

Merced Union High School District-wide Policies

Guidance Services

The team concept in guidance means that counselors, guidance staff, teachers, administrators and parents work together to meet the needs of students. The goal of the guidance team is to help students develop and work toward their educational, personal, and career goals.

The following are the guidance services for the Merced Union High School District.

Guidance personnel shall:

Ongoing Services

- Parent Conferences
- Progress Checks on MAS/ CAP
- Crisis Counseling
- SST/SART/SARB Meetings
- RFEP monitoring
- IEP Meetings / 504 meetings
- Transcript Evaluation
- Screening Packets
- Monitoring CTE pathways
- Professional Development
- Parent Workshops
- School Health Service Meetings
- New student registration
- Rtl, guidance has a role(s), 5th p, other
- Assistance with Special Programs
- Collaboration and referral to LCH and Sierra Vista
- McKinney Vento monitoring
- Parent, student, and staff walk-ins
- Social Emotional Counseling
- COPE and UDA

Monthly Services

August

- Round-Up
- Screening Packets – Alt Ed, Adult School
- EL Parent Letters (monthly EL/RFEP monitoring)
- Transcript Evaluations
- Transcript Evaluation – Summer School
- New Stu. Registration
- SAT Registration
- Course Balancing & Schedule Change
- 504 Accommodation Info (Previous Year Accommodation) to Teachers
- Schedule 504 Annuals w/Parents
- Establish Add/Drop Deadlines
- Reclassification of English Learners
- Merced College AB 288 Class registration

September

- Complete Schedule Change Requests
- PSAT/SAT Registration
- Senior Newsletter
- Transcript Evaluation
- Monitor Adult School Students

- 504 Evaluation/Review Conferences – Distribute Updated 504 Plan
- Grad plans for Seniors/parents
- 6-Year Plan: create/update (phase in Class of 2020)
- Quarterly Guidance Meeting
- SST/SART/SARB Meetings

October

- Career Industry Day
- Monitor RFEP
- Transcript Evaluation
- CSU/UC Application Workshops
- Report Card Night (or Alternative Parent Event)
- Review D and F progress reports
- FAFSA workshop
- College Fair (every other year)
- Common Application completion
- Send Edu requests
- Letters of Recommendation
- EL monitoring
- SST/SART/SARB Meetings
- Recruitment, interviews for RYLA/Girls State/Boys State

November

- Transcript Evaluation
- Notifying and assisting with CSU/UC Application
- Notifying Deadline for Seniors to Register for SAT/ACT
- Quarterly Guidance Meeting
- Common Application completion
- SendEdu requests
- Letters of Recommendation
- Merced College Application Workshops
- SST/SART/SARB Meetings
- Recruitment, interviews for RYLA/Girls State/Boys State

December

- 8th Grade Visitation Planning
- Make 2nd Semester Changes in AERIES “Crs Req” Screen
- Update and Order Course Selection Forms
- Common Application completion
- SendEdu requests
- Letters of Recommendation
- Merced College workshops
- SST/SART/SARB Meetings
- Recruitments and interviews for RYLA/Girls State/Boys State

January

- FAFSA Workshop
- Scholarship Applications Available
- Schedule Balancing – Schedule Changes
- Complete Schedule Changes Requests
- 8th Grade Orientation Visits/Registration
- Transcript Evaluation
- Reclassification of English Learners
- Course Fair

- Merced College AB 288 Class registration
- Begin registration and 6 year plan review for next school year
- EL monitoring
- Common Application completion
- Send Edu requests
- Letters of Recommendation
- Submit Withdraw F/Partial credit list to registrar
- Merced College workshops
- SST/SART/SARB Meetings

February

- Complete Registration and 6 year plan review for the next School Year
- Summer School Registration
- FAFSA Workshop
- Start Potential Late grad/non-grad list
- Quarterly Guidance Meeting
- Common Application completion
- SendEdu requests
- Letters of Recommendation
- Merced College workshops
- SST/SART/SARB Meetings
- Graduation Ceremony Planning

March

- Senior Danger Notice
- Summer School Registration
- Coordinate event for: FAFSA & CAL-GRANT
- Review D and F progress reports
- EL monitoring
- Letters of Recommendation
- Merced College workshops
- SST/SART/SARB Meetings
- Graduation Ceremony Planning

April

- Promote EAP
- Summer School Registration
- Senior Danger Notices
- Proctor CAASP/CAST Testing
- Bloss Scholarship Deadline
- Establish Credit Completion Deadlines w/Adult School & Migrant Ed Staff
- Quarterly Guidance Meeting
- Common Application completion
- Send Edu requests
- Letters of Recommendation
- Merced College workshops
- Promote AP Exams
- Scholarship Committees
- Graduation Ceremony Planning
- Evaluate Pathway Completers for recognition (phase in Class of 2020)

May/June

- Finalize Summer School Registration
- Senior Danger/Failure Notice
- Adult School & PASS Completion Deadline
- Graduation Planning
- proctor AP Testing
- Senior Awards Night
- EL monitoring
- Letters of Recommendation

- Submit Withdraw F/Partial credit list to registrar
- Scholarship Committees

Program Changes

Students and parents should work with school personnel and make a special effort to select a program of classes carefully so that a minimum number of schedule changes will be required following their initial selection. Program changes may be initiated by school personnel based upon students' academic and/or behavioral need. **Students may only request schedule changes during the first 2 weeks of school and only under the following circumstances:**

- There will be an attempt to correct program errors and improper placement within the first 3 weeks
- Students presenting a valid need to change their program by dropping one course and adding another will be allowed to on a space available basis. A "Request for Change of Program" will not be honored unless an irresolvable conflict or personal issue persists after efforts at resolution have failed.
- Students who withdraw or are dropped from classes after the 30th school day will not be allowed to enroll in another class for credit.
- Second semester course changes are granted on a space available basis. Requests for change of program for the second semester should be completed and turned in to the Counseling Office during the last three weeks of the first semester.

Grade Reporting Calendar

Listed below is the Grade Report Calendar for the 2018-2019 school year. Report cards will be mailed home one to two weeks following the end of the first semester, 3rd quarter, and the end of the semester. Current grades are available on-line.

Oct. 19, 2018 End of 1st Quarter
 Dec 19, 2018 End of 1st Semester
 Mar. 15, 2019 End of 3rd Quarter
 June 6, 2019 End of 2nd Semester

Holidays/Recesses

September 3	Labor Day
November 12	Veteran's Day
November 19 - 23	Thanksgiving Break
December 20 - January 4	Winter Recess
January 21	M.L. King Jr. Day
February 18 - 22	Presidents' Recess
April 19 - 26	Spring Recess
May 27	Memorial Day

District Safety Measures

Student Procedures for Reporting Concerns

Students who need to report a problem with a student, teacher, school issue or who have information regarding a potential problem may ask to see a counselor, associate principal or school resource officer. If the problem is urgent and the student feels threatened, harassed or intimidated, students are encouraged to reach out for assistance from any staff member. An investigation of the problem will be conducted and all efforts will be made to achieve a resolution.

Students and/or parents may also use the school's automated tip-line to report concerns and communicate with trusted staff members. In addition, tips can be sent to school administration via anonymous text message by dialing TIP411 (847411) and including the school's "keyword" in the text message. Keywords will be made available to all students at the beginning of each school year.

Student Procedures for Reporting Sexual Harassment and Bullying

The Merced Union High School District is committed to providing educational programs, activities and services that are free from unlawful discrimination, harassment, intimidation, or bullying based on actual or perceived legally protected characteristics, or association with a person or group with one or more of such characteristics, including sex, sexual orientation, gender, gender identity, and gender expression, as required by California law and Title IX of the Education Amendments of 1972. Districts receiving federal funding are required to adhere to Title IX regulations, and Districts receiving state funding are required to adhere to Title 5 regulations.

