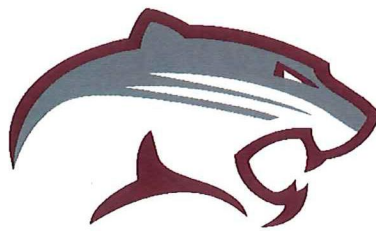


# Weston Ranch High School

*Cougars Rising*



2025-2026  
Student/Parent Handbook

4606 McCuen Avenue • Stockton, CA 95206 • 209-938-6245 • Fax: 209-938-6397

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## Principal's Message

Welcome to Weston Ranch High School!

This handbook is provided to help you get acquainted with the resources and opportunities available at Weston Ranch High School. It is also a tool to understand the expectations for each one of our students. Enclosed, you will find information about academic support systems, graduation requirements, college entrance requirements, athletics, expectations for your behavior, guidelines for appropriate dress, consequences for inappropriate behavior, extra and co-curricular activities, and, most importantly, the names of those on campus who are here to help you. To summarize our expectations of you, we expect all our students to **BE SAFE, BE RESPECTFUL, and BE RESPONSIBLE.**

Our teachers, staff, and administrators care about our students. We are here to help each one of you reach your potential and have the best high school experience possible. We want you to be successful inside and outside of the classroom. That is why we encourage all our students to join clubs and get involved in extra-curricular activities. We expect your high school experience to prepare you to be successful in high school and beyond.

We hope you will take advantage of the many resources and activities available for you. Getting involved in positive high school activities will not only make your time here go by quickly, but it will also help you build great relationships with coaches, teachers, and other peers.

We look forward to another exciting year at Weston Ranch High School. We are thrilled to embark on this exhilarating journey with you.

Sincerely,

Troy Fast  
Principal

# Weston Ranch High School

Cougars...Roar to Success

## Weston Ranch High School Mission Statement

At Weston Ranch High School, we teach, inspire, and prepare our students for college and career success.

## Weston Ranch High School Vision

Preparing Responsible Individuals Destined for Excellence (P.R.I.D.E)

## Manteca Unified School District Mission Statement

Manteca Unified School District is committed to providing a safe environment where all students will thrive with the tools, resources and support needed to achieve their academic and personal potentials.

## Manteca Unified School District Vision Statement

Manteca Unified School District will ensure every school day is relevant, rigorous, and leads students to become productive and engaged members of a global society while residing in the central valley.

## TEACHING STAFF

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## SUPPORT STAFF

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## SUPPORT STAFF

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Custodian Night Shift	<b>Vacant</b>	<b>vacant</b>
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## Who to ask for Info

<u>If you need</u>	<u>Where to Go</u>
Absence Information.....	Attendance Clerk
Accident forms (students).....	Health Clerk
Check out of school.....	Student Services
Cheerleading.....	Cheer Advisor
Club Information.....	Student Activities
College Information.....	Counseling
Contact Teacher.....	Teacher Phone List
Course Catalog.....	Counseling
Crisis Counseling.....	Counseling
Diploma.....	Office Manger
Discipline.....	Discipline Clerk
First Aid.....	Student Services
Fees.....	Accounting Clerk
Free & Reduced Lunch Forms.....	Student Services
Grades.....	Teacher, Counselor
Graduation.....	Administration Office
Handbook.....	Online
ID Card.....	Student Services
Independent Study Info.....	Counseling Office
Insurance (students).....	Student Services
Lockers (campus).....	Student Services

<u>If you need</u>	<u>Where to Go</u>
Lost and Found.....	Student Services
Message for student.....	Student Services
Parking Permits.....	Accounting Clerk
Registration.....	Registrar
Student Record.....	Registrar
Saturday School.....	Discipline Clerk
Schedule Corrections.....	Counseling Office
Scholarships.....	Counseling Office
School Site Council.....	Administration Office
Security.....	Vice Principal
Special Education.....	Psychologist
Sports.....	Athletic Director
Testing.....	Counseling Office
Textbooks.....	Library
Theft Report.....	Student Services
Use of Facilities.....	Office Manager
Visitors.....	Administration Office
Work Permits.....	Counseling Office

# MANTECA UNIFIED SCHOOL DISTRICT

## 2025-2026 High School Calendar

Board Adopted January 16, 2025

July 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

0 Instructional Days

August 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

19 Instructional Days

September 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

21 Instructional Days

October 2025						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

18 Instructional Days

November 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

16 Instructional Days  
89

December 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

15 Instructional Days  
Instructional Days

January 2026						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

16 Instructional Days

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

18 Instructional Days

March 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

17 Instructional Days

April 2026						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

20 Instructional Days

May 2026						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20 Instructional Days  
91

June 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

0 Instructional Days  
Instructional Days

Legend	
<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Student Breaks/Closed to the Public
<span style="background-color: lightgreen; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Summer Break/School Office Open
<span style="background-color: lightblue; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	High School Finals Day
<span style="background-color: orange; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	High School Minimum Day
<span style="background-color: red; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Teacher Prep (no students)
<span style="background-color: lightblue; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Inservice Days (no students)
<span style="background-color: purple; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Late Start Schedule
<span style="background-color: pink; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	CAASPP / PE Testing Schedule



High School End of Semester	
1st Semester: October 3	3rd Semester: March 13
2nd Semester: December 19	4th Semester: May 29

Teacher Flex & Non-Flex Days	
Teacher Flex Days:	10/2, 10/3, 12/18, 3/12, 3/13, 4/2, 5/26, 5/27, 5/28, 5/29
Teacher Non-Flex Days:	10/21, 3/24
Teacher Leave Early Days:	11/26, 12/19

Employee Holidays		
July	4	Independence Day
September	1	Labor Day
November	11	Veterans Day
November	27-28	Thanksgiving
December	24	Christmas Eve
December	25	Christmas
January	1	New Year's Day
January	19	Martin Luther King Day
February	9	Lincoln's Birthday (obs)
February	16	Washington's Birthday
April	3-6	Spring Break
May	25	Memorial Day
June	19	Juneteenth

Student Breaks		
October	6-10	Fall Break
December	22 - Jan 6	Winter Break
March	16-20	Spring Break

First Day of School - August 4, 2025  
Last Day of School - May 29, 2026

180 School Year Instructional Days

Revised 2/19/2025

# Weston Ranch High School Bell Schedules

## Regular Schedule

Period	Start	End	Duration
1st	8:40	10:10	90 min.
2nd	10:16	11:50	94 min.
Lunch	11:50	12:20	30 min.
3rd	12:26	1:56	90 min.
4th	2:02	3:32	90 min.

## Late Start Wednesday

Period	Start	End	Duration
Collaborate	8:25	9:25	60 min.
1st	9:40	10:55	75 min.
2nd	11:01	12:20	79 min.
Lunch	12:20	12:50	30 min.
3rd	12:56	2:11	75 min.
4th	2:17	3:32	75 min.

## Minimum Day

Period	Start	End	Duration
1 <sup>st</sup>	8:40	9:45	65 min.
2 <sup>nd</sup>	9:51	11:00	69 min.
Brunch	11:00	11:14	14 min.
3 <sup>rd</sup>	11:20	12:25	65 min.
4 <sup>th</sup>	12:31	1:36	65 min.

