

**PRIMARY CHARTER
AT THE TRACY LEARNING CENTER
51 E Beverly Pl.
209-290-0511**

**Student/Parent Handbook
2018-2019**

TRACY LEARNING CENTER ADMINISTRATIVE STAFF

Executive Director/ Administrator	Virginia Stewart
PCS Learning Director	Heather Campbell, Jill Estes, Kayla Stroup
Director of Human Resources	Carolyn Woods
Director of Enrollment Assistant to the Executive Director	Michele Beringer Kay Fagundes
Purchase and Financial Manager	Connie Lineraz
Director of Technology	Warren Snell
Director of Facilities	George Hepner
Director of Food Services	Leisa Mendez
Athletic Director	Stevi Balsamo

PRIMARY CHARTER SCHOOL STAFF

TK:

Sherree Parker sparker@tracylc.net
Sara Machado smachado@tracylc.net
Eva Van Lehn evanlehn@tracylc.net
Jill Stroup jstroup@tracylc.net
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Kindergarten/Initial Phase (P2)

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Kim Lattner klattner@tracylc.net
Allyson Dougherty adougherty@tracylc.net
Katie Eddington keddington@tracylc.net
Anna Mast amast@tracylc.net
Allison Smedley asmedley@tracylc.net
Jan Fantone jfantone@tracylc.net

1st and 2nd grade/Phase 1

P3:

Connie Sanchez csanchez@tracylc.net
Katie Feldhaus kfeldhaus@tracylc.net
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P4:

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Arianna Grimes agrimes@tracylc.net
Anne Abris aabris@tracylc.net

P5:

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Maria Berolo mberolo@tracylc.net
Maytrella Guevara mguevara@tracylc.net

3rd and 4th grade/Phase 2

P6:

Sabryna Doss sdoss@tracylc.net
Jennifer Thompson jthompson@tracylc.net
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P8:

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Varia Pelletier vpelletier@tracylc.net
Araceli Hansen ahansen@tracylc.net

Elective

Lesley Watson (music) lwatson@tracylc.net
Jessica Wharton (Spanish) jwharton@tracylc.net
Diana Losen (art) dlosen@tracylc.net

PE

Jodi Caldwell jcaldwell@tracylc.net
Gloria Knaus gknaus@tracylc.net
Karina Caballero kcaballero@tracylc.net

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 of the 21st Century. 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 schools meet the needs of every student by making possible engaging, relevant, and intellectually challenging learning opportunities that were previously difficult or impossible to achieve.

The ability to utilize, manipulate, and share information enables pupils to become self-motivated, competent, and life-long learners. The educational climate fosters student

learning utilizing different modalities and provides a non-threatening environment in which learners can be motivated. The teachers act as facilitators providing opportunities for small group instruction and individualized learning. Teachers also create a community which empowers students to discover the unique qualities of their own learning. All students participate in service learning projects that involve collaboration with city and business representatives, thereby forming connections as contributing members of the larger community. Learning does not result from access alone, but from continuous dynamic interaction among students, educators, parents, and the extended community.

SCHOOL INFORMATION

Primary school colors are blue and gold. The school symbol is a triangle. It represents the importance of the parent, student, and staff working together to develop the basic skills and values of our young students. The focus of our educational program for our students is captured in the three words: Explore, Educate, and Enrich. The mascot is a baby falcon, which grows when they progress to Millennium. Primary is comprised of grades TK to 4. TK and Kindergarten are Initial Phase. First and second grades are called Phase 1. Third and fourth grades are called Phase 2.

PRIMARY DAILY SCHEDULE

7:45 a.m.	Students arrive on campus for supervision
7:53 a.m.	Bell rings and students may enter the gate for early morning recess
8:13 a.m.	Morning Flag Ceremony – Unity
8:20 a.m.	Classes Begin
3:20 p.m.	Dismissal

PE and Electives are scheduled by class on a daily basis and lunch time is set for each grade level.

ACADEMIC SUCCESS

Our TK class consists of 33 students, three teachers and three learning guides. The kindergarten class consists of 66 students, five teachers, and two learning guides. Students in grades 1-4 are placed in multiage groups. The groups are comprised of students in two grade levels. The multiage $\frac{1}{2}$ (Phase 1) classes consist of 44 students and three teachers. The multiage $\frac{3}{4}$ (Phase 2) classes consist of 44 students and two teachers and a learning guide. Students in transitional kindergarten through fourth grade are placed in learning groups for math and reading so that skill development can be addressed at the appropriate level of intervention. Students are taught at the correct instructional level, not at the grade level. Some students require advanced work while

others are progressing at a slower rate and need work below the grade level. All students should be successful if the learning is geared for their level. Students should not feel frustrated but should always feel challenged.

