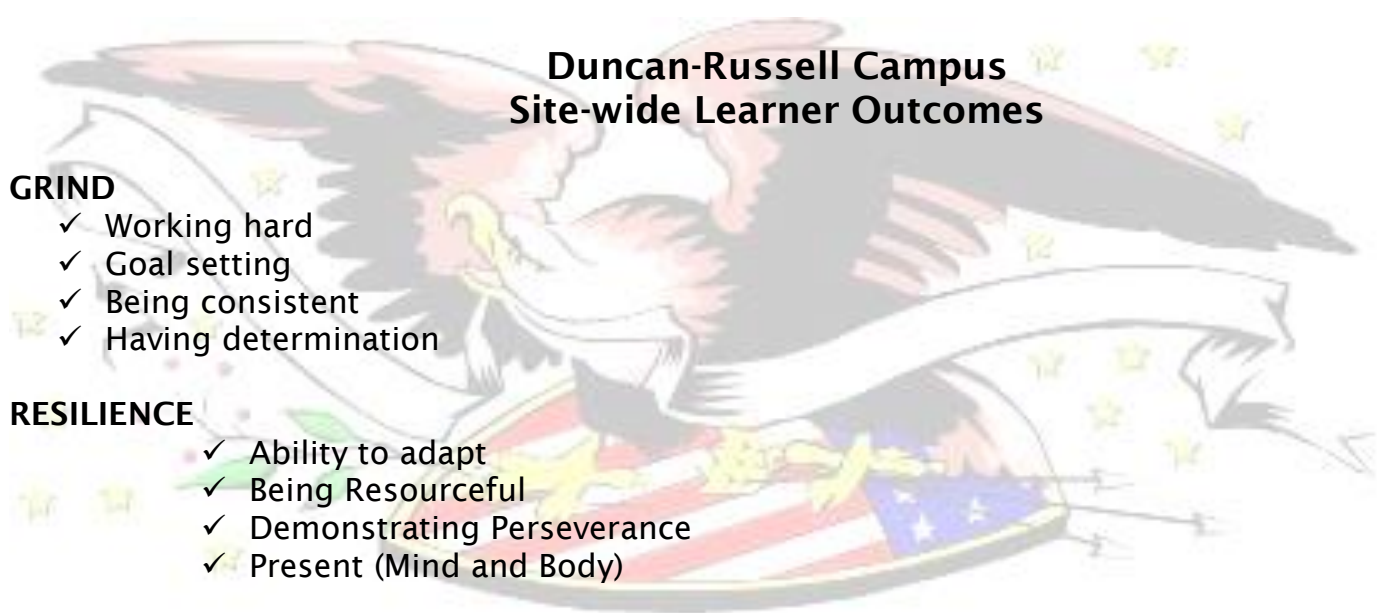


Vision

Willow/Duncan-Russell campus students learn and perform to their fullest potential, respect themselves and others, and become responsible contributors to society.

Mission

Willow/Duncan-Russell campus is an innovative, individualized and technologically progressive school site. We provide a blended model of direct instruction and online curriculum in a positive and safe learning environment. We emphasize communication and use of technology. We provide an opportunity for all students to overcome barriers through GRIT, in order to be productive in meeting tomorrow's challenges.



Duncan-Russell Campus Site-wide Learner Outcomes

GRIND

- ✓ Working hard
- ✓ Goal setting
- ✓ Being consistent
- ✓ Having determination

RESILIENCE

- ✓ Ability to adapt
- ✓ Being Resourceful
- ✓ Demonstrating Perseverance
- ✓ Present (Mind and Body)

INVEST

- ✓ Your time
- ✓ With intensity
- ✓ Through practice
- ✓ And discipline

TRIUMPH

- ✓ Endured trials
- ✓ Gained confidence
- ✓ Credits earned
- ✓ Goals accomplished

Program Description and Services

Duncan-Russell High School is an alternative educational program that has been an integral part of educational services in Tracy since 1969. Students earn credits towards high school diploma and preparation for entrance into community college, an occupational training program or a job. The curriculum at Duncan-Russell stresses the acquisition of skills and credits through electronic learning. Student must complete requirements in all subject areas, pass all district assessments and all state requirements in order to graduate from their zoned high school, Stein Continuation High School, or the Tracy Adult School.