Inquiries on all matters, including complaints, regarding the implementation of Title IX in the District may be referred to the District official(s) listed here at the following addresses and telephones:

Title IX Coordinator/Compliance Officer:

Debbie Glass
Director of Equity and Accountability
3105 "G" Street, Merced, CA 95340
Phone: 209-325-2130
E-mail: dglass@muhsd.org

OR

For issues involving Students with Disabilities:

Cristi Hinds
Director of Student Support Services
3105 "G" Street, Merced, CA 95340
Phone: 209-325-2120
E-mail: chinds@muhsd.org

You can report discrimination and harassment based on sex to any district staff member or to the District's Title IX Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your District's nondiscrimination policy and procedure, contact your school, the

District Office or view it online here: [Click here to view policy on MUHSD website](#)

DEFINITION OF SEXUAL HARASSMENT

Students are protected against sexual harassment committed by anyone, including third parties, in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome verbal, visual, or physical behavior that is sexual in nature when:

- A student is led to believe that he or she must submit to unwelcome sexual conduct or communications as a condition of the student's academic status or progress, or the conduct is used as a basis for any decision affecting the student regarding a benefit or service, honors, a place on a sports team, programs, or other District activities, or
- The conduct has the purpose or effect of having a negative impact on a student's educational performance, or creates an intimidating, hostile or offensive educational environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome leering, sexual flirtations or propositions
- Unwelcome touching of a sexual nature such as massaging, grabbing, fondling, stroking or brushing the body, or touching an individual's body or clothes in a sexual manner
- Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- Graphic verbal comments about an individual's body, or overly personal conversation
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, emails, pictures, derogatory posters, notes, stories, cartoons, drawings, obscene gestures, or computer-generated images
- Making sexual jokes, rumors, or suggestive remarks
- Displaying sexually suggestive objects
- Sexual violence, including rape, sexual battery, sexual assault, sexual coercion, or other sexual violence offenses under Education Code section 48900(n)
- Dating violence, stalking, and relationship abuse based on gender or sex

Students also have the right to file a formal complaint (see below). For a copy of the District's sexual harassment policy and procedure, contact your school, the District Office, or view it online here: [Click here to view the policy online](#) (section begins on page 18). Regardless of whether a formal complaint is filed, the District has a responsibility to conduct some level of investigation

for any report of discrimination or sexual harassment.

COMPLAINT OPTIONS FOR SEX DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you have experienced discrimination on the basis of sex or sexual harassment at school, you have the right to file a complaint with the District or the Office for Civil Rights ("OCR"). If a crime is involved, such as sexual assault or rape, individuals may also file a report with the local police department. A person may pursue one or all of these avenues at the same time. Incidents involving suspected child abuse shall be reported to law enforcement under the District's mandated reporting procedures. Additionally, the school principal may be required to report other incidents to law enforcement under Education Code section 48902.

Before filing a complaint, you can discuss your concerns with the school Principal, with the District's Director of Student Support or Title IX Coordinator/Compliance Officer, who are listed above. This is often the fastest way to address and resolve your concerns.

Complaint to the School District

Step 1. Prepare Your Complaint

In most cases, complaints should be filed within six months from the date of the incident or conduct that is the subject of the complaint. A complaint may be verbal or written. Be sure to describe the conduct or incident and explain why you believe sex discrimination or sexual harassment has taken place. Communicate your complaint to any District staff member or the District's Title IX Coordinator/Compliance Officer. Each campus will designate two administrative personnel who will process Title IX complaints.

Step 2: School District Investigates Your Complaint

Once the District receives your complaint, the Title IX Coordinator/ Compliance Officer will give you a copy of the complaint procedure and make sure a prompt, thorough and impartial investigation takes place. When the investigation is completed, you will receive a written response.

Step 3: School District Responds to Your Complaint

In its written response, the District will include a summary of the results of the investigation. If it is determined that discrimination or harassment occurred, the report shall also include any corrective actions that have or will be taken to address the misconduct, to prevent any retaliation or further misconduct, and to inform you about any sanction imposed on the respondent which relates directly to you as the complainant.

Appeal Options. If you do not agree with the District's decision, state law provides the option to file a formal appeal with the California Department of Education - Office of Equal Opportunity. This is a

separate process that can take place if one of these two conditions has occurred: (1) you have completed the District's complaint and appeal process (if any) and you disagree with the decision, or (2) the District has not followed its complaint and appeal process correctly.

You have 20 calendar days to file an appeal with the California Department of Education - Office of Equal Opportunity from the day you received the decision of the District.

You can send your written complaint to:

California Department of Education - Office of Equal Opportunity:

Email: oeoinfo@cde.ca.gov | **Phone:** 916-445-9174 | **Fax:** 360-664-2967

Mail or hand deliver: 1430 N Street, Suite 5602, Sacramento, CA 95814-5901

Complaint to the Office of Civil Rights (OCR)

A student may also file a sex discrimination or sexual harassment complaint with OCR. Instructions for filing a complaint can be found at <https://www2.ed.gov/about/offices/list/ocr/docs/howto.html>.

OTHER FORMS OF DISCRIMINATION, HARASSMENT, BULLYING AND INTIMIDATION

The Merced Union High School District Board of Trustees prohibits unlawful discrimination, harassment, intimidation or bullying against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race or ethnicity, ancestry, national origin, nationality, religion, immigration status, color, mental or physical disability, age, marital or parental status, gender identity, gender expression, or genetic information, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any District program or activity that receives or benefits from state financial assistance.

Students are protected against discrimination, including discriminatory harassment, bullying or intimidation by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity. Discriminatory harassment, bullying or intimidation includes: physical, written, or verbal conduct, threats, cyber bullying, causing bodily injury to, or committing hate violence against any other student or school personnel based on the targeted person's actual, perceived, or association with a protected characteristic, as listed above.

Cyberbullying includes the transmission of harassing communications, direct threats or other harmful texts, sounds, or images on the Internet, social media or other technologies using a telephone, computer or any wireless communication device. It also includes breaking into another person's electronic account and assuming that person's identity in order to damage

that person's reputation. (See BP 5131- Conduct; BP 5131.2- Bullying). Cyberbullying will be investigated and may result in disciplinary action, even when the act occurs off campus, if it relates to a school activity or school attendance or causes a substantial disruption, or reasonably foreseeable risk of substantial disruption of school activities.

Complaint to the School District

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Step 2: School District Investigates Your Complaint

Once the District receives your complaint, the Title IX Coordinator/Compliance Officer will give you a copy of the complaint procedure and make sure a prompt, thorough and impartial investigation takes place. When the investigation is completed, you will receive a written response.

Step 3: School District Responds to Your Complaint

In its written response, the District will include a summary of the results of the investigation. If it is determined that discrimination or harassment occurred, the report shall also include any corrective actions that have or will be taken to address the misconduct, to prevent any retaliation or further misconduct, and to inform you about any sanction imposed on the respondent which relates directly to you as the complainant. You will also be notified of any applicable appeal rights and any additional civil law remedies that may be available to you.

NON-DISCRIMINATORY BULLYING, HARASSMENT AND INTIMIDATION

Students may also experience bullying, harassment or intimidation which is not based on a protected characteristic. The District also takes these concerns seriously. Students are encouraged to report the matter to a Principal or staff member, who can determine what happened, intervene as necessary, and resolve the situation.

Search and Seizure

As necessary to protect the health, safety and welfare of students and staff, school officials may search students, their property and/or district property under their control, and may seize illegal, unsafe and prohibited items. No student shall possess, place, keep or maintain any article or material that is prohibited by law or District Policy in lockers, vehicles, desks, bags, or other items assigned to them or under their control while on

District property or at a District sponsored event. The Board believes that the presence of weapons in the schools threatens the district's ability to provide the safe and orderly learning environment to which district students and staff is entitled and has taken measures to prevent such from occurring.

