

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



Work hard. Be Nice.

It's our school motto!

We care as much about your character as we do about you earning a diploma. Character strengths will help you to achieve whatever you want as you move into your adult life, regardless of your IQ or GPA.

We focus on helping students to develop strengths in each area.

These specific character strengths have been scientifically studied and proven to greatly increase a person's ability to achieve success and happiness in their life, no matter their life circumstances or intellect.

We want you to be successful in life, not just in school!

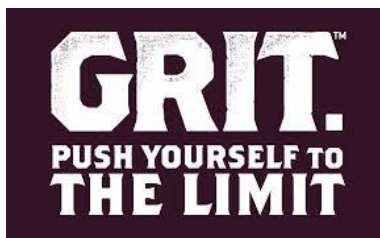
What character strengths do you need?



SELF-CONTROL

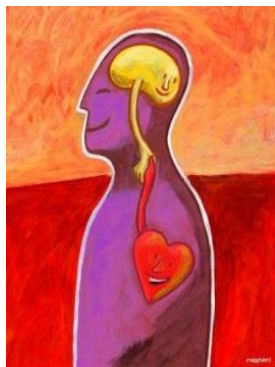
Self-control is the capacity to regulate your thoughts, feelings, and behaviors.

GRIT Grit is perseverance and passion for long-term goals. When things get hard, grit keeps you going!



SOCIAL INTELLIGENCE

Social intelligence refers to awareness of other people's motives and feelings as well as using this understanding to navigate social situations appropriately. Social intelligence means that you know your audience and behave accordingly.



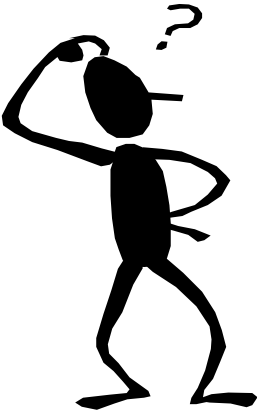
OPTIMISM

Optimism is the expectation that the future holds positive possibilities and the confidence that, with effort, these possibilities can happen.



CURIOSITY

Curiosity is being inquisitive and asking questions. It's being open-minded so that you can challenge your original assumptions and learn something new.



ZEST

Zest, sometimes referred to as vitality, is an approach to life filled with excitement and energy.

GRATITUDE

Gratitude is being thankful and showing that appreciation to others.

You can expect that the staff will provide you with feedback on your strength in each area. These character strengths will be the topic of MANY CONVERSATIONS with you and your parents. We expect you to make growth in each area and will celebrate you accordingly.



Travis Education Center – Mission and Vision

Vision Statement: *Travis Education Center is a **school of choice**, offering a **relational family atmosphere**, preparing students to become increasingly responsible, productive citizens who meet today's challenges, and promotes success through both traditional and **non-traditional pathways** after high school.*

Mission Statement: *Our responsibility is to provide rigorous alternative learning opportunities that support student **character development**, **prioritizes mental health**, and inspires students to reach their highest personal and academic potential.*

What skills do we expect students to develop at TEC? Schoolwide Learner Outcomes...I CARE

Independent Thinkers

- learn how to be a problem solver
- learn how to advocate for oneself appropriately
- understand how to approach researching a topic and know how to choose reliable sources

Cooperative Learners and Workers

- work well with others in a group
- listen to others and discuss issues appropriately

Academically Prepared Students

- meet teacher's academic expectations
- reach your highest level of academic proficiency in each subject and do your best on each assignment
- Improve your skills in reading and writing
- develop skills and a plan for pursuing college and/or career goals after high school

Responsible Citizens

- become knowledgeable about current events and issues affecting the world
- understand the value of money and how to manage it
- become prepared for the workforce
- understand and develop character strengths that promote grit, curiosity, optimism, self-control, social intelligence, zest, and gratitude
- understand the relationship between your character strengths and overall future success

Effective Communicators

- use technology creatively and effectively
- demonstrate social intelligence in varying situations

TRAVIS EDUCATION CENTER

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

Site Administration

Janelle Preston, *Principal*
jprestontravisusd.org

*Note: Most Travis USD personnel and Governing Board members receive e-mails addressed to First initial, last name@travisusd.org
See example at left.*

Teaching Staff

Douglas Ivie*
Andre Garcia*
Rhonda Hopson*
Julie Spaulding*
Marti Stralla

*shares responsibility for Cyber High administration.

