

IN THIS SCHOOL

WE DO SECOND CHANCES

WE APOLOGIZE

We forgive easily

We respect each other

We keep our promises

WE NEVER GIVE UP

WE ENCOURAGE ONE ANOTHER

We laugh often

We belong

WE ARE

A

FAMILY



OUR SCHOOL VALUES

Be Safe

Be Respectful

Be Responsible

What does this look like at our school?

Be safe

- Keep hands and feet to self; avoid horseplay.
- Keep valuables in a safe place
- Drive safely while entering and leaving school
- Stay in supervised areas of the campus

Be Respectful

- Follow teacher instructions
- Use appropriate language
- Show appropriate affection
- Dress appropriately for school
- Keep school property in good condition
- Build positive relationships with everyone
- Pick up your own trash
- Keep electronics put away

Be Responsible

- Be on-time and ready to participate
- Use class time effectively; get work done
- Tell teachers about anything unsafe
- Use equipment properly and return it to the proper place
- Complete your own work; have academic integrity

TRAVIS ALTERNATIVE EDUCATION PROGRAMS

The Alternative Education Programs provide seamless transitions through a variety of programs designed to support the success of all students.

- All students meet high standards
- Students are connected to their learning as they achieve academic goals
- All stakeholders want to come to school because they take pride in their learning and teaching
- Students and community eagerly interact and reciprocate for mutual benefit
- Students can access a variety of flexible programs to meet their changing needs

We are dedicated to the academic, personal and social growth of all students while recognizing their unique abilities and needs.

- To create and facilitate educational opportunities for students to be successful in an alternative academic setting
- To address the diverse academic, personal and social needs of students
- To inspire all students to become lifelong learners and productive, responsible citizens

Vision Statement: Travis Education Center is a safe and healthy learning community preparing student to become increasingly responsible, productive citizens who meet today's challenges while striving for future excellence.

Mission Statement: Our responsibility is to provide rigorous alternative learning opportunities that support student success in meeting or surpassing state and district academic standards and reaching their personal goals.

EXPECTED SCHOOL-WIDE LEARNING RESULTS

Independent Thinkers who...Accept responsibility for their actions; Work diligently through stressful situations; Prioritize and organize their leisure and challenges; Set goals and fulfill plans for the future.

Cooperative Learners and Workers who...Understand the roles of group interaction and work effectively; Work responsibly, respectfully and empathetically with others; Can lead the group or follow directions; Are punctual and dependable.

Academically Prepared Students who...Use technology creatively and effectively; Meet or exceed state and local academic standards; Access and use information; Demonstrate competency in all areas of curriculum.

Responsible Citizens who...Are knowledgeable in current events and responsive to global issues; Effectively manage and understand the value of money; Positively contribute to society; Enter the job force prepared for success.

Effective Communicators who...Read, comprehend and write effectively; Listen and discuss issues fluently; Solve problems creatively; Speak confidently and proficiently in public.

TRAVIS EDUCATION CENTER

2775 DeRonde Drive, Fairfield, CA 94533
(707) 437-8265 Fax (707) 437-0141

Site Administration

Allyson Rude Azevedo, *Principal*
arude@travisusd.k12.ca.us

Note: Most Travis USD personnel and Governing Board members receive e-mail addressed to First initial, last name@travisusd.k12.ca.us See example at left.

Teaching Staff

Liz Roman* (Guidance, Science, Health, Child Development, Geography)
Douglas Ivie* (Guidance, Math, Speech, Debate)
Sean Murphy* (Guidance, Social Sciences, PE)
Rowena Kendall* (Guidance, English, Fine Arts, Intro to Theatre, Journalism)
Marti Stralla (Special Education Case Manager, Basic English, Service Learning)
*shares responsibility for Cyber High administration.

Support Staff

Dr. Colleen Estes, *Psychologist*
Christina Garcia, *Instructional Assistant*
Janelle Preston, *Counselor*
Gary Stanoff, *MSW*
Janie Tepley, *Secretary*

Central Office Administration - (707) 437-4604 2751 DeRonde Drive, Fairfield, CA

Kate Wren Gavlak, *Superintendent*
Jim Bryan, *Assistant Superintendent – Educational Services*
Michelle Richardson—*Business Services*
Sue Brothers—*Director of Curriculum, Instruction and Assessment*
Carol Ueckert, *Director of Special Education*

Governing Board

Donna Bishop Gary Craig Ivery Hood Dawn Kirby Angela Weinzinger

School Calendar:

The school calendar is available on the TEC website at <http://www.travisusd.k12.ca.us/tec/index.html>

School “Bell” Schedule

	Regular	Common Planning	Friday	
Period 1	7:45-8:15	9:42-10:00	Period 1	7:45-8:15
Period 2	8:20-10:09	10:05-10:59	Period 2	8:20-9:31
Period 3	10:14-12:03	11:04-12:03	Period 3	9:36-10:47
Lunch	12:03-12:33	12:03-12:33	Period 4	10:52-12:03
Period 4	12:33-1:48	12:33-1:48		

There is a 5-minute passing period between most classes.
Students are expected to use the restroom during passing period or supervised breaks.

Lunch must be ordered by 9:30am.

Tape your schedule here:

A large, empty rectangular box with a thin black border, intended for taping a schedule. The box is oriented vertically and occupies most of the page's width and height.

ATTENDANCE

Regular school attendance is a necessary part of the learning process and the means to graduate with a quality education and a diploma. Frequent absence put a student's education and future in jeopardy.

When students are absent, their education suffers and our schools suffer. Each student generates average daily attendance (ADA) funding. Our district creates a budget based on the number of students expected in class each day. When a student is absent, the district/school receives no ADA. Personal reasons for missing school are generally unexcused. Only those reasons specified in EC 48205 (below) are excused. Call the principal in advance to discuss any reasons not listed below in EC 48205. Administrative permission, in advance, is required for all absences not listed below, otherwise the absence will not be excused.

TEC uses an automated attendance notification system that contacts the home number on the day the student has missed one or more periods.

