



**Tracy Unified School District Board of Education 2019-2020**

Steve Abercrombie, Board President  
Brian Pekari, Board Vice-President  
Jill Costa, Board Clerk  
Lori Souza, Board Member  
Jeremy Silcox, Board Member  
Ameni Alexander, Board Member

**Tracy Unified School District Cabinet**

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Dr. Casey J. Goodall, Associate Superintendent of Business Service  
Dr. Sheila Harrison, Associate Superintendent of Educational Services  
Tammy Jalique – Associate Superintendent of Human Resources

**SHS Certificated Staff**

**Traci Mitchell – Principal**  
Ann Herrington - Counselor-STEPS Coordinator  
Shirley Pellegrini - School Secretary  
Brandy Chavarria – Social Studies  
Valerie Christenson – English  
Ranvir Gill - Biology, Human Physiology, Testing Coordinator  
Eustacia Hall - Earth Science, Cyber High  
Robert James – Mathematics, Cyber High  
John Moss – Social Studies, PE  
Jennifer Sprecksel - English  
Scott Szostak - Economics, Independent Study  
Terra Tuttle – Art, Yearbook  
David Vallotton - Study Hall, Tutorial Support  
Heather Yates – Tracy Young Adult (TYAP) Program Dept Chair

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**Classified Staff**

Vina Parsons – Attendance Clerk  
Martha Bravo - Para Educator  
Tina Dissi - Special Education Para Educator/Resource  
Raul Cedano - Utility  
Chris Ybarra – Utility  
Tony Zamora – Utility

**Support Staff**

Officer Brandi, School Resource Officer  
Natalie Espana - School Psychologist/ Stein High School & TYAP  
Rocio Virgen-Casas –TUSD Parent Liaison

**Office Hours**

The Stein High School administrative office is open Mon-Fri 7:00 a.m. to 4:00 p.m. Teachers/advisors can be contacted by phone or email for conferencing between the hours of 1:30 p.m.-3:00 p.m., Tues-Fri. **209-830-3395 ~ fax 209-830-3396**

**School Hours**

8:50 A.M. - 1:20 P.M. **Regular Session**  
1:30 P.M. - 3:00 P.M. **Afternoon Session** - for making up absence and/or receiving extra academic support

## **George & Evelyn Stein High School 2019-2020 Calendar**

### **August**

Tuesday, Aug. 6, 2019 First day of school  
Wed-Fri, Aug 7-10, 2019 No afternoon session

### **September**

Monday, Sept. 2, 2019 Labor Day Holiday-No School  
Wednesday, Sept. 11, 2019 Back to School Night, Family Dinner 5:30-6:00, Program 6:00-8:00  
Tuesday, Sept. 24, 2019 School Site Council Meeting, 1:30-3:00pm

### **October**

Tuesday, October 2, 2019 ASVAB Testing  
Friday, October 11, 2019 Minimum Day-dismissal 11:13 am, End of 1<sup>st</sup> Quarter  
Tuesday, October 15, 2019 Blood Drive  
Monday, Oct. 21, 2019 Parent Conference Day-No school

### **November**

Monday, Nov. 11, 2019 Veteran's Day - No School  
Friday, Nov. 15, 2019 1<sup>st</sup> Quarter Assembly  
Mon-Fri, Nov. 25-29, 2019 Thanksgiving Break-No School

### **December**

Tuesday, Dec 3, 2019 School Site Council Meeting 1:30-3:00  
Wed-Fri, Dec. 18-20, 2019 Minimum Day-dismissal 11:13 am Mon & Fri, 10:49 Thurs. End of 1<sup>st</sup> Semester  
Mon, Dec. 23– Jan. 3, 2020 Winter Break

### **January**

Monday, Jan. 20, 2020 Martin Luther King's Day-No School  
Friday, Jan. 23, 2020 2nd Quarter Assembly  
Friday, Jan. 24, 2020 Staff BBD – No School