SCHOOL FIELD TRIPS

Field trips are an integral part of our curriculum. Special field trips are arranged once a year. Notices are given to parents. Parents may volunteer to go on trips (see volunteer requirement). Teachers select from a volunteer lottery system. Each phase will have one field trip per year.

PARKING

No car is to be parked along the curb of the carline driveway at any time. This is an emergency vehicle zone and must be clear at all times. Parents are asked to park on the street careful as to not block any residential driveways. Students and parents must use crosswalk when walking to school.

STUDENT PICK-UP & DROP OFF AREA

Drop off in the morning: Students are expected to arrive between 7:45 a.m. and 8:13 a.m. Cars must drive into the circular drive from the north side of Mae, entering from Emerson. There will be teachers to help guide you. Do not let the student out until the teacher has opened the door. Parents are not to get out of vehicle. When exiting the circular drive, parents can turn left or right using the appropriate lane.

Pick up in the afternoon: Students are to be picked up in the drive through area in front of the school. This is the same as the morning drop off. Cars enter on Emerson and line up along Mae. Be sure not to cut into the line. By the time you pull into the driveway, your student will be waiting at a cone for your car. There are five stations so be sure to go as far up as needed to “land” at the right cone. Students will remain waiting until 3:35 p.m. Students that remain after 3:35 will wait in their assigned classroom. Parents must enter through the front office and will be charged a late fee of \$10.00 per incident per child (payable to classroom teacher).

WALKERS

Only Phase 2 (third and fourth grade) students may walk home. All other PCS students must be picked up by parent or guardian. Any phase 2 students who wait for DCS siblings must do so off campus. Each walker must fill out a walking form prior to being able to walk.

VISITORS

All visitors must check in at the office. No one is to walk on campus, visit rooms, drop off snacks, or seek out teachers etc. without first signing in at the office and receiving a visitor badge. When visitors are leaving, they must also check out at the office. Students may not invite a relative or friend who is visiting to spend time at the school with them.

SHADOWING

Parents are welcome to shadow their student for the day or part of the day. We believe this is an excellent way to fully understand the schedule and see the classes in action. Parents who take advantage of this offer find it most worthwhile.

EMERGENCY & MEDICAL INFORMATION

It is extremely important that our school has up-to-date emergency information regarding your child. Please see to it that the following information is kept current:

- Home phone number
- Work phone number
- Cell phone numbers
- Personal and work email addresses
- Emergency contact numbers
- Childcare or babysitting numbers
- Student medical status

MEDICATION

All medication, prescription, and over-the-counter drugs, must follow the California State Health and Safety Codes. Kay Fagundes will give your child medication at school if the following guidelines are followed:

- Parent and physician complete the administering medication form available in the office. This form must be updated each year.
- The medication is brought in a pharmacy labeled bottle that includes the student's name, medication name, dosage, and the time to be given and kept in the office.

PARENT INFORMATION

The school will provide current information by way of the Charter Chatter. Parents **must** sign up for this service and instructions to do so can be found in the front office.

The school website www.tracylearningcenter.com also houses pertinent information.

Primary staff will send home weekly information by way of weekly newsletter in Green folders. The staff will also send home behavior calendars, in green folders, to let you know how your student is doing in class.

REPORTS

Formal student assessment and progress will be reviewed at the end of each Trimester. The reports will inform you as to how your student is doing. Pay particular attention to whether or not your student is progressing at their appropriate level.

Parents are asked to attend a parent-teacher conference two times during the school year. The third and final report is mailed home. Reports are a complete assessment of student work and progress in each area of the school day. Parents may request that the report be emailed instead of mailed. This will save paper, postage, and printing time for the office.

PARENT INVOLVEMENT

The best way for parents to be involved at the primary level is to volunteer in the classroom to see firsthand what students are doing and how our classes are structured. The second best way is to read the weekly folder that comes home with work and information specifically for parents.

In addition to parent volunteer opportunities, we also have a parent club. Parents 4 TLC hold community events throughout the year. We welcome all parents to attend their monthly meetings in classroom P-2. Dates can be found on our website.

Parents are always invited to attend monthly TLC Board meetings in P-8. Dates and times are on the website.