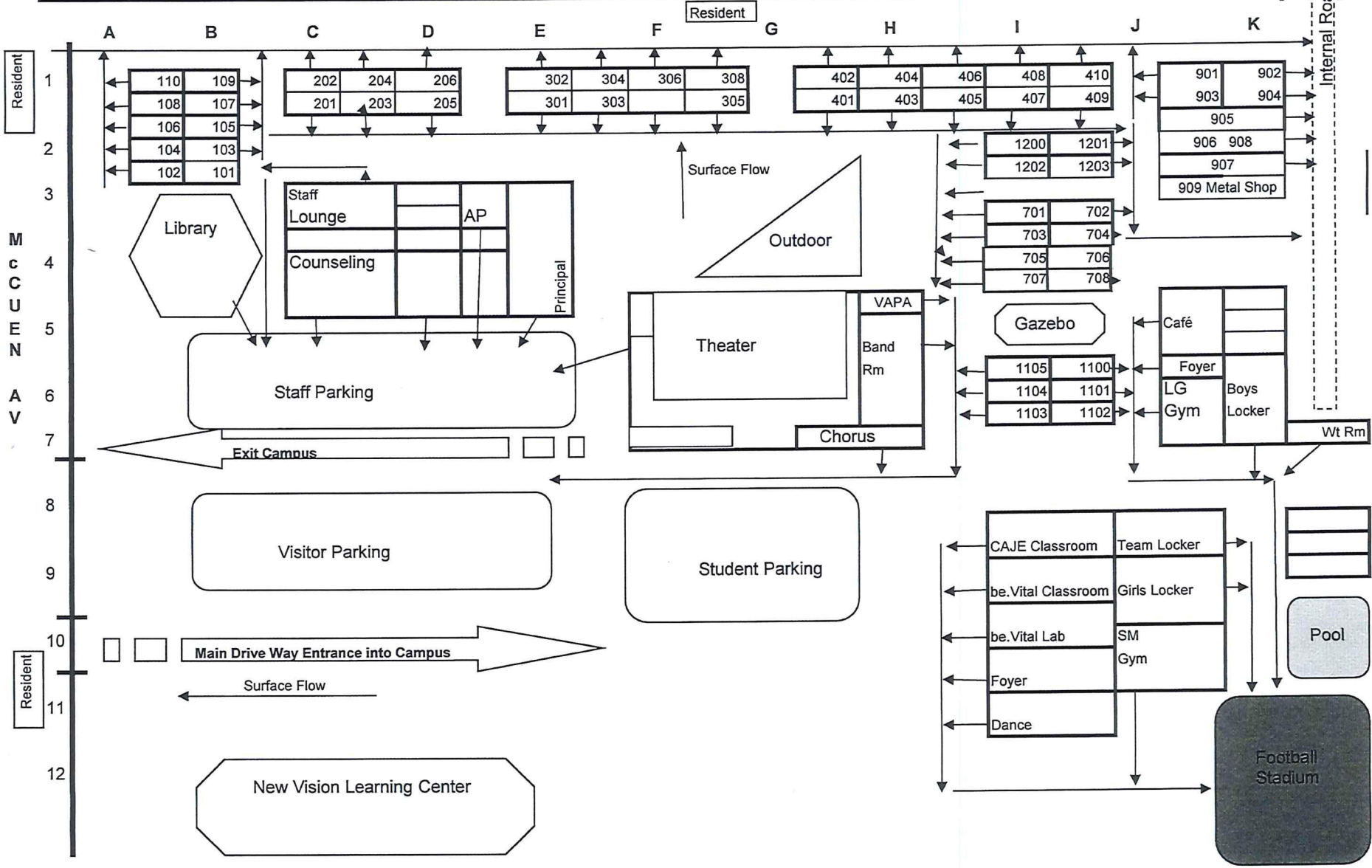
## Rally/Extended Lunch Schedule

Period	Start	End	Duration
1st	8:40	10:00	80 min.
2nd	10:06	11:30	84 min.
Lunch	11:30	12:00	30 min.
3rd	12:06	1:26	80 min.
4th	1:32	2:52	80 min.
Rally	2:52	3:32	40 min.

## Finals Schedule

Period	Start	End	Duration
1 <sup>st</sup> /3 <sup>rd</sup>	8:40	10:40	120 min.
Brunch	10:40	10:54	14 min.
2 <sup>nd</sup> /4 <sup>th</sup>	11:00	1:00	120 min.

\*subject to  
change



Vacant Farm Land

FRENCH CAMP ROAD

Vacant Farm Land

## **Immunization**

The following legal guidelines must be met in order for students to be legally enrolled at Weston Ranch High. 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. TDAP must be current throughout high school and proof of vaccination required.
- 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.

## **Athletics/Sports**

At Weston Ranch High School we strive to make our athletics program a dynamic integral part of the educational experience. It should provide meaningful learning opportunities not otherwise offered in the school classroom curriculum. It should assist in developing habits, attitudes, and ideals necessary for the ethical competition and cooperation in our society. It should also provide our students with life-long lessons for personal growth such as sportsmanship, teamwork, ethical behavior, perseverance, commitment, loyalty, self-discipline, pride, cooperation, responsibility and leadership skills.

Weston Ranch High offers the following sports:

- ✓ Football
- ✓ Volleyball
- ✓ Soccer
- ✓ Track and Field
- ✓ Cross Country
- ✓ Tennis
- ✓ Golf
- ✓ Basketball
- ✓ Swimming
- ✓ Baseball
- ✓ Softball
- ✓ Wrestling

Weston Ranch High School considers sportsmanship a top priority. It is the expectation that all players, coaches, officials and spectators respect the integrity and judgment of everyone involved in all contests, including opponents and game officials.

## Accounting/Fees

### **Student Bills and Fines**

During the year, students will be held responsible for clearing all bills and fines, as well as detention and/or Saturday Schools. 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 student's record. Students will be sent a notice of such obligation during the year and in the summer.

All bills and fines, as well as detention and/or Saturday Schools, must be cleared in order to participate in activities or graduation. If a student transfers to another school, Weston Ranch High can and will legally request of the new school that money owed will be collected.

Payments are to be made in the Administration Office only. **Personal checks will not be accepted.** Payments must be made with cash, credit/debit card, money order, and cashier checks only.

### **Textbooks/Electronic Devices**

Textbooks and electronic devices 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."

Textbooks and electronic devices will be checked out to the student during the first week of school or upon entering Weston Ranch High. Students will be required to fill out a "**Textbook Check In/Out**" card in each class and give it to the teacher. The student will also complete a Student Equipment Computer Agreement form for use of electronic devices. At the end of the year, or when transferring from Weston Ranch High, student will check in all textbooks and electronic devices to the Librarian with the Textbook. Books and Electronic devices will be evaluated for damage, and students may be assessed for damage/loss.

Students are responsible for their textbooks and electronic devices. 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. Students should not write in or highlight texts, nor should they loan texts to friends.