### **February**

Tuesday, Feb 4, 2020 Blood Drive  
Monday, Feb. 10, 2020 Lincoln's Day-No School  
Monday, Feb. 17, 2020 President's Day- No School  
Tues., Feb. 25, 2020 School Site Council Meeting 1:30 – 3:00

### **March**

Tuesday, March 4, 2020 ASVAB Testing  
Friday, Mar. 6, 2020 Board Designated Non Work Day – No School  
Friday, Mar. 13, 2020 Minimum Day-dismissal 11:13 am, end of 3<sup>rd</sup> quarter

### **April**

Thursday, April 9, 2020 3rd Quarter Assembly  
Fri.-Friday, April 10-17, 2020 Spring Break

### **May**

Tues, May 5, 2020 School Site Council Meeting, 1:30-3:00pm  
Tuesday, May 19, 2020 Graduation Practice, 11:00 am at Stein High School  
Wednesday, May 20, 2020 Graduation, 11:30am at Stein High School  
Tues. - Fri, May 23- 24, 2020 Minimum Day, dismissal 11:13 am, No afternoon session  
Friday, May 22, 2020 Last Day of School

## Character Counts

### Making Ethical Choices Based on the Six Pillars of Character

#### Trustworthiness

Be honest; do not deceive, cheat or steal; Be reliable – do what you say you'll do. Have the courage to do the right thing; Build a good reputation; Be loyal – stand by your family, friends and country.

#### Respect

Treat others with respect; Follow the Golden Rule; Be tolerant of differences; Use good manners, not bad language; Be considerate of the feelings of others; Don't threaten, hit or hurt anyone; Deal peacefully with anger, insults and disagreements.

#### Responsibility

Do what you are supposed to do; Persevere; Keep on trying; Always do your best; Use self control; Be self-disciplined; Think before you act – consider the consequences; Be accountable for your choices.

#### Fairness

Play by the rules; Take turns and share; Be open-minded and listen to others; Don't take advantage of others; Don't blame others carelessly.

#### Caring

Be kind; Be compassionate and show you care; Express gratitude; Forgive others; Help people in need.

#### Citizenship

Do your share to make your school and community better; Cooperate; Stay informed; Vote; be a good neighbor; Obey law and rules; Respect authority.

### Program Description

George and Evelyn Stein High School is an alternative educational program where students earn a high school diploma and are prepared for entrance into community college, an occupational training program, the military or a job. The curriculum at Stein High School stresses the acquisition of skills in required and elective course work. Students must complete requirements in all subject areas and student portfolio. Our academic program is designed to provide the maximum flexibility possible in order that a student who enters Stein High School may achieve a high school diploma, set individual goals, and become responsible for their future.

*George and Evelyn Stein High School is different from comprehensive high schools. The primary difference lies not in what is taught but in how it is taught.*

### **The alternatives offered at Stein High School include:**

- Course work individualized according to each student's ability and progress based on individual achievement.
- Learning in a safe and secure environment free of violence, drugs and fear.
- Recognition for attendance, academic performance and citizenship.
- Individual attention in smaller classes.
- Flexible school structure and scheduling.
- Teacher/academic advisor assigned to each individual student.

### VISION:

The vision of George and Evelyn Stein High School is to offer an environment where students learn to articulate their academic and career goals while striving to achieve GRIT.

**MISSION:**

George and Evelyn Stein High School’s mission is to empower students to identify and pursue their personal, academic, and career goals by providing a rigorous alternative education environment that accommodates a variety of needs.