Excused Absences

A student's absence shall be excused for the following reasons:

1. Personal illness (EC 48205)
2. Quarantine under the direction of a county or city health officer (EC 48205)
3. Medical, dental, optometric, or chiropractic appointments (EC 48205)
4. Attendance at funeral services for a member of the immediate family (EC 48205)
 - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (EC 48205)
 - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/ daughter-in-law, brother, sister or any relative living in the student's immediate household. (EC 45194, 48205)
5. Jury duty in the manner provided by law (EC 48205)
6. The illness or medical appointment during school hours of a child to whom the student is the custodial parent (EC 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including but not limited to: (EC 48205)
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observation of a holiday or ceremony of his/her religion
 - d. Attendance at religious retreats not to exceed four hours per semester
 - e. Attendance at an employment conference
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (EC 48205)
9. Participation in religious instruction or exercises in accordance with district policy: (EC 46014)
 - a. In such instances, the student shall attend at least the minimum school day
 - b. The student shall be excused for this purpose on no more than four days per school month

Method of Verification

When a student returns to school after an absence, he/she **MUST** present a satisfactory explanation verifying the reason for the absence within 2 days. **After 2 days w/out verification of an excused reason, the absence will be considered unexcused and the student will be considered truant.** The following may be used to verify absences:

1. Written note from parent/guardian, parent representative, or student if 18 or older. (EC 46012)
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student
 - b. Name of parent/guardian or parent representative
 - c. Name of verifying employee
 - d. Date(s) of absence and reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. A written recording shall be made, including information outlined above.
4. Physician's verification

- a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
 - b. When a student has had 10 absences in the school year for illness verified by methods listed in #1-3 above, any further absences for illness must be verified by a physician.
5. Any other reasonable method that establishes the fact that the student was actually absent for the reasons stated. A written record shall be made, including information outlined above.
6. TEC does not accept faxes or e-mails for verification of absences.

When a student arrives to school 10 or more minutes late, whether it is excused or not, he/she must report to the Office before going to class to have his/her arrival time documented. Students 10 minutes (or more) late are considered absent. Absences and tardies not cleared within two days will be considered unexcused.

ATTENDANCE OFFICE: 437-8265

MAKE-UP WORK

A student with an **excused** absence from school shall be allowed to complete all assignments missed during the absence and, upon satisfactory completion, be given full credit. The minimum number of days allowed for such make-up is equivalent to the number of days the student has been absent. Students must contact teachers to obtain make up work. Teachers can be contacted via email or voice mail. The assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence. A student may not have his or her grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time. (EC 48205, BP 5113)

SHORT TERM INDEPENDENT STUDY (STIS)

Short-term Independent Study may be an option for students who will be absent for five (5) to fifteen (15) consecutive school days. To be eligible for a Short-term Independent Study contract, the student must have a good attendance record (less than 18 periods of unexcused absences or tardies), and be in good academic standing . If a student must be absent for more than 15 days, the student must be withdrawn from the Travis Unified School District, and enrolled in the destination district. **STIS is not available during finals or statewide testing periods.**

The parent/guardian must meet the school’s guidelines for requesting Independent Study contracts. There can be no more than two (2) independent study contracts granted per student per school year. If all the contracted work is returned with satisfactory progress, the student will maintain a clear attendance record. If the student’s work is unsatisfactory, or incomplete, the school can only grant excused days of absence for the amount of satisfactory work returned. The other days of absence will be considered unexcused, and will count towards truancy limits. If a student had any unexcused absence(s) due to failure to complete work on an initial Independent Study contract, a second Independent Study contract will not be granted for that school year.

TRUANCY

Students absent without a valid excuse for more than **18 periods** in one school year shall be classified as truant and a truancy letter will be sent home. After the first truancy, a student will receive an additional truancy letter for each additional 6 periods of absence. If a student receives 3 truancy letters, he/she is referred to the Student Attendance Review Board (SARB) for appropriate legal action. Inter-district Agreements may be revoked if standard attendance guidelines are not maintained. At this SARB hearing, students will enter into a SARB contract. Saturday School dates will also be assigned as follows:

Consequences for Truancy	First 12 periods: Truancy Letter #1	Additional 4 periods: Truancy Letter #2	Another 4 periods: Truancy Letter #3 Referral to SARB Corrective Action *Saturday School may be assigned for each truant day*
Consequences for Excessive Excused Absences (EEA)	8 Days of Excused Absence: EEA Letter #1	10 Days: EEA Letter #2 Doctor’s note required for illness	Possible SARB Referral

STUDENT ATTENDANCE REVIEW BOARD (SARB)

A student will be referred to the Student Attendance Review Board (SARB) when he/she has been suspended three times in one calendar year, four times in two years, receives three truancy letters, or has had other discipline problems. Students who are not making adequate academic progress may also be referred to SARB. Parents will receive written notification of the SARB hearing and are expected to attend with their student. SARB reviews each student's case and may recommend a change of placement, a student contract, or other means of intervention. It is the student's responsibility to make certain that all absences have been verified (by their parent/guardian) to avoid being considered truant. Absences **MUST** be verified within 2 days of return to school.

CLOSED CAMPUS

TEC is a closed campus. Any student leaving campus during the school day must have an off campus pass which may be obtained at the Office. To expedite this process, please call in the morning to arrange for an off campus pass for your student. Students who are ill and wish to go home must check out through the office. **Leaving campus without an off campus pass will result in progressive discipline.**

SCHOOL NURSE

When a student becomes ill or needs medical attention, **the student must come to the office**. A licensed nurse is available during certain school hours. The nurse is located at Golden West, but will come to TEC when requested. Students are **not permitted** to use their cellular phone to call or text-message their parent before coming to the office. The nurse or office staff will contact parents when students are ill.

MEDICATION

No medications, including inhalers, may be administered at school without a health provider's written order including the student's name, medication name, dosage, time to be taken, reason for medication & dates to be administered. This policy includes all over-the-counter and all prescription medications. Forms for this purpose can be picked up in the office. All medication to be administered must be in the container with the student's name, medication name, appropriate dosage, health provider's name, and recent date. All medication is to be kept in the office, except inhalers that have received authorization. New medication forms & medication must be provided at the beginning of each school year.

BICYCLES/SKATEBOARDS

Please lock your bicycle in the designated bicycle racks located behind TEC. Students are not to ride bicycles during school hours except when coming to or leaving campus. Skateboards must be **carried** on school property and stowed in the office. They may not be carried from class to class.

