



Tracy Independent Study Charter School (TISCS)

K-12<sup>th</sup> Grade

2021-2022

Student Handbook



Welcome to Tracy Independent Charter School!

I would like to welcome you to the 2021-22 school year! I look forward to an exciting and successful academic year here at Tracy Independent Study Charter School. Our school will be moving to a new building where all teachers and students will be in one centralized location. This move will provide our students with a comfortable and engaging environment for our students when they do come on to our campus. Our distinctive program which embraces a culture of one-on-one student and teacher collaboration with an innovative curriculum platform offered by Edgenuity and Pathblazer, provides students in Tracy and our surrounding areas with a diverse learning environment. Each student will receive a state-of-the-art learning device and hot spot as a part of their registration and/or acceptance package. I am thrilled to be a part of this rich and supportive learning environment tailored to meet the learning needs of your child.

My diverse exposure to teaching students and leading school communities across all TK-12<sup>th</sup> grade levels here in the Tracy Unified School District has provided me insight on how to increase student engagement, achievement, and success in schools. Over the past 22 years of service, my professional and personal life have been enriched by the countless relationships I have built and maintained with students, teachers, support staff, colleagues, leaders, and parents of the Tracy Unified School District. I am honored to work with so many professionals who choose to transform the lives of our youth each day. We will build the same quality relationships between our students, parents and teachers here at the Tracy Independent Study Charter School as well. As a team, we will provide the best educational experience for each student in our program by modeling positive and productive communication and building strong relationships.

Your child's education is of the utmost importance to all of us here at Tracy Independent Study Charter School. This will be an excellent year for our newest school community in TUSD.

Sincerely,

Mary Petty, Ed.D.  
Principal, TISCS  
Director, Student Services for TUSD

## **Tracy Independent Study Charter School: Charter information for Student Handbook**

### **Vision and Mission**

#### *Vision*

Preparing each student to succeed in their future and be college and career ready upon graduation.

#### *Mission*

As an independent study/virtual program, Tracy Independent Study Charter School utilizes a standards-based education that addresses individual differences and learning styles and provides students the opportunity to select customized pathways.

### **Whom the Charter School is Attempting to Educate**

TISCS is open to students in grades K-12<sup>th</sup> and is nonsectarian in its programs, admissions policies, employment practices, and all other operations. TISCS targets and intends to educate students seeking a non-traditional educational setting. TISCS serves two distinct populations through an independent study approach and virtual academy in the Calaveras, Amador, Sacramento, Contra Costa, Alameda, Stanislaus and San Joaquin Counties. TISCS serves students who seek an alternative educational model that provides for greater flexibility in terms of time and delivery of instruction. Students who are struggling in the traditional classroom setting, are behind academically, and would benefit from a one-on-one student to teacher ratio for academic support, credit recovery and/or skill remediation. The alternative educational program serves high school students seeking both a classroom and non-classroom-based environment that provides standards-based academic assignments to allow them to graduate from high school in a flexible learning environment. Furthermore, this program seeks to serve students who leave the District in pursuit of other alternative educational options.

### **Non-Discrimination and Equal Opportunity Policy**

It is the policy of TISCS to ensure equal educational opportunity for all students and to prohibit discrimination because of race, color, religious creed, age, sex, marital status, national origin, ancestry, or disability in employing personnel and in carrying out the educational programs and activities including, but not limited to course offerings, tests, and procedures.

### **Office Location and Hours**

The TISCS office is now located in at the old ICGG building at 1975 W. Lowell Ave. The entrance gate is right off Corral Hollow, behind the TUSD bus yard. Our office hours are 8:00 a.m.-4:00 p.m.

## Table of Contents

Admission Process	4
Public Random Drawing	4
Public Random Drawing Procedures	4
Academics	5
Learning Environment	5
Progress Reports	5
Report Cards	5
End of Grading Periods	5
Coursework/Homework/Study Habits	5
Attendance	5
Academic State Testing	6
High School Course Requirements	6
On Track for Graduation	6
Class Changes	6
Honor Roll	7
Graduation Solitarian and Valedictorian Criteria	7
Graduation Adornments	8
College Opportunities	8
Student Services	9
Transportation & Meals	9
Personal Property Waiver/Release of Liability	9
Computer/Internet Use Agreement	9
Use of School Property, Books, Electronics and Equipment	9
Telephones and Weekly Meeting Interruptions	9
Work Permit Requirements	9
Immunizations	10
Medications in School	10
Vision, Hearing, and Scoliosis	10
Diabetes	10

Suicide Prevention Policy	10
Drug Free, Alcohol Free, Smoke Free Environment	10
Lactation Accommodations for Parenting Students	10
School Organizations & Student Activities	11
Advisory Council	11
Online Workshops, Field Trips & Tutorials	11
P.E. Test Prep Support	11
Online & On-Campus Behavioral Expectations	11
On-Campus Facilities	11
Bullying Prevention	12
TISCS Rules & Procedures	12
Prohibited Items/Behaviors on Campus	12
Cyber and Electronic Harassment	12
Hazing (Teasing and/or Tormenting)	12
Comprehensible Discrimination and Harassment Policies	12
Sexual Harassment	13
Sexual Battery	13
Investigations of Sexual Harassment	13
Dress and Grooming	14
Cheating/Plagiarism	15
Search and Seizure	15
Prescription Drugs	15
Possession, Use, Sale, or Distribution of Illegal or Controlled Drugs or Alcohol	15
Smoking Violations	16
Suspensions/Expulsions	16
Violation/Education Codes	16-20
School Safety	20
Accidents/Illness	20
Address/Emergency Information Changes	20
Fire Alarms	20

School Lock Downs	20
Searches	21
Thefts	21
Visitors on Campus	21
Animals on Campus	21
Affirmative Action Statement	21
TISCS Administration & Staff	22
TISCS Teaching Staff	22
TISCS Important Phone Numbers & Contacts	22

