

Millennium High School  
1904 Corral Hollow Road  
Tracy, CA 95376  
Phone: (209) 832-6777

It is with enthusiasm that the entire staff welcomes you to the 2018-2019 school year at Millennium High School. This year many changes to the expectations, discipline and rules at MHS will be made. We hope this helps establish and even better education experience for our staff, students, parents and community. Millennium High School will provide students the opportunity to learn many of the skills to succeed in life and as an adult in society. Whether academic, vocational, social, or athletic, we encourage students and parents to take full advantage of these opportunities to expand your horizons. Millennium High School believes strongly in our School Wide Outcomes (SWOs).

### **What is a SWO?**

Millennium High School is a Western Schools and Colleges Accredited school. In order to obtain WASC status all schools must identify and submit SWO's. SWO stands for School Wide Outcome Standards. This is a hands on project in which students show evidence of learning through practical real world experiences in the following areas:

- Citizenship
- Self-Directed Learner
- Collaboration
- Communication
- Critical Thinking

Beginning in the 2017-2018 school year, all freshman are expected to complete an electronic scrapbook reflecting the work of the first year SWOs. Sophomores continue with the electronic scrapbook reflecting the work of the second year of SWOs. Juniors create a website reflecting the third year of SWOs. Seniors have a major video project to bring all of the SWOs together to reflect growth over the four years. This SWO is due the same semester as the internships. SWOs are due throughout the year and will be completed and graded in every student's English class. The grade for the quarter assignment will be added to the midterm grade for that quarter.

Our goal at Millennium High is to make the 2017-18 school year an outstanding one for all students. This handbook contains information that will help guide you throughout the year. If you have any questions at any time about the procedures, programs, rules, or consequences at Millennium High School and you cannot find them in the Handbook, please check with a teacher or counselor or administrator immediately. Take advantage of the many different programs and activities offered at Millennium High School. The staff is here to help you reach your maximum potential and achieve your goals. Millennium High continues to be one of the best high schools in the area and our staff is dedicated to improving every year. Support from parents and the surrounding community is welcome and a big help toward the constant improvement of our school goals. Let us all work together to make the 2017-18 school year positive and highly successful.

Respectfully,

**Virginia Stewart, Executive Director, Tracy Learning Center**

## Millennium High School Student Handbook 2018-2019

### Finger-Tip Facts

**Millennium High Colors: Black and Gold**

**Millennium High Mascot: The Falcon**

**Millennium Core Values: Aspire, Achieve, Advance**

### Office Hours

School offices are open five days a week from 7:30 am to 4:30 pm. Please note the main Millennium High School phone number is:

**209-832-6777**

**FAX to the Beverly site: 209-831-5243**

### Campus Hours

The campus is open daily at 7:45 a.m. **Students are expected to leave campus 15 minutes after the end of school unless participating in staff-supervised activities.**

### Registrar

**The Registrar is open daily for phone calls from 7:30 am to 4:30 pm.** The Registrar's office assists with admissions, transcripts, enrolling students, and student files.

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## **Millennium High School Leadership**

Virginia Stewart, Executive Director, [vstewart@tracylc.net](mailto:vstewart@tracylc.net)  
Dan Saldate, School Director, [dsaldate@tracylc.net](mailto:dsaldate@tracylc.net)  
Tywania Griffin, School Director, [tgriffin@tracylc.net](mailto:tgriffin@tracylc.net)  
Stevi Balsamo, Athletic Director, [sbalsamo@tracylc.net](mailto:sbalsamo@tracylc.net)  
Beth Lamanna , Activities Director, [blamanna@tracylc.net](mailto:blamanna@tracylc.net)  
LaVale Woods, Curriculum Coordinator, [lwoods@tracylc.net](mailto:lwoods@tracylc.net)  
Aryel Saldate, Student Support Coordinator, [asaldate@tracylc.net](mailto:asaldate@tracylc.net)  
Sat Singh, Public Relations Coordinator, [ssingh@tracylc.net](mailto:ssingh@tracylc.net)

## **Teaching Staff**

### **English Department**

Aryel Saldate	<a href="mailto:asaldate@tracylc.net">asaldate@tracylc.net</a>
Beth Lamanna	<a href="mailto:blamanna@tracylc.net">blamanna@tracylc.net</a>
Drew Reyes	<a href="mailto:areyes@tracylc.net">areyes@tracylc.net</a>
Amanda Langston	<a href="mailto:alangston@tracylc.net">alangston@tracylc.net</a>

### **Fine Arts Department**

Matthew Young, Art	<a href="mailto:myoung@tracylc.net">myoung@tracylc.net</a>
Roland Zepeda, Band	<a href="mailto:rzepeda@tracylc.net">rzepeda@tracylc.net</a>
Scott Snyder, Film and Drama	<a href="mailto:ssnyder@tracylc.net">ssnyder@tracylc.net</a>