BUS TRANSPORTATION

Travis Unified School District provides bus transportation for students for a fee. Bus stop areas are established at the beginning of the school year. Call the District Transportation Department at 437-8232 for information regarding bus passes/bus stops (or visit the district website). All students are under the direct supervision of the bus driver, & **privileges may be suspended for failure to follow bus regulations.**

CELL PHONES, DIGITAL CAMERAS, MUSIC LISTENING DEVICES, WIRELESS COMPUTERS/E-READERS (TEC is not responsible for damaged or stolen items)

Possession and/or display of cell phones, digital cameras, and music listening devices are not permitted during school hours. Students possessing, displaying, or using cell phones/digital cameras/music listening devices (and similar devices) during school hours will have the item(s) confiscated. **Staff may authorize students to use electronic devices for specific uses without violating this policy. Students are expected to only use the item for the explicitly specified use, only during the explicitly specified time.** Personal wireless computers and e-readers are permitted for school-related work. They may be confiscated if used inappropriately, as decided by staff. Confiscated items will be sent to the office for pick up by a parent.

TEXTBOOKS

Textbooks may be issued by teachers or other staff. Students should care for and maintain possession of their textbooks. They must return the same textbooks issued to them. Fines may be assessed for excessive wear/damage to textbooks and for lost/stolen books.

FINES

Students must pay all fines. Students owing fines may have their grade reports & diploma withheld.

INSURANCE

The Travis Unified School District does not carry accident or injury insurance on the students. Low cost insurance is available and is highly recommended.

STUDENT DISCIPLINE INFORMATION

TRAVIS EDUCATION CENTER (TEC) DISCIPLINE POLICY

Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on campus and at all school sponsored activities. (Education Code 44807)

At TEC, students are earning academic credit at an accelerated pace. THERE IS NO TIME FOR INAPPROPRIATE BEHAVIOR! The staff at Travis Education Center (TEC) encourages cooperation between the home and school concerning discipline matters. Parental support of school discipline policies is paramount in creating an environment conducive to education. The best discipline is self-imposed, and students must take responsibility for their actions. Good citizenship and appropriate behavior is expected from all students at TEC.

The most important role of discipline in the school is to create a safe and comfortable teaching and learning environment. Staff and students should feel good about coming to school every day. Society is demanding more from its public schools than ever before. In order to meet this challenge, the schools must have a positive learning climate.

DISCIPLINE REFERRALS

Students are expected to follow school and classroom guidelines. It is the teacher's responsibility to discuss appropriate classroom behavior standards and to communicate with parents regarding classroom behavior concerns. Students who fail to follow rules will be subject to progressive discipline.

ADMINISTRATIVE DISCIPLINARY HEARING PANEL (5-day Suspensions)

The Administrative Disciplinary Hearing Panel is convened to consider disciplinary consequences when a student is believed to be involved in the possession, use, sale and/or furnishing of any controlled substance, or any other serious infraction of school rules. The Administrative Disciplinary Hearing Panel determines the manner in which a student will be allowed to continue attending TEC. The Administrative Disciplinary Hearing Panel is composed of the Superintendent's designee and the Principal's designee.

CLASS SUSPENSION BY A TEACHER

Education Code 48913 leaves it up to each teacher's discretion as to whether or not work may be made up during the days the student was suspended.

1. A teacher may suspend a student from class for the duration of that period and the day following.
2. The teacher must report the suspension immediately to the Principal.
3. The student given a classroom suspension by a teacher must be directed to report immediately to the Principal.
4. The teacher must contact the parent by phone within twenty-four hours and request a parent/teacher conference.
5. The teacher must enter information in INTERVENTIONS in Aeries.

TARDY POLICY

Punctuality is a trait valued by schools and the workplace alike. Travis Education Center (TEC) encourages all students to develop good habits, be on time, and avoid the negative consequences associated with being late. Students who are not in school and prepared for class at the scheduled starting time are TARDY and **will be assigned detention**. Habitual tardiness is regarded as truancy; those students will be referred to SARB.

UNAUTHORIZED AREAS

There are certain areas on campus where students are NOT allowed except when under the direct supervision of a teacher, monitor, or administrator. These areas include, but are not limited to, front of and behind the school, behind the basketball court, parking lots and all unsupervised areas. Students found in these areas will be subject to consequences.

GROUNDS FOR SUSPENSION AND EXPULSION

48900. A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
 - (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
 - (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
 - (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
 - (l) Knowingly received stolen school property or private property.
 - (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
 - (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
 - (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
 - (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
 - (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
 - (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the transmission, 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, including, but not limited to, any of the following:

- (i) A message, text, sound, or image.
- (ii) A post on a social network Internet Web site including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph

(1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

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

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

48900.2 Sexual Harassment (grades 4-12) a pupil has committed sexual harassment.

48900.3 Hate violence (grades 4-12) a pupil has caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

48900.4 Additional grounds for suspension or expulsion; harassment, threats or intimidation (grades 4-12) a pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that materially disrupts class work, creates substantial disorder, and invades the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

48900.7 Terrorist acts against school officials or school property a pupil has made a threat toward a school official or school property, which causes the person to be in sustained fear for the safety of himself, his family or his property or school district property.

48915 Expulsion; particular circumstances

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

- (1) Causing serious physical injury to another person, except in self-defense.
 - (2) Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds.
 - (3) Unlawful possession of any controlled substance except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
 - (4) Robbery or extortion.
 - (5) Assault or battery, as defined in Penal Code sections 240 & 242, upon any school employee.
- (c) The principal shall immediately suspend and shall recommend expulsion of a pupil that has committed any of the following acts at school or at a school activity off school grounds:
- (1) Knowingly possessed, sold, or otherwise furnished a firearm, and possession has been verified by a school employee
 - (2) Brandished a knife at another person.
 - (3) Unlawfully sold a controlled substance.
 - (4) Committing or attempting to commit a sexual assault or committing a sexual battery.
 - (5) Possession of an explosive.

DRESS CODE

All students are expected to attend Travis Education Center (TEC) dressed appropriately. Because it is difficult to regulate room temperatures, students are encouraged to bring a jacket to school. Students are encouraged not to bring expensive jackets, clothing, shoes, large sums of money, etc. to campus. TEC is not responsible for such articles.

Appropriate student **attire**, **hygiene**, and **personal grooming** are important to student success and safety. The following rules will be enforced:

1. All clothing must be appropriate for school and must adequately cover the student's body, including legs, midriff, and chest. (Administrative discretion)
2. Clothing that exposes undergarments is not allowed.
3. Shoes must be worn at all times.
4. Students must wear shirts at all times.
5. Articles of clothing which display profanity, obscenity, vulgarity; that display any other questionable printing; slogans which promote tobacco, alcohol, drugs, or sex, or materially interfere with schoolwork, or create disorder, or disruption in the educational process, are not allowed.*
6. Halter tops, strapless, single strap, backless shirts, spaghetti straps, see-through shirts or shirts which do not cover the midriff/chest area are not allowed. Jackets or sweaters must be worn over these types of clothes, or additional layers underneath.
7. No short shorts or skirts. Shorts/skirts cannot be shorter than the length of your fingertips extended at your side. (leggings or tights may be worn underneath)
8. No gang-related attire is to be worn. (Gang style and gang related attire is defined by the Solano County Gang Task Force and the Fairfield and Vacaville Police Departments).
9. No "sagging" pants (must be secure at the waist). Zip-ties are available from staff.
10. Jewelry which could distract the educational process or which could be a safety or health issue is not acceptable.