### **Fines are as follows: Fine Chart**

<u>Condition of Book</u>	<u>Replacement</u>
Lost	Replacement
Pages torn out	\$5.00
Bar code missing	
Pen/Ink marks	\$5.00
Spine damage	\$5.00
Damage/unusable	\$5.00

### **Electronic Device**

Lost 3E	\$576.34
Lost Dell	\$468.56
Latitude Loaner	\$595.72
Screen	\$100.00
Keyboard	\$50.00

## **Academic Support**

### **School Supplies**

Students need the right tools to succeed in school. Students are expected to come to class with the following needed materials:

- 3-ring binder with line binder paper
- set of subject dividers
- two #2 pencils
- two black or blue ink pens
- highlighter pens
- 6" ruler
- zipper pouch for holding supplies inside binder

### **Parent Involvement**

- Provide "study space" at home. Students need a quiet place to work where they can read and write without distractions for an hour or more.
- Help your student establish a routine time for school work each day. If students say they have no homework, check their assignment calendars.
- Reading is fundamental! Have your student read for 30 minutes each evening and make reading a family priority.
- Reinforce your student with praise and/or rewards for doing well: good grades, organized binder, and so forth.
- Withdraw privileges if your child is not maintaining good grades.
- Email your student's counselor for individual assistance.
- Keep a student weekly progress report on their grades in each class. Please contact the counseling secretary regarding this information.
- Keep in touch with your student's teachers via phone or e-mail.
- Sign up for Parent Connect in the Counselors Office, to view grades and assignments from your computer or Smart device.

### **Tutoring**

Students are given the opportunity to improve their academic skills through free tutoring. Teachers tutor after school. Check with the Counseling department for tutoring hours.

## Student Computer and Device Access

All students will be issued a unique Student Account for computer and device use. This account will be used to log in to computers on campus. Student must have a signed Internet Consent Agreement and Waiver Form on file in the office to access the internet while on a district computer.

- ❖ The students User Name will be their Student ID (A student ID will be issued to each student when they are enrolled at a Manteca Unified School District school. This ID will not change while they are enrolled in any MUSD school).
- ❖ The student's Password will be the Student's Birthdate (entered as MMDDYYYY).

How to sign in to a school computer or device	How to sign in to student e-mail
<p>To sign in to a School Computer, follow these instructions:</p> <ol style="list-style-type: none"> <li>1. At the computer, press <b>Ctrl + Alt + Del Keys</b>.</li> <li>2. Enter the following logon information: User Name: Student ID Password: Student's Birthdate</li> </ol> <p><b>Example:</b> User Name: 228199 Password: 01232003*** ***if the student's birthdate is January 23, 2003</p> <ol style="list-style-type: none"> <li>3. Press <b>'Enter'</b> key.</li> </ol>	<p>Student e-mail may be used as a communication tool between the Teacher and Student.</p> <p>To access your Student e-mail account please follow these instructions:</p> <ol style="list-style-type: none"> <li>1. Browse to <a href="https://portal.office.com">https://portal.office.com</a></li> <li>2. Enter the following logon information:               <ul style="list-style-type: none"> <li>○ User name: studentID@musd.net</li> <li>○ Password: student's birthdate</li> </ul> </li> </ol> <p><b>Example:</b> User name: 228199@musd.net Password: 01232003*** ***if the student's birth date is January 23, 2003</p>



# Weston Ranch High School

*Cougars...Roar to Success*

4606 McCuen Avenue • Stockton, CA 95206 • 209-938-6245 • Fax: 209-938-6397

## Welcome to Parent Connection

### **What is Parent Connection?**

Parent Connection is a system that will allow you access through the internet to various areas of information regarding your high school student's academic career. Parents/Guardians may visit the secure password protected site to view school announcements, student grades, attendance and other information. With this tool, parents/guardians can set-up e-mail notifications and update personal information to better assist in the academic monitoring of their students. The data that you see will be the daily information about your student, from teachers and staff and input from your specific school site.

To receive detailed information on using Parent Connection, visit [www.mantecausd.net](http://www.mantecausd.net) and use the Parent Connection link under Parent Portal on the lower right hand side of the page under Quick Links. Or go to <https://q.musd.net/parentportal>.

If you have any questions, please call (209) 938-6245.

**Q** ParentConnection

ParentConnection Login

PIN:

Password:

Log In

[Need Your Login Information?](#)

Vision: P.R.I.D.E. – Preparing Responsible Individuals Destined for Excellence

Mission: At Weston Ranch High School, we teach, inspire, and prepare our students for college and career success.

# Connect to your education with Student Connection!



Download the [MantecaUSD mobile app](#), or visit <https://q.musd.net/student> on the Internet.

**StudentConnection**

Student Name: Student Grade: 11

- News
- Enrollment
- Schedule
- Attendance
- Assignments
- Marks
- Transcript
- GPA
- Grad Rqmnts
- Activities
- Print Info

**Schedule**

Period	Days	Term	Course Code	Course	Teacher
1		AY	5855	Fashion Merchandising	Teacher 1
2		S1	6215	Digital Photography	Teacher 2
3		S1	2210	Geometry	Teacher 3
4		S1	3270	Astronomy	Teacher 4

**Attendance**

Attendance Summary by Reason

Attendance Item
Illness

Attendance Summary by Class

Period	Term	Course	Teacher
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Now you can login with your MUSD user name (student ID) and password (8 digit birth date) to monitor your learning.

Click on a teacher's name to send them an email.

Open sections with the + sign and close with the - sign

All of your information in one place!

PRINT your own progress report at any time!

**Assignments**

Per: 1 Fashion Merchandising (5855)  
Current T1 Sem 1 Grade: A-

Detail	Date Due	Assigned	Assignment	Pts Possible	Score	Pct Score
	09/13/2016	09/13/2016	Decades Crossword	50	50	100%
	09/13/2016	09/13/2016	Chapter 1 Decades Notes	120	120	100%
	09/13/2016	09/13/2016	Decades Redesign	100		
	09/13/2016	09/13/2016	Chapter 1 Test	80	62	77.5%

Per: 2 Digital Photography (6215)  
Current T1 Sem 1 Grade: B-

Progress grades are NOT permanent. Semester grades ARE Permanent!

Failed classes receive NO credit toward graduation!

**Important Note:** These three sections apply ONLY to high school students and NOT to 7-8 grade students.

**Marks**

Quarter 1 Progress

Period	Course	Teacher	Acad	Cit
1	Fashion Merchandising		A-	O
2	Digital Photography		B-	O
3	Geometry		F	S
4	Astronomy		C	S

Choose SHOW ALL to see more information!

**Transcript**

Year	Gr	Term	Subject	Marks	Credit
2016	10	Q1	Fine Arts	Acad: D Cit: S	5.0000
2016	10	Q1	Fine Arts	Acad: D- Cit: N	5.0000
2016	10	Q1	Life Science	Acad: C Cit: O	5.0000
2016	10	Q1	Math	Acad: F Cit: S	0.0000
2016	10	Q2	Fine Arts	Acad: F Cit: N	0.0000
2016	10	Q2	Fine Arts	Acad: C- Cit: S	5.0000
2016	10	Q2	Life Science	Acad: D Cit: O	5.0000
2016	10	Q2	Math	Acad: F Cit: S	0.0000

**GPA**

Grade	Year	GPA Type	Term	Term Credits	Term GPA	Cumulative Credits	Cumulative GPA
10	2016	Academic	Q4	20.0000	1.3333	140.0000	1.4231
10	2016	Academic	Q3	15.0000	1.6667	120.0000	1.4348
10	2016	Academic	Q2	10.0000	0.7500	105.0000	1.4000
10	2016	Academic	Q1	15.0000	1.0000	95.0000	1.5625

Keep track of how many credits you need!

