

## Tracy Unified School District Board of Education

Bill Swenson, President  
Walter Gouveia, Vice President  
Tom Hawkins, Clerk  
Gregg Crandall, Trustee  
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Kelly Lewis, Trustee  
James Vaughn, Trustee

## Tracy Unified School District Cabinet

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

## George and Evelyn Stein High School Staff

Cynthia Johannes, Principal  
Ann Herrington, Counselor/STEPS Coordinator  
Rose Nicolaysen, School Secretary  
TBA, Clerk Typist II

## Certificated

Jeff Arnett, U.S. History, Economics, Work Experience  
Roger Casillas, Art, Physical Education  
Brandy Chavarria, Government, World History  
Carrie Davenport English I, II, III, Yearbook, CAHSEE  
Mark Duncan, Mathematics, Independent Study, CAHSEE  
Ranvir Gill, Biology, Human Physiology  
Eustacia Hall, Earth Science, Cyber High Teacher  
Chad Irvin, English IV  
David Vallotton, Resource, Stein Design  
Jodi Wyrick, World History, U.S. History

## Email Address

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## Classified

TBA, Para Educator/Scholarship Coordinator  
Ann Fishback, Para Educator/Resource  
Barbara Rockey, Para Educator/Testing Assistant  
Jose Parra, Utility Person  
Ernesto Hernandez, Custodian  
Robert Bryan, Security

## Support Staff

Charles Baker School Resource Officer  
Florence Fernandez Migrant Education Coordinator  
Araceli Verduzco Migrant Education, Secondary School Advisor  
TBA School Psychologist

## Office Hours

The Stein High School administrative office is open Mon-Fri 7:30am to 4:30pm. Teachers/advisors can be contacted by phone or [email](#) for conferencing between the hours of 1:30pm-3:20pm, Tues-Fri.

**Principal, Attendance, Registrar, Teachers: 209-830-3395, fax 209-830-3396 STEPS: 209-830-3286**

## School Hours

8:00 A.M. - 12:30 P.M.  
12:45 P.M. - 3:00 P.M.

### **Regular Session**

**After School Session** (for making up absence and/or receiving extra help.) *The after school program is available from 12:45-3:00pm on Tuesdays, Wednesdays & Thursdays.* The after school program will not be available on minimum days and during the first and last week of school.

## **George & Evelyn Stein High School 2009-2010 Calendar**

### **August**

Wednesday, August 11, 2010 First day of school  
Wed-Thurs, Aug 11-13, 2010 No after school program

### **September**

Thursday, Sept. 2, 2010 Back to School Night, 5:30pm Barbecue, 6:00pm Program  
Monday, Sept. 6, 2010 Labor Day Holiday-No School  
Wednesday, Sept. 22, 2010 School Site Council Meeting, 1:30-3:00pm

### **October**

Friday, October 08, 2010 Minimum Day-dismissal 10:25am, End of 1<sup>st</sup> Quarter  
Wed, October 9, 2010 ASVAB Test  
Wed, October 20, 2010 School Site Council Meeting, 1:30-3:00pm  
Monday, Oct. 25, 2010 Parent Conference Day-No school

### **November**

Tues/Wed, Nov. 9 & 10, 2010 CAHSEE Testing (11<sup>th</sup> and 12<sup>th</sup> graders)  
Wed., Nov. 11 & 12, 2010 Veteran's Day - No School  
Mon-Fri, Nov. 22-26, 2010 Thanksgiving Break-No school

### **December**

Wed-Fri, Dec. 15-17, 2010 Minimum Day-dismissal 10:25am, End of 2<sup>nd</sup> Quarter  
Mon-Fri, Dec. 20- Dec. 31, 2010 Winter Break

### **January**

Monday, Jan. 17, 2011 Martin Luther King's Day-No School  
Wednesday, Jan. 19, 2011 School Site Council Meeting, 1:30-3:00pm

### **February**

Tues/Wed, Feb. 1 & 2, 2011 CAHSEE Testing (12<sup>th</sup> graders only)  
Monday, Feb. 7, 2011 Lincoln's Day- No school  
Wednesday, Feb. 9, 2011 ASVAB Test  
Monday, Feb. 14, 2011 Lincoln's Day-No school  
Wednesday, Feb. 16, 2011 School Site Council Meeting, 1:30-3:00pm  
Monday, Feb. 21, 2011 President's Day

### **March**

Friday, Mar. 11, 2011 Minimum Day-dismissal 10:25am, end of 3<sup>rd</sup> quarter  
Wednesday, Mar. 16, 2011 School Site Council Meeting, 1:30-3:00pm

## April

Fri-Fri, Apr. 22-29, 2011 Spring Break  
Wednesday, April 20, 2011 School Site Council Meeting, 1:30-3:00pm

## May

Tues/Wed, May 10&11, 2011 CAHSEE Testing (11<sup>th</sup> and 12<sup>th</sup> graders)  
Wednesday, May 11, 2011 School Site Council Meeting, 1:30-3:00pm  
Tues-Fri, May 24-27, 2011 Minimum Day, dismissal 10:25 am, No after school program  
Tuesday, May 24, 2010 Graduation Practice, 11:00 am at Stein High School  
Wednesday, May 25, 2011 Graduation, 11:30am at Stein High School  
Friday, May 27, 2011 Last day of school

## 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 register as early as possible. Sign up at [www.collegeboard.com](http://www.collegeboard.com).

<b>SAT Test Dates - 2010-2011</b>	
<b>Oct 9, 2010</b>	SAT & SAT Subject Tests
<b>Nov 6, 2010</b>	SAT & SAT Subject Tests includes Language Tests with Listening
<b>Dec 4, 2010</b>	SAT & SAT Subject Tests
<b>Jan 22, 2011</b>	SAT & SAT Subject Tests
<b>March 12, 2011</b>	SAT Only
<b>May 7, 2011</b>	SAT & SAT Subject Tests
<b>June 4, 2011</b>	SAT & SAT Subject Tests

## **VISION**

The vision of George and Evelyn Stein High School is to create an environment where students apply academic knowledge, critical thinking and communication skills to support a healthy lifestyle and successful interaction in the community.

## **MISSION**

George & Evelyn Stein High School's mission is to provide an alternative educational environment that encourages student academic achievement through credit recovery using high academic expectations, promotes self worth and independence, and builds a foundation for future excellence.

**School Colors:** Black and Gold

**Mascot:** Grizzly Bear

## **George and Evelyn Stein High School Bell Schedule (M, T, W, F)**

First Bell	7:57
Final Bell	8:00
1 <sup>st</sup> Period	8:00-8:45
2 <sup>nd</sup> Period	8:50-9:35
3 <sup>rd</sup> Period	9:40-10:25
BREAK	10:25-10:50
4 <sup>th</sup> Period	10:55-11:40
5 <sup>th</sup> Period	11:45-12:30

### **Thursday School Bell Schedule Every**

First Bell	7:57
Final Bell	8:00
0 Period	8:00-8:25
1 <sup>st</sup> Period	8:30-9:10
2 <sup>nd</sup> Period	9:15-9:55
3 <sup>rd</sup> Period	10:00-10:40
BREAK	10:40-11:00
4 <sup>th</sup> Period	11:05-11:45
5 <sup>th</sup> Period	11:50-12:30

### **School Writing Project (Various Thursdays)**

First Bell	7:57
Final Bell	8:00
0 Period	8:00-8:45
1 <sup>st</sup> Period	8:50-9:25
2 <sup>nd</sup> Period	9:30-10:05
3 <sup>rd</sup> Period	10:10-10:45
BREAK	10:45-11:10
4 <sup>th</sup> Period	11:15-11:50
5 <sup>th</sup> Period	11:55-12:30

