

Lathrop High School



2022-23

Student Parent Handbook

<https://www.mantecausd.net/lathrophighschool>



Lathrop High School

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What To Do Where

Attendance Office

- | | | |
|----------------------------|-----------------------|-------------------------------------|
| * Off campus Pass | * Work Permits | * Physical Forms (Athletics) |
| * Parking Permits | * Weekly Grade Checks | * Free-reduced lunch forms (online) |
| * Parent Connect Info | | |
| * Emergency forms (online) | | |

Manteca Unified School District policies prohibit discrimination, harassment, intimidation, and bullying at all school sites and school activities based on actual or perceived characteristics: race, color, ancestry, nationality, national origin, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics at any school sponsored activity.

**Message from
Greg Leland,
Principal**



Welcome to Lathrop High School, home of the Spartans! Our student population of 1,503 reflects the diverse community of Lathrop, located in the heart of the San Joaquin Valley.

Lathrop High School is a dynamic and creative high school that constantly strives to prepare students for the world in which they will live and work. Our extra-curricular activities have been very popular with our students, as we offer a full complement of athletic, club, and co-curricular offerings. One of our goals is to assist each student in getting connected with a program and mentor on campus to get them involved in the school community.

Additionally, the Lathrop High staff recognizes the need for ongoing professional development focusing on quality instruction to increase student achievement. Through the Professional Learning Community model, we will continue to explore avenues for our students to experience success and challenge them with rigorous and valid curriculum, which supports them in becoming college and career ready. Whether in the academic, extra-curricular, athletic, or visual and performing arts, we exist for our students. The Lathrop High community is committed to working together to build upon our strengths, identify areas of need and put in the countless hours of dedication to make our school a better place for all students. Go Spartans!

**Lathrop High School
647 Spartan Way
Lathrop CA. 95330**

**Campus Extensions
Main Line (209) 938-6351
Attendance Line (209) 938-6351
Office Fax (209) 938-6390
Attendance Fax (209) 938-6389**

**Office Hours:
7:30 AM – 4:00 PM**

THE MISSION OF LATHROP HIGH SCHOOL

The mission of Lathrop High is to provide each student with a comprehensive education in a safe and supportive environment that promotes critical thinking, self-discipline, and accountability. Lathrop High school strives to prepare its students with the skills and abilities to be successful and become contributing members of their communities

THE Vision OF LATHROP HIGH SCHOOL

The vision of Lathrop High School is to be a united team preparing all students for life beyond high school; becoming a place of synergy and energy in all aspects of school culture and a community of excellent: making LHS a school that is recognized for high quality academics and strong programs.

RESPECT THE SHIELD

At Lathrop High School, "Spartans Honor Integrity, Engagement, Leadership, and Determination." These character traits are infused into our instruction and celebrated through our Student – of - the - Month program and our biannual Respect the Shield Assembly.

2022-2023

Important Dates to Remember

July 29	Spartans Unite: 10th, 11th, & 12 th
August 3	9th Grade Link Crew
August 4	First Day of School/Senior Sunrise
September 6	Labor Day
September 9	Minimum Day
September 9	Respect the SHIELD Rally
September 29	Powder Puff Game
September 30	Homecoming Rally
October 6-7	Final Exams/Finals Schedule
October 10-14	Fall Break
November 11	Veterans Day/No School
November 23	Minimum Day
Nov. 24-25	Thanksgiving Holiday
December 9	Whobilation Celebration
December 15-16	Final Exams/Finals Schedule
Dec. 19-Jan 4	Winter Break
January 13	Minimum Day
January 13	Winterfest Rally
January 16	MLK Day/No School
February 13	Lincoln's Birthday/No School
February 20	President's Day/No School
March 9-10	Final Exams/Finals Schedule
March 13-17	Spring Break
April 2	Prom
April 6	Minimum Day
April 7-10	Holiday Break
April 14	Respect the SHIELD Rally
May 23-24	Final Exams/Finals Schedule
May 27	Minimum Day
May 25	Graduation
May 26	Last Day of School

Bell Schedule

REGULAR BELLS			
1st	8:40	-	10:10
2nd	10:16	-	11:50
Lunch	11:50	-	12:20
3rd	12:26	-	1:56
4th	2:02	-	3:32
LATE START WEDNESDAY			
1st	9:40	-	10:55
2nd	11:01	-	12:20
Lunch	12:20	-	12:50
3rd	12:56	-	2:11
4th	2:17	-	3:32
MINIMUM DAY			
1st	8:40	-	9:45
2nd	9:51	-	11:00
Break	11:00	-	11:14
3rd	11:20	-	12:25
4th	12:31	-	1:36
FINALS			
Final	8:40	-	10:40
Break	10:40	-	10:54
Final	11:00	-	1:00

Dear Parent or Guardian, Governing boards of school districts are required to notify parents or guardians of their rights as specified in the Education Code. The enclosed Education Code sections are concerned with these rights.

Please sign and return an emergency form updated, or complete form online, when your student returns in August. Your signature on this form indicates: 1) that you have received the Parents' Rights form, 2) whether or not you live on government property, 3) that you consent to have your child treated in case of an emergency if you or your emergency contact cannot be reached, and 4) that you are aware of the different clubs available to students at Lathrop High. If you have questions or concerns, please contact the school principal or office of Child Welfare and Attendance (CWA), MUSD.

COUNSELING INFORMATION

Career Paths Approach

A carefully selected curricular path will better prepare students for life after high school. All students are encouraged to choose challenging curriculum. There are two paths in each program major: professional and skilled:

- The professional path assumes that a student is preparing for university or community college transfer degree and meets all the entrance requirements for a California public college or university. These requirements are known as the “UC/CSU a-g” requirements.
- The skilled path assumes that a student is preparing for the community college system, trade or technical schools, or certificate programs, as well as entry-level jobs.