In order to provide the maximum flexibility possible, our academic program is designed, so that a student who enters Duncan-Russell work toward a high school diploma, set individual goals and become responsible for the future.

Duncan Russell High School is different from the comprehensive high school. The primary difference lies not in what is taught, but in how it is taught. Students and parents along with Duncan-Russell staff will develop a plan to recover credits that will allow the student to transfer to George and Evelyn Stein High School to earn a diploma and prepare for life after high school. A signed agreement to transfer to one of the comprehensive high school is required.

The alternative offered at Duncan-Russell include:

1. On-Line learning that allows student to earn credits incrementally.
2. Learning in a safe and secure environment free of violence, drugs and fear.
3. Individual academic counseling that prepares student to complete the high school diploma from Tracy Unified School District schools and other institutions.
4. Opportunity to attend a morning or afternoon session (dependent upon student need(s) and seat availability).
5. Individual attention in a smaller class setting.
6. In special situations, participation in ROP classes at the high schools.
7. Mental Health referral and counseling opportunity.

Referrals

Students attend the program on a voluntary basis. After the parent and student attend a conference with the counselor at the comprehensive high school the Counselor, submit a referral. A decision is then made as to whether the student meets entrance criteria and if Duncan-Russell High School program is the best program for the student. The counselor then submits a referral to Duncan-Russell Cyber High program. Juniors and seniors are eligible for Duncan-Russell.

Earning 115+ credits at the beginning of their senior year or 145+ credits at second semester of their senior year, students are eligible to transfer to George and Evelyn Stein High School.

Students wishing to return to the comprehensive high school from Duncan-Russell must have a signed transfer back agreement. Transfers allowed at the semester. Student will need to earn 160+ credits at beginning of senior year or 190+ credits at second semester, as well as meeting subject requirements. For example, have all English and Social Science credits completed for grades 9-11.

Attendance

It is the student and parent/guardian responsibility to verify an absence, and they must do so within 48 hours upon returning to school. An auto dialer will notify parents/guardian when a student is absent from school or a portion of the day. Parents are responsible for notifying the school between 7:30am-4:30pm whenever their student is absent. Parents may call the attendance office and/or send a note with the student upon his/her return to school.

All notes must contain the following information:

- Name of student
- Date(s) of absence
- Specific reason for absence
- Daytime phone number where a parent may be reached
- Parent's signature

Please call the school on the date of the absence. If unable to do so, student should bring a note to school to clear absence when they first return to school.

Making Up Absences and Tardies

Students are expected to make up all unexcused absences and tardies within the week of the absence/tardy. Tardies are rounded to the hour. Absences/tardies are made up by attending the session that is opposite of enrolled session.

Attendance Consequences

Students missing three (3) days in a quarter (or the equivalent of a quarter) or six (6) days in a semester (or the equivalent of a semester) **will be dropped from Duncan Russell**. In situations of documented severe illness, some exceptions may be made.

Tardy Policy

A little late is too late! Every instructional minute counts and student tardiness interferes with the learning process. Please be respectful of your teacher and fellow classmates and be on time to class.

***Three (3) unexcused tardies including truancy is equal to one (1) unexcused absence.
One truancy (30 minutes late) is equal to one (1) absence.***

TARDY POLICY (per quarter)	
1 st TARDY	Warning
2 nd TARDY	Call to Parent from Attendance Office stressing that the next tardy will result in an after school detention and is equivalent to one (1) unexcused absence.
3 rd TARDY	30 Minutes Detention.
4 th TARDY	1 Hour Detention; Phone call to parent.
5 th TARDY	2 Hour Community Service and Parent/ Teacher conference required.
6 th TARDY	2 Hours Community Service; 1 unexcused absence.

Truant Policy

Students late thirty (30) or more minutes in 1st period will be considered as truant for the day, but allowed to attend class and will get credit for their work.

