

**2022-2023**  
***PARENT & STUDENT HANDBOOK***



Ronald E. McNair High School  
9550 Ronald E. McNair Way  
Stockton, CA 95210

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# **RONALD E. McNAIR HIGH SCHOOL'S MISSION**

(Expected School Wide Learning Result)

To ensure that all students learn. To embrace diversity and a commitment to create a respectful community that develops academic and interpersonal skills.

## **McNair Vision**

McNair Eagles soar to excellence in learning, respect, and achievement. To empower our local and global communities.

## **McNair High Schoolwide Learner Outcomes**

### **Effective Communicators**

Students will...

- Effectively read, write, interpret, and communicate ideas
- Demonstrate the use of academic language across curriculum disciplines
- Collaborate, work effectively, and manage interpersonal relationships

### **Academic Achievers**

Students will...

Complete rigorous college prep courses

Demonstrate mastery in reading, writing, mathematics, science, and other disciplines

Demonstrate skillful use of technology to maximize academic achievement

### **Goal Oriented**

Students will...

Set challenging and realistic goals

Assess, evaluate and modify existing goals

### **Life Long Learners**

Students will...

Learn to make real-world connections to contact and understand that learning is a lifelong process

### **Empowered Information Processers**

Students will...

Know how to access and interpret information as well as integrate knowledge

Engage in critical thinking skills by actively questioning and proposing solutions to fundamental problems

### **Socially Responsible Citizens**

Students will...

Be confident and take initiative in classroom, extra-curricular and community activities

Demonstrate personal responsibility, positive citizenship, and respect for diversity

To reach members of the administrative staff, counseling department of office staff by telephone please call (209) 953-9245 and enter the six digit extension for that individual.

#### Administrative Team

Mark Dawson	Nicole Vertar	Dr. Shari Lujan	Dennis To	
<a href="mailto:mdawson@lodiused.net">mdawson@lodiused.net</a>	<a href="mailto:nvertar@lodiused.net">nvertar@lodiused.net</a>	<a href="mailto:slujan@lodiused.net">slujan@lodiused.net</a>	<a href="mailto:dto@lodiused.net">dto@lodiused.net</a>	
Principal	Vice Principal	Assistant Principal	Assistant Principal	
ex. 325001	ex. 325003	ex. 325005	ex325004	

#### Counseling Team

Robin McCracken	Carla Palmer	Craig Nash	Brittany Sarnillo
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Counselor Mon-S	Counselor Gon-Mom	Counselor T-Z	Counselor A-Goo
ex. 325015	ex. 325017	ex. 325016	Ex. 325014

#### Front Office Staff

Gabriel Riley	Rubi Ramirez	Gabby Nunez	Nellie Borges
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Principal Secretary	Vice Principal Secretary	Int. Office Secretary	Counseling Secretary
ex. 325002	ex. 325006	ex. 325008	ex. 325007

Front Office Staff

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Registrar	Enrollment Clerk	Attendance Technician	Front Desk
ex. 3250274	ex. 325010	ex. 325009	ex. 325012

Virginia Menezes	Ofelia Andrade		
Career Center	Community Liaison		
ex. 325040	ex 325152		

Athletic Department

Quincey Noble	Kathryn Perry
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Athletic Director	AD Secretary
ex. 325218	ex. 325019

Cafeteria

Donna Harvell
<a href="mailto:dkharvell@lodiused.net">dkharvell@lodiused.net</a>
Cafeteria
ex. 325029

# **BELL SCHEDULES**

## **Regular Bell Schedule** **Monday, Tuesday, Thursday and Friday**

<b>Period 1</b>	8:30 am	10:00 am
<b>Period 2</b>	10:06 am	11:41 am
<b>Early Lunch</b>	11:41 am	12:11 pm
<b>Period 3 A</b>	11:47 am	1:17 pm
<b>Period 3B</b>	12:17 pm	1:47 pm
<b>Late Lunch</b>	1:17 pm	1:47 pm
<b>Period 4</b>	1:53 pm	3:23 pm

## **CPT Schedule with Flextime (Every Wednesday)**

	<b>Start</b>	<b>End</b>
<b>Period 1</b>	8:30 am	9:36 am
<b>Flex Time</b>	9:42 am	10:17 am
<b>Period 2</b>	10:23 am	11:29 am
<b>Early Lunch</b>	11:29 am	11:59 am
<b>Period 3 A</b>	11:35 am	12:41 pm
<b>Period 3B</b>	12:05 pm	1:11 pm
<b>Late Lunch</b>	12:41 pm	1:11 pm
<b>Period 4</b>	1:17 pm	2:23 pm

## **Rally Schedule**

	<b>Start</b>	<b>End</b>
<b>Period 1</b>	8:30 am	9:48 am
<b>Period 2</b>	9:54 am	11:17 am
<b>Early Lunch</b>	11:17 am	11:47 am
<b>Period 3 A</b>	11:23 am	12:41 pm
<b>Period 3B</b>	11:53 am	1:11 pm
<b>Late Lunch</b>	12:41 pm	1:11 pm
<b>Period 4</b>	1:17 pm	2:35 pm
<b>Rally</b>	2:41 pm	3:23 pm

### **Finals Schedule**

	<b>Start</b>	<b>End</b>
<b>Period 1/3</b>	8:30 am	10:30 am
<b>Break</b>	10:30 am	10:39 am
<b>Period 2/4</b>	10:45 am	12:45 pm

### **Minimum Day Schedule**

	<b>Start</b>	<b>End</b>
<b>Period 1</b>	8:30 am	9:30 am
<b>Period 2</b>	9:36 am	10:36 am
<b>Period 3</b>	10:42 am	11:42 am
<b>Period 4</b>	11:48 am	12:48 pm



# ENROLLMENT AND REGISTRAR/RECORDS

## ENROLLMENT REGISTRAR/RECORDS

AND



Office Hours                      7:00 am - 3:30 pm  
Enrollment                        209-953-9308  
Registrar/Records                209-953-9473

**Intra-District Open Enrollment Policy 5116.10** -- The Board of Education desires to provide enrollment options that meet the diverse needs and interests of district students. The superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law. Lodi Unified offers an Intra-District Open Enrollment Transfer to its students. If your student wishes to attend another high school **within** the Lodi Unified School District boundaries, an **"Intra-District Open Enrollment Transfer" form** must be submitted to the student's home school **no later than February 1, 2023**. Intra-District Open Enrollment Transfers will be made on the basis of availability of space. The welfare of the pupil will be a major consideration. If an Open Enrollment Transfer is approved for high school, it is for **one year only**. Students must reapply each year. This form may be initiated at either school and must be approved by both attendance-area principal and the out-of-attendance area principal. The parent or guardian will be required to **provide daily transportation**. If the student intends to participate in athletics, the CIF regulations apply.



### CHANGE OF ADDRESS VERIFICATION

Parents/guardians must notify the Enrollment office immediately of any change of address, telephone number or guardianship. Proof of residency, such as a utility bill, is required on all address changes.

### ID CARDS

Each student will be provided an identification card at the start of the year and upon registration. ID cards will be required for the following:



- To check out school books
- To use as a student body card ID
- To attend any athletic or extra-curricular event
- To use as a bus ID
- For the cafeteria account
- And for other identification purposes

**Students MUST carry their ID cards with them at all times during the school day and at all school-related events.** There is a \$5.00 charge to replace a lost or stolen ID card.

### TRANSCRIPT REQUESTS

Transcripts may be requested through the Registrar's office at 953-9473



### WORK PERMITS

All students under the age of 18 must obtain a work permit in order to be employed. Students wishing such a permit must be eligible and should call the Registrar's office at 953-9245 ex325007 and must already have an employer.

### SELECTIVE SERVICE

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



### MILITARY RECRUITERS

Federal legislation **requires** schools to provide military recruiters a list of contact information for juniors and seniors each year, for the purpose of providing information to students about career and educational opportunities in the military. *You have the right to request that your child's information NOT be released by Bear Creek High School to military recruiters for contact purposes.* The "Military Opt-Out Form" is included in the first-day packet. It is due back to the school no later than August 11, 2017.



### **MONEY OWED**

During the year, students will be held responsible for clearing all bills and fines, including returning books not in use. Failure to do so will not relieve the student of his or her responsibilities and obligations. Teachers and staff will turn in a bill/fee card to the office to be entered on the computer. Students will be sent a notice of such obligation during the school year and in the summer. **All money owed must be cleared, as well as books returned, in order to get an off campus pass or participate in various school activities, including the graduation ceremony.** Payments are to be made in the Bursar's Office.

# STUDENT ATTENDANCE

Attendance Office Hours 7:00 am – 3:30 pm  
209-953-9245 ex.325009



## AUTOMATED CALLING

Our automated dialing system calls home twice a day for absences of one or more periods, unless the absence is cleared ahead of time.

## PARENT/GUARDIANS WISHING TO OBTAIN ATTENDANCE INFORMATION

Parent/Guardians who have concerns regarding a student's attendance may request an attendance printout from the Attendance Office (953-3107) and/or may request a conference with an assistant principal (953-8186).

## EXCUSED ABSENCES

Excused absences are as follows:

- Personal injury/illness; a doctor's note is required if over 5 days
- Medical/dental appointments
- Court appearances
- Bereavement of immediate family
- School-sponsored activity

All other reasons are considered unexcused. Students with excused-cleared absences are entitled to make up all work.

You must bring a note or have a parent call to excuse an absence. Notes from parents/guardians must include the following:

- Student ID number and grade
- Student's first and last name
- Date(s) of absence
- Reason for absence

**It is the student's responsibility** to contact his/her teacher to arrange for make-up work and a timeline for completion.

**An 18-year-old student** wishing to verify/excuse his/her own absence(s) **MUST submit a completed parent permission form** (can be obtained in the Attendance Office).

**YOU HAVE 10 DAYS TO CLEAR AN ABSENCE.**

## ABSENCES DUE TO TEACHER ERROR

If a student is marked absent by mistake the teacher needs to email the Attendance Office to clear the absence.

**It is the responsibility of the student to take care of this task.**

## PERMIT TO LEAVE

- If leaving school for a medical/dental appointment, bring a note to the Attendance Office before leaving campus to get a Permit to Leave.
- Leaving campus without a Permit to leave will be considered a truancy.
- Check into the Attendance Office upon return to campus.