**Cyber High: Tuesday, Wednesday, Thursday at 12:45-1:30 in the Library**

# **George and Evelyn Stein High School**

## **Expected Schoolwide Learning Results (ESLRs)**

**Every student who graduates from George and Evelyn Stein High School will be a:**

1. **Critical and creative thinker** who will be able to:
  - a) **Locate, organize, interpret, evaluate, analyze and apply information.**
  - b) **Use various problem-solving strategies.**
  - c) **Recognize and evaluate various points of view.**
  - d) **Complete projects using a variety of resources.**
  
2. **Self-directed learner** who will:
  - a) **Engage in on-going assessment of their own current status and set goals to meet graduation requirements.**
  - b) **Effectively use a syllabus and independently access assignments in sequence.**
  - c) **Demonstrate an awareness of career and vocational paths leading to future employment.**
  
3. **Effective communicator** who:
  - a) **Demonstrates the ability to read, write, and speak competently.**
  - b) **Conveys concepts and ideas through graphs, charts and other visual representations.**
  - c) **Receives, interprets and responds clearly to oral and written information.**
  
4. **Competent user of technology** who:
  - a) **Uses a variety of technology-based resources to collect and communicate information.**
  - b) **Demonstrates effective use of standard computer programs and applications.**
  - c) **Uses technology responsibly and ethically.**

# **Character Counts**

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

### **Trustworthiness**

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

### **Respect**

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

### **Responsibility**

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

### **Fairness**

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

### **Caring**

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

### **Citizenship**

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

## **Program Description**

George and Evelyn Stein High School is an alternative educational program. Students earn a high school diploma and are prepared for entrance into community college, an occupational training program, the military or a job. The curriculum at Stein High School stresses the acquisition of skills in required and elective course work. Students must complete requirements in all subject areas, pass all district assessments and all state requirements in order to graduate. The curriculum contributes to the individual's immediate and long-term interests, emphasizing contemporary living, citizenship and futures in the world of work.

Our academic program is designed to provide the maximum flexibility possible in order that a student who enters Stein High School may achieve a high school diploma, set individual goals, and become responsible for their future.

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

The alternatives offered at Stein High School include:

1. Course work individualized according to each student's ability and progress based on individual achievement.
2. Learning in a safe and secure environment free of violence, drugs and fear.
3. Individual assessment using diagnostic and prescriptive methods to meet student academic needs.
4. Recognition for attendance, academic performance and citizenship.
5. Individual attention in smaller classes.
6. Flexible school structure and scheduling.
7. Teacher/academic advisor assigned to each individual student.

## **How are Students Enrolled into George and Evelyn Stein High School**

Most students attend the continuation program on a voluntary basis. Referrals are made after the parent and student attend a consultation with the counselor at the comprehensive high school. A decision is then made as to whether the student meets entrance criteria and if continuation education is the best program for the student. The counselor then issues a referral to the continuation program. Students 16-18 years of age, living in the Tracy Unified School District, who have not completed a high school education, are eligible for enrollment in Stein High School.

## **STEPS Program**

The STEPS Program is available to any pregnant or parenting student in Tracy Unified School District. Services provided include child care and parenting classes on the Stein campus. Transportation may also be utilized to and from any TUSD school.

## **Tracy Young Adult Program**

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

## **Tracy Adult Resource Program**

Tracy Adult Resource Program is a year round class with the Tracy Adult School. Students are adults (18 and above) with different kinds of disabilities like Cerebral Palsy, vision impairments, seizures, mild mental retardation and some physical disabilities needing walkers or wheelchairs.

Students are being taught a variety of independent living skills. These include money management, laundry, computer skills, community volunteering, physical fitness, and others. Areas of concentration include: nutrition and cooking where the students plan, shop for and cook a balanced daily lunch. Sanitation and safety are emphasized. Art class includes sketching, painting, crafts, sewing skills and marketing the products they make.

## **Attendance**

### **Attendance Policy**

All students are required to attend daily. 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. Stein 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 Stein 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 830-3395  
on day of absence between 7:30-4:00 pm  
or leave a message on attendance line**

### **Absences from school are defined as follows:**

#### **Excused:**

##### **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, optometric, or chiropractic services. Students are strongly urged to make appointments during non-school hours
- C. Attending funeral services of an immediate family member.
- 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 next page)

G. Religious instruction (Ed. Code 46014)

#### **Un-excused:**

**Listed below are the most common reasons given for absences, which will be considered un-excused. This list is not all-inclusive; therefore, if you have specific questions regarding unexcused absences, please contact your child's Principal at 830-3395.**

- A. Family vacations and extended weekend trips.
- B. Oversleeping
- C. Cutting
- D. Car trouble
- E. Court appearances (other than jury duty) or probation department appointments or any other personal business.
- F. Any absence considered excused which is not cleared by a parental or doctor's note within 48 hours of returning to school.

#### **Attendance, Performance and Behavior Agreements**

All students are placed on an Attendance, Performance and Behavior Agreement upon enrollment. Students may have 10 absences excused by a parent during the school year. After the 10<sup>th</sup> excused absence, a doctor's note will be required in order to excuse all absences thereafter. All unexcused absences must be made up during the after school program.

#### **Travel Study**

Travel Study is a program available to students who must leave school for five or more days. This program provides students with the opportunity to maintain their grades, attendance and credits in their classes. Students who fit the above criteria who want to utilize the Travel Study program should contact the office to request and complete the necessary form prior to leaving school. The contract must be approved by the Principal or his designee. The form must be signed by the parent and returned to the office before the student leaves for travel study. ***The Principal's signature is required PRIOR to beginning Travel Study.*** Students not completing travel study forms and receiving approval in advance will not receive credit and will be considered unexcused. All assignments must be turned in to the Independent Study Coordinator on the same day the student returns to school in order to earn attendance.

#### **Attendance Procedures**

**It is the student's and parent/guardian's responsibility to verify an absence, and they must do so within 48 hours upon returning to school. An auto dialer will notify parents/guardians when a student has missed one or more periods.**

1. Parents are responsible for notifying the school between 7:30 a.m. and 4:00 p.m. whenever their student is absent. A message recorder will take calls at any other time. All calls and notes must contain the following information:
  - name of student
  - date of absence
  - specific reason for absence
  - daytime phone number where a parent may be reached

In addition to the above information, all notes must be signed by the parent/

- guardian and state the relationship of the signatory to the student.
2. If it becomes necessary for a student to take medication at school, we must have our medical form completed by a parent and the doctor **prior** to bringing the medication

to school. You may obtain this form from the **school office**. You should return the signed form and the medication to the office right away. Do not keep medication with you or in your backpack.

3. In the event the student is absent or tardy and the advisor cannot make contact with the parents or guardians for three consecutive absences and/or tardies, the student's weekly buyouts can be held until the parent or guardian makes contact with the advisor.

### **Making Up Absences**

Students are expected to make up all unexcused absences and tardies within one week of the infraction. Three hours and forty minutes are needed to clear a full day absence; 45 minutes clears one period. Students may make up absences from 12:30 to 3:00 Tuesday through Thursday under the supervision of a teacher. Students who do not maintain these standards risk being placed in an alternate educational program.

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

### **Tardy Policy**

A student arriving after the tardy bell at 8:00 A.M., is expected to go through the office for a late pass, then to class, and will owe a full 45 minutes (one class period) of make-up time after school. Students arriving after 1<sup>st</sup> period will be marked truant and owe 45 minutes per period. This make-up time must be served before Friday of the same week, in order for the student to be eligible to buy-out on that Friday. If the make-up time for this tardy or period cuts are not served, this will count as one absence on the attendance agreement.

Late arriving students:

- a) **Must** go through the office for a late pass to class.
- b) **Must** go to class upon receiving a late pass.
- c) **Must not** loiter outside campus waiting for the next class period to begin.

