

SEPARATE COVER ITEM 14.2.7  
HIGH SCHOOL STUDENT  
HANDBOOKS

MEETING: MAY 26, 2009

Changes have been made to the West High School Handbook since the publication of last year's edition. The following table summarizes the changes which appear in the 2009-2010 edition:

8	Excused absences
11	Saturday School Rules
15-16	Limitations (to academic credits)
23	Athletics
24	Activity Fees
26-27	There will be new Bell schedules created for KHS/THS/WHS
30-31	Library Fines and Restitution for Damage to School Property
31	RIDE (Regional Immunization Data Exchange) Information; Library (description of services); Health Services (medication on campus)
32	Book damage fees; Withholding of grades
37-39	Parent, Teacher, Administrator, and School Board Rights and Responsibilities
40-41	Dress Standards; Unauthorized Group Apparel
41	Hats/Sunglasses
42	Student Identification Cards
42-45	Grounds for Suspension and Expulsion Ed. Code 48900; Search and Seizure
45	S.A.P. (Student Assistance Program/DART)
46	Appealing Suspension
49-51	Education Code 48900, subsection (a)
52	Education Code 48900, subsection (c)
57-58	XVIII, Electronic devices
61	Education Code 48900, subsection (r)
62-63	Bullying Prevention Policy; Conflict Resolution Policy
76-77	Sex Education Agreement
78	AIDS/HIV Prevention Education Information letter & permission form
79	Behavior Agreement and Parent/Student Notification Agreement

Parents and students are responsible for reading the entire handbook.  
The changes above have been noted in bold for your ease in referencing  
them as you review the handbook with your student.

Merrill F. West High School  
1775 W. Lowell Ave.  
Tracy, CA 95376  
Phone: (209) 830-3370

It is with enthusiasm that the entire staff welcomes you to the 2009-2010 school year at West High School. This year will provide WHS with opportunities to implement changes that will provide a source of pride for many years to come. West High School will provide you the opportunity to learn many new skills to succeed in life. Whether academic, vocational, social, or athletic, we encourage you to take full advantage of this school year to expand your horizons. West High School believes strongly in our Expected School-Wide Learning Results (ESLRs) and our commitment that every graduate will exemplify the six pillars of our Character Counts program. Our ESLRs express our belief that all West High Graduates will be:

**CRITICAL THINKERS, PROBLEM SOLVERS, AND USERS OF INFORMATION, TECHNOLOGY, AND RESEARCH** who will:

- Define and analyze problems.
- Gather, organize, and analyze data to solve problems.
- Summarize information and support conclusions with relevant data.
- Evaluate the validity of conclusions in light of the data presented.
- Utilize appropriate technology as a tool to complete tasks.

**EFFECTIVE COMMUNICATORS** who will:

- Write and speak using grammatically correct language that is appropriate to the audience.
- Read, listen, comprehend and translate (or decode) reflectively and critically.
- Be respectful of differing points of view.
- Be able to ask relevant, higher-level questions.
- Be able to understand and follow directions.
- Research sources and cite them correctly.

**RESPONSIBLE CITIZENS AND TEAM MEMBERS** who will:

- Show respect for personal property and the property of others.
- Respect individual rights and the diversity of others, including listening respectfully while others speak.
- Demonstrate consistent attendance and preparedness.
- Accept responsibility for his/her own actions.
- Be involved in a group, event, or organization that contributes positively to his/her community.

## **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.

Our goal at West High is to make the 2009-2010 school year an outstanding one for all students. This handbook contains information that will help guide you throughout the year. If you have any questions at any time about the procedures, programs, rules or consequences at West High School and you cannot find them in the Handbook, please check with a teacher or counselor or administrator immediately. Take advantage of the many different programs and activities offered at West High School. The staff is here to help you reach your maximum potential and achieve your goals.

West High continues to be one of the best high schools in the area and our staff is dedicated to maintaining this. We need your support to attain this goal. Let us all work together to make the 2009-2010 school year positive and highly successful.

Respectfully,

*Jeff Frase, Principal*

## West High School Student Handbook 2009-2010

### Finger-Tip Facts

West High Colors:

Blue and Gold

West High Mascot:

The Wolf Pack

### West High Alma Mater

Hail to thee West High School

In song our voices raise

Thy lamp of knowledge burneth bright

Thy excellence we praise

Victory and Valor for the Gold and Navy Blue

To West our Alma Mater we shall ever be true

### Office Hours

School offices and the telephone switchboard are open five days a week from 7:30 am to 4:30 pm. Please note the main West High School phone number is:

**830-3370**

All extensions may be reached from this number.

### Campus Hours

The campus is open daily at 7:00 a.m. Students are expected to leave campus 15 minutes after the dismissal bell unless participating in staff-supervised activities.

### Bookkeeper's Office, extension 3027

Fines and fees may be paid daily in the Bookkeeper's Office in the Administration Building. This office is open every day before school (7:30 – 8:00 am), during both lunches, and after school until 3:30 pm. There is a \$20.00 fee for returned checks.

### Library, extension 3045

The Library is open daily from 7:30 am to 4:00 pm. The library staff is available to assist students and staff to locate, select, and use information and materials. All book fines and fees are to be paid in the library. There is a \$20.00 fee for returned checks.

### Registrar, extension 3031

The Registrar is open daily for phone calls from 7:30 am to 4:30 pm. The Registrar's office assists with transcripts, enrolling students, student files, school boundaries, alumni information, and college-related financial aid information.

### Student Activity Office 3063

The Student Activity Office is located in the K building, room K-1.

### Student Store, extension 3068

Students may purchase blue and gold school spirit items, treats, school supplies, and gifts at the Student Store. It is open every day at lunch.

## Table of Contents

### Student Handbook 2009-2010

Tracy Unified School District Board of Education	5
Tracy Unified School District Cabinet	5
West High School Staff	5-7
<b><u>Attendance</u></b>	<b><u>8-12</u></b>
Attendance Policy	8
Attendance Consequences	9
Obtaining Attendance Information	10
Compulsory Attendance Regulations	11
Perfect Attendance	11
Saturday School Rules	11
Tardy Policy	12
Travel Study	12
<b><u>Academic Policies</u></b>	<b><u>12-17</u></b>
Academic Honesty	12
Academic Policy: Homework Policy	13
Course/Schedule/Class Changes	14
Grading	14
Graduation Requirements	15
Limitations on Credit	15-16
Early Graduation	16
Honors Course Designation	16
Progress Reports	16
Promotions	16-17
Report Cards	17
Support Room	17
Study Hall	17
<b><u>Eligibility</u></b>	<b><u>17-20</u></b>
Extra/Co-Curricular, Athletics	17
▪ Definition	
▪ Attendance/Discipline	
▪ Scholastic Eligibility	
▪ Certification Date	
Senior Activity Eligibility Requirements	20
<b><u>Activities</u></b>	<b><u>20-23</u></b>
Clubs and Advisors	20-21
Class Advisors	21
Dances	21-22
Field Trips	22
Intramural/Lunch Time Activities	22
Student Government and Officers	22-23
Elections	23
<b><u>Athletics</u></b>	<b><u>23-25</u></b>
Athletics Teams and Coaches	23
Activity Fees	24

# **Table of Contents** **Student Handbook 2009-2010, continued**

Behavior Expectations	24
Citizenship	24
Coaching and Community Responsibility	24
Conduct of Athletes	24
School Spirit	25
Student Responsibilities while Competing	25
Team Responsibility	25
Violations of Extra-Curricular Activities	25
<b>General Information</b>	<b>25-35</b>
Accident Insurance	25
Accident Procedures	26
Assistant Principals	26
Bell Schedules	26-27
Bus Transportation Procedures	28
Cell Phones	28
College Testing Dates	28
Confiscated Items	29
Communications	29
Counselors	29
Daily Bulletins	29
Emergencies (Fire and Earthquake Drills)	29
Fees and Fines	30
Gender Equity	30
Gifts	30
Health Services	30-31
Library	31
Lockers	31
Lost and/or Damaged Books	31-32
Lost and Found	32
Phones and Messages	32
Parent Involvement	32
<b>Parent Support</b> ( <i>School Site Council, Principal's Forum, PASS Parent Volunteer group</i> ).	
<b>Teacher Contact, Back to School Night, Parent Conferences</b>	32
Physical Education	33
Facilities and Uniforms	
Recognition Programs	33-35
Academic Block "W"; Community Service Block 'W'; CSF;	
Honor Roll; Student of the Month; Valedictorian; Salutatorian	
Registrar	35
Student Services	35
Student Safety Procedures	35
Scholarships and Financial Aid	35
Work Permits and Work Experience	35



## Table of Contents

### Student Handbook 2009-2010, *continued*

<b>Behavior Expectations and Consequences</b>	<b>36-42</b>
<i>WHS Student Conduct Code:</i>	36-37
Preface; Modified/Closed Campus Policy;	
Leaving Campus; Criteria for receiving off-campus	
lunch privileges; Off-Campus Passes; Consequences	
for exiting campus without an 'Off Campus' lunch pass	
<b>Rights of Students, Parents, Teachers, Administrators, and School Board</b>	<b>37-39</b>
▪ <b>General Responsibilities</b>	39
▪ <b>Specific Responsibilities</b>	39
○ Alcohol and Drugs	39
○ Bicycles	39
○ Disrupting a Learning Activity	39
○ Dress Standards	40
▪ Unauthorized Group Attire	
▪ General Dress Standards	
○ Driving	41
○ Eighteen Year Old Students	41
○ Gum, Food, Drink	41
○ Hats and Sunglasses	41
○ Liability for Use of School Property, Books and Equipment	41
○ Litter	41
○ Aries Parent Link Information	41
○ Parking	41
○ Required Information for Office Records	41
○ Restrooms	41
○ Review of Student Records	41
○ Skateboards/Rollerblades	41
○ Smoking	42
○ Student Identification Cards	42
○ Visitors	42
<b>Suspension and Expulsion</b>	<b>42-48</b>
Grounds for Suspension and Expulsion	42-44
Procedures for Suspension	44
Teacher Suspension of a Student	45
Principal/Assistant Principal Suspension of a Student	45
Appealing Suspension	46
Rights of Suspended Pupil to Complete Assignments and Tests	46
Suspension and Disciplinary Action by the Governing Board	46
Expulsion from Tracy Unified School District	46
Definition and Length of Expulsion	46
Authority to Expel	46-47
District Disciplinary Review Board	47
Procedures for Expulsion	48
Expulsion Recommendation by Principal/Assistant Principal	48

# **Table of Contents** **Student Handbook 2009-2010, *continued***

Pre-Expulsion Meeting	48
Written Notice of Hearing	48
Decision to Expel	48
Appealing an Expulsion Action	48
<b><u>WHS Student Conduct Code,</u></b> <b><u>Disciplinary Violations and Consequences</u></b>	<b>49-61</b>
<b><u>Bullying Prevention Policy</u></b>	<b>61-62</b>
<b><u>Conflict Resolution Policy</u></b>	<b>62-63</b>
<b><u>SEXUAL HARASSMENT (Student/Parent)</u></b>	<b>63-70</b>
<b><u>T.U.S.D. Notice to Parents and Guardians</u></b>	<b>70-73</b>
<b><u>Authorization for release of pupil information</u></b>	<b>73</b>
<b><u>Consent to Release pupil information</u></b>	<b>74</b>
<b><u>Permission for student name on school / department web pages</u></b>	<b>74</b>
<b><u>T.U.S.D.- Acceptable Use Agreement / Technology and</u></b> <b><u>Telecommunications Resources</u></b>	<b>74-75</b>
<b><u>Attendance Agreement</u></b>	<b>75</b>
<b><u>Sex Education Agreement</u></b>	<b>76</b>
<b><u>Video Yearbook Section</u></b>	<b>76</b>
<b><u>Behavior Agreement- Student/Parents Notification Instruction page</u></b>	<b>76-77</b>
<b><u>HIV/AIDS Prevention Education Notification</u></b>	<b>78</b>
<b><u>Signature Page.</u></b> To sign and return with your student to their second period teacher which will be requested during the first week of school.	<b>79</b>

## **Tracy Unified School District Board of Education**

Ted Guzman, President  
Bill Swenson, Vice President  
Kelly Lewis, Clerk  
Greg Crandall  
Walter Gouveia  
Tom Hawkins  
James Vaughn

## **Tracy Unified School District Cabinet**

Dr. James Franco, Superintendent  
Dr. Casey Goodall, Associate Superintendent for Business Services  
Dr. Sheila Harrison, Assistant Superintendent for Educational Services  
Ryan Davis, Assistant Superintendent for Human Resources

### **Administrators**

Jeff Frase  
Amy Lowery  
Gordon Lindquist  
Tammy Christensen  
Gary San Martin  
Karen Alcorn

Principal  
Associate Principal, IGCG  
Assistant Principal, students A-F  
Assistant Principal, students G-O  
Assistant Principal, students P-Z  
Assistant Principal, Curriculum, Instruction,  
& Assessment

### **Counselors**

David Silva, students A-CN  
Sarah Banchemo, students CO - GN  
Brad Watt, students GO - LUN

Iris Abraham, students LUS - N /AVID  
Idi Gaines, students Si - Z  
Tracy Rivera, IGCG

## **Certificated Staff by Department**

### **Agriculture**

Marlene Hepner  
Laurel Taylor

### **Business**

Lisa Burns  
Rosie Fernandez  
David Gordon  
Earl Harper  
Lynn Huggins  
(IGCG)  
John Hunter  
Charlie Lunetta  
Kristi Thornton

### **English**

Leslie Adams  
Ellen Borders  
Marna Bynum  
Jennifer Cameron  
Edward Carlos  
**English (cont.)**

### **Lynne Desautels**

Anne Duff  
Alana Escalante  
Julie Gard  
Mary Gary  
Linda Harding  
(IGCG)  
Gordon Headrick  
Nancy Jensen  
Melinda King  
Shauna Liel  
Emily Lucas  
Abby Ludwig  
Rachael Moraes  
Jo Riley  
Shauna Rodgers  
Mario Rodriguez  
Melissa Rotondi  
Kerena Skillman  
Derek Sprecksel  
Shannon Troutman

### **Fine Arts**

Kimiko Azama  
Joy Cornish-Bowden  
Christine Keith  
Jacquie Klo  
Leslie McCoy  
Alex Nelson  
Kim Powell  
Steve Rascano  
Frederick Russell  
Ben Trombley

### **Home Economics**

Lucinda Bliss  
Rebecca McLatcher

### **Industrial Tech.**

Kent Hammons

### **Math**

Dewain Clark  
Karen Evans  
Perry Farrens  
Annette Feldman  
David Haut  
Robert James  
Theresa James  
Erick Keating  
Lyudmyla Krasnova  
Irene Madarang  
Dean Medek (IGCG)  
Joe Raco (FALC)  
Leslie Robertson  
Heidi Shaffer  
Richard Tanner  
Scott Whetstone  
Larry Zylstra

**Modern Language**

Marianna Aguirre  
(IGCG)  
Minerva Collins  
Adalberto Gomez  
Marisa Grezdo  
Laura Henriquez  
Jennifer Henson  
Mayra Lopez  
Laura McMillan  
Diane Moen  
Sally Otton  
Maria Rivas-Price  
Cecilia Zamora

**Physical Education**

Tina Afan  
Steve Anastasio  
Rebecca Brown  
Kristine Froelich  
Joe Lawrence  
Matt Loggins  
Chris Myers  
Stephanie Pease  
Steve Thornton  
Ben Tsukiji

**Science**

Lula Abusalih  
Leo Baligad  
Stacey Buie  
Steve Derby  
Kim Farrell  
Gary Ficken  
Fred Graff (IGCG)  
Jennifer Haut  
Alison Howard  
Rusty Howell  
Mitra Juarez  
Randy Moehnke  
Sue Moriarty  
Hans Neufeld  
Walt Patteson  
Kongsy  
Phommachaly  
Lavette Richards  
(IGCG)  
Larry Tallman  
Jon Van Drimmelen  
Debbie Wittkowske  
(IGCG)

**Social Science**

Rob Allee  
John Anderson  
Demetrius Ball  
Robert Coulson  
Susan Dasig  
Jeremy Fallquist  
Justin Frantz  
Matthew Gumpert  
Tom Haim  
Shannon McMahon  
(IGCG)  
Shanda Nudelman  
Tom O'Hara  
Bill Price  
Jared Rio  
Lori Sato  
Debra Schneider  
James Tiffany

**Special Education**

Laura Bartlett  
Dave Brown  
Ann Draheim  
Judith Haggmark  
Dora Holguin  
Noely Lacy  
Manuel Lopez  
Cristina Tanner  
Christine Toon  
Scott von Stade  
Cyndi White  
Cheri Wright

**Success**

Denise Pacheco

**Support Room**

Rick Minarich

**Administrative Office Classified Support Staff**

Kathy Fauver  
Connie Henson  
Ann Bassett  
Sheryl Loreda  
Annette Lane  
Edna Riddle  
Audrey Harrison

Joan Fell  
Carol Gutierrez  
Rachel Ramirez

Attendance Clerk  
Attendance Clerk  
Attendance Secretary  
Bookkeeper  
Business Manager  
AP / Space & Eng. Academy Secretary  
Principal's Administrative Assistant  
Receptionist  
Registrar  
Career Center Clerk  
Secretary to the Assistant Principals  
Secretary to the Counselors

### **Instructional Paraprofessionals**

Robin Acuna  
Sherry Alvaro  
Paula Arce  
Sharon Carrillo  
Cindy Crandall  
Lourdes Fojo  
Sherry Gahn  
Michelle Garcia  
Jean Gee  
Nina Juarez

Tanya Loayza  
Maribel Manzo  
Valerie Pederson  
Christine Pimentel  
Lisa Robledo  
Elaine Silveira  
Wendy St. Elkins  
Imelda Vaughter  
Christine Wells

### **School Security Staff**

Jason Garrett, *Head Security*

Rick Jimenez   Michelle Kammen   Jennifer Peyton   Lorine Pernell   Ed Haun   Manuel Pires (IGCG)

### **School Custodians**

Ken Souza, *Head Custodian*

### **Food Service Workers**

Kelly Smith

Ana Arroyo  
Kim Brooks  
Mary Burke  
Obie Clark  
Sherryl Eckard

Roxanne Elliott  
Rachel Garcia  
Lidia Munoz  
Maryann Reis  
Rose Woodard

## ATTENDANCE

### Attendance Policy

All students are required to attend 6 classes or take 30 credits per semester. The Tracy Unified School District Board of Education expects all students to attend class on a daily basis each day that school is in session, unless they must be absent for an excused reason. West High School will maintain accurate records of student attendance and will notify parents of excessive student absences. Parents are expected to send students to school or to promptly notify West High School if their student is going to be absent. Parents are encouraged to check their students' attendance on a regular basis by telephoning the Attendance Office and/or accessing the Parent Link account.

**Should an absence occur, please contact us at 830-3370,  
extension 3021 or extension 3022, on the day of the absence.**

Absences from school are defined as follows:

- **Excused.** The teacher will allow a student to make up the work during an excused absence; to the extent it is possible. Students will have the same number of days that they were absent from school to make up their work. Excused absences will be granted for the following reasons:
  - a. Personal illness; a doctor's note is required if over 5 days.
  - b. Medical, dental, optometrist or chiropractic services. Students are strongly urged to make appointments during non-school hours.
  - c. Attending funeral services of an immediate family member. (Grandparents, parents, sibling)
  - d. Jury duty.
  - e. Exclusion for not having been properly immunized; these absences will not be excused for more than 5 days.
  - f. \*Approved travel study. (See explanation of travel study on page 12)
- **Unexcused:** Students will not be allowed to make up work missed if an absence is unexcused. Listed below are the most common reasons given for absences that will be considered unexcused.
  - a. Family vacations and extended weekend trips.
  - b. Oversleeping
  - c. Cutting
  - d. Car trouble
  - e. Any absence considered excused which is not cleared by a parental or doctor's note within 48 hours of returning to school.

This list is not all-inclusive. If you have specific questions regarding unexcused absences, please contact your child's Assistant Principal.

### 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 a portion of the day.

1. Parents are responsible for notifying the school between 7:30 a.m. and 4:30 p.m. 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
2. Upon returning to school, a student must obtain an admit slip at the Attendance Office window before school starts. If a parent has called to report a student's absence, the student will not be required to obtain an admit, and the corresponding absence code will have been entered into the attendance program. The attendance office window is open at 7:30 a.m. every day for the purpose of issuing admit slips to clear absences. **A student must bring an absence note to the office early enough so that he/she will be in first period class by the time the tardy bell rings** A student who is late to his/her first period class will receive an unexcused tardy. A student returning to school after being absent **will not be admitted to class without an admit slip or being cleared on the computer.**

Students needing to obtain an admit slip before school and after first period; need to report to the Attendance Office window.

3. Any student whose absence code is marked "A" for a particular class period must be sent to the Attendance Office to receive an admit for the designated period(s).
4. To clear an absence, a student must bring a note from a parent or doctor, or the student's parent may call the attendance office. Students have only **48 hours** upon their return to school in order to clear an absence. NOTE: Students are not permitted to use office telephones to clear an absence. If the absence is not cleared within 48 hours, the absence becomes a truant.
5. A student returning to school **without a call or a note** from a parent or a note from a doctor will be considered truant and assigned to Saturday School. If a student brings in a note **within 48 hours** of returning to school, he/she will not be required to serve Saturday School. If a student does not bring in a note when first returning to school, but does bring in a note within 48 hours, he/she must take the note to the Attendance Office to obtain a second admit slip. A student must show the admit slip to all of his/her teachers in order to clear the absence and obtain make-up work.

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

6. A student can facilitate the re-admit process by doing all of the following:
  - A parent or legal guardian must telephone the Attendance Office and notify the secretary of the reason for the absence and state the day of return to school.
  - Report to the attendance window at 7:30 am on the day of return. Bring a properly completed note from a parent/guardian.
7. Students enrolled in a zero period must also be enrolled in first through fifth periods. Students may take a sixth period or be excused for the day. If the student is dropped or drops from the zero period class, he/she will be assigned to support room for the sixth period and receive an "F" in the class.

Students enrolled in zero through fifth period must leave campus immediately after fifth period. Students with school obligations after school may return for the obligation. All students are required to attend six classes or take 30 credits per semester.

#### Attendance Consequences

1. A student will be assigned to two hours of Saturday School for each period of truancy and will receive four hours of Saturday School for being truant for two or more periods.
2. A student assigned to Saturday School for truancy must serve the Saturday School within two weeks of being assigned. Failure to serve Saturday School will result in assignment to Support Room as follows:

1st Offense =	1 day Support Room
2nd Offense =	2 days Support Room
3rd Offense =	3 days Support Room
4 <sup>th</sup> and Succeeding Offense =	1-5 day suspension from school

Subsequent failure to attend Saturday School after assignment to Support Room will be considered defiance of authority (Education Code 48900) and will result in suspension from school. Continued failure to attend Saturday School will result in a referral to the School Attendance Review Board (S.A.R.B.).

3. Attendance letters will be mailed on a bi-weekly basis for students on the 24<sup>th</sup>, 48<sup>th</sup>, and 66<sup>th</sup> class period unexcused absence. A School Attendance Review Team (SART) will be recommended. Included in the meeting will be the student, parent(s), counselor, assistant principal and other school personnel as needed (e. g., school resource officer, school psychologist, nurse). The team will meet, even if the parent cannot be in attendance, to devise a plan to promote a positive change in the student's attendance. The parent will be advised of the plan and assistance will be requested. **NOTE:** An unexcused absence is considered 'truancy'.
4. A student with a work permit who exceeds 15 hours of Saturday School will have their work permit suspended.

5. Juniors and seniors who abuse off campus lunch privileges will lose their off campus lunch privileges, and may be subject to other disciplinary action.
6. After the 15th unexcused absence from a class in one quarter, the student will be dropped from the class, assigned an "F" for the quarter, and will be required to attend a non-credit Support Room class for the remainder of the quarter. Parents will receive a notification letter and will have ten (10) days to file an appeal. The student will be placed in the non-credit Support Room pending the outcome of the appeal.
  - A. A student entering the non-credit room due to having 15 unexcused absences will have to complete the quarter in that class and will not be scheduled into any alternative form of the class missed for credit during the regular school day.
  - B. A student may elect to return to the same teacher and class the following quarter with intentions of attending and passing the class. While out of the class, a student is expected to get extra help with the materials being presented during the absence.
  - C. A student must realize that depending on the quarter he/she is out of class, a grade of "F" for the semester could result from not being in the class to earn credits or take the finals, which are weighted heavily in some classes.
7. A student owing sixteen (16) or more hours of Saturday School will be placed on Activity/Social Probation until Saturday School hours are cleared. Juniors and seniors owing sixteen (16) or more hours of Saturday School in the first two weeks of each semester will not have their off campus lunch pass issued for the next quarter.
8. Saturday School is cumulative and is carried over from one school year to the next. A student owing sixteen (16) or more hours of Saturday School will be placed on Activity/Social Probation and will not be eligible to participate in any activities beginning the next school year.
9. A student who leaves class without permission will be marked truant and will be subject to disciplinary action. **Failure to check out and receive an off-campus pass through the attendance office will result in being considered truant. Appropriate consequences will then be assigned.**
10. Students assigned to Saturday School can only serve their hours:
  - (a) **By attending regularly scheduled Saturday Schools.** These are held every Saturday from 8:00 a.m. to noon in the cafeteria. Students receive 4 hours credit for attending. Occasionally, days will be offered when students receive double hours for attending Saturday School. Students should listen to the Daily Bulletin for these special days. **STUDENTS MUST SHOW ID UPON ENTRANCE.**
  - (b) **By participating in Trash on Wheels Program.** Students are assigned on first come basis. Students receive 2 hours credit for each day of participation. **To receive Trash on Wheels credit, students are directed to serve one day of Saturday School for each Trash on Wheels duty.**
  - (c) **By having ten days of Perfect Attendance.** Students who have ten days with no tardies or absences, will have 12 hours of Saturday School cleared. It is the student's responsibility to notify the attendance office of having 10 days of perfect attendance. For perfect attendance the student must not have served any time in the Support Room during the 10 days. **To receive Perfect Attendance credit, students are directed to serve one day of Saturday School for each 10 days of Perfect Attendance.**

#### **Attendance - Obtaining Information**

Parents who have concerns regarding a student's attendance habits may request an attendance printout from the attendance office (extension 3021 or 3022), check Parent Link, and/or request a conference with an assistant principal. If parents are experiencing problems receiving school mail, they may use an alternate address by contacting the Registrar's Office (extension 3031).