# STUDENT ATTENDANCE



## PRE-ARRANGED ABSENCES

- **On Campus** – Students who wish to attend presentations on campus must pre-arrange their absence from classes at least one (1) day in advance of the scheduled presentation.
- **Off Campus** – Parents may request a pre-arranged absence for 5 days of instruction. Examples of approved pre-arranged absences are: religious holidays, camps, court dates, funerals, family business, or personal necessity. Administrative signature must be obtained prior to teacher signatures.
- **Pre-Arranged does not necessarily mean the absence is excused.** Please see the Attendance Office if you have any questions.

**Pre-arranged absence forms can be picked up in the Attendance Office.**

## ABSENCES DUE TO SCHOOL ACTIVITY

*No academic penalty shall be issued due to absence(s) for a school-sponsored activity **if** teacher approval is given on the pre-arranged absence form.*

Pre-arranged absence forms are due to the Attendance Office NO LATER than the close of the office (3:30) on the day PRIOR to the activity. Work due on the day of absence is expected to be turned in on or before the day the absence occurs unless other arrangements have been made by the student and teacher. EVERY effort must be made by the student to get assignments completed and turned in prior to the known absence.

## Tardies

1. The staff of McNair High School firmly believes that being on time is an important life and job skill. With this in mind, McNair High School has implemented a tardy policy that supports this belief. It is expected that all students will be in their classroom when the tardy bell rings. Teachers may require students who are tardy to serve detention after school. Teachers may include tardies in a student's participation grade.
  2. Students arriving to school 30 (or more) minutes late for a scheduled class, must go to the attendance office for an admit slip. Students arriving to school less than 30 minutes late, can either go to the attendance office for an admit slip, **if a parent calls to excuse the tardiness**. Otherwise, the students go directly to class and receive an unexcused tardy.
- Students who are tardy **3 times or more during the week:**
    - Students will be issued 30 minutes of attendance intervention.
    - Students who fail to serve the 30 minutes of attendance intervention will be assigned to On Campus Intervention.
    - Students who fail to serve On Campus Intervention will face additional intervention and/or discipline,
  - Students who are tardy **3 times or more for a second week:**
    - Will be given a choice between serving 60 minutes of attendance intervention or

- performing 30 minutes of campus beautification.
- Students who fail to serve the 60 minutes of attendance intervention or 30 minutes of campus beautification will be assigned to On Campus Intervention.
- Students who fail to serve On Campus Intervention will face additional intervention and/or discipline.
- Students who are tardy **3 times or more for a third week:**
  - Students will be required to check in with each teacher every day.
  - Teachers will be required to fill in the check in form and initial it.
  - The form will then be shared with an administrator every day.
- Students who are tardy **3 times or more for a fourth week:**
  - Will be required to attend a meeting with an administrator and a parent or guardian.
  - Teachers and the student's counselor will be invited as well.
  - During the meeting the reasons for the tardies and strategies to prevent future tardies will be discussed.

Students who show a pattern of multiple tardies over multiple weeks will be subject to additional intervention or discipline.

\*In order to minimize classroom interruptions and to maintain a positive learning environment, messages to classrooms are limited.

# COUNSELOR CORNER

## **Student Progress**

If you have any questions or concerns about the progress of your student, it is important that you first speak to the teacher. It may be necessary to get more help to solve a problem, if so, follow the steps listed below, in order of persons to contact:

- 1) Teacher
- 2) Counselor
- 3) Assistant Principal/Vice Principal
- 4) Principal
- 5) Superintendent

## **Counseling Services**

Counseling services are available for each student at McNair High School. Students are encouraged to seek individual help through counseling when they feel it is necessary. The counselors may help students in many ways, such as, exploring post high school opportunities, college admission requirements, selection of high school courses, finding out more about themselves, adjustments to school life, test interpretation, and scholarship opportunities. The counseling office maintains pupil records. Questions about grades, program changes, transcripts, or other aspects of student progress should be directed to this office.

The counseling staff is always willing and ready to help students in any way possible and hopes that all students will feel free to use the services. If the counselor is not immediately available, contact the counseling secretary.

Parent concerns about a student's academic program, specific behavior, or classroom problems can best be solved by counseling through parent-teacher conferences.

Following are a list of services the counselors offer:

- |                                   |                                  |
|-----------------------------------|----------------------------------|
| ● Tutoring Program Referrals      | ● Parent/Student Conferences     |
| ● Naviance                        | ● College Application Assistance |
| ● Crisis Counseling               | ● College Planning               |
| ● Coffee with Counselors          | ● Transcript Evaluation          |
| ● Vocational Military Information | ● Scholarship Information        |
| ● Financial Aid Information       | ● At-Risk Counseling             |
| ● Classroom Guidance              | ● Credit Recovery Referrals      |
| ● Teacher Conferences             | ● Academic 4-Year Planning       |

## **Graduation Requirements**

Students need **230** credits to graduate from McNair High School. Included in those units are the following requirements:

**English .....40 Credits**

**Mathematics.....20 Credits**

**Science .....20 Credits**

- 1 year course in Life Science (e.g. Biology)
- 1 year course in Physical Science (e.g. Chemistry)

**Social Science .....30 Credits**

- 10<sup>th</sup> grade World History, Cultures & Geography
- 11<sup>th</sup> grade U.S. History
- 12<sup>th</sup> grade U.S. Government/Economics

**Fine Arts/World Language/CTA .....10 Credits**

**Physical Education .....20 Credits**

**Ninth Grade Requirements.....5 Credits**

- Board approved course or combination of courses equal to 10 credits designed for ninth grade students.

**Electives .....85 Credits**

**Requirements To Participate In Graduation Ceremonies**

1. Any student participating in a graduation ceremony shall comply with district policies and regulations pertaining to student conduct and the returning, replacing, or reimbursement of school property and/or instructional materials provided for use by students.
2. Students who are suspended for more than 5 days in the last 9 weeks of the school year. Students who are denied graduation privileges may appeal the decision with the principal.

## **College Admission Requirements And Higher Education Information**

The State of California offers community colleges, California State Universities (CSU), and Universities of California (UC) for students who wish to continue their education after high school.

In order to attend a community college you need only be a high school graduate or 18 years of age. In order to attend a CSU you have to take specific high school courses, have the appropriate grades and test scores, and have graduated from high school. In order to attend a UC you must meet requirements for coursework, GPA, and test scores. You may also transfer to a CSU or UC after attending a community college. For more information on college admission requirements, please refer to the following webpages:

[www.cccco.edu](http://www.cccco.edu) – This is the official website of the California Community College system. It offers links to all of the California Community Colleges.

[www.assist.org](http://www.assist.org) – This interactive site provides course transfer information for students planning to transfer from a California Community College to a CSU or UC.

[www.calstate.edu/apply](http://www.calstate.edu/apply) – This extensive online site offers assistance to students and their families on the CSU system, including the ability to apply online, and links to all CSU campuses.

[www.universityofcalifornia.edu](http://www.universityofcalifornia.edu) – This massive website offers information regarding admissions, online application, and links to all UC campuses.

Students may also explore career options through career technical education. These are programs and classes offered by a school that are specifically focused on career preparation and/or preparation for work. The programs and classes are integrated with academic courses and support academic achievement. Students can learn more about career technical education by referring to the following webpage: [www.cde.ca.gov/ci/ct](http://www.cde.ca.gov/ci/ct).

You may meet with a school counselor to choose courses at your school that will meet college admission requirements or enroll in career technical education courses, or both.

### **A. COMMUNITY COLLEGE ENTRANCE REQUIREMENTS:**

1. Any graduate of an accredited high school may attend.
2. Any student who is 18 years of age or over and able to profit from community college instruction may be admitted.
3. Students who pass the California Proficiency Exam or G.E.D. may be admitted.
4. Entrance tests are required for placement in English and math classes.
5. Application process:
  - a) For Community Colleges out of this area, send for the application in the Fall of your senior year.



- b) Request placement test information.
- c) For Community College District, spring semester of your senior year. Process includes application, testing, orientation and registration.

**B. UNIVERSITY OF CALIFORNIA REQUIREMENTS AND STATE COLLEGE REQUIREMENTS:**

**1. Subject Requirements for entering freshmen from high school:**

- a. U.S. History and U.S. Government - 1 year (10 credits)  
World History - 1 year (10 credits)
- a. English - 4 years (40 credits)
- b. Mathematics - 3 years required (30 credits), 4 years recommended (40 credits)
- c. Lab Science - 2 years (20 credits) required, 3 years (30 credits) recommended for UC
  - i. Life Science (Biology) – 1 year (10 credits)
  - ii. Physical Science (Chemistry) - 1 year (10 credits)
- d. Foreign Language - 2 years (20 credits) required, 3 years (30 credits) recommended for UC
- e. Visual and Performing Arts – 1 year (10 credits)
- f. College Prep Elective – 1 year (10 credits)

**2. SAT or ACT Test is required for entrance.**

**3. GPA (Grade Point Average) Requirements:**

- a. UC:
  - i. 3.0 minimum
  - ii. ELC (Eligibility in the Local Context) guarantees admission to a UC or qualifying students in the top 9% of their graduating class.
- b. CSU
  - i. 2.0 minimum
  - ii. Eligibility is determined by the eligibility index score which is calculated using GPA and SAT/ACT score. (GPA of 3.0 or greater qualifies with any SAT/ACT score).

# **HIGH SCHOOL TESTS**

## **ACT Assessment**

The ACT test is a college admissions placement test used by most four-year colleges. This test incorporates reading, writing, math, science, and English. The ACT is designed to assess high school students' general educational development and their ability to complete college-level work.

## **Advance Placement Testing**

AP is a program of college-level courses and exams that gives secondary students an opportunity to gain advanced placement and/or credit in college. More than 90 percent of the colleges attended by AP candidates grant credit and/or placement to students whose AP examination grades are considered acceptable. McNair High School offers AP courses in Chemistry, Physics, Environmental Science, Calculus, Government, and Studio Art. These courses help prepare students for the Advanced Placement exams.

## **Armed Services Vocational Aptitude Battery (ASVAB)**

A multiple aptitude test offered free by the Department of Defense to estimate students' career planning. (Note: The military will not contact any student unless requested by the student.)