### **Foreign Language Department**

Alex Vieira, ASL	<a href="mailto:avieira@tracylc.net">avieira@tracylc.net</a>
Rosario De La Torre, Spanish	<a href="mailto:rdelatorre@tracylc.net">rdelatorre@tracylc.net</a>
Tanji Fields-Brown, Spanish	<a href="mailto:tbrown@tracylc.net">tbrown@tracylc.net</a>

### **Math Department**

J.P. Muscarello	<a href="mailto:jmuscarello@tracylc.net">jmuscarello@tracylc.net</a>
Lucy Bengson	<a href="mailto:lbengson@tracylc.net">lbengson@tracylc.net</a>
Michael Tariku	<a href="mailto:mtariku@tracylc.net">mtariku@tracylc.net</a>
Rebecca Ulricksen	<a href="mailto:rulricksen@tracylc.net">rulricksen@tracylc.net</a>
Tywanina Griffin	<a href="mailto:tgriffin@tracylc.net">tgriffin@tracylc.net</a>

### **Physical Education Department**

Andrew Levand	<a href="mailto:alevand@tracylc.net">alevand@tracylc.net</a>
KV Vigil	<a href="mailto:kvigil@tracylc.net">kvigil@tracylc.net</a>
Stevi Balsamo, Athletic Director	<a href="mailto:sbalsamo@tracylc.net">sbalsamo@tracylc.net</a>

### **Science Department**

DyAnne Holmes	<a href="mailto:dholmes@tracylc.net">dholmes@tracylc.net</a>
Joy Gomez	<a href="mailto:jgomez@tracylc.net">jgomez@tracylc.net</a>
Michael Copass	<a href="mailto:mcopass@tracylc.net">mcopass@tracylc.net</a>
Warren Snell	<a href="mailto:wsnell@tracylc.net">wsnell@tracylc.net</a>
Laura Pelaez	<a href="mailto:lpelaez@tracylc.net">lpelaez@tracylc.net</a>

### **Social Science Department**

Dan Saldate	<a href="mailto:dsaldate@tracylc.net">dsaldate@tracylc.net</a>
Satinderjit Singh	<a href="mailto:ssingh@tracylc.net">ssingh@tracylc.net</a>

## **Millennium High School Restorative Justice Program**

Millennium High will continue to implement and develop the practice of a Restorative Justice discipline program to support all students. These practices will strengthen relationships and build community, both in the classroom and on the school campus. With this change, the emphasis shifts from traditional discipline models toward restorative discipline, supporting students to be responsible, respectful, and attentive to others' needs. The six pillars of character for an MHS Student will be emphasized. These are Citizenship, Respect, Caring, Honesty, Fairness, and Responsibility. If a student disrupts the classroom and violates the Falcon community expectations as indicated by signage and this handbook, he/she will be supported but also held accountable for his/her actions.

If the misconduct does not include harm to others in the community or harm to property, the teacher will speak with the student and re-teach expectations. After behavioral expectations are retaught, if the student continues the same misconduct, then that individual could be:

- Assigned to a Restorative Justice community-building peer mediation group called S.O.A.R. – **S**tudent **O**rganization for **A**ccountability and **R**estoration. This student panel will be led by Mr Saldate.
- Given an opportunity to repair and restore whatever damage may have been done by their behavior by writing or giving an apology to an individual, a class or to the campus community as a whole.
- Performing a needed and appropriate service for the school community.
- Assigned to meet with the school site administrator for participation in alternatives to suspension. These may include meeting with our counseling staff, an appropriate restorative consequence, or a support team meeting including parents, staff, and the potential injured party.
- Behavioral Support Team Meeting - behavior contracts may be created and students held to the goals developed, outlined and agreed to by administrative staff, parents and the student.
- In violation of aspects of California Ed Code that warrant or mandate a prescribed consequence or fail to comply with a directive made in an attempt to restore or repair a behavioral issue may be assigned suspension/expulsion.

In all cases, everyone impacted by the misconduct will work together to determine what needs to be done to make things as right as possible, including helping the student correct their wrong-doing. This works like a contract. If a student fails to keep his/her agreement, the student will forfeit the chance to avoid suspension or on-site alternatives to suspension. SOAR does not have the authority to administer disciplinary consequences. If assigned to a school community based peer meeting (SOAR), the student will be counseled as to appropriate restorative measures as suggested by their student peers. Students will elect which course of restoration they deem best. If no action is chosen, Mr. Saldate will then assign a restorative measure.

The goal is to reach an agreement with this student peer group (SOAR) stating how the student will improve his or her behavior with others, including classmates, teachers, counselors, and family. Suspension and more serious forms of discipline will be assigned solely by the administrative staff of MHS.