School Lockers

Lockers are available to students for storage of their books and personal property. These lockers are school property provided to students as a convenience only and may be searched periodically for disciplinary, health or safety reasons. Any items contained in a locker shall be considered to be the property of the student(s) to whom the locker was assigned. The school cannot guarantee the safety of the items and assumes no responsibility for the theft of or damage to items stored in these lockers. Students may not decorate or paint lockers and may be held liable for damages which occur from such. Students may not put an additional/personal lock on their locker or the lock may be removed by school officials.

Metal Detectors

In order to deter the presence of weapons and promote safety of all students, staff and visitors, the Merced Union High School District may maintain and use walkthrough metal detectors and hand-held detectors for utilization in schools and at school activities as outlined in the District Policy.

Contraband Canines

The district may also utilize the service of non-aggressive trained detection canines to sniff out and alert to the presence of those substances prohibited by law or District policy.

Automobiles

Any automobile entering district property is subject to search, with or without cause, and without the consent of the student by school officials or police officers.

Surveillance Cameras

Cameras will be used to gather evidence with the hope that the utilization of these types of evidence detection devices may reduce the risk of improper behavior within a school zone and/or the transporting of something harmful inside the school zone. The presence of dangerous items such as weapons and drugs inside our school zone may be reduced and the cameras may serve as a possible deterrent to student misbehavior including fights.

Use of Tobacco Products

Students shall not use or possess tobacco products during school hours or at school related activities. School officials will enforce this policy for any infractions on or adjacent to campus or at activities off campus. Students in possession of tobacco products are subject to being cited under Section 308 of the Penal Code.

Medication

Students needing to take prescribed and/or over-the-counter medication during the school day are required to register their medication in the Health Office. Trained school personnel will assist with the dispensing of such medication as necessary. The following are required before assistance is given:

- 1) A written statement from the student's physician detailing the method, amount, and time schedule for the taking of the medication
- 2) A written statement from the student's parent/guardian requesting the school to assist the student in taking the prescribed medication (EC Section 49423)
- 3) Medication needs to be in its original container
Students may not carry medication on campus EXCEPT Epi-Pen, Rescue Inhalers and Glucagon (EC Section 48900)

Travel Policy

Members of an activity must go and return in school-provided transportation. The only exception is if a parent or guardian requests permission in writing to the school principal prior to the day of the event/activity. The principal and /or designee must approve the request and inform the coach/advisor that the student is to be released to the parent or guardian. It is the responsibility of the coach/advisor to release the student to the parent.

Services to Students In Transition

The Every Student Succeeds Act (ESSA) and the McKinney-Vento Act of 2015 ensure educational rights and protections for children experiencing homelessness. **Students are guaranteed enrollment in school by the federal law, McKinney-Vento Act, if they live:**

- Doubled-up with another family or individual because of financial issues or loss of housing
- In a shelter or transitional housing
- In a motel, hotel, or weekly rate housing
- In an abandoned building, in a car, campground, or on the street
- In substandard housing (without electricity, gas, water or heat)
- Unaccompanied Youth
- Migrant students qualify if they are living in circumstances described above

Under the McKinney-Vento Act, children and youth in homeless situations have the right to:

- Go to school, no matter where they live or how long they have lived there
- Attend either the local school or the school of origin (based on the best interest of the child)
- Receive transportation assistance to and from school of origin
- Enroll in school immediately, even if missing records, without parent or legal guardian present (Unaccompanied youth), or lack a permanent address
- Have access to the same program and services that are available to all other students
- Automatically qualify for free school breakfast and lunch

- Receive assistance from the Homeless Liaison in regards to enrollment disputes

If you have questions or believe you qualify please contact the Child and Youth Liaison Niza Crispin-Hernandez at (209) 325-2113 or ncrispen-hernandez@muhsd.org

Behavior Guidelines and Discipline

General School Rules

The Governing Board desires to provide a safe, supportive, and positive school environment conducive to student learning and prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible. Disciplinary measures that may result in loss of instructional time or cause students to disengage from school, such as suspension and expulsion, shall be imposed only when required by law and when other means of correction have failed (Education Code 48900.5)

Definitions

- A. Home suspension from school means removal of a student from ongoing instruction for adjustment purposes.
- B. Expulsion means removal of a student from the immediate supervision and control, or the general supervision, of school personnel. (Education Code 48925)
- C. Day means a calendar day unless otherwise specifically provided. (Education Code 48925)
- D. School day means a day upon which the schools of the district are in session or weekdays during the summer recess. (Education Code 48925)
- E. Student includes a student's parent/guardian or legal counsel. (Education Code 48925)
- F. Principal's designee means one or more administrators or, if there is not a second administrator at one school site, a certificated person specifically designated by the principal, in writing, to assist with disciplinary procedures. The names of such persons shall be on file in the principal's office. (Education Code 48911)
- G. School property includes, but is not limited to; books, computers, equipment, lockers, facilities, electronic files and databases. (Education Code 48900(s))
- H. Other means of correction may include, but not be limited to; Warning, Counseling, Benching, Detention, Class Suspension, Friday/Saturday School, Work Detail, Community Service, Conference, Tutorial, or other intervention-related teams, Participation in a Restorative Justice Programs through Site

Intervention Centers, Understanding Drugs and Alcohol (UDA), Creating Opportunities for Personal Empowerment (COPE) or alternative educational programs.

- I. Serious Bodily Injury means a serious impairment of physical condition including, but not limited to; loss of consciousness, bone fracture, protracted loss or impairment of function of any bodily member or organ, a wound requiring extensive suturing, and serious disfigurement.
- J. Electronic Act means the transmission of a communication, including but not limited to, a message, text, sound, or image by means of an electronic device, including but not limited to a telephone, wireless (cell) phone, or other wireless communication device, computer....

Students and staff have a right to learn and teach within a positive learning and working environment. Therefore, the Board believes in the importance of establishing discipline and maintaining order to provide safe and civil schools. These rules allow each school the discretion to impose minimum consequences to correct an undesirable behavior. Depending on the seriousness of the first or succeeding offenses, a student may be recommended for (1) an alternative to home suspension, (2) home suspension, (3) placement into another school or an alternative educational program, or (4) expulsion from all schools in the district.

A student 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: (Education Code 48900(s))

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period, whether on or off the school campus.
4. During, going to, or coming from a school-sponsored activity.

During the suspension, the student is expected to remain home under adult supervision and may not attend school activities or be on or around any school campus. Students shall be allowed to make up assignments and tests missed during the suspension by arrangement of the teacher, as provided in Education Code. Suspended or expelled students shall be denied the privilege of participation in all extracurricular and co-curricular activities during the period of suspension or expulsion.

Site administrators have primary responsibility for enforcement, however, it shall be the duty of each employee of the school to enforce the rules and procedures for school discipline.

E-Discipline (Electronic Related)

Administrators may take appropriate action when information becomes available about student misconduct that originates away from school grounds or school activities that has a direct and detrimental effect on or seriously threatens the discipline, educational environment, safety or general welfare of students, faculty, staff and/or administrators of the District. Student conduct originating away from school grounds (including from a home computer, other non-school computer, cell phone or other electronic device), which may be subject to discipline as provided herein includes but is not limited to electronic acts that result in a substantial disruption to the educational environment, or for which a substantial disruption to the educational environment is reasonably foreseeable under the circumstances.

Students will be allowed to use cell phones and other electronic communication devices on campus during the school day. The exception will be during instructional time. Appropriate use of such devices during instructional time will be at the discretion of, and authorized by, the classroom instructor.

