Tracy Charter School
Student Handbook



Tracy Charter School
1904 N. Corral Hollow Rd.
Tracy, California
209-830-3380
https://tracycharter.tracy.k12.ca.us/

Message from the Principal

Cardinal Families,

Welcome to the new school year at Tracy Charter School! It is our pleasure to welcome both our returning students and those joining us for the first time. This student handbook is designed to help you navigate your educational journey with us, providing essential information about our school's policies, procedures, and resources.

At Tracy Charter School, we are committed to creating a safe, inclusive, and supportive online environment where every student can thrive. Our dedicated staff is here to guide you, challenge you, and help you achieve your academic and personal goals. We believe in fostering a community of respect, responsibility, and resilience, where everyone has the opportunity to succeed.

As an online independent study charter school, we offer a flexible and personalized learning experience tailored to meet your individual needs. This year, we are excited to continue to offer a range of programs and initiatives aimed at enhancing your virtual learning experience. From innovative online classroom technologies to expanded digital activities, we are continually striving to provide you with the best education possible.

As you embark on this school year, I encourage you to take full advantage of the opportunities available to you. Build positive relationships with your peers and teachers through our online platforms. Most importantly, stay curious, work hard, and never hesitate to seek help when you need it.

Our goal is to support you in every step of your educational journey, and we are here to help you succeed. Together, we can make this a fantastic year filled with growth, achievement, and memorable experiences.

Welcome to Tracy Charter School. Let's make it a great year!

Sincerely,

Annabelle Lee
Principal, Tracy Charter School

TRACY UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES

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Office Location and Hours
The Tracy Charter School office is located at 1904 Corral Hollow Road.
Our office hours are 8:00 a.m.-4:00 p.m.

Tracy Charter School

Tracy Charter School is an independent study, personalized learning, public charter school. Established in 2019, Tracy Charter School operates under the authorization of the Tracy Unified School District (TUSD). This locally funded, non-classroom-based school program offers an innovative alternative education option to students in San Joaquin County and contiguous areas.

Highly qualified California-credentialed teachers are designated as teachers for each student, facilitating personalized learning plans. These plans incorporate a diverse range of curriculum options and are aimed at helping students achieve their educational goals. Guided by the vision of "reaching the unique bent of genius in each of its students," Tracy Charter encompasses students, parents, teachers, and support staff working to address each student's unique learning needs. This personalized educational approach encourages students to discover their learning styles, set academic goals, and grow into independent, lifelong learners. The alternative educational program serves high school students seeking both a classroom and non-classroom-based environment that provides standards-based academic assignments to allow them to graduate from high school in a flexible learning environment. Furthermore, this program seeks to serve students who leave the district in pursuit of other alternative educational options.

Tracy Charter School's vision aligns with TUSD's mission "preparing each student to succeed in their future and be college and career ready upon graduation." As a public charter school, it is funded by state tax dollars and governed by Federal and California State Charter-School and Independent Study laws. Sponsored by TUSD, Tracy Charter School is governed by the TUSD School Board with an advisory committee composed of parents, community members, and teachers. This council serves as the site-based decision-making body, meeting regularly to oversee charter accountability and modifications, financial oversight, and the evaluation of the school's effectiveness.

Tracy Charter School holds accreditation from the Accrediting Commission of the Western Association of Schools and Colleges (WASC), a professional organization that periodically reviews and maintains the accreditation of its member schools.

Schoolwide Learning Outcomes

Academic Excellence
Students will develop and demonstrate critical thinking, problem-solving, and effective communication skills in both verbal and written formats.

Independent and Self-Directed Learning
Students will cultivate strong work ethics, organizational skills, and perseverance, taking ownership of their education through self-reflection and time management.

College and Career Readiness
Students will develop the skills necessary for success in post-secondary education and career pathways.

Social and Emotional Well-Being
Students will build resilience, coping skills, and interpersonal communication abilities.

Legal Mandates Regarding Independent Study

Attending Tracy Charter School must be voluntary: It is a choice made by student, parent/ guardian, or caregiver, and teachers. No pupil shall be required to participate in independent study (EC Section 51747(c)(7)).

No individual with exceptional needs, as defined in EC Section 56026, may participate in independent study unless his or her individualized educational program (IEP) specifically provides for that participation (EC Section 51745(c)).

No temporarily disabled pupil may receive individual instruction pursuant to EC Section 48206.3 through independent study (EC Section 51745(d)). However, if the temporarily disabled pupil's parents and the district(s) agree, the pupil may receive instruction through independent study instead of the "home and hospital" instruction provided pursuant to EC Section 48206.3.

Independent study is not an alternative curriculum, so all courses and materials are aligned to state content standards. (EC Section 51745 (a)(3)). Supplemental materials may be used to respond to individual student interests and learning styles. Materials that are sectarian in nature are not used pursuant to the California Constitution, Article IX, Section 8.

Non-Discrimination and Equal Opportunity Policy

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

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The Board Policies (BP) and Administrative Regulations (AR) cited throughout this handbook can be found on the Tracy Unified School District website under the Board of Education tab or can be requested from your school site.

Enrollment

Admission Process

The Tracy Charter admission process is comprised of the following:

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

TCS's enrollment process seeks to ensure that all potential families understand the vision and unique nature of learning at Tracy Charter School. All families must attend an orientation meeting before they decide to enroll. These meetings are held throughout the regular school year and periodically throughout the summer months. Please visit our web site at for specific times and dates.

TCS provides a free, appropriate public education (FAPE) to all of its students. All students, however, need to be able to meet the enrollment requirements. Enrollment packages must be completed in full and submitted with all required documentation prior to enrollment acceptance. Questions regarding the status of your enrollment should be directed to the office. Students who have received services under the Individuals with Disabilities in Education Improvement Act (IDEIA) must provide this information right after enrollment. A member of the TUSD's Special Education department will contact you to ensure proper placement of your student in our program.

Parent must attend an orientation meeting, complete the registration process in AERIES, confirm all registration the online data confirmation system, and sign a Master Agreement and Acknowledgement of Responsibilities form; In addition, they must submit an enrollment packet, which shall include the following:

- Enrollment Form
- Proof of immunization
- Proof of withdrawal from previous school (if applicable)
- Home Language Survey
- Completion of emergency medical information form – When they complete the data confirmation.
- Proof of minimum age requirements
- Release of records

Concurrent enrollment in another public or private school is prohibited and will cause the student to be withdrawn. This does not include college-level course work, participation in Tracy Adult School, or students participating in an approved TUSD school provided appropriate approval by the TCS Administration. Please refer to enrollment requirements for each of these additional enrollment programs.