**Excessive Absences:** Ten or more days of absences in the span of a semester are considered excessive and may require a doctor's note.

**Parents On-Line:** Parent Link is a computer system that assists families with keeping on top of their child's attendance, behavior and academic progress. Please contact your school site to obtain account and access information. **NOTE:** Attendance is updated daily; posting of grades to the system is at individual teacher discretion.



**Clear Unexcused Absences with Perfect Attendance -- Here's How:**

Two weeks of perfect attendance (10 days without absences, tardies, or time served in support room) can be applied to clear up to twelve (12) hours of unexcused absences. However, a student **MUST APPLY** for this clearance. Applications may be obtained from the Attendance Office. Hours cannot be "banked" for future unexcused absences. **To receive perfect attendance credit, students are to serve one day of Saturday School within the ten (10) days of perfect attendance.**

**Compulsory Attendance Regulations**

1. **Education Code 48260** - Any student subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse more than three (3) days, or tardy in excess of 30 minutes on each or more than three (3) days in one school year or a combination thereof is a truant and shall be reported to the Attendance Supervisor or to the Superintendent of the School District.
2. **Education Code 48261** - Any student who has once been reported as a truant and who is again absent from school without valid excuse one (1) or more days, or tardy on one (1) or more days, shall again be reported as a truant to the Attendance Supervisor or the Superintendent of the District.
3. **Education Code 48262** - Any student is deemed an habitual truant who has been reported as a truant three (3) or more times per school year, provided that an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the student and the student him/herself after the filing of either of the reports required by Section 48260 or Section 48261.
4. **Education Code 48263** - If any minor student in any district or county is an habitual truant, or is irregular in attendance at school, as defined in this article, or as referred to a School Attendance Review Board, the Supervisor of Attendance, or such other persons as the governing board of the school district or county may designate, making such referral shall notify the minor and parent or guardian of said minor, in writing, of the name and address of the board to which the matter has been referred and of the reason of such referral. The notice shall indicate that the student and parent or guardian of the student will be required, along with the referring person, to meet with the School Attendance Review Board (SARB) to consider a proper disposition of the referral.

If the School Attendance Review Board determines that available community services can resolve the problem of the truant or insubordinate pupil, then the SARB shall direct the student or the student's parents or guardians or both, to make use of such community services. The SARB may require, at such time as it determines proper, the student or parent/guardian of the student, or both, to furnish satisfactory evidence of participation in the available community services.

If the SARB determines that available community services cannot resolve the problem of the truant or insubordinate student or if the student or the parents or guardians of the student, or both, have failed to respond to directives of the SARB or to services provided, the SARB may direct the county superintendent of schools to, and, thereupon, the county superintendent of schools shall, request a petition on behalf of the student in the juvenile court of the county. Upon presentation of a request for a petition, the SARB shall submit to the juvenile court documentation of efforts to secure attendance as well as its recommendations on what action the juvenile court shall take in order to bring about a proper disposition of the case.

**Saturday School Rules:**

1. All West High School Handbook rules must be followed.
2. Each student must present a Student ID Card (**NO ID = NO ENTRY, NO EXCEPTIONS**)
3. Each student must bring schoolwork or appropriate reading material.
4. Student handbook violations will result in early dismissal, parent contact, and referral to an Assistant Principal and **may result in** loss of hours served.
5. No hats, gum, sunglasses, food, drinks, or electronic devices are allowed.
6. Talking is not permitted.
7. A student must have permission to leave his/her seat for any reason.
8. Students who leave early will not receive credit for any hours served.
9. Late arrivals will not be admitted.
10. Early dismissal will result in no credit.

**Please note that pre-approved absences, illness verified by a doctor's note, or verified family emergencies are the only acceptable excuses to miss Saturday School.**

**Suspension:** A student may make up missed work during suspension from school at the discretion of the teacher (Education Code 48913).

### **TARDY POLICY AND CONSEQUENCES AT WEST HIGH SCHOOL**

A little late is too late! Every instructional minute counts and student tardiness interferes with the learning process. Please be respectful of your teacher and fellow classmates and be on time to class. Specific tardy policies and procedures are as follows:

1. A tardy is defined as arrival to class within the first ten (10) minutes after the tardy bell rings. Students must be in their seats when the tardy bell rings. Arrival to class 10 to 29 minutes after the tardy bell will constitute a late. Arrival to class 30 minutes or later will constitute an unexcused absence.
2. Students receiving an admit after the 8:00 bell has rung will be marked accordingly.

# TARDY	CONSEQUENCE(S)
1, 2	Teacher consequence (teacher discretion)
3, 4	One 20-minute detention before or after school is assigned. Parent notified by teacher.
5	Referral to Assistant Principal. Assigned Saturday School date. Parent notified by AP.
6, 7	Referral to Assistant Principal for assigned Saturday School. Phone conference w/ parent – student assigned 40 minute detention for each additional tardy to be served within 1 day. 7 <sup>th</sup> tardy – 40 minute detention plus assigned Saturday School.
8 <sup>th</sup> Plus Tardy	40 minute detention assigned by teacher

Students must have Student ID card to serve detention. The detention must be served within two days after it has been assigned (excused absences do not count in the two day total). To receive credit for the detention: 1) detention form must be signed by the parent, and 2) the form must be stamped with the time in/time out from the detention room. Failure to serve detentions will result in the student being assigned Saturday School. If the Saturday School is not served, students will receive a one-day suspension for defiance of authority (Education Code 48900).

**Students 10 or more minutes late to a class will receive one hour of Saturday School AND the specified tardy consequence.**

### **Travel Study**

Travel Study is a program available to students who must leave school for 5 or more days. This program provides students with the opportunity to maintain their grades and credits in their classes. Students who fit the above criteria and who wish to utilize the Travel Study program should contact the Attendance more than one week prior to leaving school to obtain and complete the appropriate forms. The contract must be approved by the Principal or his designee. ***The Principal's signature is required PRIOR to beginning Travel Study.*** Students not completing travel study forms and receiving approval in advance will not receive credit and will be considered unexcused. Upon returning to school, the homework should be attached to the travel study sheets and turned in immediately to the teachers to grade. When the work is graded, a bottom portion of the form is forwarded to Attendance and the absences are excused. All teachers must sign off on travel study for the absence to be excused in Attendance.

## **ACADEMIC POLICIES**

### **Academic Honesty**

***Trustworthiness is a key Character pillar.*** All work submitted by students should be a true reflection of their effort and ability. If it is not, then the student has manifested unacceptable behavior. The following criteria defines 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.
- Representation of another person's words, ideas, as your own by not properly citing the source and giving the author credit.
- Copying off the internet.
- 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 at West High School. Students who cheat should expect to be confronted by their teacher and will be subject to the following penalties:

- a. A "zero" on the submitted work;
- b. Notification of parents.

- c. Further disciplinary steps as deemed appropriate.

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 an assistant principal for a conference of those concerned: student, teacher, parents, counselor, and administrator. Consequences may include suspension from class and/or school; dropping the student from class with no credit; and/or notification of student's prospective colleges.

### **Academic Policies- Homework Policy**

#### **Parent's Guide to Homework in Tracy Unified School District**

The Governing Board believes that homework serves many purposes. Through their homework, students can reinforce academic skills taught in school, learn how to conduct research effectively, develop ideas creatively and become life-long learners.

The Board believes that homework is the responsibility of the student. It is the student's job to develop regular study habits and to do most assignments independently. The Board encourages teachers at all grade levels to use the parent as a contributing resource and to structure homework assignments so as to involve the parent to help oversee homework without diminishing the student's sense of responsibility. To be effective, homework assignments should not place an undue burden on students and families. Homework should reinforce learning objectives and state standards.

Research supports that homework is an essential part of a student's academic achievement. Homework is designed to reinforce academic skills taught and to help students become life-long learners.

#### **Board Policy 6154**

- Homework reinforces student learning to meet state and district standards
- Homework is planned, systematic, selectively checked and graded
- Homework is clear, specific and relevant
- Homework is a combination of skill reinforcement and exploration
- Long-term homework assignments will have checkpoints for completion and while students may work on them over holidays and weekends, ample time will be allowed to complete them during the week and prior to holidays
- Homework will be reviewed in class and returned in a timely fashion
- K-5 students will not be required to complete homework on holidays and inter-sessions. K-5 students will not typically be given homework on weekends. 6-8 students will not be required to complete homework on inter-sessions. 6-8 students may be given limited homework on holidays and weekends.
- Per night, K-3 homework assignments will typically average thirty minutes; 4-5 homework assignments will typically average one hour; 6-8 homework assignments will typically average one and a half hours
- Per night, 9-12 students will typically average two hours of homework. 9-12 students may be given limited homework on holidays and weekends to meet course objectives and acquisition of skills. Students in advanced classes may receive more homework, including summer reading.
- Unfinished classroom work may be sent home to be completed but should not be required in addition to homework. Unfinished classroom work can be done at recess and after school.
- Regular reading at home on a nightly basis is encouraged but not required in addition to the assigned homework.

#### **Tips for Parents**

- When there is a specific assignment, the best way for parents to help a child learn is by offering support when it is requested. At the same time, limits need to be set so that children learn to work independently. Even when children do not have specific assignments due, parents can be helpful by listening when children talk about school and by expressing interest in class work and school activities.
- Talk with teachers if assignments seem to be causing students continuing problems
- Share thoughts and ideas with children on many topics of interest
- Read to your child
- In helping students with homework, parents should:
  - > Show interest in the student's work
  - > Encourage the child to work independently most of the time
  - > Provide a suitable place for study, free from distraction, and if possible, reserved
- for that student alone
  - > Check to see the homework assignments are completed
  - > Assist in balancing school work with other activities

- If you feel that your student's teacher is not following Board Policy 6154, Homework, please take the following steps: 1) Contact your student's teacher and discuss his/her homework practices. If it is not resolved, then 2) Contact your school principal. If it is not resolved, then 3) Contact Carol Anderson Woo, Director of Special Projects, Testing & Curriculum at 830-3275.

### **Make-up Work**

Students shall be given the opportunity to make-up work missed because of an excused absence and shall receive full credit if the work is turned in according to a reasonable make-up schedule. Typically, each day of excused absence merits a make-up day.

Teachers may or may not allow a suspended student to complete any assignments and tests missed during suspension.

Students who miss school work because of unexcused absences may or may not be given the opportunity to make-up missed work for full or reduced credit. Teachers may assign such make-up work as necessary to ensure academic progress, not as a punitive measure.

Teachers need at least twenty-four hours to supply make-up work.

Teacher's procedures and processes for make-up work should be clearly explained to both students and parents. In high school, make-up procedures and processes should be addressed in the class syllabus.

### **Course/Schedule/Class Changes**

Class changes are difficult to accommodate because the overall master schedule of classes is based upon student requests made during pre-registration. Therefore, the best way to obtain the course that you want is to sign up for it during pre-registration. Program changes will only be made to accommodate the following situations:

- a. To balance class size.
- b. Credit has previously been earned in the course.
- c. Inappropriate placement in the class (i.e., level, subject). This category must have a teacher signature and comment.
- d. Scheduling errors (i.e., two second periods, no fourth period or course was not listed on registration sheet).
- e. Student has not taken the necessary pre-requisites to meet course requirements.
- f. Upper classmen need the course for graduation.
- g. Student is enrolling in work experience.

Requests for the above situations must be made **during the first 10 days of instruction**. After the tenth (10<sup>th</sup>) day of instruction, class changes will be initiated only if a student is misplaced academically. In addition, changes to teacher and changes to periods cannot be accommodated.

**To request a schedule change for one of the above circumstances, please do the following:**

1. Pick up a Schedule Review form from the counseling office before school, during lunch or after school.
2. Complete the appropriate areas.
3. Have your parent/guardian sign the Schedule Review form.
4. Return the signed form to the counseling office for review.
5. Wait for your counselor to contact you regarding the Schedule Review.
6. Continue to attend the course(s) listed on your schedule until the counselor has made an official program change.

### **Grading**

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

- |      |  |
|------|--|
| A    | Excellent Achievement  |
| B    | Above Average  |
| C    | Satisfactory Achievement   |
| D    | Below Average, But Passing   |
| F    | Failure to Meet Minimum Standards  |
| "NM" | A No Mark (NM) is assigned when a student has been absent due to illness for an extended period of time, is absent during the final test, or is new to the school and has been enrolled for at least 20 school days. |

Students who receive a "No Mark" due to absences have the first 3 weeks of the next quarter to complete their incomplete work. Failure to complete this work will result in the NM converted to an 'F'.

- "I" An Incomplete (I) is assigned if a student has outstanding work that was due during the grading period and which needs to be made up. If a student cannot make up the work, he/she will be assigned the appropriate grade. If the work can be made up, the student will receive an "I". All "I" grades must be cleared by the end of the third week of the next grading period or they automatically become an "F". For purposes of eligibility, an "I" counts as an "F".

#### **Graduation Requirements from West High School**

A student must complete 220 credits and will normally carry a minimum of thirty credits each semester while in school. Passing the California High School Exit Exam is required for graduation. A standard class is worth 5 credits per semester, 10 credits per year. Students must complete the total number of credits in each of the areas listed below:

English	40 credits
Social Studies	30 credits
Science	30 credits
Math	20 credits
Fine Arts or Foreign Language	10 credits
Physical Education	<u>20 credits</u>
Required Course Total	150 credits
Elective Courses	70 credits
TOTAL	220 credits

#### **NOTATION for Graduation Requirements:**

All students must take and pass at least two years of math while enrolled in high school and one of the two classes must be Algebra I or Integrated Mathematics I (IMP). This requirement may be completed in grade 8.

Three years of science is to include one course in biological sciences (Biology, Biology Pre- AP/IB, Ag Biology, Human Physiology, Integrated Science 2, Principles of Engineering 2) and one course in a Physical Science (Chemistry, Chemistry Honors, Applied Chemistry, Earth Science, Physics, Ag Earth Science, Natural Resources, Integrated Science 1, Principles of Engineering 1, Conceptual Physics)

Beginning with the class of '07-'08, all students will demonstrate mastery of district identified technological skills.

#### **Limitations**

1. Except where specified, courses which are repeated earn credit one time only. In the instance where a course is repeated, the second set of grades will be included on the student's permanent record.
2. A maximum of forty (40) credits from any work experience education may be credited toward graduation requirements. Students may be enrolled in no more than two (2) periods of outside work experience.
3. A maximum of ten (10) credits from any combination of teachers' aide, office aide, tutor, library aide, etc., may be applied toward graduation. These credits can only be earned during the 11th or 12th grade.
4. A maximum of forty (40) credits of physical education may be credited toward graduation requirements.
5. Units of credit earned at all other accredited schools and correspondence schools may be transferred. Units from correspondence schools must have prior approval by the student's counselor and administrator before students enroll in these courses for West High credit.
6. By arrangement, and with prior approval, certain units earned concurrently at other institutions may also be accepted toward graduation. ROP/ROC classes and centers are examples and more information can be obtained from the counseling staff.
7. Units of credit earned on independent study must have prior approval of the student's counselor and administrator.
8. Units of credit earned at non-accredited schools are not accepted. Please see your counselor for the District's credit review process.

**9. Units of credit received through Tracy Adult School must be earned concurrently and must have prior approval of the student's counselor and administrator to be applied toward graduation from West High School.**

10. Units of credit earned from an institution of higher learning; i.e., an accredited community college or a four (4) year college; may be considered for graduation only if the following criteria is met:

- a. The student must be currently enrolled at West High School.
- b. The student must obtain prior written approval from the West High School principal and the junior college or college involved in order for units of college credit to be applied toward high school graduation.
- c. The student must be enrolled in at least four classes at West High School during the semester he/she is concurrently enrolled at a junior college or college.
- d. Consideration for credit transfer will not be granted to former students who left West High School before graduation and who are not age appropriate for re-enrollment.

#### **Early Graduation from West High School**

Early graduation petitions must be submitted to the school site administration by September 10 of the school year the student intends to graduate. The student must be enrolled in all classes needed to graduate and have passed all proficiencies. The petition must be signed by the student, parent/legal guardian, counselor and the school principal, and *must include*:

1. A rationale for the request to graduate early;
2. An action plan for completing the required course work for early graduation;
3. A complete record of the student's grades and credits earned to date;
4. And the attendance record for the student.

Once completed, the petition to graduate early must be submitted to Student Services for review, then to the Board of Trustees for final approval. Students who graduate at the end of the first semester will not be allowed to participate in second semester senior activities. The student will be allowed to participate in the graduation ceremonies and post graduation activities, subject to the approval of the principal. Students who graduate early must be in good behavior standing in order to participate in the graduation ceremony and any post graduation activities.

American Government, Economics and English IV courses shall be primarily limited to twelfth grade students and to students who are age appropriate for twelfth grade. Enrollment of eleventh grade students in senior required courses will be based on space availability, student grades and attendance, and the ability of the student to graduate early.

#### **Honors Course Designations**

Beginning with the 2002-2003 academic year, the only courses that will receive an honors designation and extra grade point weighting in the calculation of student grade point averages will be those classes that have been approved as an honors level course by the University of California. All honors courses will be identified as having an (H) adjacent to the course title. The honors courses that receive extra grade point weighting at WHS are as follows: English 3 AP, English 4 AP, Psychology AP, Advanced Biology AP, Physics AP, Calculus AP, Statistics AP, Spanish 4 & 5 AP, French 4 & 5 AP, US History AP, American Government AP, Chemistry H, Pre-Calculus H. *Please note this is a change in past practice as mandated by Assembly Bill 458, Chapter 386.*

#### **Progress Reports**

In order to let you and your parents know if your work is below standard, progress reports are mailed home during the middle of each quarterly grading period. These reports are sent to the parents of all students. Please note that if you receive a "D" or "F" or "in danger of failing" on your progress report, you should schedule an appointment with the teacher(s) of that class immediately in order to develop a plan of action to help you pass the course. The marks on the progress reports indicate that you are in danger of failing and that you need to take immediate action to improve your grade.

#### **Promotions**

Promotions will be based on the number of credits earned per year. Grade level placement will be determined by the number of credits earned by the student. These credits will be calculated at the conclusion of first semester, second semester, and the beginning of each school year. It is the student and parent's responsibility, with the assistance of the counselor, to identify and make up deficiencies utilizing summer school and/or adult school.

	<u>Start of the Year</u>	<u>Mid-Year</u>
10th Grade	40 Credits	70 Credits
11th Grade	100 Credits	130 Credits
12th Grade	160 Credits	190 Credits

*Please note that class activities will be consistent with current grade level standing. Where appropriate, academic eligibility standards will also apply.*

#### **Report Cards and Progress Reports**

Report Cards are issued four times a year. They are issued approximately two weeks after the conclusion of each quarter/semester. Progress reports are issued four times a year, mid-way through the quarter, and are mailed home.

#### **Support Room**

Support Room is a classroom learning center where students are required to work independently. Support Room is used as an administrative placement in lieu of suspension. Students with excessive support room placements are subject to suspension. Students may request to make up work missed due to placement in Support Room. The teacher shall provide all assignments and tests that the pupil will miss while suspended in Support Room (Education Code 48911.1). Students placed in Support Room during the quarter from another class will receive an "F" for the class from which they were changed.

#### **Study Hall**

Study Hall is a classroom learning center where students are required to work on assignments supplied by the Study Hall teacher and/or other class assignments. Study Hall will be assigned on an "as needed" basis and will be taken in lieu of a class. No credit or grade will be given for Study Hall.

### **ATHLETIC and CO-CURRICULAR ELIGIBILITY**

#### **Extra/Co-Curricular, Athletics: DEFINITION**

For the purpose of this policy, extra curricular activity means a program that has all of the following characteristics:

- a. The program is supervised or financed by the school district.
- b. Students participating in the program represent the school district.
- c. Students exercise some degree of freedom with the selection, planning and control of the program.
- d. The program includes both preparation for performance and performance before a public audience.
- e. The activity is not part of the regular curriculum, is not graded, does not offer credit and/or does not take place during classroom time.

For the purpose of scholastic eligibility, co-curricular activity means a program that may be associated with the curriculum in a regular classroom (Education Code 36150.5).

Examples of such extra-curricular/co-curricular activities/programs shall include but are not limited to the following:

1. All interscholastic athletics.
2. Instrumental music activities not included as part of the required program.
3. Pep squads, drill team.
4. Student government.
5. Class officers.
6. Club officers.
7. Drama activities not included as part of the required program.
8. Choral productions not included as part of the required program.
9. Competitive speech activities not included as part of the required program.
10. Out-of-class student newspaper presentations and competitions.
11. Out-of-class student yearbook, presentations and competitions.
12. Other performances or competitive groups.
13. All Agricultural/Scientific Academy Job Shadowing.

#### **Eligibility for Athletics and Activities (Extra/Co-Curricular): Attendance/Discipline**

In order to participate in school sponsored after-school activities as well as co-curricular and extra curricular events, students need to be in good behavior standing. Good behavior standing means that the student has cleared all fines and does not owe more than 15 hours of Saturday School in the current year. Students also need to have current school identification cards and have been in attendance at school for all six periods on the day of the activity, unless absent for the following reasons that

have been pre-approved by administration: Medical appointments, attending funeral services of an immediate family member, or appearance in a court of law. Students sent to Support Room for all six periods on the day of the activity or not having an excused absence will be excluded from all activities on that day. Students sent to Support Room for 6 periods and/or suspended on Friday or the last day of the week will be excluded from all extra-curricular activities until the following Monday or the next full day of school.

A parent may not excuse an athlete except for reasons stated above. Students leaving West High School may not attend any school activities during the current school year if they still owe 16 hours or more of Saturday School or fines.

The eligibility list for Saturday School hours will be updated every Tuesday and will be in effect for the next seven calendar days. Hours cleared on Monday will be posted for the following, not current, week.

#### **Extra/Co-Curricular Scholastic Eligibility**

Participation in extra-curricular activities is a privilege. It is presumed that students who are representing West High School in various activities are maximizing the educational opportunities that are available to them. Continued eligibility for participation in extra-curricular activities is contingent upon the student's maintaining at least a 2.0 grade point average with no F grades.

- A. Any student member of, but not limited to, a sports team, student government, class office, drill team, pep squad, newspaper or yearbook staff, and drama, must maintain a 2.0 grade point average with no F grades, or be excluded from participation in these activities until he/she achieves a 2.0 grade point average and no F grades as per first quarter; first semester, third quarter; second semester.
- B. **Scholastic Eligibility:** Students who intend to participate in extra-co-curricular activities or athletics must meet Scholastic Eligibility guidelines:
  - 1. A minimum of a 'C' average (2.0 on a 4 point scale) for all classes.
  - 2. No course failures in any certification period.
- C. **9<sup>th</sup> Grade Eligibility:** All incoming 9<sup>th</sup> graders are academically eligible to participate in extra/co-curricular activities. At the end of the first grading period, 9<sup>th</sup> graders must be eligible. They must have earned a "C" average (2.0 on a 4 point scale) and had no course failures.

The Governing Board also requires that participating students be satisfactorily progressing towards the District's graduation requirements in order to participate in a sport or activity. Satisfactory progress is hereby defined as the ability to graduate with one's class within conventional timelines, i.e. eight (8) consecutive semesters from freshman entrance, including summer sessions.

CIF rules require that semester grades be used to determine eligibility at the end of the second and fourth quarters. Grading periods at West High School will be: first quarter, first semester, third quarter, second semester (plus summer school grades added).

- D. **Certification Date:** High School students become eligible or ineligible on the date that grade reports are printed and made available to the parents by the Registrar. All other students transferring from another school district, eligibility depends on the student's grades received in the last grading period in the former school district.
- E. The same procedure will be used for the remaining quarters. The eligibility will always be determined by the previous quarter or semester grades (summer school grades are also used for the fall eligibility).
- F. In the event a student receives below a 2.0 grade point average and/or an F grade on the second semester report and hence would be ineligible in the fall, but said student goes to summer school and in essence raised his/her grade and the grade is acceptable to West High School, it may be counted. If, in the re-computing of the student's grade point average, it raises to 2.0 or above, the student is eligible for participation in the fall quarter. The student shall remain ineligible until the grades are received by the registrar of West High School. Summer school students would be permitted to practice but not participate in games until the eligibility is determined by the receipt of the summer school grades. Students should contact their counselor to determine eligibility relating to summer school or night school grades.
- G. Students who are identified for exclusion from participation will be permitted to remain as students in credit awarding classes associated with activities from which they are excluded as participants and shall continue to be eligible to earn appropriate grades and/or credits for the in-class portion of their work.