Student use of any electronic listening or recording device in any classroom or throughout the school grounds during the school day without prior consent of a teacher and/or administrator of the school given to promote an educational purpose, disrupts and impairs the teaching process and discipline in school, and such use is prohibited. (Education Code 51512)

Electronic communication devices may be confiscated by school personnel, and such items may be searched by administration given reasonable suspicion of a rule violation. The school assumes no responsibility for the theft or damage to such items.

Obligations: It is the student's responsibility to protect and take care of school property or the property belonging to others and report unsafe conditions or damage to school officials. All textbooks and electronic devices are issued through the library. Students will be required to show their student body card at time of issuance. Students are responsible for the proper care of textbooks and electronic devices issued to them. Book covers and device covers are required. Students are financially responsible for books and devices that are lost, stolen, or damaged.

It is recommended that book bags not be left with friends, on the ground near classrooms, or in a classroom unattended. It is also advised that students not lend books or their electronic devices to anyone, since the student will be held accountable for these materials.

Notice of Regulations

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion (EC 48900.1,48980)(cf. 5144 - Discipline)

Dress Policy

Philosophy

The expression of a student's uniqueness and individuality by means of his/her dress is sanctioned by the Board of Trustees as being consistent with stated purposes of the school. It should be recognized that any apparel, or lack of, which draws undue attention to the wearer, tends to detract from the educational process and is, therefore, inappropriate. Good taste and good grooming are a part of learning. In addition, it is recognized that the school shares with the parents a responsibility for teaching young people appropriateness of dress. It is a mark of maturity when students can freely choose apparel that demonstrates individuality without deviating from the standard appropriateness.

Restrictions on freedom of student dress will be imposed whenever the mode of dress in question is:

- Unsafe either for himself/herself or those around him/her.
- Is disruptive of school operations and the educational process in general.
- Is contrary to law.

Clothing, jewelry and other accessories:

- All clothing must be worn as to not expose undergarments or midriffs standing or sitting. Shorts and skirts must be worn no shorter than the mid-thigh.
- No spandex-type pants or tops which draw attention to the wearer.
- No attire which is sexually suggestive, provocative, or extremely brief, such as low-cut garments, strapless or off the shoulder tops, tube tops, bare midriffs, tank tops with straps less than one (1) inch in width, or muscle shirts, sleeveless undershirts, fishnet tops, short shorts or skirts, see through tops, backless tops, etc. Clothes will be sufficient to conceal undergarments at all times.
- No shirts, jackets, etc. displaying profanity, vulgarity, obscene, libelous, slanderous or sexually suggestive language, pictures, or slogans.
- No clothing, accessories, jewelry, etc. that degrades any cultural, religious or ethnic group.
- No clothing, accessories, jewelry, etc. which advertises or encourages the use of illegal drugs, alcohol and/or substances, promotes the use of tobacco or displays weapons.
- No clothing, accessories, jewelry, etc. which designates affiliation with outside groups, organizations, or gangs. This includes, but is not limited to: pants sagging below the hips (whether exposing underwear or not), hanging belts, hair nets, gang related initials or symbols, gang type writing on person, clothing or personal belongings including notebooks and backpacks.
- School administrators have the right to restrict and/or prohibit the color of clothing worn by any student in a documented gang offense. The

school also reserves the right to limit dress to no more than one article of clothing known as a gang color i.e. red or blue.

- No chains, spiked collars or bracelets, and rings that could be used as a weapon. Students may wear a single wallet chain having a length of no more than 12 inches and only heavy enough to adequately protect the wallet.
- No bare feet. Appropriate shoes must be worn at all times.

Headwear

- No bandannas, doo-rags, or wave caps.
- All hats must be school sanctioned. Hats may only be school colors and must bear the school logo. Hats may not be worn indoors.
- No garments or headwear that conceals identity are permitted. However, wearing hoods may be authorized by administration given severe weather conditions (i.e. rain, gusty winds)
- School officials may approve the wearing of headwear for special reasons such as athletics, religious practices, theatrical performances, student rallies and activity weeks or health needs.

Note: The final determination of what constitutes appropriate dress shall be made by the school administration. All borderline cases will be considered a violation.

Tardy Policy

Tardiness is disruptive to the learning process and is the number one reason people are fired from jobs. In order for students to be successful and productive, they must develop habits of punctuality. These habits will contribute not only to academic success, but also to career success in later years. Since tardiness is neither responsible nor productive all MUHSD students will be held accountable for punctuality. Reporting to class on time with books and materials needed for the lesson is the responsibility of the student. Materials include a fully charged device and charging adapter if needed. Tardies will be excused only if the student is tardy for valid reasons verified by school personnel, as described under the site-specific tardiness and attendance policies of this handbook. Tardies due to oversleeping, missing the bus, car trouble, traffic, etc., are unexcused, even with parent verification. All tardy policies are based on **all tardies acquired for all periods.**

Tardiness in excess of thirty (30) minutes is considered truant according to Education Code 48260, and will be treated as truant in accordance with Board Policy (B.P. 5232).

Tardy sweeps will be conducted randomly, throughout the school year. All students will be assigned a Friday/Saturday School if they are outside class without a pass or signed agenda during the sweep, regardless of the step of tardiness. Tardiness may be reflected in the student's citizenship grade.

Truancy Policy

Each person between the ages of 6 and 18 years is subject to compulsory full-time education. Students may not be absent from school without a valid excuse. While every effort shall be made by school personnel to work toward a change in behavior of each truant student, it is recognized that consequences for truancy must be firm and clear to parents and students. Truant means a student who is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. (Ed. Code Sec. 48260).

First Step - The student will be advised of the mandatory attendance laws and the school prescribed consequences, and instructed to attend all classes. Parent/guardian contact will be made in the most cost-effective method possible, including e-mail or a telephone call.

- School counseling and intervention by attendance liaison and/or counselor.
- Alternative consequences may be assigned.

Second Step - The student's parent/guardian will be informed in the most cost-effective method possible, including e-mail or a telephone call, of their legal responsibilities. The student is again directed to attend all classes and advised of the mandatory attendance laws and the school's prescribed consequences. The student and parents are notified that failure to follow the school's directives shall be treated as "defiance of authority".

- School counseling and intervention by AP and/or counselor.
- Alternative consequences may be assigned.

Third Step - Student is now a habitual truant. Student will be referred to the Associate Principal who, along with the Attendance Supervisor, will arrange for a School Attendance Review (SART) meeting, where a corrective action plan will be developed with parental input. The student will again be directed to attend all classes unless excused for legal reason. The parents or guardians and student will be informed that failure to follow this directive will be considered "defiance of authority" and the next incident may lead to loss of extracurricular and co-curricular eligibility as well as a referral to law enforcement. Alternative programs, including the need for additional counseling will be discussed.

- Referral to SART (Student Attendance Review Team). A corrective action plan will be developed with student and parent to improve attendance.
- Alternative consequences may be assigned.

Fourth Step - Student will be referred to the Associate Principal. The student is now a legal habitual truant and may fall under the jurisdiction of the juvenile court. (Education Code Section 48200) The Associate Principal shall call and hold a parent conference. Parents/guardians and students are again informed that failure to follow the school's directive to attend classes will be "defiance of

authority" and may be grounds for involuntary transfer to an alternative program.

- Student shall be declared ineligible from extra-curricular and co-curricular activities for nine (9) weeks from the date the conference is held.
- Referral to School Resource Officer for arrest.
- Referral to an Alternative Program may be made.
- Alternative consequences may be assigned.

Fifth Step – Student will be referred to the Associate Principal. The parents and the student will be informed that the next incidence of refusal to attend classes upon the direction of school authorities may result in a referral to the District's Alternative Program Screening Committee. It shall be recorded that the student is again truant.

