



***Manteca High School  
2024-2025 Student and Parent Handbook***

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### **Manteca High School Mission**

Through innovative collaboration, the MHS community will continuously adapt according to measurable results, providing a safe environment for students to explore and choose their direction as they become global citizens.

### **Manteca High School Vision**

To provide an environment for students to become productive citizens in a rapidly changing global society.

### **Manteca High Social Vision**

While following a tradition of excellence and honoring the code, Manteca High respects others, and takes pride in both who we are, and who we will become.

Principal's Message from Manteca High School Principal Megan Peterson:

Dear Parents and/or Guardians,

It is with great pleasure that I welcome you to Manteca High School, as part of our Buffalo family. I am very proud to say that your children will be attending a California Distinguished School!

First, I would like to share the collaboratively created mission and vision statements of Manteca High School:

#### Vision

To provide an environment for students to become productive citizens in a rapidly changing global society.

#### Mission

Through innovative collaboration, the MHS community will continuously adapt according to measurable results, providing a safe environment for students to explore and choose their direction as they become global citizens.

As you reflect on the upcoming school year, keep in mind our Vision and Mission and begin to think about how your personal goals will promote our school's goals. Working together we will continue to provide instruction that is superior to others and help our students meet graduation requirements to set their plans for a productive future in our society.

As we begin this year, please remember that Manteca High School is your school, and we encourage you to be involved. Since we recognize that parents are their children's first and most important teachers, we need your cooperation and involvement to provide your child with the best education possible. Take time to discuss with your children their experiences in school. Your interest and concern in Manteca High School's progress will motivate them to do their best. Maintain contact with your child's teachers, counselors, and administrators to establish a successful connection between home and school.

During this school year, the staff will continue to build upon our successes both academically and athletically. MHS strives to continue to have a positive influence on our community. Our teachers continue to evaluate, revise, and refine our instruction to ensure all students are performing at their highest levels while learning the base curriculum.

We will continue to strive to instill a sense of personal pride as well as a collective pride and love for the Manteca High Buffaloes by demonstrating that we truly believe in our Vision and Mission. I am looking forward to a great 2024-2025 school year!

Megan Peterson – Manteca High School

### **Staff Directory**

Manteca High School

450 E. Yosemite Ave

Manteca, CA 95336

Phone: 209-858-7340

Fax: 209-825-3158

Office Hours: 7:00am – 4:00pm

### **Administration**

**Principal:** Megan Peterson

**Assistant Principal:** Neil MacDannald ext. 56806

**Vice Principal (A-L):** Debbie Chavez ext. 56805

**Vice Principal (M-Z):** Frank Fontana ext. 56807

**Athletic Director:** Eric Reis

**Activities Director:** Stephanie Hjelmstad ext. 56808

### **School Resource Officer**

Brett Delgado ext. 56811

### **MHS Support Staff**

**Office Manager:** Mierya Gonzales ext. 56803

Kristeen Blevins ext. 56958

TBA ext. 56965

Alicia Butler ext. 56810

**Registrar:** Angelina Vasquez ext. 56804

### **Attendance**

**Attendance Clerk:** Susan Jacobs ext. 57341

TBA ext. 56952

Gina Menasco ext. 56950

Rachel Nussbaumer ext. 56953

**Health Clerk:** Martha Turner ext. 56957

**Athletic Secretary:** TBA ext. 56801



## **Counseling Department**

**Counseling Office:** 209-858-7352

### **Counseling Secretary:**

Sandy Kieffaber: ext. 56951

### **Counselors:**

Rocio Carrillo	All ELD	ext. 56963
Frank Triglia	A-D	ext. 56955
Janeen George	E-I	ext. 56962
Kim Martinez	J-M	ext. 56954
Melissa Woods	N-R	ext. 56920
Wayne Cheung	S-Z	ext. 56964

### **Psychologist:**

Jim Osburn ext. 58801

## **Valley Community Counseling**

ext: 56809

ext. 56809

## **Additional Emergency Resources**

California Youth Crisis	1-800-843-5200
Rape Crisis	209-465-4997
Women's Center	209-456-4878
Suicide Hotline	209-468-8686

## **Teaching Staff**

<a href="#">Albor, Stephanie</a>	World Languages
<a href="#">Anaya, Angie</a>	Fashion Design/CTE
<a href="#">Behler, Cheryl</a>	Health Careers/CTE
<a href="#">Benson, Jennifer</a>	English
<a href="#">VanWarmerdam, Mackenzie</a>	Teacher on Special Assignment – Intervention
<a href="#">Ballin, Sarah</a>	English
<a href="#">Berber Gonzalez, Michelle</a>	Special Education
<a href="#">Bolding, Kevin</a>	Business/CTE
<a href="#">Bollwerk, Veronica</a>	English
<a href="#">Borba, Lucy</a>	English
<a href="#">Bordi, Vince</a>	Physical Education
<a href="#">Boudreaux, Jiana</a>	Art/VAPA
<a href="#">Burns, James</a>	English
<a href="#">Burr, Chris</a>	World Languages
<a href="#">Campiotti, Gino</a>	PE
<a href="#">Campiotti, Stephanie</a>	English

<a href="#">Cathy, Patricia</a>	JROTC
<a href="#">Coenenberg, Justin</a>	Social Science
<a href="#">Coggins, Ryan</a>	Ag/Wood
<a href="#">Cokley, Andrew</a>	Life Skills/ PE
<a href="#">Cope, Kim</a>	Physical Education
<a href="#">Coulson, Kevin</a>	Science
<a href="#">Coyan, Dawn</a>	Theater/VAPA
<a href="#">Creighton, Carol</a>	Photography/VAPA/CTE
<a href="#">Culpepper, Jessica</a>	Social Science
<a href="#">Diggs, Deanna</a>	Math
<a href="#">Eavenson, Matthew</a>	Social Science
<a href="#">Fast, Rachelle</a>	Business/CTE
<a href="#">Farris, Joshua</a>	Social Science
<a href="#">Gause, Charletta</a>	Special Education
<a href="#">Garlets, Brad</a>	Math
<a href="#">Gibbs, Eli</a>	English
<a href="#">Gibson, John</a>	Social Science
<a href="#">Gomes, Janet</a>	Special Education
<a href="#">Grant, Steve</a>	Math
<a href="#">Haskett, Sarah</a>	English/WASC
<a href="#">Hayes, Lia</a>	Health
<a href="#">Henderson, Chad</a>	English
<a href="#">Hiatt, Andrea</a>	Physical Education
<a href="#">Hildrebrand, Andrew</a>	Music/VAPA
<a href="#">Hill, Debbie</a>	Business/CTE
<a href="#">Hillier, William</a>	Science
<a href="#">Hjelmstad, Stephanie</a>	English/Leadership
<a href="#">Horning, Tim</a>	Science
<a href="#">Inderbitzin, Ron</a>	Health
<a href="#">Jensen, Tim</a>	English
<a href="#">Kekke, Marissa</a>	English
<a href="#">Kemper, Carol</a>	Math
<a href="#">Kimble, Chris</a>	Business/CTE
<a href="#">Latona, Robert</a>	Art/VAPA
<a href="#">Liel, Adam</a>	Special Education
<a href="#">Lyons, Paul IV</a>	Special Education
<a href="#">Marchetti, Cody</a>	Band/VAPA
<a href="#">Martinez, Amanda</a>	Ag
<a href="#">McHenry, Scott</a>	World Language
<a href="#">McIntyre, Lisa</a>	Adult Living/CTE
<a href="#">Merrill, Kim</a>	Science
<a href="#">Neves, Melody</a>	English
<a href="#">Nolan, Heather</a>	Ag
<a href="#">Passion, Denise</a>	Health/CTE

<a href="#">Reynoso, Jose</a>	Math
<a href="#">Rice, Jordan</a>	Social Science
<a href="#">Ridoloso, Fatima</a>	World Languages
<a href="#">Riddick, Priscilla</a>	Special Education
<a href="#">Rohles, Brian</a>	Physical Education
<a href="#">Ruiz, Mark</a>	Special Education
<a href="#">Sicat, Teresa</a>	Math
<a href="#">Smith, Elyce</a>	Teacher Librarian
<a href="#">Spitsen, Scott</a>	Special Education
<a href="#">Sumrall, Linda</a>	Social Science
<a href="#">Teczon, Ashlee</a>	Science
<a href="#">Jennifer Teicheira</a>	English
<a href="#">Tolbert, MaryAnn</a>	Social Science
<a href="#">Touchon, Clairelyse</a>	World Languages
<a href="#">Tuddao, Judith</a>	Math
<a href="#">Valdez, Cynthia</a>	Math
Valdez, Jesus	ART/VAPA
<a href="#">Varnum, Mark</a>	Science/Physical Education
<a href="#">Victores, Ryan</a>	Social Science
<a href="#">Wenner, Elizabeth</a>	Special Education
<a href="#">White, Troy</a>	Science
<a href="#">Williams, Tyleen</a>	English
<a href="#">Wood, Brian</a>	Math
<a href="#">Wooten, Anna</a>	Special Education
<a href="#">Zimzores, Anne Marie</a>	Math

### **ELD Aides**

Esquivel, Maria	ext. 58192
Perez, Zydney	ext. 56942
Simpson-Grant, Vilma	ext. 56942

### **Library/ Tech Center**

Mary Buchanan	ext. 56923
<b>TSS:</b> Tom Coyan	ext. 56855
<b>TSS:</b> Elaina Allis	ext. 56857

### **Paraprofessionals**

Burlingame, Kiri	Lyons
DeBrito, Heather	Riddick
Eusantos, Ginalyn	Liel
John, Lauri	Wooten
Kieffaber, Kelsie	Gomes
TBA	Gause
Lenhardt, Daniel	Berber

TBA	Ruiz
TBA	Spitsen
Wilkerson, Sierra	Wenner
Gomes, Isabel	Berber
Gupta, Komal	
Guterriez, Johanna	
Harries, Laurie	Berber
Sanchez, Melanie	Gibson
Metal, Reece	Berber
Tuck, Kaitlyn	Berber

### **Cafeteria Staff**

<i>Reynoso, Paula</i>	ext. 56971
Chew, Bernadette	
Craighead, Remedios	
Ibarra, Amparo	
Kaur, Sarabjeet	
Mendoza, Leticia	
Poulsen, Yolanda	
Rangel, Leticia	

### **Campus Monitors**

Carabello, James  
Cruz, Jaime  
Gause, Emmit  
Mendez, Lisa  
Nicastro, Anthony  
Ramirez, Cassandra  
Walser, Jerry

### **Grounds**

Bowers, Jeremy  
Mello, Michael

### **Custodians**

<b>Head Custodian:</b> TBA	ext. 56970
Crutchfield, Tawnya	
Domingo, Josephine	
Gonzalez, Eric	
Gonzalez, Julia	
Halla, Jennifer	
Meyer, Courtney	
Morales, Theresa	
Nelson, Melvin	

Searl, Austin

Torres, Lola

Library Media Technician

Buchana, Mary

ext. 56923

### **Manteca Unified School District Board of Education**

**President:** Marie Freitas

**Vice President:** Cathy Pope-Gotschall

**Trustee Area 1:** Eric Duncan

**Trustee Area 2:** Kathy Howe

**Trustee Area 3:** Melanie Greene

**Trustee Area 4:** Marie Freitas

**Trustee Area 5:** Cathy Pope-Gotschall

**Trustee Area 6:** Stephen J. Schluer

**Trustee Area 7:** Marisella C. Guerrero

### **Manteca Unified School District Administration**

209-825-3200

**Superintendent:** Clark Burke, Ed. D

**Deputy Superintendent:** Roger Goatcher

**Chief Business and Information Officer:** Victoria Brunn

**Executive Director of Secondary Education:** Clara Schmiedt

**Executive Director of Elementary Education:** Jennifer Tyson

**Senior Certificated Personnel:** Dante Alvarez

**Director Classified Personnel:** Darla Sanborn

**Director Student Services:** Frank Gonzales

**Director Information Technology:** Colby Clark

**Director Fiscal Services:** Dana Vaccarezza

**Director Facilities and Operations:** Aaron Bowers

**Director of School Achievement & School accountability:** Lisa Herrin

**Director of Special Education:** Jody Burriss, Ed. D.

**Director of Transportation:** Melody Ford

**Director of Innovation & Improvement:** Lisa Goodwin

**Director of College and Career Readiness:** Amanda Peters

**Director of Teaching & Learning:** Julie Hollander

# Academics

## Minimum Graduation/College Requirements

The California Education Code and the Rules and Regulations of the State Board of Education, require instruction in certain specific topics in all California public high schools. The Manteca Unified School District Board of Trustees has adopted additional requirements for graduation from high school. A diploma of graduation shall be granted upon completion of the following minimum subject/credit requirements:

A-G	Subject Requirement	Manteca High	California Colleges/ Universities
A	Social Science	30 credits World History 10 US History 10 American Govt. 5 Economics 5	2 years
B	English	40 credits	4 years
C	Mathematics*	30 credits	3 years including Algebra 2 (4 years recommended)
D	Science	20 credits (10 Physical, 10 Life)	2 years (3 years recommended)
E	World Languages	None	2 years (3 years recommended)
F	Visual/Performing Arts	10 credits	1 year
G	Physical Education	40 credits (10 may be waived)	None
	Health	5 credits	None

A minimum of 275 credits is required to earn a high school diploma. Semester courses are worth five credits. Term courses, which are comprised of two continuous semesters are worth 10 credits.

**\* Completion of Algebra 1 or its equivalent (Algebra A and Algebra B) is a high school graduation requirement. All students must pass this in order to graduate from high school.**

### Credit Deficiency Policy

Credit deficient students and their parents will be notified of deficiencies and will be informed of alternative programs to get caught-up.

Students may make-up credit deficiencies by completion of Night School or by placement at Calla High School. Programs are based on availability.

### Grade Point Average (GPA)

Grade Point Average is calculated using the student's semester grades, as follows:

**A = 4.0** (UC Honors/AP Weighted GPA A = 5.0)

**B = 3.0** (UC Honors/AP Weighted GPA B = 4.0)

**C = 2.0** (UC Honors/AP Weighted GPA C = 3.0)

**D = 1.0** (UC Honors/AP Weighted GPA D = 1)

**F = 0.0**

Manteca High lists two types of GPAs on transcripts for the following purposes:

#### Total GPA 9-12:

Calculated using grades earned in all courses from grade 9 to grade 12, both weighted and non-weighted.

#### Academic GPA (UC/CSU A-G GPA):

calculated using grades in only "a-g" courses during grades 10 to 12 both weighted and unweighted. This GPA is used to determine college eligibility. It is important to note that the UC/CSU system recalculates GPA for admissions differently. Please note that "a-g" courses that are taken in 9<sup>th</sup> grade are also integral as they are part of the minimum requirements necessary for UC/CSU eligibility. Grade 10 students can only receive the UC extra point credit for a maximum of two honors and/or AP courses during their sophomore year.

### Example: GPA Calculation

Class	Final Grade	Grade Points
Math	B	3
PE	A	4
English	B	3
Physical Science	A	4
<b>4 Total Classes</b>		<b>14 Grade Points</b>

Total # of classes = 4

Total Grade Points Earned = 14

**GPA =  $14/4 = 3.5$**

## **Counseling Department**

**Counseling Office:** 209-858-7352

### **Counseling Secretary:**

Sandy Kieffaber: ext. 56951

### **Counselors:**

Rocio Carrillo	All ELD	ext. 56963
Frank Triglia	A-D	ext. 56955
Janeen George	E-I	ext. 56962
Kim Martinez	J-M	ext. 56954
Melissa Woods	N-R	ext. 56920
Wayne Cheung	S-Z	ext. 56964

### **Psychologist:**

Jim Osburn ext. 58801

## **Schedule Change Policy**

The schedule change policy is one that should be carefully read by students and parents alike. We expect students and parents to put serious consideration into their course selection during the registration process -- remember, classes are intended to be a term long. Students and parents should read the course catalog carefully for prerequisites, college prep status, and expectations associated with special programs, such as Advanced Placement (AP) courses. If a student has selected a course and been enrolled in a course he/she selected, then the student will be expected to finish the course. Schedule change requests would be on an individual basis.

