

Discovery Charter School

5th-8th Grade

Handbook 2018-2019

Address: 51 E Beverly Place

Phone Number: (209) 290-0511

School Website: www.tracylearningcenter.com

Weekly School Newsletter: Charter Chatter

School Colors: Garnet and Gold

School Mascot: Falcon

5th/7th Graders A-K: Saker Nest (Purple)

5th/7th Graders L-Z: Amur Nest (Blue)

6th/8th Graders A-K: Kestrel Nest (Green)

6th/ 8th Graders L-Z: Peregrine Nest (Red)

ADMINISTRATIVE STAFF

Executive Director/Administrator	Virginia Stewart
Director of Enrollment	Michelle Beringer
Assistant to the Executive Director	Kay Fagundes
School Counselor	Kathy Prescott
Director of Food Services	Leisa Mendez
Learning Director of 5/6	Tiffany Takeuchi
Learning Director of 7/8	Elizabeth Ernst

SCHOOL MISSION

The mission of the Tracy Learning Center is to equip students with the skills necessary to better understand themselves, their relationship with learning, and their responsibility as a citizen. Students are able to organize and analyze information, draw appropriate conclusions, present their findings, and then share their research via networks with others locally and around the world. The school meets the needs of every student by making possible, engaging, relevant, and intellectually challenging learning opportunities that were previously difficult or impossible to achieve.

ACADEMICS

The curriculum at Discovery Charter School includes classroom instruction, laboratory experience, and research, reading enrichment, field trips, individual project work, and organized student activities. Discovery Charter School's goal is to provide curriculum which meets the varied needs, abilities and student's education. Success in middle school is a strong indicator of success in high school. Habits formed in middle school are often what students do in high school.

ACADEMIC DISHONESTY

Discovery owes its students an environment that teaches and supports honesty and integrity. Disciplinary actions for academic dishonesty may include notifying the parents, loss of credit for an assignment or test/quiz, lowering student's trimester grade, loss of den points, and/or referring the matter to school administrator for further disciplinary actions.

AERIES/PARENT CONNECT GRADEBOOK

The online grade reporting website Parent Connect (<https://sisweb.tusd.net/parentportal>) parents and students to view their assignments, grades and attendance on the web. If you need assistance or addition information, please contact our counselor, Kathy Prescott (kprescott@tracylc.net)

DISCOVERY DAILY SCHEDULE

7:30 AM	Students are supervised (DCS Carline)
7:55 AM	Unity
8:00 AM -4:00 PM	Academic Day
4:00 PM	Dismissal

Core Requirements: Language Arts/Humanities, Math/Geography, PE/Health, Social Studies, and Science. In addition, students have Spanish/Workroom and an Enrichment class each day. Workroom is a study skills class where students will work under the guidance of a teacher to complete projects or assigned work.

STUDENT ATTENDANCE

Discovery Charter School has an extended school year. We expect our students to attend school for 205 days. By increasing our school year to 205 days, we automatically build in summer school. We believe the additional time is essential for a complete school year and should not be an "extra" for those who wish to benefit from.

Good attendance is important for your child's education. We do know that there will be times that your student will be ill or a family emergency will happen resulting in an absence from school. We require that you call the office (209-290-0511), or e-mail Kay Fagundes (kfagundes@tracylc.net) the morning of the absence to inform us of the absence.

Students without a signed note (including doctor's notes), phone call, or e-mail will be marked as a personal day. Students are allowed 10 personal days in a school calendar year. Any personal days beyond 10 days are considered unexcused absences. Teachers may not allow students to make up the work missed for an unexcused absence.

If a student misses more than 10 days of personal, unexcused, or suspension time (any combination) they will be asked to find another school to attend and their spot will be given to a student on the waitlist. In addition, sick days cannot be attached to personal days or follow personal days. All dates missed will then be considered personal.

When a student misses more than 3 days in a row for an illness it is required to have a doctor's note upon their return to excuse their absences. Absences that are not properly cleared by the parent or guardian within three days of the absence will be reported as unexcused or truant.

Students not in the unity area when the bell rings at 7:55 AM will be considered tardy.