**Schoolwide Learner Outcomes: GRIT**

**G**oals

- Personal
- Academic
- Career

**R**elationships

- Respectful
- Collaborative Learner
- Effective Communicator

**I**ntegrity

- Professional behavior
- Technologically responsible
- Citizenship

**T**enacity

- Determined to succeed
- Independent Learner
- Resourceful

**School Colors:** Black and Gold

**Mascot:** Grizzly Bear

<b>MWF Stein Bell Schedule</b>		
<b>1<sup>st</sup></b> <i>Bell Rings at 8:45</i>	<b>8:50</b>	<b>9:35</b>
<b>2<sup>nd</sup></b>	<b>9:39</b>	<b>10:24</b>
<b>3<sup>rd</sup></b>	<b>10:28</b>	<b>11:13</b>
<b>LUNCH</b>	<b>11:13</b>	<b>11:42</b>
<b>4<sup>th</sup></b>	<b>11:46</b>	<b>12:31</b>
<b>5<sup>th</sup></b>	<b>12:35</b>	<b>1:20</b>
<b>After School Programming (W &amp; F only)</b>	<b>1:30</b>	<b>3:00</b>

<b>Tues/Thurs Vision Bell Schedule</b>		
<b>1<sup>st</sup></b>	<b>8:50</b>	<b>9:27</b>
<b>2<sup>nd</sup></b>	<b>9:31</b>	<b>10:05</b>
<b>3<sup>rd</sup></b>	<b>10:09</b>	<b>10:45</b>
<b>LUNCH</b>	<b>10:49</b>	<b>11:19</b>
<b>4<sup>th</sup></b>	<b>11:23</b>	<b>11:59</b>
<b>5<sup>th</sup></b>	<b>12:03</b>	<b>12:39</b>
<b>Advisory/Vision</b>	<b>12:43</b>	<b>1:18</b>
<b>After School Programming</b>	<b>1:30</b>	<b>3:00</b>
<b>Advisory Time</b>	<b>3:00</b>	<b>3:20</b>

## **Academics:**

### **Graduation Requirements**

- Students must earn 185 credits total, and complete all subjects as outlined below.
- 130 credits will be earned in the required subject areas, 55 electives.
- Students must complete and present the **Student Portfolio** requirement. Students must earn 20 credits in residency at Stein.

English.....	40 credits
Social Studies.....	30 credits
Science.....	30 credits
Math (including Algebra 1 or equivalent).....	20 credits
Fine Arts.....	10 credits
Electives including Physical Education .....	55 credits
Total.....	185 credits

### **Student Portfolio**

The Student Portfolio is both a graduation and a transfer back requirement. The Student Portfolio includes practical, real-world items (resume, career research, letters of recommendation, etc.) as well as many optional items that each student chooses to include (FAFSA Application Confirmation, Online Job Application, ASVAB Test Scores, etc). Upon completing their portfolio, and with the approval of their teacher/advisor, each student must present their portfolio to a panel of teachers. As a way to collect data and determine effectiveness of the portfolio, questions about the portfolio and the portfolio process are asked of each student when they present.

- *As a part of the portfolio requirements, ALL students must complete a minimum of 10 Community Service hours from Stein’s approved list.*

### **Cyber High**

Cyber High is a district-approved online credit recovery option available onsite at Stein. Students must turn in a parent/guardian signed application with an attached weekly or lesson countdown sheet to the counselor in the office for approval. Students can sign up for Cyber High only once per semester. Applications are available in the office and from each student advisor.

### **Vision Class**

Stein High includes a sixth period on Tuesdays and Thursdays. This class is referred to as Vision. Every Tuesday, students will work on their portfolio with their advisor. Every Thursday, students are given a Weekly Progress Report that shows their individual academic progress, whether they qualify for buy-out and if they owe make up time. Advisors provide “count down” sheets for their advisees. These count down sheets are individualized for every student and give the students a lesson goal to aim for each week based upon their graduation needs. In addition to their weekly progress reports, it is in Vision where students hear the weekly announcements, request schedule changes, and initiate the Cyber High &/or Adult School application process.

### **Weekly Progress Report (Weeklies)**

The Weekly is given to students each Thursday during **Vision**. The Weekly shows the number of lessons a student earned in each subject area the previous week and make up time owed. The Weekly show the number of credits earned during the quarter. The parent is expected to ask their child to share their weekly progress report with them each week.