### **1. Timing of schedule change requests:**

If a student has a compelling reason to request a schedule change, they must see their Counselor at lunch or after school, **during the 1<sup>st</sup> 5 days of the semester**. There is no guarantee a student's schedule can be changed. Students must attend their original schedule until a Counselor confirms that a change has been made.

### **2. Late requests:**

Requests for schedule changes after the above guidelines are generally not approved. Requests after this timeline will be considered only if there is a hardship.

## **Repeating Courses**

Students may at some point need to repeat a course for purposes of meeting high school graduation requirements or to meet college eligibility requirements. Once the repeated course is completed, both the initial grade and the repeated grade will appear on the student's transcript and the better grade will be used for GPA calculation. Courses can be repeated during summer school, during the school year, or online (with some exceptions). Please meet with a counselor for more information.

## **Delta College Dual Enrollment**

MHS and other high schools in district have partnered with [San Joaquin Delta College to offer Dual Enrollment classes](#). Classes are for 9th-12 graders and offer students the opportunity to earn college credits. These courses are free, open to all high school students, and are offered on our campus or another district campus after the school day and in the summer. Courses/credit will appear on high school transcript and the college transcript.



## **Delta College Early Start Courses**

It may be possible for students to begin taking college-level classes at [San Joaquin Delta College Early Start](#) while still in high school. Students who wish to take a SJDC class must meet minimum requirements (2.0 overall GPA, good attendance, no suspensions) and must have their counselor fill out an “Early Start” form. Students wishing to take a class during the summer must have the form completed before the school year ends as counselors are not available during the summer to sign these forms. Courses taken at SJDC will not appear on the MHS transcript.

## **Graduation**

The Manteca High School graduation ceremony is limited to students who are receiving a diploma or a certificate of completion. Students must attend breakfast, all practices and follow dress code policies. A student may be removed from the ceremony for consumption of alcohol, use of drugs, wearing of inappropriate clothing, and other conduct that is disruptive or that poses a risk to safety.

- No cell phones (electronic devices), leis, mylar balloons or altering of gown.
- Altered caps must be approved.
- Evidence of drugs or alcohol will result in non-participation.
- **Female graduates:** appropriate skirts/blouses, dress, slacks, shoes (no flip-flops, salt-water sandals)
- **Male graduates:** buttoned down collar shirt, slacks, dress shoes
- **Tickets:** children 4 and over require a ticket; children under 4 are expected to remain seated on an adult’s lap throughout the ceremony.
- **Participation in the ceremony is optional. It’s a privilege, not a right.**

## Academic Awards

At Manteca High School we identify and emphasize academic merit and behavioral excellence. Student achievement, academically and behaviorally, is the hallmark for creating a supportive environment in which all students can develop into young adults and lifelong learners.

**The following recognitions are available to all students:**

### California Scholarship Federation (CSF)

CSF is a statewide organization to honor outstanding high school students. Applications for semester membership are taken each semester after report cards have been received. To be eligible for membership a student must earn at least 10 points based on the previous semester grades, and not have any grades lower than a C. Students must reapply for membership each semester.

Students who are members of CSF for at least 4 out of their last 6 semesters (one of those semester memberships must be earned with senior grades) meet the requirements for **Life Membership**. The benefits of life membership are the following; receiving the official CSF life membership pin, the Federation chapter seal on their diploma and indication on permanent academic records and transcripts, the Federation chapter seal on the life membership certificate, and a gold tassel and stole to be worn at the graduation ceremony.

### Honor Roll-Principal's List

At the end of each semester, students who have earned a minimum GPA of 3.0 or above earn Manteca High School Honor Roll recognition. Manteca High School utilizes a three-tiered recognition model for honor roll/Principal's List:

**Brasmer List:** Awarded to students with 4.0 + GPA.

**Winter List:** Awarded to students with 3.5-3.99 GPA.

**Dawson List:** Awarded to students with grade point averages of 3.0-3.49 GPA

Students who earn an incomplete grade in any coursework at the end of the semester are not eligible for Honor Roll recognition.

### Valedictorian/Salutatorian Selection Process

- Student must complete entire senior year at a MUSD comprehensive high school.
- Student must have at least four classes on campus during senior year.
- Students who elect early graduation or are on accelerated programs are ineligible.
- Valedictorian(s) and Salutatorian will be identified after 2<sup>nd</sup> term, 1<sup>st</sup> semester grades have been posted.
- GPAs will be equalized by applying a mathematical formula (a detailed explanation is available in counseling office).
- Co-vedictorians are chosen only when point are exactly the same. The next lower GPA will be salutatorian.

### **Academic Supports**

Numerous support systems exist on campus for the purpose of helping every student be successful and to accomplish their goals. Students and parents are encouraged to take advantage of these services and to ask for help when needed.

### **Parent/Student Portal Q**

Students and parents may access their attendance records and current grade information by logging on to [Parent Connect](#) or [Student Connect](#)

### **Tutoring**

- English, math, science and social science tutoring is offered by MHS teachers every Tuesday, Wednesday and Thursday either before or after school. Please see the posted tutoring schedule.
- It is recommended that students who are failing/in danger of failing a class to attend at least two sessions per week.
- Any student who is disruptive to the tutoring process will be asked to leave.
- Peer tutoring is also available through Link Crew.

### **Communication with Teachers**

Parents may contact their students' teachers either by email or by phone. Parents requesting regular communication with their students' teachers are encouraged to initiate the email to teachers on a weekly basis. Parents wishing a phone call may leave a non-confidential message at 209-858-7340. Please leave the name of the teacher for whom you are leaving the message, your name and the name of your student.

### **Library**

The library welcomes all MHS students who wish to use campus resources or technology. The library is a safe place for students to read, study, research, print, or complete assignments. The library is open from 7:30am – 4:00pm. Changes to this schedule will be posted on the library doors.

### **Bilingual Aides**

Our bilingual aides provide access to computers, tutoring, and translation. The staff also administers the annual ELPAC test to English Learners.

### **School Website**

Go to <https://mantecahigh.mantecausd.net> and find information about daily bell schedules, school calendar, daily bulletin, and future activities/events.

### **Weekly/Daily Progress Reports**

Parents wishing to receive a written update on their student's progress and/or behavior in class may require their students to bring home either the weekly or daily progress report forms available to all students on both sides of the Student Service Center. Students should pick up the form and present it to each teacher asking him/her to fill it out. The student must take responsibility for initiating this request, but teachers are willing to provide this information by completing these forms. *Often, email communication with a teacher is the best way to stay informed of progress.*

# Attendance

## Beliefs About Attendance

- Regular and punctual attendance is expected and essential for all students.
- Participation and timeliness may be counted in your grade.
- Parent(s)/guardian(s) and you must share the responsibility for school attendance.
- All assignments missed due to an excused absence may be completed for full credit if within timeline policy.

## Clearing Absences

[California Education Code 48205](#) states that absences from school may only be excused for the following reasons: illness, quarantine, medical/dental appointments, jury duty, attendance at the funeral of an *immediate* family member, or other justifiable reasons approved *IN ADVANCE* by administration. Because family vacations are not considered excused absences, we encourage you to schedule them outside of the regular school year. If it is necessary for your child to miss school during the school year, arrangements may be made through administration to make up absences via Saturday School.

**All absences must be excused by a note, email or phone call from the parent/guardian as listed on the registration form. These absences should be excused *within five days* of the student's return to campus.** It is the student's responsibility to make sure all absences are cleared in the proper amount of time, as well as making arrangements for all make-up work with teachers. These absences may not be cleared after five school days. Students and parents may check their attendance via Student or Parent Connect or by contacting the attendance clerk or the attendance office.

18-year-old students may clear their own absences as described above per [Education Code 46012](#). The school, however, reserves the right to verify the legitimacy of such absences, if it appears appropriate responsibility is not being maintained.

**Students who have been placed on an attendance contract by the SARB panel must have a doctor's note to clear an absence.**

## Absences Due to School Activity

No academic penalty shall be issued because of absence(s) of a school sponsored activity. It is the student's responsibility to make arrangements with the teacher(s) to make-up work missed due to the absence.

## Medical Absences

Absences from medical reasons require a note, email or call. Students are encouraged to schedule medical appointments for after school hours.

## Tardiness

Students are expected to be in class **ON TIME**. Below is the school's policy regarding tardiness:

- After 6 total tardies
  - A formal warning will be issued to student.
- After 12 total tardies
  - A tardy contract will be assigned.
  - Every tardy after 10, student will lose lunch and sit in office.
- After 15 tardies
  - Off campus passes revoked.
- Subsequent tardiness will/could result in:
  - Lunch detention
  - Work detail
  - Saturday School
  - Truancy letters
  - Referral to Vice Principal for parent conference
  - SARB (Student Attendance Review Board) contracts
  - Referral to Community School

## Tardy Sweeps

Tardy sweeps will be conducted at random times throughout the year by the administration. Students caught in a tardy sweep will/could have the following consequences: Suspension of off-campus pass, work detail, Saturday school(s) or have off-campus pass revoked for entire term.

## Closed Campus/Off Campus Lunch Privileges:

Manteca High School is a closed campus except for 10-12 graders with a valid Off-campus pass during lunch only. Students may **NOT** leave campus during passing periods, brunch or lunch on minimum days. 9<sup>th</sup> grade students are NOT eligible for an off-campus pass and may NOT leave campus without parental checkout. This means that once students arrive on the MHS campus they are expected to remain here unless prior arrangement by a parent or guardian is made through the Attendance Office. Students leaving campus will be required to show their student identification card.

## Checkout Procedures

Students who must leave prior to the end of the school day must check out of school through the Attendance Office. To check a student out of school a note, email or call must be given to the attendance clerk or secretary in advance of the check out. Do NOT leave campus without checking out or you could be considered truant, which will lead to work detail, Saturday School or suspension.

## Hall Passes

At their discretion teachers may give a student (one at a time) permission to leave the classroom with a hall pass. Students should **NEVER** be out of class without a pass. If students are found out of class without a valid excuse, they will be considered truant.

## Truancy

A truancy is any absence which is not excused. Students may not be allowed to make-up work missed in class for absences not cleared by a parent / guardian. Students who are truant will be assigned Saturday School. Students more than 30 minutes late to class will be considered truant for that class period, per CA Ed Code 48260.

## Important MHS Information

### Visitors

Permission for visitors must be arranged 24 hours in advance! Please see your vice principal regarding procedure.

### Immunization

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

- Polio: at least 3 doses with the month and year validated; at least one must be after the second birthday.
- DPT/DT: at least 3 doses with month and year validated; at least one must be after the second birthday.
- Measles: one dose after the first birthday; month and year must be validated.
- Rubella: One dose after the first birthday; month and year must be validated.

### Selective Service

All men are required to register with Selective Service within 30 days of their 18<sup>th</sup> birthday. The law applies to citizens as well as non-citizens, and failure to register is a felony offense. You may register at the nearest post office or on the internet at

[www.sss.gov](http://www.sss.gov).

**Section 9528 of the *No Child Left Behind Act of 2001* requires schools to release a student’s directory/information to military recruiters unless the parent has “opt out” in writing.**

*SEC. 9528. ARMED FORCES RECRUITER ACCESS TO STUDENTS AND STUDENT RECRUITING INFORMATION.*

(a) POLICY-

(1) ACCESS TO STUDENT RECRUITING INFORMATION – Notwithstanding section 44 (a) (5) (B) of General Education Provisions Act and except as provided in paragraph (2), each local educational agency receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students names, addresses, and telephone listings.

(2) CONSENT – A secondary school student or the parent of the student may request that the student’s name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request. **“Per Board Administrative Regulation 5125 (b), A parent or adult student must notify the School District of his/her written prohibition within thirty days of the receipt of the annual notification of parent and students rights (Education Code Section 49073; HEW Regulation 99.7(c).”**

## **Applications**

Parking Permits

Off campus passes

Physical forms

Free or Reduced Lunch

Students wishing application forms for the above-mentioned privileges must obtain them in the Administration Office. These applications will be due by **August 9<sup>th</sup>**.

## **Are you Moving?**

- Give at least one day’s notice, verbal or written, to the school registrar.
- Students must take a drop slip, obtained from the Registrar’s office, to each teacher in order to obtain final grades.
- The school will give the Parent/Guardian a copy of student’s transcript and immunization records.
- All books must be turned in and all fines paid before grades and other information will be released to the new school.
- California schools and many other states require immunization records before admitting new students.

## **Work Permits**

All students under the age of 18 must obtain a work permit in order to be employed. Students wishing such a permit must be eligible and should visit the Counseling Center.

## **Daily Bulletin/Announcements**

Announcements are made during the beginning of 2<sup>rd</sup> period. Students are encouraged to listen and watch the bulletin to keep up on campus happenings. The high school also sends Blackboard messages via email and phone. Follow us on Twitter, Instagram and Facebook.

## **18 Year-old Records 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. (E.C. 49061a)

## Publication of Student Photographs

Students and/or parents who wish to have their student photographs excluded from school publications, including the yearbook and school paper, must notify the Principal, in writing, of their request.

## Riding the School Bus

Riding the bus to and from school is a privilege which should not be abused. Students riding the bus 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 provide a valid ID.
- Students must obey bus driver at all times.
- Students must remain seated.
- Students must not shout, gesture, or act in any manner that may distract the driver and jeopardize the safety of others.

Continued disorderly conduct shall be sufficient reason for students to lose their bus privilege. Board Policy 5131.8b. All school rules apply on the bus.

## Weapons/Graffiti Laws

A recent law (SB 292) expands bans on weapons by also prohibiting any instrument that propels a metallic projective, such as a BB or pellet, through pressure. It also prohibits knives or an ice pick.

SB 374 makes the defacing of public property or vehicles by graffiti punishable by a fine of up to \$500 and a minimum 24 hours of community service.

## Posters/Signs

All posters/signs that are placed on the campus must be approved by the administration.

## Student Bills and Fines

During the year, students will be held responsible for clearing all bills and fines, as well as detention. Failure to do so will not relieve the student of his or her responsibilities and obligations. Teachers will turn in a bill/fine card to the office to be entered on the computer. Students will be sent a notice of such obligation during the year and in the summer.

All bills and fines, as well as detention, must be cleared in order to get an off-campus pass or graduate. If a student transfers to another school, MHS can and will legally request of the new school that monies owed be collected.

Payments are to be made in the Administration Office only. No checks after May 1, 2013 (cash or money orders only).

## Miscellaneous Student Information

- **Lost and Found:** Look for items in the Attendance Office.
- **Nurse:** A school nurse is available through the District Health Services program.
- **Psychologist:** A district Psychologist is available on the MHS campus.
- **Valley Community Counseling:** Referral for outside counseling services (located in the MHS Counseling Center) are available five days a week.
- **Peer Resource:** Conflict management services, as well as student peer counseling services, are available for students having problems with other students.

## **Personal Messages/Deliveries**

Personal messages or deliveries will not be accepted and/or delivered to students unless there is an emergency. Office phones are not for student use. We do not accept food deliveries (Uber Eats, Postmates, etc.), flowers or balloons for delivery to students.

## **Library**

All students and staff are welcome to use the resources of the Brasmer Library Media Center. It will be open from 7:30am to 4:00pm Monday through Friday. Resources include computers, printers, a copy machine and the Internet. There is a collection of books-fiction, nonfiction, reference and magazines. Library staff is available for help.

Students are expected to observe acceptable behavior, including no food, gum, or drinks. A valid ID is necessary to check out materials. Students may not use their ID to check out materials for another student.

Up to 3 items may be checked out with valid ID for 2 weeks and materials may be renewed. Overdue and/or fine notices will be provided to students through their second period teacher. Overdue books are charged fines at 5 cents per day. The maximum fine is \$5.00. Lost or damaged books must be paid for at the replacement cost plus the tax and handling. Students who lose date due cards or book cards will be charged 50 cents each. Students with overdue library books or fines will be restricted from checking out further items until overdue books are returned and fines are paid.

