

**MILLENNIUM HIGH SCHOOL
AT THE TRACY LEARNING CENTER**

**HANDBOOK
FOR THE 2010-11 SCHOOL YEAR**

2010-11 TRACY LEARNING CENTER ADMINISTRATIVE STAFF

Executive Director/ Administrator	<u>Virginia Stewart</u>
MHS Learning Directors	<u>DyAnne Fry & Dan Saldate</u>
Millennium HS Counselor	<u>Stephanie Francois</u>
Counselor Assistant	<u>Tawn Schaffran</u>
Director of Human Resources	<u>Maria Vargas</u>
Director of Enrollment	<u>Michele Beringer</u>
Assistant to the Executive Director	<u>Kay Fagundes</u>
Administrative Assistant	<u>Connie Linarez</u>
Purchase and Financial Manager	<u>LouAnne Murawski</u>
Director of Technology	<u>Warren Snell</u>
Director of Facilities	<u>George Hepner</u>
Director of Food Services	<u>Leisa Mendez</u>
Athletic Director	<u>Levinia Woods</u>

Millennium High School is part of the Tracy Learning Center which is comprised of three charter schools: Primary Charter (K-4), Discovery Charter (5-8) and Millennium High School (9-12). This allows students the opportunity to experience a K-12 education on one campus.

Millennium High School Expected School Wide Learning Results:

EXPECTED SCHOOL WIDE LEARNING RESULTS (ESLR's)

1. MHS students will be effective communicators who
 - Can communicate verbally in a public forum
 - Can give direction to accomplish a task
 - Use technology to send and receive information
 - Read, write, speak and listen reflectively and critically

2. MHS students will be complex thinkers who
 - Are able to identify problems and create win-win solutions
 - Are able to use a variety of strategies to solve problems
 - Can utilize a variety of tools to accomplish any task (multi-tasking)
 - Are able to acknowledge other points of view and incorporate these into solutions.

3. MHS students will be responsible citizens who
 - Participate in community service
 - Use technology responsibly
 - Identify needs of their community and contribute to the well-being of the overall community.
 - Knowledgeable of the contribution of diversity to the community
4. MHS students will self-directed learners who
 - Know how to effectively manage time
 - Are able to identify and utilize the resources available for problem solving
 - Continue to strive for personal achievement
5. MHS students will be collaborative workers who
 - Can identify other's skills and talents and integrate them to the group effort
 - Can use criticism constructively toward a positive outcome
 - Know the importance of their contribution to the completion of the task

The values the school is focused on are: ASPIRE, ACHIEVE, AND ADVANCE.

All students are expected to Aspire to higher levels of excellence in all that they do. Everyone must have goals and a vision for their future. The first step in Achieving is having goals and a plan for reaching them. Once goals are achieved, the student is on a path for Advancement. In return, our staff is expected to provide educational opportunities that demonstrate accountability, responsibility and enthusiasm.

SCHOOL COLORS

Millennium school colors are black and gold. The school mascot is the falcon.

THE DAILY SCHEDULE

7:55-8:05	Unity
8:05-9:05	Period One
9:05-10:05	Period Two
10:05-11:05	Period Three
11:05-12:05	Period Four
12:05-12:50	Lunch
12:55-1:55	Period Six

1:55-2:55 Period Seven

2:55-3:55 Period Eight

ADMISSION POLICY

All students are welcome at Millennium High School. First priority for enrollment is given to students who have attended DCS. Students who are children of staff members or board members, students of siblings in other TLC schools, and students in the TUSD boundaries have priority over those outside these limitations. Approximately 125 students are accepted for each grade level. Waiting lists are established. Millennium is a public school and does not discriminate due to race or learning ability.

Transfer Admission Policy

Seniors:	None Accepted
Juniors/Sophomores:	None Accepted after the 1 st Quarter
Freshmen:	None Accepted after the 1 st Semester

This policy is implemented to ensure maximum student success.

SPECIAL SERVICES

Students attending MHS are academically served by placing them in level appropriate sections of core classes. There is no need for 504 plans due to this arrangement. Students who usually require resource support find the class placement a more effective response. Those coming from Special Day classes may find our classes not restrictive enough. We recommend not deciding to come to MHS from Special Ed classes without a formal exit agreement during an official IEP.

ACCREDITATION

The school is fully accredited by the Western Association of Schools and Colleges (WASC). All advanced classes are UC approved. Graduates are accepted into many prestigious four year colleges.