Implementing a Restorative Justice practice as an alternative to the traditional discipline process assists students in the learning process and teaches skills applicable to their adult lives. Please feel free to call or email Mr. Dan Saldate (dsaldate@tracylc.net) with any questions or concerns. Let's look forward to a wonderful school year!

## ATTENDANCE

### Attendance Rules

The Tracy Learning Center Board of Governance expects all students to attend class each day that school is in session, unless they must be absent for an excused reason. Millennium High School will maintain accurate records of student attendance and will notify parents of excessive student absences. Parents are expected to send students to school or to promptly notify Millennium High School if their student is going to be absent. Parents are encouraged to check their students attendance on a regular basis by accessing the Parent Link account on Aeries. Although we highly discourage it, students are allowed up to 10 personal days (combination of personal, suspension days, or unexcused days). Sick days may not be attached to either the beginning or following any prolonged personal day absences.

Should an absence occur, please contact us at 832-6777 on the day of the absence between 7:45a.m. - 9:00a.m.

### Absences from school are defined as follows:

- **Excused: The teacher will allow a student to make up the work during an excused absence, to the extent it is possible.** Students will have the same number of days that they were excused absent from school to make up their work. Excused absences will be granted for the following reasons:
  - Personal illness; a doctor's note is required if over 3 days.
  - Medical, dental, optometric or chiropractic services. Students are strongly urged to make appointments during non-school hours.
  - Attending funeral services of an immediate family member. (Grandparents, parents, sibling)
  - Jury duty.
  - Exclusion for not having been properly immunized; these absences will not be excused for more than 5 days.
  - Religious instruction (Ed. Code 46014)
  - Any pupil who is a dependent of military personnel shall be granted up to 5 days of excused absence or independent study when the parent is either deployed or returning from a deployment.
  
- **Unexcused: Students may not be allowed to make up work missed if an absence is unexcused.** Listed below are the most common reasons given for absences that will be considered unexcused.
  - Family vacations and extended weekend trips.
  - Oversleeping
  - Truancy
  - Car trouble
  - Any absence considered unexcused which is not cleared by a parental or doctor's note within 48 hours of returning to school.

This list is not all-inclusive. If you have specific questions regarding unexcused absences, please contact the office at 832-6777.

Millennium High School has a traditional school year (180 days), but does not operate on the same calendar as Tracy Unified School District. The new school year begins at the end of May with the required 25 days of FAST TRACK.

Attendance during FAST TRACK is different from the school year in that students are only allowed to miss 8

units of time during the entire FAST TRACK. Tardies count as one unit and an absent day during FAST TRACK is four units. Any combination exceeding 8 units of time results in a need to withdraw and an F grade for the affected semester.

There are no excused absences during FAST TRACK. This is necessary in order to meet the state requirement for issuing credit for a year's worth of a course. Students not planning on returning to MHS should not enroll in FAST TRACK since FAST TRACK marks the start of the new school year for MHS.

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, 832-6777, in the morning to inform us of the absence or e-mail Administrative Assistant Angie Keys, [akeys@tracylc.net](mailto:akeys@tracylc.net), to clear the absence. If you are unable to call or e-mail us, please send a note with your student upon their return to school to excuse the absence.

Students without a note, phone call, or e-mail will be marked as a personal day. Students are allowed three personal days in a school calendar year. Any personal days beyond three days are considered unexcused absences. Work from unexcused absences may not be made up. 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 waiting list.

When a student misses more than three days in a row for an illness, a doctor's note will be required 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 at all levels are not permitted to leave school early for extracurricular activities on a regular basis. Millennium students are released at 4:15 pm daily. Religious classes are an exception.

Students are expected to be on time to school and to all classes throughout the day. A student is tardy if they are not present at the beginning of the day, which begins at 8:15 am. If they are late due to a doctor's appointment please bring a note from the doctor to make it an excused tardy. Each tardy (regardless of which class) will result in a loss of ten nest points. If a student is tardy more than ten times to a class during a single semester, the student will be dropped from that class, regardless of what period they have that class.

The best way for a student to do well at school is to attend each day. Students who are absent are at risk of falling behind and nothing replaces the classroom interaction within each lesson. Parents are encouraged to schedule medical or dental appointments during non-school hours. Because of our extended day, we realize the difficulty this may cause. Please consult the teachers to determine the best time for making these appointments. Students who are absent for an excused reason will receive make up work.

### **Students Exiting the School**

Parents need to contact the Director of Admissions to inform her of the desire to transfer. She will explain the process for disenrolling. This is an important step, since students cannot register in another school while still enrolled at MHS.