Gifts and donations will be accepted at any time: however, replacement books will not be accepted in lieu of lost books. Donations will be screened for appropriateness.

## **Textbooks**

Textbooks are the property of Manteca Unified School District and are provided “on loan” to students. Education Code, Section 48909, 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.”

Texts will be checked out during the first week of school. At the end of the year, or when transferring from MHS, students will check in all texts to the teacher. Books will be evaluated for and students will be assessed for damage/loss. All obligations must be cleared with the Account Clerk before books can be issued to students.

Students are responsible for their texts and tablets. This includes damage that occurs due to fire, water, or theft. Book covers are strongly advised. Do not use contact paper or any other stick-on cover. Student should not write in or highlight texts, nor should they loan texts to friends

### Condition of Book Fine Chart

- Lost Replacement price – Cost to replace tablet - \$400 – charger \$37
- Pages torn out Replacement price
- Bar code missing \$5.00
- Pen/ink marks \$5.00
- Spine damage \$5.00
- Liquid damage \$5.00
- Damage/unusable Replacement price

A valid ID is required to check out library materials and to enter games, dances, plays, Saturday School, to ride the bus, and other activities.



## Medications at school

In compliance with Education Code Section 49423, no medications will be accepted or administered at school without meeting the following requirements:

- Physician and parent request forms filled out completely including both physician and parent signatures. No medication will be administered without detailed physician instructions.
- Medication taken to school must be furnished in its pharmacy labeled bottle or in an original pharmacy labeled injection medication kit.

Non-prescription medication such as aspirin will not be administered at school even at a parent's request. Parents have the right to bring a medication to school and administer it if this is necessary. Students are not to keep medication on their person or in lockers. All medications must be turned in to the Health Clerk unless prior arrangements have been made. Physician and parent request forms may be picked up in the Attendance Office.

## Unique Health Problems

When a student has a unique health problem such as severe allergic reactions, seizures, heart problems, and so forth, it is imperative that the school be notified so that the student's health needs can be addressed as necessary.

## Physical Education information

PE Uniforms:

The Physical Education Department requires students to wear shorts, a T-shirt, and athletic shoes with socks. During winter, students may wear sweats of school designated colors with no logo.

Shorts and T-shirts must be consistent with school colors (length & design).

Manteca Unified School District will make T-shirts and shorts with the school's logo available for purchase at the home school. Sweats (bottoms) may be available for purchase at the home school or any outside retailer. MUSD will also make available for purchase T-shirts and shorts (school colors) without a school logo at the home school.

T-shirts and shorts may also be purchased at a local retail store, but they must be consistent with school colors (length & design).

PE clothing (shirts & shorts) must be clearly identified with the student's name marked with a permanent marker.

## Physical Education Waiver

Students may waive Physical Education in the Junior and Senior years if they enroll in an CTE 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 Chairperson and the student's counselor sign all waivers before they are presented to the Assistant Principal.

## Physical Education Dress Policy

Students will wear school approved uniforms (shorts, sweats, and T-shirt). Students not wearing the proper athletic shoes (no open toe) will also receive a non-dress.

- **1<sup>st</sup> non-dress** = Teacher/student conference
- **2<sup>nd</sup> non-dress** = Parent contact and detention
- **3<sup>rd</sup> non-dress** = Counselor referral and detention as well as grade lowered one letter grade.
- **4<sup>th</sup> non-dress and subsequent non-dress** = Vice Principal referral

## **Disciplinary Policies**

Manteca High School is determined to provide the best educational atmosphere possible. To ensure this happens Manteca High School, and the California Education Code policies are in effect during the regular day and at all school related events and activities. The application of disciplinary action is at the discretion of school administration or administrators' designee, depending on the individual circumstances and student's disciplinary history. The school administration may deviate from these guidelines when appropriate to do so, as determined by the principal. In the event of extreme or repeated offenses, any misconduct may result in exclusion from school activities, suspension, notification of law enforcement agencies, and / or recommendation for expulsion.

According to CA Ed Code [48900\(s\)](#) the following information is regarding actions that occur while on school grounds, take place while going to or coming from school, during the lunch period whether on or off campus and during or while going to or coming from a school sponsored activity.

## **California Education Codes and Consequences**

### **GROUNDS FOR SUSPENSION OR EXPULSION**

A pupil shall not be suspended from school and/or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:

- §48900(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- §48900(b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- §48900(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with §11053 of Division 10 of the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind.
- §48900(d) Unlawfully offered, arranged, or negotiated to sell any controlled substance; listed in Chapter 2 commencing with §11053) Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant of any kind.
- §48900(e) Committed or attempted to commit robbery or extortion.
- §48900(f) Caused or attempted to cause damage to school property or private property.
- §48900(g) Stole or attempted to steal school property or private property.
- §48900(h) Possessed or used 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 betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.

- §48900(i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- §48900(j) Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in §11014.5 of the Health and Safety Code.
- §48900(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- §48900(l) Knowing received stolen school property or private property.
- §48900(m) Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- §48900(n) Committed or attempted to commit a sexual assault as defined in §261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in §243.4 of the Penal Code.
- §48900(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- §48900(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- §48900(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in Physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.
- §48900(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following Meanings:
- (1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in §48900.2, §48900.3, or §48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
    - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
    - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
    - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
    - (D) Causing a reasonable pupil to experience substantial interference with his or her ability To participate in or benefit from the services, activities, or privileges provided by a school.

- (2) (A) “Electronic Act” means the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to any of the following:
- (i) A message, text, sound, or image
  - (ii) A post on a social network Internet Web site including, but not limited to:
    - (I) Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
    - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
    - (III) Creating a false profile for the purpose of having one or more of the affects listed in paragraph (1). “False” profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(2) (B) Not-with-standing paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

§48900(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted Infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

§48900.2 In addition to the reasons specified in §48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in §212.5. For the purposes of this chapter, the conduct described in §4212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in Kindergarten and grades 1 to 3, inclusive. (Added by Stats. 1992, c. 909 (S.B. 1930), §2.)

§48900.3 In addition to the reasons specified in §48900 and §48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of hate, violence, as defined in subdivision (e) of §233. (Added by Stats 1994, c. 1198 (A.B. 2543), §6.)

§48900.4 In addition to the grounds specified in §48900, §48900.2, and §48900.3, a pupil enrolled in any of grades

4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent Or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, or staff that is sufficiently severe or pervasive to have the actual and reasonably expected effect of 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. (Added by Stats. 1994, c. 1017 (A.B. 2752), §1.)

§48900.6 As part of or instead of disciplinary action prescribed by this article, the principal of a school, the principal's designee, the superintendent of schools, or the governing board may require a pupil to Perform community service on school grounds or, with written permission of the parent or guardian of the pupil, off school grounds, during the pupil's non-school hours. For the purposes of this section, "Community service" may include, but is not limited to, work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs. This section does not apply if a pupil has been suspended, pending expulsion, pursuant to Section 48915. However, this section applies if the recommended expulsion is not implemented or is, itself, suspended by stipulation or other administrative action.

§48900.7 (a) In addition to the reasons specified in Sections 48900, 48900.2, 48903, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against School officials or school property, or both.

§48900.7 (b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family. (Added by Stats. 197, c. 405 (A.B. 307), §1.)

#### **BOARD MUST FIND CONDITIONS TO EXPEL**

§48915 (a) (1) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address The conduct:

(A) Causing serious physical injury to another person, except in self-defense.

P.C. 243 (f) (5) "Serious bodily injury" means a serious impairment of physical condition including, but not limited to the following: loss of consciousness; concussion; bone fracture; Protracted loss or impairment of function of bodily member or organ; a wound requiring extensive suturing; and serious disfigurement.

P.C. 243 (f) (6) "Injury" means any physical injury which requires professional medical treatment. (Amend. Stats. Ch. 421)

- (B) Possession of any knife, or other dangerous object of no reasonable use to the pupil.
- (C) Unlawful possession of any controlled substance, listed in Chapter 2 (commencing with §11053) Of Division 10 of the Health and Safety Code, except for either of the following:
  - (i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.  
NOTE: "Not under the influence --marijuana must be over an ounce."
  - (ii) The possession of over-the-counter medication for use by the pupil for the medical purposes or medication prescribed for the pupil by a physician.
- (D) Robbery or extortion.
- (E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

NOTE/INFORMATION ONLY: A decision to expel under §48915 (a) (1) (A-E) must include additional findings of one or both of the following:

§48915 (b) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of §48918, the governing board of a school district may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of §48900. A decision to expel shall be based on a finding of one or both of the following:

- (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

§48915 (c) The principal or superintendent of schools shall immediately suspend, pursuant to §48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds.

- (1) Possession, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act Of possessing a firearm if the pupil had 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. The subdivision applies to an act of possessing a firearm, only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of §48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.
- (2) Brandishing a knife at another person.
- (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) Of Division 10 of the Health and Safety Code.
- (4) Committing or attempting to commit a sexual assault as defined in Subdivision (n) of §48900 or committing a sexual battery as defined in Subdivision (n) of §48900. {CWA must send out letter To parent/guardian informing the victim of his/her rights}.
- (5) Possession of an explosive.

§48915 (e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer an administrative panel appointed pursuant to subdivision (d) of §48918, the governing board may order a pupil expelled upon finding that the pupil at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), and (k), (l), or (m) or (n) of §48900, or §48900.2, §48900.3, §48900.4, and either of the following:

- (1) Other means of correction are not feasible or have repeatedly failed to bring about proper Conduct.
- (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

§48916 (a) An expulsion order shall remain in effect until the governing board, in the manner prescribed in this article, orders the readmission of a pupil. At the time an expulsion of a pupil is ordered for an act other than those described in subdivision (c) of §48915, the governing board shall set a date, not later than the last day of the semester following the semester in which the expulsion occurred, when the pupil shall be reviewed for readmission to a school maintained by the district or to the school the pupil last attended. For a pupil who has been expelled pursuant to subdivision (c) of §48915, the governing board shall set a date of one year from the date the expulsion occurred, when the pupil shall be reviewed for readmission to a school maintained by the district, except that the governing board may set an earlier date for readmission on a case-by-case basis.

## **EXPULSION PROCESS**

The student shall be entitled to a due process hearing to determine whether a recommendation for expulsion should be made to the Board of Trustees. An Administrative Hearing Panel shall convene within 30 school days of the date the superintendent, principal or the principal's designee determines that the student has committed any of the acts enumerated in Education Code Section 48900, 48900.2, 48900.3, 48900.4, 48915 and/or 48916. The adopted rules and regulations shall require that the student shall be entitled to at least one postponement. Thereafter, any additional postponement may be granted at the discretion of the Board of Trustees.

The superintendent, or the superintendent's designee, in writing may extend the suspension until such time as the Board of Trustees renders a decision in the action. However, an extension may be granted only if the superintendent, or the superintendent's designee, has determined, following a meeting in which the student and the student's parent/guardian are invited to participate, that the presence of the student at the school or in an alternative school placement would cause a danger to persons or property or a threat of disrupting the instructional process.

Written notice of the hearing shall be forwarded to the student and the parent/guardian at least ten calendar days prior to the date of the hearing. A parent may waive this ten-day requirement. The notice shall include: the date and place of the hearing; a statement of the specific facts and charges upon which the proposed expulsion is based; a copy of the disciplinary rules of the district which relate to the alleged violation; and the opportunity for the student and the student's parent/guardian to appear in person, or employ and be represented by counsel; to inspect and obtain copies of all documents to be used at the hearing, confront and question all witnesses who testify at the hearing, to question all other evidence presented, and to present oral and documentary evidence on the student's behalf, including witnesses.

An administrative panel shall conduct a hearing to consider the recommendation of a student in a session closed to the public. Within three school days following the hearing, the administrative panel shall determine whether to recommend the expulsion of the student to the Board of Trustees. This recommendation will be forwarded to the student and parent/guardian.

The Board of Trustees shall conduct a hearing in private, unless the student requests in writing at least five days prior to the date of the hearing that the hearing be conducted at a public meeting. Regardless of whether the expulsion hearing is conducted in a closed or public session, the Board of Trustees may meet in closed session for the purpose of deliberating and determining if the student

should be expelled. If the student and the student's parent/guardian are not in agreement with the recommendations, or wish to make other comments, they will be given an opportunity to do so.

A decision of the Board of Trustees whether or not to expel a student shall be made within ten school days following the conclusion of the hearing.

An appeal of the Board of Trustees may be made to the Board of Education of San Joaquin County, Office of Superintendent of Schools. Such an appeal must be presented to the County Superintendent of Education within thirty (30) days following the Board of Trustees' decision.

### **General Procedures and Definitions**

**If a student leaves campus without permission, the following consequences will occur:**

**1<sup>st</sup> offense** = OMC

**2<sup>nd</sup> offense** = OMC

**3<sup>rd</sup> and subsequent offenses** = OMC

### **Off-Campus Privilege**

Seniors, juniors, and sophomores who have appropriate attendance, and who meet the following criteria may apply for an off-campus pass with administration approval (applications will be reviewed each semester and can be revoked at any time): Forms Due to the Office by **August 9**

- No outstanding bills or fines.
- Must have a current emergency form on file.
- Positive Attendance

The governing board of the Manteca Unified School District, pursuant to Section 44808.5 of the Education Code, has decided to permit the pupils enrolled at Manteca High School to leave the school grounds during the lunch period. Section 44808.5 further states: Neither the school district nor any officer or employee thereof shall be liable for the conduct of any pupil during such time as the pupil has left the school grounds pursuant to this section.

### **Campus Parking**

#### **Parking Restrictions**

**The following parking restrictions will be enforced by MPD:**

- Yosemite Ave. between Sherman and Garfield in front of MHS will be designated a passenger loading zone between 7 a.m. and 4 p.m. There will be no parking allowed.
- **The staff parking lot on the corner of Yosemite and Sherman will be closed to incoming traffic during and around dismissal time. Please use the loading zone on Yosemite Ave.**
- The east side of Sherman Ave. is reserved for faculty and staff parking only.
- Parking restrictions vary on the streets in the MHS vicinity. Please adhere to the posted signs regarding parking.

#### **Parking Regulations**

Students must register vehicles, obtain a parking sticker, and follow parking regulations (VC 2111). Police may ticket or tow away cars violating regulations at owner's expense. Parking privileges may be revoked if abused. Students are required to park in designated areas. ALL STUDENTS MUST PARK IN STUDENT PARKING LOT.



## Student Parking

Students who drive to school are required to obtain a parking permit from the Administration Office and display it in their cars while parked at MHS. Students may park in the student parking lot under the following conditions:

### ALL STUDENTS MUST PARK IN STUDENT PARKING LOT.


- Possess a valid California driver's license
- Have 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. Students are required to operate their vehicles in a safe and controlled manner. In addition, all vehicles must be registered or will risk being towed at the owner's expense.

**\*\*\*Manteca Unified School District is not responsible for the theft or damage to your vehicle or any contents therein. You are parking at your own risk. The District will not be held liable for your use of our parking facilities. Vehicles in violation are subject to MPD citations. Vehicles parked within the school zone are also subject to search by MHS and MPD.\*\*\***

## Pedestrians

Students must obey vehicle code 21950 which states that no pedestrian may suddenly leave a curb or other place of safety and walk or run into the path of a vehicle that is so close as to constitute an immediate hazard. Additionally, no pedestrian may necessarily stop or delay traffic while in a marked or unmarked crosswalk. Violators may be referred to Manteca Police Department.



**CROSSING A STREET CAN BECOME A MATTER OF LIFE OR DEATH.**

**Safety Tips:**

- Be aware of drivers at every driveway and intersection.
- Look for traffic in parked cars that may be getting ready to move.
- Obey all traffic signals and signs.
- Wear bright-colored clothing.

**Cross the Street Safely:**

- Always cross the street at crosswalks or intersections.
- Stop at the curb.
- Stop at the curb and avoid distractions.
- Stay alert and behind you have safely crossed.
- Walk, do not run!
- Do not ride or bike across the street.