Master Agreement

The Master Agreement (MA) provides a summary of the agreement between Tracy Charter School and the student, along with their parent(s) or guardian(s), in regard to participation in independent study.

- A Master Agreement must be written for each participating student and is good for the duration of one academic school year.
- Each agreement shall be signed and in effect prior to the start of reporting attendance (ADA).
- Master Agreements may include subsidiary agreements, such as course contracts and assignment and work records.

Immunizations

Students enrolling for the first time must present an immunization record from any authorized private or public health care provider certifying that he/she has received all required immunizations in accordance with law. Upon registration, parents/guardians are provided with a written notification summarizing the state immunization requirements. Students shall be excluded from school or exempted from immunization requirements only as allowed by law.
Starting in the 2019-2020 school year, the regulations require, but are not limited to:

- Two (rather than 1) doses of chickenpox (varicella) vaccine at TK/Kinder entry, 7th grade advancement and TK/Kinder through 12th grade new admissions or transfers
- Two MMR doses and 3 Hepatitis B vaccine doses at admission or transfer throughout TK/K-12 (age restrictions are removed)
- Medical exemptions for new admissions may be signed only by a California-licensed medical doctor (MD) or Doctor of Osteopathic Medicine (DO)
- Temporary medical exemptions may be issued for no more than 12 months.

For questions, please call your primary care physician today or the San Joaquin County Public Health Services Immunization Program at (209) 468-3481.

All students entering 7th through12th grades in the coming school year must have proof of a Tdap booster shot. Documentation must state the shot was given on or after their 7th birthday. **This means that ALL current 6th-11th graders must be up to date.**

No students will be allowed to attend school without up-to-date immunizations.

Dental Screening

Proof of an oral health assessment for each kindergarten student (or first grade student, if the student was not enrolled in kindergarten in a public school) is due by May 31st of the student's first year in public school. Assessments that happened within the 12 months prior to the student's initial enrollment also meet this requirement. A licensed dentist or other licensed or registered dental health professional must perform the assessment. (EC 49452.8)

Public Random Drawing

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

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

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

The Charter School and the District agree to adhere to the requirements related to admission preferences as set forth in Education Code Section 47605(d)(2)(B)(i)-(iv).
Public random drawing rules, deadlines, dates, and times will be communicated in the application form and on Tracy Charter's website.

Public Random Drawing Procedures
The Board of Education will take all necessary efforts to ensure lottery procedures are fairly executed. Lottery spaces are pulled in order of grade level by the designated lottery official (appointed by the principal). Separate lotteries shall be conducted for each grade in which there are fewer vacancies than pupils interested in attending. All lotteries shall take place on the same day in one location. Lotteries will be conducted in ascending order beginning with the lowest applicable grade level. There is no weighted priority assigned to the preference categories: rather, within each grade level, students will be drawn from pools beginning with all applicants who qualify for the first preference category and shall continue with that preference category until all vacancies within that grade level have been filled. If there are more students in a preference category than there are spaces available, a random drawing will be held from within that preference category until all available spaces are filled. If all students from the preference category have been selected and there are remaining spaces available in that grade level, students from the second preference category will be drawn in the lottery, and the drawing shall continue until all spaces are filled and preference categories are exhausted in the order provided above.

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

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

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

Exit Procedure

Exiting students, leaving voluntarily, or leaving as the result of a dismissal, must:

- Notify the Administrator that he/she intends to leave the program by filling out a withdrawal form.
- Return materials to the office at the time of exit. Any damaged or outstanding materials will be billed accordingly.
- Students who exit before the expiration of their Master Agreement may not re-enroll for the remainder of the current semester. California Law permits the school to hold parents liable for damages up to $10,000 on any equipment, materials and/or school property. (EC Section 60411, 48904(a) No student records will be released until all materials and/or damages have been cleared.

Returning Students

Students who previously attended Tracy Charter School and later seek to re-enroll may be required to participate in a re-enrollment conference with school staff. During this process, the student's prior academic progress, engagement, attendance, and completion of assigned coursework may be reviewed to identify supports needed for future success. Students may be placed on an academic improvement plan or monitored more closely during the initial re-enrollment period to ensure the independent study program remains an appropriate educational placement.

Academics/Student Services

Academic Policy

Tracy Charter provides both an online and classroom learning environment for students. Students complete course work through the online Edgenuity platform and meet virtually or on-site at the Tracy Charter campus every week with their teacher. Tracy Charter will follow the Tracy Unified School District school year calendar. Teachers will be available to meet with students beginning at 8:00 and ending at 3:30p.m. for all students. The goal of our academic policy is to help all students be successful throughout their education. We require students to work diligently and make course progress in order to meet the requirements of their master agreement. The development of good study habits is essential to the success of all students.

Course and Schoolwork Policy

- Successful completion of any course requires a student to meet the requirements of the course as outlined in the course syllabus and by their Advisory Teacher, including all projects, writing assignments, and assessments as assigned.
- Parents/guardians serve as the home educator and commit to provide age-appropriate support and guidance for their enrolled children.
- During the school year, students must actively engage in schoolwork Monday-Friday, excluding holidays as noted on the school academic calendar.
- The student, parent/guardian, and teacher will communicate regularly, and work together to create a learning plan that meets the needs of the student and his/her course completion requirements. If a student falls behind in assignment completion, the student will be required to complete more than previously outlined to catch up and achieve course completion and mastery.
- All students are expected to engage in educational related activities on all scheduled school days.
- Expected minimum daily engagement is as follows:
  - Kindergarten 3-4.5 hours daily engagement,
  - Grades 1-5 4-5 hours daily engagement,
  - Grades 6-12 5-6 hours daily engagement
- An educational session log and progress in courses are tracked on Edgenuity. The log must include, at minimum, one educational activity the student worked on from at least one of his/her courses and 30 minutes of non-idle log-in time. The teacher and student, and, when necessary, parent, will review the Session Log at their weekly one-on-one meetings.
- Each student will be given a variety of assessment evaluations at the regularly scheduled meetings to assess academic mastery, needs, and to facilitate the creation of the next learning plan.

Communication Policy

Regular communication is an integral part of a student's success here at Tracy Charter School. Students must check their school-issued email account daily, as this is the way much of the information and directions are sent to all students. Teachers, parents, and students each share the responsibility to ensure regular communication occurs above and beyond regularly scheduled weekly meetings. If a student or parent is unable to regularly communicate with and respond to their teacher, arrangements should be made to create a regular and planned communication alternative.

Parent Portal Information

The Edgenuity Parent Portal is a system by which parents can keep track of their student's grades and progress in their courses. To sign up, parents need to provide a valid email address for the to send the verification email.

