

# Gustine High School

*PARENT AND STUDENT HANDBOOK*



**School Year: 2023-2024**

501 North Ave | Gustine, CA 95322 | PH: (209) 854-6414 | FAX: (209) 854-1955 | Office Hours: 7:30 A.M. to 4:00 P.M

<https://ghs.gustineusd.org/o/gustine-high-school>

**Ver. 6.22.2023**



# Gustine High School

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## *A Welcome Message from Principal Adam Cano*



### WELCOME MESSAGE



Gustine High School is truly a great school. It is a privilege to be part of the rich traditions of excellence that exist at Gustine in academics and co-curricular programs. I encourage all of our students to make a commitment to academic excellence. We believe that all students deserve the opportunities, skills, and support necessary to graduate from high school with a wide array of post-secondary options and a

plan to achieve their goals. We are a team of professionals dedicated to extending learning time and experiences for students, providing comprehensive school counseling services, and delivering high quality education as well as career technical education.

Gustine High School's counseling and teaching staff is ready to assist students in exploring and developing a plan that meets their college and career aspirations. College and Career Readiness counselors welcome the continuous participation of parents during this planning process throughout their students' high school years. Parents are vital partners in their student's high school success.

We, as a professional staff, are here to make it happen. Our top priorities for Gustine High School are academic achievement, student success, and campus safety. The staff is committed to setting high standards and maintaining the best educational environment for all students. As a staff, we are driven by commitment and excellence. We expect all our students to be involved in their own education, be involved in student activities, and make good decisions and **#BeTheDifference**.

Gustine High is a great place! Our students, staff, parents, and community share a unique sense of honor and pride regarding the school. Students will always be encouraged to work hard, be positive, and show school spirit and **#BeTheDifference**.

Adam Cano  
Gustine High School Principal

### **Gustine High School's Vision**

At Gustine High School, we build strong, positive, and mutually respectful relationships in an inclusive, supportive, and rigorous environment.

We are responsive to all students and their needs as they become college and career-ready, as well as productive members of their community.

We are committed to supporting and guiding each learner so they can excel to their fullest potential.

### **Gustine High School's Mission**

At Gustine High School, we foster the whole student to achieve their fullest potential by setting high expectations, providing rigorous and relevant instruction, and building strong relationships in order to prepare all students to become productive members of society.



Mrs. Azevedo  
Assistant Principal



Mrs. Verdin  
Secretary



Mrs. Esparza  
Bilingual Liaison



Mrs. Gonzalez  
Attendance Clerk

## ***Gustine High Phone Directory***

Main Line: (209) 854-6414	Secretary: Ext. 400	Attendance: Ext. 401
Assistant Principal: Ext. 403	Principal: Ext. 400	Counseling: Ext. 405 & 406
Health Aide: Ext. 453	Athletics: Ext. 447	Bilingual Liaison: Ext. 404

### **Bell Schedules 2023-2024**

#### **Regular Day Schedule (Tuesday-Friday)**

Period 1	7:50	8:44
Period 2	8:47	9:41
Nutri Break	9:41	9:51
Period 3	9:54	10:48
Period 4	10:51	11:45
Period 5	11:48	12:42
Lunch	12:42	1:12
Period 6	1:15	2:09
Period 7	2:12	3:06

#### **Early Release (Monday)**

Period 1	7:50	8:32
Period 2	8:35	9:17
Nutri Break	9:17	9:27
Period 3	9:30	10:12
Period 4	10:15	10:57
Period 5	11:00	11:42
Lunch	11:42	12:12
Period 6	12:15	12:57
Period 7	1:00	1:42

#### **Minimum Days**

Period 1	7:50	8:25
Period 2	8:28	9:03
Nutri Break	9:03	9:13
Period 3	9:16	9:51
Period 4	9:54	10:29
Period 5	10:32	11:07
Period 6	11:10	11:45
Period 7	11:48	12:27
Lunch	12:27	12:57

## SCHOOL IN SESSION

Su	Mo	Tu	We	Th	Fr	Sa
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9	10	11	12	13	14	15
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30	31					

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16	17	18	19	20	21	22
23 30	24	25	26	27	28	29

 = Minimum Day (District)

 = Holidays

— = School Break

 = No School:Staff  
Development/Buy-Back

**School Ends:**  
June 7th

**Weds: GES & RES ONLY**

RES 1:20 p.m.