**Choose the Safest Route to School:**

- Pick places where there are sidewalks or paths separated from traffic.
- Select a walking route with less traffic and intersections.
- If there are no sidewalks or paths, walk as far away from vehicles as you can, if possible, on the side of the street facing traffic.
- Limit the number of street crossing.
- If possible, avoid crossing busy or high-speed streets.

## **Surveillance**

At MHS surveillance cameras are in use 24 hours a day.

## **Prohibited Activities**

**Laser devices (P.C. 417.25), skateboards, roller blades, water pistols, Nerf guns, water balloons, pagers, cameras, permanent markers, chains, stun guns (P.C. 12650), pepper spray (P.C. 12403.8), offensive substances (P.C. 375),** and other devices which might disrupt school or create an unsafe learning environment are NOT permitted at MHS or MHS events or activities. Activities prohibited include loitering on campus after 4<sup>th</sup> period and gambling. **Eating/Drinking in the main hallway.** Failure to comply with above will be considered defiance and will/could result in a consequence.

## **Unsatisfactory Citizenship**

i.e. going to class without materials, not working independently, intentionally destroying school property, being disrespectful, disrupting class, not abiding by school rules, breaking tardy contract: students will receive a “U” for citizenship on their report cards. Two “U’s” in a semester will result in ineligibility.

## **Hazing/Harassment of Students is Prohibited**

All students are entitled to a hassle-free education. Some of the prohibited activities might include the following: 1) making verbal threats, 2) whistling in a harassing manner, 3) making racial remarks, 4) making comments of a sexual nature, and 5) other kinds of behavior that might be taken as detrimental to any student’s physical or emotional well-being. This includes any hazing/harassment via social media and/or cell phones.

## **Student Conduct at Assemblies and Rallies**

- Students are to sit in assigned areas.
- Students are to remain in assemblies and rallies until its conclusion.
- Students must be on time.
- Students must be appreciative and attentive during the performance.
- When viewing more formal assembly presentations, the only appropriate response is applause. Whistling, shouting and other demonstrations are not appropriate.
- Assemblies will start once all students are seated and quiet.
- Failure to abide by proper conduct standards will result in disciplinary action.

## **Dance Policy**

**A limited number of guest passes may be issued at the discretion of the administration.**

All dances are closed (MHS students only) except for Winter Formal and Prom, which allow guest passes. Guest passes are limited to former students who graduated from Manteca Unified School District one year removed. **Guests must be in good standing.** Calla High School and Independent Study students may be guests if they have the approval of the Calla High School or New Vision High School. **Students are *not* allowed to attend as guests if they are under an expulsion order.**

**For the Junior-Senior Prom, all guests must be under age 21 and satisfy the following requirements:**

- Current students must provide a recommendation from the current school administrator.
- Former students must provide a recommendation from the current employer or college advisor.

All guests must have an approved guest pass completed and signed by parents and appropriate school administration.

Each guest must have picture identification in their possession while at the dance.

Dance attendees must complete the necessary application by the deadlines as explained on the application. No exceptions!

### **Camera/Cell Phone Policy**

**\*\*\*SEE BOARD POLICY FOR ADDITIONAL INFORMATION\*\*\***

The Manteca Unified School District Governing Board allows pupils to possess electronic signaling and communication devices while on campus. All electronic signaling and communication devices (cell phones, iPads, etc.) will **be off and out of sight during class time**. Violation of this policy will result in disciplinary action. **All student cell phones will be locked in cell phone boxes during instructional time**

**1<sup>st</sup> violation = Phone confiscated by teacher (teacher can have monitor take phone to office)**

**2<sup>nd</sup> violation = Teacher calls for monitor to bring to office (student picks up phone from office at the end of the school day)**

**3<sup>rd</sup> violation = Saturday School/phone confiscated/parent is notified**

**4<sup>th</sup> violation = and subsequent offenses: 1-5-day suspension/phone confiscated**

**If a student chooses to bring a cell phone or electronic device, Manteca High School is NOT responsible for the item. This includes theft or damage.**

### **Manteca USD**

#### **Administrative Regulation Dress and Grooming**

AR 5132

Students In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school procedures governing student dress and grooming which are consistent with law, Board policy and administrative regulations.

These school dress codes shall be regularly reviewed. (cf. 0420 - School Plans/Site Councils)

**The following guidelines shall apply to all regular school activities:**

1. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.

2. Appropriate shoes must be worn at all times.

3. Clothes shall be sufficient to conceal undergarments at all times. See-through tops and bare abdomens are prohibited.

(cf. 3260 - Fees and Charges)

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control.

(Education Code 49066)

Students shall be allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

Gang-Related Apparel At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received. As necessary, the school shall collaborate with law enforcement agencies to update definitions of gang-related apparel.

### **Grounds for Suspension and Expulsion**

**\*\*\*SEE BOARD POLICY FOR ADDITIONAL INFORMATION\*\*\***

Students may be suspended or expelled for acts enumerated herein and related to school activity or school attendance, which occur at any time, including but not limited to, while on school grounds, while going to or coming from school, or during a lunch period whether on or off campus, during or while going to or coming from a school sponsored activity. Ed. Code (48900(p))

(Education Code 48900, Board Policy 5144), Students may be subject to suspension or expulsion for having committed any of the acts listed below:

(a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person; or (2) willfully used force or violence upon the per-son of another, except in self-defense.

- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object unless, in the case of possession of any such object of this type, the student had obtained written permission to possess the item from a certificated school employee with the principal or designee's concurrence.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance as defined in the Health and Safety Code 11053 et seq., alcoholic beverage, or intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance defined in Health and Safety Code 11053 et seq., alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as controlled substance, alcoholic beverage or intoxicant. This restriction shall not prohibit the student from using or possessing, with approval of the principal his/her own prescription products.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property\* or private property.
- (g) Stole or attempted to steal school property\* or private property.
- (h) Possessed or used 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 betel.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property\* or private property.
- (m) Possessed an imitation firearm so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.  
A pupil may not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including but limited to, any of the following:
- (1) While on school grounds.
  - (2) While going to or coming from school.
  - (3) During the lunch period whether on or off the campus.
  - (4) During, or while going to or coming from, a school sponsored activity.
- (s) A pupil who aides or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (t) As used in this section, "school property" \* includes, but is not limited to, electronic files and databases. Unless enrolled in kindergarten or grades 1 through 3, students are also subject to suspension or recommendation for expulsion for any of the acts listed below:
- a. Committed sexual harassment as defined in Education Code 48900.2
  - b. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in EC 48900.3 and Penal Code Section 422.55. A pupil shall neither intimidate, oppress, threaten, nor cause an act of

hate violence, nor deface property, because of another person's actual or perceived characteristics, including: disability, gender, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

c. Intentionally harassed, threatened or intimidated a student or school district personnel to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading student or school personnel rights by creating an intimidating or hostile educational environment. (Education Code 48900.4)

d. A student may be recommended for expulsion for making a terrorist threat against school officials or property.

***\*school property includes electronic files and databases.***

### **Billing**

All textbooks and school equipment issued to you are to be returned in good condition. Failure to do so will result in you or your parent(s)/guardian(s) being billed for the total replacement cost, including handling charges. Grades, diplomas, and class registration schedules may be held until the return of the item(s), or payment in full is received. Non-payment of fines or fees will result in the student being ineligible for extra-curricular activities.

### **Computer/Internet Usage**

Internet Agreements are available in the Student Service Center. All students are expected to be responsible and ethical users of school computers. Failure to adhere to all policies and procedures governing access and utilization could result in disciplinary action and or loss of computer access. Education Code 51870.5: Manteca Unified School District does not have control of information on the Internet, although it attempts to provide prudent and available barriers. MUSD allows students to access the Internet with written consent and waiver from parents and makes no warranties of any kind, whether expressed or implied, for the services it provides. MHS is proud to have access to the Internet. However, having this technology also means greater responsibility from the student. Students will be required to fill out a form for Internet access. This form must be signed by their parent and will be kept on file. **Internet use is for school-related research only.** Students caught using the Internet without permission or accessing information of an illegal, inappropriate, or unauthorized nature will be disciplined and lose their Internet access.

### **Contraband-Sniffing Dogs**

Dogs trained in detecting contraband may be allowed on campus for the safety of students and staff. All classrooms, lockers, backpacks and vehicles on or within 1000 feet of the campus may be subject to search. Once a dog has alerted, the school has an obligation to investigate if there is a weapon, dangerous or unsafe object present. Students whose backpacks and/or lockers are searched and in which an illegal substance or weapon is discovered will be considered to be in possession of that item and will face disciplinary action. Students who drive a vehicle to school are fully responsible for the contents of that vehicle, even if the vehicle or its contents actually belong to someone else.

### **Citizenship**

The staff of MHS has high expectations for student behavior. For the 2024-2025 school year, all students will receive a citizenship grade each semester. If a student receives two (2) "U" grades on a report card, the student is ineligible for the next semester. A student may earn a "U" grade in citizenship if they habitually exhibit behavior which is inappropriate, disruptive, uncooperative, or interferes with other students' learning.

### **School Safety**

School safety is of paramount concern, as is the welfare of our students and staff. To ensure that our school is safe, we must all work together to immediately notify the school of potential security risks. The district will not tolerate student threats, acts of violence, or the starting or spreading of rumors and school disruption. In the past, we have had serious problems with rumors that were investigated by both the district and MPD, and they were found to be

untrue. Please work with your student(s) to report any rumor directly to the office during school time. After school and on weekends a call to crime stoppers at 823-4636 will assist us in keeping our community and school safe.

Please call:

- When a person is acting in a suspicious manner in or around the school,
- When you know, suspect, or have heard that an individual has a weapon or dangerous object at school,
- When you know, suspect, or have heard of any violent or potentially violent incidents, threats, threats of violence, or other disturbance,
- When you believe the school is otherwise not secure or safe.

The school will investigate and discipline students who breach this policy, up to and including suspension and/or expulsion. By working together, we can keep our campus safe for our students and staff.

### **Student Procedures for Reporting Sexual Harassment**

Below is the procedure to follow if you feel you are 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, other staff members, or to the District Coordinator of Child Welfare and Attendance (CWA). This person may be reached at 825-3200, ext. 762.
- 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 the 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. 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.

### **Sexual Harassment Policy**

The MUSD has adopted a student policy on sexual harassment (No. 5145.8). 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 sexual nature (Ed. Code 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

### **Tobacco-Free Schools/Smoking**

The MUSD Board of Education has passed a new policy regarding tobacco and smoking. Board policy #4022 reads in part:

“... The Governing Board therefore prohibits the use of tobacco products at all times on District property and in District vehicles. This prohibition applies to all employees, students, visitors, and other persons at any school or school-sponsored activity or athletic event. It applies to any meeting on any property owned, leased, or rented by or from the District.”

This policy shall go into effect six months from the date of its adoption (Jan. 26, 1993). For example, this policy means that tobacco products and smoking are no longer allowed at football games, outside of the gym at basketball games, between classes at Adult School, or at any function on district property.

### **Lockers**

Lockers are issued to students on a first come, first served basis at the beginning of their freshman year. Students keep the same locker for the rest of their high school career. If a student is having difficulty with his/her locker, he/she may go to the attendance office for assistance. School lockers are the property of MUSD. At no time does the MUSD relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities for any reason at anytime, without notice, without student consent and without a search warrant. Students jamming or damaging their locker will lose their locker privilege and must pay restitution for damages. Students are also responsible for all books and other items kept in their locker and must pay restitution of any lost or stolen materials.

### **Early Grads**

If a student graduates early he/she may participate in the graduation ceremony, prom, and the Disneyland trip. Participation in these activities will be determined by a student's eligibility criteria by his/her last quarter of attendance and with the concurrence of the principal.

### **Electronic Devices**

Digital or video cameras are not to be used on campus without teacher/administration approval. Personal electronic devices of any type are not to be used in the classroom or in the library without specific permission by the teacher. If they are seen or heard, they will be confiscated by staff, security, and/or administrators. Parents will be required to meet with the Vice Principal in order to have these items returned to the student. Neither MHS SRO nor administration will investigate the loss of these items.

### **Emergency Information**

Parents, or the parents' representative, will be called for students who have had an accident or become too ill to remain in school. In order to do this, the correct information must be provided to the school through the Attendance Office. It is the parents' responsibility to provide correct information.



## **Expulsion**

Students are excluded from attending school within the district. A principal recommends expulsion, a hearing is set before an administrative panel, the panel makes a recommendation to the Board, and the Board of Trustees makes the decision. A student may apply for readmission after meeting all conditions of the expulsion. (See California Ed. Codes 48900 and 48915)

## **Loitering/Trespassing**

Students from other campuses are not permitted to visit. Trespassers will be subject to arrest. Students are not to loiter on campus during class time. Students who do not have a 4<sup>th</sup> period class must leave campus. Students who cause a disruption will be subject to Work Detail or Saturday School. Repeated violations will result in further discipline by administration.

## **Medications at School**

In compliance with Education Code Section 49423, no medications will be accepted or administered at school without meeting the following requirements:

- Physician and parent request forms filled out completely including both physician and parent signatures. No medication will be administered without detailed physician instructions.
- Medication taken to school must be furnished in its pharmacy labeled bottle or in an original pharmacy labeled injection medication kit.

Non-prescription medication such as aspirin will not be administered at school even at a parent's request. Parents have the right to bring a medication to school and administer it if this is necessary. Students are not to keep medication on their person or in lockers. All medications must be turned in to the Health Clerk unless prior arrangements have been made. Physician and parent request forms may be picked up in the Attendance Office.

## **Alternative Placement**

Students may be referred to Alternative Placement in lieu of a suspension to home for infractions. The purpose of Alt. Placement is to keep students in school and working on their classwork while being given an opportunity to talk with an adult about how to avoid making the same mistake in the future. The decision to refer to Alt. Placement is at the sole discretion of the administrator and is based on the infraction and the individual student's discipline history.

## **Personal Property**

**PERSONAL PROPERTY OF IMPORTANCE OR VALUE, INCLUDING LARGE SUMS OF MONEY, SHOULD NOT BE BROUGHT TO SCHOOL.** Loss, theft, or damage of personal property is not the responsibility of Manteca High School or Manteca Unified School District. This includes personal property left in a locker.

## **Prohibited Items and Behaviors**

Manteca High School has the right to confiscate any prohibited items found on campus and may not return these items. Manteca High School administration and SRO/Campus Monitors will not investigate lost or stolen prohibited items, including AirPods or cell phones. Manteca High School administration also reserves the right to amend these prohibited items at any time based on the distraction to the educational environment.

## **Prohibited Items**

- Aerosol paint cans/scribes, etching tools or any items that can be considered used for vandalism or tagging
- Any object that creates an inherently dangerous situation
- Candy or food sales on campus unless under the authority of ASB.
- Firearms or other weapons as defined in section 12020 of the California penal code and any knife as defined in 653k, and

626.10 of the California Penal Code (this includes any item that could be considered dangerous).

- Fireworks, other explosives or incendiary devices
- Gambling paraphernalia, i.e., dice, playing cards, shooting quarters/pennies, etc.
- Glass bottles
- Laser light pens (without specific permission from a teacher)
- Littering
- Permanent Markers
- Pepper spray/mace
- Physical displays of affection (with the exception of holding hands)
- Riding skateboards, rollerblades, scooters, or bikes anywhere on campus
- Rolling papers (per penal code 308B)
- Spitting
- Squirt guns, paint guns, Nerf guns and water balloons
- Stink bombs and smoke bombs
- Tagging or tag insignias on any items including back packs, papers, clothing, or schoolbooks
- Toy or look-alike weapons, including brass knuckles

### **Saturday School**

Students will attend Saturday School arriving on campus in the cafeteria by 8:00am. Gates will be locked at 8:00am. No late students will be allowed in and they will not receive credit. From 8:00am to 12:00pm. Students must be on time and bring schoolwork and a book to read or they will not be admitted to Saturday School. Students who do not successfully complete their Saturday School assignment will be sent home and won't receive credit for the day.