The AERIES Parent Portal is a system by which parents can keep track of their attendance and contact information. You will need to access the AERIES Parent Portal to review necessary documents and do the required online data confirmation. To sign up, parents need the following items: an email account, your student's names, home phone number, permanent ID number, and VPC (verification pass code). If a parent has not previously signed up, they can come to the office, show identification, and receive the VPC number assigned to their student, then log on to https://sisweb.tusd.net/ParentPortal and click on "New?" to sign up for access to the information system.

Attendance

Attendance to all group and individual meetings are **REQUIRED** and part of the learning process at Tracy Charter School.

Group Meetings

- Daily Meetings are required for K-5th and 6th - 8th grade students. Students must log in and participate in the class with their teachers and classmates.
- Weekly Class Meetings are required for students in 9th-12th Grade. These cannot be missed and count towards the homeroom advisory class credit.

Weekly One-on-One Meetings

- One hour weekly one-on-one meetings are a time for the student to review their individual progress and needs with their teacher. Teachers will work with students to find a consistent weekly meeting time. It is important to be on time to all meetings, as all students have scheduled meeting times.

Contemporaneous Records of Attendance

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

Attendance is based on the time value of work completed as determined by the student's teacher and is determined separately from academic credit. The only item that counts for independent study attendance credit is evaluated work, or work products that were completed and submitted by the due dates established in the Master Agreement. In Independent Study, the student's performance, measured by the terms in the Master Agreement, is converted by the teacher into school days. The computed school days are reported as if the student were physically in attendance. When the student submits or demonstrates the evidence of work accomplished in the achievement of set objectives, the teacher credits the student with attendance.

As required by law, no credit for attendance may be reported for ADA purposes until the work is submitted and assessed by the teacher. A student's presence at a scheduled meeting does not necessarily count for "seat-time attendance" as the student's presence does in a classroom. When a student is learning or otherwise actively engaged in anything related to his or her attainment of the objectives of the signed Master Agreement-such as taking a test, discussing, or correcting an assignment, viewing pertinent assignments or videos, listening to instructions, or working on a computer-the work may be counted for attendance purposes on the basis of the accomplishment. (EC Section 51747(a), (c)(6))

Travel Study

Travel Study is a program available to students who must leave school for 5 or more days. This program provides students with the opportunity to maintain their grades and credits in their classes. Students who fit the above criteria and who wish to utilize the Travel Study program should contact the Attendance Office more than 5 school days prior to leaving school to obtain and complete the appropriate forms. The contract must be

approved by the principal or their designee. The principal's signature is required PRIOR to beginning Travel Study. Students not completing travel study forms and receiving approval in advance will not receive credit and will be considered unexcused. Upon returning to school, the homework should be attached to the travel study sheets and turned in immediately to the teachers to grade. When the work is graded, the bottom portion of the form is forwarded to attendance and the absences are excused. Students must return to school on the contracted return date and submit work to their teacher. If the student does not return to school on the contracted return date, the entire contract will be void, and absences will be considered unexcused and will count towards truancy limits.

Absences

Regular attendance is extremely valuable to every student. It is expected that students will be actively engaged doing their schoolwork daily. Days missed can never be replaced. When your son/daughter is unable to work on his/her assigned course work, please email the teacher to report an absence. It is important to notify your student's teacher of the absence and the reason for the absence so you can work together to minimize the impact on the student's educational progress. However, note that in an independent study program, students are not given excused absences for days they are unable to do schoolwork. Please make every effort for your child to engage in academic activity daily.

For grades K through 12, the maximum length of time allowed between when the assignment was made and the date the assignment is due is 20 school days, unless an exception is made in with the teacher and/or administration. When a student is not making adequate progress in their courses and completing assignments consistently, an evaluation will be made to determine whether independent study is an appropriate educational strategy. Excessive unexcused absences from classes or failure to complete assignments is sufficient reason for a teacher to assign a failing grade.

A student who misses three weekly meetings in succession, two meetings in an attendance month, or has five absences during one semester may be disenrolled from Tracy Charter School. Parent/student/teacher conferences are required when any portion of this agreement is violated. Parents or students 18 years of age or older are responsible for communicating with the teacher if they will not be able to attend their scheduled class day/s, or to arrange for an alternative day or time to meet.

As part of the evaluation process, the student, parent(s), guardian(s) or if the pupil is a foster child or youth or a homeless child or youth, the pupil's educational rights holder will be invited to present evidence to the individual or individuals conducting the evaluation. During the meeting, the school will determine whether it is in the best interest of the pupil to remain in independent study. A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim student record. This record shall be maintained for a period of three years from the date of the evaluation and if the student transfers to another California public school, the record shall be forwarded to that school.

Tiered Re-Engagement Policy

Academic Intervention

The intent of academic intervention is to guide the student toward a level of academic participation that will facilitate their overall learning, ensure mastery of Common Core Standards and determine short- and long-term academic needs for success. To aid in this process, if a student is not making the required daily academic progress, the student's teacher will intervene. The interventions may include, but are not limited to:

Teacher activity:

- A phone call to student and parents
- Create and implement an Academic Intervention Plan
- Academic coaching, including planning and more frequent check in's

Student activity:
- Completion of specific daily and/or weekly goals determined by the teacher
- Mandatory in-person meetings with the teacher and/or parent to monitor progress
- Increased time spent on coursework
- Remediation with a teacher to ensure success on assignments

If academic interventions are ineffective, the student may be placed on Academic Probation. Specific goals and deadlines will be set up for the student by his/her teacher and the administration or designee. Failure to complete all assignments as designated on his/her academic probation letter and personalized learning plan will result in an evaluation to determine whether it is in the best interests of the student to remain enrolled in independent study.

Academic Probation

The purpose of academic probation is to impress upon the student the importance of proper study habits in order to improve academic performance, and to provide necessary support and encouragement to the student in his/her academic progress. Academic probation may include suspension from participation in certain co-curricular and extra-curricular activities.

Probationary requirements may include, but are not limited to:
- A letter of concern/phone call to student and parents, if appropriate
- Mandatory in-person student/parent meetings with the teacher to monitor progress
- Revocation of any work permit issued until schoolwork is satisfactorily completed
- Suspension from participation in school activities

If a lack of progress continues as demonstrated by 10 days of non-attendance, non-communication and/or non-engagement in the student's courses, an evaluation will be completed to determine whether it is in the best interests of the student to remain enrolled in independent study. **A recommendation may be made for student to withdraw and enroll in their school of residence.**

Student Success Center

The Tracy Charter Student Success Center is an on-campus academic support program designed to help students improve course progress, develop effective study habits, and receive additional assistance from teachers and staff. The Success Center provides a structured environment where students can complete coursework, receive academic intervention, participate in tutoring, and access resources that support their educational success.