## **English Language Proficiency Assessments for California (ELPAC)**

English Language Proficiency Assessments for California is transitioning from California English Language Development Test (CELDT). The first administration of the ELPAC will occur in the spring of 2018. Both ELPAC and CELDT is given as an initial assessment to newly enrolled students whose primary language is not English, as well as an annual assessment to English Learners, to assess their progress. State and federal law require that schools assess the English language proficiency (ELP) of students in kindergarten through grade twelve, whose primary language is other than English

## **PSAT**

PSAT/NMSQT stands for Preliminary SAT/National Merit Scholarship Qualifying test. It is a standardized test that provides firsthand practice for the SAT Reasoning Test. It also gives a chance to enter National Merit Scholarship Corporation (NMSC) scholarship programs.

## **SAT**

The SAT test is a college admissions placement test used by most four-year colleges. Students take the SAT in their junior year and can retake it during their senior year.

## **Smarter Balanced Assessment Consortium (SBAC)**

SBAC is an assessment aligned with the Common Core of academic content standards for English Language Arts/Literacy and Mathematics. SBAC assessments are designed to measure student progress toward college and career readiness.

# **ACADEMIC POLICIES AND PRACTICES**

## **Advancement Via Individual Determination (AVID)**

The AVID program provides support to capable students whose primary goal is to attend a four-year college following high school. Students are placed in an AVID elective course where they participate in study skills support, discussions with guest speakers, and field trips to various colleges and universities.

## **Career Technical Education**

Career Technical Education is a program of study that involves a multi-year sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to post-secondary education and careers. Students may make an appointment with their counselor to discuss Career Technical Education. Information about Career Technical Education can also be obtained at the California Department of Education website, [www.cde.ca.gov/ci/ct](http://www.cde.ca.gov/ci/ct)

## **College Prep Courses**

Any course designated a college preparatory course has been approved by the University of California as meeting their A-G course entrance requirements. These requirements are listed under College Entrance Requirements.

## **Conflict Mediation**

Trained student facilitators help resolve conflicts in-house. Student conflict mediators provide a confidential forum for students to work out any minor differences they have before the conflict becomes an issue of larger concern. A student can be referred to conflict mediation by anyone; however, any student referred must be a willing participant.

## **Courses Repeated**

Students, who repeat courses due to the recommendation of the counselor or administrator, will be able to use the credits earned from the first time taking the course as elective credits. The repeat credits will be applied to the completion of the course. Both grades will appear on the transcript but only the grade achieved when repeating the course will be in the overall G.P.A. calculation.

## **Grades**

Students receive five semester credits or units for each class in a semester when a passing grade is earned (A, B, C, D, or P). No credit is awarded for "progress" grades. These are progress reports to the parents or guardians. A student who fails a required course must make up the entire semester in the course where the "F" was earned. Grade Point Average "GPA" is computed on a 4 point scale:

A	-	4 points
B	-	3 points
C	-	2 points
D	-	1 points

## **Valedictorian Honors and Selection Procedures**

McNair High School recognizes one (1) valedictorian each year. The student with the highest grade point average is recognized as the valedictorian. Co-Valedictorians are chosen only when points are the same. In addition to academic achievement, the principal shall consider discipline records in the final selection of the Valedictorian.

Those students receiving Highest Honors (4.0+GPA), High Honors (3.7-3.99 GPA), and Honors (3.5-3.699 GPA) will be recognized in the graduation program.

**Maximum Credit Guidelines:**

- 1) Regular school is composed of 8 classes - 40 credits per semester.
- 2) Any credits earned in an alternative education program must have prior counselor/principal approval.

**Minimum Class Load**

All students are to be enrolled in four (4) classes each term of which 2 or more (depending on grade level) must be academic in nature.

**Report Cards**

Students will receive four report cards during each break. Report cards will be mailed to the parents/guardians.

**Notification of Credit Deficiency**

Students who have not met a minimum credit requirement per grade level will receive notification of credit deficiency by their counselor. Students and their parents will be informed of alternative programs and district-approved Credit Recovery options.

**Credit Recovery**

Ten (10) credits are earned for each term course which is completed successfully (5 per semester). Partial Credit is not given at any time. Students have additional opportunities to earn credits for courses they have previously failed. Credit recovery courses may not be taken for original credit.

- District Independent study
- Lodi Credit Recovery
- LUSD Summer School
- APEX

**Course/Schedule Change Policy**

During the first ten (10) days of each term, schedule changes may be available at student/parent request on a limited basis. Students will need to complete the process within the first ten (10) days of each term. Specific criteria will apply to all requests as follows.

- Incomplete Schedule.
- Completion of Summer School course or approved online course work.
- Space available in the course to be added.

All requests submitted after the deadline will need to be approved by the Administration. Students will not be allowed class changes for the following reasons:

- Lunch change request
- Teacher preference
- Switching class periods
- Dropping/adding to be with a friend

**Academic Honesty Policy**

The Lodi Board of Education expects students to respect the educational purpose underlying all school activities. All students need to prove to themselves that they can do successful work as a result of their own efforts. The board expects students will not cheat, lie or plagiarize. Teacher will not ignore or condone cheating and anyone cheating will be penalized.

**ACADEMIC RECOGNITION****McNair Block “M”**

McNair High School recognizes and encourages students to excel in academic coursework. Students may earn letters in academics, activities, and athletics. The criteria for each is as follows:

- Student’s who earn a 3.6 or better GPA during any 2 consecutive terms will earn a “Block M” in academics. For each additional two consecutive term periods with a 3.6 GPA or higher, students will receive academic pins (bronze, silver, and gold).

# PARENT CONNECTIONS

## **Visitor Policy**

All visitors to the campus must sign in at the front office and be cleared to receive a visitor's pass. All persons on campus not on official school business will be handled as trespassers and cited by the police. McNair High School welcomes parents to visit. Parents wishing to visit specific classes must notify the school one day (24 hours) in advance to allow for teacher notification.

Students are not allowed to bring visitors or siblings on campus during school hours. NOTE: The school district does not assume financial liability for any visitor on campus.

## **Afterschool Program**

McNair High School offers an after school program funded through the district's LCAP. This enables McNair High to offer after school tutoring and enrichment activities for all students. Students needing assistance in all academic areas may attend tutoring classes each day throughout the year. Enrichment activities take place after tutoring classes each day.

## **HOMEWORK**

### **Homework Procedures**

1. All students will be required to do homework in each class. This varies by class, but should run between 30 minutes to 2 hours per class, per week. Students are encouraged to keep a calendar or notebook in which to record assignments.
2. Types of homework assignments may be, but are not limited to:
  - a) a specific written or reading assignment
  - b) classwork needing completion, including review of AV material or lecture notes missed in class
  - c) review for a test
  - d) a project or research paper
  - e) consistent practice and review of daily work to reinforce what was introduced during the daily classwork
3. Homework will be incorporated in each student's grade:
  - a) through questions on tests
  - b) discussions during class time
  - c) as a percentage of overall grade

In some areas, such as math and foreign language, homework is an essential element.

### **Homework Follow-up**

1. When a student completes work, he/she will:
  - a) receive a grade or some form of credit.
  - b) receive written or oral encouragement.
2. When a student does not complete the work, he/she must face the consequences of
  - a) not learning the material nor being up to date in class
  - b) possibly failing tests
  - c) being referred to his/her counselor for counseling and/or a parent

- conference
  - d) parental contact made to discuss the problem
  - e) grades lowering substantially and causing ineligibility for extra-curricular activities (see eligibility requirements)
3. We encourage parents to contact teachers should you have any questions concerning homework.

#### **Suggestions for Parental Support**

1. **PROVIDE A STUDY AREA** - Good lighting, proper seating at a table or desk, adequate materials, and sufficient space. Distractions such as a radio, TV, family conversation, and telephone should be eliminated. If possible, provide a dictionary and a thesaurus.
2. **PROVIDE A SPECIFIC TIME PERIOD** - Same time each day. Establish rules against using the telephone, watching TV, and listening to music until homework is completed neatly and accurately.
3. **THINK POSITIVELY** - Encourage/counsel your student to understand the value of homework. Any accomplishment requires work, practice, and consistency. Give as much assistance as possible, but remember that homework is your child's responsibility. In fact, it does them a disservice if you do the homework for them.
4. **SUPERVISE HOMEWORK** - Make sure your student has enough time, understands the directions, and works carefully. Parents can help by editing or checking homework papers. Obtain the teachers schedule of tests and special assignments.
5. **HELP THE HOMEWORK HABIT** - If your student doesn't bring home homework, determine whether he/she is completing it in school, forgetting it, or failing to bring it home. Contact the teacher if ever in doubt and/or check Aries for missing assignments. Question your child on class activities and assigned homework as a standard procedure.

#### **San Joaquin Delta College**

High school students may enroll in courses at Delta College for either high school or college credit while being concurrently enrolled at McNair High School. Students wanting to take courses at Delta College must contact the Delta College Admissions Office for specific information regarding enrollment. See your counselor for details.

### **Alternative Education**

#### **Plaza Robles (Continuation School)**

Students who are 16 years of age and are credit deficient, have attendance or behavior issues, or have personal needs that prevent them from attending a full day comprehensive high school may be considered for Plaza Robles Continuation School. Contact your student's counselor for details. Students are accepted to Plaza Robles as space is available.

#### **Independent Study (IS)**

Independent Study is available for students who are credit deficient or experiencing health issues that prevent them from being successful in a comprehensive school setting. Traditional Independent Study instruction is provided to the students a few hours a week on the Independence School campus, and the remainder of the student's work comes under the direct supervision of the parent(s)/guardian(s). Home and Hospital Independent Study is available to students who are too ill to attend campus on a daily basis and need instruction to be provided in the home. Contact your student's counselor for more details on both programs.

#### **Adult School**

Adult School classes are available to all 10<sup>th</sup> grade through 12<sup>th</sup> grade students for remediating failed classes only. Counselors send information home to parents in the Spring of each year detailing student needs for Adult School. Adult school classes are available on the McNair High Campus. If you have questions regarding Adult School, please contact the counseling office.

### **Custody Issues**

Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to his/her child and/or school records. The only exception is when signed restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, law enforcement will be contacted and an officer requested to intervene. Parents are asked to make every attempt not to involve school sites in custody matters. The school will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.