It is our hope that the career pathways will assist student and parents as they work with their counselor in preparing for the chosen career path. These career paths may be altered whenever needed with the assistance of the school counselor.

Graduation Requirements

English.....	40
Math.....	30
(Must pass Algebra 1 or equivalent)	
Social Science.....	30
World History.....	10
U.S. History.....	10
Gov/Econ.....	10
Science.....	20
Physical Science.....	10
Life Science.....	10
Physical Education.....	40
Health Education.....	5
Fine Arts/World Language. ...	10
Electives	120
Total	275

Valley Community Counseling (VCC)

Referrals to this outside agency are available through the counseling office. VCC services are site-based and require a referral and a permission slip signed by parent/guardian.

- Nonacademic counseling
- Substance abuse counseling
- Crisis Intervention

Applications can be picked up in the counseling office.



COUNSELORS:

A – Da, CARE Counselor	Lisa Wilson
De – Lim Counselor	Vacant
Lin – Re Counselor	Kristen Gleason
Rh – Z Counselor	Sydney Flood

CONTACT YOUR COUNSELORS

Counselors provide a large number of services for students. To contact your counselor, please message them on Teams or send them an email. Below is a brief listing of some of those services:

- Academic counseling toward high school graduation and college entrance
- Annual academic conferences
- Vocational/military information
- Scholarship and financial aid information
- College information
- Graduation requirements

Credit Deficiency Policy

Students and their parents must stay on top of academic progress. Should your student fail a course, check with the counselor to explore credit recovery options.

Credit Remediation is available through Manteca Adult School during a student’s Junior and Senior Years. Students are limited to 2 remediation classes per school year.

ELIGIBILITY INFORMATION

Eligibility Policy

Students will be ineligible for extra (i.e. athletics, clubs, all dances) and co-curricular performance activities (i.e. band, drama) for any of the following reasons:

- Less than 20 units per term
- Less than 2.0 GPA previous semester
- Two (2) F's or U's in a grading period
- Suspended 5 days or twice (less than 5 days) in the same grading period = "U"

Students become eligible on the 46th school day after the suspension(s)

- Grades calculated on 4 point system; AP and Honors classes may be weighted.
- Seniors receiving a 5 day suspension, 2 suspensions of less than 5 days, or 2 U's for the fourth quarter will not participate in the graduation ceremony and activities. Seniors must be eligible to attend Grad Night.

Citizenship Grades

The staff of Lathrop High has high expectations for student behavior. All students will receive a citizenship grade each semester. Citizenship guidelines are as follows: attending class regularly, being on time with all necessary materials, completing homework on time, meeting deadlines, doing work independently when requested, exercising care of school equipment, showing respect for students, staff, and others, not disrupting class, and exercising good conduct.

If a student receives two "U" grades on a report card, he/she is ineligible for the next semester. Unsatisfactory citizenship may be earned for exhibiting inappropriate behavior, being disruptive, being uncooperative, or interfering with other students' learning.

An automatic "U" will be given for being placed on a Tardy Contract for receiving five (5) tardies in the same semester or for a 5 day suspension or twice in a grading period. Only the concerned teacher will issue the "U" mark.

How to Calculate Your GPA

Use the current semester final grades.

Multiply ATTEMPTED CREDITS by POINTS = TOTAL column

Points: A=4 B=3 C=2 D=1 F=0 I/NM=0

Add ATTEMPTED CREDITS and TOTAL columns separately.

Divide TOTAL by number of ATTEMPTED CREDITS. Gives GPA.

Course	Final Grade	Attempted Credits	Grade Points	Total
PE	A	5.0	4	20
English	B	5.0	3	15
Physical Sci.	A	5.0	4	20
Ceramics	C	5.0	2	10
Total		20		65
Attempted credits= 20 Total=65 65 divided by 20=3.25 GPA				

A-G Requirements: ONLY "C" grades and above count for college!

- 4 years English
- 2 years History/Social Science
- 3 years Math (Algebra 1, Geometry, Algebra 2)
- 2 years Lab Science (Ex: Biology/Chemistry)
- 2 years Language other than English (World Language) required – 3 preferred (of the same language)
- 1 year Visual/Performing Art (VAPA)
- 1 year College Prep Electives

PATHWAYS TO ACADEMIC SUCCESS

Block L and Lamp

The Academic Block L is achieved by earning:

- a grade point average (GPA) of 3.6 or higher for three terms.
- For every two additional terms with a 3.6 or higher, the student will earn a Lamp.
- Throughout four years of high school, a student can earn up to one Academic Block and two Lamps.

See your counselor for more information.

Honor Chords

Department honor cords recognize a student's academic accomplishments according to specific departmental criteria. Honor Cord requirements are updated annually. Please reach out to your School Counselor for detailed requirements.

Students who meet requirements within each department will be presented with a colored honor cord to be worn at the graduation ceremony. Applications are available in the Counseling Office in April, and it is the students' responsibility to submit their application to the counseling secretary.

Seal of Biliteracy

This award is given in recognition of seniors who have attained proficiency in two or more languages, celebrating the benefits of being bilingual. See your counselor for more information.