- Student referred to SARB (School Attendance Review Board).
- Loss of extracurricular and co-curricular privileges for additional 9 weeks.
- Work permit revoked.
- Alternative consequences may be assigned.
- Alternative educational programs may be assigned.

Sixth Step- A first class letter shall be sent to the parents/guardians informing them that their student has had additional incidents of truancy since being declared a legal habitual truant (Education Code 48262) and has been in "persistent defiance of authority." A Corrective Action Plan and sanction recommendation may be initiated.

- Student and/or parent may be referred to Merced County District Attorney for prosecution in juvenile and/or adult court.
- Loss of extracurricular and co-curricular privileges for additional 9 weeks.
- Request for suspension or revocation of driving privileges pursuant to Section 13202.7 of the Vehicle Code submitted.

Grounds for Suspension and Expulsion

A. Causes for Mandatory Recommendation for Expulsion (Education Code 48915) Except as provided in subdivision (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:

Expulsion Offenses (1-5) - Mandatory Suspension/Mandatory Expulsions (The Big Five, Most Serious Offenses). Principal shall immediately suspend, pursuant to Education Code 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school ground (Education Code 48915(c)). The Board shall order a pupil expelled upon finding that the pupil committed an act listed in Education Code 48915(c) and shall refer the pupil to an Alternative program of study (Education Code 48915(d)):

A1. **Possessing, selling, or otherwise**

furnishing a firearm. (Education Code 48915 (c)(1), PC 417.8, 626.9, 12001, 12020))

- A2. **Brandishing a knife at another person.** (Education Code 48915 (c)(2))
- A3. **Unlawfully selling a controlled substance listed in Chapter 2** (commencing with Section 11053) of Division 10 of the Health and Safety Code. (Education Code 48915(c)(3))
- A4. **Committing or attempting to commit a sexual assault** as defined in subdivision in Education Code 48900(n) **or committing a sexual battery** as defined in Education Code 48900(n). (Education Code 448915(c)(4))
- A5. **Possession of an explosive.** (Education Code 48915(c)(5))

NOTE: The known possession of a firearm, loaded or unloaded, brandishing a knife, unlawfully selling a controlled substance, committing a sexual assault or battery, or possession of an explosive at school or a related activity, will result in an immediate suspension and recommendation for expulsion. If the Board upholds an expulsion recommendation after the appropriate expulsion hearing, the student shall be expelled for one calendar year from the date of the offense unless the Board sets an earlier date for readmission, which will be determined on a case by case basis. Referral to an alternative program will be required. (Education Code 48916(a))

Expulsion Offenses (6-10) – Mandatory Recommendation/Permissive Expulsions (Very Serious Offenses). Allowance for a Review of Circumstances. For the following offenses, the Principal must recommend expulsion of the pupil unless the Principal finds that expulsion is inappropriate under the circumstances. While the recommendation is mandatory, expulsion is not. A non-expulsion recommendation must be made, in writing to the Board, if the decision is not to recommend expulsion. If the decision is to recommend expulsion, the Board must find that: a) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct; and/or b) Due to the nature of the act, the presence of the pupil causes a continuing danger to the safety of the pupil or others.

A student may be subject to suspension or expulsion when it is determined that he/she committed one of the following acts:

A6. **Causing serious physical injury to another person except in self-defense.** (Education Code 48915 (a) (1), Penal Code 243)

The principal or designee shall, prior to the suspension or expulsion of any pupil, notify the police of any assault with force likely to produce great bodily injury, with or without a weapon. (Education Code 48902 (a), Penal Code 245 (Assault with a deadly weapon))

A7. **Possession of any knife, or other dangerous object of no reasonable use to**

the pupil. (Education Code 48915 (a) (2))

Dangerous Object - An instrument capable of causing serious physical injury (includes look-alike weapon or imitation firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m)) This also includes but is not limited to possession, use, and/or sale of destructive/explosive device (bomb), M-80's, cherry bombs, fire-crackers, fireworks and live ammunition.

A8. **Unlawful possession of any controlled substance** listed in Chapter 2, (commencing with 11053) of 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. (Education Code 48915(a)(3)) First offense for marijuana "spice" or "salvia" requires consequences outlined in B.1.

A9. **Committed robbery or extortion.** (Education Code 48915(a)(4))

Robbery - Taking of property from a person's possession against his/her will by means of force or fear.

Extortion – Obtaining property from another person through use of force or fear.

A10. **Assault or battery upon any school employee,** as defined in Penal Code 240 and 242. (Education Code 48915 (a) (5))

NOTE: Whenever school personnel are threatened by any pupil, it is mandatory for the employee and the employee's supervisor, if the supervisor has knowledge of the incident, to promptly report the incident to law enforcement authorities. (Education Code 44014, Penal Code 71)

NOTE: Any five-day home suspension related to possession, use, sale, or under the influence of any controlled substance as defined in Safety Code section 11007, alcoholic beverage, or intoxicant of any kind will result in a nine-week ineligibility period from extracurricular and co-curricular activities.

This includes all senior activities with the exception of the graduation ceremony itself. Seniors serving home suspension on the date of graduation will not participate in the graduation ceremony. (BP 6145)

B. Causes for Possible Suspension/Expulsion on the First Offense. (Education Code 48900)

NOTE: Depending on the seriousness of the act, a five-day suspension and expulsion may be immediately recommended on the 1st offense. Failure to complete an intervention will result in a five-day suspension and/or additional behavioral consequences.

Suspension/Expulsion Offenses B1 - B19 are classified as Permissive Recommendations for Expulsions (Education Code 48915(e)) and require a complete investigation of circumstances surrounding the behavioral infraction triggering the

recommendation for expulsion. Upon a recommendation by the Principal, the Board may order a pupil expelled upon a finding that the pupil violated Education Code 48900(f) through (r), or Education Code 48900.2 (sexual harassment), Education Code 48900.3 (hate violence), Education Code 48900.4 (intimidation), or Education Code 48900.7 (terroristic threats). With regard to these violations, the additional finding that other means of correction are not feasible or have repeatedly failed to bring about proper conduct and/or that this pupil's continued presence creates a danger to the physical safety of the pupil or others must be made.

- B1. **Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance** as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind. Sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant. Unlawfully offered, arranged to sell, or sold the prescription drug Soma. (Education Code 48900(c), 48900(d), 48900(p))
1st Offense: Parent/student conference and immediate one to five-day suspension. Student may attend Understanding Drugs and Alcohol (U.D.A.) in lieu of immediate five-day Suspension. ***Students will have a*** loss of eligibility for extracurricular and co-curricular activities for a nine-week period, and notification of appropriate law enforcement agency. Community service may also be required. Student may attend and successfully complete district-approved substance abuse program other than the (U.D.A.).
2nd Offense: Parent/student conference, immediate one to five-day suspension. In lieu of expulsion, student may attend the Tier 2 Understanding Drugs and Alcohol (U.D.A.). ***Students will have a*** loss of eligibility for extracurricular and co-curricular activities for a nine-week period, and notification of appropriate law enforcement agency. NOTE: The second offense occurring during any subsequent school year may result in a recommendation for expulsion.
- B2. **Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia,** as defined in Health and Safety Code 11014.5. (Education Code 48900(j))
1st Offense: Parent/student conference and immediate one to five-day suspension. ***Students will have a*** loss of eligibility for extracurricular and co-curricular activities for a nine-week period and notification of appropriate law enforcement agency. Community service may also be required. Student may attend and successfully

complete district-approved substance abuse program other than the (U.D.A.).

2nd Offense: Parent/student conference, immediate five-day suspension. In lieu of expulsion, student may attend the Tier 2 Understanding Drugs and Alcohol (U.D.A.). ***Students will have a*** loss of eligibility for extracurricular and co-curricular activities for a nine-week period, and notification of appropriate law enforcement agency.