- H. District eligibility policy applies to all incoming ninth grade students.
- I. Any special case or extenuating circumstances surrounding disputed eligibility of a student shall be reviewed by the principal at each site.
- J. When a student transfers to West High School from another school, the following will apply:
1. If that student's previous quarter grade point average is below a 2.0, or has an F or No Mark, he/she shall be ineligible.
  2. His/her continued eligibility will be determined by the grades received in the first quarter or semester of attendance at West High School.
  3. In all transfer cases, it is presumed that the student is eligible to participate based upon the C.I.F. transfer rules.
- K. Athletes should be informed that they must not compete:
1. If they have attended a four-year high school for more than eight semesters, or six semesters at a three-year high school.
  2. If they have changed schools without a change of residence by their parents or legal guardians.
  3. If they compete in any game or scrimmage on an outside team during the season. Softball and baseball are considered the same sport. Exceptions are golf, tennis, cross-country, swimming, track, gymnastics and wrestling.
    - a. In these cases the athlete must compete attached, and not in a school uniform, and not be transported by a school-funded vehicle.
  4. Athletes may be sanctioned from sports if they change schools after establishing residency at a school.
- L. Coaches must check all of their athlete's grades and sign an Eligibility Certificate Statement and file it with the Athletic Director prior to the first contest. In addition, coaches must sign an Eligibility Clearance form with the Athletic Director before each grading period.
- M. All other advisors/sponsors/coaches other than athletics must check all of their student participant grades and sign an Eligibility Certificate Statement which will be filed with the Activity Director prior to the events(s).
- N. Coaches and others in charge of extra-curricular/co-curricular activities must check their athletes/student participant eligibility prior to the event(s). Eligibility includes grades, fines, and Saturday School hours.
- O. Students must be enrolled in six (6) classes or the equivalent of thirty (30) credits.
- P. No student, whose 19th birthday is attained prior to June 15, shall participate or practice on any team in the following school year. A student, whose 19th birthday is on or before June 14, is ineligible.
- Q. Athletes will be an amateur in the sport in which they compete.
- R. An "F" grade or a No Mark (NM) will automatically cause an athlete to be ineligible regardless of the grade point average.
- S. Coaches must hand out the rules and regulations governing athletes' conduct. Refer to "Standards Covering All Interscholastic Athletics."
- T. Coaches must inform athletes that they must be in attendance for every period the day of competition in order to be eligible to play that day. If an athlete plays in a game the day he/she does not have 100 percent attendance, he/she must sit out the next competition.
- U. An athlete may only be excused on a game day by an administrator for the following **pre-approved** reasons:
- Medical appointments
  - Attending the funeral of an immediate family member
  - Appearance in a court of law
- V. Athletes who have outstanding bills or fines from a sport will be prohibited from participating in any other sport until such bills or fines have been cleared. This includes bills and fines related to equipment which has not been returned to the athletic department.

Students who are scholastically ineligible shall not be prohibited from participating in any co-curricular activity or program which is conducted during the regular school day. In addition, ineligible students shall not be prevented from participating in any extra-curricular/co-curricular practice activities, which take place either during or outside the regular school day. Practice or participation activities are, but not limited to, preparations for games, performances or competitions. Ineligible students are ineligible to play or perform at games, performances or competitions.

Grade points earned in summer school apply to the preceding grading period for GPA computation. In determining a grade point average, "incomplete" or "NM," grades will constitute an "F" grade. However, as the "incomplete" or "NM" grade is changed to an academic grade, eligibility will again be determined at that time. The coach, instructor, and/or club advisor is responsible for eligibility certification each grading period.

When students are simultaneously enrolled in college classes for which they receive credit toward high school graduation, their college grades shall be included in the computation of their grade point average.

#### **Eligibility Requirements for Senior Activities**

Senior activities are school sponsored events that seek to recognize and reward four years of hard work. They are a privilege extended to deserving and graduating seniors. Seniors participating in these events represent West High School and are expected to uphold the highest standards of conduct and behavior. Accordingly, criteria for participation follow:

<b><u>Activity</u></b>	<b><u>Criteria for Participation</u></b>
Senior Banquet	<ul style="list-style-type: none"> <li>• Senior status with 190 completed credits at the end of the first semester.</li> <li>• No more than 15 hours of Saturday School owed</li> </ul>
Disneyland	<ul style="list-style-type: none"> <li>• Senior status with 190 completed credits at the end of the first semester.</li> <li>• Good Behavior Standing: All Saturday School cleared and all outstanding consequences satisfied from previous referrals.</li> <li>• Cannot be in danger of failing any courses required for graduation, according to most recent report card and/or progress report.</li> <li>• All fees cleared.</li> </ul>
Graduation Ceremony / Grad Nite	<ul style="list-style-type: none"> <li>• Name on the final graduation list and positive participation in all graduation practices.</li> <li>• Good Behavior Standing: All Saturday School cleared and all outstanding consequences satisfied from previous referrals.</li> <li>• All fees cleared.</li> </ul>

**NOTE:** Students who graduate at the end of the first semester will not be allowed to participate in second semester Senior activities.

## **ACTIVITIES**

### **Clubs/Activities**

Clubs are an important part of life on a high school campus. Clubs perform many important functions and provide an opportunity for students to participate in a wide range of fun and interesting activities.

Listed below are the clubs and club advisors. You may sign up for a club by seeing the advisor. Consult the Daily Bulletin for club activity information. The Student Bulletin is also available online at the school website: [www.tracy.k12.ca.us/whs](http://www.tracy.k12.ca.us/whs)

<u>Club</u>	<u>Advisor</u>
Anime- Japanese Cartooning	Ms. Lucas
Art Club	Ms. Klo & Mrs. Zamora
Asian/Pacific Islander	Mr. Carlos
AVID	Ms. Cameron
Blue Crew	
BSU- Black Student Union	Mrs. Gary
Chess Club	Mr. Farrens & Mr. Keating
Color Guard Team	
CSF –Calif. Scholarship Federation	Mr. Haut & Mrs. Robertson
Drama Club	Mrs. Keith
ELD Club	Ms. Moraes
FBLA-Future Business Leaders of America	Mrs. Burns & Mr. Hunter
FFA- Future Farmers of America	Mrs. Hepner
FHA HERO-Future Homemakers of America	Mrs. McLatcher & Mrs. Bliss
Fishing	Mrs. Moriarty
French	Mrs. Hensen
Friends	Ms. Afan
Get Real	Mr. Lunetta
GSA- Gay Straight Alliance	
Hip Hop Club	Mrs. Juarez
Interact –Service, Tracy Sunrise Rotary	Mr. Gumpert
Key –Service, Kiwanis of Tracy	Mr. Rio
Literacy	
MEChA-Movimiento Estudiantil Chicano de Aztlan	Mr. Rodriguez
Mock Trial Team	Mr. O'Hara
Muslim Student Association	Ms. Abusalih
Pre-Med	Ms. Buie
Pulse Christian	Mr. Neufeld
Recycling	
San Joaquin County Teen Court Liaison	Mrs. Huggins
Science Olympiad Team	Mr. Derby & Mr. Moehnke
Space & Engineering (Academy only)	Mrs. Bynum
Swing Dance	Mrs. Cornish-Bowden
Veggie Heads	
World Foundation Club	Mr. Zylstra

#### Class Advisors

Freshman	Ms. Collins & Ms. Lopez
Sophomore	Mrs. Rivas & Mrs. Fernandez
Junior	Mr. Fallquist & Mr. Tiffany
Senior	Mrs. Bartlett, Mr. Minarich, & Ms. Troutman

#### Dances

West High dances are for West High School students only (with the exception of the Winter Ball and Junior-Senior Prom). Students wishing to bring a guest to Winter Ball and/or Junior-Senior Prom must complete a Guest Registration form, available in the Bookkeeper's Office. The completed form must be submitted to the Bookkeeper's office by 3:30 pm on *one week prior to the dance*. All guests must be pre-approved by the assistant principal before they will be allowed to attend.

**Guests may not be over 20 years of age.** Guests must be in good standing: no more than 15 hours of Saturday School, all fines cleared and good citizenship.

#### Regular School Dance requirements

1. Regular dances are from 9:00 pm to midnight.
2. Students must have a current student picture ID card.
3. Students must leave campus by 12:15 am.
4. NO students will enter dances after 10:45 pm.
5. Once a student leaves the dance, he/she may NOT return and must leave campus.
6. If required by your school, a signed dance contract must be on file.

### Winter Ball and Prom Requirements for WHS student and guest:

1. Both dances are from 9:00 pm to midnight.
2. Students **must** have a current student picture ID card.
3. Guests must have a picture ID with date of birth.
4. No guests over the age of 20 will be allowed.
5. Students must leave by 12:15 am.
6. Students may not have more than 15 hours Saturday School by 1:00 p.m. *one week prior to the dance.*
7. Students must not own any fines or fees.
8. Any student serving an all day in-house suspension/support room shall be ineligible.
9. NO students will enter dances after 10:45 pm.

### Dance Guidelines

1. Dance moves may not imitate any overt sexual action.
2. Any individual removed from the dance will not receive a refund of their money.
3. Students are to conform to the school dress code at regular dances.
4. Students who fail to follow guidelines may have their dance privileges rescinded.
5. Students removed from a school dance for extreme defiance may be prohibited from attending all school dances for the remainder of the school year, including Winter Ball and Junior/Senior Prom.

### Field Trips

During your four years at West High School, your class or club may schedule a field trip. In order for you to participate, you must obtain the signatures of all of your classroom teachers and your parents on the field trip permission form. Students must go and return on the bus and/or district transportation.

There are two types of field trips and two types of permission forms: those as part of the academic curriculum of classes and those considered enrichment through clubs and other extra curricular activities. If you are not performing well in one or more of your classes or have poor attendance, your teacher(s) may choose to not approve your participation in the enrichment field trip. They may refuse to sign the permission form. If the field trip is of an academic nature and tied to classroom curriculum, the signed permission form is required as evidence of notification of your upcoming absence.

### Intramural/Lunch Time Activities

Intramural and lunch time activities are available to all students. During these activities, all school rules are in effect. Inappropriate behavior is unacceptable. Violation of the school rules may result in being removed from the activities/intramurals in addition to permanently losing the privilege to participate.

### Student Government

The Student Council is made up of elected officers and appointed commissioners. All student body officers must be enrolled in the Leadership class per the Associated Student Body bylaws. All elected student officers and appointed commissioners must be enrolled in the Leadership class. The Council works on desired projects for the Associated Student Body (ASB).

The 2009-2010 elected officers for the West High School ASB and for the senior, junior, sophomore and freshman classes are:

<u>ASB Cabinet</u>		<u>Junior Officers</u>	
ASB President	Megan Anastasio	President	Judith Angulo
ASB Vice President	Pauline Montemayor	Vice President	Stephanie Smith
ASB Secretary	Angelica Mendoza	Secretary	Samantha Sorce
ASB Treasurer	Kris Adhikari	Treasurer	Sebastian Chaubard
ASB Communications-at-Large	Sterling Grande		
<u>Senior Officers</u>		<u>Sophomore Officers</u>	
President	Greg Pfeil	President	Brooke Gard
Vice President	Ilah Estrada	Vice President	Brittney Davis
Secretary	Alyssa Sterni	Secretary	Kylie Nisbet
Treasurer	Desiree Santos	Treasurer	Cody Landon
		<u>Freshmen Officers</u>	
		President	Kim Amaya
		Vice President	Matthew Durant
		Secretary	Jessmyn Solana
		Treasurer	Brittany Calmes

Clubs  
Spirit  
Community Service  
Athletics  
Historian and Technology  
Communications

Tyler Vierra, Eunice Sale  
Lauren Kuks  
Sonia Yusof  
Adam Crandell  
Jasmine Garrett  
Lauren Williams

### Commissioners

Rallies  
  
Music/Audio Equipment  
  
Visual Arts  
Lunchtime  
Poster Communications

Ashleigh Paul,  
Madison Davis  
Adrianna Salsedo,  
Cody Tucker  
Kathleen Pimental  
Tisha Rae Bartolome  
Amelia Blades,  
Veronica Arata

### Elections

The procedures for running for Student Council Office are quite simple. Potential candidates can pick up an application and petition from the Student Activity Office. Completed applications and petitions should be turned in to the Activities Director in the Student Activity Office. All students running for Student Council Office must meet Scholastic Eligibility Requirements (maintain a 2.0 G.P.A. and no F's in the grading period previous to the one in which the election is going to be held and, if elected, every following grading period and the subsequent elected term.) See the Scholastic Eligibility Policy in this handbook.

## ATHLETICS

West High School competes in the Tri-City Athletic League (T-CAL). Student athletes must adhere to the district eligibility standards outlined in the Scholastic Eligibility section of this book. All students wishing to participate must have completed a physical exam, a pre-medical history, provide proof of insurance, an emergency medical card and a sports waiver form. All student- athletes must be in good academic and behavior standing\*. *For information, please call Athletics at 830-3370 ext. 3064*

No person shall on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability be excluded from participation in, be denied the benefits of, be denied equivalent opportunity in, or otherwise be discriminated against in interscholastic, intramural, or club athletics. (5 CCR 4920)

The district's athletic program shall be free from discrimination and discriminatory practices in accordance with state and federal law. The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for both sexes. Any complaint regarding the district's athletic program shall be filed in accordance with the district's uniform complaint procedures, please contact Director of Student Services and Curriculum, Paul Hall, at (209 830-3280).

Director of Athletics:

Mr. Thornton

### Fall Sports

Football (Varsity, Soph., Freshman)  
Soccer (Boys - Varsity, Frosh/Soph)  
Volleyball (Varsity, JV, Soph)  
Cross Country  
Tennis (Girls)  
Water Polo (Boys & Girls)  
Golf (Girls)

### Winter Sports

Basketball (Boy's Varsity, Soph., Frosh)  
Girls Basketball (Varsity, Soph., Frosh)  
Wrestling (Varsity, JV)

### Spring Sports

Baseball (Varsity, JV, Frosh)  
Softball (Varsity, JV, Frosh)  
Track (Boys, Girls)  
Swimming (Varsity)  
Gymnastics  
Golf  
Tennis (Boys)  
Soccer (Girls - Varsity, JV/Frosh)

Students interested in participating in any of these sports should contact Mr. Thornton or the Athletics Office at 830-3370, ext. 3064; or the website [www.whsathletics.com](http://www.whsathletics.com) You will also find a listing of the coaches on the web site.

### Activity Fees

Students participating in extra-curricular athletic activities must pay an "activity fee". There will be a flat fee of \$150 per student for each sport played. If students within a family attend both high schools, then the fees of all family students should be paid at West High School. The following are the "activity fees":

<u>Fee Schedule</u>	<u>Family Rate</u>	
First Sport: \$75	\$50	Family rule applies to additional family members after first family member pays regular rate. To receive the fourth sport rate, the same individual must play all 4 sports.
Second Sport: \$50	\$30	
Third Sport: \$25	\$25	
Fourth sport: \$ 0	\$ 0	

All activity fees for fall, winter and spring sports must be paid by the first contest (game or scrimmage). Students will be prohibited from participation until fees are paid.

All "activity fees" need to be paid by the following dates:

Fall Sports:	by September 15
Winter Sports:	by December 1
Spring Sports:	by March 1

### Fee Exceptions:

Students who have qualified to participate in the school free or reduced lunch program will qualify for a free or reduced cost activity fee (at 40% of regular rates). Proof of eligibility must be shown to the bookkeeper at the time of payment. Applications for participation under the free and reduced lunch program may be obtained at the school office. NO STUDENT WILL BE EXCLUDED FROM PARTICIPATION IN AN ACTIVITY DUE TO A FINANCIAL INABILITY TO PAY THE FEE.

Refunds will NOT BE MADE if a student leaves the team for disciplinary, eligibility or voluntary reasons. Pro-rated refunds will be made for involuntary special circumstances, subject to the Principal's approval. For further information please contact the Bookkeeper's Office at 830-3370 ext. 3027.

### Code of Conduct for Athletic Activities: West High School District Standards

The Tracy Unified School District believes that each of its athletic activities provides a unique forum for the development of discipline, individual sacrifice and teamwork for interested students. After thorough consideration, the governing board of the District has adopted the following standards for athletes participating in interscholastic activities in keeping with recommendations developed by the State Department of Education, the California Interscholastic Federation (CIF), and the athletic coaching staff activities advisors, and local citizens. Refer to the High School Athletics Handbook for further information.

### Tri-City Athletic League Sportsmanship Policy

As stated in the Code of Conduct and emphasized in the annual Spirit Leader Workshops, the T-Cal schools believe the qualities of good sportsmanship...ethical behavior, concern for others, integrity and generosity are of primary importance to the activity programs within our league. The quality of every competition is not just determined by the intensity of the activity and/or who wins or loses. In T-Cal, QUALITY in competition always includes the atmosphere of sportsmanship demonstrated by players, spectators, and the school staffs at the activity

### Behavior Expectations

Each student, as a representative of our school, will be encouraged to be well groomed. Students will follow training rules developed by each athletic coach or advisor with emphasis upon adequate rest, nutrition, cleanliness, safety and physical fitness.

In keeping with well-established national standards covering all high school athletic activities, athletes will abstain from the use and possession of alcoholic beverages, tobacco and illegal drugs or substances at all times.

### Citizenship

A coach or advisor may impose rules of behavior or conduct for his/her team which has not been addressed elsewhere. Violations of such rules may be handled by the coach/advisor or the assigned administrator for disciplinary action. Violations should be documented and may be cumulative. Appeals may be made to the Athletic Director or the Assistant Principal.

### **Coaching and Community Responsibility**

The Advisor, Director of Athletics, and the Director of Student Activities, who have been trained for leadership, have the prime responsibility for the implementation of these standards; however, it is clearly recognized that all school employees, parents, patrons and local citizens must also share in this important community responsibility.

The team physician and coach are jointly responsible for the well being of the athletes and for preparing them for competition so they can play with safety and meet the demands of the sport. The coach is responsible for imparting individual and team skills, game rules and strategy, as well as developing in athletes the ability to cope with the psychological aspects of competition.

The athletic coaches and athletics can have a very positive influence on athletes outside the athletic arena as well; therefore, coaches should strive to use their influence to do whatever they can to guide and assist the athletes in their charge.

### **School Spirit**

Be a positive member of our student body and show your school spirit daily. All Fridays are Blue and Gold Days; wear your favorite West High Wolf Pack and/or Blue and Gold clothing items to show your school spirit. Remember, you can make West High the best high school in the State of California. You can show that you care with the following:

1. **Courtesy** - Toward staff, fellow students, and the officials at school athletic activities.
2. **Pride** - In everything our school endeavors to accomplish and has accomplished.
3. **Sportsmanship** - The ability to win and lose gracefully. School spirit means loyalty to all functions of the school.

### **Student Responsibilities While Competing**

Because participation in activities is a privilege, the school advisor has the authority to revoke that privilege when the student does not to comply with the rules.

1. T-CAL and West High School will not allow athletes to wear any non-uniform item during competition (headbands, towel messages, etc.)!
2. All athletes must remain on their sideline during any disruptions in the game. If an athlete or coach is ejected, it will be for the remainder of that game and the entire next contest.
3. Athletes may not transport themselves to and from athletic events. Athletes must have a parent personally speak to the head coach after a contest in order to travel home with their parents.

### **Team Responsibility**

Students will share common goals and group loyalties with other team members. Team membership will demand subordination of self-interests to team values. Each athlete will exercise self-discipline and make the personal sacrifice necessary to the attainment of such team goals. The foregoing standards are based upon a fundamental premise that athlete is in a position of school leadership and should responsibly represent his/her team, school and community in the highest order.

Students are expected to participate in all practices and games. A student who misses a practice or a game without the coach's prior permission will be subject to disciplinary action from a verbal warning up to dismissal from the team. Missed practices or games due to events such as, but not limited to, Winter Ball, Prom, Disneyland, rescheduled games, or club sports are prohibited.

### **Violations - Extracurricular Activities**

It is the responsibility of the advisor to aid and to guide athletes. Discipline will be handled with this thought in mind. Consequences for violations will be based upon considerations the coach, the advisor, or a school administrator feels are in the best interest of the students and squad. **The advisor or coach has the right to impose stricter rules of behavior on his/her squad. (Violations will be handled on a cumulative basis.)**

## **GENERAL INFORMATION**

### **Accident Insurance**

The school district does not provide insurance for students in the district. Insurance is available to the parents, at a minimal cost, through the Student Accident Insurance Program as underwritten by Myers/Stevens.

Parents and students should be aware that the student accident insurance is secondary to the health insurance policy that the family carries. For example, if the student's family insurance pays 80% coverage, then the student insurance policy would pay the additional 20% (less any applicable deductibles). Also, if purchased by the parents, this insurance would come into play in the event a student is injured and does not carry any other health insurance. In any event, the important fact is that this insurance is purchased by the family for the student and is not provided for the student by the school district. Application

forms were included in the pre-registration packets. Should you need assistance or additional forms, contact Assad Insurance Agency at 835-4444.

Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling the Healthy Families and Medical Programs Information Line at 1-800-880-5305.

#### **Accident Procedures**

In the event you are involved in an accident, report it immediately to the nearest teacher or supervising adult, obtain a pass, and **go directly to the Attendance Office to be seen and a parent to be called**. If the accident requires first aid treatment, additional aid will be provided by the Bookkeeper/Nurse. *If you are ill, you are to report to the Attendance Office at once.* A school official will notify the parent/guardian and ask that the student be picked up by a responsible adult. The student will remain in the attendance office until picked up or sent back to class.

In case you witness an accident where another student may be injured, report the accident to the nearest teacher, supervising adult, or go to the office for help. Even minor accidents or injuries should be reported so that care can be given and the proper accident report forms can be filled out on line or in hard copy.

In the event of a serious or potentially serious accident, at least three attempts to contact parents will be made directly after the incident. Contact will be attempted through the home phone number, work number and emergency number. The principal, assistant principal, teacher in charge, or secretary will make the calls. In cases where serious or potentially serious injury is apparent or suspected, these staff members will also notify the emergency unit (911) directly, and/or the school district nurse. **Parents and students are responsible for informing the school Attendance Office of any changes in home and emergency phone numbers or address changes.**

#### **Assistant Principals**

Each assistant principal at West High School is assigned students according to the first letter of a student's last name. Should you need to speak with a school administrator, you should contact the appropriate assistant principal as shown below.

A-F	Mr. Lindquist	830-3370 ext. 3013
G-O	Mrs. Christensen	830-3370 ext. 3013
P-Z	Mr. San Martin	830-3370 ext. 3013
Curriculum, Assessment & Instruction	Ms. Alcorn	830-3370 ext. 3013

#### **Bell Schedules**

##### **35 MINUTE DOUBLE LUNCH-6 MINUTE PASSING BELL SCHEDULE (accommodates early release) MONDAY SCHEDULE**

PERIOD 1	8:00-8:44	(43 MINUTES)
PASSING PERIOD	8:-8:49	(6 MINUTES)
PERIOD 2	8:49-9:39	(50 MINUTES)
PASSING PERIOD	9:39-9:45	(6 MINUTES)
PERIOD 3	9:45-10:28	(43 MINUTES)
FIRST LUNCH	10:28-11:03(35 MIN)	PASSING PERIOD 4A 10:28-10:34(6 MIN)
PASSING PERIOD 4B	11:03-11:09 (6 MIN)	PERIOD 4A 10:34-11:17 (43 MIN)
PERIOD 4B	11:09-11:52 (43 MIN)	SECOND LUNCH 11:17-11:52 (35 MIN)
PASSING PERIOD	11:52-11:58	(6 MINUTES)
PERIOD 5	11:58-12:41	(43 MINUTES)
PASSING PERIOD	12:41-12:47	(6 MINUTES)
PERIOD 6	12:47-1:35	(43 MINUTES)



**35 MINUTE DOUBLE LUNCH-6 MINUTE PASSING BELL SCHEDULE**  
**(accommodates early release) REGULAR SCHEDULE**

1 <sup>st</sup> Bell	7:54	
One minute warning bell	7:59	
PERIOD 1	8:00-8:59	(59 MINUTES)
PASSING PERIOD	8:59-9:05	(6 MINUTES) 1 minute warning bell: 9:04
PERIOD 2	9:05-10:10	(65 MINUTES)
PASSING PERIOD	10:10-10:16	(6 MINUTES) 1 minute warning bell: 10:15
PERIOD 3	10:16-11:15	(59 MINUTES)
1 minute warning bell: 11:55		1 minute warning bell: 11:20
<u>FIRST LUNCH</u>	11:15-11:50 (35 MINUTES)	PASSING PERIOD 4A 11:15-11:21 (6 MINUTES)
PASSING PERIOD 4B	11:50-11:56 (6 MINUTES)	PERIOD 4A 11:21-12:20 (58 MINUTES)
PERIOD 4B	11:56-12:55 (59 MINUTES)	<u>SECOND LUNCH</u> 12:20-12:55 (35 MINUTES)
<i>(Bldgs. (MS, G, H, and IMC) K, G-3, P (portables), T (trailers) and all 4<sup>th</sup> Period PE</i>		
PASSING PERIOD	12:55-1:01	(6 MINUTES) 1 minute warning bell: 1:00
PERIOD 5	1:01-2:00	(59 MINUTES)
PASSING PERIOD	2:00-2:06	(6 MINUTES) 1 minute warning bell: 2:05
PERIOD 6	2:06-3:05	(59 MINUTES)

**MINIMUM DAY BELL SCHEDULE (TWO NUTRITION BREAKS/6 MIN PASSING)**

PERIOD 1	8:00-8:36	(36 MINUTES)
PASSING PERIOD	8:36-8:42	(6 MINUTES)
PERIOD 2	8:42-9:22	(40 MINUTES)
PASSING PERIOD	9:22-9:28	(6 MINUTES)
PERIOD 3	9:28-10:04	(36 MINUTES)
1 <sup>st</sup> NUTRITION BREAK	10:04-10:20 (16 MIN)	PASSING PERIOD 4A 10:04-10:10 (6 MIN)
PASSING PERIOD 4B	10:20-10:26 (6 MIN)	PERIOD 4A 10:10-10:46 (36 MIN)
PERIOD 4B	10:26-11:02 (36 MIN)	2 <sup>ND</sup> NUTRITION BREAK 10:46-11:02 (16 MIN)
PASSING PERIOD	11:02-11:08	(6 MINUTES)
PERIOD 5	11:08-11:44	(36 MINUTES)
PASSING PERIOD	11:44-11:50	(6 MINUTES)
PERIOD 6	11:50-12:26	(36 MINUTES)

**DOUBLE ASSEMBLY/DOUBLE LUNCH BELL SCHEDULE**

PERIOD 1	8:00-8:53	(53 MINUTES)
PASSING PERIOD	8:51-8:59	(6 MINUTES)
PERIOD 2		
1 <sup>ST</sup> ASSEMBLY	8:59-9:29 (30 MIN)	PERIOD 2A 8:59-9:52 (53 MIN)
PASSING PERIOD 2B	9:29-9:35 (6 MIN)	PASSING PERIOD 2A 9:52-9:58 (6 MIN)
PERIOD 2B	9:35-10:28 (53 MIN)	2 <sup>ND</sup> ASSEMBLY 9:58-10:28 (30 MIN)
PASSING PERIOD	10:28-10:34	(6 MINUTES)
PERIOD 3	10:34-11:27	(53 MINUTES)
FIRST LUNCH	11:27-12:02 (35 MIN)	PASSING PERIOD 4A 11:27-11:33 (6 MIN)
PASSING PERIOD 4B	12:02-12:08 (6 MIN)	PERIOD 4A 11:33-12:26 (53 MIN)
PERIOD 4B	12:08-1:01 (53 MIN)	SECOND LUNCH 12:26-1:01 (35 MIN)
PASSING PERIOD	1:01-1:07	(6 MINUTES)
PERIOD 5	1:07-2:00	(53 MINUTES)
PASSING PERIOD	2:00-2:06	(6 MINUTES)
PERIOD 6	2:06-3:00	(54 MINUTES)

### **Bus Transportation**

Transportation will be provided to and from school from certain areas in Tracy. Only regularly scheduled bus students are to ride school buses. Riding the school bus is a privilege which may be enjoyed as long as students follow the bus rules and are courteous and respectful to the driver and other students.