## **ACADEMIC POLICIES**

### **Academic Honesty/Cheating**

Trustworthiness is a key character trait. All work submitted by students should be a true reflection of their effort



and ability. If it is not, then the student has manifested unacceptable behavior. The following criteria define cheating:

- Claiming credit for work that is not the product of one's own honest effort.
- Providing unwarranted access to materials or information so that others may dishonestly claim credit.
- Representation of another person's words, ideas, as your own by not properly citing the source and giving the author credit.
- Copying off the Internet.
- Knowledge and tolerating of the foregoing circumstances.
- Using Phones or other devices while taking a test in class

Any behavior which can be defined as cheating represents a violation of mutual trust and respect essential to education at Millennium High School. Students who cheat should expect to be confronted by their teacher and will be subject to the following penalties:

- A zero on the submitted work/or test
- Notification of parents
- Further disciplinary steps as deemed appropriate.

If a student is found to have cheated a second time or is involved in a particularly serious act of cheating, the student will be referred to the principal. Consequences may include suspension from school, dropping the student from class with no credit, and/or notification of student's prospective colleges.

## **Homework Rules**

The Governing Board believes that homework serves many purposes. Through their homework, students can reinforce academic skills taught in school, learn how to conduct research effectively, develop ideas creatively and become lifelong learners.

The Board believes that homework is the responsibility of the student. It is the student's job to develop regular study habits and to do most assignments independently. The Board encourages teachers at all grade levels to use the parent as a contributing resource and to structure homework assignments so as to involve the parent to help oversee homework without diminishing the student's sense of responsibility. To be effective, homework assignments should not place an undue burden on students and families. Homework should reinforce learning objectives and state standards. Research supports that homework is an essential part of a student's academic achievement. Homework is designed to reinforce academic skills taught and to help students become lifelong learners.

Support is provided for students to complete their homework both in the afternoon, mornings before school and at lunch. Times and places will be announced at the the beginning of each term. Peer tutors are available as well as an assigned teacher. Students receive a signed slip noting their attendance in the program each day. Mandatory attendance at homework support may be required by teachers in classes where students are in danger of failing.

## **Tips for Parents**

When there is a specific assignment, the best way for parents to help a child learn is by offering support when it is requested. At the same time, limits need to be set so that children learn to work independently. Even when children do not have specific assignments due, parents can be helpful by listening when children talk about

school and by expressing interest in class work and school activities.

Talk with teachers if assignments seem to be causing students continuing problems.

Share thoughts and ideas with children on many topics of interest.

In helping students with homework, parents should:

- Show interest in the student's work
- Encourage the child to work independently most of the time
- Provide a suitable place for study, free from distraction, and if possible, reserved for that student alone
- Check to see the homework assignments are completed
- Assist in balancing school work with other activities

### **Make-up Work**

Students shall be given the opportunity to make-up work missed because of an excused absence and shall receive full credit if the work is turned in according to a reasonable make-up schedule. Typically, each day of excused absence merits one make-up day.

Based on California Education Code 48913, teachers may or may not allow a suspended student to complete any assignments and tests missed during suspension.

Students who miss school work because of unexcused absences may or may not be given the opportunity to make-up missed work for full or reduced credit. Teachers may assign make-up work as necessary to ensure academic progress, not as a punitive measure.

### **Course/Schedule/Class Changes**

Class changes are difficult to accommodate because the overall master schedule of classes is based upon student requests made during counseling. Therefore, the best way to obtain the course that is wanted is to sign up for it during academic counseling in the spring.

Students may request opt out testing for a course if they feel they are masterful in the assigned class in areas such as Math or Language. The teacher will administer the final for the course and the student may move up a level if the students achieves an 80% or higher.

Requests for schedule changes must be made during the first 5 days of instruction. After the fifth (5th) day of instruction, class changes will be initiated only if a student is misplaced academically. In addition, changes to teacher and changes to periods cannot be accommodated.

### **Grading**

The purpose of grading is to communicate the level of achievement in the educational program to students, parents, institutions of higher learning, prospective employers, counselors and other schools the student might attend. The symbols used and the meaning of each symbol is as follows:

A +	97-100%
A	94-96
A-	90-93
B+	87-89
B	84-86

B-	80-83
C+	77-79
C	74-76
C-	70-73

All other grades are not accepted for credit and are not passing.

### **Graduation Requirements from Millennium High School**

A student must complete 245 credits, pass the California High School Exit Exam, complete all SWO projects with passing grades, and complete 200 hours of community service in order to graduate.

English 40 credits

Social Studies 40 credits

Science 30 credits

Math 40 credits

Fine Arts 10 credits

Physical Education 20 credits

Life Skills 10 credits

Career Education 10 credits

Internship 5 credits

Elective Courses 40 credits (this includes college classes)

#### **NOTATIONS for Graduation Requirements:**

All students must take and pass four years of math while enrolled in high school and one of the four classes must be Algebra I. This requirement may be completed before high school. Regardless if the requirement is met before the final year of high school it is mandatory for students to be enrolled in 4 math classes during their high school career.