NOTE: The second offense occurring during any subsequent school year may result in a recommendation for expulsion.

- B3. **Stole or attempted to steal school property or private property. Knowingly received stolen school property or private property.** (Education Code 48900 (g), 48900 (l), Penal Code 487, 488) Being in possession of another person's property, including computer passwords or files, without permission, is prima facie evidence of theft. Restitution may be a necessary requisite for a satisfactory condition of re-admittance.
1st Offense: Parent/student conference, immediate one to five-day suspension and parent contact. Alternative consequences may be assigned in lieu of suspension. Notification of appropriate law enforcement agency at the discretion of the administration.
2nd Offense: Parent/student conference, immediate one to five-day suspension and parent conference. Alternative consequences may be assigned in lieu of suspension. May refer the student to an alternative educational program.
3rd Offense: Parent/student conference, immediate one to five-day suspension, and may recommend for expulsion.
- B4. **Caused or attempted to cause damage to school property or private property -** cutting, defacing, tagging, changing information on district servers, or otherwise injuring any school district property, or the malicious injury or destruction of any other person's real or personal property. (Education Code 48900 (f))
1st Offense: Parent/student conference, immediate one to five-day suspension. Alternative consequences may be assigned in lieu of suspension. Notification of appropriate law enforcement agency at the discretion of the administration
2nd Offense: Parent/student conference, immediate one to five-day suspension. Alternative consequences may be assigned in lieu of suspension. Notification of appropriate law enforcement agency at the discretion of the administration
3rd Offense: Parent/student conference, immediate one to five-day suspension and may recommend for expulsion. Alternative consequences may be assigned in lieu of suspension. May refer the student to an

alternative educational program. Notification of appropriate law enforcement agency at the discretion of the administration.

NOTE: The parent or guardian will be held responsible for damages to school district property and restitution for damages. The parents or guardian of the student are also liable for the amount of a reward paid for information leading to the apprehension of person(s) causing damage. (EC 48904, PC 594, Civil Code 1714.1)

B5. **Fire-setting, attempted fire-setting or bomb threat - including the activation of false alarms or tampering with emergency equipment.** (Penal Code 148.1, 148.4)

1st Offense: Parent/student conference and immediate one to five-day suspension. Parent and student to participate in Threat Assessment if administration deems necessary. Alternative consequences may be assigned in lieu of suspension. Notification of appropriate law enforcement agency is at the discretion of the administration. May recommend for expulsion.

2nd Offense: Parent/student conference, immediate five-day suspension. Parent and student to participate in Threat Assessment if administration deems necessary. Alternative consequences may be assigned in lieu of suspension. Notification of appropriate law enforcement agency is at the discretion of the administration. May recommend for expulsion.

NOTE: The parent or guardian will be held responsible for damages to school district property and restitution for damages. The parents or guardian of the student are also liable for the amount of a reward paid for information leading to the apprehension of person(s) causing damage. (Education Code 48904, Penal Code 594, Civil Code 1714.1)

B6. **Made terrorist threats against school officials and/or school property.** (Education Code 48900.7)

"Terrorist threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury, or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out.

1st Offense: Parent/student conference, immediate one to five-day suspension, parent and student to participate in Threat Assessment. In lieu of suspension student may attend and successfully complete social skills training/anger management by attending the District's Creating Opportunities for Personal Empowerment (C.O.P.E) program. Notification of appropriate law enforcement agency.

2nd Offense: Parent/student conference, immediate one to five-day suspension, parent

and student to participate in Threat Assessment. Additional alternative consequences may be assigned such as tier 2 of C.O.P.E. in lieu of suspension. Notification of appropriate law enforcement agency. May refer the student to an alternative educational program and/or recommend for expulsion.

NOTE: Threatening school personnel requires mandatory notification of law enforcement authorities. (Education Code 44014, Penal Code 71)

B7. **Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense.** (Education Code 48900 (a), Penal Code 415, 415.5)

1st Offense: Parent/student conference, immediate one to five-day suspension. Parent and student to participate in Threat Assessment if administration deems necessary. In lieu of suspension student may attend and successfully complete social skills training/anger management by attending the District's Creating Opportunities for Personal Empowerment (C.O.P.E) program. Notification of appropriate law enforcement agency.

2nd Offense: Parent/student conference, Immediate one to five-day suspension, parent and student to participate in Threat Assessment if administration deems necessary. Additional alternative consequences may be assigned such as tier 2 of C.O.P.E. in lieu of suspension. Notification of appropriate law enforcement agency. May refer the student to an alternative educational program and/or recommend for expulsion.

3rd Offense: Parent/student conference, immediate one to five-day suspension, and may recommend for expulsion. Notification of appropriate law enforcement agency.

B8. **Caused, attempted to cause, threatened to cause, or participated in an act of hate violence** as defined in EC 233 (e). (EC 48900.3) PC 422.6 defines a hate crime as the

use of force or threat of force that injures, intimidates, interferes with, oppresses, or threatens a person in the enjoyment of any right because of the person's race or ethnicity, religion, national origin, disability, gender, or sexual orientation or perception thereof. This includes defacing, damaging, or destroying a person's personal property.

1st Offense: Parent/student conference, immediate one to five-day suspension, parent and student to participate in Threat Assessment if administration deems necessary. In lieu of suspension student may attend and successfully complete social skills training/anger management by attending the District's Creating Opportunities for Personal Empowerment (C.O.P.E) program. Notification of appropriate law enforcement

agency at the discretion of administration.
2nd Offense: Parent/student conference, immediate one to five-day suspension, parent and student to participate in Threat Assessment if administration deems necessary. Additional alternative consequences may be assigned such as tier 2 of C.O.P.E. in lieu of suspension. Notification of appropriate law enforcement agency at the discretion of the administration.

3rd Offense: Parent/student conference, immediate five-day suspension, and may recommend for expulsion. Notification of appropriate law enforcement agency at the discretion of the administration.

- B9. **Aiding and Abetting the infliction or attempted infliction of physical injury to another person**, as defined in Penal Code 31. (Education Code 48900 (s), 48915 (b))
1st Offense: Parent/student conference, immediate one to five-day suspension. Parent and student to participate in Threat Assessment if administration deems necessary. In lieu of suspension student may attend and successfully complete social skills training/anger management by attending the District's Creating Opportunities for Personal Empowerment (C.O.P.E) program. Notification of appropriate law enforcement agency at the discretion of the administration.
2nd Offense: Parent/student conference, immediate one to five-day suspension. Parent and student to participate in Threat Assessment if administration deems necessary. Additional alternative consequences may be assigned such as tier 2 of C.O.P.E. in lieu of suspension. Notification of appropriate law enforcement agency at the discretion of the administration.
3rd Offense: *Parent/student conference, immediate one to five-day suspension, and may recommend for expulsion.* Notification of appropriate law enforcement agency.

Note: A student who aids or abets the infliction or attempted infliction of physical injury on another person, as defined in PC 31, may be suspended, but not expelled on first offense. However, such a student may be suspended or expelled pursuant to EC 48900 (a) when s/he has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great or serious bodily injury.

- B10. **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.** (Education Code 48900 (o))
1st Offense: Parent/student conference, immediate one to five-day suspension, parent and student to participate in Threat Assessment if administration deems

necessary. In lieu of suspension student may attend and successfully complete social skills training/anger management by attending the District's Creating Opportunities for Personal Empowerment (C.O.P.E) program.

Notification of appropriate law enforcement agency at the discretion of administration.

2nd Offense: Parent/student conference, immediate one to five-day suspension, parent and student to participate in Threat Assessment if administration deems necessary. Additional alternative consequences may be assigned such as tier 2 of C.O.P.E. in lieu of suspension. Notification of appropriate law enforcement agency at the discretion of the administration.