ACADEMIC COUNSELING

Freshmen are aware of the Graduation Pathways. There are three: Vocational College Pathway, College Prep pathway, Early College Entrance pathway. They are counseled each year to monitor their progress and to plan their schedule for FAST TRACK and the next school year. They are reminded of requirements. There are few choices for Freshmen except for math. The initial high school placement in math and core subjects is determined by an entrance placement test. This test is administered in the spring term of eighth grade. Results are sent home.

Freshmen students disputing the math placement may notify the teacher and the office within thirty days. Students who dispute their initial placement may take the final for the math course and if they pass with a B+ or better, they may be placed in the higher level. The counselor or director will meet with Freshmen at the close of the first semester to plan FAST TRACK with them.

Sophomore students engage in tenth grade counseling with the Director and Counselor on a

one on one basis. The students review what they have accomplished and develop a plan for the remaining two years. All scheduling reflects that plan. Students, who fall below an expected graduation of four years, are recommended for academic expulsion. Students on Early College Pathways are generally able to complete up to 30 credits towards a college degree.

Juniors engage in a full year career counseling course called Career Education Seminar. The students meet regularly with the Phase II Coordinator and are given many opportunities to take tests for future training. Career and college options are explored. Many guest speakers come to the seminar to explain job requirements and training.

Seniors take part in a half year Seminar Class and Senior Internship. The internship is provided to give students a view of the work world and the skill set future jobs may require. Students on the Early College Pathway will have a reduced schedule their senior year and are expected to enroll in college classes. The number of college classes will depend of the number of on campus classes they are enrolled in. We want students to be enrolled in at least 4 classes each semester. Seniors who are totally off campus taking college classes will be required to attend an on campus College Review class once a week. The class is designed to keep students in contact with the school. They should also check the website for more information.

Once goals are set, the students are asked to achieve. This means paying attention to learning and focusing in class. Students are expected to do their best in their work and other aspects of the school day. Achievement takes commitment and hard work. We know our students are dedicated to their future and with the program we provide all students are met at their level and should succeed with effort on their part. The only way to advance in life is to have the skills, determination, and the background in skills and experience to move ahead. We believe our academic program and our internship will facilitate the opportunity to advance once high school is complete.

ACADEMIC SUCCESS

Students at Millennium are expected to complete all assignments on time and are expected to do their work to the best of their ability. No late assignment is accepted for credit. If a student is absent, the assignment is due within the number of days that the student was absent. For example: One day absent, one day to make up assignments. Six days absent, six days to make up all assignments.

Academic classes are formed around the skill level of the students for all academic subjects. This is to best meet the needs of the students and to help all students accelerate their learning by addressing their particular needs. Classes should be challenging, but not frustrating. Students must achieve a C or better to earn credit for a class. Since all classes are assigned based on student success and accomplishment, no class should be too difficult. Students who need support will find it is available when they are sincere and concerned about work. Any D grades received are not passing grades and will not receive credit at MHS. In addition, if the student transfers from MHS to a school that accepts D's for credit, the zero credits for any D earned still stand. D credit grades are accepted if credit has been given from another school. This only applies to students transferring *into* Millennium. Students who are significantly behind in credits cannot transfer to Millennium because MHS has a higher graduation credit requirement than surrounding schools and it is impossible to catch up in a timely manner.

ACADEMIC PROBATION

Students who continually fail to meet their assignment requirements or fail to work satisfactorily on projects or in class may be placed on Academic Probation. If your student is placed on Academic Probation, you will receive a letter home indicating the terms of the probation. Parents are strongly encouraged to check Parent Connect frequently to keep up with your student's performance in his/her classes. In addition, please email your student's teachers and/or the Counseling Department with your questions and concerns.

If the student continues to fail courses and does not show a willingness to work to improve, the student will be recommended for academic expulsion. We will not tolerate those who do not do their part in the learning process.

Students who continue to fall behind may be asked to seek an alternative school in order to have the best chance to graduate.

ACADEMIC AWARDS

Each year there will be an award ceremony to celebrate success. Honor roll, and other specific subject awards will be given. Students will be noticed for their achievement in a variety of ways. The calendar will list such events. Students who receive all proficient or above on state tests, will be particularly noticed and rewarded.