GES 1:20 p.m.

GMS 12:35 p.m.

GHS 1:42 p.m.

School Begins:

School Ends:

### School Holidays & Breaks

Jul 4, 2023	Independence Day Holiday	Feb 19-23	President's Holidays/Break
Sep 4, 2023	Labor Day Holiday	Mar 11, 2024	Staff Development/Buy-Back Day
Nov 1, 2023	Staff Development/Buy-Back Day	Mar 29, 2024	Non-School Day/Holiday
Nov 10, 2023	Veteran's Day Holiday	Apr 1-5	Spring Break
Nov 20 - 24	Thanksgiving Break/Holidays	May 27, 2024	Memorial Day Holiday
Dec 22-Jan 5	Winter Break/Holidays	Jun 19, 2024	Juneenth Day Holiday
Jan 15, 2024	ML Kine Day Holiday		Board Approved 5/10/23

## Parent/Teacher Conference October 26, 2023 and March 21, 2024

## Academic Counseling at Gustine High

### Academic Counseling Services

Counselors provide a large number of services for students. Below is a brief listing of some of those services. For more info, please see your counselor.

- Tutoring Information
- Study Skills assistance
- Parent/student conferences
- Alternative Education Information
- Career information
- Academic Conferences/Grade Level
- Testing
- Vocational/military info
- College info
- Scholarship info
- Financial aid info
- FAFSA Support
- 504 Plan Support



Ms. Ramirez



Mrs. Zagazeta

### Contacting your Academic Counselor

Counselors are available if students or parents have any questions or concerns. The best way to reach them is by email. Counselors are available to meet with students or parents to support academic, social/emotional and college/career planning needs. If you would like to schedule an appointment please contact your counselor.

Ashley Ramirez L-Z Ext. 406  
Email: [asramirez@gustineusd.org](mailto:asramirez@gustineusd.org)

Daisy Zagazeta A-K Ext. 405  
Email: [dzagazeta@gustineusd.org](mailto:dzagazeta@gustineusd.org)

### HIGH SCHOOL AND COLLEGE ADMISSION REQUIREMENTS

Subject Requirements (A-G)	High School Graduation Requirements	Cal State University (CSU)	University of California (UC)
Social Studies (A)	(30 credits) World History US History American Gov't/Econ	2 years: 1-year World History 1-year US History or 1-year World History 1 semester Amer Gov't 1 semester US History	2 years: 1-year World History 1-year US History or 1-year World History 1 semester Amer Gov't 1 semester US History
English (B)	4 years (40 credits)	4 years	4 years
Math (C)	2 years (20 credits) Including successful completion of Integrated Math I	Integrated Math I Integrated Math II Integrated Math III 4th year recommended	Integrated Math I Integrated Math II Integrated Math III 4th year recommended
Science (D)	(20 credits) Life Science Physical Science	2 years of lab science: 1-year Life Science 1-year Physical Science	2 years of lab science: 3rd year recommended 1-year Life Science 1-year Physical Science
World Language (E) Visual/Performing Arts (F)	(10 credits) Required from either of these two fields.	2 years of the same language  1 year	2 years of the same language: 3rd year recommended  1 year
Physical Education	2 years (20 credits)	None	None
Electives (G)	(110 Credits)	1 year (2 semesters) of additional college prep courses	1 year (2 semesters) of additional college prep courses
Total Credits	250 Credits	All courses must be college prep. Grade C or higher required.	All courses must be college prep. Grade C or higher required.



## Academic Information

### AP ADDITIONAL GRADE POINT AVERAGE (GPA) POINT

Students enrolled in AP courses will earn an additional GPA point if they have a "C" or better. Students must sign and abide by the NEW AP course contract. Each student will have to sign a contract for every AP course taken. For example: if a student takes two AP courses then that student will have to sign two separate contracts.