LHS Scholarship

Learn about available scholarship opportunities on the LHS scholarship page. Updated monthly! Visit the LHS website and click on Scholarships to view upcoming scholarships, along with qualifying criteria and how to apply. X

<http://www.mantecaUSD.net/schools/high-school/lathrop/scholarships> X



Valedictorian/Salutatorian Selection Process and Criteria

- Student must complete entire senior year at a MUSD high school.
- Student must have at least three classes on campus each term during senior year.
- Students in accelerated programs (graduating in less than four years) will not be considered for selection.
- Valedictorian and Salutatorian will be identified at the third semester grading period of the senior year.
- The grade point averages will be equalized by applying a special mathematical formula. Note: a detailed explanation of this is available from the counseling office.
- Co-valedictorians or co-salutatorians are chosen only when points are exactly the same up to hundredths of a percent.

California Scholarship Federation (CSF)

The California Scholarship Federation, Inc., is a nonprofit organization whose mission is to recognize and encourage academic achievement and community service among middle and high school students in California. There are approximately 1500 chapters in middle schools and high schools throughout the state, and each chapter is comprised of student members who meet eligibility requirements. CSF promotes scholastic excellence through rewarding those who take the hardest classes and achieve the highest grades in them.

PATHWAYS TO ACADEMIC SUCCESS

Senior Awards Night

As the 12th grade ends, LHS honors its senior class by recognizing students for the honors and achievements they have earned throughout the year at the annual Senior Awards Night. In the presence of parents and families, Spartan staff and the Lathrop community, students are celebrated for academic achievements, athletics, scholarships, and other honors.



Activities Letter Requirements Lathrop High School

Three letters are available at Lathrop High School: Athletics, Activities and Academics. Activities Letters are designed for those activities on campus that “go above and beyond” the normal school day.

Activities Letters at Lathrop High School are available in the following areas:

- Associated Student Body/Leadership
- Band
- Choir
- Theatre
- FFA
- JROTC
- Link Crew
- Yearbook



In order to earn an Activities Letter and first year insert, at a minimum student must:

- ✓ Participate in a minimum of at least two years (four terms) of the given activity.
- ✓ It will be at the advisor’s discretion that the students earn this block for each additional 2 years of involvement.
- ✓ Students must also earn grades of “B” or higher in each of the terms that they are enrolled and citizenship marks of “S” or higher in each of the terms they are enrolled.

Each of the above-mentioned student activity arms may include additional requirements that pertain specifically to their activity at the discretion of the Advisor (see page 2). The Co-Curricular Club Advisor will submit a list of recommended Activities Letter recipients to the Activities Director once a year in May.

Activities Letter Requirements (*continued*)

Lathrop High School

Requirements (*In addition to minimum requirements*)

Associated Student Body/Leadership (GAVEL)

Band (MEASURE)

- At least 4 full terms participation. (i.e. Fall, Spring, Fall, Spring) – As listed above.
- One or more terms must be in the Advanced Band, earning an “A” for both semesters.
- Must have participated in the MUSD Honor Band at least once.
- Students who have already earned their Activity Block, must be in the MUSD honor band an additional year to receive the following year’s activity patch.

Choir (TREBLE CLEF)

- At least 4 full terms participation (i.e. Fall, Spring, Fall, Spring).
- One or more terms must be in the Advanced Choir, earning an “A” for both semesters.
- Participation in at least one of the following: SJ County Honor Choir, ACDA Regional Honor Choir, or ACDA All State Honor Choir.

Theatre (DRAMA MASKS)

- Earn a grade of “A” in each grading period.
- At least one term must be in Advanced Drama.
- At least four evening performances and one a
- advanced production.

FFA (FFA)

- A minimum of participation of 8 activities
- Must have a minimum of 3 Ag classes.

JROTC (JROTC)

- Earn a grade of “A” in each grading period.
- Sustained participation in at least four (4) community or school projects each semester
- Sustained participation and be a member in good standing in at least one (1) JROTC Team in each of the four (6) Terms for which this award is to be earned.
- Do not appear on the academic ineligibility list.
- Hold a leadership position successfully for the entire school year for at least 1 year (2 academic terms)
- Meet with the Senior Army Instructor for an interview.
- No suspensions from school.
- No derogatory reports from any teacher (behavior, grades, class performance)
- Sets the example at all times.
- Consistently shows good effort in all JROTC activities
- The Senior Army Instructor is the approving authority for the award of the LHS Army



Link Crew (TORCH)

Yearbook (YEARBOOK)

Inserts/Additional Specific Activity Requirements
(In addition to minimum requirements) continued...

Lamp Requirements

1. Have already received Academic Block “L” (Students may earn more than one Lamp)
2. Must have a 3.60 GPA or greater for two (2) additional terms. (3.59 and/or below will NOT qualify)
3. Complete application and have counselor verify grades
4. Return completed applications to the counseling office by Friday, March 20, 2020
(Applications received after March 20th will be denied)

If your application meets the above requirements you will receive notification to pick up your Lamp in the Counseling Center. If your application does not meet the above requirements you will be notified by the Counseling Department.



Block Waiver

Seniors may waive one period each term.

Senior students who wish to waive a class period must meet the following criteria:

- 1) Be credit appropriate (on track to graduate)
- 2) Be eligible – 2.0 GPA, less than 2 F's, no discipline/behavior issues, bill & fine free, good attendance (including tardies), A-G (on track)

Transportation to and from school is the student/parent responsibility.

Students are not to be on campus during the waived period.

NOTE: Any student who becomes credit deficient or ineligible will forfeit waiver.

STUDENT CLUBS & STUDY SKILL

Lathrop High Clubs

Current clubs are listed below. All clubs must meet specific yearly approval guidelines.
See activities director for guidance and approval.