Support Staff

Elizabeth Urabe, *Counselor*

Janie Tepley, *Secretary*

Christy Montoya, *Student Support Specialist* Tessa Searles, *Mental Health Coord.*

Will York, *Campus Monitor*

Jacque Perez, *School Social Worker*

Stacey Franklin, *Para Educator*

Sabrina Menart, *School Psychologist*

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

Pam Conklin, *Superintendent* Sue Brothers, *Asst Superintendent – Ed. Services*

Governing Board

Manveer Sandhu Matthew Bidou Ivery Hood

Zenobia “Z” Muhammad Will Wade

School Calendar:

The school calendar is available on the TEC website at:

<https://www.travisusd.org/Domain/1074>

School “Bell” Schedule

	Regular	Common Planning	Friday	
Period 1	8:30 – 10:05	9:10 - 10:30	Period 1	8:30 - 9:40
Period 2	10:10 – 11:40	10:35 - 11:55	Period 2	9:45 - 10:55
Period 3	11:45-12:15	-----	Period 3	11:00-12:10
Lunch	12:15 – 12:45	11:55-12:25	BRUNCH	12:10-12:30
Period 3	12:45 – 1:45	12:25-1:40	Period 4	12:30-1:00
Period 4	1:50 – 2:20	No Guidance		

There is a 5-minute passing period between most classes.

Students are expected to use the restroom during passing period or supervised breaks.

PBIS at Travis Education Center

Travis Education Center (TEC) is dedicated to being a place of support through mutual respect. It is an expectation that all members on campus to include all teachers, administrators, students, staff, families or guests will follow the TEC codes of conduct. It's expected that everyone on campus will feel safe and free from harassment of any kind. Character development is imbedded in our codes of conduct and it is our mission to help our students grow and evolve their character as they become young adults.

TEC has implemented the Positive Behavior Instruction and Support (PBIS) Program in our school. The main focus is to provide a clear system for all expected behaviors at TEC. We cannot assume that ever one will know the TEC expectations, through the PBIS process students and staff will all have a clear understanding of their roles and expectations in the educational process. We accomplish this with the teaching of our 7 Character Traits:

Social Intelligence Optimism **GRIT** Self-Control
ZEST Curiosity GRATITUDE

PBIS focuses on reinforcing positive behavior. Students are taught and acknowledged for following our character expectations.

Behavior and Character are defined, taught, and acknowledged throughout the year during our character team meetings. All students are assigned a character coach and lessons are taught on a bi-monthly basis covering and reinforcing all 7-character traits.

Additionally, we will support our student's Social Emotional Learning through bi-weekly lessons built into their guidance class. In order for students to effectively learn they need to have an awareness of their social/emotional wellbeing.

***THE LAST 2 PAGES OF OUR HANDBOOK ARE RESOURCES FOR MENTAL HEALTH SERVICES.**

Travis Education Center Voluntary Placement Agreement

ALL STUDENTS ENROLLED AT TEC ARE SUBJECT TO THE FOLLOWING TERMS:

- 1) Travis Education Center (TEC), is an **accelerated academic program** requiring **consistent attendance** and **compliance with behavior expectations** from staff.
- 2) Students are only eligible to return to Vanden High School at the **beginning of each semester (August or January)**
- 3) **Students are expected to be present at school at least 85% of the time to participate in activities at Vanden High School.**
- 4) Students are committed to earning at least the **minimum number of credits each quarter** as determined by their grade level to avoid **Academic Probation**:
Sophomore: 15 credits per quarter
Junior: 17 credits per quarter
Senior: 18 credits per quarter
- 5) If a student fails to meet the minimum quarterly credit benchmark, the parent and student agree to meet with staff for an **Academic Probation meeting**, which will be scheduled by the counselor.
- 6) If a student is unsuccessful in meeting the terms of Academic Probation, has excessive absences, or a pattern of inappropriate behavior the student will be **referred to the School Attendance Review Board (SARB)** to discuss any additional supports needed for success, and to review continued placement at TEC or discuss an alternative placement.
- 7) Eligibility to return to Vanden High School is based on **attendance, behavior, and earning all credits required for the student's grade level**. Requests to return to Vanden High School will be forwarded to the TEC counselor and then considered for approval by the TEC principal.
- 8) Any student whose request to return to Vanden High School is denied will have the opportunity to meet with the Placement Review Board.
- 9) Appeals will be considered by the School Attendance Review Board, (SARB) at the request of the parents.