### **Truancy Policy and Procedures**

1. Education Code 48260 -- Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full (3) days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three (3) occasions in one school year, or any 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 pupil who has once been reported as a truant and who is again absent from school without valid excuse one 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 48252 -- Any pupil is deemed an habitual truant who has been reported

as a truant three (3) or more times per school year, provided that no pupil shall be deemed an habitual truant unless an appropriated district officer or employee has made a conscientious effort to hold at least one conference with a parent/guardian of the pupil and the pupil himself, after the filing of either of the reports required by Section 48260 or Section 48261.

4. Education Code 48263 -- If any minor pupil in any district of a county is an habitual truant, or is irregular in attendance, as defined in this article, or is 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 parents/guardians of the minor, in writing, of the name and address of the board to which the matter has been referred and of the reason for such referral. The notice shall indicate that the pupil and parents/guardians of the pupil will required, along with the referring person, to meet with the school attendance review board to consider a proper disposition of the referral.

- 1st STEP      Advisor - When a student accumulates three (3) or more unexcused absences, cuts, or tardies, an advisor/student conference will be held to discuss his/her truancy. The school will also notify the parent or guardian that the student has been declared a truant.
- 2nd STEP      Principal - After a student has once been reported as a truant and then accumulates a minimum of two (2) additional unexcused absences, a parent/student conference will be held by the principal and the student's advisor to discuss his/her lack of attendance in school. The school will again notify the parent or guardian that the student has been reported as truant.
- 3rd STEP      Child Welfare & Attendance Officer - A student will be classified as an habitual truant who has accumulated a minimum of six (6) unexcused absences and has been reported as a truant three or more times per school year. Upon being declared an habitual truant, a parent/student conference will be held with the District Child Welfare and Attendance Officer.
- 4th STEP      SARB Hearing - If the student continues to accumulate unexcused absences after meeting with the District Child Welfare and Attendance Officer, then he/she will be referred to the District Attendance Review Board (SARB) for appropriate action.
- 5th STEP      District Attorney Hearing - If the student or the student's parent or guardian fail to follow the directives of the Attendance Board (SARB), then the district may refer the case to the District Attorney for appropriate legal action.

# Academics

## Credit System

Students are generally assigned a course outline, defining the work they are expected to complete. Course outlines are usually equal to 5 credits, representing a semester's worth of work. Each assignment is given a lesson value. One lesson is equal to one period of productive class work. Fifteen lessons equal one credit; therefore, 75 lessons are equal to 5 credits. Students receive credit based on passing with a 70% or greater score. Students must meet all of the stated objectives of each course in order to receive a "pass". Students are also required to provide a variety of mandatory district writing assessments within their core curriculum classes, in order to complete the class. Therefore, there is no limit to the maximum number of credits a student may earn during a semester. Every student is required to earn a minimum of one credit (15 lessons) per week. However, the student's advisor will calculate the number of lessons per week that a student **needs to earn** to graduate on schedule.

## Graduation Requirements

1. Students must earn 185 credits total, and complete all subjects as outlined below at a level of 70% or greater.
2. 130 credits will be earned in the required subject area, 55 credits in the elective area.
3. In addition to earning 185 credits and completing all required subjects, all students must pass the California High School Exit Exam, in order to earn a diploma. The students who do not pass will receive a certificate of completion.
4. Students must earn 20 credits in residency.

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

## Cyber High at Stein High

Cyber High is an after school program offered at Stein High School to help students recover credits. Students complete a Cyber High application (available from their advisor or in the school office), attach a current weekly report or lesson countdown sheet, and return it to the school counselor with all required signatures. Seniors will be given priority status over juniors.

Cyber High class is held in the Stein High library. The program runs for from 12:45-1:30, three days a week: Tuesday, Wednesday and Thursday. Students cannot make up time for Stein High absences during the regular Cyber High period. On the third (3) absence of any kind (excused or unexcused), a student will be removed from the Active Cyber High class. Absences from the Cyber High program cannot be "made up." Students who bring a doctor's verification of illness for themselves or their child will be moved to the top of the waiting list upon their return to school. Students who go on

Travel Study will be removed from the class and moved to the top of the waiting list upon their return to the regular school program. Classes missed due to academic activities such as Science Camp or an academic field trip will not count as an absence. Students must maintain adequate academic progress in the Cyber High course to remain enrolled in Cyber High. Students must also demonstrate adequate academic progress in their Stein High classes. A student with inadequate progress, as determined by the Cyber High teacher (*ex: a lack of credits earned in a 3 week period*), will be removed from the Cyber High after school program.

Students who are enrolled in a 5 credit course in Cyber High will have that same class removed from their current Stein class schedule. Students who are removed from the Cyber High course may then be re-scheduled into the class offered at Stein High. The expectation is to complete all five credits in Cyber High, unless, the student entered Stein High with incremental credit in a subject.

Upon completing ten (10) credits in Cyber High, a student will need to reapply by completing a new Cyber High application. The student will be placed on the waiting list and return to Cyber High, when space is available.

**At the discretion of the Cyber High teacher**, an additional session of Cyber High may be offered to students who would like additional time for credit recovery purposes. The teacher will announce this additional, voluntary session at the beginning of the Cyber High class so that students may have time to contact their families in order to make arrangements to stay for the extra 45 minute session from 1:30 – 2:15pm. Students who stay for this voluntary extra session will receive make-up time for Stein High, but they cannot make up absences from the Cyber High program during this timeframe.

### **Credits Allowed Through Testing (CHSPE)**

Students who challenge and pass the California High School Proficiency Examination will receive a high school equivalency diploma and receive a total of 75 credits, which can be applied toward a George and Evelyn Stein High School diploma. Credits will only be applied to English 1-3, Mathematics and Electives. For information regarding registration, please call the CHSPE office at 866-342-4773 M-F from 8am-5pm or visit their website at [www.chspe.net](http://www.chspe.net), email: [chspe@scoe.net](mailto:chspe@scoe.net). There is a \$92.00 non refundable registration fee.

### **Credit Recovery Options**

Students interested in making up credits for courses failed during the regular school year may elect to enroll in approved online courses\* or attend a State Junior College over the summer. To do so, students must obtain **prior written approval from both** the site principal and counselor. Students may earn a maximum of 30 credits during the summer. The costs associated with taking these courses will be the responsibility of the student, parent or guardian.

### **Approved Online Providers:**

- Brigham Young University Independent Study (BYU) - \$124 per 5 credits
- Keystone Credit Recovery - \$116.00 to \$155.00

Students interested in taking credits for acceleration may elect to enroll in approved online

courses\* or attend a State Junior College over the summer. To do so, students must obtain **prior written approval from both** the site principal and counselor. Students may earn up to 20 credits. **Note: Since these courses are self-paced, some students may need 9-12 weeks to complete the course in its entirety.**

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

### Vision

Each Thursday from 8:00 am - 8:25 am students will meet with their academic advisor to review and project their progress, request schedule changes, set goals and receive school announcements. It is very important for students to attend this meeting. Students who are absent from this class or late will be marked tardy. Upon completion of a course, students will request a schedule change through the advisor, during Vision or after school.

### Stein School Wide Writing Project

**All** students will be expected to participate in the (3) three cycles of writing instruction and assessment. Refusal to do so will be considered defiance and could result in a suspension.

### Weekly and Quarterly Report Cards

One of the major responsibilities of the teacher/academic advisor is to keep the student and parent updated on the student's academic progress at Stein High School. The Weekly Report Card is given to students each Thursday at Vision. The Weekly Report Card shows the number of lessons a student earned in each subject area the previous week. **Report Cards** show the number of credits earned during the quarter, and student class behavior. The parent is expected to ask their child to share their weekly report card with them.