The buses transporting students to school will arrive between 7:15 and 7:45 a.m. and unload students in front of the school. In the afternoon the buses load students in front of the school and depart at approximately 3:10 p.m. Should you have any questions regarding the bus schedule, location of bus stops, items lost on the bus or fees, please phone the **Transportation Department at (209) 830-3216**.

***For more information concerning bus fees, please contact the  
Transportation Department at 830-3216.***

### **Cell Phones**

Cell phones are allowed on the school campus and at school sponsored events under the following conditions:

- During school hours, the cell phone must be turned off and out of visual sight. *THIS INCLUDES LUNCH, BREAK, AND WALKING BETWEEN CLASSES.*
- Students displaying or using cell phones during the school day will be subject to disciplinary measures and be considered in defiance.

### **College Testing Dates**

Students planning to attend college after high school should meet with their counselors to determine which appropriate college tests should be taken. Most tests require students to sign up at least two months in advance and may require the completion of applications, etc. To assure a seat at West High School test center, register as early as possible and use our test center code of 05-845. Pick up test registration forms in the Counseling Office. Testing dates at West High are listed below.

<b>SAT Test Dates - 2009-2010</b>	
<b>Oct 10, 2009</b>	SAT & SAT Subject Tests
<b>Nov 7, 2009</b>	SAT & SAT Subject Tests includes Language Tests with Listening
<b>Dec 5, 2009</b>	SAT & SAT Subject Tests
<b>Jan 23, 2010</b>	SAT & SAT Subject Tests
<b>March 13, 2010</b>	SAT Only
<b>May 1, 2010</b>	SAT & SAT Subject Tests
<b>June 5, 2010</b>	SAT & SAT Subject Tests

<b>ACT Test Dates - 2009-2010</b>		
<b>Test Date</b>	<b>Regular Registration Postmark Deadline (regular fee)</b>	<b>Late Registration Period (regular fee plus late fee)</b>
<b>September 12, 2009</b>	August 7, 2009	August 8 – 21, 2009
<b>October 24, 2009</b>	September 18, 2009	September 19 – October 2, 2009
<b>December 12, 2009</b>	November 6, 2009	November 7 – 20, 2009
<b>February 6, 2010</b>	January 5, 2010	January 6 – 15, 2010
<b>April 10, 2010</b>	March 5, 2010	March 6 – 19, 2010
<b>June 12, 2010</b>	May 7, 2010	May 8 – 21, 2010

### **Confiscated Items**

Confiscated items must be picked up on or before the last day of school. Confiscated items not picked up will be discarded.

## **COMMUNICATION**

### **Counselors**

Counselors at West High are here to help students with their academic and personal needs. Our goal is to help all students obtain a high school diploma. Students are assigned to counselors according to the first letter of their last name. Students will have the same counselor while they are attending West High School.

Students may make appointments to see their counselor in the Counseling office. Students are to make appointments during passing time between classes, at lunch, or before or after school. You may call 830-3370 for an appointment.

They are as follows:

A-C	David Silva	x 3006
D-GI	Sarah Banchemo	x3005
Go-Lun	Bradley Watt	x3004
Lus - N, AVID	Iris Abraham	x3007
O-Sh	TBA	x3008
Si-Z	Idi Gaines	x3009

### **Daily Bulletin**

West High School publishes and broadcasts a daily bulletin, which give details about club meetings, social events and information about the daily happenings on campus. Any late bulletins for the video broadcast must be sent to the Instructional Media Center before 8:00 a.m. on the day you want your announcement on the video broadcast. The video bulletin will be broadcast one minute after the tardy bell during second period. You may also come to the Instructional Media Center and pick up a Video Bulletin Broadcast Form for upcoming events.

Daily bulletins will also be posted in the library, cafeteria, and Career Center. Any club or group wishing to have an announcement in the daily bulletin may pick up announcement forms in the Copy Center. All announcements must be brought to the principal's office by **11:00 a.m. on the day prior** to the day you would like your announcement to appear in the bulletin. The daily bulletin is a great means of communication at West High for everyone. Use this forum to get your important messages out to the student body. Remember the 11:00 a.m. deadline and remember to have your advisor's signature!

Please remind your student to read and/or listen to the bulletin each and every day. Students not hearing or seeing the bulletin in their classes should notify the principal's office.

### **Emergencies/Fire Drills**

Fire and other emergency drills are held at regular intervals as required by law. These drills are designed to acquaint students with important emergency procedures, so please follow all directions carefully. A series of short blasts on the fire horn is the signal for leaving the building for a fire drill. When the signal is given, students are to:

- 1) close all windows and doors;
- 2) turn off all lights;
- 3) walk quickly, but do not run;
- 4) remain quiet;
- 5) stay in line; and
- 6) obey all teacher commands.

All students are expected to follow these rules during a fire drill. Students not cooperating will be subject to disciplinary action.

**Where to assemble:** All classrooms will have a designated area where their students will assemble during a fire drill. Students should make note of these areas for each of their classes. If a fire drill should occur during either lunch period, students should report to the areas designated for their classes which immediately follow lunch.

**Fire Drills:** Fire drills are held randomly throughout the school year at various periods of the day. Prior warning is not given before a fire drill. Each teacher will give instructions on the proper procedure for fire drills and the exit route. When the signal is given, students will proceed from the building according to the teacher's instructions. One long bell will be rung for you to return to your room.

**Earthquake/Disaster Drills:** Earthquake drills will also be held at regular intervals during the school year. When the signal is given, students will seek cover underneath their desk or nearest table, cover their head ("duck and cover") and wait for additional instructions from the teacher.

**Emergency Drills (Shelter In Place & Lockdown):** Emergency drills will be held at regular intervals during the school year. When the signal is given, students are to follow the directions of their teacher or other staff members.

### **Fees and Fines**

At the conclusion of each school year, all fees for lost books and/or library material are reported to the library. All other fees are reported to the Bookkeeper's Office. Students then receive a bill for these fees with the registration packets. Students must clear these fees prior to the beginning of the school year.

Any student who owes fees and does not clear their fees prior to the beginning of the year will not be permitted to participate in, or attend any extra or co-curricular activities, purchase a yearbook and/or receive a locker, until such fees are paid. Furthermore, students will not be allowed to participate in any sport, pep squad, drill team, dance/prom activities, etc., until all fines are cleared. Students must also have a current ASB card.

To clear a fee or fine, the books or equipment must be returned to school or the fee must be paid to the bookkeeper/librarian. This may be done prior to the school year at registration, or at any time after school begins. Students who owe fees will receive a "fines cleared" sticker as soon as their fines are cleared.

It is critical that all of the books or equipment is returned promptly and/or that fees are paid to allow purchase of the necessary replacement items to meet students' academic needs.

Seniors need to have all fees cleared before participating in designated Senior Activities. (See Senior Activities in the Activity Section of this book). Juniors and seniors wishing to apply for an off-campus lunch pass must have cleared all fines.

### **LIBRARY FINES AND RESTITUTION FOR DAMAGE TO SCHOOL PROPERTY**

1. Any school site in Tracy Unified School District whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of the school authorized to make the demand may, after affording the pupil his or her due-process rights, withhold the grades, diploma, transcripts and extra curricular activities of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages thereto, as provided in Education Code 48900(f).
2. The school shall notify the parent or guardian of the pupil in writing of the pupil's alleged misconduct before withholding the pupil's grades, diploma, or transcripts, and extra-curricular activities pursuant to Education Code 48900(f). When the minor and parent are unable to pay for the damages, or to return the property, the school shall provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Upon completion of the voluntary work, the grades, diploma, and transcripts of the pupil shall be released and student will be able to participate in extra-curricular activities.
3. The governing board of each school shall establish rules and regulations governing procedures for the implementation of this subdivision. The procedures shall conform to, but are not necessarily limited to, those procedures established in this code for the expulsion of pupils.

### **Gender Equity**

All students attending Tracy Unified School District have equitable access to opportunities to participate in and benefit from high quality curricular and extra-curricular activities regardless of gender, race, ethnicity, physical disabilities, or national origin.

### **Gifts**

We understand the importance of recognizing a special day or event for our students, but receiving gifts at the school to be sent to students disrupts the academic process. **Should flowers, balloons, etc., be received at school for delivery to a student, they will not be accepted for delivery.**

### **Health Services**

Students who become ill will report to the **Attendance Office** with a pass from their teacher. Arrangements will be made with a family member for the student to go home. Under no circumstances should the student leave campus with permission. If a parent or anyone on the emergency contact form cannot be reached and school officials deem it emergency, 911 will be called to obtain medical assistance.

If it becomes necessary for you to take medication at school, we must have our Medical Form completed by your parent and your doctor **prior** to bringing the medication to school. You may obtain this form from the **Bookkeepers Office**. You should return the signed form and the medication to the Bookkeeper's office right away. **Do not keep medication with you or in your locker. This applies to all medications, both prescription and non-prescription.**

The *Tracy Family Center* is a collaborative of public, private non-profit and service organizations established to improve the health of children and their families in the Tracy community, and is part of the Tracy Unified School District. The main focus of the community efforts is to help families enroll in the Healthy Families Insurance Program and enroll families in Medi-Cal if they qualify. The Healthy Families Insurance plan is a low cost plan covering, medical, dental, and vision for children from age one until age nineteen for a low monthly premium. The Tracy Family Center has persons qualified to help the family sign up for this plan as well as answer questions that you might have. They can be reached at: 831-5570.

### **Attention Parents: We have joined the RIDE Team!**

We are now authorized users of RIDE (Regional Immunization Data Exchange). RIDE is a computer-based program that helps us keep track of your child's shots and contact you when shots are due. The information in RIDE is confidential. Your information will only be shared with authorized users such as (a) Doctor, clinic, or hospitals (b) School or Day Care centers (c) WIC (d) Health Care Plans (e) California Department of Public Health Immunization Branch

As the parent/legal guardian of your child, you do have the right to refuse to participate in this program. For more information please call your healthcare provider.

RIDE Immunization Registry is a program of  
San Joaquin County Public Health Services  
(209) 468-2292 [www.izride.com](http://www.izride.com)

#### **Library**

The West High School library is for the enjoyment and use of all students and staff. The library hours are from 7:30 am to 4:00 pm. Students are welcome to use the library any time before school, during lunch, or after school.

The Librarian and/or Assistant Librarian are available throughout the day to assist students in **finding books locating information** and other materials which students might need. Materials may be checked out for a two week period with the privilege of renewal, unless on reserve for a class or in demand for use by other students.

To ensure that all students benefit from this facility, library rules are:

- No food or drinks allowed
- No cell phones
- Keep the noise level down
- Take proper care of all library materials
- Return all library materials on time
- A \$5.00 fee will be charged for books not returned by the last day of school

#### **Lockers**

Book lockers are not provided at West High School. Gym lockers will be assigned to students by their PE teachers. It is recommended that all students bring a lock for use on their PE lockers. **Materials missing from the locker are a student's responsibility.**

The school retains the final control over all lockers and reserves the right to search as necessary in maintaining a safe school environment as per Education Code 44807.

#### **Lost and/or Damaged Books**

According to Education Code 48904(b), the parent or guardian of a minor shall be liable to a school district for all property belonging to a school district loaned to the minor and not returned upon demand of an employee of the district authorized to make the demand. This includes textbooks and library materials. Students must compensate the District for damaged and/or lost library and textbooks as follows:

<u>Description of Book Damage or Loss</u>	<u>Fee</u>
Any Book Damaged Beyond Use	Replacement cost
Bar Code Missing or marked	\$5.00
Missing Pages (maximum of five pages)	\$5.00 per page
Missing/Torn page	Starts at <del>\$2.00</del> \$5.00 per page
Missing/Torn Pages (more than five pages)	Replacement cost
Water Damage	Begins at \$10.00
Cover Damage	Begins at \$5.00
Marks/Scribbles	<del>\$35.00</del> per page
Minimal Spine and/or Cover Damage	\$5.00
Severe Spine and/or Cover Damage	Replacement cost
Stolen/Lost	Replacement cost

After receiving a textbook, the student should carefully inspect its condition. The student has five (5) school days after receiving a textbook to report damage to the library. After this grace period, the student and parent/guardian are liable for all damages.

It is required that all library books and/or textbooks be returned either at the end of the school year or at the time a student checks out of school during a school year. If a textbook is lost or stolen, the student will be charged the replacement cost of the book ~~which must be paid before a new copy will be issued to the student~~. If the book is found within a year from the date the book was lost, a student may get a refund upon presenting a receipt. All books not returned by the last day of finals will have an overdue charge of \$5.00 per book. Additionally, the overdue fees shall be added for every year that the book is not returned.

A student's grades, high school diploma, and transcripts will be held from students and parents/guardians until the lost or damaged book is either returned or the fee is paid. Upon return of the book in good condition or payment of the fee, the student's diploma will be released. If a book is misplaced and then found at a later date, the student may return it for release of the diploma only within one year's time (June of the following year). After a year, the student may receive his/her diploma only by paying the replacement cost of the book plus all fees.

#### Lost and Found

Lost and found clothing articles and valuables such as jewelry, watches, etc. will be placed in the Attendance Office. I books may be found in the school library. You may look for lost articles before school, at lunch, and after school. Items not claimed by the end of each quarter will be discarded.

#### Phones and Messages

To avoid unnecessary classroom disruptions, we are unable to deliver messages to students except in cases of extreme emergencies. The nature of all such emergencies must be established prior to the delivery, and in the case of an emergency, the parent/guardian should contact the Attendance Office (830-3370 ext. 3020). School phones are to facilitate the conducting of school, not personal business.

## PARENT INVOLVEMENT

### PARENT SUPPORT

All West High School parents, guardians and friends are actively encouraged to be involved in some aspect of their student's education. The following organizations are a great way to begin!

School Site Council: A group comprised of West High parents, students and staff will meet regularly to advise the principal and assist in specific projects and programs that will be beneficial to West High School. Meetings are held monthly on Wednesdays at 3:20 p.m. in the library.

Principal's Forum: Parents and community members are invited to meet with our principal, Mr. Jeff Frase, on the second Wednesday of each month at 6:45 p.m. in the library. This is an opportunity for parents to express their views and discuss solutions to any areas of concern.

#### Volunteer Program

For our high school campus to function more efficiently, we invite members of the community to join the PASS Volunteer Club; to work in our classrooms, copy room, offices, campus/athletic supervision and library. Volunteer Program is especially important to the success of our school in view of our conservative staffing. Parents

who are interested in volunteering to work on campus may contact the principal's office for details, or visit the website at [www.orgsites.com/ca/passvolunteerclub/](http://www.orgsites.com/ca/passvolunteerclub/).

## **TEACHER CONTACT**

### **Parent Conferences/Back to School Night**

We encourage parents to discuss your child's school performance. **If a parent wants a conference with a teacher or other faculty member, please call the Receptionist at 830-3370, or send an email or a note to the teacher to set up an appointment.** Parents wishing to visit a classroom should make an appointment with the teacher at least one day in advance. When visiting the school, please check in at the Administrative Office and receive a guest pass.

Parents will also have the opportunity to visit teachers on Back-to-School Night and during Parent Conferences. E-mail is also an excellent way to communicate with staff. Most teachers use the first initial of their first name followed by the complete last name. Teachers throughout the Tracy Unified School district use the email address of @tusd.net to complete the email address. (For example: [fexample@tusd.net](mailto:fexample@tusd.net))

### **Parent Link**

Parents can view their student's attendance, schedule, transcript and grades from home via this web based program. There are three pieces of information a parent needs to register for an account; home telephone number, student permanent id number, and verification pass code. You can contact your school secretary or receptionist to obtain the verification pass code. Once you have the code, go to <http://parent.tracy.k12.ca.us> and click on the NEW? Sign up here link. You will be connected to information about how to create your account giving you 24 hour access to your student's information.

## **PHYSICAL EDUCATION**

### **Physical Education Facilities**

We are fortunate to have one of the best physical education facilities of any school district in the San Joaquin Valley. Let us do our best to keep our facilities looking great! Students can help us maintain the facilities in "showcase shape" by observing the guidelines below:

1. Gym shoes or stocking feet only on Main Gym floor for supervised PE activity.
2. Writing on or defacing any surface in a PE facility will result in suspension from school. Repair or removal costs will be billed to parents as they are legally liable for any such infraction for up to \$7,500.00 per incident. (This also applies to the Sub Gymnasiums).
3. Jumping off carpeted walls or hanging on rims or nets will result in appropriate Disciplinary Action. This also applies to Sub Gymnasiums.
4. Climbing or sitting on bleachers in the stacked position will result in disciplinary action. Bleachers are motorized and such activity damages mechanisms.
5. No food, drink, gum, or sunflower seeds are allowed at any time in the weight room or gyms.
6. All physical education facilities, including locker rooms, are off limits at all times except when supervised by an employee of the District. Students may be suspended for being in an unauthorized area without supervision.

### **PE Uniforms**

PE uniforms are required to be worn during PE classes. PE uniforms are sold in the Physical Education department and at Registration in August. Contact your PE teacher at the beginning of school.

## **RECOGNITION PROGRAMS**

At West High School we believe in recognizing and reinforcing positive behavior and academic excellence. The following recognition programs are on campus:

### **Academic Block "W"**

Students may earn an Academic Block Letter at West High School. The criteria is straight A's or GPA of 4.0 or higher

- Freshmen with straight A's or a GPA of 4.0 or higher in their first semester at West High School are eligible.
- Sophomores, Juniors, or Seniors with straight A's or a GPA of 4.0 or higher in either of their two most recent semesters at West High School are eligible.
- In order for students to earn their Block W using straight A's or a GPA of 4.0 or higher, they must take a minimum of three courses from the University of California A-G list during their straight A or GPA of 4.0 or higher semester.

**Cumulative Academic Grade Point Average (ACA GPA) for the Academic Block "W":**

- At the end of the first semester of the school year, sophomores with an academic GPA (9-12) of 3.93 or higher on their transcript, juniors with an academic GPA (9-12) of 3.85 or higher on their transcript, and seniors with an academic GPA (9-12) of 3.75 or higher on their transcript are eligible.
- In order for students to earn their Academic Block W using their Academic Grade Point Average (9-12), they must have taken a minimum of three courses from the University of California A-G list each semester of high school they have completed. The A-G list is available in the Counseling Center.
- Academic Block W's will be awarded once per year after the close of the first semester. For more information regarding the Academic Block W read your daily bulletin and the "Academic Block W Instructions for Candidates" application form. Applications must be picked up, completed, and returned to the Library.

### **California Scholarship Federation (CSF)**

Students may apply to join the CSF during the first quarter of the school year. Specific deadline dates are announced in the daily bulletin. Applications are approved based on a point system, as follows:

"A" in any class	=	3 points
"B" in an honors class	=	2 points
"B" in any other class	=	1 points
"C" in any class	=	0 points
"D or F" in any subject bars membership		

Classes are divided into three "lists" according to their subject matter. Students list their five "best" classes on the CSF application using the list criteria, assigning them the appropriate points. A total of ten (10) points are needed to become a member.

### **Community Service Program Block "W"**

The Community Service Block "W" program is open to all students in grades 9-12. Students must complete 100 hours of documented hours of Community Service within one school year. Volunteer time must be outside of school hours and no compensation can be received. Applications and Activity Evaluation forms are available for pick up and drop off in the Career Center. Students who successfully complete the program will receive their Block "W" letter or an insignia/pin.

### **Honor Roll**

At the close of each semester, a student who has maintained a minimum of 3.0 GPA and has received no "F" grades will be placed on the Honor Roll. Students who maintain a minimum of 3.75 GPA and no "D's or F's" are placed on the Principal's Honor Roll. Approximately three weeks after the grading period has ended, the Honor Roll and Principal's Honor Roll lists are posted in the administrative building.

### **Student of the Month Program**

Each month, West High staff members choose a student for the Student of the Month program. These students are chosen based on their leadership, citizenship, extra-curricular activity involvement and other criteria. All Students of the Month receive a letter of recognition and certificate.

### **Valedictorian and Salutatorian**

The valedictorian and salutatorian at West High School must meet the following requirements:

1. Take a minimum of 120 units at West High School. For the purpose of valedictorian/salutatorian selection, successful completion of a course in the third quarter of the senior year will be considered successful completion of the second semester.
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 West 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.

#### **Registrar**

The personnel in the Registrar's Office ensure accurate student records are kept and they are available to assist you with questions you may have regarding grades or transcripts. The Registrar's Office (in the Counseling Office) is open to students/visitors from 7:30 until 4:30.

The Registrar's Office also takes telephone, address or other general or emergency information changes. Please see the Registrar to obtain the appropriate form. Students or parents may phone the Registrar's Office between the hours of 8:30 -- 4:00 pm at 830-3370, extension 3031, with any questions.

#### **Scholarships and Financial Aid**

Practically all colleges and universities offer scholarships of varying amounts to deserving high school seniors. If you are interested in obtaining a scholarship from a particular college, ask the Career Center personnel or your counselor for information. Most scholarships are awarded on the basis of financial need and scholastic standing (grades). Seniors desiring a scholarship grant of financial aide for post high school education should begin the application process as soon as possible after the beginning of the school year.

Important information relating to scholarships and deadlines is communicated through the bulletin and on the Scholarship Board in the Career Center. It is each student's responsibility to listen to and/or to read the bulletin and often check the scholarship board. Questions regarding specific scholarships may be directed to Mrs. Fell, the Career Center Clerk at 830-3370, extension 3056 and your counselor.

#### **Student Services**

Parents and students wishing to learn about special counseling programs for drug/alcohol abuse and anger management should contact their high school counselor or the district prevention services office. Parents and students wishing to discuss school discipline rules and practices should contact their high school administration or the district student services office.

#### **Student Safety Procedures**

To ensure student safety, non-aggressive canines, breathalyzers, and metal detectors may be used. Non-aggressive canines may be used to keep campuses free of dangerous devices (including, but not limited to firearms and explosives) and illegal substances. Non-aggressive canines will not sniff students or staff. Breathalyzers will be used, including but not limited to, on campus and at school sponsored activities. Students will be subject to being searched or asked to use the breathalyzers when reasonable suspicion exists. In the event of school events that call for a higher need to ensure safety, such as but not limited to senior overnight trips and Disneyland trip, all students participating in the event may be asked to use the breathalyzer or go through a metal detector search. These added safety precautions will heighten student safety and keep schools and school events safer for all students.

#### **Work Permits**

Students who meet other school activity eligibility requirements and a minimum 2.0 GPA may be issued work permits. If a student has more than 15 hours of Saturday School, no permit shall be issued. A student with a work permit who exceeds 15 hours of Saturday School will have their work permit suspended and there will be no grace period. A maximum of 15 hours of Saturday School will be allowed. Once the permit is suspended, the employer will be notified and the student will not be allowed to return to work without a new work permit. When the student's Saturday School hours return to 15 or below, the work permit will be reissued. The reissue process will only be done one time per student.

#### **Work Experience**

In addition to the above rules, work experience students will be limited to the Tracy Unified School District's (TUSD) high school enrollment area. Prior approval by the site principal or designee (work experience coordinator) is required for work outside of the TUSD high school attendance boundaries.

## **BEHAVIOR EXPECTATIONS AND CONSEQUENCES**

Students in West High School have both rights and responsibilities. It is the obligation of all school staff members and Board of Trustees to protect student rights and to insist upon the fulfillment of all responsibilities.

### **WEST HIGH SCHOOL: STUDENT CONDUCT CODE**

#### **Student Conduct Preface**

Clarity of expectations and equality of treatment of students are important. The staff of West High School and Board of Trustees of Tracy Unified School District strives to clarify what is expected of students, help students develop their own sense of responsibility, assist students in understanding their own rights and establish the consequences for misbehavior.

The Student Conduct Code provides an indication of the types of violations and potential consequences that may apply to students whose behavior is related to school activity or attendance which occur at any time, including but not limited to the following: (1) While on school grounds; (2) While going to or coming from school; (3) During either lunch period, whether on or off the campus; (4) During the period that school is in session when the student is truant from school; and (5) during, or while going to or coming from, a school sponsored activity.

#### **Modified/Closed Campus Policy/Leaving Campus /Juniors and Seniors**

Open campus is a privilege enjoyed by Juniors and Seniors who meet the criteria to go off campus at lunch time only. Students may not leave campus at any other time unless they have checked out through the Attendance office and obtained an off-campus pass prior to leaving. **Failure to check out and receive an off-campus pass through the attendance office will result in being considered truant. Appropriate consequences will then be assigned.**

**Students not planning to return to school after lunch are required to check out with the Attendance office and obtain an off-campus pass prior to leaving.**

It is important that students continue to respect the rights of private property owners when leaving and returning to campus. Students are responsible for not loitering on private property and keeping litter from neighboring streets.