NOTE: Students graduating from TEC will receive a TEC diploma and participate in the TEC graduation ceremony.

PRODUCTIVITY GRADE

Students earn 20% of their grade simply by being present, being on task, and contributing to a positive classroom climate and work environment. Conversely, students will lose points for tardiness, electronics use, sleeping/head down, profanity, disruption, bathroom use, unexcused absences.

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 absences 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 20 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 **12 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 7 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 8 periods: Truancy Letter #2	Another 8 periods: Truancy Letter #3 Referral to SARB Corrective Action *Saturday School may be assigned for each truant day*
Consequences for Excessive Excused Absences (EEA)	Letters will be sent 4 times a year and processed based on 4 dates over the year. 1st letter will be from 4 or more excused days, 2 nd letter will be from 9 or more excused days 3 rd letter will be from 12-14 more excused days		

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 discipline, including SRO referral.**

We DO NOT accept Door Dash or food order deliveries due to safety. Family members are able to drop off lunches or forgotten items to our front office.

SIGNING STUDENT OUT OF SCHOOL

When student(s) have appointments or are ill, a parent/guardian or person listed on the Aeries contacts will need to come into the school and provide identification and sign the student out with school staff. If a student is a licensed driver, the parent can call ahead to give permission for student to sign out.

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/SKATES/HOVER BOARDS

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 and other similar items 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, & OTHER "SMART" DEVICES

Possession and/or display of cell phones, digital cameras, and music listening devices are permitted as staff allows. Students possessing, displaying, or using cell phones/digital cameras/music listening devices, gaming devices (and similar devices) without permission will have the item(s) confiscated. So-called "smart" devices that are worn, such as a watch, will be confiscated if they interfere with the educational environment. Personal computers/laptops and e-readers are permitted as staff allows. Electronic devices may be confiscated if used inappropriately, as decided by staff. Confiscated items must be picked up by a parent or any adult approved by the parent. Students are expected to keep electronics put away during assemblies or any time directed so by staff. Students are expected to follow the class rule as directed by each teacher. **One of our school procedures will be for students to place their phones in the "caddies" hung up in each classroom. Failure to comply with this expectation can lead to disciplinary consequences.**

TEC IS NOT RESPONSIBLE FOR DAMAGED OR STOLEN ITEMS

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. **AR 5125.2** (Education Code [48904](#), 49014)

Withholding Grades, Diploma or Transcripts

When a minor student willfully cuts, defaces, or otherwise injures real or personal property of the district **or willfully does not return district property that has been loaned to the student**, the student's parents/guardians may be required to pay the costs of all damages within the limits established pursuant to Education Code [48904](#). Until the student's parents/guardians have paid for the damages **or the student has completed voluntary work or other nonmonetary alternative offered by the district in lieu of monetary damages**, the Superintendent or designee may withhold the student's grades, diploma, and/or transcripts.

PARKING

Parking your car in the school parking lot means that it is subject to search if school administration deems it necessary.

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. TEC uses Positive Behavioral Interventions and Supports (PBIS) to promote school wide expectations through positive reinforcement. It is the teacher's responsibility to discuss TEC's classroom code of conduct and our office code of conduct. We hold high standards for our staff and students and they will communicate with parents regarding classroom concerns. Students who fail to follow rules can be subject to progressive discipline and could be considered for an appropriate consequence.

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. The student will be given a referral for suspension from class.