## **Admission Process**

The TISCS admission process is comprised of the following:

Completion of a student application form, comprising of basic contact information, grade level, and identification of any admission preferences (see below). The Charter School shall not request a pupil's records or require a parent, guardian, or pupil to submit the pupil's records to the Charter School before enrollment

After admission, students are required to submit an enrollment packet, which shall include the following:

- Enrollment Form
- Proof of immunization
- Proof of withdrawal from previous school (if applicable)
- Home Language Survey
- Completion of emergency medical information form
- Proof of minimum age requirements
- Release of records

## **Public Random Drawing**

Applications will be accepted during a publicly advertised open application period each year for enrollment in the following school year. Following the open enrollment period each year, applications shall be counted to determine whether any grade level has received more applications than availability. If this happens, TISCS will hold a public random drawing to determine admission for the impacted grade level, apart from existing students, who are guaranteed enrollment in the following school year.

Admission preferences in the case of a public random drawing shall be given to the following students in the following order:

1. Siblings of students admitted to or attending TISCS
2. Children of TISCS teachers and staff
3. Residents of the District
4. All other students

The Charter School and the District agree to adhere to the requirements related to admission preferences as set forth in Education Code Section 47605(d)(2)(B)(i)-(iv).

Public random drawing rules, deadlines, dates and times will be communicated in the application form and on TISCS's website.

## **Public Random Drawing Procedures**

The Board of Education will take all necessary efforts to ensure lottery procedures are fairly executed. Lottery spaces are pulled in order of grade level by the designated lottery official (appointed by the Principal). Separate lotteries shall be conducted for each grade in which there are fewer vacancies than pupils interested in attending. All lotteries shall take place on the same day in a single location. Lotteries will be conducted in ascending order beginning with the lowest applicable grade level. There is no weighted priority assigned to the preference

categories; rather, within each grade level, students will be drawn from pools beginning with all applicants who qualify for the first preference category and shall continue with that preference category until all vacancies within that grade level have been filled. If there are more students in a preference category than there are spaces available, a random drawing will be held from within that preference category until all available spaces are filled. If all students from the preference category have been selected and there are remaining spaces available in that grade level, students from the second preference category will be drawn in the lottery, and the drawing shall continue until all spaces are filled and preference categories are exhausted in the order provided above.

At the conclusion of the public random drawing, all students who were not granted admission due to capacity shall be given the option to put their name on a waitlist according to their draw in the lottery. This waitlist will allow students the option of enrollment in the case of an opening during the current school year. In no circumstance will a waitlist carry over to the following school year.

Public random drawing rules, deadlines, dates and times will be communicated in the application form and on the Charter School's website. Public notice for the date and time of the public random drawing will also be posted once the application deadline has passed. The Charter School will also inform all applicants and interested parties of the rules to be followed during the public random drawing process via mail or email at least two weeks prior to the lottery date.

The Charter School will conduct the lottery in the spring for enrollment in fall of that year.

### **Academics**

*The school year at Tracy Independent Study Charter School will be divided into two semesters for grades 6-12. At the end of the each semester, a transcript will be sent home detailing student academic performance and will be posted on Aeries. Student progress will be reported daily within the online Edgenuity platform. Specific dates that reflect the ending of the quarters and semesters will be noted on the annual calendar.*

### **Learning Environment**

TISCS provides both an online and classroom learning environment for students. Students complete course work through the online Edgenuity platform and meet at a District school site every week with their teacher. TISCS will follow the Tracy Unified School District school year calendar. Teachers will be available to meet with students beginning at 8:00 a.m. and ending at 3:00 p.m. for all students.

### **Report Cards/Transcripts**

Transcripts will be issued two times a year for grade reporting. They are issued approximately two weeks after the conclusion of each semester.

### **End of Grading Periods (are these correct?)**

Mid-Term	October 16
Semester 1	December 19
Mid-Term	March 19
Semester 2	June 4

## **Coursework/Homework and Study Habits**

Coursework/homework preparation and studying are the personal responsibility of each student. The development of good study habits is essential to the success of all students at Tracy Independent Study Charter School. Since learning is a continuous process it is advisable that students develop a daily schedule with a consistent time allotment for each subject to be studied during the normal school week (Monday- Friday).

## **Contemporaneous Records of Attendance**

Student attendance and engagement of on-line learning is a key to their success at TISCS. TISCS maintains written contemporaneous records that document all student attendance and make these records available for audit and inspection purposes. Tracy Independent Study Charter School will keep a daily log of engagement in educational activities. This is maintained and signed contemporaneously by the certificated teacher of record. Additionally, the certificated teacher of record will document and personally judge, in each instance, the extent of the time value of the student work products.

## **Academic State Testing**

All 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, and 11<sup>th</sup> grade students at TISCS will be required to participate and take the yearly state test, also known as CAASPP testing. The state testing window is usually open from mid-February to late May. More detailed information will be communicated as the testing window approaches.

## **High School Course Requirements**

<b>Subject</b>	<b>Credits</b>	<b>Subject</b>	<b>Credits</b>
Science	30	English	40
Biology	10	Fine Arts	10
Chemistry	10	Math	20
Physics	10	including Algebra 1	
Social Science	30	Physical Education	20
World History	10	<i>Total Required Courses</i>	<i>150</i>
US History	10	<i>Electives</i>	<i>70</i>
Government	5	<b>Total</b>	<b>220</b>
Economics	5		

***Total Credits Required to graduate is 220 Credits***

***\*1 Semester of study = 5 credits***

A diploma is granted to students who pass the minimum course requirements, complete Algebra 1, and 220 credits.

***Algebra 1 Requirement:*** Tracy Unified School District policy states that two (2) years of math are needed to graduate from our comprehensive high schools.