- B11. **Intentionally engaged in harassment, agitation, threats, or intimidation against district personnel or students** that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment. (Education Code 48900 (a), 48900.4, Penal Code 415, 415.5)
1st Offense: Parent/student conference, immediate one to five-day suspension, parent and student to participate in Threat Assessment if administration deems necessary. In lieu of suspension student may attend and successfully complete social skills training/anger management by attending the District's Creating Opportunities for Personal Empowerment (C.O.P.E) program. Notification of appropriate law enforcement agency at the discretion of administration.
2nd Offense: Parent/student conference and immediate one to five-day suspension, parent and student to participate in Threat Assessment if administration deems necessary. Additional alternative consequences may be assigned such as tier 2 of C.O.P.E. in lieu of suspension. Notification of appropriate law enforcement agency. May refer the student to an alternative educational program.

3rd Offense: Parent/student conference, immediate one to five-day suspension, parent and student to participate in Threat Assessment if administration deems necessary and may recommendation for expulsion. Notification of appropriate law enforcement agency at the discretion of the administration.

NOTE: Threatening or intimidating school personnel requires mandatory notification of law enforcement agencies. (Education Code 44014, Penal Code 71)

- B12. **Committed, or attempted to commit, hazing, sexual harassment, or any act that injures, degrades, or disgraces any other person at**

school. (Education Code 32050-32052, 48900.2, 48905, 48900 (q), 212.5, PC 245.6)

1st Offense: Parent/student conference, immediate one to five-day suspension. In lieu of suspension student may attend and successfully complete social skills training/anger management by attending the District's Creating Opportunities for Personal Empowerment (C.O.P.E) program. Notification of appropriate law enforcement agency. May refer the student to an alternative educational program or recommend for expulsion. Possible removal from campus or isolation of student.

2nd Offense: Parent/student conference, immediate five-day suspension. Additional alternative consequences may be assigned such as tier 2 of C.O.P.E. in lieu of suspension. Notification of appropriate law enforcement agency. May refer the student to an alternative educational program or recommend for expulsion.

3rd Offense: Parent/student conference, immediate five-day suspension, and may recommend for expulsion. Notification of appropriate law enforcement agency.

B13. **Upbraiding, insulting, or abusing teachers or other school personnel.** (EC 48900 (k))

1st Offense: Parent/student conference. Immediate one to five-day suspension. Mediation between teacher and student should occur. In lieu of suspension student may attend and successfully complete social skills training/anger management by attending the District's Creating Opportunities for Personal Empowerment (C.O.P.E) program. Removal from class is possible at the discretion of the administration. Notification of appropriate law enforcement agency at the discretion of the administration.

2nd Offense: Parent/student conference. Immediate one to five-day suspension. Mediation between teacher and student should occur. Additional alternative consequences may be assigned such as tier 2 of C.O.P.E. in lieu of suspension. Removal from class is possible at the discretion of the administration.

3rd Offense: Parent/student conference, immediate one to five-day. May refer to an alternative education program or recommend expulsion if all interventions have failed.

B14. **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.

1st Offense: Parent/student conference, immediate one to five-day suspension, parent and student to participate in Threat Assessment if administration deems necessary. In lieu of suspension student may

attend and successfully complete social skills training/anger management by attending the District's Creating Opportunities for Personal Empowerment (C.O.P.E) program. Removal from class is possible at the discretion of the administration. Failure to remove social-media may result in additional disciplinary consequences. Acts of cyber bullying may result in revocation of student's Responsible Use Policy (RUP) for a period of time determined by administration.

2nd Offense: Parent/student conference, immediate one to five-day suspension, parent and student to participate in Threat Assessment if administration deems necessary. Additional alternative consequences may be assigned such as tier 2 of C.O.P.E. in lieu of suspension. Removal from class is possible at the discretion of the administration. Failure to remove social-media may result in additional disciplinary consequences. Acts of cyber bullying may result in revocation of student's Responsible Use Policy (RUP) for a period of time determined by administration. Notification of appropriate law enforcement agency at the discretion of the administration.

3rd Offense: Parent/student conference, immediate one to five-day suspension, parent and student to participate in Threat Assessment if administration deems necessary. May refer student to an alternative education program and/or recommend for expulsion. Notification of appropriate law enforcement agency.

NOTE: Bullying means one or more acts by a student or group of students that constitute: Threats to cause physical injury; Disruption of School Activity; Sexual Harassment; Hate Violence; Harassing, threatening or intimidating a pupil witness in a disciplinary proceeding; Harassment, threats or intimidation of students or staff; Cyberbullying or exclusionary acts of bullying. Electronic act means the creation or transmission originated on or off the school site by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication including, but not limited to:
a. A message, text, sound, video, or image
b. A post on a social network Internet web site, including, but not limited to, posting to or creating a burn page or creating a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.

B15. **Any act of defiance or disobedience** either in language or in action against school personnel or refusing to comply with the reasonable request or orders of school personnel. (Education Code 48900 (k))
1st Offense: Mediation between student and school personnel should occur. Alternative

consequences/interventions may be assigned at the discretion of the administration.

2nd Offense: Mediation between student and school personnel should occur. Alternative consequences/interventions may be assigned at the discretion of the administration.

Note: Continued acts of defiance or disobedience may include, but not limited to, referral to the MUHSD anger management program (C.O.P.E.) and/or clinician, behavioral contract, SST or possible class change at the discretion of the administration.

- B16. **Failing to identify oneself or giving false information to school personnel.** (Education Code 48900 (k))

1st Offense: Alternative consequences/interventions may be assigned at the discretion of the administration.

2nd Offense: Alternative consequences/interventions may be assigned at the discretion of the administration.

- B17. **Willful disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the, including district servers, websites, data bases, or other information systems.** (Education Code 48900 (k)(1)) performance of their duties.

1st Offense: Student conference. Alternative consequences will be assigned in lieu of suspension at the discretion of the administration.

2nd Offense: Parent/student conference. Alternative consequences/interventions may be assigned at the discretion of the administration.

NOTE: Restitution for damages may be assessed to student's obligations

- B18. **Possessed or used tobacco or any products containing or related to tobacco or nicotine products,** including but not limited to cigars, cigarettes, electronic cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. (Education Code 48900 (h), 48900 (k), 48901)

1st Offense: Parent/student conference, immediate one to three-day suspension to the Intervention Center. Alternative consequences may be assigned in lieu of suspension.

2nd Offense: Parent/student conference, immediate one to three-day suspension to the Intervention Center. Alternative consequences may be assigned in lieu of suspension.

3rd Offense: Parent/student conference, immediate three to five-day suspension to the Intervention Center. Alternative consequences may be assigned in lieu of suspension.

- B19. **Forgery, falsifying, or altering school correspondence, passes, or absence vouchers,** including any records on district

servers, websites, data bases, or other information systems contained on the school network. (Education Code 48900 (k))

1st Offense: Parent/student conference. Alternative consequences/interventions may be assigned at the discretion of the administration.

2nd Offense: Parent/student conference. Alternative consequences/interventions may be assigned at the discretion of the administration.

3rd Offense: Parent/student conference. Alternative consequences/interventions may be assigned at the discretion of the administration. May refer the student to an alternative educational program.

C. Causes for Less Than Suspension on the First Offense. (1-12) (Education Code 48900)

Alternative consequences may include, but not be limited to; Warning, Counseling, Benching, Detention, Class Suspension, Intervention Center, Day Reporting Center, Anger Management/Social Skills Program C.O.P.E., Saturday School, Work Detail, Community Service, Intervention Groups, or Alternative Educational Programs. (Education Code 48900.1, 48900.5, 48900.6, 48910, 48911)

- C1. **Committed an obscene act or engaged in habitual profanity or vulgarity** either verbally or in writing including all electronic transmissions. (Education Code 48900 (i), 48900 (k))

1st Offense: Student conference. Alternative consequences may be assigned at the discretion of the administration.