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 DISCIPLINE 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 start time are TARDY and will have their productivity points deducted, resulting in a lower academic grade. 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 staff member. 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. We are dressing for situational appropriateness. What might be appropriate dress for leisure activities may not be best practice at schools. 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.**
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 or shoes 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 Holes in pants above pocket line without leggings or tights underneath
9. 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).

10. No “sagging” pants (must be secure at the waist). Zip-ties are available from staff.
11. 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.

DISCIPLINE PROCEDURES AND CONSEQUENCES

Tardies	Productivity points removed, lower grade
Class Cut	Other means of correction 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, “smart” devices, skateboards, laser pens, sunflower seeds	Possible Confiscation Parent must claim as determined by administrator
Contraband/Mischief Makers (any disruptive items that have no educational benefit)	Confiscation Administrative Discretion
General Profanity/Vulgarity	Administrative Discretion
Forgery	First offense: Other means of correction Second offense: Saturday School Third offense: Suspension
Being in an unauthorized/unsupervised location: cars, parking lot, behind building, etc.	Administrative Discretion
Harassment/Bullying	Administrative Discretion School Resource Officer may be involved
Excessive, Inappropriate PDA Public Display of Affection	Administrative Discretion
Hazing, Initiation	Administrative Discretion
Cheating/Plagiarism/Academic Dishonesty	ZERO on assignment/test, teacher to inform parent
Confrontation between students	Administrative Discretion *level of disruption/safety concerns considered* Student mediation School Resource Officer may be involved
Trespassing on another school’s campus	First offense: Warning, parent notified Second offense: Potential for Suspension and SRO notified
Leaving campus without staff authorization	Marked as Cut Police Citation for violation of daytime curfew. Multiple incidents may lead to suspension or referral to SARB for consideration of alternative placement.
Dress Code Violation	Change clothes, may be confiscated, call home for clothing Refusal could lead to in-house suspension

Horseplay	Administrative Discretion
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 Which May Result in Suspension (Administrative Discretion)

Refusal to serve detention or Saturday School	Suspension: 1-2 days
Profanity directed at Staff	First offense: 1-day class suspension Second offense: 2-day class suspension Third offense: 1-2-day suspension and potential referral to SARB
Refusal to surrender a prohibited electronic item to administrator	First offense: 1-day suspension Second offense: 2-day suspension Third offense: 3-day suspension and referral to SARB
Disruption on another school's campus	First offense: 1-2-day suspension & possible police citation Second offense: 2-3-day suspension & police citation Third offense: 5 day same as above + referral to SARB
Vandalism (dependent on severity with administrator's discretion)	Other means of correction First offense: 1-day suspension & potential police citation Second offense: 2-3-day suspension & police citation Third offense: 5-day 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: 1-2-day suspension & possible police citation Second offense: 3-day suspension & police citation Third offense: same as above + referral to SARB **Student may be required to pay restitution**
Dangerous Objects or Weapons	2-5-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: 1-day suspension or referral to drug/alcohol/tobacco prevention class & potential police citation Second offense: 2-day suspension & potential