DCS students who are tardy will receive a negative 5, which counts towards their overall negatives for the week.

After the 5th tardy of each trimester, a mandatory Student Support Team meeting will be scheduled with staff, parents and student(s) and this student will be put on a stringent attendance contract. If this contract is not upheld, consideration will be given for student(s) to lose his/her priority at the Tracy Learning Center.

Students are not permitted to leave school early for extracurricular activities on a regular basis, religious classes are the only exception. Primary is released at 3:30 PM and Discovery and Millennium students are released at 4:00 PM daily.

UNITY

Students will be provided an opportunity to salute the United States flag each day by reciting The Pledge of Allegiance during unity. All students will demonstrate the appropriate respect during this activity during unity.

PARENT SHADOWING

DCS parents are always welcome on campus and in the classrooms. Parents may shadow their student for a part of a day or one whole day, once a trimester. We believe this is an excellent way to understand the schedule and see the classes in action. Parents who have taken advantage of this opportunity find it's most worthwhile. Please call and make an appointment with Ms. Kay in the office and sign in at the office. All visitors must be wearing a lanyard at all times. **Absolutely no photographs or video recordings may be taken of students or teachers.**

DROPPING OFF LUNCHES AND SCHOOL SUPPLIES

Parents may be allowed to drop off forgotten items or lunches; however, students will not be called during class. Be sure to communicate with your student. Also, all items such as jackets or lunch boxes must be labeled with the child's name.

FAST FOOD, SODA AND SUGARY DRINKS ARE NOT ALLOWED AT THE TRACY LEARNING CENTER. ONLY WATER IS PERMITTED IN THE CLASSROOMS.

DISMISSAL PROCEDURE:

ALL STUDENTS MUST LEAVE CAMPUS UPON DISMISSAL. NO LOITERING OR HANGING OUT. STUDENTS WALKING FROM SCHOOL MUST HAVE A SIGNED FORM ON FILE IN THE OFFICE. AFTER 4:30 PM, THE ONLY GATE OPEN WILL BE THE ONE CLOSEST TO THE FRONT OFFICE.

NEST POINTS

In preparation for Millennium High School, DCS has adopted a point system similar to the Nest Points used in MHS.

Students will earn points for exceptional academic performance in the classroom, participation and supporting their classmates.

Negative points will be given for infractions in each individual classroom. These infractions include but are not limited to disruptive behavior, misuse of technology, blurting, disrespect of school rules, etc.

20 negative points each week will result in a ROAR Panel Meeting with Mrs. Stewart, Mrs. Prescott and a panel of peers. If student consistently receives negative nest points that require them to be in the Roar panel, a SST meeting will be scheduled with staff and parents. If no improvement is noted, the student may lose their priority at The Tracy Learning Center.

ELECTRONIC DEVICE REGULATIONS

All electronics brought to school are the sole responsibility of the owner. The school is not responsible for damaged, stolen or lost i-pods, phones or any other electronic devices. All electronic devices, including but not limited to, cell phones, i-pods and tablets must be kept in backpacks and not on persons, at all times on campus.

Cell Phones: Students may have their personal cell phones on campus, but they are limited in how and when they may be used. Students are not to be calling, texting, messaging, playing games or searching the internet during instruction time. If a student should be using their phone inappropriately we will have the student call a parent so it is known that the phone has been taken away. It will be in the front office with Kay Fagundes and only a parent may come to retrieve the phone. **The first time is a warning. The second time and any time thereafter, there will be a \$25 charge to return the phone to a parent.** The money collected will be for a senior scholarship.

STUDENT ATTIRE

Parents are requested to make sure their children are dressed for school in an appropriate manner. What is cute and appropriate for the weekend is not often appropriate for school.

The following are guidelines to appropriate attire:

- Shorts and skirts must hit no shorter than mid-thigh.
- Pants must not be sagging. No underwear is to be showing.
- No undergarments may be visible at any time (no bra straps, side bra, waistband of boxers, etc.)
 - Boys are not to wear tank tops
 - Chains may not be hung from clothing
- Tops must cover the midsections and must overlap with the waist of unrolled skirts or pants
- Modest cleavage only- what is appropriate for some students is not appropriate for others.
- Hats or head coverings, including bandanas, are not to be worn inside the buildings by either boys or girls, with the exception for those worn for religious expression.
- Shirts must have sayings or logos that are appropriate for school and should not be related to drugs, sex or alcohol.