It is important to note that certain inappropriate styles, items of clothing, or accessories may become popular during the course of a school year and may not be reflected in this code. Students and their families are hereby informed that the dress code can and will be modified by school staff without prior notice in order to address specific concerns pertaining to student dress or grooming that might cause and/or create a distraction, disturbance, safety hazard, and/or health hazard to students or others. Whenever such changes are made in the course of the school year, the Administration will make every effort to communicate the new standards to students and parents alike.

Dress code violations are subject to progressive discipline.

Students may be required to change clothes at staff/administrator discretion.

*Inappropriate shirts will be confiscated and parents must claim them.

****Teachers may require that hats and other head-coverings be removed in their classroom****

DISCIPLINE PROCEDURES AND CONSEQUENCES

Tardies	Detention
Class Cut	Detention Possible SARB Referral/Police citation
General Defiance/Disruptive Behavior	Administrative Discretion
Motor Vehicle Violation	Administrative Discretion May lose driving/parking privileges May be referred to school resource officer
Prohibited Items: cell phones, music devices, *skateboards, laser pens, games of chance (dice/cards)	Confiscation Parent must claim
Contraband/Mischief Makers (any disruptive items that have no educational benefit)	Confiscation Administrative Discretion
General Profanity/Vulgarity	Detention
Forgery	First offense: Detention Second offense: Saturday School Third offense: Suspension
Being in an unauthorized/unsupervised location: cars, parking lot, behind building, etc.	First offense: Detention Second offense: Saturday School Third offense: Suspension
Harassment/Bullying	Administrative Discretion
Excessive, Inappropriate PDA Public Display of Affection	Administrative Discretion
Hazing, Initiation	Administrative Discretion
Cheating/Plagiarism/Academic Dishonesty	ZERO on assignment/test
Confrontation between students	Administrative Discretion *level of disruption/safety concerns considered* Student mediation School Resource Office may be involved
Trespassing on another school's campus	First offense: Warning, parent notified Second offense: Suspension and SRO notified
Leaving campus without staff authorization	First offense: Detention Second offense: Saturday School Third offense: Suspension *citation by police*
Dress Code Violation	Detention
Horseplay	Detention
Safety Violation	Administrative Discretion
Use of laser pen	Administrative Discretion
Possession of Sharpies (or other items used for vandalism)	Confiscation Administrative Discretion
Possession of Pepper Spray	Confiscation Administrative Discretion Possible Police Involvement

Offenses Resulting in Automatic Suspension

Refusal to serve detention or Saturday School	Suspension: 1-2 days
Profanity with Staff (directed at or in relation to)	First offense: 2-day suspension Second offense: 5-day suspension Third offense: 5-day suspension and referral to SARB
Refusal to surrender a prohibited electronic item	First offense: 2-day suspension Second offense: 5-day suspension Third offense: 5-day suspension and referral to SARB
Disruption on another school's campus	First offense: 2-5 day suspension & police citation Second offense: 5-day suspension & police citation Third offense: same as above + referral to SARB
Vandalism	First offense: 2-day suspension & police citation Second offense: 5-day suspension & police citation Third offense: same as above + referral to SARB **Student may be required to pay restitution**

Theft/Extortion/ Misappropriation of lost property/Knowingly receiving stolen property	First offense: 2-day suspension & police citation Second offense: 5-day suspension & police citation Third offense: same as above + referral to SARB **Student may be required to pay restitution**
Dangerous Objects or Weapons	5-day suspension and possible expulsion Police Involvement
Assault & Battery on school employee	5-day suspension and possible expulsion Police Involvement
Fireworks/Explosives	5-day suspension and possible expulsion Police Involvement
Tobacco	First offense: 2-day suspension & police citation Second offense: 5-day suspension & police citation Third offense: same as above + referral to SARB
Fighting (any form of physical aggression)	First offense: 2-5 day suspension & police citation Second offense: 5-day suspension & police citation Third offense: same as above + referral to SARB
Threats to others	First offense: 2-day suspension & police citation Second offense: 5-day suspension & police citation Third offense: same as above + referral to SARB
Refusal to Disperse (during a school disruption/fight)	First offense: 2-day suspension & police citation Second offense: 5-day suspension & police citation Third offense: same as above + referral to SARB
Assault	First offense: 5-day suspension* & police citation Second offense: same as above + SARB referral *Possible recommendation for expulsion for serious injury.
3 or more students in fight or 2 or more students ganging up on another student during fight	First offense: 5-day suspension* & police citation Second offense: same as above + SARB referral *Possible recommendation for expulsion for serious injury.
Pulling Fire Alarm	First offense: 2-day suspension & police citation Second offense: 5-day suspension & police citation Third offense: same as above + referral to SARB
Tampering with School Records	First offense: 2-5 day suspension & police citation Second offense: 5-day suspension Third offense: same as above + referral to SARB
Under the influence or in possession of alcohol, marijuana or controlled narcotic, or other substance	First offense: 5-day suspension & police citation Drug/Alcohol Intervention Class Required Second Offense: same as above, possible expulsion
Possession of or furnishing marijuana less than one ounce	First offense: 5-day suspension & police citation Drug/Alcohol Intervention Class Required Second Offense: same as above, possible expulsion
Possession of or furnishing marijuana more than one ounce	First offense: 5-day suspension & police citation Drug/Alcohol Intervention Class Required Possible expulsion
Selling, possession, or representing a substance or any controlled drug, narcotics, or paraphernalia for sale	First offense: 5-day suspension & police citation Drug/Alcohol Intervention Class Required Possible expulsion
Arranging or offering to sell controlled substances	First offense: 5-day suspension & police citation Drug/Alcohol Intervention Class Required Possible expulsion

NON-DISCRIMINATION POLICY

Regulations require that no person shall on the basis of race, color, national origin, sex or handicap be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving federal financial assistance. It is District policy not to discriminate on the basis of race, color, national origin, sex or handicap in any of its educational program or career counseling or activities, or in its employment practices. Questions or complaints from students, parents or employees should be directed to the school principal or the following District administrators. (Title VI, Title IX, Section 504). Superintendent, Travis Unified School District, 2751 DeRonde Drive, Fairfield, CA 94533, telephone (707) 437-4604, or Assistant Superintendent, Travis Unified School District, 2751 DeRonde Drive, Fairfield, CA 94533, telephone (707) 437-8267.