Club Name	Instagram
Academic Decathlon	Acadec_lhs
Art and Photo	art.club.lhs
Basketball – Girls	lathropgirlsbasketball
BSU	lathrophighbsu
Center Stage Theatre	lhs.centrestage
Chess Club	lhs_chessclub
Class of 2023	lathrophigh2023
Class of 2024	lathrophigh2024
Class of 2025	lathrophigh2025
Cross Country	lhs_cross_country
CSF (CA Scholarship Federation)	lathrophighcsf

Club Name	Instagram
Health Occupation Students of America	lathrophosa
Interact	lhsinteract_
Link Crew	lathrophighlinkcrew
Naturally Sharp	spartanband
Poly	lhspoly
Sing with Heart	lathropschoir
Soccer	lathropgirlsoccer
Softball	Lathrophighsofball
Speech & Debate	Speech_and_debate_lhs
Spartanime	lhspartanime
UBE	uplifdbenergy
Yearbook	lhsyearbook

LIBRARY INFORMATION

All students and staff are welcome to use the resources of the library. Library and Technology Center hours are Monday - Friday from 7:30 am– 4:00pm. For current library resources and detailed policies and procedures, please visit <https://www.mantecausd.net/domain/675>

Printing is available for free. Students are expected to observe acceptable behavior, including no food, gum, or drinks. **Entry during class time is by teacher pass only.** A valid ID is required to check out materials and/or equipment and access student library accounts.

Up to two library books may be checked out with a valid student ID for 21 days. Fine notices will be emailed to student email accounts daily during the school year. Overdue items are billed replacement cost after 30 days. Lost or damaged library books must be paid for at replacement cost. Students without standing overdue notices will be restricted from checking out further items until all fines are paid or cleared.

LIBRARY INFO CONTINUED

Textbooks

Textbooks are the property of MUSD and are provided “on loan” to students. Ed Code 48904 states that “the parent or guardian of a minor shall be liable to a school district for all property belonging to a school district loaned to a minor and not returned upon demand of an employee of the district authorized to make the demand.”

Textbooks will be checked out during Orientation, or on the first day of attendance for new enrollment/transfer students. At the end of the year, or when transferring from Lathrop, students will return all textbooks to the library. Materials will be assessed for condition and students will be charged for damage/loss. All obligations must be cleared with the library staff and account clerk.

Students are responsible for their own textbooks. This includes damage that occurs due to fire, water, theft, etc. Book covers are required. Do not use contact paper or any other stick-on covers. Students should not write in or highlight texts, nor should they loan textbooks to friends

<u>Condition</u>	<u>Fine</u>
Lost	Replace
Pages torn out	Replace
Bar code missing	\$5
Pen/ink marks	\$5 minimum
Spine damage	\$5 minimum

**No food or
drinks are
allowed in
the library**

YEARBOOK INFORMATION

Designed by students for students

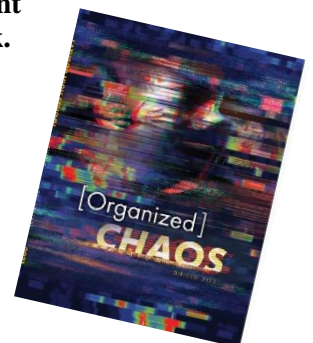


Yearbooks celebrate the high school experience. They keep moments frozen in time for students to look back on and remember forever. Everything is covered: sports, rallies, classes, clubs, and more—even individual student photos are included! Every single student is in the book.

Limited quantities available

PURCHASE ONLINE:

www.YearbookOrderCenter.com



PARENT INFORMATION

Messages from the Attendance Office:

Personal Messages/Deliveries

- ❖ Every effort is made not to interrupt the learning environment. We will send a pass for your student to pick up items dropped off. **We are not responsible for items dropped off for your student, including money/cash.**
- ❖ Due to health and safety concerns food may no longer be dropped off in the office. In addition, outside vendors are not permitted to make food deliveries to students.
- ❖ We are not able to hold your student's sports equipment or bags in the office. You will need to make arrangements with your student to hand-deliver these items to them during lunch or after school.
- ❖ Please refrain from delivering flowers or gifts for your student. **Balloons are not allowed on campus at any time.**

Parent Connect

Stay connected! View assignments, grades, attendance, upcoming news and events via computer, tablet, or mobile device. Re-enrollment (summer packet) can be submitted digitally through this platform. Download the convenient Manteca USD app, go to <https://q.musd.net/ParentPortal> (parents) or <https://q.musd.net/student> (students). If you do not have an account, please the office for assistance; please include your student's name. This is also a convenient way to communicate with teachers.

Contacting Teachers

If you need to contact a teacher individually, there are two potential options to follow:

- Call the school (209-938-6350) and follow the directions for contacting individual teacher's voice mail.
- Access our website or Parent Connect where you can contact individual teacher's email addresses

Medications at School

Medications will not be accepted or administered without the following requirements: 1) physician/parent request forms must be filled out completely with signatures (and detailed instructions), 2) medication taken to school must be in pharmacy labeled bottle or kit.

Nonprescription medication, i.e. aspirin, will not be given at school even at parental request. Parents may bring medication to school and administer if necessary. Students may not keep medicine on their person or in lockers. All medicines must be turned in to the Health Clerk unless prior arrangements have been made.

Unique health conditions: If a student has a unique health problem (i.e. severe allergic reaction, seizures, heart problems, etc.), it is imperative that the school be notified.

Miscellaneous Information

- ❖ **Lost and Found**
Look for items in the office or in the cafeteria.
- ❖ **Nurse**
A school nurse is available through the District Health Services program.
- ❖ **Valley Community Counselor**
Referrals for outside counseling are available during the week.
- ❖ **On Campus Tutoring**
LHS offers tutoring programs for all students on campus. See your counselor for tutoring schedule.
- ❖ **Healthy Families**
Info See Counselors for more information.
- ❖ **Medical/Hospital Services**
Medical costs of students' accidents are normally the responsibility of the parents or guardians.