**Grad Rqmnts**

Requirement Rule: Curent Block Grad Req

Requirement	Required	Actual	Short	Reqmt Met
English	40.0000	15.0000	25.0000	
Math	30.0000	20.0000	10.0000	
Life Science	10.0000	10.0000		✓
Physical Science	10.0000	0.0000	10.0000	
US History	10.0000	0.0000	10.0000	

## General Information

### **Weston Ranch is a Closed Campus**

Weston Ranch High School is a closed campus. No one is allowed to leave during school hours or at lunch period without the approval of an administrator. Once at school, all students are bound by the closed campus rule. Students will be allowed to leave campus only if they have a properly validated Off Campus Pass. Students must continue to be academically eligible to keep their Off Campus privilege. No passes will be issued unless the student has parental permission to leave, all bills and fines are cleared and the student has a clear discipline and attendance record as verified by an administrator. Semester reviews for eligibility will be completed by the attendance office and students who have incurred hours or bills and fines will lose their off campus privileges. Freshman and Sophomores will not be issued a pass. **The administration reserves the right to revoke off campus privileges at any time deemed necessary.**

### **Guests on Campus**

Parents/guardians wishing to visit a class must make arrangements in advance with the teacher and administration for an agreeable time. To ensure the safety of students and staff and to avoid potential disruption, all visitors shall register immediately upon entering any school building or grounds when school is in session. Administration or designee may refuse to register any visitor if it has been reasonably concluded that the visitor's presence or actions would disrupt the school, students, or employees. **The administration reserves the right to regulate visitations on campus.**

### **Student Parking**

Students may park on campus in front of the large gym only, under the following conditions:

- Must possess a valid California Driver's License
- Have adequate insurance
- Auto to be left alone during school day (students not allowed in the parking lot)
- Have a Weston Ranch High School Student Parking Permit and abide by parking/driving privileges outlined in the permit request. Permits are only good for the car and driver they are issued to.
- **The administration reserves the right to withdraw parking privileges. Manteca Unified School District/Weston Ranch High is not responsible for the theft or damage to your vehicle or any contents therein. You are parking at your own risk. All vehicles are subject to search. The District/School will be held harmless and released of any liability arising from your use of our parking facilities.**

### **Restricted Areas during School Hours**

- Behind shop areas
- Athletic/P.E. playing fields
- Any area in which administration has declared off limits

### **Clean Campus**

A clean campus is the responsibility of all students.

### **Personal Deliveries**

It is not the responsibility of the office staff to deliver personal or forgotten items to students. Personal messages will not be accepted and/or delivered to students unless there is an emergency. We do not accept flowers or balloons for personal delivery to students. Parents will be allowed 1 drop off per year. If there are extenuating circumstances and need to deliver items frequently, please contact a school administrator so that a reasonable solution can be figured out.

### **Guests at Dances**

A limited number of guest passes may be issued at the discretion of the administration. These are for dates only--they are not merely to let non-students into our dances. Guest pass forms are available in the Administration office. Any student wishing to bring a date who attends another school to a dance must adhere to the following procedures:

- For all dances guests must have an approved guest pass completed and signed by parents and appropriate school administration.
- All students attending and their guest must not be older than 20 years old.
- All guests must have picture identification in their possession while at the dance.
- All guest passes must be approved one week prior to event.

## **Health and Medical Information**

### **Medical and Hospital Services for Students**

The medical costs of students' accidents are the responsibility of the parents or guardians.

### **Medications at School**

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

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

Non-prescription medication such as aspirin will NOT be administered at school even at a parent's request. (BP 5141.21). Parents have the right to bring a medication to school and administer it if necessary. Students are NOT to keep medication on their person or in their locker.

All medication must be turned in to the attendance office unless prior arrangements have been made.

### **School Nurse**

A school nurse is available through the District Health Services program.

### **Unique Health Problems**

When a student has a unique health problem such as severe allergic reaction, 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.

### **Crisis Counseling**

Valley Community Counseling, (VCC), is a nonprofit organization that contracts with MUSD to provide counseling services to students. A VCC counselor is at Weston Ranch High to assist students who need assistance with personal issues or who are in crisis. Referrals for VCC counseling services are available in the counseling office.

## Counseling Services

Weston Ranch High counselors provide a number of services

- Class Registration
- Academic Planning
- Referral for support services
- Career planning
- College/vocational counseling
- Crisis intervention
- Scholarship information
- Testing Information
- College financial aid assistance/workshops
- College presentations
- College fairs
- Interpersonal counseling
- Parent/student conferences
- Tutoring referrals
- Graduation credit evaluation
- Support services

### **Graduation Requirements**

Satisfactory attendance, citizenship, and grades, as ascertained by the teachers and the administrators from the school of attendance, will constitute graduation from high school. Total credits for graduation: 240-275 (depending on student's grade level). The basic requirements for graduation for every student are successful completion of the following subjects:

**English 4 years** (40 credits)

**Science 2 years** (20 credits)

1 year-Life Science

1 year-Physical Science

**Math 3 Years** (30 Credits)

Algebra 1-year required

**Social Science**

1-year World History

1-year U.S. History

1 semester American Government

1 semester Economics

**Fine Arts or Foreign Language**

1 year (10 credits)

**Health Education**

1 semester (5 credits)

**Physical Education**

2 years (20 credits)

**Electives** to total 240-275  
credits (85-120 credits)

**College Entrance Requirements**

There are basic entrance requirements that most 4 years colleges/universities require. State colleges and universities requires students to the California A-G requirements with a grade of "C" or higher. They use the student's cumulative GPA and test scores to determine eligibility for admissions.

**Testing**

The recommended admission tests typically are the SAT and ACT and there is a fee for these tests. Students can access more information on these tests at the following websites:

**SAT** [www.satcollegeboard.org](http://www.satcollegeboard.org)

**ACT** [www.actstudent.org](http://www.actstudent.org)

**Or students may contact their assigned Counselor for more information.**

## **Eligibility**

Students will be ineligible for extra-curricular activities, co-curricular activities and other school sponsored events/activities for any of the following reasons:

- Less than a 2.0 GPA each grading period
- Two F's in a grading period
- Suspension of 5 days will result in immediate ineligibility for the next 45 school days following the suspension
- Two suspensions of less than 5 days in each grading period will result in mediate ineligibility for the next 45 school days following the second suspension
- Two U's "Unsatisfactory Citizenship" marks in a grading period

### **Consequences of Ineligibility**

Ineligibility due to grades, citizenship or behavior has consequences. Students who are ineligible will NOT be able to participate in but not limited to the following:

- Athletics
- Rallies
- Public performances (music, drama, speech, Academic Decathlon)
- Cheerleading
- Student government
- Field trips
- Senior Trip
- Homecoming activities
- Work permit
- Special dances (including after game dances, Winter Dance, and Prom)
- Guest passes

### **Summer School and Eligibility**

There is currently no summer school offered.

## **Academic Integrity Policy**

All forms of cheating and plagiarism are strictly prohibited at Weston Ranch High School. Students are expected to conduct themselves with integrity when completing their schoolwork. Behavior that is unacceptable includes, but not limited to:

- Copying another student's work.
- Working with others on work that is meant to be done individually.
- Allowing another student to look at or copy your answers.
- Taking a test or quiz in part or whole to use or give to others.
- Giving work to another student.
- Texting, e-mailing answers and/or uploading pictures of tests and/or work onto social media sites.