Unlawful Harassment of Students

The District is committed to providing an educational environment free of unlawful harassment. The District maintains a strict policy prohibiting harassment of students because of sex, race, color, national origin, ethnicity, religion, age, physical or mental disability, blindness or severely impaired vision or any other basis protected by federal, state or local law, ordinance, or regulation. All such harassment is unlawful. Irrespective of law, the District believes that all such harassment is offensive. The District's anti-harassment policy applies to all persons involved in the District's educational environment and prohibits unlawful harassment by any District student or any employee of the District, including verbal, physical and visual conduct, threats, demands and retaliation, is prohibited. Violation of this policy by an employee may result in discipline, which may include suspension or expulsion, depending on the nature and seriousness of the violation. (See Education Code Sections 48900 and 48900.2)

Unlawful harassment because of sex, race, ancestry, physical or mental disability, age or any other protected basis includes, but is not limited to:

- Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations or comments;
- Visual conduct such as derogatory posters, photography, cartoons, drawings or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfacing with academic performance or progress directed at a student of sex or race or any other protected basis;
- Threats and demands to submit to sexual requests in order to receive a good grade or other benefit or avoid some loss, and offers of good grades or other benefit in return for sexual favors; and/or
- Retaliation for having reported or threatened to report harassment.
- 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:
 - Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's academic status, or progress.
 - Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
 - The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
 - Submission to, or rejection of, the conduct by the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Students may have a claim of harassment even if they have not lost an economic benefit. The law prohibits any form of protected-basis harassment which impairs the educational environment or their emotional well being at school.

If a student thinks they are being harassed because of their sex, race, ancestry or other protected basis, they should use the procedure outlined in this policy to file a complaint and have it investigated.

Students have a right to redress for unlawful harassment. In order to secure this right, provide a complaint, preferably but not necessarily in writing, to the Director of Personnel, Travis Unified School District, 2751 DeRonde Drive, Fairfield, CA 94533, (707) 437-8206, or the Superintendent, Travis Unified School District, DeRonde Drive, Fairfield, CA 94533, (707) 437-8200, as soon as possible but at least within six months of the date the alleged harassment occurred or within six months of the date the student first obtained knowledge regarding the alleged harassment.

Student complaints should include the details of the incident or incidents, the names of the individuals involved and the names of any witnesses. The District will immediately undertake an effective, thorough and objective investigation of the harassment allegations. The investigation will be conducted in a manner that protects the confidentiality of the parties and the facts. This investigation will be completed and a determination regarding the alleged harassment will be made and communicated to the student within sixty days after the District receives the complaint.

If the District determines that unlawful harassment has occurred, it will take effective remedial action commensurate with the severity of the offense. Appropriate action will also be taken to deter any future harassment. The District will take appropriate action to remedy any loss to the victim resulting from harassment. The District will not retaliate against the student for filing a complaint and will not knowingly permit retaliation by any District employee or another student.

The District encourages all students to report any incidents of harassment forbidden by this policy immediately so that complaints can be resolved quickly and fairly. A complaint may be filed directly with the State Superintendent of Public Instruction in a variety of circumstances. More information on this complaint process may be obtained from the Director of Personnel, Travis Unified School District, 2751 DeRonde Drive, Fairfield, CA 94533, (707) 437-8206, or the Superintendent, Travis Unified School District, 2751 DeRonde Drive, Fairfield, CA 94533, (707) 437-8200.

Students should be aware that the U.S. Office of Civil Rights also investigates complaints of harassment on the basis of sex, race, color, national origin, blindness or severely impaired vision or other protected basis in educational programs that receive federal financial assistance. If any student thinks they have been harassed or retaliated against for resisting or complaining about harassment, the student may file a complaint with the Office. Information on beginning this complaint process may be obtained from the Director of Personnel, Travis Unified School District, 2751 DeRonde Drive, Fairfield, CA 94533, (707) 437-8206, or by calling the U.S. Office of Civil Rights directly.

Bullying

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

If you feel you have been unlawfully harassed or bullied at TEC you should immediately contact one of the following people:

Allyson Rude Azevedo	Principal
Janelle Preston	Counselor
Dr. Colleen Estes	Psychologist

COMPUTER SYSTEM AND NETWORK USE POLICY

Travis Education Center has a behavior code for students that details appropriate school behavior, outlines rights, and sets expectations for students. Because TEC's electronic resources are used as part of a school activity, the school's discipline policy applies to network activities as well. Therefore, the Computer System and Network Use Policy is an extension of the school's behavior code.

TEC strongly believes in the value of electronic information services, and recognizes their potential to support curriculum and student learning. The network is designed to achieve and support instructional goals, and any information that does not support classroom learning is to be avoided. TEC cannot guarantee the accuracy of information obtained from the electronic information sources. TEC will strive to protect students and teachers from any misuses and abuses as a result of experiences with an electronic information service. However, there is some material on the global network that students, parents, and/or staff, may consider inappropriate. It is the user's responsibility not to initiate access to such material.

Listed below are the provisions. Please read them carefully.

TERMS AND CONDITIONS

1. **Personal Responsibility.** I will accept responsibility for avoiding any misuse of the computers, related equipment, or the network system. Misuse may include theft, vandalism of equipment or data files, any information sent or received that indicates or suggests pornography, unethical or illegal activity, racism, sexism, or inappropriate language. I will also accept responsibility for reporting any such observed misuse to the adult in charge.
2. **Netiquette.** I will abide by the generally accepted rules of the network etiquette. These rules include but are not limited to the following:
 - a. Do not send abusive message
 - b. Do not swear, use vulgarities, or any other inappropriate or disrespectful language
 - c. Do not reveal any personal information, such as your home address or personal phone numbers or those of students or colleagues
 - d. Do not use the network in any way that would disrupt the use of the network by others
 - e. Do not tie up the network with idle activities, play interactive games, or download huge files
3. **Security.** I will protect system security by observing the following rules:
 - a. Do not give passwords to others who are not authorized to use them
 - b. Do not use another individual's password or address
 - c. Do not change any established password or means of access to the system
 - d. Report any observed breach of security immediately to the adult in charge
4. **Ethical Use.** I recognize the electronic information services should be used in an ethical manner. Therefore:
 - a. I will not use the network for any illegal activity
 - b. I will not use the network for personal profit
 - c. I will not use the network for communication not related to school activities
 - d. I will not use the network for posting anonymous messages
 - e. I will obey copyright laws