VOLUNTEERS

In order to volunteer at Primary Charter School, all volunteers must be processed for security. We will ask all volunteers to fill out a simple form, show clearance for TB testing, and allow the office to make a copy of your driver's license. This is a measure to assure child safety at our school. All volunteers must register at the office and obtain a volunteer badge. Please return the badge when completing the volunteer period.

Primary will have a variety of ways that parents can help either at home or at school. Please attend a Parents 4 TLC meeting for more information.

STUDENT ATTENDANCE

Primary School is scheduled using an extended school year. We expect our students to attend school for 205 days per year. Our philosophy behind the 205 days is that we would automatically build in summer school. Traditional schools have 180 days of regular school and then add 25 days of optional 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 it.

You have been provided with the calendar for the entire year. Please schedule family vacations during our “off” time. Our trimester breaks, while overlapping TUSD’s, are extended to allow for vacations taken during the off-peak times; Any student absent results in loss of revenue for the school. If a child is not present, no matter what the reason, the school is not paid.

The best way for a student to do well at school is to attend each day. Students 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 scheduling appointments.

We expect the parents to call the school when a child is not going to be present. The call may be made at any time prior to the absence. If you call 209.290.0511, an answering machine is available to take your message. You may also email kfagundes@tracylc.net to report an absence. When you report an absence, you must state the day, the reason and your relationship to the student.

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 waiting list. Illness days can not be added just prior to or immediately following an extended personal (family day) absence period.**

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 at all levels are not permitted to leave school early for extracurricular activities on a regular basis. Primary is released at 3:20 pm.

TARDY GUIDELINES

Students are expected to arrive by 8:13 AM*. If a student is late, the student must come to the office for a pass. Students with 5 unexcused tardies within a Trimester must attend a mandatory SST meeting to devise a plan to decrease tardiness. Students will be placed on an attendance contract. Those who breach this contract jeopardize their enrollment status at Primary Charter School.

***Students NOT inside the black gate at 8:13 are considered tardy.**

LATE PICK UP GUIDELINES

Students will remain waiting until 3:35 p.m. Students that remain after 3:35 will wait in their assigned classroom. Parents must enter through the front office and will be charged a late fee of \$10.00 per incident per child (payable to classroom teacher)

Students with 5 late pick ups within a Trimester must attend a mandatory SST meeting to devise a plan to decrease late pick up. Students will be placed on an attendance contract. Those who breach this contract jeopardize their enrollment status at Primary Charter School.

LEAVING SCHOOL EARLY

Students are not to leave campus once they have arrived at school. They may not leave during the school day unless permission is obtained from the office. To obtain permission, a parent or guardian must call or email kfagundes@tracylc.net stating the time he or she is to leave, the reason for leaving, and a number where we can reach the person who is making the request. Parents or legal guardians who pick up the children other than at dismissal time must sign them out of the office.

INDEPENDENT STUDY

We believe the students should be present for school to be meaningful. ***We do not provide independent work when students are absent.***

SCHOOL LUNCH

No gum, candy, soda, or FAST FOOD is allowed at school at any time.

Primary students may either bring a lunch from home or buy a lunch from the cafeteria for \$3.00 for grades TK to 2 and \$3.25 for grades 3-4. Students MUST prepay for

lunches using Meal Time (www.mymealtime.com) or depositing cash or check into student account. If a student forgets lunch, we will serve them a lunch and they can reimburse the lunch program but this is a limited offer. Free and reduced lunches are available if the criteria are met; please check at the office for information. Menus will be provided in advance. They will be posted in classrooms and will be available on our website at www.tracylearningcenter.com

Regardless of whether a student buys lunch or brings it from home a healthy nutritious lunch is the bottom line.

- Students are not to bring soda, candy, or gum as part of their lunch.
- If parents decide to bring a lunch for the student, no food may be brought from a fast food restaurant as we are reinforcing healthy choices.

DAILY SNACKS

Primary students use the concept of communal snacks in grades K through 4. Parents are scheduled to provide snack for the entire class.

These snacks should be individually wrapped and should be healthy choices.

PHYSICAL EDUCATION

All students will be involved in developing and maintaining a personal fitness plan. This plan will include diet, exercise, and interpersonal relationships, as well as self-esteem. To assist students in their goals, lessons in exercise and nutrition, as well as making good choices, will be provided.

Students must participate in physical education. This is not optional.