TESTING

Students are expected to do their best each year on the state testing. The students who receive Proficient or Advanced in all tests taken are rewarded. The students must also realize that the test results have bearing on class group placement for the following school year. Test results are mailed home with a personal note from the director each year.

All students must pass the CAHSEE in order to successfully graduate from high school. This test is first given at the end of tenth grade. 85% of our students usually pass this test on the first try.

Students are encouraged to take the PSAT in their sophomore and/or junior year for practice for the SAT and to become part of the mailing lists for colleges.

CLASSROOM BEHAVIOR

Disruptive or rude behavior will not be tolerated.

Students are expected to follow all classroom rules of respect for each other, the teacher, and the property in the classroom. Classrooms are to be focused, respectful, and polite at all times. Students are expected to be actively engaged and focused in class. The student is to be attentive to the task at hand. There is to be evidence of pride in the work being done. There is no gum chewing, eating or drinking other than water in the class. Everyone is respectful therefore there is no blurting answers or blurting across the room to one another. Students use the tools for learning appropriately and they do not talk back to a teacher when corrected. All assignments are completed and all students choose to work towards excellence.

The students realize that we expect students to:

- Look alive in class
- Listen well
- Reliably follow through
- Cooperatively and creatively problem solve

- **Be concerned citizens**

In return students can expect staff to be:

- **Competent and well planned**
- **Consistent**
- **Flexible and Understanding**
- **Entertaining and enthusiastic**

We believe that if students and staff give what is expected the school ESLRs will be met. Due to the longer school day, the staff tries to incorporate practice into the class time. Homework should not be extensive. There is always study homework and usually writing and math practice.

NEST PROGRAM

The Nest Program is a merit/demerit program designed to encourage good behavior, positive cultural norms, and school spirit both in and outside the classroom. Students belong to one of four nests that include all grade levels. There are rewards given to the Nest with the most points on a monthly and annual basis.

EXTRA CURRICULAR ACTIVITIES

There are few instances where an off campus activity is allowed during the school day. In order to participate a student should follow the steps below:

- **Obtain Extra Curricular Time Release Form from the Counseling Office**
- **Have parents and all teachers sign off on the form**
- **Turn in completed form to the Counseling Office**
- **Allow enough time (at least 2 days) to complete the paperwork**

PARKING RULES

No car is to be parked along the curb of the school driveway at any time. This is an emergency vehicle zone and must be clear at all times. We discourage cars from parking on the school side of the street as well. We provide a drop off and pick up system for students and parents. Students who drive cars to school must park on side streets and must respect driveways. There is no school campus parking for students.

STUDENT PICK-UP & DROP OFF AREA

All students are to be dropped off and picked up in the back of the school. The street to line up on for pick up is Carlton. Cars will be directed across Mae Street to enter high school pick up. Siblings may wait with their high school student for ease in picking up both school students at one site. All students are to remain at the pick-up zone. Students are not encouraged to walk to another spot to wait for parents to pick them up. Only students walking home or to their cars may leave school grounds at the end of the day. Students walking home are not expected to jay walk across the street or to linger in an area near the school.

Student parking is not available in our parking lot. Student drivers cannot park on East Beverly Place, but any other street is acceptable.

VISITORS

All visitors must check in at the office. No one is to walk on campus, visit rooms 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 encouraged to make an appointment in the office 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
- Emergency contact numbers
- Childcare or babysitting numbers
- Cell phone numbers
- Student medical status

Parents may inquire about school insurance for students. It is available through the school at a cost to parents. Inquire in the front office.

MEDICATION

All medication, prescription and over-the-counter drugs, must follow the California State Health and Safety Codes. School personnel 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 name, medication name, dosage and the time to be given.

PARENT INFORMATION

The school will provide current information by way of the school website www.tracylc.net. (Click here and add to your favorites for easy ongoing access). The Tracy Learning Center Website will have links to the Millennium site where we will maintain information that is current and helpful to you.

Parents have access to their student's grades and other information by utilizing Parent Connect in Aeries, <https://parent.tusd.k12.ca.us/ABI>. There is also link to this site on the MHS Home Page. Necessary information can be obtained by contacting the Counseling Office at 209-627-8299.

The **Charter Chatter**, a Tracy Learning Center newsletter, will be posted on the on the website weekly. All announcements, the calendar and other information will be posted weekly on the site space. We will provide pictures and other ways for parents to see the activities at school. If a parent does not have access to the website, a computer will be available in the office for parent use.