PARENT INFORMATION (Continued)

Immunization Information

The following legal guidelines must be met in order for students to be legally enrolled. Failure to abide by this framework lead to temporary exclusion from school until met:

- Polio: at least 3 doses with month and year validated; at least one must be after 2nd birthday.
- DPT/DT: at least 3 doses with month and year validated; at least one after 2nd birthday.

Open Enrollment

Open enrollment period is in January (tentative) of each year. Open enrollment is determined by a lottery system through the district office.

Continuation of open enrollment is contingent upon satisfactory attendance, behavior & academic achievement.

Parent Involvement

Several opportunities are available for parents to become involved at Lathrop:

- ♦ Athletic Boosters
- ♦ Band Boosters
- ♦ ELAC
- ♦ SBCP Committee (Site Council)
- ♦ And more! Contact school for info!

ATTENDANCE POLICIES

When Absent...

All absences must be cleared through the Attendance Office by phone (938--6350) **WITHIN 5 WEEK DAYS**, i.e. if a student is absent on Friday, the absence must be cleared by the following Friday, **INCLUDING** holidays. Documentation is recommended for medical/ dental appointments. Parents are encouraged to schedule medical appointments after school hours.

- Failure to clear absences **WITHIN 5 WEEK DAYS** will result in Saturday School. Unexcused absences cannot be cleared beyond the 5 day limit. **A doctor's note is required after 3 consecutive days of absence.**

Types of Absences:

- **Excused:** illness, medical appointment, (doctor note required after 3 consecutive days), funeral; (one day in state, maximum of three out of state; memorial card or letter from funeral home required), family emergency (acceptable explanation must be provided), school sponsored activity
- **Unexcused:** vacations, missing bus, no ride, oversleeping, baby-sitting, shopping, out of town, working, unexplained, functions or appointments for other persons, translating for other persons, club/travel sports and dance competitions, graduations, DMV appointments, sibling performances, are some examples of unexcused absences.

Types of Absences Continued:

- Must be pre-approved (documentation required): college visit (juniors/seniors only; requires preapproval form and documentation, for 3 days per year), religious holiday/retreat/ event, court, Military Entrance Processing Station (MEPS; not to exceed more than 3 days without administrative approval).

Make-up for Excused Absences

Students with excused absences are entitled to make up all work for full credit. Students must be responsible for arranging all such make up with each teacher. Students shall have no less than two (2) days make up time for each day of absence up to five (5) days. This time shall exclude weekends and holidays. At the teacher's discretion, time limits may be extended. Each teacher shall determine the standards necessary to receive a grade.

Physical Education, Band, Choir and Ag FFA require attendance for participation in and performance of course work. Thus, these courses may use penalties for reason of absences, if attendance is an integral part of the grade and that such standards are uniformly implemented throughout the department. Penalties may include lowering of a grade. Board Policy 6154.

ATTENDANCE INFORMATION (Continued)

Absences for School Activities

No academic penalty shall be issued because of absence(s) for a school sponsored activity. Work due on the day of absence is expected to be turned in, on, or before the day the absence occurs, and every effort must be made by the student to get assignments done prior to known absences.

Check Out Procedures

Students who must leave prior to the end of the school day **MUST** check out through the Attendance Office.

Call the Attendance Office to check out your student for appointments. The office will send your student a pass to leave class at the appropriate time to check out through the attendance office.

Parents are encouraged to make all appointments after school hours whenever possible, as this will lessen instructional disruptions. Failure to properly check out of school will result in an unexcused absence plus disciplinary action: either detention or Saturday School.

Students are not to use personal cell phones to call home to check out, as the Attendance Office must contact parents first. Please, do not leave a message on the recorder to check students out.

Poor Attendance

Consistently poor attendance and trancies will lead to several negative ramifications:

- Parent notification and truancy letters
- Referral to Vice Principal for parent conference
- Referral to SARB (Student Attendance Review Board)
- Excessive absence letter to improve attendance (after 6 excused absences)
- Pre-medical warning letter to improve attendance (after 10 excused absences)
- Medical note requirement from doctor for each absence—telephone advice is not accepted (after 15 excused absence)
- Saturday School/suspension
- Community School referral

NOTE: In order to participate in athletics (practice or games) students must be present for 2 full periods.

Automated Calling

Our automated dialing system calls home nightly for absences and tardies of one or more periods, unless cleared ahead of time.

Clearing Absences Made in Error

Students marked absent in error must have teacher email attendance for correction, verifying the student's presence. It is the responsibility of the student to take

Tardy Policy

As per school policy, any student who is late to class (unexcused) will be assigned detention. The following steps will be taken:

- 1st tardy: Teacher warning
- 2nd/3rd tardy: Parent contact and detention assigned
- 4th tardy: Parent contact and referral to counselor
- 5th tardy: Referral to Vice Principal
- Additional tardies will result in progressive disciplinary consequences, such as Saturday School or in school suspension.

Habitual Tardiness

Reasons such as oversleeping, missing the bus or train, car problems, the alarm not going off, etc. Will not be considered as excused tardies. Such actions may result in disciplinary action, a tardy contract, other possible consequences

Board Policy No. 5113a A student should not be absent from school without the parent's knowledge and consent. Students will be allowed to be absent from school, for reasons expressly authorized by applicable law. Verification of absence can be verbal, in person or written to be determined by the principals. The Board of Education directs that absences for "justifiable personal reasons" under Education Code Section 48205 shall be granted only for comparable short-term absences (maximum: five days) unless a longer time is required by applicable law. A principal or designee cannot approve an absence for such purposes as traveling with parents on a vacation or business trip, or for early starts or late returns from such trips.

