

Tustin Connect K-12 Blended Learning School

Tustin Unified School District
714-430-2052 -- tustinconnect.org

Student Handbook 2019-2020



Change the setting. Change the Story. Thrive.

Mission

To provide students a flexible, yet rigorous, alternative education solution within a caring community that cultivates success, resilience, and advocacy for themselves and others.

PRINCIPAL'S MESSAGE

Welcome to Tustin Connect! Tustin Connect is a school of choice that offers independent study and online learning for students in grades K-12.

The purpose of Tustin Connect is to provide students a flexible, yet rigorous, alternative education solution within a caring community that cultivates success, resilience, and advocacy for themselves and others. The curriculum and learning outcomes for Tustin Connect are the same as more traditional schools in the Tustin Unified School District. The primary difference at Tustin Connect is that student learning is packaged in a way that is flexible and more personalized.

It is clear that employers, colleges, and universities are demanding even higher levels of competence in the ability to read, write, compute, and think. The need to meet those requires us all to rethink our approach and provide more flexibility to our students and families. Along those lines, Tustin Connect has established schoolwide learner outcomes and pathways that will help students succeed in a competitive world. In addition to mastering all academic standards and earning credit towards graduation, Tustin Connect students learn to become effective communicators, self-directed learners, and global citizens.

The policies and procedures in this handbook are designed to help the school run smoothly and to ensure that you have a successful school year. Your teachers and our entire staff are eager to help support you throughout the year.

We are looking forward to getting to know you and having you join us at Tustin Connect!

Sincerely,

Erick Fineberg
Principal, Tustin Connect

TUSTIN CONNECT OVERVIEW

K-8 Location

Located at Estock Elementary Campus
14741 North “B” Street., Tustin, CA 92780
714-430-2052

High School Location (Grades 9-12)

Located at Educational Support Center
1151 San Juan St., Tustin, CA 92780
714-430-2052

Tustin Connect offers personalized online and blended learning for K-12 students in the Tustin Unified School District. Tustin Connect teachers assign students weekly learning activities and assignments that are primarily completed online and at home. Students must check-in with their teacher at least once a week at their scheduled time or during collaborative learning days or lab hours. Online or virtual appointments are available as needed.

Curriculum: In accordance with state and district standards, the curriculum at Tustin Connect approximates that of the traditional schools in the district, which enables participating students to complete the district's adopted course of study within the customary time frame. Students have access to the same services and resources that are available to other students in the district and have equal rights and privileges.

UC A-G Approved Courses

Tustin Connect High School courses satisfy all “a-g” requirements.

NCAA Course Approval

Tustin Connect High School is approved by the NCAA and offers NCAA approved courses. NCAA does not approve some categories of courses, so please double-check before enrolling. You can view our list of approved courses on the NCAA website.

Student Body: Students who thrive at Tustin Connect are those with parental support and self-motivation. Students who choose to enroll at Tustin Connect may include:

- Elite athletes, musicians, actors, and gifted students
- Home-schooled students
- Students who prefer a more personalized and flexible learning environment
- Students who need a temporary time out from traditional school for a variety of personal reasons
- Students with particular medical conditions, which prevent them from attending a full day of school

Eligibility for Independent Study:

Participation in independent study may be approved for a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently. For a student with disabilities, as defined in Education Code 56026, participation in independent study shall be approved only if his/her individualized education program specifically provides for such participation.

Attendance:

Weekly assignments are geared to approximately 20-30 hours per week of concentrated study. Attendance is based on work product (all work completed for a typical week = 5 days of attendance). Attendance is regularly reviewed and students/parents receive timely notifications if a student does not complete his or her assigned work or misses an appointment. The administrator and teachers confer regularly on the status of students. According to TUSD Board Policy, failure to complete 3 independent study assignments will result in an evaluation to determine if a student should remain in Independent Study.

Health Information:

If an illness or injury occurs after a student arrives at school, he/she is to report to his/her instructor and then to the office. The health clerk and office personnel have first aid training; the school nurse is always on call. A parent will be notified as needed, which is an important reason to keep the office informed of any address and phone number changes.