### What Are Buyouts?

**Based upon state regulations, a continuation student can earn no more than 15 hours of attendance per week.** Stein High students are awarded buyouts as a means of improving student attendance and academic progress.

Buyouts are awarded for: **lessons**, being **on time** and for **attendance**. **“Lesson”** buyouts are used at Stein High School to reward those students who are productive in school. The number of periods a student may buyout is based on attendance and also on the number of lessons earned in a week. Fifteen (15) lessons are equal to one credit and thus equal a one period buyout. Buyouts can be used **only on Friday** and on the contingency that all previous absences have been cleared through serving make up time.

An **"on time"** buy-out will be awarded for one (1) full week of being on time to all classes of the previous week. The student must have a check in each attendance box of the previous week. Absences and tardies may **not** be made up for the purpose of earning an "on time" buyout.

The lesson buyout and “on time” buyout can be saved to use in the future.

An “**attendance**” buyout is a reward for one full week of 100% attendance. Students who have attended every period for every day during the current school week will receive one buyout. The attendance buyout must be used the week it is earned; it cannot be saved for future use.

### **Buyout Policy**

1. Students may have **no** outstanding absences in order to buy-out on Friday.
2. The buy-out process is conducted each Friday morning before school, 7:45-8:00 a.m. in the office. If turning in five (5) buy-outs for an all day “buy-out”, you must come to the office the Thursday prior at **break time, or after 1:30pm** to receive your pass for Friday or buy-out Friday morning.
3. In order to earn an “attendance buy-out”, students must have **100% attendance** (no absences) in the current week. In order to earn an “on time buy-out”, students must be **on time to all classes** Monday through Friday of the previous week.
4. “Attendance buy-outs” can **only** be earned on full weeks (Monday-Friday) and must be used that week or forfeited. (Examples of weeks **not** earning “attendance buy-outs”: weeks that include holidays, inservice days, minimum days)
5. Students will be allowed to buyout only on full, five-day school weeks.
6. Students leaving school early for Work Experience will not have buyout privileges, if they have not accumulated a minimum of 15 hours of attendance during the week.
7. Students must bring buy-outs to the office in person, before the 8:00 a.m. tardy bell.
8. Lost buy-outs **will not** be replaced.
9. Buyouts will be held until advisor/parent contact is made regarding absences/tardies. (see Attendance Procedures)
10. Students cannot buy-out after owing more than 15 hours of make-up time.
11. If as a parent you do not wish your child to participate in buying out, please call the school office at (209)830-3395.

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

Students who graduate and check out of school, can do make up time at Stein, if they owe 10 hours or less of time. If a student owes more than 10 hours upon check out, they will need to do community service to clear hours.

1. Graduate owing less than 10 hours and is no longer a student, must sign in at the office upon arrival, after 12:30 pm.
2. Graduate will tell the secretary with whom they have made previous arrangement to attend.

3. The secretary will call the staff person for verification and upon receiving it will send the graduate on.
4. The graduate will drop off the time slip in the office before leaving campus and sign out. The secretary will keep track of graduate's make up time.

## Activities

### Eligibility for Activities

George and Evelyn Stein High School students must meet general eligibility to participate in this school's senior activities and to participate in THS or WHS activities.

#### General Eligibility

- a. Student requests permission through the Stein High School Principal.
- b. Academic Advisor provides attendance and scholastic information to the Principal.
  - The student will maintain a "C" average (earn one credit per week) calculated on a quarterly basis.
  - The student will maintain an attendance rate of 90% or better, calculated by Aeries system on a quarterly basis.
  - The student will have no suspensions in the quarter of the activity.
- c. Student is granted or denied permission by the Stein High School Principal.
- d. Student requests and receives permission through Assistant Principal of the school hosting the activity, and/or student requests and receives permission from the teacher responsible for the class activity.
- e. Student **must** have a Stein High School ID card in their possession.  
**If a student ID card is lost it must be replaced, the cost is \$5.00.**
- f. Student must currently be enrolled in school (TUSD).

### Field Trips

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

#### Dances & Proms at THS & WHS

Stein High School students who transferred from **Tracy High School** may attend **Tracy High School's** Girl's Treat, and Junior/Senior Prom. Stein High School students **must be currently\*** enrolled and are responsible for adhering to all dance requirements as outlined in the Tracy High School student handbook, including owing no fines and no more than 15 hours of Saturday school at THS. Attendance at any THS dance is at the discretion of the THS principal. Request a permission form from the THS office.

Stein High School students who transferred from **West High School** may



attend **West High School's** Winter Ball and Junior/Senior Prom. Stein High School students **must be currently enrolled\*** and are responsible for adhering to all dance requirements as outlined in the West High School student handbook, including owing no fines and no more than 15 hours of Saturday school at WHS. Attendance at any WHS dance is at the discretion of the WHS principal. Request a permission form from the WHS office.

*\*Students who graduate early, throughout the school year cannot purchase a dance bid. They may go as guests of a THS or WHS student.*

Procedures for George and Evelyn Stein High School students inviting an out-of-district guest to any special dances are to follow the general eligibility guidelines, and:

- a. Student requests a guest registration form from the school hosting the dance and returns it to Stein Principal.
- b. The completed form must be submitted to the Stein H. S. principal by 12:30pm on the Monday the week before the scheduled dance. The completed form must be submitted to the Bookkeeper's Office by 3:30pm *one week prior to the dance*. The assistant principal of the hosting school must approve all guests 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.

**Winter Ball, Girl's Treat and Prom Requirements for Stein HS student and guest:**

- 1) Both dances are from 9:00pm to midnight.
- 2) Students must have a **current student picture ID card**.
- 3) **Guest must have a picture I.D. with date of birth. Guests must be in good standing: no more than 15 hours of Saturday School, all fees cleared, and good citizenship.**
- 4) No guests over the age of 20 will be allowed.
- 5) Students must leave by 12:15 a.m.
- 6) Students may not have more than 15 hours Saturday School by 1pm *one week prior to the dance*.
- 7) Students must not owe 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 p.m.
- 10) Once a student leaves the dance, he/she may NOT return and must leave campus.
- 11) If required by your school, a signed dance contract must be on file.

**Guidelines for School Dances:**

- 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.**

**Saturday School Rules:**

1. All Tracy High School or West High 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.

**Eligibility Requirements for Possible 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, graduating seniors. Seniors participating in these events represent George and Evelyn Stein High School and are expected to uphold the highest standards of conduct and behavior. *These activities are subject to change, based on student interest and student behavior.* Accordingly, criteria for participation are as follows:

<u>Activity</u>	<u>Criteria for Participation</u>
<b>Senior Trip,</b>	-Senior Status
<b>Senior Breakfast</b>	-Good behavior standing

**Eligibility Requirements for Graduation Ceremony**

- All credits requirements completed and graded by 3:00pm the Thursday before graduation date.
- All corrected work and district assessments must be completed by 12:30 the Friday before graduation.
- Good behavior standing (see General Eligibility).
- All make-up time owed be served by 3:00pm the Friday before graduation.
- Students may check out Monday, May 23, with the Principal.

**Diplomas/Caps and Gowns**

Throughout the school year a representative from Jostens will be on the campus taking orders for graduation diplomas, caps and gowns, announcements and other graduation memorabilia. The representative will have the cost and deadlines for order placement. Please make sure to place your orders in a timely fashion to ensure receipt of your order in time for the graduation ceremony.