### **Student Homework Requests**

Students who are excused for an absence must request their assignments from his/her teacher (via email is best). It is the student's responsibility to turn in work from an excused absence in the proper amount of time.

### **Suspension**

Students are sent off campus under the supervision and responsibility of parents/guardians (1 to 5 days per offense). Parents will be notified. Manteca City municipal ordinance requires that all students on suspension remain home during school hours. Violations of this ordinance may result in a curfew suspension by Manteca Police Dept. Students are excluded from participation in and attendance at, extra-curricular activities and from being on or near the school grounds during the period of suspension. Students suspended for drug or alcohol related offenses will be referred to VCC for on-campus counseling. Students will be allowed to make up class assignments and tests for absences due to suspension per California Ed. Code [48913](#).

### **Visitors/Classroom Visits**

In accordance with the state law, any person coming on the school grounds during the school hours must first report to the Administration Office to secure permission and visitor pass to be on the grounds and/or to conduct any business and/or to see any teacher or student. Parents wishing to visit their student's classrooms must notify teachers and administration at least 24 hours in advance.

## Extra and Co-Curricular Activities:

Voluntary participation in student clubs is encouraged as a way to become involved on campus, increase school spirit, and develop personal leadership skills. Watch for information about Club Rush for the 2024-2025 school year at Back to School Night, Club Rush Lunch and in the Daily Student Bulletin.

### ASB DISCOUNT "Punch"

An ASB Discount "Punch" is available during orientation or later in the Office. The price is \$45.00. The "punch" provides discounted (JV and Varsity home football games) and free admission to all other home sporting events (except playoff games), discounts on dances and activities throughout the year. The cost of the punch will quickly pay for itself.

### DANCES

1. Dances are a privilege. All school rules apply.
2. Bids are non-transferrable and will be honored for only the person whose name they are in. The student must be present at the time of purchase.
3. No dance shall start until all assigned chaperones have arrived.
4. Manteca High School dances are closed to non-students except for the Winter Formal and Prom. Guest bid passes must be completed and turned into administration one week prior to the last day of bid sales. Guests may be no older than 20 years old.
5. All students must show their current MHS ID to be admitted to all dances.
6. Admission to a dance will be allowed for only one hour after the dance has started unless the student has made prior arrangements with administration.
7. Appropriate attire will be worn all evening.
8. A student who leaves a dance before it is over will not be readmitted.
9. No "freak" or other sexually suggestive dancing. Offense of this rule may result in the student being asked to leave the dance.
10. Students will be allowed to leave 2.5 hours after the start of the dance. Parents will be called before if student requests to leave sooner.
11. Parents will be called if students do not arrive to dances which require signing up in advance.

### ELIGIBILITY STANDARDS

All students participating in an extra-curricular activity must meet the academic eligibility standards set forth by Manteca High School.

A student is ineligible if he/she:

- Does not have a 2.0 GPA for each grading period (each semester)
- More than one (1) F in a grading period
- More than one (1) 'U' citizenship mark in a grading period
- One (1) 5-day suspension (Results in 45 school days of ineligibility)
- Two (2) suspensions of less than 5 days in the same grading period (Results in 45 school days of ineligibility)

Students who are ineligible will not be allowed to attend or participate in school activities, **including graduation ceremonies.**

A student can become eligible by:

- Fulfilling GPA/Citizenship criteria for a semester grading period (academic)
- Waiting until the 46<sup>th</sup> day after the second+ suspension or a 5-day suspension (behavior)

# ACADEMIC INTEGRITY

## Statement of Philosophy:

The primary goal of any educational institution should be to enhance the learning environment and to promote the pursuit of intellectual excellence. Manteca High School is committed to reinforcing (The Buffalo Way) the values of our democratic society, teaching citizenship and providing an environment conducive to ethical behavior. We strive to maintain a climate in which honesty, courtesy, consideration, integrity and a concern for others are highly valued.

Academic dishonesty is an assault upon the basic integrity and meaning of an educational institution. Cheating, plagiarism, and collusion in dishonest activities are serious acts, which erode an institution's educational role and deny the value of education not only for the perpetrators, but also for the entire community. It is expected that Manteca High School students will understand and subscribe to the idea of academic integrity and will bear individual responsibility for their work. Materials (written or otherwise) submitted to fulfill academic requirements must represent a student's own efforts. In turn students will gain new information and insights, and increase their capacity to think, reason and solve problems.

The fundamental purpose of this policy is to emphasize that any act of academic dishonesty attempted by any Manteca High School student is unacceptable and will not be tolerated. Consequences for any form of academic dishonesty are severe.

# Athletics

## Athletics Code of Conduct

All Manteca High School spectators/participants are expected to be positive role models. Students shall demonstrate sportsmanship at all times by displaying self-control before, during and after all contests. Students who display unsportsmanlike conduct will be removed from the contest and may be denied entrance to subsequent athletic events. Honor the Code!

**The Manteca High School Conduct Code and discipline policies apply before, during and after all events.**

## Adult & Student Responsibilities

**All members of the Manteca High School student body and their families MUST:**

- Remain in the rooting section during the game (brief restroom and/or concession trips allowed)
- Cooperate with spirit leaders from both schools
- Treat opponents, game officials, visiting students and other guests as they would be guests in their own home
- Always demonstrate sportsmanship through self-control and civilized behavior before, during, and after any Manteca High School event
- Respect public and private property

## Athlete Responsibilities

**All Manteca High School Athletes MUST:**

- Maintain regular attendance
- Complete and sign a social media contract
- Emphasize sportsmanship, ethical conduct and fair play
- Perform to emphasize the values of the game which include fair play and courtesy to visiting teams, officials, and fans
- Act as cordial hosts
- Respect the integrity and judgment of officials
- Adhere to the rules of the game and standards of eligibility
- Lead, use initiative and good judgment as a player and school leader
- Show recognition of the purpose of athletics to promote physical, mental, moral, social, and emotional well being of each player
- Remember that an athletic contest is no more than a game – not a matter of life and death for a player, coach, school, official, fan, community, state, or nation

## NCAA Eligibility Standards

Students who wish to qualify for an athletic college scholarship must register with the National Collegiate Athletic Association ([NCAA Eligibility Center](#)). Students must meet minimum eligibility requirements before colleges/universities can offer athletic scholarships. Students may receive more information about this process at the MHS Athletics Office.

Eligibility for college freshmen:

1. Satisfy high school graduation requirements
2. Earn a GPA of not less than 2.3 in 16 core courses (Division 2 requires a 2.2 GPA).
3. Earn a combined SAT or ACT sum score that matches your core course grade point average and test-score sliding scale. See the Athletics Office for a copy of the sliding scale.

16 Core Courses:

1. 4 years of English
2. 3 years of math at the Algebra 1 level and above
3. 2 years of college preparatory science (including 1 lab)
4. 2 years of social science

5. At least 1 additional course in English, math, or science
6. At least 4 additional academic courses

Eligibility standards for the students beginning college in 2008 have increased to 3 years of college prep math and 4 additional academic courses - for a total of 16 core courses. Students are responsible for registering for the appropriate courses and for monitoring their progress toward NCAA eligibility.

Students should check the NCAA Eligibility Center website ([www.ncaa.org](http://www.ncaa.org)) to get a list of approved NCAA courses at Manteca High School.

If you intend to participate in Division I or II athletics as a freshman, you must register and be certified by the NCAA Initial Eligibility Center. In order to be registered with the Eligibility Center, you must complete the registration process found at <http://www.ncaa.org>. After completing the online Web application, print a copy of the completed registration form. You will receive two copies. Give both copies to the Athletics Office. They will send a copy, along with an official high school transcript to the Eligibility Center. The Athletics Office will keep the second copy on file.

### Sports by Season

See Schools Website for updated coaching information

Fall	Winter	Spring
Cheer (Co-ed) Cross Country Football Golf (Girls) Tennis (Girls) Volleyball (Girls)	Basketball (Boys) Basketball (Girls) Cheer (Co-ed) Soccer (Boys) Soccer (Girls) Wrestling (Co-ed)	Baseball Golf (Boys) Softball Swimming Tennis (Boys) Track & Field (Boys) Volleyball (Boys)
TBA Mark Varnum Kim Cope MaryAnn Tolbert Robin Chandler	Oscar Calix Jessica Teicheira James Burns Justin Coenberg TBA	Mark Ruiz Eli Gibbs Josh Farris Elizabeth Wenner MaryAnn Tolbert Paul Lyons IV Jenny Reis

### Sports Insurance

A prospective athlete must have parental consent, a physical examination, and specific insurance coverage in order to participate. Supplying and verifying coverage is a parental responsibility. If a student does not already have the necessary coverage under their parents' insurance, the required minimum insurance may be purchased through the Athletics Office. The school makes available minimum requirement student insurance policies at no profit to the school. The Parental Consent and Athletic Eligibility Card is available in the Athletics Office. With parent signature, the card indicates certification of the required insurance coverage and approval of a student's participation. It is filed in the Athletics Office before you may begin practice.

### MUSD RIGHTS OF PARENTS OR GUARDIANS OF MINOR PUPILS

#### MANTECA UNIFIED SCHOOL DISTRICT RIGHTS OF PARENTS OR GUARDIANS OF MINOR PUPILS

Excerpts from Education Code Relating to Rights of Parents or Guardians of Minor Pupils District Policies are Subject to Change.

To view the District Policies, visit the website at: [www.mantecausd.net](http://www.mantecausd.net)

1. RIGHT TO REFRAIN FROM HARMFUL OR DESTRUCTIVE USE OF ANIMALS (Education Code 32255-32255.6, 48980) Any pupil with a moral objection to dissecting or otherwise harming or destroying animals, or parts thereof, shall notify his/her teacher in writing regarding this objection. If the teacher believes that an adequate alternative education project is possible, the teacher may develop with the pupil an alternate avenue for obtaining the knowledge, information, or experience required by the course of study in question. Classes and activities conducted as part of a

program in agricultural education that provide instruction on the care, management and evaluation of domestic animals are exempt from these provisions.

2. DISTRICT DISCIPLINE RULES (Education Code 35291, 35291.5, 48980, and BP 6145) The Board of Education of Manteca Unified School District feels that pupils should be held accountable for their behavior in a positive manner which encourages self-discipline. All pupils shall comply with the school regulations, pursue the required course of study, and submit to the authority of the teachers of the school. Every pupil shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his/her teacher and others in authority; observe good order and propriety of deportment; be diligent in study; be respectful to his/her teacher and others in authority; be kind and courteous to schoolmates; and refrain from the use of profane and vulgar language. Every teacher and administrator in the public schools shall enforce the course of study, the use of legally authorized textbooks, and the rules and regulations prescribed for the schools. Every teacher and administrator in the public schools shall hold pupils to strict account for their conduct. Students may be subject to discipline for off-campus misconduct if the misconduct is related to school activity or attendance and causes or is reasonably likely to cause a substantial disruption to school activity. For example, a student using technology such as a home computer, cellular phone, or other electronic device may be disciplined for bullying, engaging in unlawful harassment, or making threats against students, staff, or district property even if such misconduct occurred off-campus and during non-school hours. (Ed. Code, § 48900(r)) The Board believes that the use or possession of any amount of a controlled substance, as identified in the Health and Safety Code 1105311058, causes a continuing danger to the physical safety of the pupil. The pupil will be suspended and referred for disciplinary action. When a pupil's behavior is such that it keeps others from learning or endangers the well-being of others, that pupil shall be disciplined and may lose his/her educational privileges. Pursuant to Policy 6145, administrative regulations for determining student participation in extra-curricular and cocurricular activities state that students who are suspended from school for five (5) days or have two suspensions within a grading period "are to be declared 'unsatisfactory' with a nine-week loss of privileges commencing from the time of the suspension." These privileges include such activities as: athletics, public performances, field trips, and graduation ceremonies. Each school shall adopt rules and procedures on school discipline. The principal of each school shall take steps to ensure that these rules and procedures are communicated to continuing pupils at the beginning of each school year, and to new pupils at the time of their enrollment in school.

3. REQUIRED PARENTAL ATTENDANCE (Education Code 35291, 48900.1, 48980) Current law enables parent/guardians to be absent from work without endangering their employment status in order to attend a portion of their child's school day at a teacher's request. Besides furthering improved classroom behavior, such attendance can promote positive parent-child interactions. Whenever a pupil is suspended from a class because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the teacher of the class from which the pupil was suspended may require the pupil's parent/guardian to attend a portion of a school day in that class. After completing the classroom visit and before leaving the school premises, the parent/guardian shall also meet with the principal or designee.

4. VISITS TO THE SCHOOL (Board Policy 1250) Persons wishing to visit a class should make arrangements in advance with the teacher and principal or designee for an agreeable time. To ensure the safety of students and staff and avoid potential disruption, all visitors shall register at the school site office immediately upon entering any school building or grounds when school is in session. For purposes of security, the principal or designee shall design a visible means of identification for visitors. A student is not permitted to leave the school with anyone who has not been clearly identified as the student's legal parent or guardian, or a person authorized to act on the behalf of the parent or guardian.

5. ABSENCE FOR CONFIDENTIAL MEDICAL SERVICES (Education Code 46010.1) State law allows for school authorities to excuse any pupil in grades 7 through 12 from school for purposes of obtaining confidential medical services without the consent of the pupil's parent/guardian. However, the normal procedure in Manteca Unified School District is to make a

sincere effort to ensure that parent/guardians are aware of all current concerns with their children and to excuse only those absences certified by the parent/ guardian.

6. ABSENCE FOR RELIGIOUS PURPOSES (Education Code 46014) Pupils may be excused, with written permission from a parent or guardian, in order to participate in religious exercises or receive moral and religious instruction away from school property. Every pupil so excused must attend at least the minimum school day. No pupil shall be excused from school for such purpose on more than four days per school month.

7. ABSENCE FOR JUSTIFIABLE PERSONAL REASONS (Education Code 48205) Upon prior written request by the parent/guardian, a pupil's absence may be excused for three days for the following justifiable personal reasons: appearance in court; observation of a holiday or ceremony of his/her religion; employment interview or conference; when a student is the custodial parent of a child who is ill or has a medical appointment during school hours; attendance at a funeral for other than a member of the student's immediate family; attendance at funeral services for a member of the immediate family (may not exceed more than five (5) days); college visit -senior year, and Take Your Son or Daughter to Work Day. A pupil absent under this section shall be allowed to complete all assignments and tests missed during the absence which can be reasonably provided, and, upon satisfactory completion, shall be given full credit.

8. AVAILABILITY OF HOME/HOSPITAL INSTRUCTION FOR PUPILS WITH TEMPORARY DISABILITIES (Education Code 48206.3, 48207, 48208) A pupil with a temporary disability who is in a hospital or other residential health facility, excluding a state hospital, which is located outside of the School District in which the pupil's parent(s) or guardian(s) resides shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located.

It shall be the primary responsibility of the parent(s) or guardian(s) of a pupil with a temporary disability to notify the school district in which the pupil is deemed to reside pursuant to Section 48207 of the pupil's presence in a qualifying hospital.

9. HOMELESS STUDENTS (McKinney-Vento Act) The term "homeless children and youth" means individuals who lack a fixed, regular, and adequate nighttime residence. This definition includes: children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; children who may be living in motels, hotels, trailer parks, or shelters; children/youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; children/youth who are living in cars, parks, public spaces, abandoned buildings substandard housing, bus or train stations, or similar settings, or migratory children who qualify as homeless because they are children who are living in similar circumstances listed above. Homeless students are eligible for school and home support services. Homelessness is defined in a number of ways. Please consult with school site staff regarding the McKinney-Vento Act. Homeless Liaison, Coordinator of Health Services, (209) 858-0782.