2nd Offense: Student conference. Alternative consequences may be assigned at the discretion of the administration.

- C2. **Leaving the campus without authorization.** (Education Code 48900 (k))

1st Offense: Student conference and parent notified. Alternative consequences may be assigned at the discretion of the administration.

2nd Offense: Parent/student conference. Alternative consequences may be assigned at the discretion of the administration.

3rd Offense: Parent/student conference. Alternative consequences may be assigned at the discretion of the administration.

- C3. **Tampering with property** of the school district or belongings of any other person. (Education Code 48900 (k))

1st Offense: Student conference. Alternative consequences may be assigned at the discretion of the administration.

2nd Offense: Parent/student conference. Alternative consequences may be assigned at the discretion of the administration.

3rd Offense: Parent/student conference. Alternative consequences may be assigned at the discretion of the administration.

- C4. **Being in a parking lot or out of bounds**

- without proper authorization. (Education Code 48900 (k))
1st Offense: Student conference. Alternative consequences may be assigned at the discretion of the administration.
2nd Offense: Student conference. Alternative consequences may be assigned at the discretion of the administration.
3rd Offense: Parent/student conference. Alternative consequences/interventions may be assigned at the discretion of the administration.
- C5. **Gambling and wagering** or habitually being present where such acts are taking place. (Education Code 48900 (k))
1st Offense: Student conference. Alternative consequences may be assigned at the discretion of the administration.
2nd Offense: Student conference. Alternative consequences may be assigned at the discretion of the administration.
3rd Offense: Parent/student conference. Alternative consequences/interventions may be assigned at the discretion of the administration.
- C6. **Interfering with the peaceful conduct of the campus or classroom** causing class or campus disruption of a minor but annoying nature. (Education Code 48900 (k))
1st Offense: Student conference. Alternative consequences may be assigned at the discretion of the administration.
2nd Offense: Student conference. Alternative consequences may be assigned at the discretion of the administration.
3rd Offense: Parent/student conference. Alternative consequences/interventions may be assigned at the discretion of the administration.
- C7. **Loitering on campus without any apparent lawful purpose.** (Education Code 48900 (k), Penal Code 647b and 653b)
1st Offense: Student conference. Alternative consequences may be assigned at the discretion of the administration.
2nd Offense: Parent/student conference. Alternative consequences may be assigned at the discretion of the administration.
3rd Offense: Parent/student conference. Alternative consequences/interventions may be assigned at the discretion of the administration.
- C8. **Violations of district dress code** - mandatory sections. (Education Code 48900 (k)) The wearing and/or carrying of symbols, paraphernalia which symbolizes gang membership or advocating racial, ethnic, sexual, religious group prejudice or tends to detract from the educational process is not permitted.
1st Offense: Student conference, parent notified. Alternative consequences may be assigned at the discretion of the administration. Student may be sent home to dress properly, if necessary.
2nd Offense: Parent/student conference. Alternative consequences may be assigned at the discretion of the administration.
3rd Offense: Parent/student conference. Alternative consequences/interventions may be assigned at the discretion of the administration.
- C9. **Misconduct on a school bus.** (Education Code 48900 (k) and Title 5 Admin Code 14103)
1st Offense: Student conference. Alternative consequences may be assigned. If incident is serious, student may be suspended from bus and/or school.
2nd Offense: Parent/student conference. Immediate one to three-day suspension. Alternatives to suspension may be used.
3rd Offense: Parent/student conference. Immediate three to five-day suspension. Additional alternatives to suspension may be assigned at the discretion of administration. Possible loss of transportation privileges not to exceed one semester.
- NOTE: Pupils transported in a school bus shall be under the authority of, and responsible directly to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. It shall be the responsibility of the parents of students, in cases of suspension of transportation privileges, to provide transportation to and from school during the period of suspension.
- C10. **Possession of unauthorized articles/items on campus,** i.e. laser pointers, dice, computer/server hacking tools, implements of graffiti including but not limited to marking pens, spray paint, paint tips, etc., and water toys including but not limited to squirt guns and water balloons, and any other items of no educational purpose or value at school. Electronic signaling devices used by the pupil which are authorized by a licensed physician shall be permitted. (Education Code 48900 (k), 48901.5)
1st Offense: Student conference. Alternative consequences may be assigned at the discretion of the administration. The object may be confiscated for up to one week.
2nd Offense: Parent/student conference. Alternative consequences may be assigned at the discretion of the administration. The object may be confiscated for up to two weeks. Parent must pick up confiscated item.
3rd Offense: Parent/student conference. Alternative consequences may be assigned at the discretion of the administration. The

object may be confiscated for up to three weeks. Parent must pick up confiscated item.

- C11. **Unauthorized, improper or unsafe use of electronic communication devices** within the jurisdiction of the District: (Education 48900 (k))

1st Offense: Student conference.

Alternative consequences may be assigned at the discretion of the administration. The device may be confiscated for up to one week.

2nd Offense: Parent/student conference with A.P. Alternative consequences may be assigned at the discretion of the administration. Device may be confiscated for up to two weeks.

3rd Offense: Parent/student conference with A.P. Alternative consequences may be assigned at the discretion of the administration. The device may be confiscated for up to three weeks.

- C12. **Improper or unsafe use of:** bicycles, mopeds, motorcycles, roller skates, in-line skates, scooters, or skateboards on campus. (Education Code 48900 (k))

1st Offense: Student conference, parent notified. Alternative consequences may be assigned at the discretion of the administration. The object may be confiscated for up to one week.

2nd Offense: Parent/student conference. Immediate one to three-day suspension. Alternative consequences may be assigned at the discretion of the administration. The object may be confiscated for up to two weeks.

3rd Offense: Parent/student conference. Alternative consequences may be assigned at the discretion of the administration. The object may be confiscated for up to three weeks.

NOTE: The school cannot guarantee the safety of the items confiscated and assumes no responsibility for the theft of or damage to such articles. Parents may be required to pick up articles from school officials.

- C13. **Cheating or plagiarizing** on assignments or tests, including the use of electronic devices (Education Code 48900(k))

1st Offense: Parent/student conference.

Alternative consequences may be assigned at the discretion of the administration.

2nd Offense: Parent/student conference.

Alternative consequences may be assigned at the discretion of the administration.

3rd Offense: Parent/student conference.

Alternative consequences may be assigned at the discretion of the administration. May result in removal from class with a withdrawal F grade.

District Phone Numbers

Superintendent: 325-2020
Business Office: 325-2030
Child Welfare & Attendance Office: 325-2111
Educational Services: 325-2050
Human Resources: 325-2010
Maintenance: 325-2300
Nutritional Services: 325-2210
Transportation: 325-2350

School Phone Numbers

Atwater High School: 325 - 1200
Buhach Colony High School: 325 - 1400
El Capitan High School: 384 - 5500
Golden Valley High School: 325 - 1800
Independence High School: 325 - 1694
Livingston High School: 325 - 3200
Merced High School: 325 - 1000
Sequoia High School: 325 - 1700
Yosemite High School: 325 - 1600

School Safety "Tip" Lines

You can leave an anonymous tip regarding any safety concern at:

Atwater High School: 357-6072
Buhach Colony High School: 325-1447
El Capitan High School: 325-5545
Golden Valley High School: 325-1847
Independence High School: 325-1694
Livingston High School: 398-3247
Merced High School: 325-1047
Sequoia High School: 325-1647
Yosemite High School: 325-1647