Plagiarism is defined by KEYS FOR WRITERS (2<sup>nd</sup> edition) as when you deliberately or inadvertently present someone else's actual words or even ideas as if they were your own.

- Include in your own essay a passage, an identifiable phrase, or an idea that you have copied from someone else's work without acknowledging and documenting your source.
- Use exactly the same sequence of ideas and organizations as your source.
- Fail to put an author's words inside quotation marks.
- Use in your paper long sections that have been rewritten by you or a friend.
- Buy, find, or receive a paper that you turn in as your own work.

Violators of this policy will be disciplined as follows:

- First Offense
  - No credit on the assignment/test
  - Parent contact by teacher

- Referral/conference with a Vice-principal
- Placement of offense on student's permanent record
- Second Offense
  - No credit on the assignment/test
  - Parent contact by teacher
  - Referral/conference with a Vice-Principal
  - Possible Suspension from school (1-5 days)
- Third Offense
  - F grade for the class
  - Parent contact by the teacher
  - Mandatory 5 day suspension
  - Student placed on expectations plan
- Fourth Offense
  - Expulsion

## **Behavior Guidelines and Discipline Policy**

### **Grounds for Suspension or Expulsion:**

A pupil may not be suspended or expelled for any of the acts enumerated 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 not limited to, any of the following:

- While on school grounds
- While going or coming from school
- During lunch (on or off campus)
- During or while going to, or coming from a school sponsored activity

Violations of the following sections of the **EDUCATION CODE 48900** are grounds for either suspension or expulsion from the district.

- 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 (Battery).
- B.** Possessed, sold, furnished, or used any firearm, knife, explosive, or other dangerous object.
- C.** Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or an intoxicant of any kind (as defined by Health and Safety Code).
- D.** Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or an intoxicant of any kind and then provided another substance in place of it.
- E.** Committed or attempted robbery or extortion.
- F.** Attempted or actual damage of school or private property.
- G.** Attempted or actual theft of school or private property.
- H.** Possessed or used tobacco products.
- I.** Committed obscene acts, habitual profanity, or vulgarity.
- J.** Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- K.** Disrupted school activities or otherwise willfully defied school authorities (includes fighting).
- L.** Knowingly received stolen school or private property.
- M.** Possessed an imitation firearm.
- N.** Committed or attempted to commit a sexual assault or sexual battery (as defined by Penal Code).
- 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.

## **Behavior Guidelines and Discipline Policy**

It is the intent of the legislature that alternatives to suspension or expulsion be imposed against any student who is truant, tardy, or otherwise absent from school activities.

(48900.2(a)) In addition to the reasons specified in section 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 section 212.5. For the purpose of this chapter, the conduct described in section 212.5 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 1-3, inclusive. (Added by Stats. 1992, Ch. 909, Sec. 2)

(48900.3(a)) In addition to the reasons specified in Sections 48900 and 48900.2, a pupil in any grades 4 to 12, inclusive, may be suspended 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 the act of, hate violence, as defined in subdivision (e) of Sections 33032.5. (Added by Stats 1994, Ch. 1198, Sec. 6)

(48900.4(a)) In addition to the grounds specified in Sections 48900 and 48900.2, a pupil in any grades 4 to 12, inclusive, may be suspended 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, that is sufficiently severe or pervasive to have the actual and reasonable 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, Ch. 1025, Sec. 1)

## **Disciplinary Action for Less Serious Offenses**

### **Administrative Detention**

Students can be placed in administrative detention for any of the following reasons:

1. Failure to serve teacher assigned detentions
2. Disruptions to the learning environment
3. Tardiness
4. Other reasons deemed warranted by administration

### **Saturday School**

Students can be placed in Saturday School from 8:00 am to 12:00 noon for any of the following reasons:

1. Make up unexcused absences.
2. Other reasons deemed warranted by administration

### **Alternative Placement**

Alternative Placement is primarily assigned to students who are habitually tardy and who fail to serve Saturday School. It may also be assigned to students for continual less serious violations of ED Code 48900. In-School suspension is designed as a onetime alternative to an out of school suspension. Students will not be allowed to participate in Alternative Placement for repeated violations of the same offense.

Alternative Placement is held at WRHS during normal school hours and allows for students to remain productive and avoid having an out of school suspension on their permanent record. Students assigned to Alternative Placement must remain productive and on task throughout the school day. There is a zero tolerance policy for sleeping or other disruptive behavior. Students who are removed from Alternative Placement will be sent home for the day and have their attendance coded as an out of school suspension.

### **Teacher Suspension**

(Ed Code 48910): A teacher may suspend a student from class for any of the acts enumerated in E.C. 48900 for the day of the offense and the following day. The teacher shall inform the parent and ask for a conference to discuss the incident.

### **Teacher Assigned Detention**

Teachers may assign their own detentions at their discretion. Students are required to serve assigned detention in a timely manner. If detention is not served, the student will be assigned administrative detention and progressive discipline will ensue if that detention is not served.

## **Attendance Policies and Procedures**

### **Philosophy of Attendance**

It is the belief of Weston Ranch High School that regular and punctual attendance is a vitally important element of a good education. Parents/guardians and students must be responsible and accountable for good attendance.

Board Policy (No 5113a) Regarding Attendance:

A student should not be absent from school without the parents knowledge and consent. Students will be absent from school only for health reasons or in the case of a family funeral. "Justifiable absences" shall be granted only for short term absences (maximum 3 days), and they shall not be granted for such purposes as traveling with parents on vacation or business trips, nor for early starts and late returns from such trips.

### **Types of Absences**

#### **Excused:**

- Illness
- Medical appointment
- Death in the immediate family
- School- sponsored activity

#### **Approved:**

- Court (requires documentation)
- Religious holiday
- Family emergency

#### **Unexcused:**

- Suspension
- Babysitting
- Shopping
- Out of town
- Working
- Oversleeping
- Vacations
- Missing the bus
- Unexplained

**All full day or partial day absences must be cleared through the attendance office by either a written note or an email to our attendance clerk.**

Upon returning from an absence, students report directly to their scheduled classes. No pass from attendance is needed to return to class. Students clearing their absences with a note from a parent must turn the note into the attendance office before or after school, at lunch, or at brunch. The note must include the following:

1. Student's name
2. Date(s) of absence
3. Reason for absence
4. Signature of the parent

Parents can also send an e-mail to the attendance clerk to clear student absences. The email address is [wrhattendancevm@musd.net](mailto:wrhattendancevm@musd.net) and should include all of the same information listed above.

**NO ABSENCES WILL BE CLEARED OVER THE TELEPHONE. NO EXCEPTIONS!**

All absences must be cleared through the Attendance Office by note (or email) from the parent/guardian within five (5) days. Failure to clear absences within the five (5) day limit will result in Saturday School. Unexcused absences cannot be cleared beyond the five (5) day time limit.

**Consequences of Poor Attendance**

Students with excessive absences (excused and unexcused) may be subject to:

- A pre-medical letter stating if the student's attendance does not improve a doctor's note may be required for future absences.
- A medical letter stating that all absences will require a doctor's note in order to clear them because of no improvement in attendance.
- Saturday School and/or detention
- Parent notification and truancy letters.
- Referral to Vice-principal for parent conference
- Referral to Student Attendance Review Board
- Referral to Manteca Day School or the SJCOE County One Program.