In 2001, the California legislature changed the high school graduation requirement for all schools in California. Education Code (Section 51224.5) states: “at least one course, or a combination of the two courses in mathematics required to be completed pursuant to subparagraph (B) of paragraph (1) of subdivision (a) of Section 51225.3 by

pupils while in grades 9 to 12, inclusive, prior to receiving a diploma of graduation from high school, shall meet or exceed the rigor of the content standard for Algebra I, as adopted by the State Board of Education pursuant to Section 60605.”

### **On Track for Graduation**

Being “on track” means that a student is making satisfactory progress toward earning the number of credits they will need to graduate when they become a high school senior. To be on track to graduate, students should have the following number of credits at the end of each grade level:

9<sup>th</sup> grade: 55 credits

10<sup>th</sup> grade: 110 credits

11<sup>th</sup> grade: 160 credits

12<sup>th</sup> grade: 220 credits

### **Class Changes**

Since students select their classes during the scheduling process, there should be few justifiable reasons for seeking a course change. However, if a student and their parent believe they have an appropriate reason to request a change of courses, they should consult with their teacher of record to discuss the concern. *There will be no changes after the first two weeks or ten days of the semester without administrative approval.* Course changes in order to request a specific teacher will not be considered.

### **Honor Roll**

To qualify for high academic honors a student must achieve a 4.0 (on a 4.0 scale) grade point average for the semester. To qualify for honor, roll a student must achieve a 3.5 or better (on a 4.0 scale) grade point average for the semester. All academic courses and subjects are considered when determining honor roll status.

### **Graduation Solitarian and Valedictorian Criteria**

Since TISCS is a K-12<sup>th</sup> grade school, we will honor our 12<sup>th</sup> graders with a virtual graduation ceremony. There will not be an 8<sup>th</sup> grade promotion ceremony.

Valedictorian and Salutatorian Valedictorians and salutatorians must meet the following requirements:

**1. Take a minimum of 120 units at Tracy Independent Study Charter School.**

2. Take at least the minimum number of A-G classes required for admission to the University of California. Complete all A-G classes with a grade of “C” or better. Third quarter senior grades will be considered second semester senior grades for the purpose of valedictorian/salutatorian selection.

3. Take at least four semesters of honors classes during the junior year and at least four semesters of honors classes during the senior year.

Students who meet the three requirements above will be eligible to be the valedictorian or the salutatorian. The student with the highest-grade point average using a four-point scale (calculated to two places after the decimal with honor points not included) will be declared valedictorian.

The student with the second highest grade point average using a four-point scale (calculated to two places after the decimal with honor points not included) will be declared the salutatorian. Grades earned during the third quarter of the senior year will count as second semester grades and must be averaged in to determine candidates' grade point averages. For the purpose of valedictorian/salutatorian selection, candidates must include all grades earned after August of the beginning of their freshman year. Candidates may exclude high school grades earned prior to the actual beginning of their freshman year.

In case of a tie, the tie will be broken in the following manner:

1. The student with the highest number of honors classes during his/her junior and senior year, at their respective high school, will be declared the winner. This number will include classes completed and classes being taken during the third quarter of the senior year.
2. If there is still a tie, the student with the highest GPA from honors classes only will be declared the winner.
3. If there is still a tie, the students will be declared co-valedictorians and therefore no salutatorian will be named.
4. The computerized report card/transcript ranking is not applicable.

### **Graduation Adornments**

Specific graduation regalia must be worn by students at the high school graduation ceremonies. Families will be provided with regalia order forms from an approved school vendor in the spring semester.

Students shall be permitted to wear tribal regalia or recognized objects of religious or cultural significance as an adornment to the customary ceremonial attire, if the adornment does not cause a substantial disruption of, or material interference with, the graduation ceremony (Education Code 35183.2). Students who desire to wear such adornment shall seek the permission from the Superintendent or designee at least 14 days before the graduation ceremony.

### **College Opportunities**

*Community College*-admission is open to California residents who have graduated from high school, have a high school equivalency certificate, or are 18 years of age or older, and show evidence of being able to benefit from instruction. Community colleges may permit the admission of K-12 students who, in the opinion of the Superintendent/President or designee, can benefit from instruction. Approval from the appropriate principal, Advisory Teacher, and parent/ guardian is required. Enrollment in certain classes may be restricted.

*University of California: Freshman Admission Requirements*-Freshman applicants to the University of California must meet "A-G" requirements by taking fifteen certified college prep classes (units) in high school. Seven of these classes (units) must be taken in the last two years of high school. Impacted campuses or impacted majors on any campus are authorized to use supplementary admission criteria to screen applicants.

*California State University: Freshman Admission Requirements*-Freshman applicants qualify for the California State University system if they meet the course requirements. Students must have a high school grade point average of 2.0 for grades 10-12 for all required classes (except PE and military science). They should show a specific ratio between high school grade point average and determined eligibility index. Students must meet an

eligibility index placing them in the top 1/3 of California's public high school graduates. Impacted campuses or impacted majors on any campus are authorized to use supplementary admission criteria to screen applicants.

Private Colleges and Universities-Entrance requirements at private colleges and universities (i.e. Notre Dame, Brigham Young, Stanford, etc.) can vary significantly. Students should contact individual schools to obtain information.

Out-of-State Public Colleges and Universities-Public colleges and universities in other states have entrance requirements which may vary significantly. Students should contact individual schools to obtain information. As a rule, students who meet University of California entrance requirements will be eligible to attend most public colleges and universities. Out-of-state students usually pay significantly higher fees.

Vocational and Technical Schools-Admission requirements for technical and vocational schools vary greatly. Students should contact individual schools for requirements.

## **Student Services**

### **Transportation & Meals**

No transportation and/or meal services will be provided by Tracy Independent Study Charter School. Each family is responsible to provide transportation and/meals for their students to and from school for their weekly advisory meeting with their teacher of record. If students will be transporting themselves in a vehicle, they will need to park in the West High School parking lot, in the parking stalls located right next to the district office building.