## Tickets for Graduation Ceremony

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

## Graduation Ceremony Expectations

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

- Graduation Ceremony will be held on Wednesday, May 25, 2011 at Stein High School at 11:30AM.
- Graduation practice will be held on Tuesday May 24, 2011, at Stein High School at 11:00AM. Any students who fail to participate in graduation practice may not be allowed to participate in the graduation ceremony, unless previously determined by the principal.
- The graduates will be expected to adhere to a **dress code** for the ceremony. By failing to be properly dressed, **a senior will forfeit the right to participate in the ceremony.**

The dress code is as follows:

- **Women** must wear pantsuits, dresses, or skirt and blouse. They must also wear shoes with a back or heel strap.
- **Men** must wear collared dress shirts with slacks and dress shoes.
- Sneakers, athletic shoes, casual sandals or any other type of backless shoes are not allowed. Graduation caps and gowns must not be altered or embellished in any way and must be worn during the ceremony.
- Gowns must remain zipped up through the entire ceremony.
- Gum chewing and wearing sunglasses are not allowed during the ceremony.
- Throwing of objects, beach balls, loud outbursts and any other forms of undignified behavior will warrant **the immediate removal of the person from the ceremony.**
- All graduates are expected to adhere to the conduct code as outlined in the George and Evelyn Stein High School student handbook. Any student who refuses to comply with the school policies will be prohibited from participating in graduation activities including commencement.

## Utilizing Stein High School as a Credit Recovery Option

### The Transfer-Back Process:

- The process originates at the comprehensive high school. The comprehensive high school counselor will determine student's eligibility to use Stein as a Credit Recovery option.
- If student is eligible, the WHS/THS/KHS counselor will create a Transfer-Back Contract, meeting with both student and parent and securing their signatures.
- Upon arriving for Orientation at Stein, student will give a copy of the Transfer-Back Contract to Stein secretary.
- Stein counselor will review contract and schedule student's classes according to contract requirements.
- An academic advisor will monitor student's progress and keep parents informed.
- At the end of (applicable) semester, student will make an appointment with comprehensive high school counselor and hand-carry official transcript to appointment.

### Credit Recovery Eligibility to Return to Comprehensive High School Schedule

<u>Orientation Date</u> <i>(Wed. @ 2:30)</i>	<u>Check-Out Date</u> <i>(Thursday)</i>	<u>Intake Date</u> <i>(Friday)</i>	<u>Minimum Entry Credits to Qualify for Transfer Back Contract</u>	
			Senior	Junior
August		August <i>(Wednesday)</i>	140	N/A*
September	September	September	145	N/A
October	October	October	150	N/A
November	November	November	155	N/A
December	December	December	N/A	N/A
January	January	January	N/A	110
February	February	February	N/A	115
March	March	March	N/A	120

*\*N/A means Not Eligible for program*

- Students must continue to pass current classes, so that incremental credit can be issued and included in the above credit eligibility requirement for Stein High.

- Students must continue to attend and pass ILC/Cyber High and Adult School classes in which they are enrolled.
- Students must participate in CAHSEE testing at their current site during the week they are to enroll at Stein.
- **Failure to comply with any of the above criteria may result in disqualification from Transfer Back Program to a comprehensive high school.**
- Failure to earn 190 total credits at the end of the 1<sup>st</sup> semester at Stein High School will disqualify student from Transfer Back Program. Student will then remain at Stein and graduate from Stein.

## General Information

### Closed Campus

George and Evelyn Stein High School is a closed campus. Upon arriving at the campus in the morning, students are to enter and remain on school grounds. Students should plan to arrive on campus approximately 10 minutes before 8:00 A.M., the beginning of first period, and refrain from loitering in the residential and business areas adjacent to the school. Students may not leave campus unless they have checked out through the office or through the work experience coordinator 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 be assigned.

#### **Consequences for exiting campus without a pass:**

- 1) First Offense: Warning/Parent Contact
- 2) Second Offense: One-day suspension
- 3) Third Offense: Two-day suspension/Parent Conference
- 4) Fourth Offense: Three-day suspension

### Independent Study

George and Evelyn Stein High School has limited space in the independent study program for those whose situation requires them to be out of school. Students must apply for each semester and a new Independent Study Agreement must be approved. Students must get an application from the office. The student is to complete the application form and have the advisor fill in courses and credits required to complete the semester. The final decision regarding placement on independent study rests with the school administration. Students on independent study are required to attend class one hour a week, as assigned, and to complete one credit or more a week. When a student does not do **both requirements** in a week, the student is marked absent for **five days**. If a student doesn't meet these requirements more than once in a quarter, he/she may be returned to the regular program or transferred to an alternate school.

### Entering Other School Campuses

Any Stein High School student on or near another school's campus without a written pass from the principal's secretary, before school, during the day, at lunch, or after school, will be referred to the Stein staff for disciplinary action. The first offense will generally result in a warning, while additional violations will result in a 1-5 day suspension and/or arrest for trespassing.

## **Fifth Year Student Application**

Typically a student who does not graduate by the end of their senior year will be transferred to the Adult School. Stein High School provides an opportunity for a small number of students to return as fifth year students in the event they are unable to complete all graduation requirements on time. They must complete and submit an application, available from their advisor, before the last week of school. Administration will review the application and a determination will be based on attendance, current weekly progress toward graduation, behavior, and the reasonable expectation that all credits would be completed before or by the end of the fifth year.

## **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.**

## **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; 4) remain quiet;
- 2) turn off all lights; 5) stay in line; and
- 3) walk quickly, but do not run; 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 & Lock Down):** 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.

### **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 without permission. If a parent or anyone on the emergency contact form cannot be reached and school officials deem it an 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 office. You should return the signed form and the medication to the office right away. **Do not keep medication with you.** This applies to all medications, both prescription and non-prescription.

### **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 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 confirm to, but are not necessarily limited to, those procedures established in this code for the expulsion of pupils.

**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:

<b><u>Description of Book Damage or Loss</u></b>	<b><u>Fee</u></b>
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 \$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	\$5.00 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 teacher. 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 school will have an overdue charge of \$5.00 per book.

**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 to the appropriate school, 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.

**Transcript Requests**

**Beginning 2010-2011, all subsequent transcripts will be issued for a nominal fee. Only cash, cashier’s check, or money orders will be accepted. Please refer to fee schedule on the transcript request form found at the back of this book.**



### **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 field trips and night activities, 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.

### **Accident Procedures**

In the event you are involved in an accident, report it immediately to the nearest teacher or supervising adult 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 school administration. *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.**

## **Intradistrict Transfers**

### **Voluntary Transfer to George and Evelyn Stein High School**

1. A student must be at least sixteen (16) years of age to be allowed to transfer to Stein High School.
2. A voluntary transfer may not occur without prior consultation first with the comprehensive high school counselor who will contact the Stein High School Office.
3. A student under eighteen (18) years of age who volunteers for the program must have parental permission.
4. A student who is referred to the program may be given priority over a student who volunteers.
5. A student who has voluntarily transferred to Stein High School shall have the right to return to the comprehensive high school at the beginning of a semester, if he/she meets criteria and with the consent of the Director of Student Services, may return at any time.

### **Involuntary Transfer to Full Time Tracy Adult School Classes**

Students who are 18 years of age who have not complied with the attendance, performance and behavior expectations may be involuntarily transferred to Tracy Adult School as a full time student.

### **Required Information**

Individual student office records must be kept accurate. **Current telephone numbers, including home, place of employment of parents and physicians names are all necessary in case of an emergency. Please update the telephone numbers and address changes with the school office.**

### **ROP**

Stein High School students have access to several ROP (Regional Occupational Program) classes throughout the district. District policy states that if a student is taking an ROP class that begins after the end of the regular Stein High School day, at 12:30, he or she may drive themselves to the class. Students taking an ROP class at another school are guests at that school and attend at the discretion of that school's principal and the Stein High School principal. A student must have his or her own transportation. **They may not ride with another student.**

### **Visitors**

Persons who are not students at George and Evelyn Stein High School, who are not school employees and who do not have official business at school are not to be present on or near campus during school hours, including break time and after-school program. All visitors must sign in at the office and pick up a guest identification badge.