	<p>police citation</p> <p>Third offense: 3-day same as above + referral to SARB</p>
Fighting (any form of physical aggression)	<p>First offense: 1-3-day suspension & possible police citation</p> <p>Second offense: 5-day suspension & possible police citation</p> <p>Third offense: same as above + referral to SARB</p>
Threats to others	<p>First offense: Mediation if possible or possible 1-day suspension & possible police citation, potential No Contact Contract</p> <p>Second offense: 2-day suspension & possible police citation, potential No Contact Contract</p> <p>Third offense: same as above + referral to SARB</p>
Refusal to Disperse (during a school disruption/fight)	<p>First offense: Warning</p> <p>Second offense: 1-2-day suspension & possible police citation</p> <p>Third offense: 3-5-day suspension and possible referral to SARB</p>
Assault	<p>First offense: 3-5-day suspension* & possible police citation</p> <p>Second offense: same as above + SARB referral</p> <p>*Possible recommendation for expulsion for serious injury.</p>
3 or more students in fight or 2 or more students ganging up on another student during fight	<p>First offense: 2-3-day suspension* & possible police citation</p> <p>Second offense: 3-5-day suspension & possible police citation + SARB referral</p> <p>*Possible recommendation for expulsion for serious injury.</p>
Pulling Fire Alarm	<p>First offense: 1-day suspension & possible police citation</p> <p>Second offense: 3-day suspension & police citation</p> <p>Third offense: 5-day suspension + referral to SARB</p>
Tampering with School Records	<p>First offense: 2-5-day suspension & police citation</p> <p>Second offense: 5-day suspension</p> <p>Third offense: same as above + referral to SARB</p>
Under the influence or in possession of alcohol, marijuana or controlled narcotic, or other substance	<p>First offense: 1-day suspension & possible police citation</p> <p>Drug/Alcohol Intervention Class Required</p> <p>Second Offense: 2-3-day suspension and referral to SARB,</p> <p>Third Offense: 5-day suspension & possible expulsion</p>
Possession of or furnishing marijuana less than one ounce	<p>First offense: 1-day suspension or 5 weeks Drug/Alcohol Intervention Class</p> <p>Second Offense: 2-days, Required class & police citation</p>

	Third offense: 3-5-day suspension, police citation & referral to SARB, possible expulsion
Possession of or furnishing marijuana more than one ounce	First offense: up to 5-day suspension & possible 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: up to 5-day suspension & police citation Drug/Alcohol Intervention Class Required Possible expulsion
Arranging or offering to sell controlled substances	First offense: up to 5-day suspension & police citation Drug/Alcohol Intervention Class Required Possible expulsion
Vapor Pens or E-Cigarettes Possession or Use	First offense: 1-day suspension or 5 weeks Drug/Alcohol Intervention Class Second Offense: 2-days, Required class & police citation Third offense: 3-5-day suspension, police citation & referral to SARB, possible expulsion

Multiple suspensions may lead to consideration of alternative placement.

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.

DISCRIMINATION, PROTECTIONS, COMPLAINTS AND PROCEDURES

All pupils have the right to participate fully in the educational process, free from discrimination and harassment.

Schools have an obligation to combat racism, sexism, and other forms of bias, and a responsibility to provide equal educational opportunity and ensure safe school sites.

Academic and non-academic courses, classes, electives, activities, sports, and related facilities

State and federal policies require academic and nonacademic courses, classes, electives, school-related activities, team sports, athletic competitions and school facilities be available to all students without regard to their gender or gender identity and irrespective of the gender listed in their records. Staff will not counsel students into programs, courses or careers based on their gender or gender identity.

TRAVIS UNIFIED SCHOOL DISTRICT NOTICE OF DISTRICT POLICY ON PROHIBITING SEXUAL HARASSMENT

Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting. (Education Code 212.5; 5 CCR 4916) BP/AR 5145.7 - Sexual Harassment; **BP/AR 1312.3: Uniform Complaint Procedures**

Examples of types of conduct which are prohibited and which may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation

4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body 8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual violence, including sexual assault, sexual battery, or sexual coercion
12. Electronic communications, such as through social media or text messaging, that contain comments, words, or images described above

**To Report a Complaint of Sexual Harassment or Obtain Additional Information Related to this Posting, You May Contact the person below or Any School Site Administrator: Allyson Rude Azevedo, Title IX Director
707-437-4604 x1215 or aazevedo@travisusd.org**

The Rights of Any Student Reporting Incidents of Sexual Harassment (aka Complainant and/or Victim):

- Has the right to file a formal written complaint with the District.
- Will be provided support services by the District/school site upon receipt of their complaint, which may include counseling, academic support services, and/or a “no contact” order.
- May agree to engage in procedures to informally resolve their complaint, as appropriate under AR 1312.3.
- Will be given the opportunity to explain and provide evidence related to their complaint.
- Will receive notice of the outcome of their complaint, as described in AR 1312.3.
- Will receive information about how to appeal the outcome of their complaint to the California Department of Education, should they disagree with it, as described in AR 1312.3.
- May file their complaint directly with the US Department of Education, Office for Civil Rights.