### **Personal Property Waiver/Release of Liability**

Tracy Independent Study Charter School, and the Tracy Unified School District, its officer, agents or employees shall not be responsible, in any manner, for the loss, theft, damage, or destruction of any personal property brought onto District premises by students for any reason whatsoever, including, but not limited to, a request by a staff member. Students who bring personal property to school premises assume all risk of loss, theft, damage or destruction of the personal property that may occur. This includes vehicles parked on Tracy Unified School District property.

### **Computer/Internet Use Agreement**

Students must have signed Acceptable Use Agreement (AUA) on file in order to use computers on campus or off campus of the Tracy Independent Study Charter School. The Acceptable Use Agreement (AUA) details what is and is not allowed on TISCS computers and specifies the penalties for any rule violations. Hacking or tampering with TISCS computers will be handled as a serious behavioral offense.

## **Use of School Property, Books, electronics and Equipment (E.C. 48909)**

The parent or guardian shall be liable to the school for all property belonging to the school loaned to the minor, and not returned upon request. Furthermore, the school has the right to withhold the grades, diploma, and transcripts of the pupil who is responsible for the loss or damage of school property. The liability of the parent or guardian shall not exceed \$5,000.00.

## **Telephones and Weekly Meeting Interruptions**

Students may not use their cell phones for personal calls and/or texts during their hour weekly meeting with teacher of record, except in a case of emergency. Due to limited personnel, time, and space, students need to be on time and focused on their meeting rather than having interruptions.

## **Work Permit Requirements**

A work permit will be granted based on the following:

1. The student must be eligible each quarter in order to have a work permit (2.0 GPA and no more than 1 “F” or “U.”).
2. The student must have a job before applying for a work permit.
3. The employer must meet the California and Federal Labor Codes for students enrolled in school (information is available in office).

## **Immunizations**

All enrolled students who receive classroom-based instruction will be required to provide records documenting immunizations as is required at all public schools pursuant to Health and Safety Code Sections 120325-120375, and Title 17, California Code of Regulations Sections 6000-6075. All incoming 7<sup>th</sup> grade students need to be immunized with a pertussis (whooping cough) vaccine booster.

## **Medication in School**

TISCS will adhere to Education Code Section 49423 regarding administration of medication in school. The Charter School will adhere to Education Code Section 49414 regarding epinephrine auto-injectors and training for staff members

## **Vision, Hearing, and Scoliosis**

Students will be screened for vision, hearing and scoliosis. TISCS will adhere to Education Code Section 49450, *et seq.*, as applicable to the grade levels served by TISCS.

## **Diabetes**

TISCS will provide an information sheet regarding type 2 diabetes to the parent or guardian of incoming 7<sup>th</sup> grade students, pursuant to Education Code Section 49452.7. The information sheet shall include, but shall not be limited to, all the following:

- A description of type 2 diabetes.

- A description of the risk factors and warning signs associated with type 2 diabetes.
- A recommendation that students displaying or possibly suffering from risk factors or warning signs associated with type 2 diabetes should be screened for type 2 diabetes.
- A description of treatments and prevention methods of type 2 diabetes.
- A description of the different types of diabetes screening tests available.

### **Suicide Prevention Policy**

The Charter School shall maintain a policy on student suicide prevention in accordance with Education Code Section 215. The Charter School shall review, at minimum every fifth year, its policy on pupil suicide prevention and, if necessary, update its policy.

### **Drug Free, Alcohol Free, Smoke Free Environment**

TISCS shall function as a drug-, alcohol-, and smoke-free environment both online and on campus.

### **Lactation Accommodations for Parenting Students:**

In accordance with Education Code Section 222, the school will ensure reasonable lactation accommodations for parenting students. Parenting students will have access a private, secure room to deal with any needs associated with breastfeeding or expressing milk. These students can bring a breast pump and store expressed milk at our school site. Students will be provided a reasonable break time to accommodate their lactation schedule without incurring academic penalty. Please contact the teacher of record and/or site administration if you have any questions regarding lactation accommodations for parenting students.

## **School Organizations & Student Activities**

### **Advisory Council**

TISCS will convene an Advisory Council (the “Council”) made up of the Principal, one (1) teacher, two (2) parents of TISCS students and one (1) community member. The individuals to serve on the Council will be appointed by, and serve at the pleasure of, the Board of Education of the Tracy Unified School District. The Council shall meet regularly, at least once a month (except during the summer) and in accordance with the Brown Act and Education Code Section 47604.1(c). The Council shall be responsible for the following:

- Providing an open forum for all stakeholders to have a voice in Charter School operations.
- Monitoring Charter School data including, but not limited to, enrollment, attendance, demographics, student discipline, and academic performance.
- Reporting to the Tracy Unified School District Board of Education, at least annually, as to the progress of the Charter School.
- Recommending changes in policy, procedure, curriculum, and Educational Program to the Tracy Unified School District Board of Education, as necessary.
- Promoting the Charter School in the community.

## **Online Workshops, Field Trips & Tutorials**

TISCS teachers may organize online workshops, field trips, and tutorials that will enhance student mastery of content information and enrich student educational opportunities. Workshops and tutorial hours may be set aside for students taking core curriculum through Edgenuity, our online learning platform. The workshops are designed to support students in the use of this online program and may be offered by teachers of record.

## **P.E. Test Prep Support**

This support offering is designed to help 9<sup>th</sup> grade students to be physically prepared to take the State required Physical Fitness tests given in the spring. The 5 specific test skills will be practiced, as well as general fitness activities.