**Make Up Policy**

- Make up work will be at the discretion of the individual teacher for unexcused absences.
- No academic penalty will be issued because of absence(s) for a school sponsored activity. Work due on the day of the absence is expected to be turned in on or before the day the absence occurs. Every effort must be made by the student to get assignments done prior to known absences.
- Students with legally cleared absences are entitled to make up all work for full credit. Students are responsible for arranging make up work with each teacher. Students shall have no less than two (2) days to make up time for each day of absence up to five days. Time limits may be extended at teacher's discretion.
- Each teacher shall determine the standards necessary to receive a grade. If the student who has reasonably provided make up work does not meet the minimum standards they may receive a failing grade.
- Physical education, band, and choir require attendance for participation in and performance of coursework. These courses may use penalties for reason of absences if attendance is an integral part of the grade and if the standards are uniformly implemented throughout the department. Penalties may include lowering of a grade.

### **Check Out Procedures**

- Students who must leave campus prior to the end of the school day for any reason must check out of school through the attendance office.
- Students must contact the attendance clerk who will verify the reason the student is checking out by phone. No student will be allowed to check out before contact has been made with a parent or guardian. Notes will be verified by phone. The student must be signed out by parent in the attendance office and student must sign in when returning to school.
- Students who wish to have 18-year-old privileges to check themselves out and clear their own illnesses must sign an 18-year-old contract with their Vice-principal. The Vice-principal or parents may remove this privilege if it is abused. Eighteen year old truants will be referred to the Adult School. Students who wish to have school documents sent to them personally must request this in writing.
- Failure to follow the proper check out procedure will result in an unexcused absence plus disciplinary action.

### **Tardy Policy**

It is the philosophy of Weston Ranch High School that tardiness is a major disruption to the learning environment. Students must be accountable to getting themselves to class on time and with the proper materials.

**Consequences of Tardiness** Students with excessive tardiness may be subject to:

- Teacher Warning
- Saturday school and/or detention
- Student being placed on a Tardy Contract
- Referral to Vice-Principal for parent conference
- Referral to Student Attendance Review Board
- Student being made "ineligible" for WRHS sport or school related activity
- A citizenship mark of "N" or "U"
- Referral to Manteca Day School or the SJCOE County One Program

### **Tardy Sweeps**

Weston Ranch High School will periodically conduct tardy sweeps throughout the school year. Students who are caught in a tardy sweep can be assigned a consequence of up to a Saturday School.

### **Cutting Class**

Students who attend Weston Ranch High School will attend all of their regularly scheduled classes. There is a zero tolerance policy in effect for students who choose to not attend their regularly scheduled classes in accordance with their assigned schedule.

A cut is defined as:

- Not attending their regularly scheduled class
- Leaving a class with permission and not returning in a timely manner
- Leaving a class without permission
- Aimlessly wandering or roaming the campus without permission
- Arriving more than 10 minutes late without a valid excuse from another teacher or school administrator

### **Consequences for Cutting**

- 1<sup>st</sup> Offense-Saturday School
- 2<sup>nd</sup> Offense-2 Saturday Schools
- 3<sup>rd</sup> Offense-Possible Suspension

# DRESS CODE | MANTECA UNIFIED SCHOOL DISTRICT

Manteca Unified School District's Board of Education believes that appropriate dress and grooming contribute to a positive school environment. The dress code has been established following the basic principle that certain body parts must be covered at all times for a safe and effective learning environment.

## STUDENTS MUST WEAR

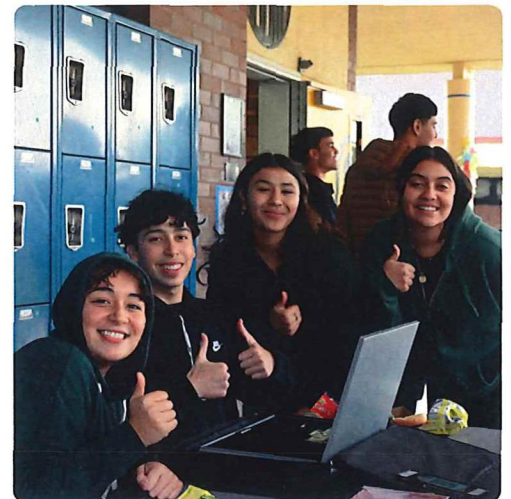
- » **A shirt** (with fabric in the front, back, and on the sides under the arms)
- » **Bottom coverings** (pants, sweatpants, shorts, skirts, dresses, leggings)
- » **Shoes** (activity-specific shoe requirements are permitted, such as wearing athletic shoes during P.E.)

## STUDENTS MAY WEAR

- » Hats, including religious headwear (non-religious headwear must be removed in the classroom)
- » Sweatshirts or hoodies (hoods must be removed in the classroom)
- » Fitted pants, including leggings, yoga pants, and skinny jeans
- » Ripped jeans (as long as the student's undergarments or bottom is not exposed)
- » Tank tops
- » Athletic attire

## STUDENTS MAY NOT WEAR

- » Clothing, headwear, jewelry, or other accessories that show violent language or images, including weapons
- » Accessories that can be considered dangerous or could be used as a weapon
- » Images or language that reference drugs, alcohol, or any illegal materials or activities
- » Hate speech, profanity, and sexually explicit images or language
- » Images or language that create a hostile or intimidating environment
- » No bare abdomens or clothing that reveals undergarments
- » Swimsuits (except as required in class or athletic practice)
- » Any item that obscures the face or ears (except as a religious observance or for medical reasons)



Students violating the dress code rules will be issued one warning and sent home to change if necessary. Further infractions will be considered defiance and will result in progressive disciplinary action.

## **Electronic Device Policy and Prohibited Activities**

### **Cell Phone Usage Outside of the Classroom (includes all electronic devices) on Campus**

The Manteca Unified School District Governing Board allows pupils to possess and use electronic signaling and communication devices while on campus before school, during brunch/lunch and after school. At any other time all electronic signaling and communication devices will be in the off mode and out of sight. Students who violate this policy will have their items confiscated by administration and receive the following consequences:

- 1<sup>st</sup> Offense-Warning/student pickup
- 2<sup>nd</sup> Offense-Administrative detention/student pickup
- 3<sup>rd</sup> Offense-Saturday School and parent conference (device will not be given back until after the parent conference)
- 4<sup>th</sup> Offense-One day suspension

Students who refuse to surrender any electronic device may receive a consequence of up to a one day suspension.