### **Foster and Homeless Youth Educational Placement**

This requires that pupils who are homeless or in foster care receive stable school placement, be placed in the least restrictive educational programs, have access to academic resources, services, and extracurricular/enrichment activities available to all pupils. Educational and school placement decisions shall be based on the best interests of the student and shall consider, among other factors, educational stability and the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress. (E.C. 48850 et seq.)

42 USC 11432 Requires homeless liaisons to ensure parents of homeless pupils are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.

Circumstances for eligibility include living in a shelter, a motel, hotel, a house or apartment with more than one family because of economic hardship or loss, in an abandoned building, in a car, at a campground, or on the street, in temporary foster care or with an adult who is not your parent or guardian, in substandard housing, or with friends or family because you are a runaway or unaccompanied youth.



They have the right to immediate enrollment in school of origin or school where they are currently residing without proof of residency, immunization records or tuberculosis skin-test results, school records, or legal guardianship papers.

These students have the right to education and other services (*e.g.*, to participate fully in all school activities and programs for which a child is eligible, to qualify automatically for nutrition programs, to receive transportation services, and to contact liaison to resolve disputes that arise during enrollment).

### **Organizations and Clubs**

McNair offers a wide variety of clubs and organizations for students. Please check McNair's website for the most up to date information.

### **Library/Media Center**

The purpose of the Library Media Center is to enhance the school curriculum and help student achievement by providing research tools for gathering and sharing information, for learning the skills necessary to effectively use ideas and information, to encourage a love of reading, and to become life-long learners.

All students and staff are welcome to use the resources of the Library/Media Center. It will be open from 7:00 am to 3:30 pm each day. Internet connected computers, encyclopedias, books, newspapers, and other media are available. Many materials are available for student checkout. Students are responsible for lost, stolen or damaged items. There is a Library Media Teacher available for student assistance.

Students are expected to observe acceptable behavior in the Library/Media Center. No food, gum, or drinks are allowed. Students must have a pass from their teacher in order to go to the Library/Media Center. Students must have a valid ID to check out materials. A copy machine will be available for student use at 10 cents per copy.

Students may check out up to 5 items for 3 weeks. Overdue notices will be distributed in second period classes throughout the school year. Lost or damaged items must be paid for at replacement cost plus shipping, tax, and handling fees. Those students with outstanding overdue notices will be restricted from checking out further materials until fines are paid.

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

## **Textbooks**

Textbooks are the property of Lodi 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 will be checked out during Orientation, on the first day of school, or on the first date of attendance for transfer students. At the end of the year or when transferring from McNair, students will check in all texts to the Library/Media Center. Books will be evaluated for damages and students will be assessed for damage or loss. All accounts must be cleared before books can be issued to students.

Students are responsible for their texts. This includes damage that occurs due to water, fire, or theft. All books should be covered. Do not use contact paper or any other stick-on cover. Students may not write or hi-lite text, nor should they loan texts to friends.

### **Condition of Book**

\*Lost  
\*Pages torn out  
\*Barcode missing  
\*Pen/ink marks  
\*Spine damage  
Damage/unusable

### **Fine Chart**

Replacement  
Replacement  
\$5.00  
\$5.00  
\$10.00  
Replacement

## **Chromebooks**

Students will be issued chromebooks as part of Lodi Unified School District’s 1-1 chromebook program. Information for the 1-1 chromebook program can be found on the McNair Library homepage or by following this link:

<https://www.lodiusd.net/district/departments/business-services/technology/1to1>

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# **ATHLETICS AND CO-CURRICULAR PARTICIPATION**

## **Athletics**

McNair High School takes pride in its athletic program. We strive for excellence and participation in all our athletic teams. Our coaching staff is highly trained and dedicated and is excited about coaching and helping all athletes. You can gain some great experiences and build some fond memories by participating in one or more of the following sports:

### **FALL SPORTS**

Cheer  
Cross Country  
Football  
Volleyball  
Water Polo  
Girls' Tennis  
Girls' Golf

### **WINTER SPORTS**

Boys' Basketball  
Girls' Basketball  
Wrestling  
Boys' Soccer  
Girls' Soccer

### **SPRING SPORTS**

Badminton  
Baseball  
Boys' Golf  
Softball  
Swimming  
Boys' Tennis  
Track and Field  
Boys Volleyball  
Stunt Cheer

## **SJAA Sportsmanship**

The San Joaquin Athletic League has adopted guidelines for "Victory with Honor". A good sport is defined as *"A person who can take a loss or defeat without complaint, or victory without gloating and who treats his/her opponents and officials with fairness, courtesy, and respect."* It is the intent of the league to eliminate all distractions which might tend to destroy the best values of sport, and to stress the importance of fair play. This includes being courteous to officials, visiting teams, and fans. We must remember to cheer for our team and not berate the visiting team, officials, and fans. It is the policy of the LUSD that harassment and violence will not be tolerated under any circumstances. Harassment and violent incidents will be responded to in a manner that effectively deters future incidents. We firmly believe that all persons are to be treated with respect and dignity. LUSD is committed to "Pursuing Victory with Honor", a CIF-sponsored program in which our coaching staff make a commitment to developing student athletes of character. The following behaviors are unacceptable at all CIF and LUSD contests: berating your opponent's school or mascot, berating opposing players, obscene cheers or gestures, negative signs, noisemakers, complaining about officials' calls, taunting, trash-talking and any unsportsmanlike conduct. These are absolutely inappropriate and will not be tolerated.

**\*\*MCNAIR HIGH SCHOOL RESERVES THE RIGHT TO REMOVE ANYONE FROM ANY ATHLETIC EVENT WHO IS UNWILLING TO COMPLY WITH THESE GUIDELINES**

## **Victory with Honor**

Through participation in athletic-centered interscholastic activities, Lodi Unified School District students will develop values, attitudes, and skills for personal growth and for the benefit of our diverse society. LUSD is committed to "Pursuing Victory with Honor." Our athletes will have the opportunity to demonstrate skills and to explore the excitement and camaraderie of positive competition through sport. They will develop a commitment to hard work, honesty, responsibility, education, and respect for others. Athletes will demonstrate the principles of equity, leadership, and sportsmanship.

## **Athletic/Co-Curricular Code of Ethics**

All students participating in groups sponsored by the school must meet certain standards. Specifically, the principal must certify that all students participating are good citizens. In addition, any student involved in a

fight, or with drugs or alcohol during school hours/activities will immediately be removed from any team sport or other co-curricular activity such as band, choir, or any other school-related activity for 45 school days. With the permission of the principal, any co-curricular advisor or coach may impose rules in addition to these standards. Please check with the advisor, coach or Athletic Director for additional information.

***LUSD has established a 24-hours-a-day, 7-days-a-week student-athletic behavior policy. No matter the day or time, an athlete caught breaking the rules will result in disciplinary consequences.***

#### **Athletic Expectations**

- Students will follow training rules developed by each coach or advisor.
- Students will abstain from the use and possession of alcoholic beverages, tobacco, and illegal drugs or substances.
- Students will follow rules of behavior and/or conduct.

#### **Violations of Athletics and Extra Co-Curricular Activities**

- Discipline will be handled by the respective advisor or coach.
- Consequences will be based upon considerations the coach, advisor or school administrator feels are in the best interest of the students and squad.

#### **Team Responsibilities**

Students share common goals and group loyalties with other team members. Team membership will demand subordination of self-interests to team values. Each athlete will exercise self-discipline and make the personal sacrifice necessary to the attainment of such team goals. The foregoing standards are based upon a fundamental premise that an athlete is in a position of school leadership and should responsibly represent his/her team, school and community in the highest order.

#### **Eligibility**

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

- Not having a 2.0 GPA for each grading period
- Two (2) F's in a grading period
- **There are NO WAIVERS** for any extra-curricular activities. Students must be fully eligible to participate.

#### **Student Dances**

A dance is a wonderful time to spend with your fellow classmates and an opportunity to make memories. We want you to have a great time, but we also want everyone to feel comfortable and safe. The following contract will be signed by all students wishing to attend future dances. Please review the following criteria.

#### **Rules include:**

1. Students must be in good standing and not on social probation. Students who are suspended will not be able to participate.
2. Partners must face each other. No front to back dancing

3. Undergarments are meant to be worn underneath clothing...staff should not be able to see any undergarments.
4. Only students who attend McNair High and those that have obtained prearranged paperwork may attend
5. All school rules enforced during the school day will be in effect during dances
6. Illegal entry or attempted illegal entry may result in disciplinary action being taken.
7. Possession, sale and/or use of alcoholic beverages or drugs will result in parents being called, appropriate disciplinary action being taken and possible law enforcement contact.
8. No one will be permitted to loiter outside of the dance area during or after the dance
9. Students must leave when the dance is complete. Any student remaining at the dance site 20 minutes after the scheduled end of the dance will receive a detention and will not be allowed to attend the next dance
10. Any student attending the prom and other dances held at a location other than McNair High School **will** be subject to a breathalyzer (LUSD Board Policy 5131.6) and metal detector (LUSD Board Policy 5145.12) before entering. Breathalyzers and metal detector **may** be used at all dances, regardless of location.

Periodically during the school year, there will be a dance for students to attend. These dances begin at 7:00 p.m. and end at 10:30 p.m. (except for special dances). Listed below are some of the rules pertaining to dances:

1. Students must present an MHS I.D. card to get into dance.
2. All students must be extra-curricular eligible to attend (see eligibility requirements above.)
3. Students are NOT ALLOWED to leave the dance once they check in. If they leave within the first hour they will be required to contact parents.
4. Guest passes are required for any student other than those attending MHS.
  - a) The pass must be obtained in advance.
  - b) No one 21 years of age or over is allowed to obtain a guest pass.
  - c) Elementary students are not allowed to attend high school dances.
  - d) Guest passes to students outside of LUSD will only be allowed for specific dances: Winter Formal, Sadie Hawkins, and Prom.
- e) Guest passes for students within LUSD but not at the site may be obtained to any MHS dance provided the student is eligible and a staff member from the alternative site is willing to chaperone the event.
5. All school rules apply to students and guests attending a dance.
6. MHS staff members chaperone all dances.

### **Valuables**

Large sums of money or any item of extreme value such as tablets, game players, and other electronic devices, should not be brought to school.