CONSEQUENCES

Level 1 Infraction Gaming Software Piracy Use of profanity, vulgarity, or disrespectful use of language Modification of computer settings without teacher consent Personal communication including but not limited to: <ul style="list-style-type: none">• Unauthorized use of email• Posting to weblogs, personal webspace or other communication• forums	Consequence Computer use privileges revoked for 5 to 15 school days 2 detentions
Level 2 Infraction Chat room use Hacking (single computer systems) Two or more Level 1 violations	Consequence Computer use privileges revoked for at least 30 days 1 day suspension
Level 3 Infraction Pornography Threats, Harassment Hacking (Internet/Network)	Consequences Computer privileges revoked for the rest of one semester or nine weeks (whichever is greater) and 2 or more days school suspension

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TEC PATHWAYS

Students transfer into alternative programs for a variety of reasons and have options once they are enrolled. It is important to understand the pathways from Travis Education Center (TEC) in order to set a goal and maintain progress toward it. The following examples are options TEC students may have available:

TRANSFER TO VANDEN HIGH SCHOOL (or another traditional high school program)

Students who have a credit deficit and are not on track for graduation from Vanden can voluntarily transfer to Travis Education Center. Students may return to Vanden only at the beginning of each semester (Fall or Spring). To transfer to Vanden, all underclass requirements must be fulfilled. A returning Junior must have 120 credits for Fall enrollment and 150 for Spring enrollment and must enroll in English and US History. A Senior must have 180 credits for Fall enrollment and 200 for Spring enrollment and must enroll in English and Government. (See the student's individualized Credit Sheet for further information.)

To stay on track for transfer to Vanden, students must not only make up their deficit credits, but continue to earn credits they need for their current enrollment. This is a very rigorous expectation and will require a great deal of work from the student. Students in credit deficit may be lacking in the skills required to complete more work at a faster pace.

To be successful upon return to a traditional school setting, it is imperative that students learn and improve study habits and time management. Travis Education Center is dedicated to helping students reach their goals. The road to the traditional program is difficult but, in many cases, possible. It is not the only option.

GRADUATION FROM TRAVIS EDUCATION CENTER

The credit requirements for graduation from TEC are identical in number to those at Vanden. Parents/guardians are reminded that district requirements, in addition to passing both parts of the *California High School Exit Examination (CAHSEE)*, must be completed by student in order to receive a diploma. A diploma from TEC is a high school diploma. In 2010, TEC received a six year full accreditation term from the Western Association of Schools and Colleges. TEC graduates can be confident that their diploma will be recognized for its accredited status.

Community colleges, such as Solano Community College, recognize a TEC diploma and most business/trade schools accept a TEC diploma. A TEC diploma qualifies a "yes" response on job applications that inquire about high school graduation status. The military generally considers a TEC diploma a "regular" high school diploma for enlistment, but may require a higher ASVAB score. It is the student's responsibility to research the requirements for each branch of service. State and private colleges and universities have more rigorous requirements and may or may not accept a TEC diploma. A student can graduate from TEC, attend a two year community college and transfer to a four year college.

TEC has its own graduation ceremony on the last day of the school year. Students who graduate early are welcome and encouraged to participate.

"FOUR +" PLAN

Students who have completed four years of high school and are 18 years old (22 years for Special Education students) must go before the School Attendance Review Board (SARB) to request further enrollment at TEC. SARB will consider the student's attendance, academic progress, and behavior in their decision. Only those students with severe/extenuating life circumstances will be considered.

PREPARATION: ADULT SCHOOL

Vacaville Unified School District and Fairfield-Suisun Unified School District offer Adult School programs. TEC students can supplement their credits with adult school credits. TEC students can also prepare to enter an Adult School program from which they graduate. Commonly, the number of credits required to graduate from Adult School is lower than the requirements at TEC. Careful planning will align a TEC student with the Adult School requirements to efficiently prepare for graduation.

PREPARATION: GED/CHSPE

Students can continue to earn credits toward a high school diploma while preparing to take the tests of General Educational Development or the California High School Proficiency Exam. See your counselor for more information on the exam requirements and benefits.

CYBER HIGH

Cyber High is an on-line curriculum that is offered to SENIOR students who are considered to be **in danger of not graduating**, but may also be made available, at administrative discretion, to students who are working toward an **early graduation**. Cyber High may also be the sole component of a student's day if the administrator and counselor consider it the best option.

Space is limited; students not meeting expectations will lose this privilege so that students on the waiting list are accommodated.

Cyber High is provided at district expense, thus the expectations are that students will:

1. Attend regularly
2. Behave appropriately
3. Demonstrate academic progress

The normal hours for Cyber High are 2:00-4:00. Supplementary enrollment in Cyber High depends on student attendance, behavior and academic progress. Students and parents are required to sign an agreement form before the student is enrolled in Cyber High. A student who is truant, disruptive or non-productive in the regular program shall not be considered for supplementary Cyber High enrollment.

ACCELERATED CREDITS

In a traditional high school program, students enroll in 6 five-credit classes each 18-week **semester**, potentially earning 30 credits per semester or 60 credits per school year:

18 wks		18 wks	
-----		-----	
August	January	January	June
-----		-----	
6 classes X 5 credits = 30 credits per SEMESTER		6 classes X 5 credits = 30 credits per SEMESTER	

At TEC, students enroll in six 5-credit classes each 9-week quarter, and a 2.5 credit Guidance Class, **potentially** earning 32.5 credits per quarter (or 130 credits per school year):

9 wks	9 wks	9 wks	9 wks
-----		-----	
August	October	January	March
-----		-----	
32.5 credits per QUARTER	32.5 credits per QUARTER	32.5 credits per QUARTER	32.5 credits per QUARTER

Students must meet all requirements to earn each credit offered during the 9-week grading periods. It is a **fast-paced** and rigorous course of study; however, students will accelerate their credit earning potential if they work hard and complete their assignments.