Students are not allowed on other campuses without authorization during the school day (before school, during school, at lunch, after school).

#### **Criteria for Juniors and Seniors to Receive Off-Campus Lunch Privileges**

In any given quarter, a student must have:

1. Signed parent permission/completed application.
2. All fees cleared.
3. Fifteen or fewer hours of Saturday School.
4. No multi-day suspensions or a total of two days suspension.

A student's off campus lunch privilege will be revoked immediately if the student is found in extreme defiance. Students may apply for their off campus lunch pass when they meet the criteria during the semester.

#### **Off-Campus Passes, 9-12 Grade Students**

Off-campus passes should be obtained before 8:00 am from the Attendance Office on the day the student intends to leave school early **before leaving campus**. Failure to check out and receive an off campus pass through the Attendance Office will result in being considered truant. Appropriate consequences will then be assigned.

Students checking out for medical appointments may require doctor's verification. Five or more medical appointments during school hours and within a semester are considered excessive and may require doctor's verification.

All Junior/Senior students must have a signed permission slip on file from their parent/guardian in order to leave campus during the lunch hour. Student consequences will be assigned according to the school discipline code.

Consequences for exiting campus without a valid off campus pass are the following

- |                  |                          |
|------------------|--------------------------|
| ▪ First Offense  | Warning/parent contact   |
| ▪ Second Offense | One (1) day suspension   |
| ▪ Third Offense  | Three (3) day suspension |

### **Off Campus Lunch Rules:**

1. Students must present their off-campus pass to the staff member at the exit gate upon exiting and returning to campus.
2. All drivers are responsible for observing existing vehicle code provisions and driving carefully at all times. Failure to do so will result in disciplinary action per conduct code.

A car driver is responsible for all students in his/her car. All school rules will apply to students while they are off campus. Students are expected to demonstrate acceptable behavior while off campus. Students must show their current off campus pass when they are leaving from and returning to campus at lunch. Students holding an off campus lunch pass must use designated exits.

Students must show their current Off Campus Lunch Pass when they are leaving from and returning to campus at lunch. Lost or damaged lunch passes may be replaced for a \$7 fee. Students wishing to replace a lost or damaged lunch pass should contact the Bookkeeper and complete the appropriate paperwork.

## **STUDENT RIGHTS**

**The Right to an Education:** West High School will maintain an atmosphere in school, and at school activities, which enhances the potential for success of every member of the student body.

**The Right to Receive Instruction:** The right to the full use of class time for receiving instruction and for learning.

**The Right to Be Heard:** Students are encouraged to voice constructive criticism through available channels of communication (student government, school newspaper, conversations with teachers, counselors and administrators) as long as this process does not disrupt the orderly operation of the school.

**The Right to Fair Treatment:** The right to fair, consistent and respectful treatment by staff members and other students.

**The Right to Due Process:** The right to a hearing before a penalty is imposed. A student who is referred for a violation of the Student Conduct Code will be afforded the opportunity to offer his/her version of the incident to school authorities.

**The Right to Seek Redress:** The right to pursue remedies, through established district procedures, for alleged misapplication of the Student Conduct Code.

### **EACH PARENT HAS A RIGHT TO ...**

- be treated respectfully.
- expect his/her child to attend a school which emphasizes learning and growing in an environment free of detrimental influences.
- be informed of disciplinary problems and actions.
- due process for his/her child.
- visit the school and observe programs when prior arrangements have been made.

### **EACH PARENT HAS A RESPONSIBILITY TO ...**

- be aware that he/she is legally obligated to share responsibility with the school for the behavior of his/her child while he/she is in transit or at school.
- understand and support local school behavior standards.
- help the child understand, accept, and respect all school rules.
- cooperate with school officials in carrying out appropriate disciplinary actions and seek out appropriate community agencies for assistance when necessary.
- bring all issues, problems, or concerns happening at school regarding other students to the site administration and **NOT** confront or address issues, problems, or concerns with other students.
- reinforce educational achievement of his/her child and communicate achievements at home to school staff for reinforcement at school.
- ensure regular and prompt attendance and notify the school in the event of an absence or tardiness.
- read all communications which come from school and respond when requested.
- be financially responsible for their children losing school materials/equipment and/or causing damage to school property or personal property of any school employee.

- send children to school clean, rested, well-nourished, appropriately dressed, and ready to learn.

#### **EACH TEACHER HAS A RIGHT TO . . .**

- assign seats.
- require detention for up to one hour after school.
- give grades he/she considers appropriate.
- require compliance with classroom and school rules.
- expect students to obey directions.
- be treated respectfully.
- expect work to be completed on time.

#### **EACH TEACHER HAS A RESPONSIBILITY TO . . .**

- provide a safe, secure, positive learning environment.
- review and enforce with students the district discipline policies and school rules.
- communicate regularly with students, parents, and appropriate school personnel regarding behavior problems and proposed solutions, and/or academic progress, as well as outstanding student achievements.
- inform parents of rules and policies related to behavior and discipline.
- exhibit fair, consistent treatment of all students.

#### **EACH ADMINISTRATOR HAS A RIGHT TO . . .**

- be treated respectfully.
- expect students, parents, and teachers to cooperate with the administration of state laws, district policies, and school rules which govern the operation of the school.
- expect parents to communicate their concerns, questions, and suggestions first with the teacher and then the school administrator.
- give consequences for violation of the education code, state and federal laws.
- investigate violations and question students without parental consent.
- search and seizure with reasonable suspicion without parental consent.
- inform law enforcement agencies and ask for assistance/collaboration regarding student violation of state and federal law.
- request law enforcement agencies to investigate violations, and/or question students without parental consent.

#### **EACH ADMINISTRATOR HAS A RESPONSIBILITY TO . . .**

- create a safe, secure, positive teaching-learning environment by properly exercising authority assigned by the School Board, the Superintendent, and state laws.
- communicate to parents, staff, and students the state laws, district policies, and school rules which govern behavior expectations.
- assist students, parents, and staff in seeking solutions to problems.
- establish procedures for encouraging and recognizing positive behavior.
- be fair, firm, and consistent in enforcing district policies and school rules, and in decisions affecting students, parents, and teachers.
- maintain open lines of communication between school and home.

#### **THE SCHOOL BOARD HAS A RIGHT TO . . .**

- be respected as the policy formulating body of the school district.
- expect students, parents, teachers, and administrators to comply with state laws, and district policies as established by the Governing Board.
- expect parents to communicate their concerns, questions, and suggestions first with the teacher, then with the administration, and finally with the Governing Board.

#### **THE SCHOOL BOARD HAS A RESPONSIBILITY TO . . .**

- establish policies and procedures which create a safe, secure, positive teaching-learning environment at each of the district's schools.
- assist students, parents, and staff in seeking solutions to problems by directing them to the appropriate administrative office.
- insure that administrators are fair, firm, and consistent in enforcing district policies and school rules, and in decisions affecting students, parents, and teachers.
- establish policies and procedures for encouraging and recognizing positive student behavior.

- establish policies and procedures which maintain open lines of communication between school and home.

## **STUDENT RESPONSIBILITIES**

### **General Student Responsibilities**

**Obey School Rules:** Reasonable school rules and regulations are designed and enforced by West High School so that a productive school environment that is conducive to effective teaching and learning can be preserved.

**Courteous Treatment of Others:** All students and staff members are entitled to expect courtesy and respect from others. This includes the right of all students to receive an education.

**Attend School Daily:** Unless ill or legally excused, students are required to attend each class every day. In addition, students may lose the privilege of participating in extra-curricular activities due to unexcused absences, truants, or tardies.

**Be on Time and Come Prepared for Class:** Students who enter a classroom after instruction has begun or students who delay class activities because they do not have necessary books and materials are interfering with the right of others to learn.

**Complete All Assignments and Meet Deadlines:** The full responsibility for learning cannot be transferred from the student to the teacher. A meaningful education requires that students punctually complete all school assignments.

**Respect Public Property:** Carefully use and return all materials and equipment.

**Cooperate with School Staff Members:** All communities depend upon the willingness of citizens to play a part in upholding the rules to which everyone adheres. It is unreasonable to expect help when your rights have been violated when you have refused to help others protect their rights.

### **Specific Student Responsibilities**

#### **Alcohol and Drugs - Use/Possession**

Students are prohibited from using any drugs or consuming any alcohol or being under the influence of any drugs or alcohol or intoxicant of any kind while on school property, during school-sponsored activities and under school jurisdiction. Possession of drugs and/or alcohol or intoxicant of any kind, either actual or constructive, by students on school property, during school-sponsored activities, or under school jurisdiction is also expressly prohibited. Possession of drugs, alcohol or intoxicant of any kind includes, but is not limited to, actual physical possession or control of such substances, possession of such substances in a student's car, locker, desk, backpack or other container or being in close proximity to such substances with the intent to use or possess such substances.

#### **Bicycles**

Students may ride their bicycles to school. Care and cooperation from everyone will ensure the safety of all students and protect your bicycle too! Please adhere to these rules and procedures.

Students who ride bicycles to school must park them in the bike rack on campus. No one is allowed in the bicycle area except when parking their bicycle in the morning or when picking it up to go home in the afternoon. The following bicycles rules and suggestions are to be obeyed:

1. Bicycles must be walked to the racks from the street. Bicycle riding on campus is strictly prohibited
2. Bicycles are to be placed in the bike rack.
3. Bicycles should be locked for your own protection. The school cannot be responsible for your bike.
4. Regular bicycle traffic laws are to be observed.
5. Accessories that can be easily removed should not be put on bikes.
6. Courtesy to pedestrians is expected from all students.

#### **Disrupting a Learning Activity**

Students have the right to concentrate on learning activities without being interrupted. Please do not bring to school any disruptive articles such as electronic devices (including but not limited to iPods, MP3 players, PSP games, CD players, pagers, etc.), skateboards, skates, etc. Administrators and teachers will confiscate these items and ask parents to pick them up. No pets or other animals are allowed on campus. This includes, but is not limited to, reptiles, birds, insects, and fish.

Cell phones are allowed on the school campus and at school sponsored events under the following conditions:

- During school hours, the cell phone must be turned off and out of visual sight. *THIS INCLUDES LUNCH, BREAK, AND WALKING BETWEEN CLASSES.*
- Students displaying or using cell phones during the school day will be subject to disciplinary measures and considered in defiance.

### **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.

*Wearing 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.*

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

- Crude or vulgar commercial lettering or printing, and pictures depicting occult messages, drugs, tobacco, alcoholic beverages, racial/ethnic slurs, unauthorized group affiliation or that are sexually suggestive, on shirts, sweatshirts and other wearing 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 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, off the shoulder or low cut tops or dresses and sagging pants are not allowed.
- No holes or tears that are revealing.
- 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.
- No hair rollers, shower caps, bandannas, hairnets, 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. Refusal to cooperate will result in disciplinary action.

### **Unauthorized Group Apparel is Prohibited!**

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.

- No 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.
- Belt buckles with initials or red, blue, or brown web belts, belts hanging out of pants.
- Red, blue or other colored shoelaces,
- Bandanas of any type of color, either worn in hair or displayed in clothing
- Gloves, towels, suspenders or other items hanging from rear pants pockets or from belt,
- Excessive clothing items (**more than 2**) of predominately one color
- Old English style writing on clothing or notebooks are prohibited.

*Because gang-related symbols are constantly changing, definitions of gang-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 wear. 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.

### **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. Eighteen year old students who transfer to Adult School may not be allowed to transfer back to high school.

### **Gum, Food, Drink**

To maintain high academic standards and clean classrooms, gum, food and drink are NOT to be brought into the academic setting.

### **Hats, Sunglasses**

Students are welcome to wear hats and sunglasses on campus, but to maintain a classroom environment that is free of distractions and reflects an academic atmosphere, sunglasses, hats and other head coverings are not to be worn inside classrooms and/or any indoor school function.

### **Liability for Use of School Property, Books and Equipment**

The school is not responsible for personal property brought to school. The West High School Student Handbook states: "Parents are responsible for the replacement of any school property loaned to a student which is not returned upon demand by a school employee. The school is not responsible for lost or stolen articles."

### **Litter**

Keep Our Campus Clean. Please do not litter on school grounds or any areas in the community adjacent to the West High campus.

### **Aeries Parent Link Information**

The Parent Link ABI (Aeries Browser Interface) is a system by which parents can keep track of their student's grades and attendance at school. To sign up, parents need the following items: an email account, your student's names, home phone number, permanent ID number, and VPC (verification pass code). If a parent has not previously signed up, they can come to West High administrative offices and see their child's counselor or the receptionist, show identification and receive the VPC number assigned to their student, then log on to <http://parent.tracy.k12.ca.us> and sign up for access to the information system.

### **Parking**

**Do not park in the spaces marked for "staff only" or any other unauthorized spaces.** Cars parked on campus without a parking permit or illegally parked are subject to a parking ticket and towing charges. Drivers who continue to abuse parking regulations will lose their school vehicle use privileges and are subject to school disciplinary action. (Education Code 48900, subsection k). Parking permits can be picked up at the bookkeeper's office. Parking permits must be prominently displayed on either the dash or the rear-view mirror. Loitering is prohibited in all parking lots before, break, lunch, and after school.

### **Required Information for Office Records**

Individual student office records must be kept accurate. Current telephone numbers, place of employment of parents and physicians names are all necessary in case of an emergency. Please include work phone numbers.

### **Restrooms**

Restrooms are open for student use throughout the school day. During class time, students must obtain a hall pass from the teacher to use the restroom. Students using the restroom are to cooperate with staff members checking or supervising the area. Restrooms are not to be used for "social gathering". Food and loitering are not allowed in the restroom.

### **Review of Student Records**

During the course of your child's education, we will keep records as deemed necessary to provide a program that will meet his/her needs and interests. You have the right to inspect and review these records. This material is available for review at a mutually convenient time during the regular school day. Please contact your child's principal to obtain the form to be completed to establish your relationship to the child, if you wish to review these records.

### **Skateboards/Rollerblades**

West High School does not allow skateboards and rollerblades to be brought to or ridden at school. Skateboards and rollerblades that are brought to school will be confiscated and placed in the assistant principal's office until the end of the day. A behavior referral will be sent notifying parents of our policy and the offense. A second offense will include removal of the skateboard or rollerblades to the assistant principal's office and is considered defiance of authority. Any subsequent offenses may result in full suspension from school.

### **Smoking**

Students may not smoke on school premises or on areas adjacent to campus at any time, including the normal school day as well as at school sponsored activities.

### **Student Identification Cards**

Students must carry display their Student Body Identification Card at all times on a school approved lanyard and are required to show it to a staff member when requested. Students losing their Student Identification Card may obtain a replacement from the Bookkeeper's Office for a replacement charge of \$5.00. A lost lanyard may be purchased by the parent/student at the Bookkeeper's Office or the Student store. Students will not be allowed entry to school activities or dances without their School Identification Card. Students in possession of forged or altered Identification Cards may be subject to disciplinary action.

### **Visitors Not Having Official School Business are Prohibited**

Persons who are not students at West High School or are not school employees and who do not have official business at school are not to be present on campus during school hours, including lunch time. Students are not allowed to have guests at school. Students from other schools are not allowed on campus unless they are on official school business.

### **Visitors Having Official School Business**

All visitors, including parents/guardians on school or other appropriate business, are required to check in at the Assistant Principal's office to obtain a visitor's pass. All visitors are prohibited from entering classrooms or any area on campus without prior arrangements with the teacher or administration.

## **SUSPENSION AND EXPULSION**

### **Grounds for Suspension and Expulsion Ed. Code 48900**

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (l), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a) (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.



(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

48900 (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period whether on or off the campus.
- (4) During, or while going to or coming from, a school sponsored activity.

48900 (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

Grounds for suspension and/or expulsion also include Education Code Sections 48915, 48900.2 and 48900.3.

48900.2. In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

48900.3. In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

48915. (a) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:

- (1) Causing serious physical injury to another person, except in self-defense.
- (2) Possession of any knife or other dangerous object of no reasonable use to the pupil.
- (3) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
- (4) Robbery or extortion.
- (5) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

(b) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon

finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:

(1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

(1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.

(2) Brandishing a knife at another person.

(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

(4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

(5) Possession of an explosive.

(d) The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:

(1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.

(2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.

(3) Is not housed at the schoolsite attended by the pupil at the time of suspension.

(e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:

(1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(f) The governing board shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study which meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.

(g) As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 1/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

(h) As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.

#### Search and Seizure (BP 5145.12)

The Governing Board recognizes that incidents may occur which jeopardize the health, safety and welfare of students and staff and which necessitate the search and seizure of students, their property, their lockers and/or vehicles by school officials.

School officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law of the rules of the district or the school. The Board urges that discretion, good judgment and common sense be exercised in all cases of search and seizure.

When possible, staff may use a metal detector when searching an individual for weapons.

The parent/guardian of a student subjected to an individualized search shall be notified by the district as soon after the search as possible.

## **Procedures for Suspension**

**Definition:** Suspension means removal of a student from on-going instruction for adjustment purposes.

S.A.P. is the Student Assistance Program. Student Assistance Programs are designed for students experiencing behaviors that result in serious barriers to learning. The primary focus areas of concern are: attendance, academics, behavior and health. SAPs are designed to provide an intermediate level of intervention when classroom and school site interventions have not been successful. Parent and student involvement in the SAP intervention process is critical. The goal of SAP is to prevent further loss of classroom time due to behaviors that may lead to suspension and/or expulsion. Progressive discipline may include S.A.P. prior to a DART meeting.

DART is a Discipline and Attendance Review Team. DART is utilized at 10 days of suspension. It is used as a means to develop a plan regarding a student's discipline and behavior.

### **Teacher Suspension of a Student Ed. Code 48910**

A teacher may suspend, for any of the reasons contained in Section 48900, any student from his/her class for the day of the suspension and the following day.

1. When a teacher suspends a student for any of the reasons contained in Section 48900, the teacher shall immediately report the suspension to the principal / assistant principal for appropriate action.
2. As soon as possible the teacher shall ask the student's parent or guardian to attend a parent-teacher conference regarding the suspension. A counselor should attend the conference if it is practicable, and a school administrator may attend if either the parent/guardian or teacher so requests.
3. A suspended student shall not be returned to class during the period of suspension without the approval of the teacher of the class and the principal / assistant principal.

### **Principal / Assistant Principal Suspension of a Student Ed. Code 48911**

The principal or the assistant principal may suspend and/or place a student on probation for any of the reasons contained in Education Code Section 48900. The suspension shall be limited to five (5) consecutive school days.

- 1) Suspension shall be preceded by an informal conference between the student, a certificated school employee, and whenever practicable, the teacher or supervisor who referred the student to the principal/assistant principal. At the conference, the student shall be informed of the reason(s) for the disciplinary action and the evidence against him/her, and shall be given the opportunity to present his/her version and evidence in support of his/her defense. The conference may be omitted if the principal/assistant principal determines that an emergency situation exists, in that there is a clear and present danger to the lives, safety or health of students or school personnel. If the pre-suspension conference is not held, then a meeting shall be held as soon as practicable, but not later than two (2) school days from the day the suspension is ordered unless the student is physically unable to attend due to hospitalization, incarceration, etc., in which case the conference will be held as soon as the student is physically able to return to school, unless the student waives the right to the conference.
- 2) At the time of suspension, a school employee shall make a reasonable effort to contact the student's parent or guardian in person or by telephone. A school employee shall also report the suspension of the student to the district superintendent.
- 3) A notice of the suspension shall be mailed by a school employee to the parent or guardian within two (2) school days of the beginning of a suspension in the primary language of the parent or guardian, if practicable, containing each of the following:
  - a) A statement of the facts leading to the decision to suspend.
  - b) The date and time when the student will be allowed to return to school.
  - c) A statement of the right of the student or parent to request a meeting with the superintendent or the superintendent's designee.
  - d) A statement of the parent's or the student's right to have access to the student's record as provided in Education Code 48914.
  - e) A request that the parent or the guardian attend a conference with school officials regarding the student's behavior, including notice that State law requires parents or guardians to respond to such request without delay.
- 4) While the parent or guardian is required to respond without delay to a request for a conference regarding their child's behavior, no penalties may be imposed on the student for the failure of the parent or guardian

to attend such conference. In addition, the student's re-admission shall not be contingent on the attendance of the parents or guardian at such conference.

- 5) Upon notification of suspension, a student's identification card will be confiscated by the administrator designee. The identification card will be returned to the student upon completion of the suspension term. Failure to surrender I.D. may result in further disciplinary action.

#### **Appealing Suspension and/or Other Disciplinary Action**

**West High School Tracy Unified District Policy 5114 (e) 5114.1 5144.1**

Under the provisions of Education Code Section 48914, the District has established the following procedures for appealing a suspension and/or other disciplinary action taken by the school:

- 1) The student or the student's parent or guardian may appeal a suspension and/or other disciplinary action imposed by the assistant principal to the principal of the school. The appeal shall be filed within ten (10) school days of the time that the suspension and/or other disciplinary action took place. A meeting, if requested, must be held within three (3) school days of the time that the principal received the request for an appeal. The principal shall make a decision regarding the appeal within two (2) school days.
- 2) If the appeal is not resolved at the school-site principal level, then the student or the student's parent or guardian may appeal the suspension and/or other disciplinary action to the superintendent or the superintendent's designee. The appeal shall be filed within ten (10) school days of the time that the principal renders his/her decision. A meeting, if requested, must be held within three (3) school days of the receipt of the request by the superintendent or the superintendent's designee. The procedure shall be as follows:
  - a) The superintendent or the superintendent's designee shall determine if there was sufficient evidence to find that the alleged violation occurred, and whether the penalty was appropriate for the violation.
  - b) The pupil may designate a representative to be present with him/her at the meeting, but the representative shall not serve as legal counsel unless the district has a legal counsel present to represent the school district.
  - c) At the meeting, the superintendent or the superintendent's designee shall review all written documents in the case; and the pupil and the pupil's parent/guardian and representative shall address the superintendent or the superintendent's designee on the evidence and the appropriateness of the penalty.
  - d) The superintendent or the superintendent's designee shall make a decision within five (5) school days. If the superintendent or the superintendent's designee determines that no violation occurred, all records and documentation regarding the disciplinary proceedings and suspension shall be immediately destroyed and no information regarding the superintendent or the superintendent's designee determines that the penalty imposed was inappropriate for the violation, all records and documentation concerning the suspension and/or other disciplinary action shall be revised to indicate only the facts leading to the penalty imposed by the superintendent or the superintendent's designee.

#### **Rights of Suspended Pupil to Complete Assignments and Tests**

The teacher of any class from which a pupil is suspended may require the suspended student to complete any assignments and tests missed during the suspension. In addition, a suspended pupil may be allowed to complete all assignments and tests missed during the suspension which can be reasonably provided, and upon satisfactory completion, given full credit therefore. (Education Code 48913) However, West High teachers have agreed not to allow make up work during suspension.

### **Expulsion from Tracy Unified School District**

#### **Definition and Length of Expulsion**

Expulsion means the removal of a student from (1) the immediate supervision and control, or (2) the general supervision of school personnel for more than five (5) consecutive school days. The expulsion shall remain in effect until the governing board orders the re-admission of the student. At the time of the expulsion, the governing board shall set a date, not later than the last day of the semester unless expulsion under 48915 which may include a full year expulsion, following the semester in which the expulsion occurred, when the student may apply for re-admission to school.



### Authority to Expel

The governing board may expel students for any of the reasons contained in Education Code 48900 and or 48915. Such action, except for single acts of a serious nature, is usually reserved for application where there is a history of misconduct and where other forms of discipline, including suspension, have failed.

The Principal is required to recommend expulsion for the following acts (Education Code 48915):

- (a) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:
  - 1) Causing serious physical injury to another person, except in self-defense.
  - 2) Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
  - 3) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
  - 4) Robbery or extortion.
  - 5) Assault or battery, as defined in Sections 240 and 242 of the California Penal Code, upon any school employee.
- (b) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) or Section 48900. A decision to expel shall be based on a finding of one or both of the following:
  - 1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
  - 2. Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:
  - 1. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certified school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
  - 2. Brandishing a knife at another person.
  - 3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
  - 4. Committing or attempting to commit a sexual assault as defined in subdivision (n) or Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
- (d) The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:
  - 1. Is appropriately prepared to accommodate pupils who exhibit discipline problems.
  - 2. Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
  - 3. Is not housed at the school site attended by the pupil at the time of suspension.
- (e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds, violated subdivision (f), (g), (h), (i), (j), (k), (l), (m), (n) or (o) of Section 48900, or Section 48900.2 or 48900.3 and either of the following:
  - 1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

2. That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

### **District Disciplinary Review Board**

Rather than conducting an expulsion hearing itself, the governing board may appoint an impartial hearing panel composed of three (3) or more certificated personnel of the district, none of whom shall be on the staff of the school in which the student is enrolled. Tracy Unified School District has elected to establish the District Disciplinary Review Board to serve as a hearing panel on expulsion referrals; serve as a review board on requests for reinstatement.

### **Procedures for Expulsion**

#### **Expulsion Recommendation by Principal / Assistant Principal**

When the principal or the assistant principal determine that a student should be recommended for expulsion, the student will be suspended utilizing the regular suspension procedures. The principal or the assistant principal will then prepare a report of the case to include:

1. The student's academic/attendance records;
2. A chronological account of the development of the case and a statement of the conduct which led to the decision to recommend expulsion;
3. A description of actions taken by the school to correct the student's previous misbehavior when the expulsion recommendation is based on violation of subdivision (f), (g), (h), or (k) of Section 48900;
4. Any record of contacts with other agencies and the results of such contacts.

#### **Pre-Expulsion Meeting**

The student and the student's parent or guardian will be given an opportunity to meet with the superintendent or the superintendent's designee prior to the expulsion hearing to discuss the facts and charges upon which the recommended expulsion is based and review required expulsion procedures and due process regulations.