The Rights of the Individual Named in the Complaint (aka respondent/Alleged Offender):

- Will be informed of the claims brought forth against them.

- Will be provided support services by the District/school site, while any complaint is pending against them, which may include counseling, academic support services, and/or a “no contact” order.
- May agree to engage in procedures to informally resolve the complaint brought forth against them, as appropriate under AR 1312.3.
- Will be given the opportunity to respond to and provide evidence related to the complaint.
- Will receive notice of the outcome of the complaint brought forth against them, as described in AR 1312.3.

The Responsibilities of the District/School Site:

- Will report complaints of sexual harassment to the District’s Title IX Coordinator or designee for processing. The designee will initiate an investigation into the complaint. At the conclusion of the investigation, the designee will issue notice of the outcome to the Complainant/Victim and Respondent/Alleged Offender, in accordance with AR 1312.3.
- Will assist in providing support services for the Complainant/Victim and Respondent/Alleged Offender while any complaint is pending.
- Will keep all complaints and allegations of sexual harassment confidential, except as necessary to carry out the investigation or take other subsequent necessary action.
- Will implement appropriate corrective actions in cases where there has been a violation of District policy.

Safesquest Solano is a free 24/7 CONFIDENTIAL Crisis Line for sexual assault (866) 487-7233 To learn more about Teen Dating Violence, visit: www.loveisrespect.org

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:

Janelle Preston	Principal
Elizabeth Urabe	Counselor
Christy Montoya	Student Support Specialist
Will York	Campus Monitor

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

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.

Netiquette. I will abide by the generally accepted rules of the network etiquette. These rules include but are not limited to the following:

- Do not send abusive message
- Do not swear, use vulgarities, or any other inappropriate or disrespectful language
- Do not reveal any personal information, such as your home address or personal phone numbers or those of students or colleagues
- Do not use the network in any way that would disrupt the use of the network by others

- Do not tie up the network with idle activities, play interactive games, or download huge files

Security. I will protect system security by observing the following rules:

- Do not give passwords to others who are not authorized to use them
- Do not use another individual's password or address
- Do not change any established password or means of access to the system
- Report any observed breach of security immediately to the adult in charge

Ethical Use. I recognize the electronic information services should be used in an ethical manner. Therefore:

- I will not use the network for any illegal or inappropriate activity
- I will not use the network for personal profit
- I will not use the network for communication not related to school activities
- I will not use the network for posting anonymous messages
- I will obey copyright laws

Computer Use Violations and Consequences

Level 1 Infractions

Consequences

Gaming

Computer use privileges revoked for

Software Piracy

5 to 15 school days

2 detentions

Use of profanity, vulgarity, or disrespectful use of language

Any inappropriate or unauthorized use of the computer or printer

Modification of computer settings without teacher consent

Personal communication including but not limited to:

- Unauthorized use of email
- Posting to weblogs, personal
- webspace or other communication
- forums

Level 2 Infractions

Consequences

Chat room use

Computer use privileges revoked

Hacking

for at least 30 days

Two or more Level 1 violations

1 day suspension

Level 3 Infractions

Consequences

Pornography

Computer privileges revoked indefinitely

Threats, Harassment

(administrative discretion)

Hacking (Internet/Network

Up to 5 days of suspension

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		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 June
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.

Grades...how important are they?

While TEC students should focus on earning their credits, they should also focus on the **grades** that they are earning. Letter grades appear on a student's transcript and are used to calculate the Grade Point Average (GPA). While students may not be concerned about letter grades while in high school, they should be aware that many employers, the military, technical/vocational schools, and colleges request transcripts and will make assumptions about ability based on grades earned. GPAs also affect what types of loans, grants, and scholarships a student is eligible to receive.

GRADES ARE IMPORTANT!

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.

F C D F F = F / 0 credits

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, students are enrolled in quarterly 5-credit classes and teachers assign work in one-credit increments. 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 credits

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!