10. ATTENDANCE OPTIONS (Education Code 35160.5, 48980) Every attempt is made to have space available for pupils at their home school. If space is not available, pupils will be transported at District expense, if transportation is required per District busing policy, to an "overflow" school. Pupils who reside within the MUSD boundaries may apply for enrollment in any District school through Open Enrollment. An unbiased selection process is used for the admission of pupils from outside a school's attendance area. Applications are available at all schools. Applications for an Open Enrollment request for high school pupils and for eighth grade pupils who will go to high school are to be submitted to the home high school during the month of January for possible placement for the fall semester of the next school year. Applications for an Open Enrollment Request for elementary pupils are to be submitted to the home elementary school during the month of January for possible placement for the fall semester of the next school year. Parents of pupils who will be in grades one through eight will be notified of the status prior to the beginning of the school year. Pupils who are granted an Open Enrollment will be enrolled at the school of choice for next school year. Before the beginning of each



year, school principals will determine if space is still available for all open enrollment pupils. If space is not available, pupils will be referred back to their home school. If there is space at the open enrollment school, the open enrollment school will have a random, unbiased selection process. This selection process will be applied to the first group of pupils who were enrolled under open enrollment, then the next group enrolled, and so on.

11. AVAILABILITY OF EMPLOYMENT-BASED SCHOOL ATTENDANCE OPTIONS (Education Code 48204, 35160.5) Manteca Unified School District (MUSD) Board Policy 5118.2, authorizes and establishes procedures for admission and attendance of contracted District employees' children at MUSD from the students' district of residence. Contract employees of MUSD may request inter-district transfers for their children and will be given priority for enrollment at a site where space is available should the district of residence give approval for the transfer. Enrollment of an employee's child shall not displace attendance of a resident student. The District is not accepting any other inter-district transfers for the 2018-2019 school year, but will review this practice on a yearly basis.

12. SEXUAL HARASSMENT POLICY AS RELATED TO PUPILS (Education Code 48900.2) It is the policy of the Manteca Unified School District to strictly prohibit sexual harassment by any pupil or employee. Sexual harassment is forbidden by both state and federal law. Disciplinary action will be taken against persons found in violation.

13. PUPIL RECORDS—PRIVACY RIGHTS AND DIRECTORY INFORMATION (Education Code 49061, 49063, 49068, 49069, 49070, 49073, 49076) A parent or guardian has the right to inspect and review during school hours all records relating directly to their child within five (5) days of the written request to the school principal. The types of educational records maintained by the District include attendance, achievement, conduct, test scores, etc. The principal of each school is responsible for maintenance of such pupil records. Records are reviewed by site administrators, certificated staff and other school officials, employees, persons or agencies, having a legitimate educational interest. Decisions to expunge such records shall be made to the site administrator. In addition to those listed above, others who may review records include officials or employees of other school systems where educational programs leading to high school graduation are provided, federal, state, and local officials as needed for program audits and legal compliance, the district attorney for truancy mediation, and a prosecuting agency under certain circumstances. The District may also release information from records to appropriate persons in emergencies, agencies and organizations in connection with pupil application for financial aid, accrediting associations, organizations conducting studies on behalf of educational institutions as limited by Ed. Code 49076 or other educational institutions subject to parents rights as provided in Ed. Code 49068. Additionally, Section 9528 requires that parents be notified that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information without written consent. A single notice provided through a mailing, student handbook, or other method that is reasonably calculated to inform parents of the above information is sufficient to satisfy the parental notification requirements of both FERPA and Section 9528. A log is maintained for each pupil's record which lists all persons, agencies or organizations requesting or receiving information from the record and the interests thereof. Such log is located at each school and open to inspection by a parent or guardian. Parents and guardians have the right to know the names and positions of persons who have had access to a pupils' records and the purposes for which they had access. Parents and guardians have the right to authorize the release of educational records to themselves. Only custodial parents and guardians may authorize the release of educational records to others. Custodial parents and guardians have the right to challenge the content of pupils' records and to know the procedure for such. Reproduction of pupil records for parents or guardians will be charged at a rate of ten cents per page. The District may make available to various persons, agencies or institutions the following categories of directory information, unless notified by the parent or guardian in writing not to release such:

- Name
- Address
- Telephone, Date and place of birth
- Major field of study

- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- Most recent previous educational institution attended

14. LIMITED ENGLISH PROFICIENT STUDENTS The Act requires notice be given to parents of limited English proficient students regarding limited English proficiency programs, not later than 30 days after the beginning of the school year (or, for students identified later in the school year, within two weeks). Notice includes: the reasons for the identification of the student as limited English proficient; the need for placement in a language instruction educational program; the student's level of English proficiency and how such level was assessed; the status of the student's academic achievement; the methods of instruction used in the available programs; how the recommended program will meet the student's needs; the exit requirements for the program; how the program meets the objectives of the student's IEP, if applicable, and; parent options for removing a student from a program and/or declining initial enrollment. (Section 1112(e) (3)(A) of the ESEA, as amended by ESSA) The information provided above is available upon request from each child's school or the district office. Additional notices that may be required shall be sent separately. (20 U.S.C. §§ 6301 et seq.)

15. IMMUNIZATIONS AND CONTROL OF COMMUNICABLE DISEASES (Education Code 49403, 49451, H.S.C. Chapter 7, Section 3380, Division 4 and Chapter 291, Statutes of 1995) State regulations specify that pupils provide a written immunization record signed by a physician, nurse or health department showing the month and year of each required vaccine dose. These records must show that pupils have received all currently due immunizations required in order to be admitted to school. Pupils not meeting state requirements will be referred to their health provider or the local health department for immunizations prior to admittance. Pupils with religious or medical exemptions must present written evidence prior to admission. Waivers should be initiated by a medical provider. In the event of an epidemic of a vaccine preventable communicable disease, pupils with these exemptions will be excluded from school. Effective July 1, 1999, all students entering seventh grade will be required to present documentation of a Tdap Booster. When there is a good reason to believe that a child may have a recognized contagious or infectious disease, the pupil may be sent home and shall not be permitted to return to school until school authorities are satisfied that any contagious or infectious disease is being treated or does not exist. Any questions should be addressed to the Coordinator of Health Services at the (209) 858-0782.

16. NOTICE REGARDING IMMUNIZATION RECORDS As required by Health and Safety Code Section 120440, the School District may share some information on your child with the local health department immunization registry and the state health department, unless you refuse to allow this. The registry may share this information with other doctors, clinics, or hospitals your child goes to for care, if they ask for it. The only information we will share is: 1) you and your child's name; 2) your child's birthplace; 3) vaccines he or she has received; 4) any serious reaction he/she had to a vaccine; 5) your address and phone number, and other nonmedical information if needed to make sure it is the correct person's record. The doctors, clinics, or hospitals which receive this information can use it to: 1) help in deciding what vaccines your child needs; 2) phone or send you a reminder when a vaccine is due; and, 3) tally numbers of patients who are or are not up to date on their vaccines (without patient names, addresses, etc., included). The registry may also share the same information, without your address or phone number, with the following if they request it: 1) schools; 2) child care centers; 3) WIC supplemental food clinics; 4) CalWORKs public assistance program; 5) health care plans; and, 6) other persons or entities when disclosure is otherwise specifically authorized by law. These persons and entities can use that information only for the reasons listed above, and, a) for schools or child care centers, to help you prove your child has had the vaccines required for entry; b) for WIC clinics, to let you know if your child has vaccine doses due; and, c) for health care plans, to help process insurance payments. All of these people and groups listed above who ask for and get

this information are required by law to keep it confidential and use it only for the reasons listed above. In addition, you have the following rights: 1) to refuse to have us share any of this information now or at any time; 2) to refuse to get reminder notices when vaccines are due; 3) to look at your child's record at the health department registry and correct any errors; and, 4) To get the names and addresses of anyone with whom this information is shared. If you wish to refuse to have the District share this information, or to refuse to receive reminders when your child is due for vaccines, please contact the Health Services Department at (209) 858-0782.

17. ADMINISTRATION OF MEDICATION AT SCHOOL (Education Code 49423) and NOTICE TO SCHOOL OF NON-EPISODIC CONDITION (Education Code 49480) State law requires that the parents/guardians notify the school if their pupil is on a continuing medication regimen for a non-episodic condition (i.e. asthma, diabetes, epilepsy, hay fever, attention deficit disorder, etc.) If the medication is to be administered at school during the school day, the school must receive: (1) a written statement from the physician detailing the method, amount, and time schedules by which the medication is to be taken; (2) a written statement from the parent/guardian of the pupil indicating the desire for school personnel to assist in the administration of medication in the manner set forth in the physician's statement; and (3) the medication in the original pharmacy labeled container. Parental permission may be requested for the school nurse to communicate with the physician and to advise school personnel regarding the condition of the student and possible effects of the medication on the child. A form for the physician and parent requests is available from the school office and must be returned completely filled out prior to the administration of any medication. Non-prescription medications such as aspirin, Tylenol, etc., may only be administered at school if the same requirements outlined for prescription medications are followed. Students may not have any medication in their possession unless the physician and parent request specifically states the need, and the principal and school nurse agree. As a parent/guardian, you have the right to bring a medication to school and administer the medication to your child.

18. REFUSAL TO CONSENT TO PHYSICAL EXAMINATION (Education Code 49451) VISION, HEARING, AND SCOLIOSIS SCREENING (Education Code 49452, 49456) State law requires schools to conduct vision, hearing and scoliosis screening examinations of pupils at specified grade levels. When a defect or possible abnormality is suspected, the parent/guardian will be notified in writing and asked to take the pupil to an appropriate health care provider for further evaluation and recommendations. Parents are encouraged to communicate those results with the school office staff or school nurse. A parent may request in writing that their child be exempt from these assessments. A parent/guardian may file a written notice annually with the principal of the school stating that consent to a physical examination is not granted, and the pupil will be excused from screening tests. Likewise, a parent may request the teacher to refer his/her child to participate in a screening examination at any grade level.

19. AVAILABILITY OF INSURANCE PLAN (Ed. Code 49470-49473) The medical/dental costs of pupil accidents are normally the responsibility of the parent(s) or legal guardian(s). Pupil accident insurance solves many problems in advance. The School District does not carry insurance to pay for the cost of treatment for students injured on school grounds while under school supervision or while participating in school sponsored activities. Parents are responsible for providing medical/dental care and health insurance for their children. Every year, Manteca Unified School District provides parent(s) or legal guardian(s) with applications for school-time accident insurance. The contract is made between the parent(s) or legal guardian(s) and the insurance company. The Manteca Unified School District only supplies the application forms. This low-cost insurance helps pay for the medical/dental costs if a child is injured while under the jurisdiction of the school. The principal of your child's school will provide you with further information if you so desire. Please contact your school site for more information. You may also call Health Services at (209) 858-0782 for assistance in Covered California applications, and no cost plan eligibility.

20. PUPIL FEE A pupil enrolled in a public school must not be required to pay a pupil fee for participation in an educational activity. (Ed. Code, § 49011) (a) The following requirements apply to prohibited pupil fees: (1) All supplies, materials, and equipment needed to participate in educational activities must be provided to pupils free of charge. (2) A

fee waiver policy shall not make a pupil fee permissible. (3) School districts and schools shall not establish a two-tier educational system by requiring a minimal educational standard and also offering a second, higher educational standard that pupils may only obtain through payment of a fee or purchase of additional supplies that the school district or school does not provide. (4) A school district or school shall not offer course credit or privileges related to educational activities in exchange for money or donations of goods or services from a pupil or a pupil’s parents or guardians, and a school district or school shall not remove course credit or privileges related to educational activities, or otherwise discriminate against a pupil, because the pupil or the pupil’s parents or guardians did not or will not provide money or donations of goods or services to the school district or school. (b) Solicitation of voluntary donations of funds or property and voluntary participation in fundraising activities are not prohibited. School districts, schools, and other entities are not prohibited from providing pupils prizes or other recognition for voluntarily participating in fundraising activities. (Ed. Code, § 49010 et seq.) A complaint of noncompliance may be filed under the District’s Uniform Complaint Procedures and Title 5 of the California Code of Regulations. (Ed. Code, § 49013)

21. FREE AND REDUCED-PRICE MEALS (Education Code 49510-49520) Applications for free and reduced-priced meals are available at each school office or in the Nutrition Education office. Online applications may be submitted at [www.musdnutrition.net](http://www.musdnutrition.net). Applications are required at the beginning of each school year to continue meal benefits. Applications may be submitted at any time during the school year to qualify for new benefits. Eligibility is determined by income and household size. Nutrition Education will notify qualifying households in writing within 15 days of the application submission. Submission due date for the 2018/2019 School year is September 19, 2018. Eligibility guidelines change annually. Even if you are unsure if you qualify we urge you to consider submitting an application. All information and benefits are strictly confidential breakfast or brunch meals are available daily at each school site. Meal benefits apply to breakfast or brunch and lunch. Student Meal Prices 2021-22

	TK- 8	9-12
Breakfast or Brunch	Free for all students	Free for all students
Lunch	Free for all students	Free for all students

22. CHARGE POLICY FOR STUDENT MEALS Manteca Unified School District Board Policy 3551 allows Kindergarten through 8th grade students the ability to charge lunch when funds are not available. Parents/Guardians will receive notification regarding the student meal charges and repayment options. Grades 9th-12th are not allowed to charge multiple meals. Only one lunch meal per student per day may be charged. Balances may be checked and paid on [PayPams.com](http://PayPams.com). Charge meals do not apply to students upon approval of Free and Reduced Meal Benefits. New applications must be submitted by September 19th of the new school year. Free and Reduced meal approval does not forgive prior accrued meal charges. Parents/Guardians may choose to opt out of the Meal Charge option by contacting Nutrition Education at (209) 858-0778. Payment Methods District Office: Payments may be made on student lunch accounts in the Nutrition Education Office during office hours from 8:30AM-4:00PM Online: Payments can be made at any time by logging into [PayPams.com](http://PayPams.com) Cafeteria: Payments can be made in your school cafeteria School Office: Presale envelopes are available in the school site office Credit and Debit cards: Accepted at the Nutrition Education office For more information visit [MUSDNutrition.net](http://MUSDNutrition.net) or call (209) 858-0778

23. HIV/AIDS PREVENTION INSTRUCTION (Education Code 51938) State law requires that school districts ensure that all pupils in grades 7 through 12 receive AIDS prevention instruction at least once in junior high or middle school, and at least once in high school. The law requires trained instructors to use age-appropriate instructional materials that accurately reflect the latest information and recommendations from the United States Surgeon General, Federal Centers for Disease Control and Prevention, and the National Academy of Sciences, and include the following: a) Information on the nature of AIDS and its effects on the human body. b) Information on how the human immunodeficiency virus (HIV) is and is not transmitted, including information on activities that present the highest risk of HIV infection. c) Discussion

of methods to reduce the risk of HIV infection. This instruction shall emphasize that sexual abstinence, monogamy, avoidance of multiple sexual partners, and abstinence from injected drug use are the most effective means for AIDS prevention. The instruction shall also include statistics based upon the latest medical information citing the failure and success rates of condoms and other contraceptives in preventing sexually transmitted HIV infection and information on other methods that may reduce the risk of HIV transmission from injected drug use. d) Discussion of the public health issues associated with AIDS. e) Information on local resources for HIV testing and medical care. f) Development of refusal skills to assist pupils to overcome peer pressure and to use effective decision-making skills to avoid high-risk activities. g) Discussion about societal views on AIDS, including stereotypes and myths regarding persons with AIDS. This instruction shall emphasize compassion for persons with AIDS. It is the practice of MUSD to notify parents/guardians prior to units of instruction about HIV/AIDS and provide opportunities to review any materials used with students by the instructors. If a parent/guardian wishes his/her child to be exempted from HIV/AIDS instruction in elementary or secondary schools, the parent/guardian may request that the child not receive instruction in an annual written note to the teacher or principal. Any questions may be addressed to the principal, school nurses or Coordinator of Health Services at (209) 858-0782.

24. EXCUSE FROM COMPREHENSIVE SEXUAL HEALTH EDUCATION (Education Code 51240) A parent or guardian of a pupil has the right to excuse their child from all or part of comprehensive sexual health education, HIV/AIDS prevention education, and assessments related to that education.