The superintendent or the superintendent's designee may also extend the suspension until the governing board has made a decision regarding the recommended expulsion if he/she determines that the presence of the student at school would cause a danger to persons or property or a threat of disrupting the instructional process.

#### **Written Notice of Hearing**

The student and the student's parent or guardian shall be entitled to a hearing before the District Disciplinary Review Board to determine whether the student should be expelled.

Written notice of the hearing shall be forwarded by certified mail to the student at least ten (10) calendar days prior to the date of the hearing. The notice shall include:

1. The date, time and place of the hearing;
2. A statement of the specific facts and charges upon which the proposed expulsion is based;
3. A copy of the disciplinary rules of the district and Student Conduct Code which relate to the alleged violation;
4. The opportunity of the student or the student's parent or guardian to:
  - a) Appear in person or to employ and be represented by counsel,
  - b) Inspect and obtain copies of all documents to be used at the hearing,
  - c) Confront and question all witnesses who testify at the hearing, and
  - d) Question all evidence presented, and present oral and documentary evidence on the student's behalf, including witnesses.

#### **Decision to Expel**

If the District Disciplinary Review Board decides not to recommend expulsion, the expulsion proceedings shall be terminated and the student shall be immediately permitted to return to school. The decision not to recommend expulsion shall be final.

If the District Disciplinary Review Board recommends expulsion, findings of fact in support of the recommendation shall be prepared and submitted to the governing board. If the governing board accepts the recommendation for expulsion, acceptance shall be based either upon a review of the findings of facts and recommendations, or upon the results of any supplementary hearing that the governing board may order.

The decision of the governing board to expel a student shall be based upon substantial evidence relevant to the charges given at the expulsion hearing or hearings. The final action to expel a student shall be taken only by the governing board in a public session.

#### **Appealing an Expulsion Action**

If a student is expelled from school, the student or the student's parent or guardian may file an appeal with the County Board of Education within thirty (30) days of the board's decision to expel.

## **West High School Student Conduct Code** **Disciplinary Violations and Consequences 2009-2010**

**Please note:** All school rules are enforceable on the way to school, leaving school, during school, at lunch time, during the period that school is in session when the student is truant from school, at school activities, to and from school activities on or off campus. The area of school supervision includes the campus, the perimeter of the campus and sidewalks on both sides of the streets adjacent to the school. All school rules are also in effect at ALL SCHOOL events and activities.

The Student Conduct Code provides an indication of the types of behavior violations and potential consequences that may occur. Please be aware that behavior consequences incurred at any of the Tracy Unified School District Schools are cumulative, regardless of the fact that they pertain to different offenses. Consequences and infractions incurred at one school will be carried out in any of the other Tracy Unified School District High Schools in case of student transfer. Each student behavior as well as his/her academic record will follow the student if, and when, he/she changes schools in the Tracy Unified School District. **Serious violations or violations of different sections of the Education Code can lead to maximum consequences on the first offense.**

#### **Unauthorized group-related Conduct/Activity**

Unauthorized group-related conduct/activity on all school campuses and/or adjacent to the campus during all school sponsored events is a threat to the safety of others and is **STRICTLY PROHIBITED**.

### **EDUCATION CODE 48900**

**Subsection (a)** (1) Caused, or attempted to cause, or threatened to cause physical injury to another person;  
(2) willfully used force or violence upon the person of another, except in self defense.

	<b><u>First Offense</u></b>	<b><u>Second Offense</u></b>	<b><u>Third Offense</u></b>	<b><u>Maximum</u></b>
<b>I. Agitation</b> Inciting Violence. Threats subject but not limited to verbal, written or physical; possession or creation of slam-books, pictures, poems, or stories depicting bodily injury toward student or staff; participation in birthday punches or other such inappropriate hitting or touching. <b>(EC 48900 a)</b>	3-5 day suspension.	3-5 day suspension.	3-5 day suspension	Five (5) day suspension and recommendation for expulsion.
<b>II. Continuing to Engage in Combat</b> A student who continues to engage in combat and causes, attempts to cause, or threatens to cause harm after being directed to stop and/or being separated by school personnel. <b>(EC 48900 a)</b>	5 day suspension and possible recommendation for expulsion	5 day suspension and recommendation for expulsion.	5 day suspension and recommendation for expulsion.	5 day suspension and recommendation for expulsion.
<b>III. Fighting</b> Mutual combat in which both	3-5 day suspension and	3-5 day suspension and	5 day suspension and possible	5 day suspension and possible

parties have contributed to the situation by verbal and/or physical action; or when a fight has been provoked by one person. (EC 48900 a)	possible recommendation for expulsion.	recommendation for expulsion.	recommendation for expulsion.	recommendation for expulsion.
--	--	-------------------------------	-------------------------------	-------------------------------

**Subsection (a)** ~~(1) Caused, or attempted to cause, or threatened to cause physical injury to another person;~~  
~~(2) willfully used force or violence upon the person of another, except in self defense.~~

<b>IV. Unauthorized group/Group Related Violence/Physical Injury to a Student</b> When a student causes, attempts to cause, or threatens to cause physical injury to another student as a part of any group or unauthorized group activity, the following shall result: (EC 48900 a)	<ul style="list-style-type: none"> <li>• Parent/guardian contact</li> <li>• A five (5) day suspension and recommendation for an expulsion for a minimum of nine (9) weeks.</li> <li>• A requirement that the student must apply for readmission to school after he/she has served the minimum expulsion period.</li> <li>• A recommendation for a rehabilitation program that is subject to review at the time of application for readmission. The plan shall include, but is not limited to: 1) a minimum of twenty (20) – maximum eighty (80) hours of community service; 2) a minimum of eight (8) weeks of counseling; 3) prohibited from violating any one of the subsections (a) through (q) contained in Education Code 48900 associated with school attendance; 4) prohibited from participating in Unauthorized Group-related activities; 5) prohibited from flying colors or displaying Unauthorized Group paraphernalia.</li> <li>• A recommendation for an extension of the suspension to the expulsion date.</li> </ul>
<b>V. Unauthorized group/Group Related Violence</b> When a student causes, attempts to cause, or threatens to cause physical injury to a classified or certificated staff member as part of any group or unauthorized group activity, the following shall result: (EC 48900 a)	<ul style="list-style-type: none"> <li>• Parent/guardian contact.</li> <li>• A five (5) day suspension and recommendation for an expulsion for a minimum period of the balance of the semester in which the violation occurred, plus one additional semester.</li> <li>• A requirement that the student must apply for readmission to school after he/she served the minimum expulsion period. A recommendation for a rehabilitation program that is subject to review at the time of application for readmission. The plan shall include, but is not limited to: 1) a minimum of twenty (20) – maximum eighty (80) hours of community service; 2) a minimum of eight (8) weeks of counseling; 3) prohibited from violation any one of the subsections (a) through (q) contained in Education Code 48900 associated with school attendance.</li> <li>• Report to a law enforcement agency.</li> </ul>

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
<b>VI. Hazing or Initiation</b> Participating in or conspiring to engage in harassing acts that injure, degrade, or disgrace. (EC 48900 a)	1-5 day suspension and possible recommendation for expulsion	Five (5) day suspension and possible recommendation for expulsion	Five (5) day suspension and possible recommendation for expulsion	Five (5) day suspension and recommendation for expulsion

<b>VII. Physical Injury</b> Physical injury to staff members including verbal threats to person, family or property. (EC 48900 a)	<ul style="list-style-type: none"> <li>• Parent conference</li> <li>• Five (5) day suspension and recommendation for expulsion</li> <li>• Report to law enforcement agency</li> </ul>
---	---

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
<b>VIII. Third Party Engaging in Combat</b> A third party student who	Five (5) day suspension and possible	Five (5) day suspension and possible	Five (5) day suspension and possible	Five (5) day suspension and recommendation for expulsion



attempts or threatens to cause harm to one or all of the students involved in Combat (fight). (EC 48900 a)	recommendation for expulsion	recommendation for expulsion	recommendation for expulsion	
---	------------------------------	------------------------------	------------------------------	--

<b>IX. Threats of Violence</b> Expression of an intention to harm (EC 48900 a)	First and repeat offenses = Administrative decision: <ul style="list-style-type: none"> <li>• Counsel student</li> <li>• Parent conference</li> <li>• Support Room</li> <li>• One (1) to five (5) day suspension from school</li> </ul>
<b>X. Unprovoked Attack</b> Use of physical violence without provocation (EC 48900 a)	<ul style="list-style-type: none"> <li>• Five (5) day suspension and recommendation for expulsion</li> <li>• Report to law enforcement agency.</li> </ul>

**NOTE: If a serious injury results from an act of physical violence, referral to an appropriate law enforcement agency and recommendation for expulsion will occur.**

**Subsection (b)**

Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee which is concurred in by the principal or the designee of the principal.

<b>I. Possession of Any Firearm, Knife, Explosive, or other Dangerous Object.</b> Possession, use or sale of any firearm, knife, explosive or other dangerous object of no reasonable use to the pupil. (EC 48900 b)	Five (5) day suspension from school and recommendation for expulsion unless the principal determines and reports to the governing board that expulsion is inappropriate due to the particular circumstances in the incident.
--	--

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
<b>II. Possession of Pepper Spray and/or Irritant of Any Kind</b> (EC 48900 b)	Warning and confiscation, parent notified, possible 1-5 day suspension and possible recommendation for expulsion	Parent notified, 1-5 day suspension and possible recommendation for expulsion.	Parent notified, 1-5 day suspension and possible recommendation for expulsion.	Five (5) day suspension and recommendation for expulsion.

**Subsection (c)**

Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

Students are prohibited from using any drugs or consuming any alcohol or being under the influence of any drugs or alcohol or intoxicant of any kind while on school property, during school-sponsored activities and under school jurisdiction. Possession of drugs and/or alcohol or intoxicant of any kind, either actual or constructive, by students on school property, during school-sponsored activities, or under school jurisdiction is also expressly prohibited. Possession of drugs, alcohol or intoxicant of any kind includes, but is not limited to, actual physical possession or control of such substances, possession of such substances in a student's car, locker, desk, backpack or other container or being in close proximity to such substances with the intent to use or possess such substances. Students who are suspected of being under the influence may be subject to a sobriety evaluation by qualified personnel.

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
<b>I. Alcohol</b> Unlawfully furnished, possessed, used, or been under the influence of alcohol. (EC 48900 c)	Five (5) day suspension, Probation #1 and possible recommendation for expulsion.	Five (5) day suspension, Probation #2 and recommendation for expulsion.	Five (5) day suspension and recommendation for expulsion.	Five (5) day suspension and recommendation for expulsion.

**Important Note to Seniors:**

Any senior on Probation #1 or #2 may NOT participate in any senior activity, including but not limited to the following:

- a. Junior/Senior Prom
- b. Disneyland Trip
- c. Senior Banquet/Breakfast
- d. Senior All Night Party

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
<b>II. Drugs</b> Unlawfully, possessed, used, or been under the influence of any controlled substance (drugs). (EC 48900 c)	Five (5) day suspension, Probation #1 and possible recommendation for expulsion.	Five (5) day suspension, Probation #2 and recommendation for expulsion.	Five (5) day suspension, and recommendation for expulsion.	Five (5) day suspension, and recommendation for expulsion.

**Conditions of Probation #1**

(Failure to complete any of the conditions of probation, including mandatory counseling, will result in referring the student to the District Disciplinary Review Board for appropriate action.)

The conditions of probation shall include a minimum of nine (9) weeks restriction from all social and extra-curricular activities. The five day suspension is counted toward the nine weeks of restriction from social and extra-curricular activities. The nine weeks of social and extra-curricular activities are counted only during regular school calendar weeks and include counting Winter and Spring break. The student will not be permitted to participate, practice, or play in any extra/co-curricular activity. Students can participate, practice, and play during the summer break. The student's probationary period shall extend from one school year to the next when needed to complete the prescribed amount of community service and social restriction. For example, if a student violated the Drug Code during the last week of school, he/she would be required to complete the social restriction the following regular school year. Counseling will also be a condition of the student's probation.

**Conditions of Probation #2**

(Failure to complete any of the conditions of probation, including mandatory counseling, will result in referring the student to the District Disciplinary Review Board for appropriate action.)

The conditions of probation shall include a minimum of eighteen (18) weeks restriction from all social and extra-curricular activities. The five day suspension is counted toward the eighteen weeks of restriction from social and extra-curricular activities. The eighteen weeks of social and extra-curricular activities are counted only during regular school calendar weeks and include counting Winter and Spring break. The student will not be permitted to participate, practice, or play in any extra/co-curricular activity. Students can participate, practice, and play during the summer break. The student's probationary periods shall extend from one school year to the next when needed to complete the prescribed amount of community service and social restriction. The student will be recommended to a substance abuse treatment program.

**NOTE:** Violations for drugs, alcohol and drug paraphernalia are cumulative throughout a student's high school career. If a second offense occurs less than 12 months from the first offense, expulsion may be recommended.

**NOTE:** Failure to complete ALL conditions of Probation will result in reinstating the expulsion or a referral for a possible expulsion.

<u>First Offense</u>
----------------------

<b>III. Drug/Alcohol/Intoxicant Sales</b> Unlawfully, offered, arranged, or negotiated to sell or furnish any controlled substance (drugs), alcoholic beverage or intoxicant of any kind. <b>(EC 48900 c)</b>	Five (5) day suspension from school and a recommendation for expulsion.
---	---

**NOTE:** Violations for drugs, alcohol and drug paraphernalia are cumulative throughout a student's high school career.

<b>Subsection (d)</b>	Unlawfully offered or arranged or negotiated to sell any controlled substance, as defined in Section 11007 of the Health and Safety Code, all alcoholic beverage, or intoxicant of any kind, and then either sold, delivered or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
-----------------------	---

<b>I. Represented Drug/Alcohol/Intoxicant Sales</b> <b>(EC 48900 d)</b>	Five (5) day suspension from school and recommendation for expulsion.
--	---

<b>Subsection (e)</b>	<b>Committed or attempted to commit robbery or extortion.</b>
-----------------------	---

<b>I. Robbery/Extortion</b> Theft of personal property accomplished by means of force or threat of force <b>(EC 48900 e)</b>	Five (5) day suspension from school and recommendation for expulsion
--	--

<b>Subsection (f)</b>	<b>Caused or attempted to cause damage to school property or private property.</b>
-----------------------	--

	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Maximum</b>
<b>I. Property Damage</b> Caused or attempted to cause damage to school or private property. <b>(EC 48900 f)</b>	1-5 day suspension and/or detention alternative to suspension, restitution and possible recommendation for expulsion.	2-5 day suspension, restitution and recommendation for expulsion.	3-5 day suspension, restitution and recommendation for expulsion.	Five (5) day suspension, restitution and recommendation for expulsion.

<b>Subsection (g)</b>	<b>Stolen or attempted to steal school property or private property.</b>
<b>Subsection (l)</b>	<b>Knowingly received stolen school property or private property.</b>

	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Maximum</b>
<b>I. Theft</b> The taking of <b>(EC 48900 g)</b> , or knowingly receiving, <b>(EC 48900 l)</b> stolen school or private property without permission.	1-5 day suspension, restitution, and possible recommendation for expulsion.	2-5 day suspension, restitution, and recommendation for expulsion.	3-5 day suspension, restitution, and recommendation for expulsion.	Five (5) day suspension, restitution, and recommendation for expulsion.

<b>Subsection (h)</b>	<b>Possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes,</b>
-----------------------	--

smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
<b>I. Tobacco</b> Student possession or use of tobacco on school premises or at school-sponsored events is a violation of law and School Board policy and is not permitted. (EC 48900 h)	Student conference; Parent/guardian contact; 1 day suspension	Student conference; Parent/guardian contact; 1-2 day suspension	1-5 day suspension	1-5 day suspension

**Subsection (i)** Committed an obscene act or engaged in habitual profanity or vulgarity.

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
<b>I. Pornography/Vulgarity/Profanity/Obscene Acts</b> Possession of or displaying of pornography, language or gestures that are not publicly acceptable. (EC 48900 i)	Parent conference; and possible 1-5 day suspension or Support Room.	1-5 day suspension or Support Room.	1-5 day suspension and possible recommendation for expulsion.	1-5 day suspension and recommendation for expulsion.
<b>II. Verbal Abuse</b> Students use of abusive language, profanity, or vulgarity (EC 48900 i)	1-5 day suspension and possible recommendation for expulsion.	3-5 day suspension and possible recommendation for expulsion.	Five (5) day suspension and possible recommendation for expulsion.	Five (5) day suspension and recommendation for expulsion.

**Subsection (j)** Had unlawful possession of, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
<b>I. Drug Paraphernalia</b> Unlawful possession of or unlawfully offered, arranged or negotiated to sell any drug paraphernalia. (EC 48900 j)	Five (5) day suspension.	Five (5) day suspension and recommendation for expulsion.	Five (5) day suspension and recommendation for expulsion.	Five (5) day suspension and recommendation for expulsion.

**Subsection (k)** Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

**NOTE:** Students may be suspended from school when they have willfully defied the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties.

<b>I. Academic Dishonesty</b> (See Academic Policies section of the Student Handbook) (EC 48900 k)	Administrative decision which could include one or more of the following: • "Zero" on work submitted; • Parent conference; • Suspension from class; • Removal from class with loss of credits; • Suspension from school
--	--

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
<b>II. Bicycles</b> Bicycles shall be walked while on campus. Bikes must be locked with a secure mechanism. (EC 48900 k)	Warning and/or Support Room.	Parent contact and/or Support Room.	Suspend riding/parking on campus for five school days and/or Support Room.	Suspend riding/parking on campus from five (5) to twenty (20) school days.

<b>III. Closed Campus Policy</b> Consequences for exiting campus without a valid privilege lunch pass (See closed campus policy for additional requirements and consequences) (EC 48900 k)	Warning/Parent Contact.	One (1) day suspension and loss of privilege for the current quarter and one additional quarter.	Three (3) day suspension and loss of privilege for the current quarter and one additional quarter.	3-5 day suspension and loss of privilege for one calendar year
--	-------------------------	--	--	--

	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Maximum</b>
<b>IV. Defiance of Authority</b> Refusal to follow school rules and regulations or take directions from a staff member, security or other responsible adult such as horseplay or failure to report to support room (EC 48900 k)	Administrative decision which would include one of the following: Parent Conf. Support Rm. Saturday School -1-5 day Suspension.	All day Support Room, One to five (1-5) day suspension from school.	1-5 day suspension from school.	1-5 day suspension from school and recommendation for expulsion.
<b>V. Disruptive Devices</b> Any student who possesses and/or throws any disruptive objects such as eggs, tortillas, other foods, water balloons, poppers, silly string, shaving cream, matches, lighters, etc. (EC 48900 k)	1-5 day suspension or detention alternative to suspension, restitution, & possible recommendation for expulsion.	2-5 day suspension, restitution, and possible recommendation for expulsion.	3-5 day suspension, restitution, and possible recommendation for expulsion.	Five (5) day suspension, restitution, and recommendation for expulsion.
<b>VI. Dress Code</b> Parents are responsible for sending their child to school dressed in a fashion which does not distract from the instructional process. Students are expected to dress within the guidelines outlined in the Student Handbook. (EC 48900 k)	Warning/change clothes, Support Room.	Change clothes, Support Room	Change clothes; Support Room and/or 1-5 day suspension from school	1-5 day suspension and possible recommendation for expulsion.

**\*Note: Bandannas are prohibited at all times.**

<b>VII. Explosives</b> Maliciously informing any other person that a bomb or other explosive has been or will be placed, knowing that such information is false. (EC 48900 k)	Five (5) day suspension and recommendation for expulsion. In addition, the principal or assistant principal shall report the incident to the police department for appropriate legal action. (Per Penal Code 148.1: "Any person who maliciously informs any other person that a bomb or other explosive has been or will be placed in any public or private place, knowing that such information is false, is guilty of a felony and may be incarcerated in a state prison or the county jail for up to one year.")
<b>VIII. Fire Alarms</b> Tampering with a fire alarm or giving false alarms (EC 48900 k)	Five (5) day suspension and recommendation for expulsion. In addition, the Principal/assistant principal shall report the incident to the police department for appropriate legal action. Per Penal Code 148.4: "Any person who tampers with a fire alarm or gives false alarms, is guilty of a misdemeanor punishable by up to one year in the county jail and/or a \$1,000.00 fine."

	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Maximum</b>
<b>IX. Forged Documents</b> Any document, note, ID. card or Off Campus pass that is altered, loaned, contains false information,	1-2 days in Support Room or 1-5 days suspension	2 days in Support Room or 1-5 day	1-5 day suspension.	3-5 day suspension and possible recommendation

has a forged signature or picture or has not been officially issued. (EC 48900 k)		suspension		for expulsion.
	<b><u>First Offense</u></b>	<b><u>Second Offense</u></b>	<b><u>Third Offense</u></b>	<b><u>Maximum</u></b>
<b>X. Gambling</b> The playing of a game of chance for stakes (EC 48900 k)	Parent conference and/or possible Support Room placement.	One full day in Support Room	1-3 day suspension.	3-5 day suspension.
	<b><u>First Offense</u></b>	<b><u>Second Offense</u></b>	<b><u>Third Offense</u></b>	<b><u>Maximum</u></b>
<b>XI. Unauthorized group Symbols</b> When a student wears or carries any apparel, jewelry, accessory, notebook, or makes gestures that symbolize unauthorized group membership. (EC 48900 k)	Parent/guardian contact. Student sent home to change clothes or provided with alternative clothing, Confiscation of unauthorized group-related jewelry accessory, notebook etc. Possible 1-5 day suspension.	Parent/guardian conference and 1-5 day suspension.	Parent/guardian contact. Minimum of five (5) day suspension Report to law enforcement agency.	Parent/guardian contact. Minimum of five (5) day suspension and recommendation for expulsion. Report to law enforcement agency.
	<b><u>First Offense</u></b>	<b><u>Second Offense</u></b>	<b><u>Third Offense</u></b>	<b><u>Maximum</u></b>
<b>XII. Identify Oneself to a School Employee (Failure to)</b> (EC 48900 k)	One (1) full day placement in Support Room.	2-5 days in Support Room.	3-5 days in Support Room	1-5 day suspension and possible recommendation for expulsion.
	<b><u>First Offense</u></b>	<b><u>Second Offense</u></b>	<b><u>Third Offense</u></b>	<b><u>Maximum</u></b>
<b>XIII. Identification (School)</b> Students shall display their I.D. card or Student Body card on a school-approved lanyard while attending school and all school related activities. I.D. must be visible at all times. (EC 48900 k)	Warning. Student loaned School Site I.D. and lanyard to be returned at the end of the school day.	Support Room 2 periods. Student loaned School Site I.D. and lanyard to be returned at the end of the school day.	All day support room. Student loaned School Site I.D. and lanyard to be returned at the end of the school day.	1-5 day suspension.
	<b><u>First Offense</u></b>	<b><u>Second Offense</u></b>	<b><u>Third Offense</u></b>	<b><u>Maximum</u></b>
<b>XIV. Impedance of Directives</b> A student, who obstructs, delays, impedes or fails to follow the directives of school personnel engaged in the performance of their duties. (EC 48900 k)	Warning; Support Room; 1-5 day suspension, and possible recommendation for expulsion.	Warning; Support Room; 1-5 day suspension, and possible recommendation for expulsion	1-5 day suspension and recommendation for expulsion.	1-5 day suspension and recommendation for expulsion.
	<b><u>First Offense</u></b>	<b><u>Second Offense</u></b>	<b><u>Third Offense</u></b>	<b><u>Maximum</u></b>
<b>XV Running to fights or crowding around a fight or falsely reporting a fight</b> Intentionally running to, moving toward, or gathering around fights or falsely reporting fights that impede the ability of supervisors to control the situation and maintain a safe school. (EC 48900 k)	Warning; parent contact, and/or 1-2 day placement in Support Room and/or 1-2 day suspension	Parent contact; 1-2 day placement in Support Room and/or 1-3 day suspension.	Parent contact; 3-5 day suspension	Parent contact; 3-5 day suspension and possible expulsion
<b>XVI. Inappropriate Symbols</b>	Student sent home	Parent/guardian	1-5 day suspension.	Five (5) day

<b>XVI. Inappropriate Symbols</b> Wearing or carrying any apparel, jewelry, accessory or notebook with crude or vulgar lettering, printing pictures, symbols that depict drugs, tobacco, alcoholic beverages, or are sexually suggestive. (EC 48900 k)	Student sent home to change clothes or provided with alternative clothing. Confiscation of jewelry, accessory notebook, etc.	Parent/guardian conference, 1-5 days suspension or support room	1-5 day suspension.	Five (5) day suspension
--	--	---	---------------------	-------------------------

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
<b>XVII. Out of Class</b> Without an acceptable hall pass. (EC 48900 k)	One (1) day placement in Support Room.	1-3 day placement in Support Room.	2-5 day suspension or Support Room.	1-5 day suspension from school.

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
<b>XVIII. Electronic Devices</b> Radios, cameras, Ipods, MP3 players, CD players, and tape recorders, but not limited to, are NOT allowed on campus unless authorized by the school administration. Investigation of theft of these prohibited items will not be investigated by school personnel; however, parents may file a theft report with the local police department. Students are allowed to have cell phones while on campus. However they must be turned off and out of sign. Students are not to check voicemail, text message, or turn on phones during the school day. (EC 48900 k)	Unit confiscated by school personnel and returned to the owner via an Assistant Principal at the close of the school day.	Unit confiscated; Parents must contact the Assistant Principal's office.	Unit confiscated; Support Room, or 1-3 day suspension and Parent to contact the Assistant Principal	1-5 day suspension from school.

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
<b>XIX. Skateboards/Rollerblades</b> Skateboards/rollerblades are not permitted on campus at any time. This restriction includes: riding of possession of or storage of a skateboard or rollerblades in a locker. (EC 48900 k)	Warning; unit confiscated and returned to student after school, letter sent to parent, and/or Support Room.	Warning; unit confiscated and returned to parent, and/or Support Room.	Warning; unit confiscated and Parent to contact school and/or Support room	1-5 day suspension from school.