Credit Recovery Pathways

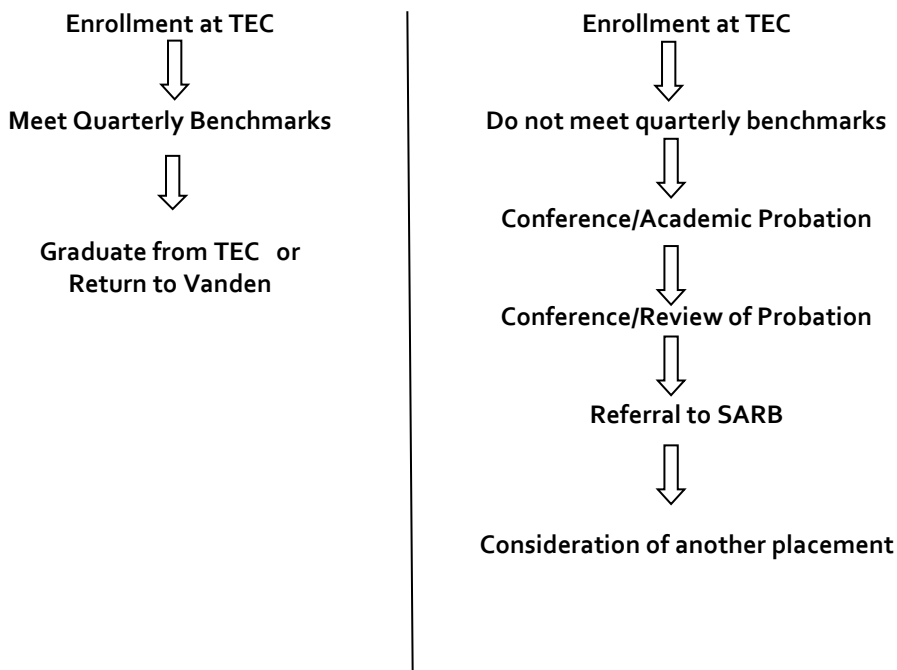
Students who enroll at TEC who are credit deficient are offered an accelerated program to support credit recovery and timely graduation. Students are expected to meet specific credit recovery benchmarks each quarter to maintain good standing at TEC. **All students are offered 32.5 credits per quarter.**

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

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 students 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 to determine appropriate interventions and may be referred to SARB (School Attendance Review Board).

Travis Community Day School: This school is a TUSD alternative in education. Students can be placed there through an administrative process if deemed appropriate. The school environment at TCDS is the most structured and highly supervised setting in the Travis Unified School District.



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 students' 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

Back to School T-Bird Tips!



Welcome to TEC...here's how to be a successful T-Bird:

1. If you come into the main building, enter through the back door.
2. If you are sent to the office, you must sign in with Ms. Montoya. Or risk getting marked absent.
3. Get familiar with our Codes of Conduct, they are posted all around the school
4. Place cell phones in caddies when you enter classes.
5. All teachers are different and you'll need to comply with their classroom expectations.
6. Earn your productivity grade every day. It's an easy way to earn 20% for each credit you're working on. Avoid behaviors that could cause you to lose points on your productivity grade (tardies, electronics, sleeping, profanity, disruptions)
7. Use the bathroom during passing period or class breaks.
8. Drive slowly and safely in our parking lot. Keep your music at a lower volume. Parking in our lot is a privilege. Drive safely on surrounding streets or staff will report you to the police.
9. Attend school regularly – get all absences excused within two school days. Avoid truancy letters, SARB and truancy court.
10. Sign in at the office if you are more than 10 minutes late to class.
11. **Stay off other school campuses** before school, during school, and after school. You are NOT allowed on the Vanden campus. You may attend public events after school hours, like athletic events, etc.
12. **We DO NOT accept Door Dash or food order deliveries due to safety. Family members are able to drop off lunches or forgotten items in our front office.**
13. We are a closed campus. You cannot leave without permission from office staff. Once you're on campus in the morning, you are expected to stay on campus until the end of the day.
14. Stay in supervised areas and avoid "out of bounds" areas. You are out of bounds in the parking lot, behind the portables, behind TEC, and on the south side of TEC.
15. Stay off the platform during breaks and lunch.
16. Get a "hall pass" to be out of class.
17. Dress appropriate for school. See Dress Code. We will enforce it at TEC. Ms. Montoya can provide you with a zip-tie if you need one. Don't advertise profanity, drugs, alcohol, or weapons on your clothing.
18. Respect the Bathrooms – take care of them or they will be locked for single use only.