# **EMERGENCY RESPONSE**

McNair High School is committed to providing a safe and secure environment for students and employees. This site has established a Safe School Plan to assist in preparing for emergencies, managing emergency response efforts, and maintaining a safe school environment.

Responding to an emergency is the process of implementing appropriate actions. In this phase, schools mobilize resources needed to address the emergency at hand. In any emergency situation, school administration will get help right away by communicating with 911, local fire department or police department as appropriate.

## **FIRE/EMERGENCY DRILL**

Fire/emergency drills are held periodically throughout the school year. When the alarm sounds, students are directed to go quickly and quietly outside the building to the designated areas which are posted in each classroom. An announcement on the PA system will instruct student's return to class

## **LOCKDOWN DRILL**

Lockdown is initiated to isolate students and school staff from danger when there is a crisis on campus and movement within the school might put students and staff in jeopardy. If we are faced with a Level I emergency - highest threat to life - a signal to initiate lockdown procedures will be issued by the administration. Students are expected to do the following:

1. Remain in class
2. If not in a classroom, report to the nearest classroom or secure yourself in a safe zone.
3. Follow teacher instructions
4. Remain as quiet as possible
5. Stay away from doors, windows, and outside walls

IN THE EVENT OF A CRISIS DURING PASSING PERIODS OR LUNCH, STUDENTS ARE DIRECTED INTO THE NEAREST CLASS ROOM AND WILL INITIATE LOCKDOWN PROCEDURES. If a lock down is ordered prior to an evacuation alarm, the protocol will be for all students and staff to remain in lock down until instructed to do otherwise by management, law enforcement, fire personnel, and/or via the PA system. If evacuation is the best option in the event of an imminent armed intruder, students and staff may evacuate.

# **STUDENT ILLNESS AND MEDICATION AT SCHOOL**

## **Student Illness While At School**

McNair High School does not have a nurse on daily duty. Students who become ill will need to check in at the Front Office.

### **Procedure if a student is ill at school:**

1. Students check with their classroom teacher and then report to the Attendance Office with a note from their teacher..
2. If needed, the parent or guardian picks up the student and checks them out of school through the Attendance Office.
3. If parent or guardian cannot be contacted, the next person listed on the emergency procedure card is notified.

## **STUDENTS TAKING MEDICATION AT SCHOOL**

- The California Education Code requires parents or legal guardians to inform the school nurse or the principal of any student routinely taking medication at school. Written permission from the parent/guardian AND the student's physician (physician's order) is required before a student can take ANY medication at school. This includes all over-the-counter medications (e.g. Ibuprofen or allergy medications) as well as prescription medications that are self-managed (e.g. asthma inhalers and insulin) or administered by school personnel (Education Code 49480).
- For each over-the-counter medication or prescription medication taken by a student at school there must be a "Medications at School" form (available on LUSD website, from the Registrar or from the MHS Health Office), or equivalent (such as physician's order) signed by the student's parent and completed and signed by the student's physician. If the "Medication at School" form/physician's orders on file with MSH so indicates, then the student may self-carry and self-administer the ordered medication.
- A designated school employee may administer medication to your student at school if the "Medications at School" form is signed by the student's parent and completed and signed by the student's physician, AND the medication is provided in an original container obtained from the student's pharmacy (Education Code Section 49423).
- If your student must take medication at school, please obtain a "Medication at School" form and have it completed before any medication is brought to school (either for administration at school by school personnel or carried and self-administered by the student).
- When delivering your student's medication to school, the school's a member of the office staff will receive it, count the medication with you and provide a receipt for your student's medication. At the end of the school year, you will be picking up your student's medication and receive a tally regarding its usage at school.

# STUDENT RESPONSIBILITIES AND EXPECTATIONS

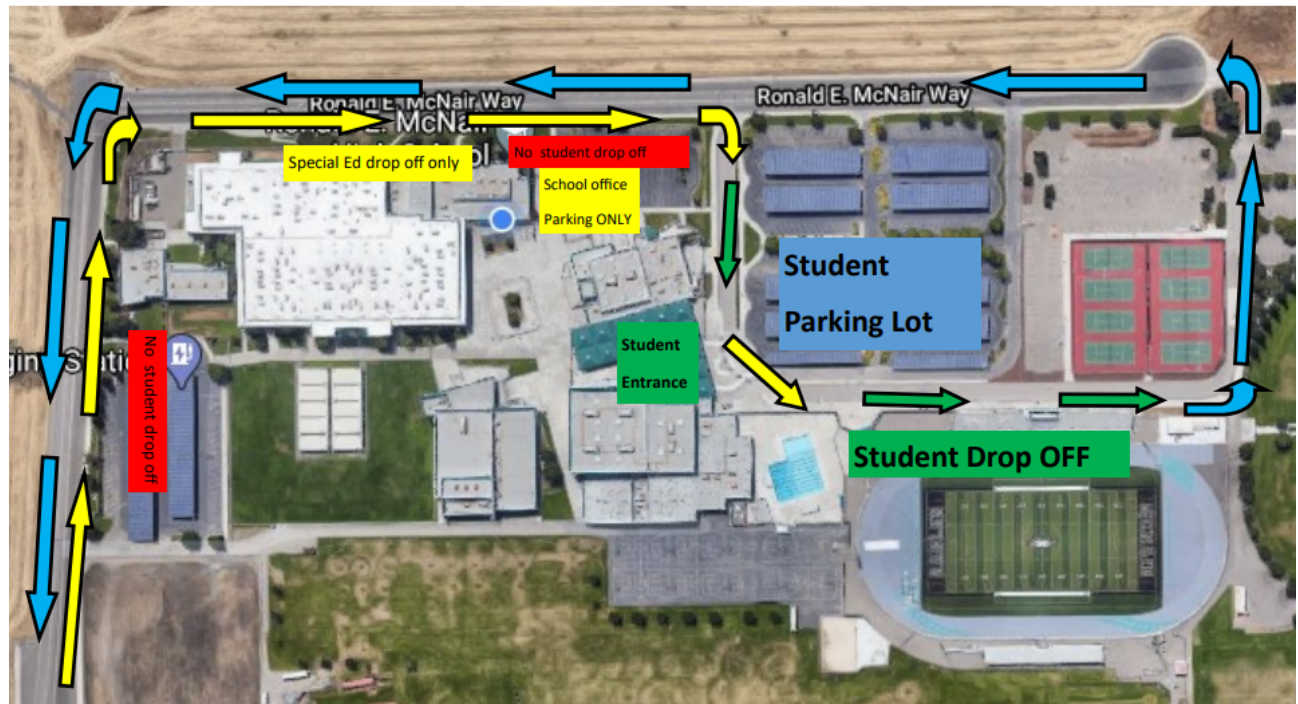
## Dropping Off/Picking Up Students At The Beginning and End Of The School Day

Students should be dropped off and picked up in the student parking lot at the north end of campus near the football stadium. This will allow students to safely enter campus through the covered eating area near the cafeteria. The parking lot can be accessed by using Ronald E. McNair Way. Students may not be dropped off in the staff parking located off of Morada Lane on the south end campus. Students also may not be dropped off in the administration parking lot located off of Ronald E. McNair Way near the administration building. Parents should not drop students off along Morada Lane or Ronald E. McNair Way as this can create a dangerous situation for students and parents.

Use **Bus loop to drop off students** at North Gates by the Cafeteria or along Stadium

Turn north at flashing light and drive past office .Turn right into the bus loop.

Use right lane to stop and drop off students then exit through City Park north of school.





### **Students walking or riding bicycles or skateboards to and from school**

Students who walk, ride a bicycle or a skateboard to and from school must follow the all rules and traffic laws associated with each mode of transportation. Students who walk to school must use crosswalks and **MUST NOT** jaywalk across Morada Lane, West Lane or Ronald E. McNair Way. Students riding bicycles or skateboards must follow traffic laws and cross streets in an appropriate manner.

### **Parking And Off-Campus Permits**

The student (North) parking lot is the ONLY location for students to park. Students will NOT be allowed to obtain books or materials from vehicles during passing periods OR lunch time. Unregistered vehicles and/or those with expired permits will be cited by Stockton PD.

Students may park in the student parking lot only under the following conditions:

- Must possess a valid CA Driver's License
- Provide copy of insurance
- Vehicle to be left alone during the school day
- Follow all traffic/driving/parking laws
- Apply for a parking permit in the office

Permission to park/drive may be revoked by administration for violations of school rules. All vehicles must be registered or risk being cited or being towed at the owner's expense. Students are subject to the CA Vehicle Code and may be cited for inappropriate driving and for parking in the student parking lot without a valid student parking permit. Failure to follow parking lot rules may result in the following:

- **1<sup>st</sup> Offense:** Warning/ Parent Contact/referral to School Resource Officer
- **2<sup>nd</sup> Offense:** Parent conference and Behavior Intervention Program or 1-5 days suspension plus notifying law enforcement
- **3<sup>rd</sup> Offense:** 2-5 days suspension or loss of parking privileges, notify law enforcement
- **Next Offenses:** 5 days suspension, notify law enforcement, recommend expulsion

**MHS and Lodi Unified School District are not responsible for theft or damage to vehicles or any contents therein. The school and the district will be held harmless and released of any liability arising from the use of our parking facilities.**

### **Off Campus Lunch Privileges**

The LUSD Board Policy 5112.5 and Board Rule 5112.5, pursuant to Section 44808.5 of the Education Code, permits juniors and seniors enrolled at McNair High School to leave the school grounds during the lunch period upon successful petition to leave grounds during the lunch period. Neither LUSD nor any of its officers or employees will be liable for the conduct or safety of any pupil from McNair High School who leaves school grounds during the lunch period.

McNair High School is a closed campus during the lunch period for all students except juniors and seniors with a valid off campus pass. No freshmen or sophomore students will be allowed to leave campus during the lunch period. If a student leaves campus in a vehicle from a campus parking lot, they must have a valid MHS parking pass in the vehicle. Junior and senior students will be required to show their valid off campus pass in order to be allowed to leave the campus during the lunch period. Juniors and seniors without a valid off campus pass will be required to remain on campus during the lunch period. Junior and senior students may apply for an off campus pass in the counseling office.