- AP Statistics
- AP Spanish Literature and Language (offered every other year)
- AP Literature and Language (offered every other year)
- AP Psychology
- AP Chemistry
- AP Computer Science
- AP World History
- AP US History
- AP Government

### SHORT-TERM INDEPENDENT STUDY

The Independent Study is an educational alternative for students who are required to miss at least three and no more than 14 school days due to travel or temporary relocation. To enroll,

1. Students must contact the Attendance Office, **at least three days** prior to their departure to allow for work to be collected.
2. A parent, the student, and the Assistant Principal will sign a contract.
3. The Attendance Office will request homework from each teacher.
4. The student will report directly to the Attendance Office upon his/her return to school, and the assignments will be reviewed and returned to the teachers.
5. An admission to return to class will be issued by the Attendance Office.
6. Students not completing Independent Study assignments will not be allowed to participate in this program for one calendar year.

### State Academic Testing

Smarter Balanced Assessments for ELA and Math

California Science Test

California Alternate Assessments for ELA, Math and Science (CAA only if it is indicated in their active individualized education program)

Initial ELPAC

Summative ELPAC

### Credit Deficiency Policy

Students and their parents must monitor their academic progress frequently. Gustine High and GUSD provide Aeries Parent/Student Portal to assist in self-monitoring.

Should a student fail a course it is recommended that they or their parent/guardian contact their counselor and discuss credit recovery options.

The Governing Board believes that grades serve a valuable instructional purpose by helping students and parents/guardians understand performance expectations and identifying the student's areas of strength and those areas needing improvement. Parents/guardians and students have the right to receive course grades that represent an accurate evaluation of the student's achievement.

### SCHEDULE CHANGES

Schedules are issued at Round Up or the first day of school. There will be NO student-initiated preference changes. A student starting a course must complete it unless the student has been inappropriately assigned. A change can only be made with recommendations from the teacher and the counselor. All changes must be approved by the Principal/designee during a two-week period at the beginning of either the first or second semester.

A student who is dropped from a course after the initial two-week time period will receive a "withdrawal while failing" ("W/F"). When figuring grade point averages, a "W/F" will be figured as an "F." Students who receive a "W/F" will remain in class for the duration of the semester. Hardship or special circumstances will be reviewed on an individual basis.



# Athletics

## ELIGIBILITY ACADEMIC AND ATHLETIC

Extra-curricular eligibility criteria are established in order to clarify the District's emphasis on academic performance as the primary function and top priority of high school. It is also the position of the Administration that participation in curricular activities is a privilege, which may be enjoyed only through the demonstration of adequate academic performance. Academic eligibility will be determined at the end of each grade reporting period.

**To be eligible to participate** in the Gustine High School extra-curricular program (e.g., athletics, spirit squads, ASB, class officer positions, dances, drama, activity, and reward field trips) a student needs to meet the following at the end of each quarter/semester (1<sup>st</sup> quarter, 1<sup>st</sup> semester, 3<sup>rd</sup> quarter, 2<sup>nd</sup> semester):

- Currently taking a full schedule
- Have 2.0 GPA and no more than 1 F
- Not be on the discipline ineligibility list
- Not be in violation of any attendance policies
- Abide by all CIF rules and regulations
- Progress reports are **NOT** used to determine eligibility but the student must maintain **Academic Eligibility** throughout the year in order to participate in extracurricular activities. By GHS academic standards, students must maintain a 2.0 GPA and not have more than 1 (**failing**) grade. The school administrator will review students on a case-by-case basis.
- For purposes of eligibility, summer school grades will be averaged in with spring semester grades. Students receiving two failing grades will not be eligible, regardless of summer school achievement.
- Suspension or an in-house suspension will deem the student's 10-day discipline ineligible.

## Gustine High School Athletic Probationary Period Guidelines

Any student who falls below a 2.0 GPA and/or receives no more than 1 F during a grading period may apply for probationary status 1 (one) time during their 4 (four) years at Gustine High School if they meet the following requirements

- Apply for Probationary status
- Parent/Student must both sign and approve of the application

Parents/Students must meet with the Administration/Counselor to go over the application.

- Students must meet on a weekly basis with Counselors to go over progress.
- Students must attend an afternoon tutorial with a teacher of the failing grade (if the teacher offers).
- If a student is still under a 2.0 GPA and/or failing 2 or more classes on the progress report, the student will be declared academically ineligible.
- Students will lose lunch cards for the duration of the quarter.