19. Vaping or smoking in the bathroom will also cause it to be locked and permission will have to be asked to open
20. If there is a reasonable suspicion of vape, drug, alcohol, smoke, or weapons the administrator or acting will search student and belongings.
21. If you have a job or get a job, talk to Mrs. Stralla about earning credits. You earn up to 20 credits just for working.
22. Work Permit applications are on the school website. See Mrs. Tepley if you have questions about work permits. You have to be in good academic standing and have good attendance to get a work permit.
23. TEC students can attend Winter Ball, Prom, and Senior Getaway with Vanden students. See Mrs. Stralla if you're interested. In order to attend, you must meet Vanden's Rule of 85. This means that your attendance has to be at 85% or better.
24. Our evacuation zone is on the side of TEC, in view of the bus yard.
25. You have to earn a minimum number of credits each quarter to stay at TEC. If you don't earn the minimum, you will be placed on Academic Probation and risk of having an alternate placement.
26. Student Handbook is on our website for your review at any time. You are expected to review them and follow them.
27. Learn the character traits and use them all day, every day.
28. Work Hard! Be Nice! It's the T-Bird Way!
29. We're a family here. Let's act like it!

****Local Crisis Resources**

Solano Behavioral Health Line	24/7 Screenings & resources for Mental Health	(800) 547-0495
David Grant Medical Center	24/7 Emergency Room for Tricare military dependents	(707) 423-3000
Solano Crisis Stabilization Unit	24/7 Acute care unit for individuals with no insurance	(707) 428-1131
Kaiser Permanente Insurance	24/7 Emergency Room for Kaiser subscribers	(707) 624-4000
Kaiser Financial Services Office	May be able to help reduce the costs of ER co-pay	(707) 624-1154
Safequest Solano	24/7 Confidential crisis line for sexual assault, human trafficking, domestic violence, and teen dating violence	(866) 487-SAFE
NAMI Solano (non-crisis)	Provides support groups for families with mental illness	(707) 422-7792
Solano Pride Center	Provides LGBTQ individual, child, & group counseling	(707) 389-4520

National Crisis Resources

Boys Town National Hotline 24/7 Crisis hotline for teen boys AND girls	(800) 448-3000
California Youth Crisis Line (ages 12-24) 24/7 Crisis intervention counseling and resources	(800) 843-5200
Crisis Text Line 24/7 Suicide prevention text line	Text “Home” to 741-741
Lifeline for Deaf & Hard of Hearing 24/7 Suicide prevention for people with hearing loss	(800) 799-4889
Military Crisis Line 24/7 Support for military dependents	(800) 273-8255 (Press 1) or Text “Help” to 838-255
Trans Lifeline 24/7 Emotional support for trans people in crisis	(877) 565-8860
Trevor Lifeline LGBTQ Support 24/7 Crisis intervention and suicide prevention	(866) 488-7386
Trevor Text Line 24/7 Crisis intervention and suicide prevention	Text “Start” to 678-678

National Suicide Prevention Lifeline 24/7 Suicide prevention hotline	988
National Runaway Safeline 24/7 Support and help for runaway teens	(800) RUN-AWAY
Blackline Crisis (check website for hours) Peer support and counseling for BIPOC	(800) 604-5841 www.callblackline.com
NAMI Helpline (10am-10pm PST) Support for families with mental health conditions	(800) 950-NAMI
National Parent Helpline (Mon-Fri 10am-7pm PST) Emotional support for parents from trained advocates	(855) 4A-PARENT
NON-Crisis Teen Text Line (6pm-10pm PST) Trained teenagers helping teens	(800) 852-TEEN Text “Teen” to 839-863



care/solace

Calming the Chaos of Mental Health Care.



<https://www.caresolace.com/site/travisusd>

INFORMATION ON SUICIDE PREVENTION:

<https://www.cde.ca.gov/lh/mh/suicideprevres.asp>