The application form is available from the Counseling Office. Those students who meet the following criteria may leave during lunch period.

- Completed application signed by parent
- All fees cleared
- No suspensions (either off-campus or on-campus)
- 2.0 minimum GPA
- Attendance requirements (noted on application form)

Junior and senior students may have their off campus passes revoked for grades (2 or more F's or below a 2.0 GPA at semesters and progress reports), excessive tardies (including returning late to campus from lunch), absences, or for other disciplinary reasons.

Students will not be allowed in the student parking lot unless leaving campus with an **Off-Campus Pass** during lunch hours.

#### **Driver Education Pink Slip**

Students must pick up their pink slips prior to applying for their drivers permit. The pink slip signifies that you have completed the requirements towards getting your licenses. Please make sure you pick these up from your Driver Education Teacher.

### **Guidelines for Students Remaining After School For Activities**

Students may remain after school for the following reasons: tutorial, detention, athletics, club meetings or special arrangements. Students are to wait for transportation home from school in the student parking lot or in front of the school. Students are NOT to remain in the hallways, quad, snack area or field areas after school without direct staff supervision. Students remaining on-campus after school who are NOT involved in the above listed activities are subject to disciplinary action.

### **Behavior Expectations for Rallies And Assemblies**

- Appropriate respect will be demonstrated at all times, especially during the Flag Salute, National Anthem, or Alma Mater if part of the program
- No class or group may display inappropriate language towards other class, group or individual
- Students should channel their energy into enthusiastic support of teams and/or other student groups
- No objects may be thrown to or from the crowd, stands, or seats
- Students will defer to the instructions and corrections of all school staff and assigned parent volunteers
- No sign may be displayed which is not in accord with the rest of the rally/game conduct code
- Failure to comply with the above policies may result in suspension and/or cancellation of future games/rallies
- Student discipline rules are enforced at all rallies and games

### **Behavior Expectations for Athletic Events**

- Spectators should treat coaches, opponents, game officials, visiting students and other spectators respectfully as guests
- Demonstrate sportsmanship at all times
- Respect public and private property
- No noise makers and/or hand-held signs will be allowed
- No back packs or book bags

No attempting to enter an event without proper admission

### **Student Identification Card**

At the beginning of the year, every student will have their picture taken for a student I.D. card. Once issued, these cards must be worn and visible at all times while at school or during school functions. ID cards will be required for the following.

- To check out school books
- To use as a student body card ID
- To use as a bus ID
- To use as an Internet ID
- For other identification purposes

Students must have their ID card in their possession at all times during the school day and at all school related events. There is a \$5.00 charge to replace a lost or stolen ID card. The I.D. card should be part of your RMHS dress code.

### **Associated Student Body (ASB) Sticker for Your ID Card**

Students may purchase an “ASB” Sticker for their ID card that gives them free admission to all regular season home athletic contests, discounts to dances (this does not include the Sadie’s, Winter Formal or Prom). This sticker should be purchased as early as possible as orientation day and throughout the school year. Make checks payable to McNair High School.

### **Yearbook**

The 2022-23 McNair yearbook will be available for purchase on orientation day for the cost of \$60.00. They may also be purchased at the Bursar’s Office or online at the McNair website. After November 14th, prices go up to \$70.00. Yearbooks will be delivered at the end of the school year.

### **Work Permits**

Applications for work permits are available in the high school counseling office. Students who are under 18 years of age must have a work permit for employment on file. Students must have regular attendance (at least 80%) and be in good academic standing (2.0 minimum GPA) to obtain a work permit. Per Education Code 49164, a work permit must be revoked if the issuing authority determines that the minor’s employment is impairing his/her health or education or if the employment is illegal.

### **Cell Phones and Other Devices**

Students may use their cell phones and ear buds/headphones before school, during passing periods, during lunch, and after school **only**. Cell phones/ear buds/headphones are to be **turned off** and put away during any other time of the school day—this includes in or out of classrooms, offices, and library. Students who choose to violate this policy will have their cell phones/ear buds/headphones confiscated. Bluetooth or other speakers are banned at all times.

### **Other Inappropriate Items**

**Portable speakers, radios, skateboards, roller blades, water pistols, water balloons, cameras, video cameras, permanent markers, chains, laser pointers, hoverboards, and any other items that the administration determines to pose a danger to students/staff or to the educational environment are NOT PERMITTED** at any time, any place, in or out of class. On the 1<sup>st</sup> offense, the item will be confiscated and the student may pick it up after school; 2<sup>nd</sup> offense, the confiscated items must be claimed by parents. Subsequent offenses will be subject to disciplinary action.

**Neither the school nor LUSD are responsible for any of the above allowed or prohibited items that are lost or stolen.**

**Ronald McNair High School is NOT RESPONSIBLE FOR PERSONAL PROPERTY BROUGHT TO SCHOOL. Parents are responsible for the replacement of any school property loaned to a student which is not returned upon demand by a school employee. The school is not responsible for lost or stolen articles.**

### **Personal Messages And Deliveries**

Personal messages or deliveries **WILL NOT** be accepted and/or delivered to students unless there is an emergency. We **DO NOT** accept flowers, balloons, commercial/retail food deliveries or other items for delivery to students. Please do not arrange for deliveries of these kinds of items to the school as they will not be accepted. Just a reminder, the office telephones are not for student use unless there is an emergency. An emergency telephone is available until 3:30 p.m. in the Attendance Office for students participating in after-school activities.

### **Cafeteria/Food Services**

Student lunches are sold daily. The snack bar also has student lunches available along with “a la carte” menu items. Applications for Free and Reduced program are available online via the McNair website, or at <https://www.school lunchapp.com> . Lodi Unified also offers online payments via [www.myschoolbucks.com](http://www.myschoolbucks.com). This service allows you to view your balance and not worry about sending cash or checks to school. For more information, please visit the Food Service Department page at <http://foodservice.lodiUSD.net> or call 1-888-287-5873.

### **Transcripts**

Students needing copies of their transcripts for college applications, need to sign up in the Registrar’s office. The first five (5) transcripts are free. Afterwards, additional official or unofficial transcripts are \$5.00 each.

### **PE Clothing**

All students enrolled in physical education classes are required to dress in appropriate PE attire. PE attire is available for purchase from your PE teacher at the following prices:

- Shorts no pockets, shorts with pockets. Tee shirts each.
- Sweatshirts, sweatpants, yoga pants.

Students who choose not to purchase PE clothes are still required to dress in appropriate attire but will be provided used, but clean, “loaners” on a daily basis.

### **McNair DRESS CODE**

The Board of Education for Lodi Unified School District, along with the staff and administration of Ronald E. McNair High School, believes that appropriate dress and grooming contribute to a positive learning environment. The following dress code has been established to help create a safe and effective learning environment.

Basic Principle: Certain body parts must be covered for all students at all times.

All items listed in the “must wear” and “may wear” categories below must meet this basic principle

- **Students Must Wear:**
  - A Shirt (With fabric in the front, back, and on the sides under the arms. Shirts must include straps over the shoulders.
  - Bottom Coverings: Pants, Sweatpants, Shorts, Skirt, Dress, Leggings
  - Shoes; activity specific shoe requirements are permitted (for example, athletic shoes during PE).
- **Students May Wear:**
  - Hats, including religious headwear
  - Sweatshirts or Hoodies (Hoods must be removed in classrooms)
  - Fitted Pants, including leggings, yoga pants and skinny jeans
  - Ripped Jeans, as long as the underwear or buttocks are not exposed
  - Tank Tops
  - Athletic Attire
- **Students Cannot Wear:**
  - Clothing, headwear, jewelry or other accessories that show violent language or images. This includes firearms
  - Images or language depicting drugs or alcohol (or any other illegal item or activity) or the use of drugs, alcohol (or any other illegal activity).
  - Hate speech, profanity or pornography
  - Images or language that creates a hostile or intimidating environment.
  - Any clothing that reveals visible undergarments
  - Swimsuits (except as required in class or athletic practice)
  - Accessories that can be considered dangerous or could be used as a weapon.
  - Any item that obscures the face or ears (except as a religious observance or for medical reasons)

In keeping with the intent of this policy, Ronald E. McNair High School reserves the right to prohibit such apparel as is deemed to distract or disturb the instructional program of the school, or interfere with the learning process.

**The Ronald E. McNair High School administration reserves the right to determine if an article of clothing has the potential to disrupt the learning environment.**

**Lodi Unified School District prohibits students from wearing clothing, and/or accessories that *advertises alcoholic beverages, tobacco products, or controlled substances* on campus. Such use can be potentially life-threatening. Such clothing is prohibited on school grounds and at school activities on and off campus.**

The policy further prohibits the presence of *any apparel (including hats) jewelry, accessories, notebooks, or manner of grooming (including haircuts) which, by virtue of its color; arrangement; trademark or any other attribute, denotes membership in a gang or group.* Also prohibited are the carrying of overt gang paraphernalia or making gestures that symbolize gang membership (LUSD Rule 5136).

A gang is defined as an association of three or more students, not curriculum-related or not organized for the furtherance of some political, religious, moral, environmental, artistic, athletic, musical, or any socially-responsible goal(s).

Furthermore, in keeping with the intent of this policy, Ronald E. McNair High School reserves the right to prohibit such apparel as is deemed to distract or disturb the instructional program of the school, or interfere with the learning process. As such, these guidelines are in effect to assist students and their parents in selecting appropriate apparel for school.

### **Positive Behavior Intervention and Supports (PBIS)**

Lodi Unified School District and McNair High School are committed to creating a positive school climate. A major part of positive school climate is a system of positive behavior intervention and supports (PBIS). Students and staff at McNair High School are expected to maintain positive behavior. The matrix below displays positive behavior expectations for all students on campus during the school day, as well as during after school activities.