PARENT INVOLVEMENT

We want parents to be involved in our school. We welcome ideas, concerns and involvement. The student attendance and grading system (*Parent Connect*) allows parents to log in and see student progress at any time. Parents must have a password and user name. If you do not have one, you may contact the Counseling Office. Parents should use this access to be informed of student progress. There should never be a surprise grade if this is used. The best way for parents to contact teachers is by way of e-mail. Teachers will respond promptly. The way to e-mail is to use the teacher's first initial and last name attached to @tracylc.net.

The Parent Club has minimized its fund raising efforts and is working to build a strong unified community of parents, staff, and students. Parents are expected to donate \$400 per student to help with the general cost of student education each year. Parents are also expected to contribute 30 hours per family of volunteer time each year.

The Tracy Learning Center also has its own Board of Directors. This Board meets monthly. Visitors are welcome and they may speak or address the Board during designated times at the meetings. All meetings are posted and are open to the public.

TECHNOLOGY

While technology is a focus at the school, it is not for technology sake. We see technology as a critical tool for learning. With the invention of flash drives, students are able to save large amounts of work. They can carry the work, instead of a computer, from home to school and back again. Students should try to print assignments at home and bring them to school ready to turn in. **A printer is not always readily available and the school is not responsible for work turned in late due to a student waiting to print out their assignment at school.** Students will have access to computers for work in research and writing in social studies, science and English if they do not have access to one at home. Limited printing is available at school. Student writing is graded using Criterion in all high school classes.

Every classroom has a bank of computers available for student work. There is no library at the school. The Internet serves as the reference for non-fiction and the local library is available for books. All students receive books for literature. They are expected to take good care of these books.

VOLUNTEERS

In order to volunteer at Millennium High School, all volunteers must be processed for security purposes. We will ask all volunteers to fill out a simple form, allow us to have a copy of their driver's license, and to show proof of a current TB test result. TB results are valid for 4 years. This is a measure to assure child safety at our school. Once cleared by the security check, all volunteers must sign in at the office and obtain a visitor's badge.

As per the Memorandum of Understanding, each family is expected to contribute 30 hours of volunteer time each year. TLC will have a variety of ways that parents can help either at home or at school. Parents may help with awards ceremonies and help coaches with sports. Parents may also volunteer time to help with fundraising etc. There is always plenty to do. Parents are

often asked to contribute needed student supplies for each class: tissues, notebooks, pencils etc... Teachers supply students with lists of what is expected for class.

STUDENT ATTENDANCE POLICY

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, 831-5240, in the morning to inform us of the absence or e-mail Kay Fagundes, kfagundes@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 3 personal days in a school calendar year. Any personal days beyond 3 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 truant 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 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 extra curricula activities on a regular basis. Primary is released at 3:30pm and Discovery and Millennium students are released at 4:00pm daily. Religious classes are an exception.

A student is tardy if they are not present at unity. If they are late due to a doctor's appointment please bring a note from the doctor to make it an excused tardy.

Millennium students are allowed three tardies each quarter. If a student is tardy a fourth time he/she will be suspended for the day and each subsequent tardy during that grading quarter.

Discovery students are allowed three tardies each trimester without consequences, lunch detention will be served for the 4th and 5th tardy. The student will be suspended on the 6th tardy and on each subsequent tardy for that grading trimester.

Teachers cannot excuse an absence.

SPECIAL NOTE TO SENIORS:

Seniors who participate in a "Senior Ditch Day" will forfeit their right to walk at Commencement. This includes students whose parents call in to "excuse" them from the absence.

Millennium High School is scheduled as an extended school year. We expect our students to attend school for 205 days per year. The thinking in increasing to 205 days was 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. High school does have a shorter day for FAST TRACK, which in their case is an added year long, course done in five weeks at 4 hours a day. This semester is to allow for remediation and enrichment for advanced studies.

FAST TRACK is not optional-it is MANDATORY. Students must be on campus, taking an approved college course, or be involved in a pre-approved off campus activity during FAST TRACK or an ‘F’ will appear on their transcript for an elective. Please contact the Counseling Office with any questions.

You have been provided with the calendar for the entire year. Please schedule family vacations during our “off” time. Our semester breaks, while overlapping TUSD’s, are extended to allow for vacations taken during the off – peak times. Any student absence results in loss of revenue for the school. If a child is not present, no matter what the reason, the school is not paid! Excessive absences are a concern and will affect grades.