VARIABLE CREDITS

In a traditional school high school program, students pass a class with a grade range of A+ to D- and receive 5 credits for course completion. An F grade equals no credit. At TEC, students are enrolled in quarterly 5-credit classes and teachers assign work in one-credit increments

F	C	D	F	F	= F/0
---	---	---	---	---	-------

The student would probably receive an “F” grade and 0 credits. To fulfill the course requirements, the student would need to take the entire course again.

At TEC, a student might earn the same grades in a 5 credit class in a quarter; however, the single credits would be retained:

F	C	D	F	F	= D+/2
---	---	---	---	---	--------

The student would receive a “D+” grade (C+D) and two credits. To fulfill the course requirements, the student would need to complete only the three failed credits in another quarter.

Students should strive to earn all five credits in each course. Expect the coursework to be rigorous – It is difficult to complete educational goals when there are many single credits in a variety of subjects

REPORT CARDS/PROGRESS REPORTS

Because of the variable credit system, it is **IMPERATIVE** that students and parents consider **CREDITS RECEIVED** before the letter grades. A student could earn an “A” in class, but receive only 1 of 5 possible credits. In effect, that student has 4 “F” grades in the other credits and will have to repeat that portion of the course instead of moving on to another course. **CHECK PROGRESS REPORTS AND REPORT CARDS FOR CREDITS!**

TRAVIS EDUCATION CENTER - ACADEMIC PLAN

“Begin with the end in mind. . .”

NAME _____ ID # _____ DOB _____ Guidance _____

DATE _____ Transfer from _____ Date Enrolled _____

GOAL: ___ Graduate from TEC ___ Take GED/Proficiency ___ “4+” ___ Prep Adult School

___ Transfer to Vanden/Comp HS as a ___ Fall ___ Spring ___ Junior ___ Senior

Completion Date:

TEC/Transfer Credits <5

(Enter, cross out at 5, mark remainder)

ENGLISH (40)	___	___	/	___	___	/	___	___	/	___	___	___	___	___	___	___	___
MATH (20)	___	___	ALGEBRA	___	___	___	___	___	___	___	___	___	___	___	___	___	___
SCIENCE (20)	___	___	/	___	___	___	___	___	___	___	___	___	___	___	___	___	___
PE (20)	___	___	___	___	___	___	___	___	___	___	___	___	___	___	___	___	___
HEALTH (5)	___	___	___	___	___	___	___	___	___	___	___	___	___	___	___	___	___
GUIDANCE (5)	___	___	___	___	___	___	___	___	___	___	___	___	___	___	___	___	___
WORLD HISTORY (10)	___	___	___	___	___	___	___	___	___	___	___	___	___	___	___	___	___
US HISTORY (10)	___	___	___	___	___	___	___	___	___	___	___	___	___	___	___	___	___
ECONOMICS (5)	___	___	___	___	___	___	___	___	___	___	___	___	___	___	___	___	___
GOVERNMENT (10)	___	___	___	___	___	___	___	___	___	___	___	___	___	___	___	___	___
F.LANG/FINE ART (10)	___	___	___	___	___	___	___	___	___	___	___	___	___	___	___	___	___
VOC ED (10)	___	___	___	___	___	___	___	___	___	___	___	___	___	___	___	___	___
GENERAL (to total 230)	___	___	___	___	___	___	___	___	___	___	___	___	___	___	___	___	___
	___	___	___	___	___	___	___	___	___	___	___	___	___	___	___	___	___

Key: 5 = Course completed 0 = Enroll at TEC V = Do not complete at TEC

FALL JR = 120 SPRING JR = 150 FALL SR = 180 SPRING SR = 200 + GRAD = 230

Vanden Jr’s must enroll in English and US History. All underclass requirements fulfilled.

Vanden Sr’s must enroll in English and Government. All underclass requirements fulfilled.

GOAL CREDITS _____

TOTAL CREDITS EARNED _____

CREDITS TO MEET GOAL _____

Students are enrolled in core classes plus Guidance each quarter.
**Failure to complete all credits in the academic plan will require setting
a new educational goal and completion date.**

Credit Recovery Pathways

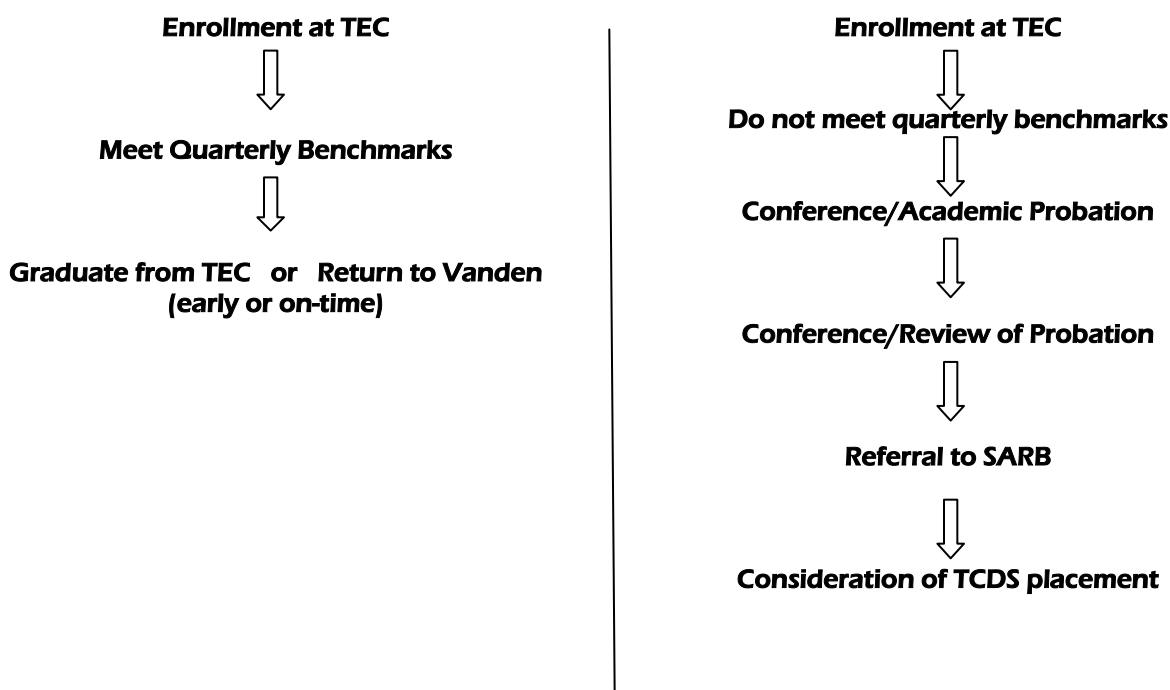
Students who enroll at TEC who are credit deficient are offered an accelerated program to support credit recovery and timely graduation. Students are expected to meet specific credit recovery benchmarks each quarter to maintain good standing at TEC. **All students are offered 32.5 credits per quarter.**

- **Sophomores are expected to earn at least 15 credits per quarter, on average.**
- **Juniors are expected to earn at least 17 credits per quarter, on average.**
- **Seniors are expected to earn at least 18 credits per quarter, on average.**

When a TEC student fails to meet this benchmark during a quarter, parents are notified in writing that the student is not making adequate progress and a parent/teacher conference is scheduled. The student is put on **ACADEMIC PROBATION** during the following quarter.