We are very fortunate to have a daily PE program for all of our primary students. Proper shoes must be worn at all times. These include tennis shoes or any closed toed shoes. Students may not bring shoes to change before or after PE, they must wear the appropriate shoes to school each day.

If a student needs to be excused from PE parents must submit a written or emailed note. These students will also stay in for recess.

STUDENT SAFETY

Our primary concern is for student safety. All recess activities are monitored by staff members. Guidelines are in place for student safety. Students or parents are to report any sexual harassment, physical harassment, or psychological harassment concerns first to a teacher in writing. The teacher is to report the concern immediately upon receiving it

to the director. The director will follow the guidelines of the board policy regarding sexual harassment.

There are regularly scheduled fire and intruder drills. Staff and students are instructed as to how to react to each kind of drill. In the event of an actual incident, parents will receive an alert via Charter Chatter. Do not call the school for more information and do not come to school until instructed to do so.

STUDENT BEHAVIOR

The guidelines for students are simple. We expect students to be:

- Polite citizens
- Productive workers
- Positive cooperators
- Proud individuals

These four areas are known as the school wide outcomes (SWOs). Students learn indicators for success in each area and are rewarded when demonstrating such behaviors.

In return, students can expect teachers to be:

- Well planned
- Consistent when dealing with rules and all students
- Creative, energetic, and entertaining
- Competent in the subject area
- Flexible and understanding

Students are expected to care about their school, their work, and one another. Students are to treat one another with respect at all times.

Lunch is to be eaten in a mannerly and tidy way. Bathrooms are to be kept clean and litter free. They are to be used for the intended purposes only and not become places to eat or hang out.

Behavior on the campus, whether it is in classrooms or outside, is to be safe, both physically and mentally.

All equipment, furniture, supplies are to be used correctly. Students are to show respect and obey any adult on campus. We are a community and should therefore care for and respect all our community members. If these guidelines are maintained, students will be following the rules of the school. It is very important that our expectations are reinforced at home.

RESTORATIVE JUSTICE

Restorative justice is a theory of justice that emphasizes repairing the harm caused which is best accomplished through cooperative processes.

We recognize there are times that students do not do what is expected. While we do not use the usual suspension and expulsion routines of other schools, we do take action to ensure that students who violate the rights of others or are inconsistent with our expectations change. We believe that discipline is a “field of study”. If this is true, then those who behave inappropriately will have to learn new ways. It is our responsibility to work with the student to improve behavior. Exclusion does not change behavior. Working with the student and teaching new behavior is the only way to change the situation in the long run.

On the other hand, we do not expect students to be disrespectful or disruptive to the learning process and we expect to run a safe campus. All primary teachers use the same system for discipline. We use a green, yellow, and red system. Students who reach red in a given day are given a referral and are called to the office to meet with the director. Occasionally a student is sent home or suspended. If a student continues to exhibit a specific problem area, an SST (student study team) approach is used to help the parent, student and staff work together to improve the behavior.

CARE OF SCHOOL PROPERTY

Students are responsible for proper care of supplies given for student use in the classroom and outside. Students are given access to technology which is to be used appropriately at all times and carefully handled.

Students are expected to follow classroom rules and procedures regarding proper use of technology. Those who purposely damage school technology may be asked to replace the device.

INTERNET SAFETY

Students use technology and web-based programs on a regular basis. We expect students to follow internet rules set forth in each classroom. Students who violate these rules will lose the privilege of internet use in the classroom.

RESOLVING PROBLEMS

From time to time, problems and disagreements arise. The following is the course of action to be taken.

- Parents should contact the child's teacher immediately, through email if possible, and inform the teacher of the concern so that a resolution may be reached.
- If the parent is not satisfied at the teacher level, the parent should ask to see the school's Learning Director, Mrs. Campbell (TK-K) Mrs. Stroup (1st and 2nd) Mrs. Estes (3rd and 4th).
- If the problem is school wide in nature, or is not resolved at the school level, the parents should contact the school office for an appointment with the executive director, Mrs. Stewart.
- Matters not corrected at that level are sent on to the TLC Board of Directors. Please submit written concerns to Board President at 51 East Beverly Place, Tracy, California 95376

CLASSROOM BEHAVIOR

Students are expected to do the work assigned, listen to the teacher and not disrupt the learning process with blurting or unassigned movement. Children are expected to be active participants in the class at all times.

STUDENT DRESS

Parents are asked to make sure that their children are dressed appropriate for school. All students are asked to wear proper shoes such as tennis or closed toed shoes every day. Sandals, flip flops and heels should not be worn due to safety hazards.