### **Cell Phone Use in the Classroom**

MUSD school board policy does allow for students to use cell phones and other electronic devices inside the classroom for "educational purposes". These educational purposes are at the discretion of the teacher in charge. It is the student's responsibility to use their device within the established regulations of that teacher. ***All electronic devices brought to school are brought at their own risk and Weston Ranch High School is not responsible or any electronic device that is stolen or misplaced.***

### **Prohibited Activities**

Laser devices, skateboards, roller blades, water pistols, water balloons, pagers, cameras, permanent markers, chains, stun guns, pepper spray, offensive substances and other devices which might disrupt school are NOT permitted at any time, any place in or out of class. Activities prohibited include loitering on campus after your last scheduled period and gambling. Failure to comply with above will be considered defiance. (P.C. 417.25, P.C. 12403.8, P.C. 12650, P.C. 375)

## **Locker Room Policy**

**Students may enter the locker room only during their P.E. period and/or after school when on the current roster of an athletic team. Students not dressing for physical education are not allowed in the locker room at any time. Unauthorized students are subject to disciplinary actions, including suspension. Manteca Unified School District and Weston Ranch High School accept no responsibility for any item confiscated, lost, or stolen on school premises.**

Students who have read and returned forms for terms of agreement for locker use and are enrolled in P.E. for the current term may have full access to the locker room and lockers associated. Students may purchase their own personal locks. Students who purchase personal locks are responsible their own combination or key. Students with personal combination locks will also be responsible for reporting combination to teacher in case of accidental memory lapse of combination. Students who choose to use a key locks must provide the teacher with a copy of the key.

Each Student participating in P.E. will be given a personal locker and will be assigned a large communal locker that may be used during the class period for the day. At the end of each class session all students are responsible for removing all properties from the large communal locker and securely locking all properties in their personal locker. For no reason is property to be left in communal lockers after participating class session. Any lock left on the communal locker will be cut and all properties will be confiscated and responsibility for property retrieval left upon the student.

Locks left on the wrong locker numbers or communal lockers will be removed. Lockers with locks under search will be removed by appropriate school authority if no viable form of access is available. The P.E. department accepts no responsibility for any lock removed. By using the lockers at WRHS each student will be assuming all responsibility and risk.

## **Manteca Unified School District Policies**

### **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 on the way to and from school, on the playgrounds, or during recess.

The Board believes that the use or possession of any amount of a controlled substance, as identified in the Health and Safety Code 11053-11058, 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 co-curricular 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 class-room 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, 48205, 48980)

Within the State of California there have been provisions which allow school districts to release pupils from school, with written parental or guardian consent, to participate in certain kinds of religious exercises. This can be requested, in writing, from your school principal if the religious program is after the pupil has attended the legal minimum school day. No pupil may be excused for this purpose for more than four hours per semester.

**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, shelters, or awaiting foster care placement; 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. 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, Director 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. A random 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 2014-2015 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 per-sons 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, which have 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, district attorney in 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 therefore. 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. IMMUNIZATIONS AND CONTROL OF COMMUNICABLE DISEASES** (Education Code 49403, 49451, H.S.C. Chapter 7, Section 3380, Division 4 and Chapter 291, Statues 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. This record 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. In the event of an epidemic of a vaccine preventable communicable disease, pupils with these exemptions will be excluded from school.

Effective with the 1997-98 school year and thereafter, any kindergarten enrollee will be required to have received three doses of Hepatitis B vaccine and a second dose of MMR (Measles, Mumps and Rubella) prior to school enrollment, along with other required vaccines. 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 Director of Health Services at the (209) 858-0782.

## **15. 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; and, 5) your address and phone number, and other non-medical 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.

## **16. 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 agrees. As a parent/guardian, you have the right to bring a medication to school and administer the medication to your child.

**17. 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.

**18. 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 schools 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.

**19. 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 Services office and may be submitted at any time throughout the school year. Eligibility is determined by income and household size. Nutrition Services will notify you of eligibility.

**20. HIV/AIDS PREVENTION INSTRUCTION (Education Code 51934)**

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 Director of Health Services at (209) 858-0782.

#### **21. 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.

#### **22. 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.

#### **23. 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 Student Services & 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; they 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.

#### **24. 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.

#### **25. 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.

#### **26. CALIFORNIA'S HEALTH INSURANCE—MEDI-CAL & HEALTHY FAMILIES**

For low cost or no cost medical, dental and vision insurance call the Health Services Department at (209) 858-0782. (Funded by a grant from San Joaquin County, Health Care Services and the State of California)

#### **27. 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 the district office.

#### **28. NONDISCRIMINATION ON BASIS OF SEX, HANDICAP, ETHNICITY, OR LACK OF ENGLISH SKILLS (Federal Regulations: Title VI, IX, Section 504 of the Rehabilitation Act of 1973)**

The District maintains an operating policy of nondiscrimination on the basis of gender and ethnicity in its educational programs and activities. The District will identify, evaluate, and provide a free, appropriate public education to pupils who are handicapped within the meaning of Section 504 of the Rehabilitation

Act of 1973. The Director of Child Welfare and Attendance is designated as the administrative officer for allegations of discrimination in the area of gender. The directors of Secondary and Elementary Educational Services are designated as administrative officers for the appropriate grade levels for allegations of discrimination in the area of ethnicity, lack of English skills, or Section 504. To reach any of the directors call (209) 825-3200. For assistance or questions on how to make a complaint contact the Director of Certificated Personnel (209) 825-3200, Ext. 50823.

### **29. TITLE I SCHOOLS, TEACHER QUALIFICATIONS (No Child Left Behind Act)**

Beginning in 2002-03, parents with students in Title I schools have the right to request information regarding the professional qualifications of their child's teacher including, at a minimum: (a) whether the teacher has met state credential or license criteria for grade level and subject matter taught, (b) whether the teacher is teaching under an emergency or other provisional status, (c) what baccalaureate degree major and any other graduate certification the teacher holds, or, (d) whether the child is provided services by paraprofessionals, and, if so, their qualifications.

Questions regarding this information may be directed to the Personnel Office, 825-3200, Ext. 50823.

### **30. UNIFORM COMPLAINT PROCEDURES AND AVAILABLE APPEALS; IDENTITY OF CO-ORDINATORS**

(Code of Regulations, Title 5, 4620-4622)

The Governing Board recognizes that the District has the responsibility to ensure that it complies with state and federal laws and regulations governing educational programs. For any program or activity that receives or benefits from state or federal financial assistance, the District shall follow Uniform Complaint Procedures when addressing complaints alleging unlawful discrimination based on: 1) actual or perceived sex, 2) sexual orientation, 3) ethnic group identification, 4) race, 5) ancestry, 6) national origin, 7) religion, 8) color, 9) mental or physical disability, 10) age, and 11) gender.

The District shall follow uniform complaint procedures when addressing a complaint alleging programmatic failure to comply with state or federal law. The following programs are covered by the Manteca Unified School District's uniform complaint procedures: 1) adult education, 2) State Consolidated Aid Programs (Professional Development Program, State Compensatory Education, Limited English Proficient (EL), School Improvement Program (SIP), and tenth grade counseling), school library programs, Economic Impact Aid Programs, School-based Coordinated Categorical Programs, Miller-Unruh basic reading programs, 3) Federal Consolidated Categorical Programs (Title I, Title II, Title III, Title IV, Title V), 4) Peer Assistance and Review (PAR), 5) Career/Technical Education, 6) Child Care and Developmental Programs, 7) Nutrition Services, 8) Special Education Programs, 9) Indian Education, and 10) Migrant Education.

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or participation in complaint procedures. Such participation shall not in any way affect the status, grades, or work assignments of the complainant or persons involved in the complaint investigation/resolution process.

The District will annually disseminate the complaint procedures to students, employees, parents/guardians, District/school advisory committees, appropriate private school officials or representatives and other interested parties. For assistance or questions or how to make a Uniform Complaint call the Personnel Office at (209) 825-3200, Ext. 50823.