During the probationary period, students are expected to meet the benchmark for the quarter. Those student who successfully meet the benchmark, will be removed from **ACADEMIC PROBATION**. Those students who fail to meet the benchmark during **ACADEMIC PROBATION**, will be scheduled for an additional parent/teacher conference and may be referred to **SARB** (School Attendance Review Board). The students will be considered for placement at Travis Community Day School (TCDS).

The school environment at TCDS is the most structured and highly supervised setting in the Travis Unified School District. Students should make all efforts to meet or exceed the established benchmarks to avoid placement at TCDS.



TRAVIS COMMUNITY DAY SCHOOL

Teachers: Cheryl Chatmon, Jason Ott, Marti Stralla

Instructional Aide/Campus Monitor: Larry Hogue

Students enrolled at TCDS are placed through the SARB process, Administrative Hearing, or Probation. The staff at TCDS are committed to creating a safe learning environment, supporting students in meeting **behavior, attendance, and academic** goals. TCDS operates independently from TEC, although staff work collaboratively. Only those students who have successfully satisfied the terms of their SARB/Admin placement will be considered for transfer to a less restrictive environment.

FREQUENTLY ASKED QUESTIONS ABOUT TCDS

What are school hours at TCDS?

School starts at 7:30. Students are released at 2:03. There are **no** common planning days at TCDS.

What are my options for transportation to and from school?

Students enrolled at TCDS have only 2 options for transportation to and from school:

Students may ride the bus or students may be dropped off/picked up by a parent or guardian. **Students may not drive to TCDS or ride with other students. Any exceptions to the transportation rule must be approved with the principal in advance.**

What is the procedure for lunch?

Students may bring their own lunch or may purchase a school lunch. Those students wishing to purchase a lunch will have an opportunity to order their lunch before 9:30. The lunch period is from 11:30 to 12:00. Students are not permitted to leave for lunch or share lunches.

What is the level of supervision at TCDS?

Due to the special nature of TCDS, students are closely supervised at all times. This includes lunch-time supervision and supervision to/from the restroom.

How are the classes structured at TCDS?

There are 3 teachers at TCDS. Most course work is completed on-line, using a program called Cyber High. Students requiring special education services are supported by a credentialed special education teacher. Students start each day in a GUIDANCE period and also participate in physical education and a fine arts program.

Is there homework at TCDS?

There is no homework at TCDS. Students are given ample time to complete their assignments in class and are expected to use their time effectively and efficiently.

What school supplies are needed?

All supplies will be provided to students. Students are not expected to bring any supplies and are not permitted to bring backpacks to school. Under no circumstances are students to bring **Sharpies** or other items used for vandalism.

Are electronic devices permitted on campus?

Students are expected to surrender their electronic device to TCDS staff when arriving to school. Electronic items will be returned to students at the end of the school day. **Two or more cell phone violations will result in suspension.** Students wishing to make a phone call **MUST** get approval from staff to use a school phone.

Closed Campus

TCDS is a closed campus. Any student leaving campus during the school day must have authorization to avoid suspension. To expedite this process, please call in the morning to arrange for an off campus pass for your student. **Leaving campus without an off campus pass will result in suspension. TCDS students are NOT permitted on the TEC or Vanden campuses.** Attendance at extra-curricular events (athletic events/dances) is at the discretion of the TCDS principal.

Vanden Readmission from TEC—Spring Semester, Senior Year (sample)

Students are permitted to return to Vanden High School at the start of a grading period (semester) after completing the required credits. Generally, students work with their counselor to develop an academic plan that is consistent with the student's goals. Students are strongly encouraged to return to Vanden by the FALL SEMESTER of their senior year.

Those students desiring to return to Vanden High School during the spring semester of senior year will be reviewed based on specific criteria, prior to transferring. The criteria include a review of the student's academic progress, attendance record, and behavior while enrolled at TEC. Central to this review is that the student demonstrated that he/she maximized the opportunities for credit recovery at TEC while maintaining satisfactory attendance and appropriate behavior.

Process: Students and parents are informed that if students are not prepared to return to Vanden for both semesters of their senior year, a review conference will be scheduled with administration from both school sites. Students and parents are provided the criteria (review form) used for the administration's review.

To prepare for this conference, the TEC staff will provide the student's transcript, attendance record, and discipline record. In addition, all of the student's teachers will provide written feedback regarding their observation of the student. The information will be assembled and provided to administration, parent, and student at the beginning of the conference.

The conference is attended by administration from both Vanden and TEC, the student, and the student's parent. If the student has an IEP, the case manager will also attend. Using data regarding credit recovery, attendance, behavior, the administration makes a determination as to the student's eligibility to return to Vanden.

Those students not recommended for transition to Vanden are denied based on the following:

1. The student did not demonstrate that he/she maximized the opportunities available for credit recovery at TEC.
2. The student has poor attendance
3. The student has a pattern of inappropriate behavior

Vanden Readmission Review Form

Senior Transition to Vanden—Review for Spring Semester Return

Student: _____ Date: _____

<u>Academic Progress</u> 1. ____ # of credits deficient prior to attending TEC 2. ____ # of credits remediated at TEC 3. ____ # of credits needed to complete graduation requirements 4. Did the student successfully attend summer school at TEC if needed? Yes No <p style="text-align: right;">**Transcript attached**</p>
Additional Information for Consideration (IEP, 504, etc):
<u>Attendance</u> ____ # of excused periods ____ # of unverified periods ____ # of tardies <p style="text-align: right;">**Attendance record attached**</p>
Additional Information for Consideration:
<u>Behavior</u> 1. ____ # of discipline referrals ____ # of days of suspension 2. Police Contact: _____ <p style="text-align: right;">**Discipline record attached**</p>
Additional Information for Consideration (IEP/BSP/504):