## **Online & On-Campus Behavioral Expectations**

In order to create the proper academic atmosphere that is conducive to learning, Tracy Independent Study Charter School has implemented these guidelines for student behavior as expectations for online and on campus environments. *All students are expected to sign in and sign out upon arrival and departure of our TISCS campus.* A professional atmosphere is to be maintained and expected.

## **On-Campus Facilities**

Appropriate “classroom” behavior is always expected. Any students disrupting classes or teachers’ work time will be directed to leave the room and/or to leave campus and return to their home educator’s supervision. On-Site campus classrooms can be used for the following activities, with a pre-scheduled appointment between the student and the teacher of record:

- Online tests and activities for online classes
- Quiet study, reading for course assignments, and writing assignments
- Library type activities and student meetings
- On-site tutoring with teacher of record (pre-scheduled appointment with teacher of record)
- Advisory Teacher meetings
- Students waiting to be picked up by parent

## **Bullying Prevention**

TISCS shall adopt procedures for preventing acts of bullying, including cyberbullying. The Charter School shall annually make available the online training module developed by the CDE pursuant to Education Code Section 32283.5(a) to certificated school site employees and all other school site employees who have regular interaction with children.

## **TISCS Rules and Procedures**

- Students are expected to follow all State, District, and TISCS codes, policies, procedures, and regulations.
- Proper dress and grooming of The Tracy Unified School District shall be enforced. Refer to Dress and Grooming BP 5132 (A)(B).
- The use of Internet is governed by the policies outlined in the TISCS Acceptable Use Agreement (AUA). The use of the Internet is a privilege for students, not a right. Inappropriate use will result in cancellation of such privileges. Students must use laptop computers and hot spots provided by TISCS

and must adhere to TUSD policies.

- Students are required to sign in and out of their advisory time with their teacher of record. Student safety is a primary concern for the staff and administration.

### **Prohibited Items/Behaviors on Campus**

The following is a list of prohibited items on the TISCS campus:

- Toy and/or look alike weapons
- Squirt guns, paint guns, and water balloons
- Radios and other electronic devices
- Two-way Radios, etc.
- Glass bottles
- Food and drink, except water, in classrooms
- Sunflower seeds/Gum
- Pacifiers of any kind
- Roller skates/Roller blades/Scooters (or any footwear w/wheels rollers)
- Bicycling/Skateboarding in classrooms
- Physical displays of affection
- Any form of gambling or gambling paraphernalia, i.e., dice, playing cards, shooting quarters/pennies, etc.
- Possession of any firearm or other weapon as defined in section 12020 of the California penal code and any knife as defined in 653k, and 626.10 of the California Penal Code
- Possession of any chain (i.e. wallet chain)
- Leaving the classroom during one-hour advisory time (without teacher permission)
- Fireworks, other explosives, or incendiaries
- Possession of aerosol paint cans
- Possession of any magnum marker or possession of any felt pen not used for a class project or assignment
- Possession of, or writing, tag insignias on any item
- Any item sold on campus for personal benefit
- Any laser lights
- No student shall pierce any part of his/her body or another student's while on campus.

### **Cyber and Electronic Harassment**

California's state penal code defines "electronic harassment" as the following:

**California Penal Code EDC.48900, 2(a)(i) "Electronic Act": the creation of transmission originated on or off the school site by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager of a communication, but not limited to any of the following: a message; text; sound; video; or image; a post on a social network website creating a burn page; creating a credible impersonation of another pupil for the purposes of bullying; creating a false profile; and any related cyberbullying".**

Many students are unaware it is technically a misdemeanor to record fellow students or teachers in the education setting. Recording or still photography of students or staff without their knowledge or consent will be viewed as electronic harassment, and students may also be breaking the law. Suspension or expulsion may result from

violation. This offense is considered more severe if the unconsented material is placed online. If your student is being cyberbullied or electronically harassed, please notify an appropriate school official so that action may be taken.

### **Hazing (Teasing and/or Tormenting) (E.C. 32051)**

No student shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to any fellow student.

### **Comprehensive Discrimination and Harassment Policies and Procedures**

TISCS is committed to providing a school that is free from discrimination and sexual harassment, as well as any harassment based upon the actual or perceived characteristics of race, religion, creed, color, gender, gender identity, gender expression, nationality, national origin, ancestry, ethnic group identification, genetic information, age, medical condition, marital status, sexual orientation, sex and pregnancy, physical or mental disability, childbirth or related medical conditions, military and veteran status, denial of family and medical care leave, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state, local law, ordinance or regulation. TISCS shall develop a comprehensive policy to prevent and immediately remediate any concerns about discrimination or harassment at TISCS (including employee to employee, employee to student, and student to employee misconduct). Misconduct of this nature is very serious and will be addressed in accordance with TISCS's anti-discrimination and harassment policies.

### **Sexual Harassment (E.C. 212.5)**

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature, made by someone from or in the work or educational setting under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or degrees.
2. Submission to or rejection of the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance or of creating an intimidating, hostile or offensive work or educational environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, hours, programs or activities at or through the educational system.

The following may be examples of sexual harassment:

- Whistling or catcalling
- Pestering someone for a date after the person has emphatically said no
- Touching, grabbing, pinching (see sexual battery)
- Comments about someone's body
- Spreading rumors that someone "went all the way" on a date

- Staring or pointing in a sexual manner
- Obscene gestures
- Dirty jokes
- Showing of pornographic pictures or stories (This includes sexually suggestive pictures in binders)
- Conversations that are too personal

### **Sexual Battery (P.C. 243.4 (d1))**

Any person who touches an intimate part of another person, if the touching is against the will of the person touched, and is for the specific purpose of sexual arousal, sexual gratification, or sexual abuse is guilty of a misdemeanor.

### **Investigations of Sexual Harassment**

All reports of sexual harassment be it from employee or student, will cause an immediate investigation to commence. Where practical, all parties who are witnesses will be interviewed as to the facts of the matter.