Three years of science is to include one course in biological sciences (Biology) and one course in a Physical Science (Chemistry or Earth Science)

MHS does not offer advanced placement or IB credit; instead, MHS permits students to attend college classes for dual credit. The advantage for students is that they do not have to pay the price for advanced placement tests, worry about whether the school they are going to will accept advanced placement courses. By taking college classes, students are ensured transferability to state and UC schools. Students who earn a grade of C or better in their enrolled college classes do not have to pay the tuition for college. The tuition is paid for by Millennium High School. Many students leave MHS with at least 15 college credits completed.

#### **Academic Release**

For any student failing classes that result in the inability to graduate on time from Millennium High School, that student will be subject to academic release from the school or be offered a fifth year at the school. It is possible to arrange make-up of a few credits in adult school if it is impossible to fit needed classes into the last year of high school.

#### **Report Cards**

Report Cards are issued four times a year. They are issued approximately one week after the conclusion of each

quarter/ semester. Quarter grades do not appear on transcripts but serve as a progress report.

## **ATHLETICS**

Please refer to the Athletics Handbook for all current policies and procedures.

## **ACTIVITIES**

### **Clubs/Activities**

Clubs are an important part of life on a high school campus. Clubs perform many important functions and provide an opportunity for students to participate in a wide range of fun and interesting activities. All clubs must be approved by the Activities Director, Beth Lamanna. Twice a year, the school holds Club Rush to allow for new clubs or new members to existing clubs.

Clubs meet in rooms during lunch or after school. There is a teacher advisor for each club. Limited fundraising may occur for special club needs but must be approved by Ms. Lamanna prior to fundraising. Clubs may elect to have a t-shirt etc to designate the club but the MHS logo must not be altered in any way. All club orders must be approved by Ms. Lamanna as well.

### **Nest Points**

Nest points will be broken up into categories. There will be classroom points as well as spirit points. Positive classroom points will be awarded for behaviors such as academic achievement on tests, perfect attendance, quality answers, etc. Negative classroom points will be given for behaviors such as talking, tardiness, gum, etc. Spirit points will be awarded for activities outside of the classroom such as rally games. Lists will be posted in classrooms for reference. There will be a reward day in winter and a water day in the spring for the top two winning nests. Negative nest points are monitored by Mr. Saldate. Repeated accrual of negative nest points will result in a restorative justice meeting with Mr. Saldate and possible referral to the SOAR peer group. At the end of the year, the student with the highest number of nest points in each nest will be recognized with an award.

### Teacher Nest Leaders

Amur (freshman) Ms. Beth Lamanna	blamanna@tracylc.net
Saker (Seniors) Mrs. Tywania Griffin	tgriffin@tracylc.net
Kestrel (Juniors) Mrs. Aryel Saldate	asaldate@tracylc.net
Peregrine (sophomores) Ms. Rebecca Ulricksen	rulricksen@tracylc.net

## **DAILY SCHEDULE FOR 2017-2018**

<b>8:15-9:15</b>	<b>Period 1</b>
<b>9:18-10:15</b>	<b>Period 2</b>
<b>10:18-11:15</b>	<b>Period 3</b>
<b>11:18-12:18</b>	<b>Period 4</b>
<b>12:18-1:15</b>	<b>Lunch</b>
<b>1:18-2:15</b>	<b>Period 6</b>
<b>2:18-3:15</b>	<b>Period 7</b>

There will be a bell to assemble at 8:13. First period will begin at 8:15. Students not in their seats when this second bell rings will be marked tardy. Modified schedules may be developed during finals, or for other special events. Students will be made aware of these schedules in advance and announcements of schedule changes will be placed on the school website for parents.

### **Cell Phones**

Cell phones are allowed on the school campus, but students must follow teacher direction for use in the classroom. All guidelines presented in the Technology Acceptable Use Policy are also in effect for cell phone use on campus. If a cell phone is taken during school hours, it must be picked up by a parent/guardian (not the student) from the office. The first offense carries a warning, the second offense, a restorative justice meeting, the confiscation of the phone on the third offense and a fine of \$25 to be paid. This fine is collected to be used for a high school scholarship fund. If the fine cannot be paid, the student may commit to community service opportunities in lieu of monetary compensation.

## **COMMUNICATION**

### **Counselors**

Counselors at Millennium High are here to help students with their academic and personal needs. Our goal is to help all students obtain a high school diploma. Students may make appointments to see their counselor in the Counseling office. Students are to make appointments during at lunch, before, or after school. You may call 832-6777 for an appointment.