### **Confiscated Items**

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

## Work Experience

- Limited to T.U.S.D. high school enrollment area
- Outside of area, requires prior approval by the site principal or designee (work experience coordinator)

## Work Permits

- Maximum of 15 hours of makeup time owed.(students with work permits are not eligible for the 3 absences for any reason per quarter attendance policy)
- If makeup time hours are over 15 hours no permit shall be issued.
- Student with work permit who exceeds 15 hours of makeup time, shall be contacted by the work experience coordinator and will have permit suspended.
- The work experience coordinator will notify the employer of suspension and advise them that the student is not allowed to return to work without a NEW work permit from the school.
- If a student is slightly over the 15 hour cut-off, (e.g. 20 hours) the coordinator may allow the students to retain their work permit and give them a reasonable deadline for reducing the hours to 15 or below. If the deadline is not met, the work permit will be pulled at that point.
- If there are any problems with the employer, they will be referred to the work experience coordinator.
- When the student's makeup time hours return to 15 or below, the work experience coordinator will reissue a second work permit.
- It will be the responsibility of the student to verify makeup time hours.
- The reissue process will only be done one time per student.
- The student must be in school if not actually working during 4<sup>th</sup> and 5<sup>th</sup> period.
- Student must maintain eligibility by earning 1 credit per week. If this issue is raised, students may be given a reasonable amount of time (one week) to improve their grades before pulling the work permit.

## 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. All apparel shall be neat, clean, and safe and not disrupt the 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 violence, 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(including spaghetti straps), 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, (ie. Tears above the fingertips).
- 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 hoods in class, assemblies, or at any indoor school function.
- Sunglasses are not to be worn in the classroom or at any indoor functions.

Any student who deviates from the accepted standards set forth in this policy will be required to prepare properly for the classroom or event 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 a gang 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 is 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 wearing specific colors or any unauthorized group related apparel.

## School Rules

- 1) All drivers of motorized vehicles are to observe existing vehicle code provisions, school regulations and common sense while operating their vehicles. This includes driving carefully and quietly and respecting the private property rights of neighbors by refraining from loitering, littering and smoking. Students who endanger the lives of others by speeding or reckless driving are subject to citation by local police and disciplinary action from the school administration. The speed limit is 5 mph in the parking lot.
- 2) All students have the right to concentrate on learning activities without being disrupted by other students. MP3 players and other electronic communication devices are prohibited. These items must be put away out of site, including the Ear buds and any connecting wires. Cell phones must be turned off and out of sight on campus. During the after school program, these devices may be used under teacher discretion.
- 3) Gum chewing is not allowed on campus. Drinks, with the exception of water, are not allowed in the classroom. In order to maintain high academic standards and clean classrooms, food and drink are not to be brought into the classroom without prior permission from a teacher.
- 4) No one may smoke on school premises or in areas adjacent to campus, or in a car parked on or near campus at any time, (up to two blocks). This including during the normal school day and at any school-sponsored activities.
- 5) While on campus students are expected to remain in properly designated areas. Off limits area include, but are not limited to, the following:
  - a. behind buildings and other out of sight areas.
  - b. in the student or staff parking lots except during teacher organized times.
  - c. loitering in the hallways during break or before and after school.
- 6) Students are expected to be properly prepared for each class and to work, according to each teacher's standards, for the entire period. Students are expected to have a binder, a pencil, a pen, and binder paper. Students are expected to work for the entire class all period long.
- 7) Students are to use the restroom between classes. Teachers will allow students to use the restroom during class time ten minutes after class has started. Ten minutes before the end of class, students will be asked to wait for passing time. Students who request frequently to use the restroom during class time may be required to provide medical proof of physical problems that constitute emergency use.
- 8) Public displays of affection shall be kept reasonable and proper. Hand holding is allowed.

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

According to Education Code 48909, Liability of parent or guardian for pupil willful misconduct: 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. Students must pay for damaged or lost textbooks, software and equipment. The school is not responsible for personal property brought to school that is lost or stolen.

### **Student Conduct Code**

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

Clarity of expectations and equality of treatment of students are essential. The Stein High School staff and the Board of Trustees must clarify what is expected of students, help students develop their own sense of responsibility, assist them in understanding their own rights and clearly establish the consequences for misbehavior.

Each student is expected to cooperate with the teachers and his or her peers to maintain a healthy learning environment. In addition to the general rules of behavior for the school, the student is expected to comply with the guidelines established by each teacher for his or her classroom.

The staff will make every reasonable effort to insure each student's success at Stein High School. A cooperative effort, between the school staff and parent/guardian, will attempt to bring about a student's satisfactory adjustment to the academic program and social life at the school. Typically, alternatives to suspension and/or expulsion will be used when establishing and maintaining proper student conduct. However, when a student's behavior continues to be disruptive to the instructional process, is in defiance of the authority of staff members, or threatens the safety of staff members, or threatens the safety or well-being of others, then appropriate disciplinary action will be taken.

### **Student Rights**

The Right to an Education: George and Evelyn Stein High School will maintain an atmosphere in school and at school activities which enhances the potential for the success of every student.

The Right to Receive Instruction: Students are the primary clients served by the school. The purpose of the school is to identify the individual needs of the student and then develop an educational program, which meets these needs.

The Right to be Heard: Students are encouraged to voice constructive criticism through available channels of communication (student government, 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**

**Obey School Rules:** Reasonable school rules and regulations are designed and enforced by George and Evelyn Stein 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.

**Respect for School and Personal Property:** Students are expected to show respect for school and personal property and to contribute to the maintenance of a clean school environment.

**Attend School Daily:** All students are required to attend all classes each day. In addition, students may lose the privilege of participating in extra-curricular activities due to unexcused absences, cuts or tardies.

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

**Completion of Assigned Coursework:** Students are expected to assume the responsibility for being productive in their classes and performing at the highest level of personal proficiency in pursuing activities and objectives.

**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, 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,), 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 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.

### **Student Identification Cards**

Students must 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 office for a replacement charge of \$5.00. A lost lanyard may be purchased by the parent/student at the school office. 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 Tracy 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 administration 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 (r), 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 pre-initiation 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 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), 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.

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 the lunch period, or nutrition break.
- 4) During the period that school is in session when the student is truant from school.
- 5) During, or while going to or coming from, a school sponsored activity.
- 6) During any school function at any school.

### **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 Assistant 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 or before 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 or 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**

#### **Tracy Unified District Policy 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 may 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)

### **Expulsion**

The staff at George and Evelyn Stein High administration will make every effort to utilize alternatives to suspension or expulsion in maintaining proper student conduct. However, a recommendation for expulsion will occur when:

- (1) **the student accumulates three (3) suspensions in any one quarter; or**
- (2) **the student accumulates a total of ten (10) suspended days during the**

**school year; or**

- (3) the student continues to create a situation which endangers the safety of others; or**
- (4) the student attempts to cause, or threatens to cause physical injury to a staff member.**

Definition and Length of Expulsion

Expulsion means the removal of a student from the immediate supervision and control, or 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 readmission 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 following the semester in which the expulsion occurred unless under 48915, when the student may apply for readmission 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 in-appropriate, 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 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 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 an employee of a school district verifies the possession.

(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), or (m) of Section 48900, or Section 48900.2 or 48900.3, 48915 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 Public Schools 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;

and serve as a review board on disciplinary referrals from school administrators.

### **Procedures for Expulsion**

#### **Expulsion Recommendation by Principal or Principal's Designee**

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

- (1) The student's academic and 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 the 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 fact 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.