25. COMPREHENSIVE SEXUAL HEALTH EDUCATION (Education Code 51933, 51934, 51937, 51, 51939) Sex education is taught in Manteca Unified School District as part of a comprehensive health promotion and disease prevention education program, under the family life education component of the health courses. The health curriculum committee of Manteca Unified School District is responsible for designing course content based on: 1) the state adopted Health Framework; 2) the state adopted Family Life Education Guidelines; and 3) commonly held community beliefs, values and standards, where parents are viewed as the primary family life teachers of their children. Parents will be notified in writing prior to any family life education instruction at every level in Manteca Unified School District elementary and secondary schools. Parents are invited to review instructional materials to be used in classroom family life education presentations. Any parent/guardian may submit, on an annual basis, a written request, that their child not participate in courses in which human reproductive organs and their functions and processes are described, illustrated, or discussed. No pupil may attend a class if a request to not attend the class has been received by the school.

26. SPECIAL EDUCATION AND SERVICES (Education Code 56040, 56301, 56321, 56343) Each individual with exceptional needs who is eligible to receive Special Education instruction and related services shall receive Special Education instruction and/or related services at no cost to his/her parents. A parent or guardian who believes his/her child may be handicapped or have exceptional needs may request that their child be evaluated for possible participation in an appropriate Special Education program. You, as parent/ guardian, will be informed in writing prior to an assessment, and you must give your consent for the formal assessment. In addition, parents will receive written notification of a meeting to review these assessments. The Individualized Education Program (IEP) team shall determine a child's eligibility for special education services under CCR Title 5 Part 3030. The IEP team shall include one or both parents, a representative selected by a parent, or both. Once a child is found eligible and placed in special education, the individualized education program must be reviewed at least annually. A meeting of an IEP team requested by a parent to review an individualized education program shall be held within 30 days from the date of receipt of the parent's written request. A copy of Parental Rights and Procedural Safeguards may be obtained from the school principal or the Director of Special Education. (Education Code Sections 56175, 56176, 56177) Reimbursement for the cost of a private school placement by the parent may be granted if the court or hearing officer finds that the LEA failed to provide a free, appropriate public education to the student in a timely manner prior to the enrollment in the private school. Parents seeking reimbursement for unilaterally placed private school students based on the allegation that the public school

failed to provide free, appropriate public education may have those reimbursements reduced or denied if they do not provide the School District at the most recent IEP meeting with information describing the nature of their concerns relating to the public placement and a proposed resolution to the problem; their intent to reject the public school placement and their intent to enroll their child in a private school. Parents must give written notice to the School District containing the above information at least ten (10) business days prior to the child's removal from a public school placement; and must make their child available if the LEA notifies them of their intent to evaluate the student.

Reimbursement for private school placement by a parent may also be denied or reduced if a judge finds the parent's actions unreasonable. Exceptions to this are: 1) the parent(s) cannot write English; 2) compliance is likely to result in physical or serious emotional harm to the child; 3) the School District prevented the parent from providing such notice; and 4) parents did not receive the notice regarding the assessment. Complaints Parents may file a complaint concerning violations of federal or state law or regulations governing special education related services. Parents may submit a description of the manner in which the parent believes special education programs for handicapped do not comply with state or federal law or regulations to: Dr. Suzan Turner, Director of Special Education (209) 858-0837

27. ALTERNATIVE SCHOOLS (Education Code 58500 and 58501) California state law authorizes all school districts to provide for alternative schools. The Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to a) Maximize the opportunity for pupils to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility and joy; b) Recognize that the best learning takes place when the pupil learns because of his/her desire to learn; c) Maintain a learning situation maximizing pupil self-motivation and encouraging the pupil in his/her own time to follow his/her own interests. These interests may be conceived by him/her totally and independently or may result in whole or in part from a presentation by his/her teachers of choices of learning projects; d) Maximize the opportunity for teachers, parents and pupils to develop cooperatively the learning process and its subject matter. This opportunity shall be a continuous, permanent process. e) Maximize the opportunity for pupils, teachers, and parents to react continuously to the changing world, including but not limited to the community in which the school is located. In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the County Superintendent of Schools, the administrative office of this District, and the principal's office for each attendance unit have copies of the law available for your information.

28. CALIFORNIA HEALTHY KIDS SURVEY. The California Healthy Kids Survey is a comprehensive and customizable youth self-report data collection system that provides essential and reliable health risk assessment and resilience information to schools, districts, and communities. Targeted at grades 5-12 and administered every other year, the CHKS enables schools and communities to collect and analyze valuable data regarding local youth health risks, assets, and behaviors. Local CHKS data can be accessed on the California Healthy Kids website at [www.wested.org/hks](http://www.wested.org/hks), or [www.mantecausd.net](http://www.mantecausd.net), or by calling Health Services at 858-0782.

29. CALIFORNIA'S HEALTH INSURANCE-MEDI-CAL & HEALTHY FAMILIES For low cost or no cost medical, dental and vision insurance, or assistance in applying for Covered California, call the Health Services Department at (209) 858-0782.

30. NATIVE AMERICAN INDIAN EDUCATION-Title VII The federal government awards a set dollar amount for eligible Native American/Alaskan Indian students to help them "meet or exceed the established State Academic Standards." In order to apply for a formula grant under the Indian Education Program, your child's school must determine the number of Indian children enrolled. In order to be a member of the Title VII program, a Native American/Native Alaskan student who attends school in the MUSD area must have a 506 form on file with the school district. To receive a copy of the 506 Form, contact your child's school or contact Linda Voorheis at (209) 823-4369 or (209) 9864369.

31. PUPIL PROTECTIONS RELATING TO IMMIGRATION AND CITIZENSHIP STATUS No person shall be subjected to discrimination on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in

Section 422.55 of the Penal Code, including immigration status, in any program or activity conducted by an educational institution that receives, or benefits from, state financial assistance, or enrolls pupils who receive state student financial aid. (a) Except as required by state or federal law or as required to administer a state or federally supported educational program, school officials and employees of a local educational agency shall not collect information or documents regarding citizenship or immigration status of pupils or their family members. (b) The superintendent of a school district, the superintendent of a county office of education, and the principal of a charter school, as applicable, shall report to the respective governing board or body of the local educational agency in a timely manner any requests for information or access to a school site by an officer or employee of a law enforcement agency for the purpose of enforcing the immigration laws in a manner that ensures the confidentiality and privacy of any potentially identifying information. (c) If an employee of a school is aware that a pupil's parent or guardian is not available to care for the pupil, the school shall first exhaust any parental instruction relating to the pupil's care in the emergency contact information it has for the pupil to arrange for the pupil's care. A school is encouraged to work with parents or guardians to update the emergency contact information and not to contact Child Protective Services to arrange for the pupil's care unless the school is unable to arrange for care through the use of emergency contact information or other information or instructions provided by the parent or guardian. (d) The governing board or body of a local educational agency shall do both of the following: (1) Provide information to parents and guardians, as appropriate, regarding their children's right to a free public education, regardless of immigration status or religious beliefs. This information shall include information relating to "know your rights" immigration enforcement established by the Attorney General and may be provided in the annual notification to parents and guardians pursuant to Section 48980 or any other cost effective means determined by the local educational agency. (2) Educate pupils about the negative impact of bullying other pupils based on their actual or perceived immigration status or their religious beliefs and customs.

32. NONDISCRIMINATION/HARASSMENT (BP5145.3) The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying of any student based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, immigration status, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics. This policy shall apply to all acts related to school activity or to school attendance occurring within a district school. (Education Code 234.1) Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, includes physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also shall include the creation of a hostile environment when the prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities. Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services. The Board also prohibits any form of retaliation against any individual who files or otherwise participates in the filing or investigation of a complaint or report regarding an incident of discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint. The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or

designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the educational program. He/she shall report his/her findings and recommendations to the Board after each review. Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion for behavior that is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

33. STUDENT WELLNESS (BP5030) The Governing Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. The Superintendent or designee shall coordinate and align district efforts to support student wellness through health education, physical education and activity, health services, nutrition services, psychological and counseling services, and a safe and healthy school environment. In addition, the Superintendent or designee shall develop strategies for promoting staff wellness and for involving parents/guardians and the community in reinforcing students' understanding and appreciation of the importance of a healthy lifestyle. School Health Council/Committee The Superintendent or designee shall encourage parents/guardians, students, food service employees, physical education teachers, school health professionals, Board members, school administrators, and members of the public to participate in the development, implementation, and periodic review and update of the district's student wellness policy. (42 USC 1758b) To fulfill this requirement, the Superintendent or designee may appoint a school health council or other district committee whose membership shall include representatives of these groups. He/she also may invite participation of other groups or individuals, such as health educators, curriculum directors, counselors, before- and after-school program staff, health practitioners, and/or others interested in school health issues. The school health council/committee shall advise the district on health-related issues, activities, policies, and programs. At the discretion of the Superintendent or designee, the duties of the council/committee may also include the planning, implementation, and evaluation of activities to promote health within the school or community. Goals for Nutrition, Physical Activity, and Other Wellness Activities. The Board shall adopt goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. (42 USC 1758b) The district's nutrition education and physical education programs shall be based on research, shall be consistent with the expectations established in the state's curriculum frameworks and content standards, and shall be designed to build the skills and knowledge that all students need to maintain a healthy lifestyle. The nutrition education program shall include, but is not limited to, information about the benefits of healthy eating for learning, disease prevention, weight management, and oral health. Nutrition education shall be provided as part of the health education program and, as appropriate, shall be integrated into other academic subjects in the regular educational program, before- and after-school programs, summer learning programs, and school garden programs. To reinforce the district's nutrition education program, the Board prohibits the marketing and advertising of non-nutritious foods and beverages through signage, vending machine fronts, logos, scoreboards, school supplies, advertisements in school publications, coupon or incentive programs, giveaways, or other means. All students shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through physical education and recess and may also be provided through school athletic programs, extracurricular programs, before- and after-school programs, summer learning programs, programs encouraging students to walk or bicycle to and from school, in-class physical activity breaks, and other structured and unstructured activities. The Board may enter into a joint use agreement or memorandum of understanding to make district facilities or grounds available for recreational or sports activities outside the school day and/or to use community facilities to expand students' access to opportunity for physical activity. Professional development shall be regularly offered to health education and physical education teachers, coaches, activity



supervisors, food services staff, and other staff as appropriate to enhance their health knowledge and skills. The Superintendent or designee may disseminate health information and/or the district's student wellness policy to parents/guardians through district or school newsletters, handouts, parent/guardian meetings, district and school web sites, and other communications. Outreach to parents/ guardians shall emphasize the relationship between student health and academic performance. In order to ensure that students have access to comprehensive health services, the district may provide access to health services at or near district schools and/or may provide referrals to community resources. The Board recognizes that a safe, positive school environment is also conducive to students' physical and mental health and thus prohibits bullying and harassment of all students, including bullying on the basis of weight or health condition. The Superintendent or designee shall encourage staff to serve as positive role models for healthy eating and physical fitness. He/she shall promote work-site wellness programs and may provide opportunities for regular physical activity among employees. Nutritional Guidelines for Foods Available at School All foods and beverages available to students on the school campus within the school day shall meet the USDA Smart Snacks in School nutrition standards and California Department of Education competitive foods rules. These standards and rules aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits. In order to maximize the district's ability to provide nutritious meals and snacks, all district schools shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs and after-school snack programs, to the extent possible. When approved by the California Department of Education, the district may sponsor a summer meal program. The Superintendent or designee shall provide access to free, potable water during meal times in the food service area in accordance with Education Code 38086 and 42 USC 1758, and shall encourage students' consumption of water by educating them about the health benefits of water and serving water in an appealing manner. The Board believes that all foods and beverages sold to students at district schools, including those available outside the district's food services program, should support the health curriculum and promote optimal health. Nutritional standards adopted by the district for foods and beverages provided through student stores, vending machines, or other venues shall meet or exceed state and federal nutritional standards. The Superintendent or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes. He/she also shall encourage school staff to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior. School staff shall encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Class parties or celebrations shall be held after the lunch period when possible. BP 5030(c) Program Implementation and Evaluation. The Superintendent shall designate one or more district or school employees, as appropriate, to ensure that each school site complies with this policy. (42 USC 1758b) The Superintendent or designee may assess the implementation and effectiveness of this policy at least once every two years. The assessment shall include the extent to which district schools are in compliance with this policy, the extent to which this policy compares to model wellness policies available from the U.S. Department of Agriculture, and a description of the progress made in attaining the goals of the wellness policy. (42 USC 1758b) The Superintendent or designee shall establish indicators that will be used to measure the implementation and effectiveness of the district activities related to student wellness. Such indicators may include but are not limited to: 1. Descriptions of the district's nutrition education, physical education, and health education curricula and the extent to which they align with state academic content standards and legal requirements 2. An analysis of the nutritional content of school meals and snacks served in all district programs, based on a sample of menus and production records 3. Student participation rates in all school meal and/or snack programs, including the number of students enrolled in the free and reduced-price meals program compared to the number of students eligible for that program 4. Extent to which foods sold on campus outside the food services program, such as through vending machines, student stores, or fundraisers, comply with nutritional standards 5. Results of the state's physical fitness test

at applicable grade levels 6. Number of minutes of physical education offered at each grade span, and the estimated percentage of class time spent in moderate to vigorous physical activity 7. A description of district efforts to provide additional opportunities for physical activity outside of the physical education program 8. A description of other districtwide or school-based wellness activities offered, including the number of sites and/or students participating, as appropriate The Superintendent or designee shall invite feedback on district and school wellness activities from food service personnel, school administrators, the school health council, parents/guardians, students, teachers, before- and after-school program staff, and/or other appropriate persons. As feasible, the assessment report may include a comparison of results across multiple years, a comparison of district data with county, statewide, or national data, and/or a comparison of wellness data with other student outcomes such as academic indicators or student discipline rates. The Superintendent or designee shall inform and update the public, including parents/guardians, students, and others in the community, about the content and implementation of this policy and assessment results. (42 USC 1758b) In addition, the assessment results shall be submitted to the Board for the purposes of evaluating policy and practice, recognizing accomplishments, and making policy adjustments as needed to focus district resources and efforts on actions that are most likely to make a positive impact on student health and achievement. Posting Requirements Each school shall post the district's policies and regulations on nutrition and physical activity in public view within all school cafeterias or in other central eating areas. (Education Code 49432)

34. LCAP (Local Control Accountability Plan) The Manteca USD LCAP is a three-year plan that describes our goals, actions, services, and expenditures to support positive student outcomes that address state and local priorities. The LCAP provides an opportunity for MUSD to share our story of how, what, and why programs and services are selected and how they meet our local needs. The three year plan has three goals: 1) Provide a safe, healthful and expansive learning environment, has 16 actions and services 2) promote engaging learning opportunities for all students inside and outside the classroom has nineteen actions and services 3) maximize individual potential for achievement by supporting effective instruction has 18 actions and services. Information on the MUSD LCAP can be found on the District's website at: <http://www.mantecausd.net/aboutmusd/lcap>

35. EQUAL OPPORTUNITY Equal opportunities for both sexes in all educational programs and activities run by the District is a commitment made by the District to all students. (Title IX of the Education Amendments of 1972.) Inquiries on all matters, including complaints, regarding the implementation of Title IX in the District may be referred to the District official listed below at the following telephone number: Dr. Clark Burke, Interim Superintendent (209) 858-0742 or Roger Goatcher, Deputy Superintendent (209) 858-0723