Electronic Device Use Policy

Students are responsible for their own school issued device. This includes damage that occurs due to fire, water, theft, etc. Students should not loan their school issued device or charger to friends. It is the student's responsibility to notify their teacher if their device needs any repairs.

**Cell Phone
Electronic
devices may NOT
be used during
class time
without teacher
permission**



CONSEQUENCES

1st offense:	<ul style="list-style-type: none"> - Device taken away, student pick up in office after school - Teacher contact parent/guardian
2nd offense:	<ul style="list-style-type: none"> - Device taken away, student pick-up in office after school with parent/guardian permission - Parent/guardian contact - Student assigned detention (failure to serve will result in Saturday school)
3rd offense:	<ul style="list-style-type: none"> - Device taken away, student pick-up in office after school with parent/guardian permission - Parent/guardian contact - Student assigned Saturday school
4th offense:	<ul style="list-style-type: none"> - Device taken away, student pick-up in office after school with parent/guardian permission - Administration contact parent/guardian - Student assigned 2 Saturday schools
5th offense:	<ul style="list-style-type: none"> - Device taken away, student pick-up in office after school with parent/guardian permission - Administration contact parent/guardian - Student assigned in school suspension and lesson on electronic misuse.

Board Policy 5131(b)

Electronic Signaling and Communication Devices

The Manteca Unified School District Governing Board allows pupils to possess and use electronic signaling and communication devices while on campus. If directed by the driver all electronic signaling and communication devices will be in the off mode and out of sight while being transported by District-operated vehicles, and during instructional school hours; passing periods, rallies, assemblies, and other school activities during the instructional day, for all grades K-12. Electronic signaling and communication devices may be used grades K-12 before and after school, and grades 9- 12 during brunch and lunch. With prior written permission from the teacher, school principal, and the parent, the student may use an electronic device in class only under the direct supervision of the teacher for instructional purposes. Students that capture photographic or digital images while on school property during the school day without prior permission of the Principal or designee may be subject to disciplinary action. Students and parents are to be advised that the District is not responsible for the theft or loss of students' electronic devices. No student shall be prohibited from possessing or using portable communication or electronic signaling devices that are determined by a licensed physician or surgeon to be essential for the health of the student and use of which is limited to purposes related to the health of the student

BEHAVIOR GUIDELINES

Student Code of Conduct

The code of conduct applies to any student who is 1) on school property, 2) in attendance at school or on the way to or from school or during lunch, 3) at any school sponsored activity on or off campus, and 4) whose conduct at any other time or place has a direct and immediate effect on maintaining order and discipline or protecting the safety and welfare of the students or staff in school.

BEHAVIOR GUIDELINES Continued

SUSPENSION and EXPULSION: violations of the following sections of the EDUCATION CODE 48900 are grounds for either suspension and/or expulsion from the district:

- *A. Threatened, attempted, or actual physical injury to another.
- *B. Possessed, sold, furnished, or used explosives, dangerous objects, or weapons (including knives, stun guns [P.C.12650], pepper spray [P.C.12403.8])
- *C. Possessed, sold, furnished, or used alcohol or controlled drugs (as defined by Health and Safety Code 11007)
- *D. Unlawfully offered controlled drugs, then provided another substance in place of it
- *E. Committed or attempted robbery or extortion
- F. Attempted or actual damage of school or private property
- G. Attempted or actual theft of school or private property
- H. Possessed or used tobacco products
- I. Committed obscene acts, habitual profanity or vulgarity
- J. Unlawfully offered or furnished any drug paraphernalia
- K. Disrupted school activities or willfully defied school authorities (includes fighting)
- L. Knowingly received stolen school or private property
- M. Possession of imitation firearm
- N. Sexual assault/battery
- O. Threatened or harassed witness
- P. Soma Drug offered, arranged or negotiated to sell or sold
- Q. Hazing
- R. Bullying/Cyber bullying
- S. Aids/Abets
- Sexual Harassment (48900.2)

*Expulsion hearing required

E.C.44807 "... schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess." Students are deemed to be under the jurisdiction of the school in the following circumstances: during, or while going to or from school sponsored activities; while on school grounds; going to or coming from school; during lunch, on or off campus.

Parents will be required to accompany students suspended for fighting on the date of their scheduled return to school. Also, anger management sessions will be recommended with our onsite Valley Community Counselor.

Failure to attend Saturday School as assigned may result in suspension!

Disciplinary Action for Less Serious Offenses

Saturday School: students will be assigned Saturday School from 8:00am to 12:00 noon for the following reasons:

- For any unexcused absences
- For persistent behavior problems, i.e. violation of tardy agreement, leaving campus without a pass or checking out, 2 or more phone/dress code violations and any other inappropriate behavior.
- Alternative: students may perform 2 hours of work detail or 2 hours of tutoring with a staff member

Only official excuses for not attending will be accepted, for example, a doctor note for illness or verification of a family emergency.

Teacher Suspension:

(Ed Code 48910) a teacher may suspend a student from class for any of the acts enumerated in EC 48900 for the day of the offense and the following day. The teacher shall ask the parent/guardian to attend a conference to discuss the incident.

Detention:

Students are required to serve assigned detention in a timely manner. Contracts with the teacher and administration may follow if tardies become habitual. Unserved detention may result in Saturday school.