Mental Health Services

Students and parents can initiate mental health services by contacting our school counselor in the main office or by phone at 714-430-2052.

Prescription Medication:

Under California law, the proper forms regarding prescribed medicine must be completed by parents and doctor(s) prior to giving medicine to students during school hours. The forms may be obtained from the office. A new form is required each school year.

Voluntary Participation & Transfers:

If, at any time, it is the judgment of either the parent or the teacher/advisor that significant progress is not being made toward the mutually agreed-upon objectives, the student will be referred to a more appropriate program. To prevent a student from falling behind in their studies, the supervising teacher may recommend a change of placement as early as 3 weeks from the signing of the master agreement if the teacher judges that adequate progress is not being made. A student's participation at Tustin Connect is voluntary. Students participating in independent study have the right, at any time, to enter or return to the regular classroom mode of instruction. High school students who want to transfer back to their comprehensive high school of residence at the beginning of either semester may do so, if they are on schedule to graduate and receive permission from the school they want to attend. Students must attend the final semester at their home high school if they plan to participate in the home high school graduation program.

High School Work Experience:

Student must be enrolled in the Work Experience class. For every 100 hours of paid work hours and if the student has attended school regularly, 5 credits can be earned with a maximum of 10 credits per semester. Students must be in good academic standing to earn full work experience credit.

High School Due Dates and Late Work:

Assignments, discussions, quizzes, tests, or projects not completed/submitted within two weeks of the due date will receive up to a 50% reduction per teacher's discretion. Additionally, all assignments, other than final exams and projects, need to be completed the week before finals at the end of each quarter.

IMPORTANT EXCEPTION: There is no grace period for the final week of each quarter.

Student Fees

All students in Tustin Unified are entitled to a free public education. For detailed information regarding student fee policies, please view our website at www.tustinconnect.org/enroll.html.

DISCIPLINE RESPONSIBILITIES

Student Responsibility:

All students are expected to respect others and to follow the rules and regulations of the Board of Education, the school administration, the teachers, and other adult staff members. If you have any questions, feel free to ask any staff member.

Parent Responsibility:

Parents need to know the academic, behavior, and attendance status of their students. It is the parents' obligation to work with Tustin Connect to develop good behavior habits and attitudes with their student.

School Responsibility:

It is the school's responsibility to provide a learning environment free from distractions and misbehavior. The adult staff shall provide positive models that are observable as good examples for students to follow.

GENERAL INFORMATION

Dress Code: Applies to all schools in the Tustin Unified School District

Tustin Connect students are expected to wear clothing that is comfortable, clean, safe and APPROPRIATE. What a student wears to school must not disrupt the educational process at Tustin Connect. A student's dress and general appearance should reflect pride in themselves and their school and not be such that it draws undesirable attention to the student; nor should dress and appearance detract or interfere with teaching and learning in the classroom and/or on the campus.

It is expected that all students shall maintain their person and clothing in a modest, clean, and age appropriate manner consistent with the District Dress Code. The school district also grants authority to modify this dress code during the school year, if necessary. Students must be in dress code from the moment they step onto the campus, regardless of the time of day.

Tustin Connect students must wear clothing that is comfortable, clean, safe, and appropriate. The following guidelines must be followed:

Shirts/Tops

- No tight/revealing shirts (undergarments showing, see-through, low-cut, etc.)
- Undergarments must be worn at all times but not be visible
- No bare midriff/crop/tank/tube tops
- No spaghetti straps, bare shoulders, or shirts with less than one inch straps
- No halter or swimwear tops

Pants/Shorts/Skirts

- No short-shorts, micro-mini skirts or shorts and skirts that are tight or revealing
- No excessively loose or baggy pants/shorts (Pants/shorts may not exceed more than two sizes of the student's actual size)
- Pants/shorts must be worn at the waistline
- Hems must be sewn, no frayed, split, or pinned legs
- Pants may not drag on the ground
- Pants/shorts may not allow undergarments to be exposed
- No excessively long, untied, or dangling belts
- Overall straps must be worn over the shoulders and buttoned
- Pants worn excessively low are considered a form of sexual harassment
- Pajamas or lounging pants are not acceptable