Students who are tardy to school will be counseled as to how to improve this problem. The fourth tardy in a quarter will result in a 1 day suspension. Each subsequent tardy (after the 3rd) in the same quarter will continue to result in additional 1 day suspensions.

The best way for a student to do well at school is to attend each day. IT IS THE STUDENT’S RESPONSIBILITY TO GET ANY WORK MISSED IMMEDIATELY UPON THEIR RETURN FROM AN ABSENCE! They will only have the time absent to make up the work. Students are at risk of falling behind, as 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 scheduling appointments.

INDEPENDENT STUDY

The Tracy Learning Center does not approve or provide for independent study when a student is away. Please direct your questions to the Counseling Office.

LEAVING SCHOOL EARLY

MHS is a CLOSED CAMPUS and students are not permitted to leave campus once they have arrived at school and are not allowed to leave for lunch and then return. They may not leave during the school day unless permission is obtained from the office. To obtain permission, a student must bring a note stating the time he or she is to leave, the reason for leaving, and a number where we can reach the person who wrote the note. Parents or legal guardians who pick up the children other than at dismissal time must sign them out of the office. Parents are not to go directly to the classrooms. Complete attendance is important! If a student must leave early, please check for the best possible time within the student’s schedule. Students late to school in the morning must have an office pass to enter the classroom. School begins immediately after Unity.

Students with a reduced schedule ***must not*** be on campus when they do not have class. Students who start late may arrive on campus no more than 10 min prior to the start of class and must enter the school by the front office. Students who finish their school day early, must promptly leave campus by way of the front entrance to the school. Students will not have empty periods during their school day. Students may be suspended for loitering if they are found roaming the campus.

Students usually have a reduced schedule to compensate for college class time.

Students may enroll in college classes after Freshmen year. The students may receive help with enrolling from our Counseling Department. The student's college grade must be submitted for their transcript. Students may take up to 11 credits per semester. Once a course has successfully been completed, the student should do the necessary paper work for tuition reimbursement. See the Counseling section of the MHS website under, "College Early Start" for more information.

WORK PERMITS

Students may request a work permit from the Counseling Office. Grades will be checked and a job must be secured before the request can be made. Failing grades or poor attendance are reasons to revoke a permit.

SCHOOL LUNCH

No gum, candy, chocolate, fast food, or soda is allowed at school at any time.

The high school students may purchase items a la cart for cash or from a debit system. 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 the web. Regardless of whether a student buys lunch or brings it from home a healthy nutritious lunch is the bottom line. No fast food is allowed on campus. Students may use a debit system for lunch. Amounts may be sent to the office or given at lunch time for an easy charge system.

Students will be asked to help with clean up during lunch so that the campus is maintained and not littered. This will be a community service to the school.

- Students are not to bring soda, candy or gum as part of their lunch. This includes chocolate covered raisins, chocolate covered granola bars, Kudos or anything with chocolate.
- No fast food lunches or soda may be delivered for the student to eat; this would include restaurants that deliver. Parents must send balanced and healthy lunches. Lunches that are delivered during the school day, will be left in the office. Students may come to the office to check to see if it is there, the classroom will not be interrupted to tell a student a lunch has arrived.

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. Twenty credits of Physical Education must be completed for graduation.

- If a student has a good reason for not participating, the parent must send a written excuse to the teacher.
- After two parent excuses, a physician's note will be required. This must explain exactly what part of the program cannot be done that day and why.
- Athletic clothing, and shoes, not flip flops, must be worn for PE activities. A specific

PE uniform will be worn. The Physical Education teachers will expect all students to be dressed accordingly each day for PE.

- All students must have a combination lock for the locker room. All personal items must be locked up. Money and electronics should be kept on the person if it is not locked up.

ATHLETIC ELIGIBILITY POLICY FOR MILLENNIUM HIGH ATHLETES

All Student athletes must maintain a Grade Point Average of 2.0 or higher

In order to be eligible students must not have any D's or F's in any class during any term before the given athletic season starts. If one class in the 4th quarter is failed a student athlete can become eligible by remediation of that class during the Fast Track term.

If a student fails a class in the 4th quarter that is not offered during Fast Track, they are ineligible. The failure of more than ONE class during the 4th quarter will result in ineligibility due to the fact that only ONE class will be available for remediation during Fast Track.