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
<b>XX. Vehicle Violation</b> Operating a motor vehicle in an unsafe fashion (reckless driving, speed contest, speeding, burning rubber) (EC 48900 k)	Warning, parent conference, 1-2 day placement in Support Room and possible suspension.	Parent contact, 1-2 day placement in Support Room and possible suspension.	Parent contact, police notified, 1-3 day suspension.	Parent contact, police notified, 3-5 day suspension.
	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
<b>XXI. Violation of Suspension</b> Physically present on the school campus at any time, in the immediate vicinity of school premises, or at a school - sponsored activity while suspended from	1-5 day suspension	3-5 day suspension	3-5 day suspension	1-5 day suspension and recommendation for expulsion.

school. <i>NOTE: Per Penal Code 626.2: "No student can be on campus during suspension." (EC 48900 k)</i>				
---	--	--	--	--

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
<b>XXII. Water guns, toy guns, laser pointers</b> Water guns, toy guns, and laser pointers are not permitted at any time. (EC 48900 k)	Unit confiscated and possible 1-5 day suspension or Support Room and possible recommendation for expulsion.	Unit confiscated for the duration of the school year and 1-5 day suspension and possible recommendation for expulsion.	Unit confiscated for the duration of the school year and 3-5 day suspension and possible recommendation for expulsion.	Unit confiscated for the duration of the school year and 3-5 day suspension and possible recommendation for expulsion.
	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
<b>XXIII. Computer Usage</b> Any unauthorized personal/disruptive use of computers such as playing games, listening to music, sending or receiving emails, posting messages to message boards or message centers, or downloading files or programs. (EC 48900 k)	One (1) day placement in Support room.	Two (2) day placement in Support Room.	1-5 day suspension from school	1-5 day suspension from school

<b>XXIV. Inappropriate Displays of affection</b>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
Physical, verbal, or written contact between students that is not appropriate for public places (EC 48900 k)	Warning, parent conference, 1-2 day placement in Support Room and possible suspension.	Parent contact, 1-2 day placement in Support Room and possible suspension.	Parent contact, 1-3 day suspension.	Parent contact, 3-5 day suspension.
<b>XXV. Computer Usage</b>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
*Any use of computers in violation of the <u>District Acceptable Use Agreement</u> such as accessing inappropriate web sites, music, pictures, and/or sending or receiving emails, etc. that are offensive, threatening, or otherwise inappropriate. (EC 48900 k)	Possible 1-2 days Support Room; placement in Support for the remainder of the quarter; 1-5 day suspension and possible expulsion.	Possible 1-2 days Support Room; placement in Support for the remainder of the quarter; 1-5 day suspension and possible expulsion.	Possible placement in Support for the remainder of the quarter; 1-5 day suspension and possible expulsion.	Possible placement in Support for the remainder of the quarter; 1-5 day suspension and possible expulsion.

<b>XXVI. Unauthorized presence on a school campus</b>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
(EC 48900 k)	Warning Parent Contact	Warning Parent Contact Or 1-3 day suspension	Report to School Resource Officer, 1-5 day suspension.	Report to School Resource Officer, 3-5 day suspension, or possible expulsion

<b>XXVII. Videotaping fights or other violations of school rules</b>	
A student who photographs,	Unit confiscated by school personnel and parent must contact assistant principal,



videotapes, records, reproduces or posts images of violations of school rules (EC 48900 k)	Warning, or Support Room, or 1-5 days suspension, or Possible recommendation for expulsion.
---	--

*\* As per the District Acceptable Use Agreement, cancellation of user privileges will be at the discretion of the staff after application of due process.*

**Subsection (1)      Knowingly received stolen school property or private property.**

<b>I. Theft</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Maximum</b>
The taking of or knowingly receiving stolen school or private property without permission. (EC 48900 l)	1-5 day suspension, restitution, and possible police contact.	2-5 day suspension, restitution, recommendation for expulsion, and possible police contact.	3-5 day suspension, restitution, recommendation for expulsion, and possible police contact.	Five (5) day suspension, restitution, recommendation for expulsion, and possible police contact.

**Subsection (m)      Possessed an imitation firearm. As used in this section "imitation firearm" means a replica of a firearm that is so substantially similar to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.**

<b>I. Look-Alike Guns</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Maximum</b>
Look-alike guns are not permitted on campus at any time. (EC 48900 m)	Unit confiscated and possible 1-5 day suspension or Support Room; possible recommendation for expulsion.	Unit confiscated for the remainder for the school year and 1-5 day suspension; possible recommendation for expulsion.	Unit confiscated remainder of the school year and 3-5 day suspension; possible recommendation for expulsion.	Unit confiscated remainder of the school year and 3 - 5 day suspension; possible recommendation for expulsion.

**Subsection (n)      Committed or attempted to commit a sexual assault as defined in Sections 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.**

<b>I. Sexual Assault</b>	
(EC 48900 n)	Parent conference, five (5) day suspension and recommendation for expulsion. Report to a law enforcement agency

**Subsection (o)      Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.**

<b>I. Witness Intimidation</b>	
(EC 48900 o)	Administrative decision may include the following: Parent conference, Support Room or suspension from school for 1-5 days and recommendation for expulsion

**Subsection (p)      Unlawfully offered, arranged a sale, negotiated a sale, or sold the prescription drug Soma.**

	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Maximum</b>
<b>I. Drug Soma:</b> Unlawfully offered, arranged a sale, negotiated a sale, or sold the prescription of drug Soma (EC 48900 p)	Five (5) day suspension, recommendation for expulsion and police contact.	Five (5) day suspension, recommendation for expulsion and police	Five (5) day suspension, recommendation for expulsion and police contact.	Five (5) day suspension, recommendation for expulsion and police contact.

		contact.		
--	--	----------	--	--

**Subsection (q)** Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

	First Offense	Second Offense	Third Offense	Maximum
<b>I. Hazing and Harassment</b> <b>EC-48900 (q)</b>	Five (5) day suspension, recommendation for expulsion and police contact.	Five (5) day suspension, recommendation for expulsion and police contact.	Five (5) day suspension, recommendation for expulsion and police contact.	Five (5) day suspension, recommendation for expulsion and police contact.

**Subsection (r)** Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel

	First Offense	Second Offense	Third Offense	Maximum
<b>I. Bullying</b> <b>EC-48900 (r)</b>	Warning, support room, 1-5 day suspension, possible recommendation for expulsion and police contact. Student also required to sign harassment contract.	Five (5) day suspension, recommendation for expulsion and police contact.	Five (5) day suspension, recommendation for expulsion and police contact.	Five (5) day suspension, recommendation for expulsion and police contact.

**Education Code 48900.2** Sexual Harassment: A substantiated charge against a student shall subject that student to student disciplinary action, up to and including suspension or expulsion.

Sexual Harassment	First Offense	Second Offense	Third Offense	Maximum
<b>Penal Code 212.5 (EC 48900.2)</b>	Administrative decision to include one of the following: Parent Conference, Support Room, or Suspension from school for 1-5 days and possible recommendation for expulsion.	3-5 day suspension and possible recommendation for expulsion	3-5 day suspension and possible recommendation for expulsion	Five (5) day suspension and possible recommendation for expulsion

<b><u>Education Code 48900.3, and 48900.4</u></b> Penal Code 422.6	<b>Hate Violence/Hate Bias Incident/Bullying/Harassment: A substantiated charge against a student shall subject that student to student disciplinary action, up to and including suspension or expulsion.</b>
---	---

<b>Hate Violence/Hate Bias/Bullying/Harassment</b>	<b><u>First Offense</u></b>	<b><u>Second Offense</u></b>	<b><u>Third Offense</u></b>	<b><u>Maximum</u></b>
<b>48900.3:</b> The pupil has caused, attempted to cause, threatened to cause, or participated an act of hate violence as defined in subdivision (e) of Section 233.	Administrative decision which would include one of the following: Parent conference, Support Room or suspension from school for 1-5 days and possible recommendation for expulsion.	3-5 day suspension and possible recommendation for expulsion.	3-5 day suspension and possible recommendation for expulsion.	Five (5) day suspension and possible recommendation for expulsion.

<b>Hate Violence/Hate Bias/Bullying/Harassment</b>	<b><u>First Offense</u></b>	<b><u>Second Offense</u></b>	<b><u>Third Offense</u></b>	<b><u>Maximum</u></b>
<b>48900.4:</b> The pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.	Administrative decision which would include one of the following: Parent conference, Support Room or suspension from school for 1-5 days and possible recommendation for expulsion.	3-5 day suspension and possible recommendation for expulsion.	3-5 day suspension and possible recommendation for expulsion.	Five (5) day suspension and possible recommendation for expulsion.

### **Bullying Prevention Policy**

The Tracy Unified School District believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote the six pillars of character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

The Tracy Unified School District will not tolerate bullying which shall be defined as: Behavior that means one or more acts by a pupil or a group of pupils directed against another pupil that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, that causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment, and includes acts that are committed personally or by means of an electronic act and social isolation or manipulation. An "electronic act" means the transmission of a communication, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager.

The Tracy Unified School District expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of

bullying shall be promptly investigated. This policy applies to students whose behavior is related to school activity, students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school campuses, the Tracy Unified School District will provide staff development training on bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Tracy Unified School District will adopt a Student Code of Conduct to be followed by every student.

The Student Code of Conduct includes, but is not limited to:

Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.

Students are expected to immediately report incidents of bullying to the principal or staff.

Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal. If the complaint is not resolved at the school site/principal level the Office of Student Services should be contacted (830-3280). The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

All staff, students, and their parents will receive a summary of this policy prohibiting bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.

The school will make reasonable efforts to keep a report of bullying and the results of the investigation confidential.

Staff are expected to immediately intervene when they see a bullying incident occur.

People witnessing or experiencing bullying are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way.

## **Conflict Resolution Policy**

The Tracy Unified School District believes that all students have a right to a safe and healthy school environment. Part of a healthy environment is the freedom to openly disagree. With this freedom comes the responsibility to discuss and resolve disagreements with respect for the rights and opinions of others.

To prevent conflict, each school within the Tracy Unified School District will incorporate conflict resolution education and problem solving techniques into the curriculum and campus programs. This is an important step in promoting respect and acceptance, developing new ways of communicating, understanding, and accepting differing values and cultures within the school community and helps ensure a safe and healthy learning environment.

The Tracy Unified School District will provide training to develop the knowledge, attitudes, and skills that students will need to choose alternatives to self-destructive, violent behavior and dissolve interpersonal and intergroup conflict. Tracy Unified School District will adopt a Student Code of Conduct to be followed by every student while on school grounds, when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to, the following:

Students are to resolve their disputes without resorting to violence.

Students, especially those trained in conflict resolution and peer mediation, are encouraged to help fellow students resolve problems peaceably.

Students can rely on staff trained in conflict resolution and peer mediation strategies to intervene in any dispute likely to result in violence.

Students needing help in resolving a disagreement, or students observing conflict may contact an adult or peer mediators (*give location where listing of designated staff and students is posted*).

Students involved in a dispute will be referred to a conflict resolution or peer mediation session with trained adult or peer mediators. Staff and mediators will keep the discussions confidential.

Conflict resolution procedures shall not supplant the authority of staff to act to prevent violence, ensure campus safety, maintain order, and discipline students.

## **Sexual Harassment** **Parent/Student**

### **Document Section**

This section of the school handbook contains very important information for both the parent and student. Please look over the documents in this section carefully.

On the last page of this handbook, you will find a parent/student signature page. You will be asked to acknowledge some of these documents by signing next to the title of the document.

#### **Human Resources -- All Personnel BP 4119.11**

### **REAFFIRMATION OF THE EQUAL EMPLOYMENT POLICY CONCERNING DISCRIMINATION/HARASSMENT**

It is the policy of the Board that there be no discrimination or harassment against any employee or student of the District on the basis of any legally protected status. Accordingly, the Board prohibits sexual, racial and other harassment based on protected group status and will not tolerate any form of harassment, including sexual harassment, in violation of this policy against any employee or student of the District by anyone, including co-workers, students, supervisors, teachers, principals, administrators, or vendors. Everyone at the District is responsible for assuring that the work and academic environment is free from prohibited discrimination and harassment and is expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited discrimination or harassment.

The conduct prohibited by this policy includes harassment, including unwelcome conduct, whether verbal, physical or visual, that is based upon the individual's protected status, such as sex, color, race, ancestry, religion, national origin, age, disability, medical condition, marital status, veteran status, citizenship status, sexual orientation or other protected group status. Among the types of conduct prohibited by this policy are epithets, slurs, negative stereotyping or intimidating acts based on an individual's protected status and the circulation or posting of written or graphic materials that show hostility toward an individual because of his or her protected status.

Sexual harassment is a matter that deserves special mention. Sexual harassment is a violation of the Board's rules of conduct. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- \* Submission to the conduct is made either an explicit or implicit condition of employment or academic status or progress;
- \* Submission to or rejection of the conduct is used as the basis for any employment or academic decision affecting the individual employee or student; or
- \* The conduct has the purpose or effect of unreasonably interfering with an employee or student's work or academic performance or creating an intimidating, hostile or offensive work or academic environment.

Any employee, who feels he or she has been discriminated against and/or harassed on the basis of sex, or any legally protected status, should immediately report such conduct to his or her supervisor, the Assistant Superintendent for Human



Resources, or any other member of the Administration, without fear of reprisal. The employee need not first report the harassment to his or her supervisor, especially if the employee believes the supervisor engaged in or knowingly tolerated any harassment of the employee.

Any student, who feels he or she has been discriminated against and/or harassed on the basis of sex, or any other legally protected status, should immediately report such conduct to his or her teacher, the principal, or any other school administrator, without fear of reprisal. The student need not first report the harassment to his or her teacher, especially if the student believes the teacher engaged in or knowingly tolerated any harassment of the student.

In determining whether alleged conduct constitutes harassment, the totality of the circumstances, the nature of the harassment and the context in which the alleged incidents occurred will be investigated. The Assistant Superintendent for Human Resources or designee has the responsibility of investigating and resolving complaints of harassment of employees. The Director of Student Services or designee, in conjunction with school principals, has the responsibility of investigating and resolving complaints of harassment of students.

The Board considers harassment, including sexual harassment, to be an offense which can result in discipline including the suspension or discharge/expulsion of the offender.

**Legal Reference:**

CALIFORNIA ADMINISTRATIVE CODE, TITLE 5

30-31 Affirmative Action Employment programs

GOVERNMENT CODE

3543.5 Interference with employee's rights prohibited  
Title VII, Civil Rights Act as amended by Title IX, Equal Employment Opportunity Act

EDUCATION CODE

20-240 Prohibition of Discrimination on the basis of sex, especially  
212.5 Definition: Sexual Harassment

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act

LABOR CODE

1101 Political Activities of Employees  
1102.1 Discrimination: Sexual Orientation

**SEXUAL HARASSMENT**

**A. Purpose and Scope**

To provide guidance and direction for all District employees regarding harassment, including sexual harassment.

**B. General - Definition**

Sexual harassment is a violation of the Board's rules of conduct. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- \* Submission to the conduct is made either an explicit or implicit condition of employment or academic status or progress;
- \* Submission to or rejection of the conduct is used as the basis for any employment or academic decision affecting the individual employee or student; or
- \* The conduct has the purpose or effect of unreasonably interfering with an employee or student's work or academic performance or creating an intimidating, hostile or offensive work or academic environment.

Sexual harassment includes conduct based on sex, whether directed toward a person of the opposite or same sex, and also may include, but is not limited to, the following:

- \* Repeated leering, sexual flirtations, or propositions.
- \* Suggestive or obscene letters, notes, or invitations
- \* Slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- \* Sexual jokes, stories, drawings, pictures or gestures.
- \* Spreading sexual rumors.

- \* Touching an individual's body or clothes in a sexual way.
- \* Attempts to pull down pants or gym shorts or flip up skirts.
- \* Impeding or blocking normal movements.
- \* Displaying sexually suggestive objects.
- \* Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered harassment.)
- \* Implying or withholding support, based on sex, for an appointment, promotion, or change of assignment, suggesting a poor performance report will be prepared, or suggesting probation or other discipline will be used. Within the academic environment, implying or withholding grades earned or deserved, suggesting a poor performance evaluation will be prepared, or suggesting a scholarship or college recommendation will be denied.
- \* Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee. Within the academic environment, engaging in coercive sexual behavior to control, influence, or affect the academic opportunities, grades, and/or learning environment of a student.
- \* Offering favors or academic or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations in exchange for sexual favors.

Where no tangible employment or academic action has occurred, this conduct can be unlawful only if it is both unwelcome and either severe or pervasive. Nonetheless, the Board discourages any such conduct in the District, regardless of the circumstances.

In determining whether alleged conduct constitutes harassment, the totality of the circumstances, the nature of the harassment and the context in which the alleged incidents occurred will be investigated. The Assistant Superintendent for Human Resources or designee has the responsibility of investigating and resolving complaints of harassment of employees. The Director of Student Services or designee, in conjunction with school principals, has the responsibility of investigating and resolving complaints of harassment of students.

C. **Forms Used and Additional References**

None

D. **Procedures**

**Everyone at the District is responsible for assuring that the work and academic environment is free from prohibited harassment and is expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited harassment.**

**General Procedures - Students**

Any student who feels he or she is being sexually harassed should immediately report such conduct to his or her teacher, the principal, or any other school administrator, without fear of reprisal. The student need not first report the harassment to his or her teacher, especially if the student believes the teacher engaged in or knowingly tolerated any harassment of the student. The student may make this report alone or with his or her parent/guardian.

An employee who receives a report of sexual harassment of a student or who witnesses the sexual harassment of a student shall immediately report the harassment to the Assistant Superintendent for Human Resources (if alleged harassment is by an employee) or the principal or principal's designee (if the alleged harassment is by another student). Administrators, upon receiving a report of sexual harassment from a student, shall provide the student with a copy of the sexual harassment policy as well as the Administrative Regulation which contains procedures for filing complaints regarding sexual harassment.

Each complaint of sexual harassment shall be promptly investigated in a way that attempts to respect the privacy of all parties concerned. If the student requests that his or her name not be disclosed to the alleged harasser, an informal investigation of the allegations shall be conducted to the extent possible without disclosing the complainant's name. In order to file a formal complaint of sexual harassment, however, the student must be willing to disclose his or her name to the alleged harasser.

A student who feels he or she is being sexually harassed by his or her teacher may request to be transferred out of the teacher's class. The District will attempt to accommodate such requests to the extent practicable.

**General Procedures - Employees**

Any employee who feels he or she has been sexually harassed should immediately report such conduct to his or her supervisor, the Assistant Superintendent for Human Resources, or any other member of the Administration, without fear of reprisal. The employee need not first report the harassment to his or her supervisor, especially if the employee believes the supervisor engaged in or knowingly tolerated any harassment of the employee.

Any supervisor or administrator who receives a report of sexual harassment shall immediately notify the Superintendent or the Assistant Superintendent for Human Resources. Upon receiving a report of sexual harassment from an employee, the District shall provide the employee with a copy of this sexual harassment policy as well as the Administrative Regulation which contains procedures for filing complaints regarding sexual harassment. A copy of the sexual harassment policy as well as the Administrative Regulation which contains procedures for filing complaints regarding sexual harassment is available to any employee upon request.

**Each complaint of sexual harassment shall be promptly investigated in a way that attempts to respect the privacy of all parties concerned.**

**General Procedures - Any Other Persons**

Any person who alleges sexual harassment by any employee or student in the District may file a complaint under the complaint procedures contained in Administrative Regulation 4119.11; 4219.11; and 5145.7.

**Formal Complaint Procedures**

The Board designates the following compliance officers to receive and investigate complaints and ensure compliance with law:

Superintendent	830-3200 ext. 1004
Assistant Superintendent for Human Resources	830-3260 ext. 1304
Director of Student Services	830-3280 ext. 1601

1875 W. Lowell Ave. Tracy, CA. 95376

It is desirable that complaints of sexual harassment be resolved in a prompt and appropriate manner. If possible, such complaints should be resolved in an informal manner. If the complaint cannot be resolved informally, following procedures shall be followed for filing a formal complaint of sexual harassment.

**Step 1: Filing of Complaint**

Any individual, public agency or organization may file a written complaint of alleged noncompliance.

The complaint shall be presented to the Superintendent or designee, who will then give it to the appropriate compliance officer. The Superintendent or designee will maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints of sexual harassment must be initiated, in writing within sixty (60) calendar days of the date the alleged violation occurred, or the date the complainant first obtained knowledge of the facts of the alleged violation.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, District shall help him/her to file the complaint.

**Step 2: Investigation of Complaint**

Within sixty (60) school days from receipt of the complaint, excluding summer session, when the alleged violation occurred during the regular school year, the Superintendent or designee shall complete the investigation of the complaint. This time period may be extended by written agreement of the complainant.

**Step 3: Response**

Within sixty (60) days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the District's investigation and decision, as described in Step 4 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within fifteen (15) calendar days, file his/her complaint, in writing, with the Board. The Board may consider the matter at its next regular Board meeting or at a special Board meeting.

The Board may decide not to hear the complaint, in which case the compliance officer's decision is final. If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within seven (7) calendar days or within the time period that has been specified in a written agreement with the complainant.



#### **Step 4: Final Written Decision**

The report of the District's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the District will arrange a meeting at which a community member will interpret it for the complainant.

This report shall include:

- \* The findings and disposition of the complaint.
- \* Notice of the complainant's right to appeal the decision to the California Department of Education, and procedures to be followed for initiating such an appeal.

If an employee or student is disciplined as a result of the complaint, this report shall simply state that appropriate action was taken and that the employee or student was informed of the District's sexual harassment policy. The report shall not give any further information as to the nature of the corrective or disciplinary action. However, when a student is expelled as a result of a substantiated charge of sexual harassment, the expulsion record shall be a non-privileged, discloseable public record.

If dissatisfied with the District's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the District's decision. For good cause, the Superintendent may grant an extension for filing appeals.

When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the District's decision and must include a copy of the locally filed complaint and the District's decision.

#### **Corrective Action**

*A substantiated complaint of sexual harassment may subject the offending employee or student to corrective action, up to and including suspension and discharge/expulsion. Such corrective action shall be consistent with the California Education Code and any collective bargaining agreement or student discipline code, if applicable.*

*In the event of harassment by an individual who is not an employee or student of the District, the District will take whatever corrective action is reasonable and appropriate under the circumstances.*

Even if the reported conduct is not considered sexual harassment under this policy, it may be in violation of other rules and standards of conduct of the District. The District may discipline an employee or student for any inappropriate conduct discovered in investigating reports made under this policy, regardless of whether the conduct amounts to a violation of law or even a violation of this policy. Supervisors may be held personally liable under the law for acts of harassment.

#### **Retaliation and Confidentiality**

The District forbids retaliation against anyone for reporting harassment, filing a complaint pursuant to this policy, assisting in making a harassment complaint, or cooperating in a harassment investigation. Anyone experiencing or witnessing any conduct they believe to be retaliatory are to immediately follow the procedures outlined above. In an investigation and in imposing any discipline, the District will attempt to preserve confidentiality to the extent the circumstances permit.

#### **Notification - Employees**

*A copy of the sexual harassment policy and Administrative Regulation shall be displayed in a prominent location in the main administrative building located at 1875 W. Lowell Ave., Tracy, CA and in a prominent location near each school principal's office.*

Notice of the sexual harassment policy and the Administrative Regulation which contains the complaint procedures will be distributed to all employees of the District at the beginning of the first quarter or semester of the school year, and to any new employee at the time that the new employee is hired. A copy of the sexual harassment policy and Administrative Regulation shall also appear in any publication of the District that sets forth the comprehensive rules, regulations, procedures, and standards of conduct for the institution.

All employees additionally shall receive a copy of an information sheet prepared by the California Department of Fair Employment and Housing ("DFEH") that includes information on sexual harassment, including the legal remedies and complaint process available through the DFEH and directions on how to contact this agency. A notice advising employees of the DFEH's requirements, including the prohibition against unlawful harassment based on

sex, shall be posted at the main administrative building. The address and telephone number of the DFEH are as follows:

Department of Fair Employment and Housing  
2000 O Street, Suite 120  
Sacramento, CA 95814  
(916) 445-9918

Federal agencies enforcing the prohibition of sexual harassment are the Equal Employment and Opportunity Commission ("EEOC") and the Office of Civil Rights ("OCR"). The addresses and telephone number of these agencies are as follows:

Office of Civil Rights  
Old Federal Building  
50 United Nations Plaza, Room 239  
San Francisco, CA 94102

Equal Employment Opportunity Commission  
1265 West Shaw Avenue, Room 103  
Fresno, CA 93711

**Notification – Students**

A copy of the sexual harassment policy and Administrative Regulation shall be displayed in a prominent location in the main administrative building located at 1875 W. Lowell Ave., Tracy, CA and in a prominent location near each school principal's office.

*Notice of the sexual harassment policy and Administrative Regulation which contain the complaint procedures will be sent to all students and parents or guardians upon enrollment and annually thereafter. A copy of the sexual harassment and Administrative Regulation shall be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session, as applicable. Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment.*

Students may also file a separate claim of sexual harassment with the Office of Civil Rights (OCR). The address and telephone number of the OCR is listed under the notifications section for employees.

- E. Reports Required  
Investigation report regarding allegations of harassment.
- F. Record Retention  
Personnel file when appropriate.
- G. Responsible Administrative Units  
Human Resources  
Student Services
- H. Approved By  
Assistant Superintendent for Human Resources  
Director of Student Services

**Uniform Complaint Procedure**

The Governing Board recognizes that the district is responsible for ensuring that it complies with state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve complaints at the local level.