Footwear

- Footwear which is safe for school activities must be worn at all times
- No slippers, flip-flops or sandals

Gang-Related Attire

- No oversized tan, gray, or black cotton work pants (pleats hand folded)
- No metal belt buckles with engraving
- No clothing with professional sports insignia/logo/athlete names or associated with an off campus non-approved group or club
- No hairnets, wave caps, or do-rags

Other Items

Jewelry, chains or accessories which pose a threat to school safety, accessories or grooming identified by appropriate law enforcement agencies and school officials as being gang related may not be worn at any time. Clothing and accessories associated with violence, drugs, tobacco, alcohol, obscenity, bigotry, and sexual harassment or worn in a sexually harassing way will not be worn at any time. **The dress code may change as local law enforcement deems appropriate. Any piece of clothing, hair style or item in the student's possession that the principal feels will distract from the learning process will not be allowed.**

Violation of the dress code may result in:

First Offense: Warning, student is provided an alternative (P.E. clothing or loaner t-shirt).

Second Offense: Discipline referral assigned, parent is contacted and an alternative is provided.

TUSTIN UNIFIED SCHOOL DISTRICT CONDUCT

The Tustin Unified School is dedicated to providing an educational program for all students on school campuses that are a safe, secure environment and free from violence. Every student shall attend school punctually and regularly; conform to the regulations of the school; and obey promptly the directions of teachers and others in authority. Students shall be held strictly accountable for their conduct. Students who do not exercise the required self-control shall be subject to disciplinary action. The District encourages and solicits the cooperation of parents in regulating the conduct of students.

Students are subject to disciplinary action for misbehavior. Disciplinary action may include, but is not limited to counseling; conferences with teachers, counselors, or administrators; detention; class suspension; suspension from school; referral to site guidance committee; involuntary transfer or expulsion. Students may also be subject to the alternative disciplinary action of community service on school grounds during non-school hours. Community service may include but not be limited to outdoor school beautification; campus betterment; teacher or peer assistance programs.

Definition of Terms:

Suspension means the removal of a pupil from outgoing instruction for adjustment purposes. During the time a student is suspended from school, he/she is not allowed to be on any school campus or participate in any school activities.

Expulsion means that a student may not attend any school in the Tustin Unified School District for a period of time determined by the Board of Education.

Unacceptable Behaviors:

Tustin Unified School District lists the following behaviors as unacceptable on school grounds, in the community during the coming to or going from school, during the lunch period on or off campus, or any school-related activities.

Students may be suspended and/or expelled for any or all of the following:

- Causing, attempting to cause, or threatening to cause physical injury to another person [(E.C. 48900 (a))]
- Possessing, selling, or otherwise furnishing any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil has obtained from a certificated school employee written permission to possess the item, which is concurred in writing by the principal/designee [E.C. 48900(b)]
- Unlawfully possessing, using, selling, or otherwise furnishing, or is under the influence of any controlled substance, and alcoholic beverage, or an intoxicant of any kind [E.C. 48900(c)]
- Unlawfully offering, arranging, or negotiating to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind, and then either selling, delivering, or otherwise furnishing to any person another liquid, substance or material and representing the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant [E.C. 48900 (d)]
- Committing or attempting to commit robbery or extortion [E.C. 48900 (e)]
- Causing or attempting to cause damage to school property or private property [E.C. 48900 (f)]
- Stealing or attempting to steal school or private property [E.C. 48900 (g)]
- Possessing or using tobacco, or any products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff chew packets, and e-cigarettes [E.C. 489800 (h)]
- Committing an obscene act or engaging in habitual profanity or vulgarity [E.C. 48900 (I)]
- Having unlawful possession of, or unlawfully offering, arranging, or negotiating to sell any drug paraphernalia [E.C. 48900 (j)]
- Multiple incidents of disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties, such as: [E.C. 48900 (k)] Some examples include:
 - Violating the Dress Code