<i>McNair School-wide Matrix</i>				
	<b>Safe</b>	<b>Organized</b>	<b>Accountable</b>	<b>Respectful</b>
<b>Atrium &amp; Hallway</b>	Walk in hallways and stairways Keep hallways clear Make room for others	Use inside voice Walk to the right and keep clear after school Have a reason/pass to be in atrium	Pick up litter and use trash cans Go directly to destination	Use appropriate language Keep hands/feet to yourself Take care of school property
<b>Quad &amp; Overhang</b>	Walking only Walk without getting in the way of others Report and conflicts to staff Avoid play fighting	Handle food appropriately Have a reason/pass to be in quad/overhang Keep clear after school Stay within lunch area	Clean up after yourself Dispose of trash properly	Share benches and tables Be freindly Sit on benches and tables Use tables for food and books Be kind to lunch staff
<b>Cafeteria</b>	Sit at tables properly Wait patiently in line Keep stage clear	Stay in established lines Have your ID and food choices ready Handle food appropriately	Eat what you take Clean up after yourself Dispose of trash and utensils properly	Use appropriate table manners Share tables/make room for others to sit Use inside voice
<b>Library</b>	Use computers for academic purposes Keep backpacks clear from walkways Walking only	Enter quietly Push chairs in Put books back where they belong	Return books on time Take responsibility for any accident with computers or books Pay library fines	Work quietly Treat computers and books gently Be polite
<b>Bathrooms</b>	Keep walls clean Wash your hands	Have a bathroom pass Use supplies appropriately Stay in line and wait for your turn	Use appropriate time Keep bathroom clean	Give privacy and space Knock before entering
<b>Assembly Rally &amp; Sports Event</b>	Walk up/down aisleway Sit/stand at appropriate times	Follow directions	Throw trash away Use appropriate language Keep items to yourself	Postitive encouragement of everyone Appropriate cheers and gestures
<b>Parking Lot</b>	Be aware of your surroundings Use appropriate entrance and exit Drive appropriate speed	Wait patiently for your turn to park Stay in appropriate lane Allow pedestrians to cross the crosswalk	Put trash in trashcans Be a responsible driver	Only use horns for emergencies Play music at appropriate levels

## **PROCEDURES FOR DISCIPLINARY ACTION**

We are happy to have you as a member of the McNair High School community. We care about the students attending McNair and desire to provide them with the finest educational opportunity possible.

The administration, staff, students, and parent groups believe that effective discipline provides the foundation for a successful education. In keeping with this philosophy, we have developed a school-wide management plan which provides for a positive learning environment. This plan has been formally submitted to the Superintendent and the Board of Education for adoption.

You are an integral part of the management plan. Home-school relations have been identified as one of the key elements of an effective school. It is essential that we work together to provide the best educational environment for your son or daughter. Please review the following rules and consequences with you student and contact us if you have any questions regarding the management plan.

ANY NEGATIVE ATTITUDES TOWARDS ONE'S RACE, COLOR, CREED OR GENDER WILL NOT BE ACCEPTABLE BEHAVIOR ON THIS CAMPUS. ANTAGONISM TOWARDS ONE'S BELIEF SYSTEM OR ANY SITUATION THAT ADVOCATES VIOLENCE TOWARDS OTHERS OR THE COUNTRY WILL NOT BE TOLERATED.

### **Expected Student Conduct**

McNair High School takes pride in the positive learning environment provided for its students. In addition to the rigorous curriculum and an excellent staff, quality schools require high expectations for student behavior, and the consistent application of disciplinary consequences for inappropriate actions and decisions.

All District students are expected to comply with District policies, rules/regulations, Education Code provisions relating to student conduct, to respect and obey the valid authority of District staff, and to be diligent in their studies. Any student who feels another participant is disrupting the student's learning environment is strongly encouraged to report that misconduct to a District staff member. District staff expects all students enrolled in District schools to conduct themselves in a manner that enriches the educational environment and does not disrupt the learning process. LUSD believes all students enrolled in District schools should experience a positive learning environment. All students participating in District schools are expected to cooperate by respecting the rights of other participants, which includes the right to a learning environment free from disruptions. Student conduct includes conduct on school grounds, going to and from school, and during recess and lunch periods.



## **Misconduct/Discipline**

Misconduct is behavior that disrupts or interferes with the learning environment. Depending on the frequency and severity of the misconduct, continued violations of school rules, policies/procedures and/or any Education Code provisions relating to student misconduct set forth in the section entitled “Grounds for Suspension Expulsion,” may result in a student receiving some or all of the following disciplinary interventions.

### **Discipline, Rules and Procedures**

LUSD gives notice of its policies, rules and regulations affecting students and student conduct/discipline with this document. Also, each District school may develop additional rules and regulations regarding student conduct/discipline specific to the school.

### **SPECIFIC PROCEDURES FOR DISCIPLINARY ACTION:**

Pursuant to all State laws and the Lodi Unified School District policies and procedures, the following steps will be taken to enforce necessary regulations. In most cases the disciplinary action is dependent upon the situation and the previous behavior record of the student, which is retained in a computerized filing system. Please review the following rules and consequences with your student and contact us if you have any questions regarding the management plan.

- Informal Interventions:  
A student may receive informal disciplinary interventions such as: a teacher counseling, an informal conference with a teacher or other school/program administrator, or a counseling with a school resource officer or other school resource center staff, allowing a student a short period of time in an alternative, supervised location;
- Formal Conference: A student may be required to participate in a conference between school/program staff, the student, and/or the student’s parent/guardian;
- Detention: Detention may be given to a student for up to one hour after the close of a maximum school day;
- Student Study Team: A student may be required to participate in student study teams (SST), guidance teams, resource panel teams, or other intervention-related teams that assess the behavior, and develop and implement individualized plans to address the behavior in partnership with the pupil and his/her parents/guardians;
- Exclusion from Extracurricular Activities: A student may be restricted or disqualified from participating in extracurricular activities;
- Suspension by Teacher from Class: A teacher may suspend a student for any violation of Education Code 48900 from class for the day of the suspension and the following day by sending the student to the principal for appropriate action;

- Parent/Guardian Attendance: A teacher may require a parent/guardian of a student, suspended from class under Education Code 48910 for violating Education Code 48900 (i) or (k), to attend a portion of the school day in the class from which the student was suspended. Parents/guardians shall be notified of this policy prior to its implementation;
- On Campus Intervention (OCI): Students may be assigned to On Campus Intervention (OCI). Students will report to their first period class and then be escorted to the On Campus Intervention Room for the remainder of the school day. Students who are absent on the day they are assigned On Campus Intervention will be required to serve in On Campus Intervention upon their return,
- Suspension (Out of School): Suspension by Site Administrator from School: A student may be suspended from school for any of the reasons set forth in the section entitled "Grounds for Suspension /Expulsion" for no more than five (5) consecutive school day;
- Expulsion: A student may be recommended for expulsion for any of the reasons set forth in the section entitled "Grounds for Suspension/Expulsion" as set forth below. Expulsion means the removal of a student from (1) the immediate supervision and control, or (2) the general supervision, of school personnel;

#### **Suspension by Site Administrator or Designee**

The site administrator or designee may suspend a student for any of the acts listed in "Grounds for Suspension and Expulsion" below. A student may be suspended only when the site administrator has determined that other means of correction have failed to bring about proper conduct in the student. (Education Code 48900.5)

District staff may use discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's misbehavior. LUSD may document the other means of correction used and place that documentation in the student's record. However, the site administrator or designee may impose a suspension upon a first offense if he/she determines that the student violated items #1-5 listed in "Grounds for Suspension and Expulsion" below or if the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. (Education Code 48900.5)

In addition, the site administrator or designee shall immediately suspend any student found at school or at a school activity to be: (Education Code 48915)

1. Possessing, as verified by a District employee, selling, or otherwise furnishing a firearm unless the student had obtained prior written permission to possess the item from a certificated school employee, with the site administrator or designee's concurrence;
2. Brandishing a knife at another person as defined in Education Code 48915(g);
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058;
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion" below; or

## 5. Possessing an explosive as defined in 18 USC 921.

The site administrator or designee may suspend a student from school for not more than five consecutive school days unless the suspension is extended pending expulsion. (Education Code 48911)

A student may be suspended from school for not more than 20 school days in any school year unless, for purposes of adjustment, the student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class, in which case suspension shall not exceed 30 days in any school year. However, this restriction on the number of days of suspension does not apply when the suspension is extended pending an expulsion. (Education Code 48903, 48911, 48912)

### **Social Probation**

There are certain offenses that will result in a student being placed on 45 day social probation. A student who is placed on 45 day social probation may not attend any school-related event or activity for forty-five (45) school days. A school-related event is any school sponsored activity that occurs outside of regular school hours. School-related events and activities include, but are not limited to, participation in or attendance at school sponsored athletic practices or events, band, choir, drama, cheer, drill or speech performances, school dances, after school rallies, student government, club meetings/activities and promotion/graduation ceremonies. (LUSD Board Rule 5144.1)

### **Grounds for Suspension/Expulsion**

Any student, including a student with disabilities, may be subject to suspension or expulsion when it is determined that he/she:

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

A student who aids or abets the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31, may be suspended, but not expelled. However, such a student may be suspended or expelled pursuant to Education Code 48900(a) when he/she 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. (Education Code 48900(t))

- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the site administrator's or designee's concurrence. (Education Code 48900(b))

- Unlawfully possessed, used, sold, 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. (Education Code 48900(c))
- Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, 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 such controlled substance, alcoholic beverage, or intoxicant. (Education Code 48900(d))
- Committed or attempted to commit robbery or extortion. (Education Code 48900(e))
- Caused or attempted to cause damage to school property or private property. (Education Code 48900(f)) Stole or attempted to steal school property or private property. (Education Code 48900(g))
- Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products. (Education Code 48900(h))
- Students possession or use of electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products is also prohibited. (BP 5131.62)
- Committed an obscene act or engaged in habitual profanity or vulgarity. (Education Code 48900(i))
- Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5. (Education Code 48900(j))
- 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. (Education Code 48900(k))
- Knowingly received stolen school property or private property. (Education Code 48900(l))
- Possessed an imitation firearm. Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))
- Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4. (Education Code 48900(n))

- Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness. (Education Code 48900(o))
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. (Education Code 48900(p))
- Engaged in, or attempted to engage in, hazing. Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events. (Education Code 48900(q))
- Made terrorist threats against school officials and/or school property. A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person 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. (Education Code 48900.7)

A student in grades 4-12 is also subject to suspension or recommendation for expulsion when it is determined that he/she:

- Committed sexual harassment as defined in Education Code 212.5. Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)
- Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233. (Education Code 48900.3) Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)
- Intentionally engaged in harassment, 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 classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment. (Education Code 48900.4)

- Engaged in an act of bullying, including, but not limited to, bullying by means of an electronic act, directed toward a student or school personnel. (Education Code 48900(r))

Bullying means one or more acts by a student or group of students that constitute sexual harassment pursuant to Education Code 48900.2, as defined in item #19 above; hate violence pursuant to Education Code 48900.3, as defined in item #20 above; or harassment, threats, or intimidation pursuant to Education Code 48900.4, as defined in item #21 above.