## **George and Evelyn Stein High Student Conduct Code Disciplinary Violations and Consequences**

**Please Note:** All school rules are enforceable on the way to school, leaving school, during the period that school is in session when the student is truant from school, and at school activities. The area of school supervision includes: the campus itself, 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. Also, in rare instances, the consequences outlined in the Student Conduct Code may be modified due to unusual circumstances. 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 implemented at George & Evelyn Stein High School and carried out at any of the other Tracy Unified School District High Schools in case of student transfer. Each student behavior as well as their academic record will follow the student's if, and when, they change 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.**

(Disciplinary infractions and consequences are outlined on the next page)

**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, attempted to cause, or threatened to cause physical injury to another person

	<b>First Offense</b>	<b>Second Offense</b>	<b>Maximum</b>
<p><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></p>	3-5 day suspension.	3-5 day suspension.	Five (5) day suspension and recommendation for expulsion.
<p><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></p>	5 day suspension and possible recommendation for expulsion	5 day suspension and recommendation for expulsion.	5 day suspension and recommendation for expulsion.
<p><b>III. Fighting</b> Mutual combat in which both parties have contributed to the situation by verbal and/or physical action; or when a fight has been provoked by one person. <b>(EC 48900 a)</b></p>	3-5 day suspension and possible recommendation for expulsion.	3-5 day suspension and recommendation for expulsion.	5 day suspension and possible recommendation for expulsion.

**Subsection (a)** (2) willfully used force or violence upon the person of another, except in self defense.

<p><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: <b>(EC 48900 a)</b></p>	<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</li> </ul>
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	<p>school attendance; 4) prohibited from participating in Unauthorized Group-related activities; 5) prohibited from flying colors or displaying Unauthorized Group paraphernalia.</p> <ul style="list-style-type: none"> <li>• A recommendation for an extension of the suspension to the expulsion date.</li> </ul>
<p><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: <b>(EC 48900 a)</b></p>	<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 has 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>Maximum</u>
<p><b>VI. Hazing or Initiation</b> Participating in or conspiring to engage in harassing acts that injure, degrade, or disgrace. <b>(EC 48900 a)</b></p>	1-5 day suspension and possible recommendation for expulsion	Five (5) day suspension and possible recommendation for expulsion	Five (5) day suspension and recommendation for expulsion

<p><b>VII. Physical Injury</b> Physical injury to staff members including verbal threats to person, family or property. <b>(EC 48900 a)</b></p>	<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>
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	<u>First Offense</u>	<u>Second Offense</u>	<u>Maximum</u>
<p><b>VIII. Third Party Engaging in Combat</b> A third party student who attempts or threatens to cause harm to one or all of the students involved in Combat (fight). <b>(EC 48900 a)</b></p>	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

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

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

**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 alcohol based beverages 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.



	<b><u>First Offense</u></b>	<b><u>Second Offense</u></b>	<b><u>Maximum</u></b>
<b>I. Alcohol</b> Unlawfully furnished, possessed, used, or been under the influence of alcohol or alcohol based drinks. <b>(EC 48900 c)</b>	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.

**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:  
Junior/Senior Prom, Senior Breakfast, Senior Trip

	<b><u>First Offense</u></b>	<b><u>Second Offense</u></b>	<b><u>Maximum</u></b>
<b>II. Drugs</b> Unlawfully, possessed, used, or been under the influence of any controlled substance (drugs). <b>(EC 48900 c)</b>	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.

**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.**

	<b><u>First Offense</u></b>
<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.**

**Subsection (d)** 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> (48900d)	Five (5) day suspension and recommendation for expulsion.
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**Subsection (e)** Committed robbery or extortion.

<b>I. Robbery /Extortion</b> Theft of personal property accomplished by means of force or threat of force.	Five (5) day suspension and recommendation for expulsion.
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**Subsection (f)** Caused or attempted to cause damage to school property or private property.

	<b><u>First Offense</u></b>	<b><u>Second Offense</u></b>	<b><u>Maximum</u></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.	Five (5) day suspension, restitution and recommendation for expulsion.

**Subsection (g)** Stealing or attempted to steal school property or private property.

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

	<b><u>First Offense</u></b>	<b><u>Second Offense</u></b>	<b><u>Maximum</u></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.	Five (5) day suspension, restitution, and recommendation for expulsion.

**Subsection (h)** Possessed or used tobacco, or any 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.

	<u>First Offense</u>	<u>Second 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. <b>(EC 48900 h)</b>	Student conference; Parent/guardian contact; 1 day suspension	Student conference; Parent/guardian contact; 1-2 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>Maximum</u>
<b>I. Pornography/Vulgarity/Profanity/Obscene Acts</b> Possession of or displaying of pornography, language or gestures that are not publicly acceptable. <b>(EC 48900 i)</b>	Parent conference; and possible 1-5 day suspension	1-5 day suspension	1-5 day suspension and recommendation for expulsion.
<b>II. Verbal Abuse</b> Students use of abusive language, profanity, or vulgarity <b>(EC 48900 i)</b>	1-5 day suspension and possible recommendation for expulsion.	3-5 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>Maximum</u>
<b>I. Drug Paraphernalia</b> Unlawful possession of or unlawfully offered, arranged or negotiated to sell any drug paraphernalia. <b>(EC 48900 j)</b>	Five (5) day suspension.	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) <b>(EC 48900 k)</b>	Administrative decision which could include one or more of the following: <ul style="list-style-type: none"> <li>• “Zero” on work submitted;</li> <li>• Parent conference;</li> <li>• Suspension from class;</li> <li>• Removal from class with loss of credits;</li> <li>• Suspension from school</li> </ul>
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	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Maximum</b>
<b>II. Bicycles</b> Bicycles shall be walked while on campus. Bikes must be locked with a secure mechanism. (EC 48900 k)	Warning	Parent contact	Suspend riding/parking on campus for five school days	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	Three (3) day suspension	3-5 day suspension

	<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. 1-5 day Suspension.	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.	3-5day 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	Change clothes, Parent Contact	Change clothes; 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.")
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<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."
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	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
<b>IX. Forged Documents</b> Any document, note, ID. card or Off Campus pass that is altered, loaned, contains false information, has a forged signature or picture or has not been officially issued. (EC 48900 k)	1-5 days suspension	1-5 day suspension	1-5 day suspension	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>X. Gambling</b> The playing of a game of chance for stakes (EC 48900 k)	Parent conference	1-3 day suspension	1-3 day suspension.	3-5 day suspension.

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
<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.

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
<b>XII. Identify Oneself to a School Employee (Failure to)</b> (EC 48900 k)	Parent Contact, 1-5 day suspension	1-5 day suspension	3-5 day suspension	1-5 day suspension and possible recommendation for expulsion.

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
<b>XIII. Identification (School)</b> Students shall <b>display</b> 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. <b>Student loaned Temporary School Site I.D.</b>	Warning. <b>Student loaned Temporary School Site I.D.</b>	Parent Contact. <b>Student loaned Temporary School Site I.D.</b>	1-5 day suspension.

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
<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; 1-5 day suspension, and possible recommendation for expulsion.	Warning; 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>XV Running to fights or crowding around a fight or falsely reporting a fight</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Maximum</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. <b>(EC 48900 k)</b>	Warning; parent contact, or 1-2 day suspension	Parent contact; 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> Wearing or carrying any apparel, jewelry, accessory or notebook with crude or vulgar lettering, printing, pictures, symbols that depict drugs, tobacco, violence, alcoholic beverages, or are sexually suggestive <b>(EC 48900 k)</b>	Student sent home to change clothes or provided with alternative clothing. Confiscation of jewelry, accessory notebook, etc.	Parent/guardian conference, 1-5 days suspension	1-5 day suspension.	Five (5) day suspension

	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Maximum</b>
<b>XVII. Out of Class</b> Without teacher's permission <b>(EC 48900 k)</b>	Warning, parent contact	1-3 day suspension	2-5 day suspension	1-5 day suspension from school.