The names of the counselors are Ms. Lauren Moore and Mrs. Tawn Schaffran. The Counseling Assistant is Mr. Michael Gomar.

### **Unity Announcements**

At 8:13 on Wednesdays, weekly unity is called to order. Students not standing in line when unity begins are considered late. Attendance is taken by the first period teacher. Unity is a time to hear about upcoming events, club activities, and social news. It is a positive start to the day. It always ends with the chant of "Falcon Pride!" Unity announcements will be made by PA on Mondays and Thursdays before lunch. Tuesdays and Fridays, leadership will produce electronic unity, to be viewed before lunch. Students may submit news for Unity to Mrs. Grant.

### **Emergencies/Fire Drills**

Fire and other emergency drills are held at regular intervals as required by law. These drills are designed to acquaint students with important emergency procedures, so please follow all directions carefully. For each type of drill, students should follow teacher directions about what to do.

### **Gifts/ Personal Items**

Personal items related to school business (student work) may be accepted at the main office. We understand the importance of recognizing a special day or event for our students, but receiving gifts at the school to be sent to students disrupts the academic process. Balloons, flowers, and gifts will be held in the office until the end of

the school day.

### **Lost and Found**

Lost and found clothing articles and valuables such as jewelry, watches, etc. will be placed in the front office. You may look for lost articles before and after school. Items not claimed by the end of each quarter will be discarded or donated.

### **Medical**

Students who become ill will report to the front office. Arrangements will be made with a family member for the student to go home. Under no circumstances should the student leave campus without permission. If a parent or anyone on the emergency contact form cannot be reached and school officials deem it an emergency, 9-1-1 will be called to obtain medical assistance.

If it becomes necessary for you to take medication at school, we must have our Medical Form completed by your parent and your doctor prior to bringing the medication to school. This includes both over the counter and prescription drugs. You may obtain this form in the front office. You should return the signed form and the medication to the front office right away. Do not keep medication with you. This applies to all medications, both prescription and non-prescription.

### **Public Displays of Affection**

Public Displays of Affection are not tolerated on the Millennium High Campus. Appropriate and inappropriate PDA will be discussed with students as needed and they must follow all guidelines set forth.

### **Pertussis**

On September 29, 2010, a new law was passed (AB 354) that changed California immunization requirements for students entering 7th grade in public and private schools. All students entering 7th–12th grades in the coming school year (2011– 2012) must have proof of a Tdap booster shot.

Documentation must state the shot was given on or after their 7th birthday. This means that ALL current 6th–11th graders must get up to date now.

All students entering 9th grade must have proof of a Tdap booster shot. Documentation must state the shot was given on or after their 7th birthday. This means that ALL current 8th graders must get up to date before entering 9th grade.

Remember to ask your physician about other vaccines your child may need, and bring your child's yellow immunization card to the visit. Please return a copy of ALL up to date immunizations to your child's school.

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

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

### **Administration of Epilepsy Medication**

A parent or guardian of a pupil with epilepsy who has been prescribed an emergency antiseizure medication by

the pupil's health care provider may request the pupil's school to have one or more of its employees receive voluntary training, as specified, in order to administer the anti seizure medication, as defined, in the event that the pupil suffers a seizure when a nurse is not available.

## **Phones and Messages**

Please do not call or text your student during classroom hours as this creates a disruption. Students should silence their phones in class. If a parent is contacting the student during class, the student may ask permission to respond. Students without phones may have parents leave messages in the office for the student.

## **TEACHER CONTACT**

### **Falcon Parent Connection - FPC**

Falcon Parent Connect, or FPC, will take place during the first week of any new school year. Sessions will be set up by curricular department for parents to select five sessions or less to learn about the entire curriculum offered for that department. It is a great way for parents to meet their students' teachers.

Don't forget that all teachers can always be contacted by way of email. This is the best way to reach a teacher quickly. All links are included in this handbook and on the website.

### **Parent Link**

Parents can view their student's attendance, schedule, transcript and grades from home via this web based program. There are three pieces of information a parent needs to register for an account; home telephone number, student permanent id number, and verification pass code. You can contact the Director of Admissions or the Counselors to obtain the verification pass code. Once you have the code, go to <https://www.tracy.k12.ca.us/sites/abiparentportal/Pages/default.aspx> and follow the instructions for setting up a new parent account. You will be connected to information about how to create your account, giving you 24-hour access to your student's information.

## **PHYSICAL EDUCATION**

While we will not require student to "dress out" for PE, students are encouraged to dress in clothing that will be comfortable for performance of physical education activities during class. Students may bring a change of athletic shoes or a t-shirt to put on over their existing clothing to ensure comfort and modesty, but will not have a space to change into an entirely different set of clothing while we are on our temporary campus.