Electronic act means the transmission of a communication, including, but not limited to, a message, text, sound, image, or post on a social network Internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any District school site, at any time, including, but not limited to, the following: (1) While on school grounds; (2) While going to or coming from school; (3) During the lunch period whether on or off campus; and/or (4) During, going to, or coming from a school-sponsored activity.

LUSD may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903)

Students are expected to be under the supervision of a parent/guardian during school hours when serving suspension days at home. Students shall not appear on or about any District school/site during the period of suspension, unless coming to the office on official business with the parent/guardian and by prior arrangement with District staff.

#### Grounds for Mandatory Recommendation for Expulsion

A student must be immediately suspended and recommended for expulsion for any of the following acts at school or at a school activity:

- Possessing, selling, or otherwise furnishing a firearm.
- Brandishing a knife at another person.
- Unlawfully selling a controlled substance.
- Committing or attempting to commit a sexual assault.
- Possession of an explosive.

The student shall be ordered expelled upon a finding that the student committed the act.

#### Other Grounds for Recommendation Expulsion

A student may be expelled upon a finding that the student committed any offense listed under “Grounds for Suspension/Expulsion” and upon finding either or both of the following:

- That other means of correction are not feasible or have repeatedly failed to bring about proper conduct; and/or
- That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others.

#### Right to Expulsion Hearing

Any student recommended for expulsion shall be entitled to a hearing to determine whether he/she should be expelled pursuant to Education Code 48918-48918.6.

#### Right to Appeal Expulsion

Any student who is expelled pursuant to Education Code 48900 through 48918.6 is entitled to appeal such expulsion pursuant to Education Code 48919 through 48924.

#### **Student Search and Seizure**

##### Students Search and Seizure

The Board of Education is committed to maintaining an environment for students and staff that is safe and conducive to learning and working. The Board recognizes that incidents may occur which jeopardize the health, safety and welfare of students and staff which necessitate the search and seizure of students and their property, or school property including lockers, by school officials.

School officials may search students and their property when there are reasonable grounds or suspicion that the search will uncover evidence that the student is violating the law, Board policy, administrative regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices. The Board urges that discretion, good judgment and common sense be exercised in all cases of search and seizure.

The district shall notify the parent/guardian of a student subjected to an individualized search as soon after the search as possible.

Searches for the location of controlled substances (including substances represented as illegal substances), alcoholic beverages, intoxicants of any kind, firearms, knives, explosives, dangerous objects, drug paraphernalia, poisons and stolen or missing properties are matters relating to the health and safety of students and staff and may be regarded as reasonable purposes for inspection by school personnel. (Board Policy 5145.12)

### **Breathalyzer and Sobriety Testing**

The Board finds that breathalyzer and alternative sobriety tests offer a reasonable and effective means to determine the consumption of alcoholic beverages by students. These tests may be used to determine alcohol consumption by a particular student when there is reasonable suspicion that the student has consumed such beverages.

LUSD may administer breathalyzer tests on school campuses and off campus at school activities. The test must be administered in a reasonable manner that will minimize intrusion of privacy and maintain respect for all students. LUSD may administer standard sobriety tests as an alternative to Breathalyzer testing in appropriate cases at its discretion. (LUSD Board Policy 5131.6)

### **Audio/Video Surveillance**

The Lodi Unified School District uses video camera surveillance in order to ensure school safety. School administration uses videotaping equipment for the purpose of taping general campus activities in selected locations of the campus.

### **Skateboards**

Skateboards are not to be used for transportation at any time (before, during, or after school hours) on the McNair High School campus. If a student wishes to bring a skateboard on to campus, the student is responsible for securing the skateboard in his/her backpack or checking it at the front desk at the beginning of the school day to be picked up after school. Students found riding skateboards on campus will have them confiscated. LUSD will not be responsible for skateboards that are lost, stolen, or damaged while on school grounds.

### **Bicycles On Campus**

Students who ride bicycles to and from school will be expected to wear bicycle helmets that are properly fitted and fastened when in use (Vehicle Code 21212). Students will also be expected to observe safety laws and rules, and display courtesy toward other riders and pedestrians. Students are not permitted to ride bicycles on campus during the school day. Students are encouraged to use bicycle locks. LUSD will not be responsible for bicycles or bicycle items that are lost, stolen, or damaged while on school grounds. Upon entering school grounds, bicycles shall be parked at the bike rack located by the Administration office.



## **COMPLAINT PROCEDURES**

In order to promote communication that is fair and constructive, the following procedures for resolving complaints are provided. Every effort should be made to resolve a complaint at the earliest possible stage.

1. Complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is lodged. Parents/guardians are encouraged to attempt to orally resolve concerns with the staff member personally.
2. If the complaint is not resolved at this level, the complainant may submit the complaint in writing to the school principal or immediate supervisor. LUSD will consider the complaint dropped if the complainant fails to put it in writing. A written complaint must include the name of each employee involved and a brief but specific summary of the complaint and the facts surrounding it. It must also include a specific description of a prior attempt to discuss the complaint with the employee involved and the failure to resolve the matter. The principal or immediate supervisor is responsible for investigating complaints and will attempt to resolve the complaint to the satisfaction of the person(s) involved. If the complaint is resolved, the principal will so advise all concerned parties, including the Superintendent.
3. If the complaint remains unresolved after review by the principal or the immediate supervisor, the principal shall refer the written complaints, together with a report and analysis of the situation, to the Superintendent or his/her designee. Complainants should consider and accept the Superintendent's decision as final. However, the complainant, the employee, or the Superintendent may request a closed hearing before the Governing Board. The Board may confirm the Superintendent's decision, request further review by the administration, or conduct a closed hearing. If the employee so requests, an open hearing will be held.
4. All written complaints regarding District personnel other than administrators shall be initially filed with the principal. If the complaint regards a principal or central office administrator, then the written complaint shall be initially filed with the Superintendent. If the written complaint concerns the Superintendent, it shall be initially filed with the Board.
5. LUSD administration shall cooperate with the complainant and assist in the preparation of any written complaint so as to quickly meet the requirements of this regulation. Copies of this regulation regarding the submission and handling of all such complaints shall be made freely available.

## **Williams Uniform Complaint Procedure**

### **Filing the Complaint**

- Complaints must be submitted to the principal or designee at the site of the alleged problem.
- Copies of the LUSD complaint procedure shall be available free of charge.
- Complaints may be filed anonymously; however, a complainant who identifies himself or herself and requests a response is entitled to one. The regulations provide that the response shall be made to the mailing address indicated on the complaint.
- A complainant need not use a District complaint form to file a Williams-related complaint.
- All complaints and responses are public records.

### **Response and Remedy:**

- The principal or designee must make all reasonable efforts to investigate any complaint falling within the scope of his or her authority.
- If the complaint is beyond the scope of the authority of the principal or designee, he or she must forward the complaint (within ten working days of its receipt) to the appropriate District official for investigation and resolution.
- If 15 percent or more of the pupils enrolled in a public school that provides instruction in kindergarten or any of grades 1 to 12, inclusive, speak a single primary language other than English, as determined from the census data submitted to the department pursuant to Section 52164 in the preceding year, all notices, reports, statements, or records sent to the parent or guardian of any such pupil by the school or school district shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language.
- School officials have 30 working days to remedy a valid complaint, and 45 working days to provide a report to the complainant. Note that these timelines differ from other uniform complaints, which require both the implementation of the remedy and the provision of a response to the complainant within 60 calendar days.
- Civil remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders may also be available to complainants. (Education Code 262.3; T5CCR 4622).

### **Appeals Process**

There is no appeal to the California Department of Education for a Williams-related complaint unless it involves a facility problem posing an emergency or urgent threat to the health or safety of pupils or staff. However, the complainant may present the problem to LUSD governing board at a regularly scheduled board hearing.

<b>LODI UNIFIED SCHOOL DISTRICT</b>
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**Exhibit 6163.4**

**Student Use of Technology**

**ACCEPTABLE USE AGREEMENT**

**AND RELEASE OF DISTRICT FROM LIABILITY**

Lodi Unified School District authorizes students to use technology owned or otherwise provided by the district as necessary for instructional purposes. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all students to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

Each student who is authorized to use district technology and his/her parent/guardian shall sign this Acceptable Use Agreement as an indication that they have read and understand the agreement.

**Definitions**

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Students are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive
2. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying")
3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person
4. Infringe on copyright, license, trademark, patent, or other intellectual property rights
5. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher or other district personnel, changing settings on shared computers)
6. Install unauthorized software
7. "Hack" into the system to manipulate data of the district or other users
8. Engage in or promote any practice that is unethical or violates any law or Board policy, administrative regulation, or district practice

#### Privacy

Since the use of district technology is intended for educational purposes, students shall not have any expectation of privacy in any use of district technology

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of district technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy.

#### Personally Owned Devices

If a student uses a personally owned device to access district technology, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

#### Reporting

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the teacher or other district personnel.

#### Consequences for Violation

Violations of the law, Board policy, or this agreement may result in revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

### **Student Acknowledgment**

I have received, read, understand, and agree to abide by this Acceptable Use Agreement and other applicable laws and district policies and regulations governing the use of district technology. I understand that there is no expectation of privacy when using district technology. I further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

Name: \_\_\_\_\_ Grade \_\_\_\_\_  
(Please Print)

School: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Parent or Legal Guardian Acknowledgment**

**If the student is under 18 years of age, a parent/guardian must also read and sign the agreement.**

As the parent/guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the Acceptable Use Agreement. By signing this Agreement, I give permission for my child to use district technology and/or to access the school's computer network and the Internet. I understand that, despite the district's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the school, district, and district personnel against all claims, damages, and costs that may result from my child's use of district technology or the failure of any technology protection measures used by the district. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting.

Parent's Name: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_

Exhibit  
adopted: 12/12/17