	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Maximum</b>
<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. <b>Investigation of theft of these prohibited items will not be investigated by school personnel;</b> 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. <b>(EC 48900 k)</b>	Unit confiscated by school personnel and returned to the owner via the school office at the close of the school day.	Unit confiscated; Parents must contact the school office.	Unit confiscated; 1-3 day suspension and Parent to contact the Principal.	1-5 day suspension from school.

	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Maximum</b>
<b>XIX. Skateboards/Rollerblades</b> Skateboards/rollerblades must be stored in the school office upon arrival at school. <b>(EC 48900 k)</b>	Warning; unit confiscated and returned to student after school, parent contact	Warning; unit confiscated and returned to parent	Warning; unit confiscated and Parent to contact school	1-5 day suspension from school.

<b>XX. Vehicle Violation</b>	<b><u>First Offense</u></b>	<b><u>Second Offense</u></b>	<b><u>Third Offense</u></b>	<b><u>Maximum</u></b>
Operating a motor vehicle in an unsafe fashion (reckless driving, speed contest, speeding, burning rubber) <b>(EC 48900 k)</b>	Warning, parent conference, and possible suspension.	Parent contact, 1- 2 day suspension.	Parent contact, police notified and 1-3 day suspension.	Parent contact, police notified and 3-5 day suspension.
<b>XXI. Violation of Suspension</b>	<b><u>First Offense</u></b>	<b><u>Second Offense</u></b>	<b><u>Third Offense</u></b>	<b><u>Maximum</u></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 school. <i>NOTE: Per Penal Code 626.2: "No student can be on campus during suspension."</i> <b>(EC 48900 k)</b>	1-5 day suspension	3-5 day suspension	3-5 day suspension	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>XXII. Water guns, toy guns, laser pointers</b> Water guns, toy guns, and laser pointers are not permitted at any time. <b>(EC 48900 k)</b>	Unit confiscated and possible 1-5 day suspension 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.
	<b><u>First Offense</u></b>	<b><u>Second Offense</u></b>	<b><u>Third Offense</u></b>	<b><u>Maximum</u></b>
<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. <b>(EC 48900 k)</b>	Parent contact, and possible 1-5 day school suspension	1-5 day suspension from school	1-5 day suspension from school	1-5 day suspension from school

<b>XXIV. Inappropriate Displays of affection</b>	<b><u>First Offense</u></b>	<b><u>Second Offense</u></b>	<b><u>Third Offense</u></b>	<b><u>Maximum</u></b>
<i>Physical, verbal, or written contact between students that is not appropriate for public places</i> <b>(EC 48900 k)</b>	Warning, parent contact, or possible suspension	Parent contact, and possible suspension	Parent contact, 1-3 day suspension.	Parent contact, 3-5 day suspension.
<b>XXV. Computer Usage</b>	<b><u>First Offense</u></b>	<b><u>Second Offense</u></b>	<b><u>Third Offense</u></b>	<b><u>Maximum</u></b>
*Any use of <u>computers in violation of the District Acceptable Use Agreement</u> such as accessing inappropriate web sites, music, pictures, and/or sending or	1-5 day suspension and possible expulsion.	1-5 day suspension and possible expulsion.	1-5 day suspension and possible expulsion.	1-5 day suspension and possible expulsion.

receiving emails, etc. that are offensive, threatening, or otherwise inappropriate. (EC 48900 k)				
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<b>XXVI. Unauthorized presence on a school campus</b> (EC 48900 k)	<b><u>First Offense</u></b>	<b><u>Second Offense</u></b>	<b><u>Third Offense</u></b>	<b><u>Maximum</u></b>
	Warning, Parent Contact, and possible suspension	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> (EC 48900 k)	
A student who photographs, videotapes, records, reproduces or posts images of violations of school rules	Unit confiscated by school personnel and parent must contact assistant principal, Warning, 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 (l)      Knowingly received stolen school property or private property.**

<b>I. Theft</b>	<b><u>First Offense</u></b>	<b><u>Second Offense</u></b>	<b><u>Third Offense</u></b>	<b><u>Maximum</u></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><u>First Offense</u></b>	<b><u>Second Offense</u></b>	<b><u>Third Offense</u></b>	<b><u>Maximum</u></b>
Look-alike guns are not permitted on campus at any time. (EC 48900 m)	Unit confiscated and possible 1-5 day suspension or 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 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
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**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: Unlawfully offered, arranged a sale, negotiated a sale, or sold the prescription of drug Soma</b> (EC 48900 p)	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 (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.**

	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Maximum</b>
<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**

	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Maximum</b>
<b>I. Bullying</b> <b>EC-48900 (r)</b>	Warning; 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.**

<b>Sexual 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>Penal Code 212.5 (EC 48900.2)</b>	Administrative decision to include one of the following: Parent Conference, 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>			
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<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, 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, 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.

*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, the 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	or	Assistant Superintendent Educational Svcs
1875 West Lowell		1875 West Lowell
Tracy, CA 95376		Tracy, CA 95376
(209) 830-3280		(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 145.8.

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 that 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**

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 2010-2011 are November 9-10 (juniors and seniors), February 1-2 (seniors only), May 10-11 (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 Academies 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**

1875 W Lowell Avenue  
 Tracy, CA 95376  
 209-830-3200

**OFFICIAL TRANSCRIPT REQUEST FORM**

Turnaround time for current students is 2-4 Days. Turnaround time for past students is 7-10 business days.

1. Name (Current):			2. Name Used in School (If different from Current Name in Section 1)*:		
Last	First	Middle	Last	First	Middle

*\*If you have changed your name since attending a TUSD school, other than through marriage, please send a copy of the legal document(s) showing both your former name and new name. Your request will not be processed without this required documentation. A legal document may be a copy of Naturalization Certificate (copy of both sides) or Court document indicating the name change.*

3. Current Address	Number and Street	City	State	Zip Code
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4. Telephone Number:	5. Email Address: <sup>1</sup>	6. Social Security Number:	7. Date of Birth: (MM/DD/YYYY)
( ) - -	@	- -	/ /

7. Year Graduated or Last Year Attended: (YYYY)	8. School Last Attended in TUSD:

9. Send Transcripts To (If different that Current Address in Section 3):		10. Type of Records Requesting ( Indicate Quantity & Total Cost):			
• Name of Institution:	Transcript Type	Fee	Quantity	Cost	
Attention:	Official High School Transcript	\$ 3.00	=	\$	
Number and Street:	Transcripts Prior to 1993	\$ 7.00	=	\$	
City: State: Zip Code:	Proof of Graduation Letter	\$ 5.00	=	\$	
• Name of Institution:	Photo Copy of Records/per page	.25	=	\$	
Attention:	Faxing of Transcripts	\$5.00	=	\$	
Number and Street:	Education Verification for Employer	\$3.00	=	\$	
City: State: Zip Code:					
• Name of Institution:	Special Services	Fee	Quantity	Cost	
Attention:	Walk-in / Same Day Service –this fee is in addition to the cost of the transcript. Average wait time is 30-40 minutes.	\$10.00	=	\$	
Number and Street:					
City: State: Zip Code:					

<i>For additional addresses, print another request form. Complete Section 9 and submit with the original request form.</i>	<b>Total Fees Enclosed</b> \$
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**NO PERSONAL CHECKS ACCEPTED • FEES ARE PAYABLE BY MONEY ORDER OR CASH**

**11. Authorization for Release**  
*The signature below verifies that I have completed all sections accurately and enclosed the correct fee. I understand that the fees are nonrefundable. I also understand that this application will not be processed if it is incomplete.*

Signature _____	Date _____
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**GEORGE & EVELYN STEIN HIGH SCHOOL**  
**2010-2011**  
**Student Handbook**



**Tracy Unified School District**