The Success Center is available to students who:
- **Need additional academic support or intervention**
- **Have fallen behind in coursework or are at risk of academic probation.**
- **Benefit from a structured learning environment.**
- **Wish to receive tutoring, study assistance, or teacher support.**
- **Are seeking a quiet space to work on coursework during designated hours.**

Participation in the Success Center may be voluntary or required as part of an Academic Intervention Plan, Academic Probation Plan, Tiered Re-Engagement Plan, or administrative recommendation.

Success Center Hours and Supervision

The Student Success Center operates during designated school hours and is supervised by staff and other authorized school personnel. Hours of operation may vary throughout the school year and will be communicated to students and families. Students must sign in and sign out when attending the Success Center and comply with all school safety procedures.

Academic Expectations

Students attending the Success Center are expected to:

- **Be actively engaged in coursework.**
- **Work toward individualized academic goals established by their teacher.**
- **Follow teacher and staff directions.**
- **Bring all required learning materials, including their school-issued device and any assigned coursework.**
- **Use school technology appropriately and in accordance with the Acceptable Use Agreement.**
- **Demonstrate consistent effort and make measurable progress toward course completion.**
- **Attend scheduled Success Center sessions and remain for the assigned duration unless approved by staff.**

Failure to actively participate, complete assigned work, or meet academic expectations may result in additional interventions, parent conferences, or review of the student's placement in independent study.

Behavioral Expectations

Students attending the Success Center are expected to maintain a safe, respectful, and productive learning environment by:

- **Treating staff, students, and visitors with respect.**
- **Using appropriate language and behavior at all times.**
- **Remaining in designated areas unless given permission to leave.**
- **Keeping noise levels conducive to learning.**
- **Respecting school property and the property of others.**
- **Following all Tracy Charter School behavior policies and campus rules.**
- **Refraining from disruptive behavior that interferes with the learning of others.**

The following behaviors may result in removal from the Success Center and/or disciplinary action:

- **Disruptive or defiant behavior.**
- **Inappropriate language, harassment, or bullying.**
- **Unauthorized use of electronic devices.**
- **Academic dishonesty, including plagiarism or unauthorized use of artificial intelligence.**
- **Damage to school property.**
- **Any behavior that compromises the safety or learning environment of the Success Center.**

Students who are removed from the Success Center may be required to participate in a parent/student conference and may be assigned additional interventions before returning.

Report Card/Transcripts

The school year at Tracy Charter School will be divided into two semesters for grades K-12. At the end of each semester, a transcript will be posted on Aeries. Student progress will be reported daily/weekly within the online Edgenuity platform. Specific dates that reflect the ending of the quarters and semesters will be noted on the annual calendar.

Assessments

The Governing Board believes that the primary purpose of assessment is help students, parents/guardians and teachers identify individual students' academic strengths, weaknesses and progress in order to inform instructional practices to increase learning. Assessment should also be an important component of the district's program evaluation process.

The Governing Board recognizes that a variety of evaluation measures are needed in order to reach the above goals. To have validity, tests must correspond to the material being taught and measure the extent to which

students meet clearly specified standards of achievement.
In addition to teacher created assessments, Tracy Charter School administers mandatory student assessments as provided by the State Board of Education and the Tracy Unified School District. These assessments include, but are not limited to:

FastBridge (Local Assessment)

FastBridge is a Research-based universal screening and progress monitoring for academics with intervention recommendations. The assessments help educators identify students' academic needs faster, and align and measure the interventions, whether interventions are helping students catch up- all in one platform and in up to half the test time.

California Assessment of Student Performance and Progress (CAASPP)

The California Assessment of Student Performance and Progress (CAASPP) System was established in 2014. The CAASPP System includes the Smarter Balanced Summative Assessments (SBAC) for English language arts and mathematics in grades three to eight and grade eleven, the California Alternate Assessment (CAAs) in ELA and math for students with significant cognitive disabilities, and the California Science Tests (CAST) and CAA for Science for grades five, eight and once in high school.

The English Language Proficiency Assessments for California (ELPAC)

The ELPAC is the required state test for English language proficiency (ELP) that must be given to students whose primary language is a language other than English. State and federal law require that local educational agencies administer a state test of ELP to eligible students in kindergarten through grade twelve. The California Department of Education (CDE) transitioned from the California English Language Development Test (CELDT) to the ELPAC as the state ELP assessment in 2018.

Physical Fitness Test (PFT)

The PFT is administered to students in grades five, seven and nine. The goal of the test is to help students in starting life-long habits of regular physical fitness.

For more information on these assessments, visit the
California Department of Education website at: https://www.cde.ca.gov/ta/tg/ca/
English Language Proficiency Assessment for California (ELPAC) https://www.cde.ca.gov/ta/tg/ep/
Physical Fitness Test (PFT) http://www.cde.ca.gov/ta/tg/pft

The California Department of Education has a parent page that can be used to search for assessment data about schools and districts at http://dq.cde.ca.gov/dataquest/DQP.asp

High School Course Requirements

Subject	Credits
Science (Biology, Chemistry, 3rd Year Science)	30
Social Science (World History, US History, Government, Economics	30
English	40
Math (Algebra, 2nd Year Math)	20
Fine Arts	10
Physical Education	20
Electives	70
Total	220

Total Credits Required to graduate is 220 Credits **1 Semester of study = 5 credits*

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

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

In 2001, the California legislature changed the high school graduation requirement for all schools in California. Education Code (Section 51224.5) states: "at least one course, or a combination of the two courses in mathematics required to be completed pursuant to subparagraph (B) of paragraph (1) of subdivision (a) of Section 51225.3 by pupils while in grades 9 to 12, inclusive, prior to receiving a diploma of graduation from high school, shall meet or exceed the rigor of the content standard for Algebra I, as adopted by the State Board of Education pursuant to Section 60605."

On Track for Graduation

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

9th grade:	55 credits
10th grade:	110 credits
11th grade:	160 credits
12th grade:	220 credits

Early Graduation

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

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

Once completed, the petition to graduate early must be submitted to Student Services for review, then to the Board of Trustees for final approval. The student will be allowed to participate in the graduation ceremonies and post-graduation activities, subject to the approval of the principal. Students who graduate early must be in good behavior standing in order to participate in the graduation ceremony and any post-graduation activities.

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

Class Changes

Since students select their classes during the scheduling process, there should be few justifiable reasons for seeking a course change. However, if a student and their parent believe they have an appropriate reason to request a change of courses, they should consult with their teacher of record to discuss the concern.