LOST AND FOUND

There is a lost and found which is cleaned out monthly. Lost clothing is displayed for students in the main hallway and for parents at carline.

TOYS AT SCHOOL

No toys should be brought to school. This also includes before and after school care. Students and parents should check backpacks often for those distracting things that

somehow get into backpacks.

Annual Notification of FERPA Rights and Directory Information Policy

FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The School may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student for limited circumstances, including, but not limited to –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, attorneys, volunteers, or other parties to whom the school has outsourced institutional services or functions.

Notification of FERPA Rights:

This serves as the notification of rights under FERPA for Tracy Learning Center and its public charter schools (Primary Charter School, Discovery Charter School, and Millennium High School) (hereinafter “School”). The Family Educational Rights and Privacy Act (“FERPA”) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. Tracy Learning Center (“stores various student records, including, but not limited to, transcripts, enrollment records, disciplinary records, and immunization records.

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit written requests for access to the Executive Director of Tracy Learning Center (“Executive Director”). This written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

1. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- 2.

Parents or eligible students who wish to ask the School to amend a record should send a written request to the Executive Director. The written request should clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

1. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - ions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met.
 - To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34.
 - To accrediting organizations to carry out their accrediting functions.
 - To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
 - To appropriate officials in connection with a health or safety emergency, subject to § 99.36.
 - To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))

1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

The School will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.

Directory Information Policy:

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School may disclose appropriately designated "directory information" without written consent, unless you have advised the School to the contrary in accordance with the School procedures. The primary purpose of directory information is to allow the School to include information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the School to disclose any or all of the types of information designated below as directory information from your child's education records without your prior

written consent, you must notify the School in writing by the first day of the school year. The School has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

Annual Notification of Uniform Complaint Procedures

2018-2019

This notice is provided by Tracy Learning Center and its public charter schools (Primary Charter School, Discovery Charter School, and Millennium High School) (hereinafter the "School") annually to our students, employees, parents or guardians of its students, school advisory committees, appropriate private school officials (if applicable), and other interested parties of the School's Uniform Complaint Procedures ("UCP") process.

The School is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, pupil fees, Local Control Accountability Plan ("LCAP") compliance and the following programs and activities, to the extent offered by

the School:

<ul style="list-style-type: none">● Adult Education● After School Education and Safety● Agricultural Vocational Education● American Indian Education Centers and Early Childhood Education Program Assessments● Bilingual Education● California Peer Assistance and Review Programs for Teachers● Child Care and Development● Regional Occupational Centers and Programs● School Safety Plans● Special Education	<ul style="list-style-type: none">● Career Technical and Technical Education; Career Technical; Technical Training● Child Nutrition● Consolidated Categorical Aide● Economic Impact Aid● Every Student Succeeds Act / No Child Left Behind (2001) Programs● Foster and Homeless Youth Services● Migrant Education● State Preschool● Tobacco-Use Prevention Education
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A pupil shall not be required to pay a pupil fee for participation in an educational activity, unless the charge for such a fee is specifically authorized by law and does not violate Education Code §49011. A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

Complaints must be filed in writing with the following School employee responsible for processing UCP complaints:

Virginia Stewart
Executive Director
Tracy Learning Center

51 East Beverly Place
Tracy, CA 95376
209-831-5240

Pupil fee complaints must be filed no later than one (1) year from the date the alleged violation occurred and may also be filed with the Executive Director or designee. Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months of the alleged misconduct or the date the complainant first obtained knowledge of the misconduct. A pupil fees and/or an LCAP complaint may be filed anonymously, however, the complainant must provide evidence or information leading to evidence to support the complaint

Complaints will be investigated and a written report with a decision will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with our UCP policies and procedures.

The complainant has a right to appeal the School's decision concerning complaints regarding specific programs and activities subject to the UCP, pupil fees and the LCAP to the California Department of Education by filing a written appeal within 15 days of receiving our decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our decision.

Civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders, may be available to the complainant under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of our Uniform Complaint Procedures process shall be available free of charge.

The School posts a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, and former juvenile court pupils now enrolled in a school district as specified in EC Sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

All School students have a right to a free public education, regardless of immigration status or religious beliefs. For more information about this issue, we recommend families review the "Know Your Rights" immigration enforcement established by the California Attorney General and available on the California Attorney General website here: <https://oag.ca.gov/immigrant/rights>.

The School shall inform students who are victims of hate crimes of their right to report such crimes.