DETECTION DOGS

Lathrop High has participated in the use of detection dogs on campus to provide a deterrent for the possession or contraband items on campus. There may be routine, random inspection of areas such as lockers, classroom backpacks, gym areas, and parking lots (cars). These random inspections will be conducted to insure consistency of areas searched. The dogs are not trained to sniff individuals. The dogs will pick up scents of live or spent ammunition, traces of alcohol, and illegal substances, as well as empty alcohol containers.

DISCIPLINE/BEHAVIOR POLICY

Student Procedures for Reporting Sexual Harassment

Below is the procedure to follow if any student feels that he/she is being sexually harassed by another student or by a school employee or other person who is on the school grounds or at a school activity:

- Report this verbally or in writing to any school administrator, counselor, teacher, or other staff member, or to the District Coordinator of Child Welfare and Attendance. This person may be reached at 825-3200, X50735.
- You will be asked to put the complaint in writing and sign it, or the person you complained to can put it in writing and have you sign it.
- Within one school day, the person you report the harassment to will forward this information to your principal (unless he/she is the one you feel is harassing you) and to the Coordinator of CWA.
- Within one school day, the principal or Coordinator of CWA will designate a trained investigator who will initiate an investigation within two school days of receiving the report. • Your complaint will be handled in accordance with MUSD Policy 5145.8.
- Each complaint shall be promptly investigated in a way that respects the privacy of all parties concerned to the extent permitted by the law and to the extent practical and appropriate under the circumstances.
- The investigator will communicate his/her findings to you and to the alleged harasser as quickly as possible.
- After concluding the investigation, the complaint investigator will put his/her findings in writing and will forward a copy to the principal and the Coordinator of CWA within one week or a reasonable extension of time thereafter for good cause.
- A written record of the investigation will be maintained by the school and district separate and apart from your student file.

Weapons/Graffiti Laws

SB292 expands bans on weapons by also prohibiting any instrument that propels a metallic projectile, such as a BB or pellet, through pressure. It also prohibits knives or an ice pick. SB374 makes the defacing of public property or vehicles by graffiti punishable by a fine up to \$500 and a minimum 24 hours of community service.

District Policy Sexual Harassment

The Manteca Unified School District has adopted a student policy on sexual harassment (5145.81a)

The policy strictly prohibits sexual harassment by a student or employee. It is defined as unsolicited and unwanted sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature (EC 212.5), which can create an intimidating, hostile or otherwise offensive educational environment.

Examples of types of conduct which are prohibited or may constitute sexual harassment include:

- Unwelcome leering, sexual gestures or propositions
- Unwelcome sexual slurs, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- Graphical verbal comments about an individual's body, or overly personal conversation
- Sexual jokes, stories, drawings, objects, pictures, or gestures
- Spreading sexual rumors
- Touching an individual's body or clothes in a sexual manner
- Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint

Bullying

Bullying is a form of violence. It can be physical, verbal, psychological, or sexual. Here are some examples of bullying:

- Physical: hitting, kicking, spitting, pushing
- Verbal: teasing, threatening, name-calling •
- Psychological: excluding someone, spreading rumors, intimidating
- Sexual: touching, assault, exhibitionism, and many of the actions listed above

Bullying may also occur through the Internet or other forms of technology. This is known as cyber bullying. It is sending or posting hurtful material. Bullying is common, but it should not be viewed as a normal part of growing up. It is more damaging to children than previously thought. Bullying has a negative effect on a student's ability to learn. Bullying/cyber bullying will not be tolerated at Lathrop High School.

MISCELLANNEOUS INFORMATION

Character Counts

At Lathrop we subscribe to two programs- Character Counts and Victory With Honor- that address the development of character, values, integrity, responsibility, good citizenship, and appropriate behavior for all students. We will be reinforcing many of the concepts found in these programs, as we feel that it is very important for students to acquire good habits and citizenship as part of their experience at Lathrop. Parents, please follow the concepts of ETHICS: Express commitment, Teach importance of character as a role model, Hold yourself and your student accountable, Inform yourself about school, Create an atmosphere of consequences and good behavior, Support character education.

WAC Sportsmanship/ Victory With Honor

The Western Athletic Conference has adopted guidelines for Victory With Honor. A good sport has been defined as “a person who can take a loss or defeat without complaint, or victory without gloating and who treats his/her opponents and officials with fairness, courtesy, and respect.” It is the intent of the league to eliminate all distractions which might tend to destroy the best values of sport and to stress the importance of fair play. This includes being courteous to officials and visiting teams and fans. We must remember to yell for our team and not against the visiting team & fans.

Clean Campus

Lathrop High School staff and student body take pride in maintaining the beauty and cleanliness of our campus. We believe the appearance of our environment contributes to the overall positive culture and climate of our school.

Staff and students contribute in various ways to keeping our campus litter free. We have a Clean Campus Committee comprised of students working to encourage and motivate their peers to clean up after themselves. Students have the added incentive of getting brunch time extended when the campus is found to be consistently neat and clean.

Administration also reserves the right to cancel brunch in the event that campus is found to be unkept over a few days. Monitors, administrators, teachers and other staff lead by example, cleaning up litter around campus daily. Various clubs and groups also work on clean up days and at various other times throughout the year to keep our campus clean and welcoming to everyone.

**No food or drinks
in classrooms or offices.
No gum on school grounds.**

Internet Information

Lathrop High students have access to the Internet. Having this technology also means greater responsibility from students. Before a student internet account can be created, in order to access the internet, they are required to fill out an Internet access form. This must be signed by both the student and parent and will be kept on file for the current school year. Students caught using the Internet without permission or accessing information of an illegal, inappropriate, or unauthorized manner will be disciplined and lose their Internet access. Student use is monitored by the District Office.