College Opportunities

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

University of California: Freshman Admission Requirements Freshman applicants to the University of California

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

California State University: Freshman Admission Requirements Freshman applicants qualify for the California State University system if they meet the course requirements. Students must have a high school grade point average of 2.0 for grades 10-12 for all required classes (except PE and military science). They should show a specific ratio between high school grade point average and determined eligibility index. Students must meet an eligibility index placing them in the top 1/3 of California's public high school graduates. Impacted campuses or impacted majors on any campus are authorized to use supplementary admission criteria to screen applicants.

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

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

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

Community College Partnership

Dual Enrollment **Through the Delta College Dual Enrollment Program (DEP), students may take college courses at their high school campus. Classmates will be student peers from school or district only. Classes focus on College Transfer and Career Pathways and can earn the student high school and college credits. Students do not pay tuition or fees and are not charged for textbooks or classroom supplies. Textbooks are open source or provided for free. Students may take up to 15 units per semester.**

College Early Start **Available in Fall 2026. Students may register for any courses offered at Delta College while in high school or in adult ed school, as a College Early Start (CES) student, if prerequisites are met. TUSD has a specific list of Delta College courses where students can receive high school and college credit simultaneously. See below. Students may take Delta classes on campus or online. College Early Start allows students to also take courses for college credit only. TUSD determines whether high school credit will be granted for classes completed at Delta. High school students do not pay tuition or fees but are responsible for the cost of textbooks and class supplies. Students may take up to 11 units per semester.**

Early College Pathway **Early College Pathway (ECP) is an award-winning premiere program designed to help high school students earn a two-year degree. Participants receive cohort style learning, with a pre-vetted pattern of courses which help students complete their goals while reducing the stress of the college experience. Enrolling and completing college units through the ECP program provides families with significant tuition savings.**

For Dual Enrollment Support, please contact Julie Anaya, District Dual Enrollment Counselor. Students and families can email: janaya@tusd.net or call via phone, 209-830-3200 ext. 1459.

Honor Roll

At the close of each semester, a student who has maintained a minimum of 3.5 GPA and has received no "F" grades will be placed on the Honor Roll.

Registrar

The registrar ensures accurate student records are kept and is available to assist you with questions you may have regarding report cards or transcripts. The registrar also takes telephone, or other general or emergency information changes.

Required Information for Office Records

Individual student office records must be kept accurate. Current telephone numbers, place of employment of parents and physician's names are all necessary in case of an emergency. Please include work and cell phone numbers. All changes can only be made by the legal guardian with educational rights.

Review of Student Records

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

Transcripts

Parents may view their student's transcript and grades from home via the Aeries Parent Portal. Official transcripts may be requested by filing the request form located at the end of this handbook. You can also pick one up in the school office, or the school web site and download a copy. The first 2 transcripts are free. All subsequent requests are charged a nominal cost recovery fee. Please remember - NO CHECKS WILL BE ACCEPTED. Money orders, cashier checks, or cash only.

Transportation & Meals

No transportation and/or meal services will be provided by Tracy Charter School. Each family is responsible to provide transportation and/meals for their students to and from school for their weekly advisory meeting with their teacher of record. If students are transporting themselves in a vehicle, they will need to park in the stalls marked STUDENT or the West High School parking lot, if the lot is full.

Personal Property Waiver/Release of Liability

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

Computer/Internet Use Agreement

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

Use of School Property, Books, Electronics, and Equipment (E.C. 48909)

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

Work Permits

Work Permit Requirements

A work permit will be granted based on the following:

1. The student must be eligible each quarter to have a work permit (2.0 GPA and no more than 1 "F" or "U.")
2. Full attendance and acceptable progress in all courses
3. The student must have a job before applying for a work permit.
4. The employer must meet the California and Federal Labor Codes for students enrolled in school.

Medication in School

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

Vision, Hearing, and Scoliosis

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

Diabetes

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

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

Suicide Prevention Policy

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

Drug Free, Alcohol Free, Smoke Free Environment

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

Lactation Accommodations for Parenting Students:

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

Advisory Council & Student Activities

Advisory Council

Tracy Charter will convene an Advisory Council (the "Council") made up of the Principal, one (1) certificated teacher, two (2) parents of Tracy Charter students, two (2) students, and one (1) community member. The Council shall meet regularly and in accordance with the Brown Act and Education Code Section 47604.1(c). The Council shall be responsible for the following:

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

Online Workshops, Field Trips & Tutorials

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

Behavior Expectations

Online & On-Campus Behavioral Expectations

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

On-Campus Facilities

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

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

Bullying Prevention

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

Rules and Procedures

- Students are expected to follow all State, District, and Tracy Charter School codes, policies, procedures, and regulations.
- Proper dress and grooming of The Tracy Unified School District shall be enforced. Refer to Dress and Grooming BP 5132 (A)(B).
- The use of the Internet is governed by the policies outlined in the Tracy Charter School Acceptable Use Agreement (AUA). The use of the Internet is a privilege for students, not a right. Inappropriate use will result in cancellation of such privileges. Students must use laptop computers and hot spots (as needed) provided by Tracy Charter School and must adhere to TUSD policies.
- Students are required to sign in and out of their advisory time with their teacher of record. Student safety is a primary concern for the staff and administration.

Prohibited Items/Behaviors on Campus

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

- Toy and/or look alike weapons
- Squirt guns, paint guns, and water balloons
- Radios and other electronic devices
- Two-way Radios, etc.
- Glass bottles
- Food and drink, except water, in classrooms

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

Smart Glasses and Recording Device Policy

To protect student privacy, maintain a safe learning environment, and minimize disruptions to instruction, students are prohibited from using or wearing smart glasses or any eyewear capable of recording audio, video, photographs, livestreaming, or transmitting data while on school campus, during virtual class meetings, or during school-sponsored activities.

This includes, but is not limited to:

- **Meta/Ray-Ban smart glasses**
- **Recording-enabled sunglasses or eyewear**
- **Glasses with cameras, microphones, or livestream capabilities**
- **Any technology designed to capture or transmit images, audio, or video**

Any student found using recording-enabled eyewear or devices without authorization may be subject to disciplinary action, including, but not limited to, confiscation of the device, parent/guardian contact, and additional school consequences in accordance with the student discipline policy.

The school reserves the right to investigate incidents involving unauthorized recording or distribution of images, video, or audio captured on campus. Unauthorized recording may also violate state privacy laws and district policies.

Cyber and Electronic Harassment

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

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

Many students are unaware it is technically a misdemeanor to record fellow students or teachers in the education setting. Recording or still photography of students or staff without their knowledge or consent will be viewed as electronic harassment, and students may also be breaking the law. Suspension or expulsion may result from violation. This offense is considered more severe if the unconsented material is placed online. If your student is being cyberbullied or electronically harassed, please notify an appropriate school official so that action may be taken.