Upon completion of the investigation the findings will be submitted, in the case of school employees, to the site principal or office of superintendent, whichever is applicable, for further review. In those cases where the findings are verified, consequences may range from verbal reprimand to termination depending on the totality of the circumstances.

In the case of students where the sexual harassment did occur, consequences may be suspension or expulsion pursuant to SB 1930.

### **Dress and Grooming**

Students of TISCS are responsible for dressing in a neat and clean manner. In addition, under normal circumstances, no student should come to our campus with any kind of clothing, costume, and/or hairstyle which will tend to interrupt, disturb, or interfere with the normal educational program being carried on, either on the campus or on-line, or negatively affect the health and safety of individuals. The students must dress in such manner that will conform to good taste. Explicit or implied profanities and/or obscenities will not be acceptable. Any items of clothing, jewelry, footwear, or headgear which would be injurious or potentially disruptive to the normal educational program or to any person or school district property are prohibited.

These guidelines numbered 1-11 shall be in effect at all school-related activities except where modified by the site administrator for specific extracurricular activities or specific cases.

1. All clothing, including jackets, shoes and head coverings that may be determined to be gang related are not allowed.
2. Accessories, such as jewelry, belts, bandannas, purses, and sunglasses which have logos, insignias, color, or writings depicting gang related activities are not allowed.
3. Attire and hairstyles worn or altered in such a way as to identify students with gangs are not allowed. This includes but is not limited to: sagging/baggy pants, shorts with knee-high socks, hanging belts, canvas belts (military style), or gang related initials on belt buckles.

4. Pants must fit and be worn at the waist and not be more than one size too large or one size too small. If belts are worn, they must not be more than one size too large.
5. Attire which is sexually suggestive, extremely brief or is worn in a way to expose undergarments is not allowed. This includes, but is not limited to: low-cut garments, strapless or off the shoulder tops, straps less than two inches in width, bare midriffs, racer-back tops or muscle shirts, undershirts, shorts which are shorter than mid-thigh or fingertip length, and skirts shorter than fingertip length.
6. Attire that advocates, advertises or symbolizes any type of alcohol, drugs, tobacco, gambling, weapons or acts which are illegal, violent, obscene, or hazardous to one's health is not allowed.
7. Shoes must always be worn. Socks or sock-like footwear and slippers are not safe or appropriate for school.
8. Clothing, jewelry, and other accessories which present a safety hazard to the wearer or others are not allowed.
9. Facial makeup must not be disruptive or distracting to the educational process.
10. No caps, hats, or head coverings may be worn at school except those that are District-approved. Exceptions may be made for hoodies and beanies worn outdoors.
11. Sunglasses may not be worn in school buildings.

### **Cheating / Plagiarism**

TISCS and the Tracy Unified School District Board of Education are opposed to all forms of cheating by students within the Tracy Unified School District. Cheating may be defined as any act engaged in by one or more students with the intention of deceiving through dishonest means including, but not limited to, copying, use of "cheat sheets," or the deliberate use of ideas, writings, etc. of another person or from a source on the Internet.

The following procedure will be followed for cheating on tests and quizzes and for other incidents, including plagiarism, in which a student cheats on material, required for the evaluation of his/her academic performance.

The student will receive no credit for the material. A "zero" will be recorded for the grade if the assignment is based on a numerical evaluation, otherwise a failing grade will be recorded for the evaluation.

The teacher of record will notify the school administrator. The teacher of record and/or school administrator will provide an opportunity to develop appropriate help for the student.

The teacher of record, after consulting the school administrator, will notify the parent of the incident. A parent meeting with the teacher of record and/or the administration will be offered. Any student involved in cheating will be subject to regular disciplinary action.

### **Search and Seizure**

Students have certain rights to privacy in their person and property. However, in cases where school officials have a reasonable suspicion that school rules or state laws have been violated, such officials may engage in a reasonable search of students and/or their property. Any contraband material or evidence of violation of state law may be turned over to the proper authorities.

### **Prescription Drugs**

California law states that no medication, prescription or over-the-counter medication (such as Tylenol, Advil, cough syrup, etc.) may be given by school staff without written medical orders from a physician and written permission of the student's guardian or parent. Students may not bring prescription or over-the-counter medications to our school campus. If a student needs medication at school, an adult must bring in the medication with a current medication authorization form (good for the current school year only.) If a student is to self-administer a medication (such as inhalers or Epi-pens) the school nurse must evaluate the student's ability to understand, store, and take the medication in an appropriate manner. Written physician and parent approval of the student's ability to self-administer is also required. Failure to comply with the above regulations will result in disciplinary action. Medication authorization forms may be obtained from the TISCS.

### ***Possession, Use, Sale, or Distribution of Illegal or Controlled Drugs, Substances or Alcohol***

1. Any student in the Tracy Unified School District/TISCS using, possessing, manufacturing, distributing, selling, or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia or alcohol on school property, or at a school sponsored activity is subject to discipline up to and including expulsion.
2. Students found to be in violation of this policy may be referred by the Principal or designee to an appropriate agency licensed to assess and treat drug and alcohol involved individuals. In such event, assessment and treatment costs will be the responsibility of the parent or guardian.
3. A meeting may be scheduled with the school administration for the purpose of discussing the school's drug and alcohol policy with the student and parent or guardian.
4. Law enforcement officials will be contacted by the school administration in the case of suspected involvement in the use, sale, or distribution of controlled drugs, controlled substances, drug paraphernalia or alcohol.

The term "drug paraphernalia", includes, but is not limited to, equipment, products, and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, storing, containing, concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body. This includes the container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs, or controlled substances.

### **Smoking Violations**

TISCS, by Board of Education policy, is maintained as a smoke free environment. Smoking and/or vaping is not allowed in the building, in vehicles owned or used by the school, student vehicles, or on the school grounds at any time by anyone. This prohibition applies to all TISCS students attending and/or participating in all officially sanctioned school activities on or off school property. Students in possession of tobacco or vape products are considered in violation of this rule.