#### 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 Director of Certificated Personnel. The complaint must specify the law or policy which has been alleged to be violated. The Director of Certificated Personnel 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 Director of Certificated Personnel 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) It shall be 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 Director of Certificated Personnel 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 Director of Certificated Personnel or designee on a case-by-case basis.

### **31. WILLIAMS ALTERNATIVE UNIFORM COMPLAINT POLICY** (Education Code 35186, Policy 1312.5) (visit the website for more information relating to the 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.

A student, including an English learner, who has not passed the exit exam by the end of grade 12 will be provided the opportunity to receive intensive instruction and services pursuant to EC 37254(d)(4) and (5)

after completion of grade 12 for two consecutive academic years or until the student has passed both parts of the exam, whichever comes first.

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 Director of Certificated Personnel 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.

### **32. FINGER PRINTING 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.

### **33. 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 any-one 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 Com-plaint Procedures or procedures for complaints concerning District employees. The Director of Certificated Personnel 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 Director of Certificated Personnel at (209) 825-3200, Ext. 50823.

#### **34. INTERNET POLICY (Education Code 51870.5)**

Manteca Unified School District is in compliance with the "Children's Internet Protection Act, (CIPA)" that was 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 uses 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.

#### **35. PESTICIDE USAGE (SB2260, Education Code 48980.3)**

Every six months a 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, please call the Maintenance Department at 825-3200, Ext.50711. A list of the pesticides currently used by the School District can be found on the following page.

The following information on pesticide usage in Manteca Unified School District is provided to parents as required by the Health Schools Act of 2000:

36. 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 represents those pesticides that you may be used during the 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.

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 complete form to your respective school administration office.

#### **37. NONDISCRIMINATION/HARASSMENT (Policy 5145.4)**

This policy outlines a procedure to report incidents of harassment in the school setting. The policy also outlines the procedure which must be followed by your school site personnel to investigate this incident.

#### **38. SCHOOL BUS RIDER RULES AND INFORMATION (Education Code 39831.5)**

Transportation may 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-8th 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. Traffic and other 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 ten (10) 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.

#### Danger Zone

The DANGER ZONE is the immediate area 10-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.

### **39. STUDENT DISCIPLINE** (See District Policies on website 5131 and 5144)

#### Grounds for Suspension and Expulsion

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 person 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 (see page 40), 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.
    - \*school property includes electronic files and databases.
  - 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.

Suspension by Teacher (EC 48910) - requires a teacher to ask parent/guardian to attend a parent-teacher conference regarding a suspension of a student from class by that teacher; requires a school administrator to attend the conference upon teacher or parent/guardian request.

Suspension (EC 48911) - Permits principal or designee or superintendent to suspend for specific reasons for no more than five consecutive school days; requires informal conference (unless it is determined that emergency situation exists) and requires parent/guardian to respond with-out delay; requires reasonable effort to contact parent/guardian and mandates written notice; requires report to Board of Education or superintendent; when expulsion or suspension from continuation school for balance of semester is being considered, allows superintendent or designee, if danger or threat of disruption exists, to extend suspension until Board of Education has rendered decision.

Supervised classroom suspension (EC 48911.1[d]) - requires at the time a pupil is assigned to supervised suspension that a school employee shall notify, in person or by telephone, the pupil's parents or guardian. If the pupil is assigned to supervised suspension for longer than one class period, a school employee shall notify the parent or guardian in writing.

Expulsion (EC 48915)

(a) The principal or the superintendent shall recommend the expulsion of a student for any of the following acts committed at school or at a school-related activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:

- (1) Causing serious physical injury to another person, except in self-defense.
- (2) Possession of any knife or other dangerous object of no reasonable use to the pupil.
- (3) Unlawful sale or possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) or Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana (other than concentrated cannabis).
- (4) Robbery or extortion.
- (5) Assault or battery upon any school employee.

(b) The principal or the superintendent shall recommend expulsion of a student that has committed any of the following acts at school or at a school activity off school grounds:

- (1) Possess, sell or furnish a firearm.
- (2) Brandish a knife at another person.
- (3) Unlawfully sell a controlled substance.
- (4) Commit or attempt to commit a sexual assault or commit sexual battery.
- (5) Possess an explosive.

Expulsion Hearing (EC 48918) - specifies right of student to a hearing to determine whether student should be expelled, permits student to request in writing that the hearing be postponed; requires hearing notice to be sent at least 10 days prior to hearing date and include: (1) date and place of hearing, (2) facts and changes, (3) copy of related district discipline rules, and (4) rights of student or parent/guardian to appear in person, to employ and be represented by counsel, to inspect and obtain copies of all hearing documents, to confront and question all witnesses, to question all evidence presented, and to present oral and documentary evidence, including witnesses; requires nonpublic hearing unless student or parent/guardian requests a public hearing; requires written notice of any decision to expel to be sent to the student or parent/guardian, including the right to appeal such expulsion to the County Board of Education.

Education Code 48918 (f) allows for witnesses' statements to be considered by the Disciplinary Review Board panel as non-hearsay evidence, if the witnesses believe that revealing their identity would subject them to unreasonable risk of physical or psychological harm.

Electronic Signaling and Communication Devices (BP 5131)

The Manteca Unified School District Governing Board allows pupils to possess and use electronic signaling and communication devices while on campus before school and after school. All electronic signaling and communication devices will be in the off mode and out of sight while being transported by District-operated vehicles, and during school hours; including instructional time, passing periods, rallies, assemblies, and other school activities during the instructional day, for all grades K-12.

Students may not capture photographic or digital images while on school property during the school day without the express permission of the principal or designee.

Students and parents are to be advised that the District is not responsible for the theft or loss of students' electronic devices.

#### **40. STUDENT DRESS**

The Governing Board of the Manteca Unified School District believes that it is a responsibility of the schools and parents to develop socially responsible standards of dress and personal grooming. The Board further directs that the schools maintain standards of dress and grooming that support a positive and safe learning environment. Accordingly, the Board of Education requires that the student's clothing shall not (BP 5132):

- Create a safety hazard for the student or others;
- Be disruptive of school operations and the educational process in general;
- Be offensive or unusually distracting to others;
- Convey profane, offensive language, or illustrations;
- Be contrary to the law;
- Advertise alcoholic beverages, tobacco products, or controlled substance;
- Include any apparel, jewelry, accessory, notebook or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute suggests gang membership (caps, rags, sagging pants, or clothing with gang lettering and messages).

Examples of Unacceptable Clothing or Attire:

- Short shorts or skirts which are above mid-thigh length.
- Tank tops or crop tops, tube tops, halter tops, open sided shirts, net or see-through shirts, attire exposing too much cleavage, or midriff, or exposing underwear.
- Sagging pants.
- Clothing or buttons with profane, racial, or other disruptive words or graphics that promote hate or illegal items for others.
- Jewelry which could cause harm to the student or others.
- Red and blue shoelaces.
- Headbands or belt buckles with punched out letters.
- Hats that are not approved by the school site.
- Blue or red belts.
- More than one blue or red article of clothing (excluding jeans).

Any student whose dress is in violation of the District dress code will be referred to the administration. Parents will be contacted in order to assist in correcting the problem.