### **Credit System**

Students are generally assigned a course lesson sheet defining the work they are expected to complete. Each assignment is given a lesson value. One lesson is equal to 45 minutes of on task time. Fifteen lessons equal one credit; therefore, 75 lessons are equal to 5 credits. There is no limit to the maximum number of credits a student may earn during a semester. The student's advisor will calculate the number of lessons per week that a student **needs to earn** to graduate on schedule. Students who fail to meet their weekly lesson goal will be placed on Academic Probation. This goal is to be determined per the students desired graduation date with the advisement of their assigned advisor. If placed on Academic Probation for the week, the student must stay after school for Academic Enrichment for 1 ½ hours to complete independent work with their assigned advisor. Academic Probation is not a disciplinary issue but if the Academic Enrichment time is not served, the student will be referred to the principal which may result in disciplinary actions. A student can earn their way off of Probation each week by meeting their weekly lesson goal.

### **Academic Honesty** *(as outlined in the TUSD High School Handbook 2019-2020)*

All work submitted by students should be a true reflection of their effort and ability. If it is not, then the student has demonstrated unacceptable behavior. The following instances are considered cheating:

- Claiming credit for work that is not the product of one's own honest effort.
- Providing unwarranted access to materials or information so that others may dishonestly claim credit.
- Submitting work done entirely or in part by another person.
- Giving test answers to another student or getting test answers from another student.
- Representation of another person's words or ideas as your own by not properly citing the source and giving the author credit.
- Copying from the internet and from another student.
- Knowledge and tolerating of the foregoing circumstances.

Any behavior, which can be defined as cheating, represents a violation of mutual trust and respect essential to education. Students who cheat should expect to be confronted by their teacher and be subject to the following penalties.

- A "zero" on submitted work.
- Possible disciplinary referral.
- Notification of parents.
- If a student is found to have cheated a second time or is involved in a particularly serious act of cheating, the student will be referred to the Principal/Designee for a formal hearing of those concerned (student, teacher, parents, counselor, administrator). Consequences may include suspension from class, school, or loss of class credits.

### **Attendance Procedures**

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 7:00-4:00 pm 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, students should bring a note to school to clear absence when they first return to school.**

### **Making Up Absences**

Students are expected to make up all unexcused absences. Three hours and forty-five minutes are needed to clear a full day absence; 45 minutes clears one period. Students may **ONLY** make up absences during the afternoon session under the supervision of a staff member.

**\*\*Make up time is cumulative and is carried over from one school year to the next.**

### **Tardy Policy**

A tardy is defined as arrival to class after the tardy bell rings and up to 20 minutes into the instructional period. Arrival to class 20 minutes or later will constitute a truant. Students must be in their seats when the tardy bell rings to avoid being marked tardy.

Late arriving students (9:11 or later):

- **Must** go through the office for a truancy pass to class.
- **Must** go to class upon receiving a truancy pass.
- **Must not** loiter on campus waiting for the next class period to begin.

<b># TARDY</b>	<b>CONSEQUENCES</b>
<b>5<sup>th</sup></b>	Meeting with Advisor, parent contact, and a warning letter will be completed with the students' advisor and sent home. <i>Will be assigned 45 minutes of make-up time (one class period) and are expected to make-up time for tardies by Friday the week of the infraction in order to avoid the following tardy consequences.</i>
<b>10<sup>th</sup></b>	Referral made to admin, DART and meeting with the parent and principal. <i>Will be assigned 45 minutes of make-up time (one class period) and are expected to make-up time for tardies by Friday the week of the infraction in order to avoid the following tardy consequences.</i>
<b>11+</b>	Referral made to admin, follow up actions to be determined by the principal (may include consequences such as detention, community service, alternative placement, etc...) <i>Will be assigned 45 minutes of make-up time (one class period) and are expected to make-up time for tardies by Friday the week of the infraction in order to avoid the following tardy consequences.</i>
<b>15</b>	Referral made to admin, and meeting with Advisor and Parent. <i>Will be assigned 45 minutes of make-up time (one class period) and are expected to make-up time for tardies by Friday the week of the infraction in order to avoid the following tardy consequences.</i>

❖ ***The tardy process starts over each quarter***

### **Eligibility for Extra Curricular Activities**

George and Evelyn Stein High School students must meet General Eligibility to participate in our school's senior activities.