- Being off-limits on school grounds or leaving school without permission or being truant
- Littering, Cheating, Gambling
- Using skateboards, roller-skates, rollerblades, or bicycles in off-limit areas or using a laser light pen
- Failing to follow classroom and site rules
- Being involved in forgery
- Making bomb threats/false alarms
- Knowingly receiving stolen school property of private property [E.C. 48900 (l)]
- Possession of an imitation firearm [E.C. 48900 (j)]
- Committing or attempting to commit a sexual assault or committing sexual battery [E.C. 48900 (n)]
- Harassing, threatening, or intimidating a student who is a witness or complaining witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student or both [E.C. 48900 (o)]
- Making unwelcome sexual advances, requests for sexual favors, or other verbal visual, or physical conduct of a sexual nature which has the purpose or effect of having a negative impact of the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment. This section does not apply to students in grades K-3 [E.C. 48900.2]
- Engaging in harassment, threats, or intimidation directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonable expected effect or materially disrupting classwork, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment (grades 4-12) [E.C. 48900.4]
- Using radios or electronic devices inappropriately (including cellular phones and electronic pagers without prior permission of the principal/designee) [E.C. 48900.5]

Sexual Harassment:

Sexual harassment of any level will not be tolerated at Tustin Connect. Incidents should be reported to a staff member as soon as possible. The complete Tustin Unified School District Sexual Harassment Policy is available upon request in our main office.

Drug and Alcohol Violations:

Students who possess, use, or are under the influence of any controlled substance (drug), alcoholic beverages, or an intoxicant of any kind, or who possess or sell any drug paraphernalia (equipment used for the taking of drugs) shall be suspended from school for 5 days and shall be involuntarily transferred or recommended for expulsion depending upon the seriousness of the offense [E/C/ 48900 (c), 48915 (a)]

- Students using, under the influence of, or possessing alcohol, drug paraphernalia, or less than 1 ounce of marijuana, and having no previous drug or alcohol violations shall be

suspended for 5 days and involuntarily transferred to another school, and shall be placed on administrative probation for one year.

- Students having two previous drug and/or alcohol violations, and students possessing any controlled substance (including more than one ounce of marijuana) or selling a controlled substance shall be suspended for 5 days and shall be recommended for expulsion from the Tustin Unified School District.

Mandatory Expulsions:

Students who commit any of the following acts at school, or at a school activity off school grounds, shall be recommended for expulsion from Tustin Unified School District: [E.C. 48915 (c)]

- Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil has obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
- Brandishing a knife at another person
- Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code
- Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) or Section 48900 of the Education Code

Transcript Grading Scale

Tustin Connect uses the following grading scale for report cards and transcripts:

Letter Grade	Course Percentage
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59% (No credit earned)

Repeated Courses & Credit

Any course repeated beyond the maximum credit allowed will not receive additional credit. However, if a student repeats a course to improve his/her grade, credit will be given for the course with the higher grade. Remediation is available for students who receive a grade of D or F in any given class.

Academic Integrity Policy:

At Tustin Connect academic integrity and honesty are highly prized. Unless sources are documented, a student's name on a school paper or online submission, extra assignment, project, test, or quiz implies that the work is his or hers alone. Students are expected to uphold the spirit and the consequences of this policy in completing all school related tests, quizzes, projects, reports, essays, homework assignments, and in-class assignments. No assignment is exempted from this policy.

Academic integrity issues may be reported to colleges and universities who request this information. The teacher/counselor recommendation and Secondary School Report address major disciplinary matters involving academic integrity.

The faculty will not tolerate cheating, copying, or plagiarism. We wish to foster and evaluate student learning and student work. Cheating, copying, and plagiarism include but are not limited to the following: Copying another student's work or allowing another student to copy work; Using unauthorized materials, such as an electronic device or notes, during a classroom test or quiz; Using another's words without giving credit to the source.

