

# Discovery Charter School

## 5<sup>th</sup> - 8<sup>th</sup> Grade

### Handbook 2019-2020

Address: 51 E Beverly Place  
Phone Number: (209) 290-0511  
School Website: [www.tracylearningcenter.com](http://www.tracylearningcenter.com)  
Weekly School Newsletter: Charter Chatter School  
Colors: Garnet and Gold School  
Mascot: Falcon

6 th/8th Graders A-K: Saker Nest (Purple)

6 th/8th Graders L-Z: Amur Nest (Blue)

5 th/7 th Graders A-K: Kestrel Nest (Green)

5th/ 7th Graders L-Z: Peregrine Nest (Red)

#### **ADMINISTRATIVE STAFF**

Executive Director/Administrator Virginia Stewart  
Director of Enrollment Michele Beringer  
Director of Human Resources Carolyn Woods

Assistant to the Executive Director Kay Fagundes  
School Counselor Kathy Prescott  
Director of Food Services Laura Garcia

Learning Director of 5/6 Kathy Prescott  
Learning Director of 7/8 Ashley Cerezo

#### **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.

#### **School Vision**

Discovery Middle School students **Dream** of a promising future while working to **Develop** their skills and increase their knowledge so that they can pursue career pathways that will provide them the ability to **Dedicate** themselves to a fulfilled and exciting adult life.

## **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.

### **SCHOOL WIDE OUTCOMES**

Each trimester students will participate in a School Wide Outcome (SWO) project. These projects are created to reinforce the schools vision and student expectations. Students will be assigned one SWO per trimester that they will work on both inside and outside of school. Through the creation of this project students will demonstrate their grasp of:

Citizenship  
Cooperation  
Collaboration  
Competition  
Self-Directed Learning  
Communication  
Critical Thinking and Analysis

All students will participate in each SWO and will be graded on their ability to grasp of each assigned topic. The staff will support students in their endeavor to successfully complete each of these projects and ensure that the students have benefitted from the work they complete each trimester. While all students will receive a score/grade on their SWO projects, 8th grade students must demonstrate passing scores on all SWO's in order to participate in 8th grade Promotional Activities.

### **RESTORATIVE JUSTICE**

Restorative Justice is a theory of justice that revolves around the notion that when harm is caused it is to the greater benefit of the community to repair the harm rather than simply punish the action. This is best accomplished through cooperative processes.

At DCS we use positive and negative Nest points as a fundamental part of our Restorative Justice practices. In the event that a rule or expectation is broken students will receive negative points (in increments of 5). At the end of each week each teachers tally the points and submits them. The following Monday the points are reviewed and students whom have received -20 or more are called into the office to participate in a SOAR panel meeting.

The SOAR panel consists of a group of peers (new panel members are selected each trimester), Mrs. Prescott, and Mrs. Stewart. The panel meets with the student(s) and discusses with them the negative points they have received and determines ways in which the student can improve.

This process is meant to more accurately track student behaviors and to ensure that students recognize the potential harm that their behaviors may cause. The number of times a student has to see the SOAR panel is tracked throughout the year, parents are notified via a letter home each time their student sees the panel.

We believe that this process allows students to be part of the solution. It gives them a voice and allows them to spend time reviewing their damaging behaviors or actions with their peers who can help them to find positive solutions to any challenges they may be facing in class.

### **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 nest 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](mailto: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, Math, PE/Health, Social Studies, and Science. In addition, students will have a Spanish/Workroom or Reinforcement Lab class, as well as a daily Enrichment class. Workroom is a study skills class where students will work independently or under the guidance of a teacher to complete projects or assigned work. Reinforcement Lab is a guided academic, study skills, and social emotional/growth mindset class where students will work on furthering their understanding of weekly core class material.

### **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](mailto:kfagundes@tracylc.net)) or Angie Keys ([akeys@tracylc.net](mailto:akeys@tracylc.net)), the morning of the absence to inform us.

Students without a signed note (including doctor's notes), phone call, or e-mail will be marked as a personal day. Students are allowed 7 personal days in a school calendar year. Any personal days beyond 7 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 7 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 consecutive days 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. After a student reaches 10 sick/illness days during the school year a medical excuse must be provided for all illness related absences.

**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 5<sup>th</sup> 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.

Students who are picked up early for medical appointments must provide a medical note to the office the following day.

Students with significant absences, tardies or excessive early pick-ups for any reason may be placed on an attendance contract or asked to withdraw at the Executive Director's discretion.

## **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. This is a time wherein announcements for the day are provided for students, it is also a time of celebration and positivity; students are expected to be attentive and listening throughout.

## **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**

Students will earn positive 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 SOAR Panel Meeting with Mrs. Stewart, Mrs. Prescott and a panel of peers. If a student consistently receives negative nest points that require them to be in the SOARr panel, an 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.

**STUDENT EXPECTATIONS:**

Students are expected to be responsible and respectful citizens while on campus. They are expected to follow the rules and expectations of the classroom and the schoolwide norms. This includes but is not limited to:

Be attentive (SLANT)

Be prepared

Be respectful of others space, time, and property

Follow directions in an orderly and timely manner

Practice quiet and orderly transitions (in class, outside, to lunch, during Unity, etc.)

Use appropriate language at all times

Follow the accepted School-Wide Norms (as outlined in the handbook)

Demonstrate appropriate use of technology under teacher supervision (no individual devices shall be used)

Record both positive and negative Nest Points

Be a positive influence and role model to other

**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 trendy and appropriate for the weekend is not often appropriate for school. The student may be asked to change into their PE clothing in the event that their clothing is deemed inappropriate.

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 LOCKER ROOM ETIQUETTE:**

Lockers are available to store personal items 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 & ACTIVITIES**

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. To participate in all end of year 8<sup>th</sup> grade activities, 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

## **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

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.

● Disclosures, 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 the School:

- 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
- 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

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.