- Student must be on track to graduate on time as calculated by advisor/principal.
- Student can owe no more than 15 hours of **make-up** time.
- Discipline will be reviewed and may be grounds for being ineligible.

### **What Are Buyouts**

Stein High students earn buyouts as an incentive to improve student attendance and academic progress. Buyouts are earned by maintaining perfect attendance and by earning a minimum of 30 lessons. When a student has perfect attendance Monday-Thursday, they earn the privilege of "buying out" their Friday. In doing so, the student does not have to attend school on Friday of that week.

### **Buyout Policy:**

- Students must have perfect attendance (no excused, unexcused and/or tardies) Monday-Thursday.
- Must earn 30 lessons/2 credits minimum each week or meet their weekly lesson goal (whichever is highest of the two).
- Buyouts cannot be saved as they are earned week to week. Use it or lose it!
- To receive their Buyout clearance, students need to submit their weekly to our support staff in the administration office reflecting their lessons/credits at the end of the day on Thursday starting at 1:25.
- They must have fewer than 15 hours of make-up time to qualify for a Buyout.
- Students cannot Buyout if they have been tardy, or absent in ANY way. To Buyout, one must have perfect attendance Monday - Thursday.
- Students leaving school early on a 3-period day will forfeit buy-out privileges.
- Students will be allowed to buyout only on full, five-day school weeks.
- Lost buy-outs **will not** be replaced.
- If, as parent/guardian, you do not wish your child to participate in buying out, please call the school office at (209-830-3395).

### **Eligibility for a 3-Period Day**

- Portfolio Completed and Presented
- Three or fewer classes
- Six credits or less to go
- Owe 10 hours or less of make-up time
- forfeit buy-out privileges
- the assigned 3 periods can be periods 1-3 or periods 3-5 and must be able to support your graduation needs.



### **Travel Study**

Travel Study is a program available to students who must travel and miss school for five or more days. This program provides students with the opportunity to maintain their grades, attendance and credits in their classes. Students who fit the above criteria and want to utilize the Travel Study program must contact the office to request and complete the necessary form at least one week prior to leaving school per TUSD guidelines. The contract must be approved by the Principal or his/her designee. The form must be signed by the parent and returned to the office before the student leaves for travel study.

***The Principal's signature is required PRIOR to beginning Travel Study.*** Students who do not submit completed travel study forms upon the 1<sup>st</sup> day they return to school will not receive credit and will be considered unexcused. On the first day a student returns to school, the homework should be attached to the travel study form and turned in immediately upon returning to school to the travel study teacher.

### **Science Camp**

If a student is chosen as a Cabin Leader, he/she will receive up to 5 credits to be applied, as needed, in Science and/or Electives (not more than 2.5 credits in needed science) and up to 30 hours of make-up time. Community Service hours can be assigned in lieu of make-up hours per the advisors discretion. Also, a "Positive" Cabin Leader Evaluation may be used in lieu of a required letter of recommendation for the students portfolio. ***However, the awarding of these credits and hours is dependent on their overall performance as a Cabin Leader,*** as follows:

- **Positive recommendation:** 5 total credits and 30 make-up hours cleared or 10 Community Service hours, can serve as an outside letter of recommendations required for portfolio
- **Conditional recommendation:** 2.5 total credits and 15 make-up hours cleared or 5 Community Service hours
- **Dismissed from camp:** no credits and 0 make-up/Community Service hours cleared

### **Field Trips**

To participate in a Field Trip activity, the student (including 18 year old students) must return the provided permission slip with a parent/guardian's signature. Students must go and return on the bus and/or district transportation. Participation in a Field Trip is at the discretion of the teacher and/or principal.

### **Eligibility Requirements for Graduation Ceremony**

- All course work must be completed and turned in by 2:30 p.m. the Friday before Stein's graduation date.
- All make-up time owed must be served/cleared by 2:30 p.m. the Friday before graduation.
- Student portfolio must be completed and presented by the Friday before graduation.