## **RECOGNITION PROGRAMS**

At Millennium High School we believe in recognizing and reinforcing positive behavior and academic excellence. At the end of each school year an Awards Ceremony is held to recognize significant achievement of students in the areas of academics, athletics, community service, and contributions to their nest.

### **Director of Admissions**

The personnel in the Director of Admissions' Office ensure accurate student records are kept and they are

available to assist you with questions you may have regarding grades or transcripts. The Director of Admissions' Office is open to students/visitors from 7:30 until 4:30.

### **Scholarships and Financial Aid**

Practically all colleges and universities offer scholarships of varying amounts to deserving high school seniors. If you are interested in obtaining a scholarship from a particular college, ask the Counseling office personnel for information. Most scholarships are awarded on the basis of financial need and scholastic standing (grades). Seniors desiring a scholarship grant of financial aid for post high school education should begin the application process as soon as possible after the beginning of the school year. Important information relating to scholarships and deadlines is communicated through the Unity Announcements and on the Scholarship Board in the Counseling office. It is each student's responsibility to listen to the announcements and often check the scholarship board. Questions regarding specific scholarships may be directed to the Counseling office at 627-8299.

### **School Safety and Security (Cameras On Campus)**

Cameras have been installed at the school sites for safety and security, and information will be shared with the Tracy Police for any violations of the law.

### **Work Permits**

Students who meet other school activity eligibility requirements and a minimum 2.0 GPA may be issued work permits. Once a permit is suspended, the employer will be notified and the student will not be allowed to return to work without a new work permit. The reissue process will only be done one time per student. Work permits can be obtained in the Director of Admissions office.

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.

### **HARASSMENT/INTIMIDATION/BULLYING**

Students and staff at Millennium High School 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, whether the threats originate on or off campus, is strictly prohibited and shall not be tolerated at TLC. It may be defined as the repeated exposure over time to negative action, including behaviors such as aggression or intentional harm that includes an imbalance of power between perpetrator and victim.**

### **Reporting**

The principal or teacher will take reports in writing and conduct a prompt investigation of any report of an act of harassment, intimidation, and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the principal or designee who has overall responsibility for all investigations. Any student who has knowledge of conduct in violation of this policy or feels he/she has been harassed, intimidated or bullied and in violation of this policy is encouraged to immediately report his/her concerns to Mr. Dan Saldate, who has overall responsibility for all investigations. This report may be made anonymously. A student may also report concerns to a teacher or counselor who will



be responsible for notifying the appropriate school official. The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. The complainant may request that the TLC Board review the actions taken in the initial investigation, in accordance with TLC complaint procedures.

### **Sexual harassment and other forms of harassment**

A student will be considered to have engaged in sexual harassment when they touch another student in a way that is obviously and overtly sexual in nature as determined by the student being touched, and/or a teacher or the Executive Director. A student may also be considered to have engaged in sexual harassment when they make comments to, or about another student which are considered to be sexual in nature by the student commented upon, and/or a teacher or Executive Director. A determination that sexual harassment has occurred will be made more severe if the unwanted touching and/or comments have been repeated, particularly over the protest(s) of the student who is the object of the harassment.

### **Cyber and electronic harassment**

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

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

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

### **Driving/Parking**

All drivers of motorized vehicles are to observe existing vehicle code provisions, school regulations and common sense while operating their vehicles. Students who endanger the lives of others in the parking lots by speeding or reckless driving are subject to citation by local police and disciplinary action. The speed limit is 5 mph in the parking lot. Students who choose to park in the school parking lot must use spaces designated as student parking spots. Parking spaces labeled "staff" and those in front of the parking lot light pole are reserved for teachers and staff only. Students may park in the stalls further from the light posts and, as available, parking spaces past the basketball courts in the gated area. Please note that the basketball courts will be open to play during lunch; students using these spots assume the risk of damage to their vehicle.

### **Gum, Food, Drink**

No gum, candy, or soda is allowed on the Millennium High Campus. Food should not be eaten in classrooms, and fast food should not be delivered to the office for students. In all classrooms, water only may be consumed inside. Students found chewing gum will be required to perform restoration to their community by scraping

gum from tables. Students attending clubs during lunch must finish their lunch before attending club meetings; there is no food allowed in classrooms.

### **Hats, Sunglasses**

Students are welcome to wear hats and sunglasses on campus, but to maintain a classroom environment that is free of distractions and reflects an academic atmosphere, sunglasses, hats and other head coverings are not to be worn inside classrooms and/or any indoor school function except for religious or medical reasons.

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

The school is not responsible for any personal property brought to school. Parents are responsible for the replacement of any school property loaned to a student which is not returned upon demand by a school employee. The school is not responsible for lost or stolen articles.

### **Litter**

Keep Our Campus Clean. Please do not litter on school grounds or any areas in the community adjacent to the Millennium High campus. Littering will result in an assignment of community restoration as part of our restorative justice system.