If a student fails the remediation attempt in Fast Track that student is ineligible to participate on athletic teams.

Adult school and night classes do not count toward eligibility and may not be used as an avenue toward eligibility.

In cases where a student takes a college course during fast track or any school term - said student **MUST PASS** that college course in order to remain eligible for Fall or Spring sports. Dropping the course, failing to attend or earning a grade below a C- will result in that student becoming ineligible for Fall or Spring Sports. Reminder: When students are assigned college in fast track it is not optional.

STUDENT SAFETY

Our primary concern is for student safety. All activities are monitored by staff members. Guidelines are in place for student safety. Students are to report any sexual harassment, physical harassment, or psychological harassment concerns first to a teacher. Subsequent incidents will be addressed by the Learning Director. Parent contact will be made and a conference scheduled. Board policy clearly defines the steps to be taken to address these concerns.

Students are not to engage in any form of play fighting on campus. This is reason for an immediate referral to the office. Play fighting often results in real fighting and will not be tolerated.

CARE OF SCHOOL PROPERTY

Students are responsible for proper care and use of school property and supplies. School property includes all desks, chairs, sofas, windows and doors. Supplies include paper both lined, colored and printer; pencils, rulers, scissors, staplers, paper clips and any office type needs.

Millennium students will have use of computers during certain class time. Guidelines for care and use must be followed to allow student the privilege of using this tool. Technology and the Worldwide Web are integral components of our curriculum replacing the use of textbooks. In addition to the computer, there is the availability of printers. These printers use ink and paper. Students must be certain that what they are printing is actually needed in a hard copy. They must check with a teacher or another adult before printing to insure they are not printing more than is absolutely needed.

STUDENT DRESS

Parents are requested to make sure that their children are dressed for school in an appropriate manner. What is cute and appropriate for weekend attire is often not appropriate for school. Is the outfit disruptive to the learning environment? Some considerations should be:

- Are the shorts too short? Are the tops too short? Are the tops too low? Are the pants too low? Are special undergarments needed? Is the wind blowing? Are the logos or phrases on shirts appropriate for school? Are the clothes respectful to my teachers and other students?

We have learned that some of these questions bring different answers. To better define the answers we are now stating the following guidelines:

- Shorts and skirts must have a defined leg and inseam. The hem of the shorts must reach index finger when hands are at sides.
- Chains may not hang from clothing.
- Tops must cover midsections and must overlap with the unrolled waist of skirts or pants. Modest cleavage only should be showing. Excessive cleavage should not be visible. Immodest cleavage or short shorts will be covered by having students wear PE clothing that day.
- While sagging pants may be the fashion for some sub groups, sagging pants cannot impair walking or sag below the shirt worn. The definition of appropriate pants: from the waist to the top of the crease where legs begin is an acceptable zone for pants. When pants sag beyond just above the leg crease, they are in violation. The student will be sent to the office for a way to keep pants up.
- Shoes should be safe for walking and playing. If flip flops are worn, a spare set should be carried in case of breakage.
- Physical Education requires athletic shoes and uniform attire
- Hats or head coverings, including bandanas, are not to be worn inside buildings by either boys or girls unless for religious reasons.
- Shirts must have logos or sayings that are appropriate for school and should not be related to drugs, alcohol, violence or sex.

If a student comes dressed inappropriately, pants will be hiked up and secured, PE clothes will be worn to cover tops that are too low or apparel that is too short.

An Individual student may wear any color they choose but coordinated group colors will not be tolerated unless approved by school administrators. Further, such clothing known to be affiliated with gangs i.e. bandannas, clothing with certain symbols or writing is never allowed on school grounds.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

For infractions such as profanity in the classroom, talking back to staff, disruptive behavior in the classroom, blurting, gum chewing, among other things will result in correction. This correction can be at the teacher level first then as a referral level to the office. All discipline is conducted by a school administrator.

All referrals are sent to the office for the Executive Director. A referral does not always result in suspension. Prior referrals are considered. When necessary the Executive Director meets with a student and discusses the referral; she may give punishment from a warning to a suspension. The referral will be mailed home and the parent will receive a phone call

explaining the referral and the consequence the same day.

Student referrals are recorded and monitored. Students should not be receiving referrals on a regular basis. Students, who accumulate ten days of suspension in two semesters, will be asked to leave. Fighting and other serious infractions may result in five days of suspension. MHS did not have one single fight on campus last year.