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

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

Comprehensive Discrimination and Harassment Policies and Procedures

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

Sexual Harassment (E.C. 212.5)

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

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

The following may be examples of sexual harassment:

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

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

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

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

Investigations of Sexual Harassment

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

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

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

Academic Honesty

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

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

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

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

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

The teacher of record, after consulting the school administrator, will notify the parent of the incident. A parent meeting with the teacher of record and/or the administration will be offered. Any student

involved in cheating will be subject to regular disciplinary action.

Dress Standards Philosophy

Tracy Unified School District's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Our values are:

- *All students should be able to dress comfortably for school and engage in the educational environment without fear of, or actual unnecessary discipline or body shaming.*
- *All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression.*
- *Student dress code enforcement should not result in unnecessary barriers to school attendance.*
- *School staff should use student/body-positive language to explain the code and to address code violations. Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.*
- *Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible. Our student dress code is designed to accomplish several goals:*
- *Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).*
- *Allow students to wear clothing of their choice that is comfortable.*
- *Allow students to wear clothing that expresses their self-identified gender.*
- *Allow students to wear religious attire without fear of discipline or discrimination.*
- *Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.*
- *Prevent students from wearing clothing or accessories that denote, suggest, display, or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.*
- *Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.*
- *Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.*
- *Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.*

Dress Standards (BP/AR 5132) Tracy Unified School District expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect Tracy Charter School and TUSD's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on

race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

1. **Basic Principle**: Certain body parts must always be covered for all students. Clothes must be worn in a way such that genitals, buttocks, chest, and torso are covered with opaque fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.
2. **Students Must Wear**, while following the basic principle of Section 1 above:
    - A Shirt (with fabric in the front, back, and on the sides under the arms), AND
    - Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress, or shorts), AND
    - Shoes.
3. **Students May Wear**, if these items do not violate Section 1 above:
    - Hats. They must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
    - Religious headwear
    - Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff).
    - Fitted pants, including opaque leggings, yoga pants and "skinny jeans."
    - Pajamas
    - Ripped jeans, if underwear and buttocks are not exposed.
    - Tank tops,
    - Athletic attire
    - Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (if this is done in a way that does not violate Section 1 above).
    - Tattoos. However, they must not violate any of the violations outlined in Section 4, otherwise be always covered.
4. **Students Cannot Wear:**
    - Violent language or images.
    - Crude or vulgar lettering or images of weapons, occult messages, drugs, tobacco, alcoholic beverages, racial/ethnic slurs, unauthorized group affiliation, sexually suggestive graphics, on shirts, sweatshirts and other apparel are not acceptable.
    - Bullet proof vest, body armor, tactical gear, or facsimile.
    - Hate speech, profanity, pornography.
    - Sunglasses and hats are not to be worn in the classroom, unless permitted by the teacher and/or staff member.
    - Images or language that create a hostile or intimidating environment based on any protected class or consistently marginalized groups.
    - Any clothing, apparel, or attire that fails to provide adequate coverage of the body.
    - Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
    - Swimsuits (except as required in class or athletic practice).
    - Accessories that could be considered dangerous or could be used as a weapon.
    - Any item that obscures the face or ears (except as a religious observance and/or health guideline

such as face masks).

Search and Seizure

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

Prescription Drugs

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

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

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

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

Smoking Violations

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

Suspension/Expulsion

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

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

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

All student disciplinary action will follow California Education Code 48900.

School Safety

Accidents/Illness

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

Address/Emergency Information Changes

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

Fire Alarms

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

School Lock Down

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

Searches

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

Thefts

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

Visitors on Campus

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

Animals on Campus

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

Affirmative Action Statement

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

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

Forms

Sample Master Agreements

For office use only
Start Date _____
End Date _____
Teacher Assigned _____
❑ IEP Case Mgr_____

Master Agreement (Sample)

2025-2026 School Year: Grades K-12

Contract Term: *One School Year*

Student Name_____ Grade Level _____

Student ID # _____ DOB _____

Address _____ City & Zip Code _____

Parent/Guardian(s) Name _____ Parent/Guardian Phone # _____

Parent/Guardian Email _____ Student Phone # _____

Objectives: The student will complete the courses assigned by the school counselor. All course objectives will be consistent with the established Charter School's board policy and are consistent with Charter School standards as outlined in the Charter School's subject/course descriptions. Courses will be assigned by grade level and/or required for graduation for high school students. Additional courses may be added to by the supervising teacher or counselor and these additional courses will be reflected in their online platform.

K-5		6-8		9-12
		h		h
				(if required)
ce		e		e (if required)
l Studies		y		Science (if required)
				equired)
:		e		e(s)

METHOD OF STUDY/EVALUATION

Specific methods of study will be designated via the web-based platforms, K-5 Genius, Edgenuity, or supplemental printed or online materials. Examples of Methods of study for the student will include but are not limited to Computerized Curriculum, Independent Reading, Textbook activities, Problem Solving, Study Projects, Drill & Practice, Physical Education, Web - Internet Research & Library Research.

Methods of Evaluation will be designated on the web-based platforms K-5 Genius, Edgenuity or supplemental printed or online materials. Examples of acceptable methods of evaluation include but are not limited to Quizzes, Tests, Work Samples, Essays, Journals, Projects, Presentations, Labs and State/District assessments. These methods of evaluation align with TUSD adopted assessments that would be reported on report cards/transcripts.

***Resources/Supports**: The School will provide appropriate instructional materials and personnel to enable all students to complete the assigned work. Academic, behavioral, and social/emotional support will be made available to all students in Tracy Charter School. Academic, behavioral, and social/emotional support will be made available to all students in Tracy Charter School, and especially for those students who are not performing at grade level.*

TESTING

All students will complete assigned diagnostic, interim, and summative local learning assessments, and state mandated testing requirements, as appropriate, specific to grade level, according to school wide expectation and organizational standard in order to inform educational plans and/or identify necessary areas of need for intervention or program support. Failure to do so may result in an evaluation of appropriate program placement.

All students will participate in the state-mandated standardized testing in accordance with applicable law. The mandated California state tests include the annual administration of:

- CAASPP testing for all students in subjects and grade levels to be determined by the State of California, which is currently grades 3 through 8, and grade 11.
- English language testing (ELPAC) for students identified as English Language Learners in any grade or initially for students whose primary language at home is not English
- Physical fitness testing in grade levels to be determined by the State of California
- Any other state testing as required by the State of California

TECHNOLOGY

All students are issued a device, case, power cord, and hotspot upon enrollment. Students are required to have a school-issued computer and hotspot. ***Personal devices are not supported by ISET and may not be compatible with school curriculum.*** For tech support the first point of contact will be the teacher, students will need to contact the teacher immediately regarding technical issues.