### **Required Information for Office Records**

Individual student office records must be kept accurate. Current telephone numbers, place of employment of parents and physicians names are all necessary in case of an emergency. Please include work phone numbers. It is parent's responsibility to update any/all information whenever a change occurs.

### **Dress Code**

Students are expected to dress appropriately and professionally for school. Appropriate clothing is attire which shows respect for the educational environment while maintaining student modesty and dignity.

Gentlemen are expected to wear pants that do not "sag" or display undergarments. Gentlemen are expected to wear shirts cut to conceal the chest and sides of the body. Ladies are expected to wear clothing that covers the décolletage, undergarments, midriff, and the thighs to an inseam of 5", or wherever the fingertips reach.

Shirts that display drugs, alcohol, or sexual messages/images are not permitted. If a student is wearing a shirt found to be in violation of dress code, the student will be given the option to turn the shirt inside out so that the offensive message is not displayed.

If a student's clothing is found to be inappropriate due to concerns of immodesty, a staff member of the appropriate gender will initiate a dialogue with the student in regard to their attire.

Students who violate the dress code will be given a warning for a first offense. Any subsequent offenses will result in the student being sent home to change, or a change of clothing brought to them. Continued offenses will result in a parent conference with the administrative staff after which subsequent violations may result in suspension. Students will be marked absent for any classes missed during addressing of dress code violation.

### **Restrooms**

Restrooms are open for student use throughout the school day. During class time, students must obtain a hall pass from the teacher to use the restroom. Students using the restroom are to cooperate with staff members checking or supervising the area. Restrooms are not to be used for social gathering. Food and loitering are not allowed in the restroom. Single-stall restrooms are available in the office hallway for gender neutrality/preference.

### **Review of Student Records**

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

### **Skateboards/Rollerblades**

Millennium High School does allow skateboards and rollerblades to be brought to or ridden to school. However, they are not to be used on school campus. They must be parked in the office or a teacher's classroom.

### **Smoking and alcohol**

There is no smoking or consumption of alcoholic beverages on school premises or on areas adjacent to campus at any time, including the normal school day as well as at school-sponsored activities and athletic events. Millennium High School is a tobacco-free and alcohol-free campus.

### **Visitors Not Having Official School Business are Prohibited**

Persons who are not students at Millennium High School or are not school employees and who do not have official business at school are not to be present on campus during school hours, including lunch time and after school. Students are not allowed to have guests at school, or waiting for them on school grounds, including the parking lot. Students from other schools are not allowed on campus unless they are on official school business.

### **Visitors Having Official School Business**

All visitors, including parents/guardians on school or other appropriate business, are required to check in at the front office to obtain a visitor's pass. All visitors are prohibited from entering classrooms or any area on campus without prior arrangements with the teacher or administration.



### Technology Acceptable Use Rules

The network of MHS is designed for academic purposes in accordance with furthering the educational environment through the use of technology

As a student at Millennium, the following technology policies are to be followed while on campus

- For your device to work on our network it must be named as your First and Last name and type of device  
Example: BobSmithIPOD
- Access to the network is under the SSID:TLC wifi
- All electronics are to be stored while class is in session
- Personal Device use is limited in the classroom to when deemed appropriate by the instructor
- Bullying and/or Harassing on the internet and in social media in regards to a student or staff member on campus is not tolerated ( bullying/harassing guidelines and consequences can be found in the student handbook)
- Videotaping or Recording of classroom lectures is not permitted
- Sharing of Copyrighted music/videos/files is strictly prohibited
- The school network is only to be used for legal purposes
- Use of excessive bandwidth by any student user will result in removal from access to the network
- Network administrators for the Tracy Learning Center provide this access free of charge to those in compliance with the acceptable use policy while in attendance as a student at MHS.
  - These privileges can be revoked at any time if the agreement to the Acceptable Use Policy has been violated
- School Emails
  - All **tracylc.net** email accounts are for academic purposes only and are monitored by the Tracy Learning Center. It is not a personal email as it is owned by the Tracy Learning Center.
  - Each student will be assigned an email while at Millennium High School.
  - Use of a tracylc.net email account must be in compliance with the Acceptable Use Policy
  - Network administrators of the Tracy Learning Center reserve the right to access your tracylc.net email as it is for educational purposes only

Your signature indicates that you have read and understood the Technology Acceptable Use policy and will use your (and our) electronic devices in accordance with this policy.

Student Name Printed \_\_\_\_\_ Date: \_\_\_\_\_  
(First) (Last)

Parent Name Printed \_\_\_\_\_  
(First) (Last)

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(First) (Last)

Millennium High School, 1904 Corral Hollow Rd., Tracy, CA 95376