Some infractions may be so serious; they warrant immediate recommendation to the Board for expulsion.

Overly affectionate behavior on campus will result in a referral to the office which may result in suspension.

RESOLVING PROBLEMS

From time to time problems arise. The following is the course of actions to be taken:

- Parents should contact the child's teacher immediately, through e-mail 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 one of the school's Learning Directors -- Mrs. Fry or Mr. Saldate.
- If the parent is still not satisfied, then the Executive Director of the Tracy Learning Center should be contacted via email. (Mrs. Stewart)
- If there is still an issue, the parent should contact the Tracy Learning Center School Board President. Please note, we are not a part of the Tracy Unified School District, calls to them are referred back to the Tracy Learning Center.

ELECTRONICS AT SCHOOL

- Cell phones may be brought to school but must be on vibrate during class time. Students may use phones before school, lunch time, and break and after school. They may not text or answer the phone during the class time.
- Any electronics brought to school are the sole responsibility of the student. They should remain on their person at all times.
- Use of technology in the classroom must be appropriate use and should not be in use unless designated by the teacher.
- Improper use of electronics will result in confiscation.
- Confiscated items must be picked up by a parent. Fines will be assessed as follows:
- 1st Offense: \$15
- 2nd Offense: \$25
- 3rd + Offense: \$30
- The money collected will be used annually for a Senior Scholarship Fund.

FIRE DRILLS

Students practice fire drills periodically. All teachers instruct students in fire safety practices and exiting routes. Students will exit in single file silent lines to facilitate safety and further instructions if they should become necessary. Earthquake preparedness is also a part of our safety routine. Maps for placement during the drill are marked in each room.

COMMUNITYSERVICE

Community service is an outreach beyond one's personal interest for the humane good of others. It can be school based or community based.

What is the number of hours expected for Millennium students?

Students are expected to complete at least 200 hours of community service over the course of four years at Millennium. Students should try to complete fifty each year. Students are responsible for fifty hours per year so a student entering after the 9th grade will need to complete 50 hours per year he/she is enrolled at MHS.

Can a student do something that is related to a church for community service?

Many churches offer opportunities for community service such as food banks, clothing drives, etc. This is acceptable if it is pre-approved. What is not acceptable for community service is preaching or working for the particular spread of the faith of a church.

How do I know the status of my student's hours?

The list of hours is listed on the MHS website under *Counseling* and then *Community Service* by student ID #. This is updated regularly. Students are responsible for turning in the documentation for their hours. These are submitted to the Counseling office located in M2. Students should submit hours completed sheets often and not wait. Hours earned for a particular year are due by the end of FAST TRACK each year or they do not count. Any hours earned during our summer break may be turned during the next school year.

What happens if a student does not complete 200 hours of community service?

Students must complete the 200 hours of community service prior to mid-May of the graduating year at Millennium or they will NOT WALK. It is a requirement for graduation.

What are acceptable community service tasks?

Any jobs posted or announced by the Community Service Coordinator are acceptable tasks. Those pre-approved by the Community Service Coordinator are also acceptable. Community Service opportunities are announced at Unity, posted in classrooms, and are available on the Millennium High website.

LEADERSHIP

Students will be asked to petition to be a part of a leadership class which will be held at zero period. The students selected will meet as a class with the learning director and plan and implement school activities. The students will receive elective credit for the class.

CLUBS

Students may participate in clubs. Clubs are held within the school day during lunch.

REQUEST TO RETURN

If a student chooses to leave Millennium to attend another local high school and then wishes to return, the student must petition to return. The student will be interviewed by staff and students to determine why the student wants to return and if the student will contribute to the good of the school upon return.

FAST TRACK

FAST TRACK is part of the school year at Millennium. It is not optional. Students are required to take one course during this extra session. If the student has completed all course work, the student is permitted to enroll in a college class. Freshmen must take an offered class on campus. Some advanced courses offered have a grade prerequisite. To eliminate a poor grade, FAST TRACK is the only recourse. Courses retaken during the regular year do not erase a poor grade previously earned.

The Fast Track semester is a half day five days a week. Depending on the course, a student may earn five or ten credits. No more than two days absences are permitted during FT. Any tardy time is logged as one full hour. Four tardies equal one day absence.

ON-GOING ISSUES

This handbook is a work in progress. As issues come up, we will add to the handbook as needed. Please check the website for the latest updated version.

