

Willow Community Day 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/wcds/Pages/default.aspx>



Tracy Unified School District Board of Education

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Willow Community Day School Staff

Traci Mitchell – Principal

Antonia Velasco – Site Secretary

Anthony Crivello – Teacher (English, Math, Cyber High, Elective)

Ruperto Ruiz – Teacher (Science, Social Science, Art, Elective)

Maribel Manzo – Para Educator II

Office Hours

Willow Community Day School administrative office is open Monday-Friday 7:30am-4:30am. Contact teachers by email for conferencing between 2:30 – 3:20, Monday-Friday.

School Hours

8:00 A.M. – 2:20 P.M. Daily

There are no early release days or minimum days

Daily Bell Schedule

Period 1	8:00-8:55
Period 2	8:55-9:50
Period 3	9:50-10:45
Period 4	10:45-11:40
Lunch	11:40-12:00
Period 5	12:00-12:40
Period 6	12:40-1:30
Period 7	1:30-2:20

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

<i>Combo Lunch</i>	
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> .

Willow Community Day 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

Monday, April 20, 2020

School Resumes

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.

Willow Community Day School at the 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

Willow Community Day School (WCDS) is an alternative education program that serves expelled students (DRB), students referred by the School Attendance Review Board (SARB) and the Back on Track (BOT) Program for students that are struggling academically and in need of credit recovery, as well as, learning essential study skills. All community day school students are required to attend 360 minutes per day. **Our goal** is to assist at-risk youth to overcome academic and behavioral barriers that have previously hindered school success.

Curriculum aligns with District Grade Level Standards of Achievement and required district courses. Students enrolling at Willow CDS may have deficiencies in basic skills and need systematic and intensive instruction in order to be successful in general education classes. Willow CDS offers a smaller (teacher and paraprofessional ratio to student) that allows for a more individualized and small group instruction. The curriculum stress acquisition of basic skills in reading, language arts, and mathematics. Cross-curricular instruction in subject areas such as social studies, science and health assist students while they acquire the skills to be successful. Creative and hands-on methodologies deliver curriculum so students can master what they failed to learn in traditional academic settings.

Goals

- ✓ All students will address and work towards improving academic and behavioral setbacks while progressing academically.
- ✓ All students will increase daily attendance and total hours committed to learning.
- ✓ All students are recognized and rewarded for improvement in behavior, attendance and academics.

Referrals

TUSD Student Services, Discipline Review Board (DRB), Student Attendance Review Board (SARB) make referrals to Willow CDS. Referrals are also accepted from students' zoned school counselor (BOT/credit recovery program only).

Services

- ✓ Comprehensive group counseling provided in eight-week sessions during the school day.
- ✓ Students mandated to complete Anger Management and/or Substance Abuse counseling by the District Review Board (DRB) **must** complete the sessions outside of the school in order to qualify for reinstatement to the regular academic program (zoned resident school).
- ✓ Academic Counseling provided

Roles and Responsibilities

- ✓ **Students:** fulfill requirements of their DRB, SARB and BOT contracts. Fulfill onsite requirements as part of participation at Willow CDS.
- ✓ **Students:** are responsible for regular attendance and positive behavior.
- ✓ **Students:** meet all academic performance expectations.
- ✓ **Teachers:** are responsible for student supervision.
- ✓ **Teachers:** are responsible for direct instruction, assessment, review, and development of materials for students at Willow CDS.
- ✓ **Administrator:** oversee placements from the District Discipline Review Board, the Student Attendance Review Board and on-site academic and behavior teams.
- ✓ **Administrator:** make recommendations for student placement back into regular programs. Administrator will work with on-site staff to see the successful operation of Willow CDS.
- ✓ **Administrator:** determines that the student has met the criteria from the District Discipline Review Board, Student Attendance Review Board or on-site attendance and behavior requirements. Willow CDS Administrator will refer the student back to the board or panel for possible readmission into regular school programs.

Academic Performance Expectations

- ✓ Performance as stated in DRB and SARB contracts
- ✓ Maintain a 2.0 GPA
- ✓ No F's
- ✓ BOT Students **must earn 5 recovery credits per quarter**
- ✓ Progress Reports are mailed mid quarter. Quarter report card grades are mailed home at the end of every Quarter/Semester.
- ✓ Parents are encouraged to check their student's grades by accessing the Aeries.net Parent Portal and contact teachers via email regarding questions and concerns.

Homework Policy

- ✓ Willow CDS students are not assigned homework. However, all students are encouraged to work independently at home in their online course/s.

Grading Policy

The purpose of grading is to communicate the level of achievement in the educational program to students, parents, institutions of higher learning, prospective employers, counselors and other schools the student might attend. The symbols used and the meanings of each symbol are as follows:

A	90-100%	Excellent Achievement
B	80-89%	Above Average
C	70-79%	Satisfactory Achievement
D	60-69%	Below Average, But Passing/Credits Earned
F	59%-below	Failure to Meet Minimum Standards

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.

CLASSROOM/ SCHOOL BEHAVIOR POLICY VIOLATION 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

Saturday School Hours

Students enrolled with Saturday School Hours are expected to serve them after school while in attendance at Willow CDS. Saturday School Hours can be served twice a week, up to one and a half hour (1 ½).

Attendance Procedures

- ✓ All students are required to attend 360 minutes per day. Willow School will maintain accurate records of student attendance.
- ✓ **There are no excused absences at Willow.**
- ✓ Parents send students to school and/or promptly notify Willow School if their student is going to be absent.
- ✓ *If you have been very ill and have a doctor's note to verify illness, your absence may be excused. A doctor must list dates you were out **and the diagnosis**. Blanket notes that state "was seen on _" will only count for the dates listed on the note. This note must be presented the day you return. Notes presented after that date will **not** be excused.*
- ✓ **Should an absence occur, please contact us at 830-3357 between the hours of 7:30 - 9:30 am. Please clear all absences and tardies within 48 hours.**
- ✓ Parents are encouraged to check their student's attendance on a regular basis by using Aeries.net Parent/ Student Portal.

NOTE: Students on SARB contract, please be mindful of additional attendance requirements as stated on your contract.

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 Willow**. In situations of documented severe illness, exceptions .

Truant Policy

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

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) unexcused 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 be equivalent to one (1) unexcused absence.
3 rd TARDY	30 Minutes Detention; 1 unexcused absence
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

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 STUDED 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 Phones Policy

- To avoid unnecessary classroom disruptions, we are unable to deliver messages to students except in cases of **extreme** emergencies.
- Students may use cell phones before school, during lunch and after school.
- Cell phones must be turned off and out of sight during the instructional day.

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

CELL PHONE/ELECTRONIC POLICY VIOLATION CONSEQUENCES	
1 st OFFENSE	Confiscated; 30 Minutes 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.

Recognitions

Students are capable of receiving recognition for demonstrating

- Perfect Attendance
 - No tardies, no illness/medical days
- GRIT
 - Demonstrating one of the four characteristics of GRIT elements: GRIND, RESILIENCE, INVEST and TRIUMPH.
- Honor Roll
 - GPA of 3.5 and higher

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 with teachers via email through Aeries.Net Parent portal to discuss your student's class work or progress.

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/wcnds located under the publications tab.

Campus Boundaries

The parking lot, school site and adjacent sidewalks are part of the Willow Campus. All rules pertain to these areas. Willow students must enter and exit campus from the Grant Line side of the school only. **Students must enter and exit through the front (office) door only.**

Smoking

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

Visitors

No visitors allowed at Willow.