## **Suspension/Expulsion**

TISCS shall comply with Tracy Unified School District policies and procedures for the suspension and expulsion of students including all laws applicable to the District. *The Tracy Unified School District administration reserves the right to objectively determine discipline based on due process of facts and other circumstances, such as prior discipline history.*

A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including but not limited to: 1) while on school grounds; 2) while going to or coming from school; 3) during the lunch period, whether on or off the campus; or 4) during, or while going to or coming from a school sponsored activity (whether on or off campus).

Students that are suspended after 12:00PM, the suspension will be for the remainder of the day plus the full amount of days assigned. If a suspension occurs adjacent to a weekend/holiday, the student will be unable to participate in any school activities over the weekend/holiday.

## **Violation/Education Code**

### **1. Verbal abuse of school personnel (E.C. 48900)**

First Offense - Suspension 1-5 days

Second Offense - Suspension 3-5 days

Third Offense - 5-day Suspension, possible recommendation for expulsion

### **2. Fighting (E.C. 48900[a1, a2])**

First Offense - Suspension 1-5 days, possible police contact, possible recommendation for expulsion

Second Offense - Suspension 3-5 days, possible police contact, possible recommendation for expulsion

Third Offense - 5-day Suspension, possible police contact, recommendation for expulsion

### **3. Harassment (E.C. 48900[a1, o])**

First Offense - Formal Conference, suspension 1-5 days

Second Offense - Suspension 3-5 days

Third Offense - 5-day Suspension, possible recommendation for expulsion

### **4. Hostile behavior (E.C. 48900[a1])**

First Offense - Suspension 1-5 day

Second Offense - Suspension 3 -5 days

Third Offense - 5-day Suspension, possible recommendation for expulsion

### **5. Profanity vulgar or obscene language or act directed toward adult staff (E.C. 48900[a1, .2] and [i])**

First Offense - Suspension 3 -5 days, possible recommendation for expulsion

Second Offense - Suspension 5 days, possible recommendation for expulsion

Third Offense - 5-day Suspension, possible recommendation for expulsion

6. **Unprovoked assault** (E.C. 48900[a1, a2, n])

First Offense - 5-day suspension, possible recommendation for expulsion, police notification

Second Offense - 5-day suspension, recommendation for expulsion, police notification

Third Offense - Not applicable

7. **Extortion** (E.C. 48900[e] and 48915[4])

First Offense - 5-day suspension, possible recommendation for expulsion, police notification

Second Offense - 5-day suspension, recommendation for expulsion, police notification

Third Offense - Not applicable

8. **Hostile Educational Environment** (E.C. 48900.4) Including slurs directed towards a person or group because of race, color, religion, ancestry, national origin, disability, gender, or sexual orientation

First Offense - 1-5-day suspension

Second Offense - 3-5-day suspension, possible recommendation for expulsion

Third Offense - Recommendation for expulsion

9. **Hate Violence** (E.C. 48900.3)

First Offense - 5-day suspension, possible recommendation expulsion

Second Offense - 5-day suspension, possible recommendation for expulsion

Third Offense - 5-day suspension, Recommendation for expulsion

10. **Explosive** (firecrackers, smoke bombs, incendiary devices, etc.) (E.C. 48900[b])

First Offense - 1-5 days suspension, police notification, possible recommendation for expulsion

Second Offense - 5-day suspension, recommendation for expulsion, police notification

10. **Weapons: Weapons/dangerous objects** (E.C. 48900[b])

First Offense - 5-day suspension, recommendation for expulsion, police notification

12. **Firearms** (E.C. 48900[b])

First Offense - 5-day suspension, recommended for expulsion, police notification

13. **Alcohol/drug** - possession of, use (E.C. 48900[c] and 48900[j]), paraphernalia

First Offense - 5 days Suspension, possible recommendation for expulsion, police notification

Second Offense - 5-day suspension, recommendation for expulsion, police notification

14. **Unlawful sales** - illegal substance (E.C. 48900[c], 48900[d]) sales in lieu of (look alike)  
First Offense - 5-day suspension, recommendation for expulsion, police notification
15. **Theft** (E.C. 48900[g]), **Receiving stolen property** (E.C. 48900[l])  
First Offense - Suspension 1-5 days, police notification, possible recommendation for expulsion, restitution  
Second Offense - suspension 3- 5-day, possible recommendation for expulsion, police notification, restitution  
Third Offense - 5-day suspension, recommendation for expulsion, police notification, restitution
16. **Damage to School or Private Property** (E.C. 48900[f, .7])  
First Offense - 1-5-day suspension, possible recommendation for expulsion, restitution, police notification  
Second Offense - Suspension 3-5 days, possible recommendation for expulsion, restitution, police notification
17. **Profanity, vulgar, obscene language** - use of non-directive (E.C. 48900[i])  
First Offense - Warning, possible 1-5-day suspension  
Second Offense - Suspension 2-5 days,  
Third Offense - Suspension 5 days
18. **Falsely Pulling Fire Alarms/Emergency Warning Systems** (EC. 48900[k])  
First Offense – 1-5-day suspension  
Second Offense - Suspension 3-5 days  
Third Offense - Suspension 5 days, possible recommendation for expulsion
19. **Profanity, vulgar, obscene language directed towards another person** (E.C. 48900[i])  
First Offense - Suspension 1-5 days, conferences  
Second Offense - Suspension 3-5 days  
Third Offense - Suspension 5 days, possible recommendation for expulsion
19. **Profanity, vulgar, obscene language** - contained in obscene act (E.C. 48900[i]), sexual harassment (E.C. 48900.2)  
First Offense - 1-5-day suspension, possible recommendation for Expulsion, possible police notification  
Second Offense - 5 days Suspension, possible recommendation for expulsion, possible police notification  
Third Offense - Suspension 5 days, recommendation for expulsion, possible police notification
20. **Cheating/plagiarism** (E.C. 48900[k])  
First Offense - Discipline administered by instructor on assignment, parents notified, informal conference, possible 1-5-day suspension  
Second Offense - Suspension 1-5 days  
Third Offense - Suspension 5 days,