MEETINGS

- Students are required to meet weekly one-on-one with the assigned teacher of record. Days and times for these meetings will be determined during the first week of school by the assigned teacher.
- In addition, students are required to attend any group meetings online in TEAMS and/or in-person. Days and times for these meetings will be determined by the assigned teacher. (K-8th grade meetings are DAILY, 9th -12th grade meetings are WEEKLY)
- These meetings are **required** as part of the program. If a student has an emergency, the meeting will have to be rescheduled with the assigned teacher if time is available.
- If a student misses 3 weekly teacher meetings in succession, two meetings in a month, or accrues five absences in a semester, an evaluation will be conducted to determine if the student is to remain enrolled at Tracy Charter School.

ACADEMIC EXPECTATIONS

Grades K to 3—daily synchronous group instruction and weekly one-on-one meetings with the teachers are required for all students throughout the school year.

- Students are expected to work asynchronously approximately 15-20 hours per week to keep up with the work in their classes.

Grades 4 to 8— daily live interaction and weekly one-on-one meetings with the teachers are required for all students throughout the school year.

- Students are expected to work asynchronously approximately 20-25 hours per week to keep up with the work in their classes.

If students fall behind in K-5 Genius for more than two weeks in any of their courses, a meeting with Parent, Teacher, and Student may be set up to discuss strategies to help the student. If the student makes no improvement, the teacher, counselor, and principal will convene for an intervention meeting to determine the best way to move forward for the student.

Grades 6-12 – weekly group advisory meetings and weekly one-on-one meetings with the teachers are required throughout the year.

- Students are expected to work approximately 25 hours per week to keep up with the work in their classes. It is expected that students will not fall behind in their coursework.

If students fail to make adequate progress (not more than 10% or more behind) for more than two weeks in any of their courses, a meeting with Parent, Teacher, and Student may be set up to discuss strategies to help the student. If the student makes no improvement, the Tiered Re-engagement

ATTENDANCE

- Students will need to work 4-5 hours daily to maintain adequate progress in all courses. Students are **required** to work at least 30 minutes daily (on school calendar days) in Edgenuity. At least one assignment must be completed during that time. *This will complete the attendance requirement but will not keep a student on pace to complete their coursework.*
- Students complete their coursework outside of a traditional classroom setting, and attendance can also be tracked through the completion of assigned work and/or meetings with supervising teachers. Attendance credit can also be earned by attending the daily/weekly in-person and/or virtual meetings.
- If a student is not making adequate progress on their courses or has 5 absences in a semester (based on completed coursework), an evaluation will be conducted to determine if the student is to remain enrolled at Tracy Charter School.

TIERED RE-ENGAGEMENT

Tiered reengagement will begin for a learner if they do not generate attendance for more than 10% of required minimum instructional time over four continuous weeks of the school's approved instructional calendar, learners found not participatory in synchronous instructional offerings (daily or weekly meetings) pursuant to Education Code 51747.5 for more than 50% of the scheduled times of synchronous instruction in a school month as applicable by grade span, or learners who are in violation of this written agreement.

BEHAVIOR EXPECTATIONS

All students are required to comply with expectations in the Student Handbook and California Education Code. Students found to be in violation of California Ed Code 48900 and/or related sections – will violate this master agreement and may be referred back to their school of residence.

Adult Student Communications: If a student is 18 or older, the student authorizes the school to communicate with the parent/guardian unless a written statement has been submitted to the school by the student denying the parent/guardian access to school communications.

Voluntary Statement*: It is understood that independent study is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class, or program pursuant to Education Code Section 48915 or 48917, instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.*

BOARD POLICIES

Independent Study Instructional Requirements

Students are expected to attend regularly scheduled synchronous instruction per grade level as well as complete assigned work. **"Synchronous Instruction" means classroom-style, designated small group or one-on-one instruction delivered in person or in the form of internet or telephonic communications. This involves live, two-way communication between the teacher and student. Synchronous instruction shall be provided by the teacher of record for that student.**

A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. This record shall be maintained for a period of three years from the date of the evaluation and if the pupil transfers to another California public school, the record shall be forwarded to that school.

Student progress and attendance may be reviewed to determine if Tracy Charter School is the most appropriate setting for a student.

ACKNOWLEDGEMENT OF RESPONSIBILITIES

Students Agreement/Responsibilities:

- I voluntarily request participation in this independent study program and have read and understand the terms of the master agreement.
- I will complete all course work outlined in the master agreement, and as assigned to me by my teacher or counselor.
- I understand that I am to attend school every day by completing course work assigned to me, all work submitted must be my own, and violation of the school's academic integrity policy may result in failing assignments, courses, or even school dismissal.

Parent/Legal Guardians Agreement:

- I am responsible for the daily monitoring/verification of all subjects studied, with scheduled monitoring by the assigned teacher. This includes ensuring that a responsible adult is present and available every school day with the student to make sure the student is making adequate progress in all courses.
- I understand that my child is required to attend school every day in accordance with both the CA state compulsory attendance laws and school policy.
- I understand that in order for my student to be credited attendance, not only does he/she need to complete work each school day, but he/she must complete the assignments assigned for that month by the teacher(s).
- If I become aware of special or extenuating circumstances that will prohibit my student from turning in assigned work or attending the scheduled meeting, I will contact the teacher prior to the date to make alternative arrangements.
- I understand that it is my responsibility to provide any needed transportation for my student's scheduled meetings for my student's scheduled meetings at the school and that lack of transportation is not an acceptable reason for failing to attend the meeting with the teacher.
- I have the right to appeal any decision about my student's placement in accordance with the school's policies and procedures.

Teachers Agreement:

- The teacher will communicate with the counselor to assign courses to be completed during the duration of this agreement.
- The teacher will evaluate work in a timely manner.
- The teacher will notify the student and parent/legal guardian of the academic credit granted for work completed.

Signatures and Dates:

We, the undersigned, understand and voluntarily agree to the terms and conditions of this Independent Study agreement. Our signatures below indicate that we voluntarily participated in the establishment of these Agreements/Responsibilities and that we understand and accept our responsibilities in relation to this document.

Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education that may be a marking that is either computer generated or produced by electronic means and is intended by the signatory to have the same effect as a handwritten signature. The use of an electronic signature shall have the same force and effect as the use of a manual signature if the requirements for digital signatures and their acceptable technology, as provided in Section 16.5 of the Government Code and in Chapter 10 (commencing with Section 22000) of Division 7 of Title 2 of the California Code of Regulations, are satisfied.