### **Graduates Owing Make Up Time**

Students who graduate and check out of school can do make up time at Stein, if they owe 1.5 hours or less of time. If a student owes more than 1.5 hours upon check out they will need to do community service via an approved agency to clear hours (see principal).

- The graduate will drop off the make-up time slip in the office before leaving campus. The secretary will keep track of graduate's make up time.
- All make-up time must be submitted by 2:30 the Friday before graduation.
- **Failure to clear all make-up hours by 2:30 the Friday before graduation will result in the student not being able to participate in graduation.**

### **Caps and Gowns**

Caps and gowns must be ordered through Jostens at [www.jostens.com/contact](http://www.jostens.com/contact) or 1-800-JOSTENS. Please be sure to place your orders by April 15<sup>th</sup> to ensure receipt of your order in time for the graduation ceremony. After graduation, if you opt not to keep your gown, please donate to the Stein Administration Office.

### **Tickets for Graduation Ceremony**

The commencement ceremony will be held on the Stein campus in the quad area. Due to limited seating, each graduate will receive **7 tickets** for their guests' seating. In the event of inclement weather, the ceremony will be held in the Stein gymnasium, so therefore, graduates will be awarded **3 tickets** for guest seating.

### **Graduation Ceremony Expectations**

**Participation in Stein High School graduation ceremony is a privilege.**

In order to ensure that the graduation ceremony is dignified and that it reflects the philosophy and values of our school, students, and community it is imperative that each graduate adhere to the following policies and expectations:

- Graduation Ceremony will be held on Wednesday, May 20, 2020 at Stein High School at 11:30 AM (gates open at 11:00).
- Graduation practice will be held on Tuesday, May 19, 2020 at Stein High School at 11:00 AM. Any student who fails to participate in graduation practice will not be allowed to participate in the graduation ceremony, unless previously determined by the principal.
- The graduates will be expected to adhere to district dress code for the ceremony. By failing to be properly dressed, **a student will forfeit the right to participate in the ceremony.**
- Graduation caps and gowns must not be altered or embellished in any way and must be worn during the ceremony.
- District dress code applies to graduation. **Shoes are required for the entire graduation ceremony.**
- Throwing of objects, beach balls, loud outbursts and any other forms of undignified behavior will warrant the immediate removal of the person from the ceremony.
- All graduates are expected to adhere to the conduct code as outlined in the George and Evelyn Stein High School student handbook. Any student who refuses to comply with the school policies will be prohibited from participating in graduation activities including commencement.

## General Information

### Closed Campus

George and Evelyn Stein High School is a closed campus. Upon arriving at the campus in the morning, students are to enter and remain on school grounds. Students should plan to arrive on campus by 8:40 A.M. and refrain from loitering in the residential and business areas adjacent to the school. Students may not leave campus unless they have checked out through the office. Failure to check out and receive an off-campus pass through the attendance office will result in being truant. Appropriate consequences will be assigned.

## District Programs on Stein Campus

### STEPS – (Student Teen Educational Parenting Support)

The STEPS Program is available to any pregnant or parenting student in Tracy Unified School District. Services provided include child care and parenting classes on the Stein campus.

STEPS Transportation may also be utilized to and from most TUSD schools, (830-3286).

### TYAP – (Tracy Young Adult Program)

The Young Adult Program is a district special education program for students ages 18 through 22, with varying levels of disabilities. It is a “community based” program, where students learn not only in the classroom but also during community outings to local businesses, restaurants and recreation destinations. The focus is on functional academics and vocational skills to help develop and promote independence, social and life skills.

### Credits Allowed Through Testing (CHSPE)

Students who challenge and pass the California High School Proficiency Examination will receive a high school equivalency diploma and receive a total of 75 credits, which can be applied toward a George and Evelyn Stein High School diploma. Credits will only be applied to English 1-3, mathematics and electives. For information regarding registration, please call the CHSPE office at 866-342-4773 M-F from 8am-5pm or visit their website at [www.chspe.net](http://www.chspe.net), email: [chspe@scoe.net](mailto:chspe@scoe.net). There is a non-refundable registration fee.