The consequences for violating the school's academic integrity policy are:

First Offense: Student receives a failing grade on the specific assignment on which cheating occurred. No make-up work is offered. The teacher will contact parent(s)/guardian(s) to inform them that the student is being referred to the site administration and receiving a discipline referral for academic dishonesty. Student receives an "N" in citizenship and work habits on quarter report card.

Second Offense: Student receives a failing grade on the specific assignment on which cheating occurred. No make-up work is offered. The teacher will contact parent(s)/guardian(s) to inform them that the student is being referred to the site administration and receiving a discipline referral for academic dishonesty. A parent conference is required. Student receives a "U" in citizenship and work habits on quarter report card.

Third Offense: Student is withdrawn from the course and receives an "F" on the semester grade. Parents are notified and a parent conference is required with the administrator, counselor, and teacher.

TUSTIN CONNECT HIGH SCHOOL

GRADUATION CREDIT REQUIREMENTS SUMMARY

SUBJECT AREA	CREDITS REQUIRED	Details
English	40	Four years of English or Honors/AP English
Math	20	Minimum Geometry requirement
Science	30	Three years of Science, including one year Life Science and one year Physical Science
Social Science	30	One year World History One year U.S. History and Geography One semester American Government One semester Economics
World Languages and/or Visual Performing Arts and/or Applied Arts	20	Minimum of ten credits in World Languages or Visual/Performing Arts
Physical Education	20	Unless student has been exempted pursuant to Education Code provisions
Technology		Requirements will be met through successful completion of middle school. Technology proficiency embedded in the middle school curriculum.
Electives	70	Will include various classes based on students' interests
Total Credits Required	230	

STATEMENT OF NON-DISCRIMINATION

(Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, § 504 of the Rehabilitation Act of 1973)

The Tustin Unified School District does not discriminate in any employment practice, education program, or educational activity on the basis of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, veteran or military status, medical condition, pregnancy and related conditions, retaliation, or political beliefs; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The District will take steps to assure that the lack of English will not be a barrier to admission and participation in District programs. A copy of the District's nondiscrimination policy is available from the Tustin Unified School District Office.

The following position is designated Coordinator for Nondiscrimination at Tustin Connect Center to handle complaints regarding discrimination, harassment, intimidation, or bullying, and to answer inquiries regarding the District's nondiscrimination policies:

Name: Erick Fineberg
Position: Principal
714-430-2052 ext. 52103
efineberg@tustin.k12.ca.us

Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Coordinator, the principal, or any other staff member. In addition, any student who observes any such incident should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying or to whom such an incident is reported shall report the incident to the Coordinator or principal, whether or not the victim files a complaint.

SCHOOLWIDE LEARNER OUTCOMES

Tustin Connect has established the following schoolwide learner outcomes for all students.

Effective Communicators who:

- Communicate clearly and intelligently through writing, speaking, and multimedia.
- Listen intently and form thoughtful and analytical responses to complex problems.

Self-Directed Learners who:

- Meet or exceed academic standards and embrace new challenges.
- Take ownership and responsibility for their learning.

Global Citizens who:

- Contribute their time and talents to improve the quality of life in our school and community.
- Exercise the rights and obligations of citizenship at local, state, national and global levels.

STATEMENT REGARDING STUDENT FEES

The Constitution of the State of California requires that we provide a public education to you free of charge. Your right to a free education is for all school/educational activities, whether curricular or extracurricular, and whether you get a grade for the activity or class. Subject to certain exceptions, your right to a free public education means that we cannot require you or your family to purchase materials, supplies, equipment or uniforms for any school activity, nor can we require you or your family to pay security deposits for access, participation, materials, or equipment. Under certain circumstances, students involved in extracurricular programs, clubs and/or sports may be required to attend fundraising events held by the program, sport or club just as you may be required to attend any other event put on by that program, club or sport. However, you will not be required to raise funds as a condition of participation.