Dance Information

Lathrop High sponsors two dances throughout the school year. To enter the dances, students must meet all eligibility requirements (including GPA of 2.0) and must present a current school picture ID. All school rules are in effect during dances. School dress codes will also be enforced. Doors will open at a specified time and **will close one hour after they are open**. Once the doors close, students will not be allowed to enter. Once students leave the dance, they will not be allowed to re-enter.

Guest Passes for Dances

Passes are limited to one guest per student. Approval by administration is based upon the following:

Formal / Prom

- Former students who graduated from MUSD one year removed and left MUSD in good standing.
- In good standing (fine free, detention hours cleared, eligible).
- Calla High and Independent Study students may be guests with the approval of their principal.
- Students under an expulsion order or Manteca Day students cannot attend.
- Host student will be responsible for guest behavior.

This policy is set by the school and district administration and is offered at the discretion of the school administration.

Administration reserves the right to further restrict this guest policy as needed.

**“Every job is a self-portrait of the person who did it.
Autograph your work with excellence.”**

-- Unknown

MISCELLANEOUS INFORMATION

Student Parking

Students may park in the west end of the parking lot only under the following conditions:

- Must possess a valid CA driver's license
- Must display a Lathrop HS parking pass
- Adequate insurance
- Auto to be left alone during the school day
- Abide by driving/parking privileges outlined in permit request

Permission to park/drive may be revoked by administration for violations of school rules or inappropriate driving. Also, all vehicles must be registered or will risk being towed at owner's expense.

Students will not be allowed to park on the streets surrounding the school; they must park in the lot. MUSD is not responsible for the theft or damage to vehicles or any contents therein. Parking is at your own risk. The district will be held harmless and released of any liability arising from use of the parking facilities.

Students are subject to violations of the Lathrop Police Department and may be cited.

- First Offense= warning
- Second Offense = Saturday school.
- Continued citations= parking permit may be revoked

Teen Driving Laws

Several years ago, laws were passed affecting new student drivers (age 16 or older):

- Before taking the driving test, all teens must have had a learners permit for a minimum of 6 months.
- Teens will be required to have at least 50 hours of driving practice.
- Once a teen gets his/her license, no one under the age of 20 will be allowed to ride in the vehicle driven by the teen without an adult over 25 present for one year.
- New licensees will be restricted from driving between the hours of 11:00pm and 5:00am unless they have written permission or are accompanied by a licensed driver at least 25 years old

Riding the School Bus

Riding the bus is a privilege which should not be abused. Students are under school jurisdiction from the time they leave home until they return in the afternoon. Students must comply with the following bus rules:

- In order to board the bus, students must be able to show a valid ID
- Students must obey bus driver at all times
- Students must remain in seats
- Students must not shout, gesture, or act in any manner that may distract the driver and jeopardize the safety of others.

Continued disorderly conduct will be sufficient reason to lose bus riding privileges (Policy 5131.8b).

All school rules apply on the bus.



18 Years Record Request

Those 18 year old students wishing to receive their records directly must submit a request in writing to the principal. Parents will be notified of the request (EC 49061a).

Work Permits

All students under the age of 18 must obtain a work permit in order to be employed. Students requesting a work permit application must meet all eligibility requirements. You need to already have the job or at least an interview to request an application which can be picked up from the counseling secretary in the office.

Work permits must be renewed every year in August.



Dropping Off and Picking Up Students Before & After School

Because of high traffic in front of the school at the start and end of day, we are requesting that parents make arrangements to drop off and pick up students on adjacent streets.

P.E. and ATHLETICS

Physical Education Waiver

Students may waive physical education in the junior and senior year if they enroll in an ROP class or an academic class in lieu of physical education.

Waivers may be picked up in the Counseling Center. It is required that the Physical Education Department Chair, the student's counselor, and the principal approve the waiver.

Physical Education

Physical education department policy requires that students wear a uniform for class. School logo uniforms will be sold during Orientation and in the Administration Office the first week of school. Physical Education department policy requires students to wear school PE uniform to class resembling school colors. Uniforms must be clearly identified with the student's name marked with a permanent marker (last name and first initial). PE clothes with the name blocked out or altered will be confiscated. The cost of the school logo uniform will be \$30.

Locks are issued in PE; lost locks will result in a \$10.00 charge to replace.

Annual Athletic Fundraiser

Please contact the athletic secretary for the date and time of the fundraiser and for any other additional details.

Standardized Admission Game Fees

Sport	Football	<u>ALL</u> Other Sports
Adult	\$7.00	\$6.00
Students without ASB Card	\$7.00	\$6.00
Students with Spartan Nation Card	Free	Free
Senior Citizens	\$5.00	\$5.00
Military in uniform	Free	Free
ONCE YOU LEAVE A GAME, YOU MAY NOT RE-ENTER		

Athletic Clearance For All Athletes

All athletes must complete a sports physical before they are allowed to compete. Exams must be performed by a licensed physician (no chiropractors). Athletes will need to pick up a physical form and athletic clearance instructions in the Administration Office prior to the physical. Athletic clearance must be completed online. For more information, contact our athletic secretary.

The first day of fall practice begins Monday, August 1st. Athletic clearance must be completed prior to first practice

Athletic Boosters

Booster Membership are available for purchase for \$50. Membership includes admission to regular season home games at student prices. Athletic Boosters support all athletic programs at LHS by awarding scholarships to senior athletes and raising funds to support all athletic programs. Athletic Boosters membership fee can be credited to any sport of choice. Contact Athletic Boosters at LHSABoosters@yahoo.com

Important Athletic Dates

Football practice begins:	July 25
Fall sports begin:	August 1
Winter sports begin:	October 31
Spring sports begin:	February 6