### Independent Study

George and Evelyn Stein High School Independent Study Program enables students to gain academic credit while completing an independent educational program in the home setting. **Students are *required* to attend two weekly meetings and *complete a minimum of 25 Lessons* of schoolwork per week with a fully credentialed Independent Study teacher.** Independent study is a voluntary program. Independent Study applications are available in the office. The student is to complete the application form and have their advisor fill in courses and credits required to complete the semester.

The final decision regarding placement on independent study rests with the school administration. When a student does not meet *both requirements* in a week, the student will be marked absent for **five days**. If a student does not meet these requirements more than twice in a quarter, he/she must be returned to the regular program or transferred to an alternate school.

### Entering Other School Campuses

Any Stein High School student on or near another school’s campus without a written pass from Stein’s secretary, and a Stein High School ID, before school, during the school day, at lunch, or within 30 minutes after school will be referred to Stein staff for disciplinary action. Violations will result in a 1-5 day suspension and/or arrest for trespassing.

### **Fifth Year Student Application**

Student portfolio must be completed and presented prior to the end of the current school year. Students must complete and submit a 5<sup>th</sup> Year application; available from their advisor, by the Friday before graduation. Administration will review the application and approval will be based on a minimum of 90% attendance, current weekly progress toward graduation, behavior, and the reasonable expectation that all credits would be completed before or by the end of the fifth year. If a student is approved for a 5<sup>th</sup> year, they must complete a Fifth Year Contract.

### **Eligibility to Transfer Back to a Comprehensive High School Schedule**

<b><u>Eligibility Date</u></b>	<b><u>Minimum Entry Credits to Qualify for Transfer Back Contract</u></b>	
	<b>Senior</b>	<b>Junior</b>
1 <sup>st</sup> day of school	<b>140</b>	N/A*
October (End of 1 <sup>st</sup> Quarter)	<b>165</b>	N/A
March (End of 3 <sup>rd</sup> Quarter)	Non Eligible	<b>135</b>

**To Transfer-Back from Stein High School to your zoned comprehensive high school, a student must follow the guidelines below:**

- Student's advisor determines eligibility.
- Based on eligibility and once grades are posted for the first quarter (seniors) or the third quarter (juniors) student makes an appointment with their Stein high school advisor to develop a plan.
- In order to be eligible, completed credits (135/140/165 per the chart above) must be in required areas. Students must need no more than 25 credits per quarter to transfer back.
- Stein counselor meets with and secures signature from student and parent/guardian/s.
- Stein counselor will meet with comprehensive counselor.
- Student's Academic Advisor will monitor student's progress and keep parents informed along the way.
- At the end of applicable semester, eligible students will make an appointment with comprehensive high school counselor and hand-carry official transcript to appointment.
- **Credits earned must align with transfer back contract requirements. Course credit overages will not be counted towards credit requirements to transfer back.**

### **Transfer Back Requirements:**

**Failure to comply with any of the following criteria will result in disqualification from Transfer Back Program requiring the student to remain at Stein and earn a Stein High School diploma.**

- While at Stein High School the student must have 95% on time attendance regardless of make-up time; even if credit requirements to transfer back have been met.
- Students must continue to pass current classes, so that incremental credit can be issued and included in the above credit eligibility requirement for a transfer back student.
- Students must continue to attend and pass ILC/Cyber High and/or Adult School classes in which they are enrolled.
- Students must complete and present their portfolio.
- **A student who transfers back to comprehensive high school cannot return to Stein High School.**
- A **senior** who fails to earn 190 total credits at the end of the 1<sup>st</sup> semester or **junior** who fails to earn 160 credits at the end of the school year in the necessary classes at Stein High School will disqualify the student from the Transfer Back Program

### **Dress Standards**

The primary responsibility for student dress and appearance rests with the parents. The primary purpose of school is education. Therefore, all aspects of school must be considered with that objective in mind. As a guide, students should be dressed in clothing that would be appropriate in the workplace.