Academic Performance Expectations

Credit System

Students complete on-line courses (Cyber High or Apex) and general elective classwork. On-line course units equal up to five (5) credits, representing a semester's worth of work. Each test has a credit value. Students receive credit based on passing the assigned tests for the on-line completed units. Students can earn additional credits for completing in class assignments provided by the teacher. The student, parent and Advisor create academic plans during the Intake/Registration process/meeting. As the student works through the original plan, further academic advisement commences. **Students must earn two (2) credits weekly.** Consequences for not meeting the required weekly number of credits: detention, referral, or termination from the program (which puts the student further away from the goal of high school graduation). Students terminated from the program will attend their zoned school.

Bi-Weekly and Monthly Academic Reports

The Cyber High teacher will send home Bi-weekly and monthly reports that indicate the credit progress of each student. Reports are mailed on Friday of the second week and the last day of the month students will bring home a report for student and parent's signature. Parents are encouraged to email the instructor weekly to check on their students' progress.

Credits Allowed Through Testing

Students who challenge and pass the California High School Proficiency Examination will receive a high school equivalency diploma or 75 credits applied to the Duncan-Russell transcript. The 75 credits are **not transferable to another high school except to George and Evelyn Stein High School.** Credits applied to the following subjects: English,

mathematics, and electives. All students must take and pass Algebra I or Integrated Mathematics 1 (IMP) to fulfill district requirements for graduation.

For information regarding registration, please call the California High School Proficiency Examination (CHSPE) office at 866-342-4773, Monday through Friday from 8am – 5pm or visit their website at www.chspe.net or email: chspe@scoe.net. There is a \$130 non-refundable registration fee that is not covered by Duncan-Russell or Tracy Unified School District.

Graduation Requirements

Duncan-Russell Continuation High School does not offer a high school diploma. Duncan-Russell High School allow students to recover credits and then transfer to George and Evelyn Stein Continuation High School or a Comprehensive high school for graduation and high school diploma or the Tracy Adult School for an Adult High School Diploma.

Eligibility for Activities

Duncan-Russell students are not eligible to participate in other high school activities. Students in good standing may be eligible for being guests at the comprehensive high school Junior/Senior Prom. Being in good standing means:

- Student does not have any suspensions in the quarter of the activity.
- Student does not have any make up sessions for unexcused absences or tardies.
- Student must be up to date with credits and current with the progress on their academic plan.

Approval from the Duncan-Russell assistant principal and assistant principal of the comprehensive high school are required.

Work Permits

Work permit is limited to TUSD high school enrollment area or the Livermore Outlets. Students must be in good standing to earn and/or maintain a work permit. The assistant principal will notify the employer if the work permit is suspended and advise them that the student is not allowed to return to work **without a NEW** work permit from school. The reissue process is **one time** per student. The student must be in school and attend the morning or afternoon session. Only work outside of the morning or afternoon session allowed. Student must maintain eligibility by earning two credits per week and good attendance. A reasonable amount of time (one week) to improve grades and make up missed attendance before pulling the work permit.

Discipline Philosophy and Policy

It is important that each individual develop sound social judgment and frequent opportunities to exercise this judgment and the self-discipline, which must accompany it.

Students and teachers are entitled to an environment in which maximum learning and teaching can take place. In order to guide students to become responsible, self-disciplined individuals who are free to pursue academic studies, an appropriate amount of external discipline might be necessary.

All societies have rules. **The expectation is that all students obey all classroom and school rules.** Our aim is to improve the learning environment through positive reinforcement of good behavior and consistently applied consequences for inappropriate behavior.

VIOLATION OF CLASSROOM/SCHOOL BEHAVIOR POLICY CAN RESULT IN	
1 st Referral	Verbal Warning
2 nd Referral	30 Minutes Detention; Call Home
3 rd Referral	1 Hour Detention; Call Home
4 th Referral	2 Hours Community Service; Call Home
5 th Referral	Suspension

Entering Other School Campuses

Any Duncan-Russell student on or near another school's campus without a written pass from the administrator, before school, during the day, at lunch, or after school, will be referred for discipline. Violations will result in a 1-5 day suspension and/or arrest for trespassing.