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, age, gender, sex, sexual orientation, color, race, ancestry, national origin or physical or mental disability in any program or activity that receives or benefits from state financial assistance. The district shall also follow uniform complaint procedures when addressing complaints alleging failure to comply with state or federal law in adult basic education, consolidated categorical aid programs including, but not limited to, School Improvement, Economic Impact

Aide, Professional Development, Elementary and Secondary Education Act programs, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs.

The Board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis.

Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination.

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

#### **Compliance Officers**

The Governing Board designates the following compliance officers to receive and investigate complaints and ensure district compliance with law:

Director of Student Services  
1875 West Lowell  
Tracy, CA 95376  
(209) 830-3280

or Assistant Superintendent for Educational Services  
1875 West Lowell  
Tracy, CA 95376  
(209) 830-3202

#### **Notifications**

Students and parents or guardians will receive their annual UCP notice in their student's annual handbook. Such notice shall also be available in Spanish.

All staff shall receive their annual notification through their respective handbooks that are reviewed at the first staff meeting of the school year. District /site advisory councils and committees shall receive their annual notification at the first meeting of the school year.

#### **Procedures**

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with the California Code of Regulations, Title 5, Section 4632.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

#### **Step 1: Filing of Complaint**

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the district. The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, district staff shall help him/her to file the complaint.

#### **Step 2: Mediation**

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process. Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information. If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall precede with his/her investigation of the complaint. The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

#### **Step 3: Investigation of Complaint**

The compliance officer shall hold an investigative meeting within ten days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally. The complainant and/or his/her representative and the district's representatives shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. (5 CCR 4631)

#### **Step 4: District Response**

Within 60 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below. (5 CCR 4631)

#### **Step 5: Final Written Decision**

The report of the district's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the district shall arrange a meeting at which a community member will interpret it for the complainant. The report shall include a notice of the complainant's right to appeal the decision within 15 calendar days to the California Department of Education, and procedures to be followed for initiating such an appeal. If the complaint involves alleged discrimination, a notice of the complainant's right to seek civil law remedies shall be submitted no sooner than sixty days after filing an appeal with the California Department of Education. (5 CCR 4631)

#### **Step 6: Appeals to the California Department of Education**

If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the district's decision and must include a copy of the locally filed complaint and the district's decision.

#### **Step 7: Civil Law Remedies**

Nothing in this policy precludes a complainant from pursuing available civil law remedies outside of the district's complaint procedures. Such remedies may include mediation centers, public/private interest attorneys, injunctions, restraining orders, etc. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil remedies. This moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint. For assistance, complainants may contact the San Joaquin County Office of Education Legal Services (209) 468-4850 or Legal Aid (209) 946-0605 or any other attorney or appropriate organization.

#### **Basis for Direct State Department of Education Intervention**

The Superintendent of Public Instruction shall directly intervene when:

- The district fails to comply with the complaint procedures
- Discrimination is alleged and/or there is indication of immediate loss of benefits such as education or employment for students
- The complainant request anonymity and has proven retaliation
- The district fails to implement the final decision resulting from a local investigative or meditative process
- The district fails to respond to the complainant within 60 days
- For Special Education issues:
  - The district fails/refuses to follow provisions for free, appropriate public education
  - The complainant alleges that a student is not receiving services specified in the student's IEP
  - There is an alleged violation of federal law governing Special Education

### **TRACY UNIFIED SCHOOL DISTRICT** **NOTICE TO PARENTS AND GUARDIANS**

As required by law (Education Code Section 49063) you are hereby notified that you have a right to permit or to refuse to permit your student to engage in the school activities listed below. NOTE: Complete policies and excerpts from the Education Code are available in the office of each school.

1. **Absence for religious purposes** at a place away from school property and after the pupil has attended school for a minimum day. (Ed. Code 46014)
2. **Sex education courses, venereal disease education or family life education and AIDS education** in which

reproductive organs and their functions are described, illustrated or discussed. If such a course is planned at some future time, you will be notified of your rights to inspect and review pertinent written or audio-visual materials prior to the holding of the course (written consent is not required but objection shall be honored for your child). A student shall be excused from attending that part of any instruction in health, family life education, and sex education courses which conflict with the religious training, beliefs, or personal moral conviction of the parent or guardian of the student, if the parent or guardian requests such exemption in writing. (Ed. Code 51240, 51550, 51201.5, 51820, 51553, 51555)

3. **Refusal to harm or destroy animals** is a student right covered in Board Policy 5145.8.
4. **Immunization for communicable disease** control may be consented to in writing by a parent for a licensed physician to administer an immunizing agent. Immunizations shall not be required for admission to district schools or programs if an affidavit signed by a parent or guardian states that such immunization is contrary to his/her beliefs. (Health and Safety Code, Section 3385; Ed. Code 49403)
5. **Administration of medication** prescribed by a physician for a child during the school day may be done by a nurse, or other designated school personnel if the school district receives a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken and a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement. (Ed. Code 49423)
6. **Any mental examination or physical examination** may not be given to a child whose parent has filed an objection. However, the child may be sent home, if for good reason, he is believed to be suffering from a recognized contagious or infectious disease. (Ed. Code 49451)
7. **Evaluation of vision** of a child, including tests for visual acuity and color vision by the school nurse, or teacher if authorized, upon first enrollment and at least every third year thereafter. The vision evaluation or any hearing examination or scoliosis screening may be waived upon presentation of an appropriate certificate from a physician or optometrist and upon written parental request. (Ed. Code 49451, 49452, 49452.5)
8. **Medical and hospital services** for pupils injured at school or school sponsored events or while being transported may be insured at district or parent expense. (Ed. Code 49472)
9. **Corporal punishment**. Tracy Schools has a policy not to utilize corporal punishment as a disciplinary measure. (Ed. Code 49000, 49001)
10. **Certification of Proficiency/High School Equivalency**. The principal of each school maintaining either or both of grades 11 and 12 shall distribute to each pupil in those grades an announcement explaining the California High School Proficiency Examination provided under Education Code Section 48412, in time for students to meet all examination registration requirements for the fall test of that year. (Administrative Code, Title 5, Section 11530)
11. **Education Code Sections 49065-49078 - Student Records**: Parents have the right to review any records, relating directly to the child, that the school may have on file; i.e., attendance, achievement, conduct, test scores, et al.
  - a. The principal of each school is responsible for supervision of maintenance of such records. The Certificated staff and Health Department personnel have similar access to such records.
  - b. Records are reviewed by building administrators and certificated staff when necessary to expunge such records. Parents may request principals to review records and request expunging of records.
  - c. Parents have the right to challenge content of records and to request a hearing before district administration.
  - d. Reproduction of records for parents to be charged at rate of 10 cents per page.
  - e. Directory information. The following items are considered directory information: A student's name,

home address, date and place of birth, major field of study, participation in activities and sports officially recognized by Tracy Public Schools, dates of attendance at school, degrees and awards received, and the most recent previous public or private school attended. The weight and height of members of officially recognized athletic teams are also considered directory information. Upon receipt of a written request, direction information may be released to the following official organizations:

1. parent-teacher organizations;
2. employers and prospective employers of the student;
3. representatives of the news media.

12. **Education for Handicapped Children:** Tracy School District will provide a free appropriate public education to all handicapped children between the ages of 3 years and 21 years. The school district will arrange for free evaluation services for any child who is suspected of having a handicap and of needing special education and related services. The Director of Special Education coordinates education for the handicapped.
13. **Attendance Options and Programs:** Attendance Options and Programs within the district are available at school sites and in the Student Services Office. This information includes information on residency requirements for school attendance, program options offered within local attendance areas, inter-district and intra-district transfers and the appeals process. Forms requesting intra-district transfers are available at all school sites. Forms requesting inter-district transfers can be obtained at the district office.
14. **Sexual Harassment Policy:** A copy of the district's sexual harassment policy is included in school handbooks given to students at the beginning of the year and extra copies are available at school sites.
15. **Section 504:** Tracy School District will identify, evaluate and provide a free, appropriate public education to students who are handicapped within the meaning of Section 504 of the Rehabilitation Act of 1973. The Director of Student Services is the compliance officer.
16. **Search and Seizure:** Board Policy 5145.12 explains district policy and procedures on search and seizure, including the use of breathalyzers and metal detectors.
17. **Confidential Reporting:** Students reporting any weapons seen on a school campus or at a school-sponsored event will have the right of confidential reporting to the extent permitted by law.
18. **Confidential Medical Services:** School authorities may excuse any student, grades 7-12, from school to obtain confidential medical services without the consent of the student's parent/guardian. (Education Code 46010.1)
19. **Suspension and Expulsion/Due Process:** District regulations concerning student discipline and due process are available in school handbooks and upon request at the Principal's office in any district school. (Education Code 35291)
20. **Home/Hospital** instruction is available for students with temporary disabilities.
21. **Investing for future college or university education** for your children is important and parents should consider investment options including but not limited to United States Savings Bonds.
22. **Insurance** is available under a group plan for students. Information is available in school offices.
23. **Excuse From School:** Notwithstanding Section 48200, a pupil shall be excused from school for justifiable personal reasons, including but not limited to, an appearance in court, observation of a holiday or ceremony of his or her religion, attendance at religious retreats, or an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board. A pupil shall

also be excused from school when he or she is the custodial parent of a child who is ill or has a medical appointment during school hours.

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence which can be reasonably provided and, upon satisfactory completion, shall be given full credit therefore. The teacher of any class from which a pupil is absent shall determine, pursuant to the regulations of the governing board of the school district, what assignments the pupil shall make up and in what period of time the pupil shall complete those assignments. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments which the pupil missed during the absence.

**For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.**

Absences pursuant to this section shall be deemed to be absences in computing average daily attendance and shall not generate state apportionment payments, except as otherwise provided by Article 1 (commencing with Section 46000) of Chapter 1 of Part 26, including, but not limited to, an absence for the purpose of attending the funeral services of a member of a pupil's immediate family. (Amend. Stats. 1994, Ch. 134)

24. **Early Release Days** are staff training and work days. Early Release Days are on Mondays in all schools in Tracy. On Early Release Days students will be released at 1:30. Minimum Days are for parent conferencing, tracking on and off at Year Round Schools, and for report card grading. Your student's school will notify you through school handbooks or newsletters on upcoming minimum days.
25. **High School Exit Exam:** Students scheduled to graduate in the Spring of 2006 or later are required to pass the California High School Exit Exam as one of the conditions of graduation. Examination dates for 2009-2010 are November 4-5 (juniors and seniors), February 3-4 (seniors only), March 17-18 (sophomores only), May 12-13 (sophomores absent during March testing, juniors and seniors). Students must pass both the English/Language Arts and Math section of the test. Students not passing the exam will not be awarded a high school diploma as passing the exam is a state requirement for graduation. (Education Code 48980, 60850)
26. **Release of Information:** Student record information will be released upon request to a judge or probation officer for conducting a truancy mediation program or for presenting evidence at a truancy petition.
27. **Advanced Placement Examination Fees and International Baccalaureate Examination Fees:** Any economically disadvantaged student, as defined in Education Code 52241, who is enrolled in an advanced placement course may apply to the Superintendent or Superintendent's designee to cover the costs of Advanced Placement Examination fees minus five dollars that shall be paid by the student. (Ed Code 52244) Examination fee assistance may be available for disadvantaged students testing with International Baccalaureate. Please see the IB Coordinator in the Academics Office at West High School for details.
28. **Management Plan for Asbestos:** The district's complete updated management plan for materials containing asbestos in school building shall be available for inspection in district and school offices. (40 CRF 763.93)
29. **Professional Qualifications:** Parents have the right to request information on the professional qualifications of their child's teacher and paraprofessional. (Section 1111 P.L. 107-110)

#### **AUTHORIZATION FOR RELEASE OF PUPIL INFORMATION**

This school does not release information or records concerning your child to non-educational organizations or individuals without your consent. The release of certain information would benefit your child such as information on athletic or academic awards, or other such information for press releases. If your child is eligible for a work permit, such information as age, scholastic records and school staff employment recommendations may be of use to an employer or potential employer. Federal Law includes the release of student directory information to Military recruiters.

Your consent is required for the release of such information. Such consent may be revoked by you at any time by notifying the principal of your child's school in writing. You may receive a copy of the information released by submitting your request in writing to the school office.

### **CONSENT TO RELEASE PUPIL INFORMATION**

Information concerning my child's participation in school events and information concerning any scholastic or athletic awards that my child may receive may be released to the news media upon their request. If my child is eligible for a work permit, information such as age, scholastic records and school staff recommendations may be released to an employer or potential employer. Directory information may be released to federal, state and local agencies, military recruiters, and non-profit youth organizations.

### **PERMISSION FOR STUDENT NAME ON SCHOOL/DISTRICT WEB PAGES**

Web pages are published on the Internet and are, therefore, available world-wide to anyone browsing the Internet. Student information on District Web Pages: 1) For K-8 students—only first names can be used with written permission of parent. 2) For 9-12 students—both first and last names can be used with written permission of parent.

## **TRACY UNIFIED SCHOOL DISTRICT - ACCEPTABLE USE AGREEMENT NETWORK AND COMPUTER RELATED RESOURCES**

In exchange for the use of the Tracy Unified School District (TUSD) data networks and computer systems, either locally attached or through remote connection, the following agreement will apply. **Please read this document carefully.** It is a legally binding agreement when signed. The guardian/parent must sign when the user is under 18 years of age. See page 79.

The use of the TUSD network/computer system is a privilege for which users accept responsibility. It is intended to provide:

- Support for learning
- Improved administrative efficiency
- Increased opportunities for communication
- Additional resources for general information
- More timely and accurate information
- Increased opportunities for professional/personal growth

The TUSD network/computer system is shared and available to all registered users. The system may not be used in a way as to disrupt or interfere with its use by others. Inappropriate use of the system includes, but is not limited to:

- Damage, vandalism or theft of equipment as well as theft, piracy or altering of software.
- Theft of services, including connection of unauthorized network/computer equipment to the system.
- Use of the system to communicate unlawful information or to transmit computer viruses.
- Accessing or communicating information which is pornographic, obscene, sexist, racist or abusive.
- Access or communication of "Harmful matter" as defined by California Penal Code 313.
- Violation of copyright law and Plagiarism of ideas or information.
- Use of the system for anonymous access or communication of information.
- Use of the system for commercial purposes or for political campaigning.
- Other conduct deemed objectionable by the Tracy Unified School District.
- Any violations of the classroom rules, school conduct code, educational code, or penal code.

The District will log the use of all systems and monitor all system utilization. Any and all information on the TUSD networks, with the exception of student and personnel records is **not** deemed private. All District computers will comply with A.R.S. 34-501 (enacted, 1999) (access to materials harmful to minors) and all District employees are required to comply with the Family Education and Privacy Rights Act of 1974 (disclosure of personally identifiable information). Student names will be included as part of their network user/email accounts. TUSD staff members will determine what is appropriate use of technology resources and their decision is final. The TUSD reserves the rights to any materials stored in files, and will remove any material which the staff may believe to be unlawful, obscene, pornographic, abusive, or otherwise objectionable. The system may not be used to obtain, view, download, or otherwise gain or provide access to such materials. The TUSD staff will refer for disciplinary action anyone who does not comply with the provisions of this agreement. Cancellation of user privileges will be at the discretion of the staff after application of due process.

The Tracy Unified School District will not be held responsible for the loss of data resulting from delays, non-deliveries, or service interruptions sustained or incurred in connection with the use, operation, or inability to use the system. The TUSD specifically denies any responsibility for the accuracy or quality of information obtained electronically. Use of any information obtained electronically is at the risk of the user.

One of the services available through the TUSD network/computer system is the Internet. The Internet, a community of network system is not governed by any entity. The District does not have control over the kind or quality of the information that is accessible to Internet.



users. It is not feasible to limit access to all materials or all emails that a parent or guardian might consider inappropriate; therefore, inappropriate use is the responsibility of the user.

The use of TUSD network/computer system requires that all users abide by the following rules:

- Be polite, do not send or respond to abusive, harassing, or suggestive messages to anyone. Report such messages.
- Respect (do not access, delete, move, or alter) anyone else's files and/or data.
- Use appropriate language. Do not swear, use vulgarities, or express yourself in any other inappropriate language.
- Communication advocating, encouraging or supporting illegal activities is strictly forbidden.
- Respect the privacy of all users. Do not reveal the personal address or phone numbers of yourself or anyone else.
- District e-mail accounts are not private. TUSD e-mail is operated for and by the District.
- Respect the originator of email and do not forward e-mail messages or information without permission.
- Individuals will ONLY use authorized accounts they have been personally issued.
- All users must keep their account passwords confidential.
- Do not send "junk", "mass", or "spam" email.
- Use of a modem connected to a TUSD computer must have specific approval from the ISET department.

The Tracy Unified School District computer system is intended for the exclusive use of its registered users who are responsible for their password and their accounts. Any problems which arise from the use of the account are the responsibility of the account holder. Any misuse of the account or system will result in disciplinary action and/or the suspension or cancellation of privileges. Use of the account by someone other than the registered user will be grounds for cancellation and/or may result in disciplinary action.

*Dear Parents and Student: Please read the Behavior and Attendance Agreement below, then sign on page 79 and keep it in the Student Handbook until your child's teacher asks for it during the first week of school. Should you have any questions regarding the Attendance/Behavior expectations, please phone the Assistant Principal at 830-3370, x3013.*

#### ATTENDANCE AGREEMENT

Welcome to the Tracy Unified School District (TUSD) for the 2009-2010 school year. Our main concern in the Department of Child Welfare and Attendance is the daily school attendance of all of the children in our community. Education Code 48200 requires compulsory daily school attendance for students 6 to 18 years of age. Our Superintendent, along with all district staff, is continuing our commitment to see our school's academic programs improve. Improvement in our children's achievement must start with *daily school attendance* and we feel this is *everyone's responsibility*. Daily school attendance must start at home with the importance and value of education being stressed. It is vital for TUSD to build on this value, maintaining the essential partnership between school and home to ensure daily attendance. If your child is absent, California Education Code allows EXCUSABLE absences for the following reasons:

- |                                    |  |
|------------------------------------|--|
| 1. Illness                         | 3. Funeral services for immediate family |
| 2. Medical/dental/eye appointments | 4. Quarantine                            |

The parent/guardian of the student must send a note and/or phone the school to clear any of these excusable absences. Failure to excuse the absence will result in a recorded truancy on the student's permanent record.

Another way to insure your child's daily attendance is by reviewing the school district's 2009-2010 calendar to plan family holidays and vacations to coincide with school holidays. Parent notification to the school of a student absence for a family vacation results in lost instructional time for the student and is not an excusable reason for absence. Some other examples of reasons that are NON-EXCUSABLE for student absences are:

- |                    |                    |  |
|--------------------|--------------------|--|
| Going shopping     | Visiting relatives | Family moving from one home to another |
| Student's birthday | Oversleeping       | Child care by the student at home      |
| Car trouble        |                    |  |

School staff may request you to attend a conference when your child is absent for *non-excusable* reasons.

Schools send a formal letter to the parents/guardians of students who accumulate three days of unexcused absences, numerous unexcused class periods, or numerous tardies. This letter will inform the family of a potential declaration of truancy on your child's school record according to Education Code 48260. Students with excessive absences may be required to submit a doctor's note. Please review this attendance information with your child and we ask that you sign this agreement and return it to the school office. The Tracy Unified School District's goal for 2009-2010 is to again improve our district's students' attendance to above 98%. We appreciate your assistance in this goal since every day of good school attendance can count towards your child's continued academic success.

**Parent needs to have read the above attendance information and will make every effort to ensure their child(ren) attends school every day that school is in session.**

### **SEX EDUCATION AGREEMENT**

Since 1988, AIDS Prevention Education curriculum has been in place in Tracy Unified School District. An Advisory Committee composed of teachers, parents/community members, trustees, administrators, school health professionals and local clergy oversee the implementation of the curriculum and advise the School Board of Trustees. The focus of the AIDS curriculum is prevention and abstinence.

9<sup>th</sup> grade students enrolled in Biology will receive state approved curriculum: Positive Prevention. Every other year, eleventh and twelfth grade students will see a play sponsored by Kaiser Permanente entitled "SECRETS" which provides information for teenagers who are faced with the pressures of becoming sexually active in the age of HIV/AIDS & STD's. The program increases student awareness of AIDS and the transmission of HIV. It reduces apprehension and prejudice arising from misinformation and encourages risk-reducing choices and behavior. Also, Pregnancy Resource Center presents "RESPECT" to 9<sup>th</sup> grade PE classes. The RESPECT team is comprised of high school peer educators that present skits on the dangers of HIV/AIDS/STD's while stressing abstinence.

In accordance with our district policy, materials and information presented throughout the school year will be available on the school site for preview. Healthy Living Month and other special events will be announced in the school newsletter to give you ample time to preview.

If you **WANT** your child to receive this information, you would sign the parent notification (page 78) in the **I approve** option and return this to your child's second period teacher.

If you do **NOT** want your student to attend the AIDS activities, you would sign the parent notification (page 78) next to the line "I do not want my child to receive HIV/AIDS education".

You may revoke your permission for your child to receive this information by contacting the school at least two days prior to the event so that arrangements can be made for your child's regular instructional program.

### **VIDEO YEARBOOKS**

#### **Image Release for School Promotional Purposes**

The high school is producing a video yearbook this school year. The following statement allows the use of your student's image to be used in the video yearbook.

I hereby grant West High School the right to record and use my child's image, likeness and/or voice on film or video tape for the use in public relations, yearbook and school information systems.

It is my understanding that Tracy Unified School District owns the copyright to these images and recordings and I agree to waive any claims to them and thereby, grant permission for these images and recordings to be used for the purposes described above.

### **BEHAVIOR AGREEMENT AND STUDENT/PARENT NOTIFICATION**

In order to insure a positive school year, please make sure that you read and review the **West High School Student Handbook, including the Student Conduct Code**. Please also read the Behavior Agreement below, sign and date page 79 and return it to your second period teacher. Should you have any questions regarding the Behavior Agreement, please phone your Assistant Principal listed below: **830-3370, ext. 3013**. We are looking forward to a great 2009-2010 school year. If we all work together, it will be a positive and productive one!

- **We, as Parents/Guardians, accept our responsibility to:**

1. Read and understand the West High School Student Handbook Conduct Code.
2. Make certain that our student is aware of the school rules, state laws, and district regulations contained in the student handbook.
3. Fully comprehend the consequences for breaking the rules, regulations or laws.
4. Pledge our cooperation in maintaining and encouraging appropriate school behavior from our student.

The personnel of **West High School** will cooperate in notifying and working with students and parents in order to make education an enjoyable experience, will make misbehavior known to the students and to the parents/guardians when appropriate, and take timely and appropriate actions for such misbehavior. The staff also pledges to provide an orderly school climate. By working together, misbehavior can be minimized or eliminated entirely. Without disruptions of instructional programs, learning time can be increased for all students.

**TRACY UNIFIED SCHOOL DISTRICT**

**Student Services**

**1875 W. Lowell Ave.**

**Tracy, California 95376**

**(209) 830-3280**

Dear Parents:

California state law requires HIV/AIDS prevention education is taught in middle school and in high school. If comprehensive sexual health education is taught, the District shall follow state laws (*Education Code 51933*). The District may not pick and choose topics to teach. HIV/AIDS prevention instruction includes:

- Information on HIV/AIDS and how it affects the body.
- How HIV is and is not spread.
- Discussion of ways to lower the risk of HIV, including:
  - Sexual abstinence and the latest medical information on ways to prevent sexually transmitted HIV infection.
- Discussion of the public health issues related to HIV/AIDS.
- Places for HIV testing and medical care.
- Making good decisions and staying away from risky activities.
- Discussion about society's views on HIV/AIDS and people with HIV/AIDS.

You can examine instructional materials at your student's school site or in the District's IMC department. If you have questions, please contact the teacher or principal at your child's school. State law allows you to remove your student from comprehensive sexual health education or HIV/AIDS prevention education. An alternative arrangement will be made for your student during sexual health education instruction.

The goal of a comprehensive sexual health education program is to help students learn the facts and to make good decision now and later in life.

I approve HIV/AIDS Education for my child.

Parent Signature

I do not want my child to receive HIV/AIDS education.

Parent Signature

*The next page has the Behavior Agreement and Parent/Student Notification Agreement. Please review with your student the important areas of the Student Handbook, initial next to each area, and sign and date the form. This form will be asked to be returned to your child's second period teacher during the first week of school.*

**Behavior Agreement and  
Parent/Student Notification Agreement**

Student Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Grade \_\_\_\_\_ English Teacher \_\_\_\_\_

I have noted in the school handbook under the Parent/Student documents (pages 60-75). My signature or initials next to the document title on this sheet gives my acknowledgement and/or permission. This page will be collected by your student's second period teacher.

**Document**

**Parent's Signature**

Notice to Parents and Guardians, pg. 70-73  
(Parent acknowledges notification of rights)

\_\_\_\_\_

Authorization to Release Pupil Information, pg 73  
(Parent agrees to release of pupil information)

\_\_\_\_\_

Consent to Release Pupil Information, pg. 74  
(Parent agrees to web page use)

\_\_\_\_\_

Permission for Student Name on School/Dist. Web pages  
(Publicity), pg. 74

\_\_\_\_\_

TUSD Acceptable Use Agreement/Computers, pgs. 74-75  
(Parent and Student agreement)

\_\_\_\_\_

Attendance Agreement, pg. 75  
(Parent acknowledges notification)

\_\_\_\_\_

~~Sex Education Agreement, pgs. 73-74~~  
(~~Parent agrees to sex education program~~)

\_\_\_\_\_

Video Yearbooks, pg. 76  
(Student possibly viewed in video yearbook)

\_\_\_\_\_

**BEHAVIOR AGREEMENT – Student/Parents pg. 76-77**

**HIV/AIDS Prevention Education**

**Please sign on page 78.**

**Signature Initials of Instruction Page (this page), pg.79**

\_\_\_\_\_

I have read and discussed the West High School Student Handbook Conduct Code with my student, and will abide by its provisions and the rules of the school.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