Apparel shall be neat, clean, safe, and not disruptive to instructional activities. All students must wear some form of shoes, sandals, or moccasins. Tattoos must conform to the dress code or otherwise be covered at all times.

Unacceptable clothing choices include, but are not limited to, the following:

- Crude or vulgar lettering or images of: weapons, occult messages, drugs, tobacco, alcoholic beverages, racial/ethnic slurs, unauthorized group affiliation, sexually suggestive graphics, on shirts, sweatshirts and other apparel are not acceptable.
- Such items as beach attire, nightwear, bedroom slippers, short shorts/skirts or unsafe accessories are not allowed.
- No spandex or lycra material shorts, skirts, pants, or dresses.
- No bottoms or splits are to be shorter than where the student's fingertips reach when the arms and fingertips are fully extended on the sides.
- Any clothing/accessory that may be deemed dangerous, i.e. chains, steel-toed boots, items with spikes or studs etc. are unacceptable.
- Clothes, apparel or attire must be sufficient to conceal undergarments at all times. Clothing, apparel or attire that fails to provide adequate coverage of the body, including but not

limited to, see-through, fishnet fabrics, tops that do not touch the top of the pants/skirts, tank tops, tube tops, halter tops, bandeaus, racer backs, off the shoulder or low cut tops or dresses and sagging pants are not allowed.

- No holes or tears that are revealing (i.e. tears above the finger tips).
- Tank tops or T-Shirts with cut outs under the arms are not allowed.
- Clothing must fit or may be no larger than one size bigger.
- Pants must be worn at the waist, not at the hips or thighs or below the buttocks.
- No hair rollers, shower caps, bandannas, hair nets, skull caps, wave caps, or other such grooming items are allowed.
- Students are not permitted to wear hats or other head coverings in class, assemblies, or at any indoor school function.
- Sunglasses are not to be worn in the classroom.

Any student who deviates from the accepted standards set forth in this policy will be required to prepare properly for the classroom before being admitted and receive a dress code violation. Refusal to cooperate will result in disciplinary action.

### **Unauthorized Group Attire and Paraphernalia (BP/AR 5136)**

Jewelry, accessory, notebook or manner of grooming (including haircuts) which by virtue of its color, arrangement, trademark or any other attribute denotes membership in an unauthorized group or group is prohibited.

- Clothing or articles of clothing (including but not limited to gloves, bandannas, shoestrings, wristbands, belts, jewelry) related to unauthorized groups that may provoke others to acts of violence are prohibited.
- No belt buckles with initials, or red, blue, or brown web belts or belts hanging out of pants.
- No red, blue or other colored shoelaces.
- No bandanas of any type of color, either worn in hair or displayed in clothing.
- No Gloves, towels, suspenders or other items hanging from rear pants pockets or from belt.
- Excessive clothing items (more than 2) of predominately one color are prohibited.
- Old English style writing on clothing or notebooks is prohibited.
- No macramé or other types of rosaries are allowed. Metal crosses on metal chains are allowed.

Because unauthorized group-related symbols are constantly changing, definitions of unauthorized group-related apparel may be reviewed and updated whenever related information is received by administrators and/or school safety committee. If a student is determined to have violated the dress code by wearing unauthorized group colors, he/she will be banned from wearing specific colors or any unauthorized group related apparel.

### **Driving**

All drivers of motorized vehicles are to observe existing vehicle code provisions, school regulations and common sense while operating their vehicles. Students who endanger the lives of others in the parking lots by speeding or reckless driving are subject to citation by local police and disciplinary action. The speed limit is 5 mph. Students must park in the student parking lot.

### **Eighteen-Year-Old Students**

Students eighteen years of age or older, who are having attendance and/or behavior problems, will be placed on an eighteen-year-old contract. Should a student violate their eighteen year old contract. Eighteen-year-old students who transfer to Adult School may not be allowed to transfer back to high school.