Involuntary Transfer to Full Time Tracy Adult School Classes or Zoned School

Involuntarily transfer to Tracy Adult School or Zoned High School as a full time student for those students age 18 and have not complied with the attendance, performance and behavior expectation.

Dress Code Policy

Acceptable school colors include Black, White, Tan or Gray (SOLID COLORS ONLY)

- **NO HATS or HEAD COVERINGS**
- **NO PURSES OR BACK PACKS**
- **NO CHAINS OR STUDDED ACCESSORIES**
- **NO LOGOS OR EMBLEMS, i.e. NIKE, Sport Teams, etc.**

TOPS

- **MUST** be in dress code colors only Black, White, Tan or Gray (SOLID COLORS ONLY)
- T-Shirts, Collared shirts or Turtlenecks
- Long Sleeve or Short Sleeve
- NO Spaghetti straps or Tank Tops
- No tops that expose the skin at the waist or midriff or any inappropriately revealing clothing

PANTS

- **MUST** be in dress code colors only Black, White, Tan or Gray (SOLID COLORS ONLY)
- NO SAGGING, NO RIPPED PANTS, NO BLUE JEANS, NO SHORTS

SHOES

- **MUST** be in dress code colors only Black, White, Tan or Gray (SOLID COLORS ONLY)
- SHOES MUST BE LACED
- NO BACKLESS SHOES OF ANY KIND, HOUSE SLIPPERS OR SANDALS

JACKETS/SWEATSHIRTS

- **MUST** be in dress code colors only Black, White, Tan or Gray (SOLID COLORS ONLY)
- **NO LOGOS OR EMBLEMS**

BELTS

Any belt worn with pants

- May not hang below shirts.
- No gang related or inappropriate logos/images on belt buckles

ACCESSORIES

- No accessories in **RED** or **BLUE**, or any other accessories deemed inappropriate by School Staff. Including nail polish and hair color.

DRESS CODE VIOLATION CONSEQUENCES

1 st VIOLATION	Warning; Change of clothes; Call home.
2 nd VIOLATION	Change of Clothes; Call home; 30 Minutes detention after school.
3 rd VIOLATION	1 Day Suspension
4 th VIOLATION	2 Day Suspension

Cell Phone Policy

To avoid unnecessary classroom disruptions, we are unable to deliver messages to students except in cases of **extreme** emergencies.

Students may have a cell phone in their possession but it must remain out of sight and turned off at all times. Cell phones usage at teacher's discretion.

Note: Theft of electronic items will not be investigated by school personnel; however, parents may file a theft report with local police department.

CELL PHONE/ELECTRONIC POLICY VIOLATION CONSEQUENCES	
1 st OFFENSE	Confiscated; 30 Minute Detention; Student may pick-up cell phone after school.
2 nd OFFENSE	Confiscated; 1 Hour Detention; Parent must pick-up cell phone after school.
3 rd OFFENSE	Confiscated; SUSPENSION; Parent pick-up required.

Use of Student Name or Image

Use of student name and image may be used on occasion in the schools newsletter or on the school/district web pages.

Medications

If it becomes necessary for you to take medication at school, we must have our Medical Form completed by your parent **and** your doctor prior to bringing the medication to school.

Parent Conferences

Parents are always welcome to make an appointment to discuss your student's class work. Parents contact the administrator or teachers via email or call 209.830.3357 to schedule an appointment.

Student Conduct Preface

Clarity of expectations and equality of treatment of students are important. The staff of Willow Community Day School and Board of Trustees of Tracy Unified School District strives to clarify expectations of students, help students develop their own sense of responsibility, assist students in understanding their own rights and establish the consequences for misbehavior. Please view the TUSD Parent/Student High School Handbook at www.tracy.k12.ca.us/sites/wclds located under the publications tab.

Campus Boundaries

The parking lot, school site and adjacent sidewalks are part of the Duncan Russell Campus. All rules pertain to these areas. Duncan Russell students must enter and exit campus from the Grant Line side of the school only.

Smoking

Smoking strictly prohibited. Students may not smoke on school premises or on areas adjacent to campus at any time, including the normal school day.

Visitors

Visitors for Duncan Russell must sign in prior to entering Duncan Russell. Sign in is located in the Front Office.