21. **Disruptive behavior** (E.C. 48900[k]), defiance of authority (E.C. 48900[k])
- First Offense - Warning, possible 1-5-day suspension
  - Second Offense - Warning, possible 1-5-day suspension
  - Third Offense - 1-5-day Suspension possible recommendation for expulsion
22. **Dress Code Violation** (E.C. 48900[k])
- First Offense - Warning, possible parent contact, change attire
  - Second Offense – Lunch Guided Study, parent contacted, change attire, possible suspension 1-3 days
  - Third Offense - Suspension 1 -5 days
23. **Forgery** (E.C. 48900[k]) Falsifying, altering, or using forged school correspondence, passes, absence slips, or school records
- First Offense - Suspension 1-5 days, possible recommendation for expulsion
  - Second Offense - Suspension 2-5 days, possible recommendation for expulsion
  - Third Offense - 5 days suspension, possible recommendation for expulsion
23. **Leaving campus without permission** (E.C. 48900[k])
- First Offense - Warning, possible suspension 1-3 days
  - Second Offense - Possible suspension 1-5 days
  - Third Offense - Suspension 3- 5 days
24. **Electronic Devices** (E.C. 48901[5]), Electronic Devices (E.C. 51512)
- First Offense - device confiscated and held until end of school day
  - Second Offense – device confiscated and held until Friday following offense or parent pick up any day.
  - Third Offense and beyond – device confiscated for 3 weeks to the rest of the semester, or suspension per administrator discretion.
- Note: refusing to hand over electronic device is defiance per Ed Code 48900(k) and will result in suspension.
25. **Gang Related Activity** (E.C. 48900[k], E.C. 35183)
- First Offense - Warning, possible parent conference/contact 1-5-day suspension, possible recommendation for expulsion, possible police notification
  - Second Offense - 3-5-day suspension, possible recommendation for expulsion, possible police notification
  - Third Offense - 5-day suspension, possible recommendation for expulsion, possible police notification
26. **Possession of an Imitation Firearm** (E.C. 48900[m])
- First Offense - Warning, conference, possible 1-5-day suspension/ possible recommendation for expulsion, possible police notification
  - Second Offense - 1-5-day suspension/ recommendation for expulsion, police notification
27. **Use or possession of tobacco, tobacco products** (E.C. 48900[h])

First Offense - 1-5-day suspension, possible police notification

Second Offense - Suspension 3-5 days, possible police notification

Third Offense - Suspension 5 days, possible police notification

**28. Sexual Harassment** (E.C. 48900.2, 48900.4, 48900 (n), BP 5145.7)

First Offense - Formal Conference, possible suspension 1-5 days, possible recommendation for expulsion, possible police notification

Second Offense - Suspension 3-5 days, possible recommendation for expulsion, possible police notification

Third Offense - 5 days Suspension, recommendation for expulsion, possible police notification

**School Safety**

**Accidents/Illness**

Report an accident or illness to the office immediately. Never move an injured student. If a student is sent to the nurse's office and the nurse is unavailable the student should report to the attendance office immediately and check in with the attendance clerk.

**Address/Emergency Information Changes**

*Extremely Important:* Please report any changes to the teacher of record and/or to the student services office. If any change in address, telephone number, or other information the school may need. This will assist the school in reaching parents/guardians or other emergency contacts in the event of an emergency.

**Fire Alarms**

A notice for fire directions is posted in each room. The signal for a fire or a drill is an intermittent signal. Student should walk quickly in an orderly fashion to the assigned area. (Turning on or setting off a false alarm is a felony offense.) One long ring is the all-clear signal.

**School Lock Down**

If a Lockdown is called (intruder alert, police activity in the area, etc.), all staff and students should remain in, or go to the nearest classroom, or other safe area immediately. An all call will be used as the all clear signal.

**Searches**

All vehicles and personal articles on school property are subject to search for safety purposes at any time. The use of trained canines may be used without notice.

**Thefts**

Students who are victims of theft must report immediately to their teacher of record and complete a theft report by school administration and/or a school resource officer. This is extremely important, as this information will begin the investigative process.

**Visitors on Campus**

No student visitors are allowed at TISCS during any part of the school year without prior approval from the administration unless under the supervision of a parent or other designated adult.

**Animals on Campus**

Animals are not allowed on campus, and may not be brought to school by students, parents, or other visitors except for guide dogs, service dogs, or animals used in school-approved learning activities. Please pre-arrange this visit with the teacher of record.

***Affirmative Action Statement***

Tracy Independent Study Charter School programs and activities are free from discrimination with respect to race, color, sex, religion, national origin, ethnic group, marital or parental status and physical or mental disability. Equal opportunities exist for all students in admission and access to all programs.

District Contacts: Title IX Coordinator – Director of Student Services (209) 830-3280.

**Tracy Independent Study Charter School Administration & Staff**

Mary Petty, Ed.D., Principal.....mpetty@tUSD.net

Troy Edwards, Counselor/Registrar.....tedwards@tUSD.net

Elizabeth Money, Site Secretary.....emoney@tUSD.net

Melanie Alvernaz, Site Secretary.....malvernaz@tUSD.net

**TISCS Important Phone Numbers**

Main School Office Line.....209-830-3280

Counselor/Registrar.....209-830-4005

Fax Number.....209-830-3284

ISSET Technology Help Line.....209-830-3282

Edgenuity Help Line.....877-202-0338

or email CustomerSupport@edgenuity