I have read and I understand the terms of this agreement, and agree to all provisions set forth.

Student: Date:

Parent/Guardian/Caregiver: Date:

Tracy Charter School Teacher: Date

RSP Tracy Charter School Teacher, if applicable: Date

TRACY UNIFIED SCHOOL DISTRICT
ACCEPTABLE USE AGREEMENT (AUA) NETWORK AND COMPUTER RELATED RESOURCES
(BP/AR 4040 and BP/AR 6163.4)

In exchange for the use of the Tracy Unified School District ("district") district technology, including, computer systems, and data communication networks, either locally attached or through remote connection on or near school property, in school vehicles and buses, and at school-sponsored activities, the following Acceptable Use Agreement will apply. This is a legally binding agreement when signed. **Please read this document carefully**.

Each student who is authorized to use district technology and his/her parent/guardian shall sign this Acceptable Use Agreement as an indication that they have read and understand the agreement. The guardian/parent must sign when the user is under 18 years of age. The district authorizes students to use technology owned or otherwise provided by the district as necessary for instructional purposes. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable district Board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason. The district expects all students to use district technology responsibly and appropriately consistent with district Board policies and regulations, California Education Code, and other local, state and federal laws and regulations governing the applicable matter in order to avoid potential problems and liability.

Definitions

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Student Obligations and Responsibilities

The district's network/computer system ("district system") is shared and available to all registered users. The district system may not be used in a way as to disrupt or interfere with its use by others.

Students are expected to use district technology safely, responsibly, and for educational purposes only. Student users will ONLY use authorized accounts they have been personally issued. The student in whose name district technology is issued is responsible for its proper use at all times. All student users must keep their account passwords confidential. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Students are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, submit, publish, display, or otherwise use harmful or inappropriate material that is discriminatory, libelous, defamatory, obscene, sexually explicit, disruptive, harassing, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, gender identify, gender expression, sexual orientation, age, disability, religion, or political beliefs

2. Bully/cyberbully, harass, intimidate, or threaten other students, staff, or other individuals

3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of yourself, or another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person

4. Infringe on copyright, license, trademark, patent, or other intellectual property rights

5. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher or other district personnel, changing settings on shared computers)

6. "Hack" into the district system to manipulate data of the district or other users

7. Steal services, including connection of unauthorized network/computer equipment to the system

8. Install non-approved software/programs, and/or the download and install software/programs on district computers and/or network communication systems

9. Use district technology to communicate unlawful information or to transmit computer viruses.

10. Use of the district system for anonymous access or communication of information

11. To send “junk”, “mass”, or “spam” email

12. Engage in other conduct deemed objectionable by the Tracy Unified School District

13. Engage in or promote any practice that is unethical or violates any classroom rules, school conduct code, or any law or Board policy, administrative regulation, or district practice, including any communication advocating, encouraging or supporting illegal activities.

14. Access, delete, move, or alter anyone else’s files and/or data.

15. Communicate using inappropriate language, including swearing and use of vulgarities.

Privacy

Since the use of district technology is intended for educational purposes, students shall not have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, computer files, access to the Internet or social media, email, text messages, instant messaging, and other electronic communications sent or received from district technology, or through the use of district technology. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of district technology (such as web searches and

emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy.

Personally Owned Devices

If a student uses a personally owned device to access district technology, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Access to district technology from personal technology is limited to wireless access points on the school campuses. Access to the district technology from personal technology is not available via hardwire connections. The district assumes no liability for personally owned devices, including computers and smart phones, if such devices are damaged, lost, or stolen. The student and parent/guardian, shall indemnify and hold the district harmless from any losses sustained as the result of use or misuse of the district's technology by the student, and/or the loss or damage of personally owned devices.

Reporting

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the teacher or other district personnel.

Consequences for Violation

Violations of the law, district Board policies and regulations governing the use of district technology, or this Acceptable Use Agreement may result in revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board policy/regulation, or this Acceptable Use Agreement may be reported to law enforcement agencies as appropriate.

TRACY UNIFIED SCHOOL DISTRICT
ACCEPTABLE USE AGREEMENT (AUA) NETWORK AND COMPUTER RELATED RESOURCES
(Based on BP/AR 6163.4)

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

The district shall not be held responsible for any damages suffered by the user of district technology, including those arising from non-deliveries, mis-deliveries, service interruptions, unauthorized use, loss of data and exposure to potentially harmful or inappropriate material sustained or incurred in connection with the use, operation, or inability to use district technology. The district specifically denies any responsibility for the accuracy or quality of information obtained electronically.

The following two sections are for students and their parents and REQUIRE SIGNATURES.

STUDENT AGREEMENT

I have received, read, understand, and agree to abide by this ACCEPTABLE USE AGREEMENT and other applicable laws and district policies and regulations governing the use of district technology. I understand that there is no expectation of privacy when using district technology. I accept responsibility for the appropriate use of district technology and further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

_____|_____|_____|_____|_____
Student (PRINT NAME) Student ID # School Site Signature Date

If the student is under 18 years of age, a parent/guardian must also read and sign the Agreement.

PARENT/GUARDIAN AGREEMENT

As a parent/guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of this **ACCEPTABLE USE AGREEMENT**. By signing this Agreement, I give permission for my child to use district technology and/or to access the school's computer network and the Internet. I understand that, despite the district's best efforts, it is impossible for the district/school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the school, district, and district personnel against all claims, damages, and costs that may result from my child's use of district technology or the failure of any technology protection measures used by the district. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting.

_____|_____|_____
Parent/Guardian (PRINT NAME) Signature Date

TRACY UNIFIED SCHOOL DISTRICT

1875 W Lowell Avenue
Tracy, CA 95376

Turnaround time is 2-4 Days.

1. Name			2. **Date of Birth**	**3. Student ID Number**
Last	First	Middle		

4. Send Transcript To		**5. 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:						
City: State: Zip Code:		**Special Services- Fees are in addition to cost of the transcript**				**Cost**
•Name of Institution:		Same Day Service	$ 10.00		=	$
Attention:		Faxing of Documents	$ 5.00		=	$
Number and Street:						
City: State: Zip Code:		**Total Fees Enclosed**				$

NO PERSONAL CHECKS ACCEPTED • FEES ARE PAYABLE BY CASH OR MONEY ORDER

6. 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** **For requests being picked up by student**
Initial: **Date**

OFFICIAL TRANSCRIPT REQUEST FORM FOR CURRENT STUDENT

Board Policies

The Board Policies (BP) and Administrative Regulations (AR) cited throughout this handbook can be found on the Tracy Unified School District website under the Board of Education tab or can be requested from your school site.

https://www.tracy.k12.ca.us/