36. UNIFORM COMPLAINT PROCEDURES (UCP) The Governing Board annually notifies our students, employees, parents of guardians of its students, the district advisory committee, school advisory committees, and other interested parties of the UCP process. MUSD is primarily responsible for compliance with federal and state laws, regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP in: Adult Education; After School Education & Safety; Agricultural Vocational Education; American Indian Education Centers and Early Childhood Education Program Assessments; Bilingual Education; California Peer Assistance & Review Programs for Teachers; Career Technical Education; Career Technical; Technical Training; Career Technical Education; Child Care & Development; Child Nutrition; Compensatory Education; Consolidated Categorical Aid; Course Periods Without Educational Content (for grades 9-12); Economic Impact Aid; Education of pupils who are foster care, homeless, juvenile court now enrolled in school; English Learner Programs; Every Student Succeeds Act/ NCLB (Titles I-VII); Local Control Accountability Plan (LCAP); Migrant Education; PE Instructional Minutes (1st-6th grades); Pupil Fees; Reasonable Accommodations to a Lactating Pupil; ROP & Programs; School Safety Plans; Special Education; State Preschool; and Tobacco-Use Prevention Education. A pupil fee includes, but is not limited to, all of the following: 1) fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or

compulsory, or is for credit 2) A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment 3) A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity. A pupil fees complaint may be filed with the principal of a school or compliance officer. A pupil fees and/or an LCAP complaint may be filed anonymously, however the complainant must provide evidence or information leading to evidence to support the complaint. A pupil enrolled in a school in MUSD shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred. The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or participation in complaint procedures. We shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, and former juvenile court pupils now enrolled in a school district as specified in EC sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2. For assistance or questions on how to make a Uniform Complaint, call the Complaint Compliance Officer at (209) 825-3200, Ext. 50742. Copies of the Uniform Complaint Procedures process are available free of charge. Filing of Complaint: Unlawful discrimination complaints shall be filed no later than six months from the date the alleged discrimination occurred or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination. Informal Complaint Procedures: The Board encourages the early, informal resolution of complaints at the site level. The site level administrator shall advise the complainant of the right to file a written complaint. The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate a mediation process before beginning a formal investigation. In this process, the complainant and representatives of the District will be given the opportunity to present evidence. Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of the lack of evidence to support the allegation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations, and do not extend the timeline for investigation unless the complainant agrees, in writing, to the extension. Formal Complaint Procedures: A complainant may submit a written complaint to the Complaint Compliance Officer. The complaint must specify the law or policy which has been alleged to be violated. The Complaint Compliance Officer will ensure that the person (s) responsible for compliance and/or investigations are knowledgeable about the laws/programs they have been assigned to investigate. The Complaint Compliance Officer will acknowledge receipt of the complaint and refer it to the appropriate office for investigation. The appropriate office will review the complaint to determine if it falls under the Uniform Complaint Procedure. The complainant and District representatives will be given the opportunity to present evidence during the investigation. A refusal by the Local Education Agency (LEA) to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. Within sixty (60) calendar days of the receipt of the written complaint, the District's designated person shall submit a written decision to the complainant. This timeline may be extended with the written approval of the complainant. The report shall contain the following required components: 1) written in English and in the primary language of the complainant as required by Ed Code 48985, 2) findings of fact based upon evidence gathered, conclusion of law, and disposition of the complaint, 3) corrective actions (if any), 4) rationale for disposition, 5) notice of complainant's right of appeal to the California Department of Education within 15 days of the receipt of the District's decision, 6) for discrimination complaints, notice of the right to seek civil law remedies no sooner than sixty (60) days after filing an appeal with the California Department of Education. Civil Law Remedies: Complainants shall be advised

that they have the right to pursue civil law remedies under state and federal discrimination laws regarding any program issues at any time if they are dissatisfied with the District's decision. The Complaint Compliance Officer will assure the annual dissemination of complaint procedures to students, employees, parents/ guardians, District and school site advisory committees, appropriate private school officials or representatives, and other interested parties. He/she will also ensure that the person(s) responsible for compliance and/or investigations are knowledgeable about the laws/programs they are assigned to investigate. The Board acknowledges and respects pupil and employee rights to privacy. Complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Complaint Compliance Officer or designee on a case-by-case basis.

37. WILLIAMS ALTERNATIVE UNIFORM COMPLAINT POLICY (visit the website for more information about Williams Act) The Governing Board recognizes that the District is responsible for providing all students, including English learners, with standards-aligned, state/district adopted textbooks or instructional materials in good condition, facilities that are safe, clean and in good repair for students and staff, and for ensuring that all teachers are qualified for their respective assignments in both subject matter competency and training/credentials to teach English learners. The District shall follow alternative uniform complaint procedures when addressing complaints that may arise in these areas. The Board encourages the early, informal resolution of complaints at the site level whenever possible. The Board acknowledges and respects every individual's right to privacy. Complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Complaint Compliance Officer or designee on a case-by-case basis. The Board prohibits retaliation in any form for participating in a complaint procedure. Such participation shall not in any way affect the status, grades or work assignments of the complainant. If a complainant is not satisfied with the resolution of the complaint, he/she may describe the complaint to the Governing Board at a regularly scheduled hearing. For complaints concerning a facility condition that poses an emergency or urgent threat to the health or safety of students, a complainant who is not satisfied with the resolution proffered by the principal, Superintendent, or designee, may file an appeal to the Superintendent of Public Instruction within fifteen (15) days of receiving the resolution report. Complainant shall comply with the appeal requirements of Section 4632. The Superintendent or designee shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the Board and the County Superintendent of Schools. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting.

38. CONTINUED EDUCATION OPTIONS FOR JUVENILE COURT SCHOOL STUDENTS A Juvenile court school student, or the person holding the right to make educational decisions for the student, may voluntarily defer or decline issuance of their diploma until after the student is released from the juvenile detention facility, thereby allowing the student to take additional coursework at a local education agency. The county office of education will notify the student, the person holding to right to make educational decisions for the student, and the student's social worker or probation officer of all of the following: a. The student's right to a diploma; b. How taking coursework and meeting other educational requirements will affect the student's ability to gain admission to a post-secondary educational institution; c. Information about transfer opportunities available through the California Community Colleges; and d. The option to defer or decline the diploma and take additional coursework. (Ed. Code, §§ 48645.3(a), 48645.7)

39. FINGERPRITING PROGRAM (Education Code 32390) The School District does make available a fingerprinting program for children enrolled in kindergarten or newly enrolled pupils in the District. Interested parents should contact the site principal.

40. SEXUAL HARASSMENT-PUPILS (Education Code 48900.2) The Governing Board is committed to maintaining a learning environment that is free of harassment and false allegations of harassment. The Board prohibits the unlawful

sexual harassment of any pupil by any employee, pupil, or other person at school or at any school-related activity. The Superintendent or designee shall ensure that pupils receive age appropriate information related to sexual harassment. Pupils shall be assured that they need not endure any form of harassment because of or about sexual orientation. They shall further be assured that they need not endure, for any reason, any harassment which impairs the education environment or a pupil's emotional well-being at school. They shall be informed that they should immediately contact the principal or designee if they feel they are being harassed. Any pupil who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion. Any pupil who engages in false accusations of sexual harassment of anyone at school or at a school-related activity shall be subject to disciplinary action up to and including expulsion. Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged sexual harasser. Sexual harassment also may be considered a violation of laws relating to child abuse. Staff shall immediately report complaints of sexual harassment to the principal or designee or to another District administrator. Staff shall similarly report any such incidents they may observe, even if the harassed pupil has not complained. The principal or designee shall promptly investigate each allegation of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the pupil be required to resolve the complaint directly with the alleged offending person. If a properly reported situation involving sexual harassment is not promptly investigated and remedied by the principal or designee, a complaint of harassment may be filed in accordance with the District's Uniform Complaint Procedures or procedures for complaints concerning District employees. The Complaint Compliance Officer or designee shall determine which procedure is appropriate. The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be kept confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process. The individual who has a complaint filed against him/her shall be advised of the alleged complaint and of the complainant, unless there are compelling reasons to not disclose the name. Pupils may obtain procedure for reporting charges of Sexual Harassment and pursuing remedies from the school principal and or by contacting the Complaint Compliance Officer at (209) 825-3200, X50742.

41. SCHOOL ACCOUNTABILITY REPORT CARD The School Accountability Report Card or SARC is an annual report that provides information to parents and the community about the overall performance of your child's school including demographics, student testing, teacher qualifications, textbook sufficiency, school finances, and school safety. SARC's for Manteca Unified schools are available by selecting the appropriate link on the MUSD SARC webpage at <http://www.mantecausd.net/about-musd/sarc-reports>. You may also find SARC's by typing a school's name in the search box at the California Department of Education's SARC website at <http://www.sarconline.org/>. A paper copy of the SARC may be requested from your school principal. (Education Code 35256, 35258)

42. INFORMATION REGARDING PROFESSIONAL QUALIFICATIONS OF TEACHERS, PARAPROFESSIONALS AND AIDES Upon request, parents have a right to information regarding the professional qualifications of their student's classroom teachers, paraprofessionals, and aides. This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he/she teaches, whether the teacher is teaching under an emergency permit or other provisional status because of special circumstances, the teacher is teaching in the field of discipline of the certification of the teacher, and whether any instructional aides or paraprofessionals provide services to the parents' child and, if so, their qualifications. (Section 1112(e)(1)(A) of the ESEA, as amended by ESSA)

43. CALIFORNIA ASSESSMENT OF STUDENT PERFORMANCE AND PROGRESS Students in Manteca Unified School District, along with public school students throughout California, participate in the California Assessment of Student Performance and Progress (CAASPP), the state academic achievement testing system. CAASPP is intended to provide information to teachers, parents/guardians, and students that can be used to monitor student progress and readiness

for college and careers. If you would like more information, please visit the Parent/Student tab of the California Department of Education's CAASPP webpage at <http://www.cde.ca.gov/ta/tg/ca/> or the MUSD CAASPP webpage at <http://www.mantecausd.net/community/families/caaspp-state-testing>. Please contact your child's school if you have any questions about your child's participation. [MUSD, in compliance with the federal Every Student Succeeds Act (ESSA) and state guidelines, does not encourage parents/guardians to exempt students from participating in CAASPP assessments but only wishes to inform all parents of their right as noted below.] All students are encouraged to participate in CAASPP since results provide valuable information about student progress for both parents and teachers. However, parents/guardians may request that their child not be tested with any CAASPP assessment in any content area. A written request must be submitted annually to the student's school prior to testing. The written request must include the student's name, school, grade, and specific tests to be exempted. The request must be signed and dated. Stating a reason for the request is not required. Per state guidelines, if the request is received after testing has begun, any test items already completed will be scored with results reported. (Education Code 60615)

44. INTERNET POLICY (Education Code 51870.5) Manteca Unified School District is in compliance with the "Children's Internet Protection Act, (CIPA)" passed by Congress in 2000. Although Manteca Unified does not have complete control of access to the Internet or control of information on the Internet, we have enacted filter blocking for all web traffic on the Internet. We have trained all staff that use the Internet for proper use, exercising vigilance when working with students, and obtaining written consent and waiver from parents and guardians of students who access the Internet. We make no guarantees of any kind, whether expressed or implied, for the Internet services we are providing.

45. LEAVING SCHOOL GROUNDS (Education Code 44808.5) Pupils enrolled at the five Comprehensive High Schools are permitted to leave the school grounds during the lunch period if they meet all site requirements. Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such times as the pupil has left the school grounds.

46. PESTICIDE USAGE (SB2260, Education Code 48980.3) Every six months an Asbestos District representative completes the six-month AHERA inspection. The District typically does asbestos abatement each year. If you would like to obtain more information about asbestos abatement at your school site, call the Maintenance Department at 825-3200, Ext.50711. The following information on pesticide usage in Manteca Unified School District is provided to parents as required by the Health Schools Act of 2000: 1 ) Manteca Unified School District makes every attempt to avoid the use of pesticides on school grounds. In the event that pesticide usage does become necessary, the following list (next page) represents those pesticides that may be used during the 2018-2019 school year; 2) You may access the Department of Pesticide Regulation website at [www.cdpr.ca.gov](http://www.cdpr.ca.gov) to obtain information on pesticides and pesticide use reduction; and, 3) If you would like to receive notification of individual pesticide applications, you must complete the form entitled "Pesticide Application Notification." The form can be obtained from any school administration office or the Manteca Unified School District Office, 2271 West Louise Avenue, Manteca. Submit the completed form to your respective school administration office.

47. SCHOOL BUS RIDER RULES AND INFORMATION (Education Code 39831.5) Transportation **may (transportation may or may not be offered for the 2024-25 SY)** be furnished by the School District to students who live outside the non-bus zones providing funds and buses are available. The Transportation Department shall use the following radius as a basis for identifying non-busing zones:

Grades K – 8<sup>th</sup> - 1.25 miles

Grades 9 – 12 - 2.25 miles

Students must live outside the no-busing zone in order to receive home to school transportation services. The Superintendent or designee may authorize transportation within the no-busing zone when special problems or hazards exist. Transportation will be provided for pupils enrolled in certain special education programs or for physically disabled students. Attending Schools Outside of the Attendance Area/Open Enrollment Transportation is provided to students

who are enrolled in a Special Education or vocation/technical programs that are not offered at their local school. Pupils who attend a school outside of their attendance area through the Open Enrollment program must provide their own transportation to and from school.

School Bus Routes and Stops School bus routes are established to provide safe, reliable and efficient transportation service to the students of the District. School bus stops are established in compliance with Title 13 CCR 1238. The school secretary can give you information on the bus stop for your child, or you can call the Transportation Dept. at 825-3200, Ext. 50708. Students must arrive at the bus stop five (5) minutes prior to the scheduled departure time. Buses are scheduled to run on a fixed time schedule. The bus cannot wait for students who arrive late to the bus stop. If the bus is late, please be patient. Trains and other traffic conditions can delay the bus and cause it to run behind schedule. If the bus has not arrived within 15 minutes following the scheduled departure time, you can call the school or the District transportation department to receive information.

#### School Bus Rules

##### When walking to or from the bus stop, pupils are expected to:

- Cross streets at corners and use crosswalks.
- Arrive at the bus stop five (5) minutes prior to departure time.
- Refrain from standing or playing in the roadway while waiting for the bus.
- Remain in line at least twelve (12) feet from the bus when it stops to pick up passengers, and not move toward the bus until the door is open.
- Be ready to board the bus without delay.
- Respect the property of residents around the bus stop.
- Refrain from crossing the street except in front of the bus with the bus driver and red lights in operation.

##### While riding the bus pupils are expected to:

- Follow directions of driver per Title V, CCR Section 14013, Authority of Driver.
- Not bring animals, insects, reptiles, alcoholic beverages, firearms, or explosives on the bus.
- Ride only the bus that is assigned to their route.
- Conduct themselves in an acceptable manner.
- Vulgarity and boisterous conduct will not be tolerated.
- Refrain from blocking the aisle or emergency door with musical instruments, lunch boxes, books or other possessions.
- Refrain from extending arms, heads, or any objects from the bus window.
- Be quiet when approaching a railroad track.
- Refrain from eating, drinking or smoking on the bus.
- Refrain from damaging or defacing any part of the bus and keep the area round them clean and free from litter.
- Board/depart the bus at their designated stop only, unless they have a written permission slip signed by both their parent/guardian and the school office.
- Abide by bus rules at all times.

In the event a student fails to follow the rules of conduct, a Notice of Unsatisfactory Conduct on the School Bus will be issued to that student. The parent's/guardian's signature on the form will affirm parental notification that the student is not following the rules of bus-related conduct.

Red Light Crossing Instructions - The school bus driver shall escort the students when they need to cross a highway or private road upon which the school bus is stopped, except at a location where traffic is controlled by a traffic officer or official traffic control signal. The driver shall ensure that students are crossed in compliance with CVC 22112.

Video Surveillance Systems - Video surveillance systems may be used on school sites and school buses to monitor student behavior. The Board believes that such monitoring will deter misconduct and help to ensure the safety of students and staff. The DANGER ZONE is the immediate area 12-feet around the bus. In the DANGER ZONE, the bus driver cannot see you. If the bus starts moving while you are in the DANGER ZONE, you could be injured. If this occurs, move away from the bus and get the driver's attention. NEVER try to retrieve items from under the bus.

Reduced Visibility - During periods of reduced visibility (200 feet or less), delays in home-to-school transportation service may be required. When the transportation system is delayed, notifications are made to parents by an automated telephone message and through local radio stations. An informational flyer is sent home with the students each year in the month of September asking parents to sign up for this service and indicating the radio stations that will be used.