IF A STUDENT WEARS INAPPROPRIATE CLOTHING TO SCHOOL

- Students will be given clothing provided by the school that day
- Students will be asked to wear their PE clothes
- Students will NOT call home to ask for clothes to be brought to school.
- Students who continue to wear inappropriate clothing will be considered defiant and a parent meeting will be arranged.

PE LOCKERROOM ETIQUETTE: (UPON COMPLETION OF THE GYM AND LOCKERROOM)

Lockers are available to store personal item that are needed for personal hygiene and school business. Students may not bring toys, electronic games and equipment, or other unnecessary personal items into the locker room. Phones and ipods are absolutely not allowed in the locker room. Tracy Learning Center is not responsible for loss/theft of items from lockers. Students must be especially careful to assure security of their lockers.

Appropriate PE uniforms and athletic shoes are required. Students must change into PE clothes for PE and must change back into school clothes after PE. No boots, open toed sandals, flip flops or hiking boots may be worn during PE.

HARASSMENT/INTIMIDATION/BULLYING/CYBERBULLYING

Students and staff at Discovery Learning Center should expect to be safe, at all times on school property and at school-sponsored functions. Hazing, harassment, intimidation, bullying, menacing by students, staff or third parties, is strictly prohibited and shall not be tolerated at TLC.

Any student who has knowledge of conduct in violation of this guideline is encouraged to report the incident to their teacher or director at TLC.

Our school regulations are designed to protect the safety of everyone. Common courtesy dictates that we observe those regulations. Running in the halls, congregating in large groups and/or sitting on the hall floors may hamper traffic flow and constitute a safety hazard. All students are urged to act responsibly with regard to behavior, which may involve the safety of themselves or others.

EIGHTH GRADE PROMOTION

Participation in eighth grade promotional activities is a privilege. This includes Great America, Cosmic Bowling and 8th Grade Dance. Our goal is for 100% of our eighth grade students to participate in promotional activities. When a student is in jeopardy of not promoting, their parents will be notified during the third trimester and a mandatory conference will be set between the student, parent, teacher and administration. To be promoted all SWO projects must be completed with a passing score, the student must have a 70% or better grade in all core areas and must have maintained appropriate behavior in all classes throughout the year. Students must complete 30 hours of community service, 10 hours each trimester. All community service hours must be pre-approved by Discovery staff.

HOMEWORK REQUIREMENTS

Discovery **does not** accept late work and students are expected to stay on top of their nightly homework which may include:

- Keeping an up to date daily agenda
- Assignments
- Nightly review of class notes
- Studying (basic math facts, vocabulary, spelling, etc.)
- Studying for upcoming quizzes, tests, midterms and finals
- Reading
- Research projects

DCS STUDENTS SHOULD EMULATE THEIR FOUR SCHOOL WIDE OUTCOMES (SWO'S):

- Cooperative Collaboration
- Dedicated DCS Student
- Lifelong Learner
- Personal Awareness

DISCOVERY SWO DUE DATES

I. Scrapbook Cover Page- ***due September 14th***

II. Topic #1 Personal Awareness

- Personal Awareness Project - ***due October 19***
 - Scrapbook Section- ***due October 26***

III. Topic #2 Cooperative Collaboration

- Cooperative Collaboration Project - ***due December 7th***
 - Scrapbook Section- ***due December 14th***

IV. SWO Topic #3 Lifelong Learner

- Lifelong Learner Project- ***due March 8th***
 - Scrapbook Section- ***due March 15th***

V. Topic #4 Dedicated DCS Student

- Dedicated DCS Student Project- ***due May 10th***
 - Scrapbook Section- ***due May 24th***

- VI. Final Interview

Interview *presentations during the week of June 17^h – 21st*

*All dates subject to change