Gustine High School supports and encourages all students to participate on an extracurricular athletic team. Currently, the high school offers ten sports for boys and ten for girls. A physical examination, proof of insurance, a 2.0 GPA, and, in some cases, "tryouts" are the prerequisites for participation (See the 23/24 GHS Athletic Code of Conduct for specific requirements for student/athletes).

Fall Sports (Aug.)	Winter Sports (Nov.)	Spring Sports (Feb.)
Football (M/W) Volleyball (W) Cheerleading (M/W) Golf (W)	Basketball (M) Basketball (W) Soccer (M) Soccer (W)  M=Men, W=Women	Baseball (M) Golf (M) Softball (W) Tennis (M/W) Track & Field (M/W) Volleyball (M)

Athletes must attend all periods of the school day in order to compete in an athletic event the same day, with the exception of pre-excused absences. Signed approval has to be granted the day before by the Principal or Assistant Principal.





# Attendance at Gustine High

## ATTENDANCE PROCEDURES

Average Daily Attendance (ADA) is the primary means of how our school district is funded by the State of California. A student's attendance is not only vital to the student's own education but also to the functioning of everyday programs and operations of the GUSD as well. As a result, extraordinary attention will be focused on a student's attendance habits as is allowed under California Education Code and state law. California Education Code (48200) requires students to be subject to compulsory education. State law holds parents/guardians legally responsible for their children's school attendance. The law provides penalties for parents and/or students who neglect this duty. The State no longer recognizes excused absences; when students are absent, for any reason, they lose educational opportunities; and the school loses money for teachers, textbooks, maintenance, security, etc.

Gustine High School has established the following attendance policies:

1. Students are expected to attend school every day. They are to arrive at their assigned classes on time and prepared for the day's lesson.
2. Any student arriving beyond 5 minutes late should go directly to the attendance office to check in and receive a tardy slip.

The Attendance Office utilizes Parent Square to inform parents/guardians when students are absent from class. If your student is absent, you will receive a pre-recorded phone message between the hours of 8:00 am and 7:00 pm that evening. The purpose of this message is to inform you promptly as possible of your student's absence. In addition, it will remind you to either send a note to and or call the Attendance Office if you had not already called to verify his/her absence.

Parents must call or send a note within five (5) school days to clear absences. Absences may not be cleared after a five-day period but can only be cleared by the Principal. Clearing the absences is the responsibility of the parent/guardian. Only parents/guardians can verify the reasons for a student's absence(s). If an absence is not cleared within the five-day period, the absence will then be officially classified as unexcused.

## PROCEDURES FOR PARENTS/GUARDIANS TO CLEAR ABSENCES

Send a written note with the student to the Attendance Office when the student returns to school or call 854-6414 ext. 401 between 7:15 am and 3:45 pm.

Provide the following information when clearing an absence:

- Student's name
- Caller's name and relationship to student
- Reason for the absence(s)
- Date(s) of absence(s)

## Unexcused (Unverified)/Excused Absences

We run "Absent Chronic" letters and all letters are mailed home.

- **After three full-day unverified/unexcused absences:**  
A truancy letter will be sent to parents along with a copy of the attendance record. After-School Detention assigned.
- **After six full-day unverified/unexcused absences:**
  - Meet with Administrator and Counselor
  - Review of attendance
  - Discuss solutions
  - SART Contract Signed
- **After ten full-day unverified/unexcused absences**
  - Meet with Administration, Counselor, Attendance Clerk, Health Aide and SRO
  - Teacher Evaluations
  - Parent classes will be given
- **After twelve excused full-day absences (SARB)**
  - Meet with Attendance Review Board
  - Read all documentation
  - SARB contract

## TARDY POLICY

Students are responsible to be in their classroom or workstation (desk) when the tardy bell rings at the beginning of each class; being tardy is disruptive to the teaching/learning process. All students arriving at school **after 7:55 AM must check in with the attendance office before going to class.** The automated phone system will notify parents of a student's tardy and a letter will be mailed home for excessive tardiness.

Excessive tardiness is 10 plus tardies. The teacher may verify tardiness with the student and call the parent when a pattern develops. Teachers may also assign consequences and tardies may also affect the eligibility for co-curricular and extracurricular activities as well as off-campus lunch privilege.



# The REDS Way

School-Wide Expectations	Classroom Expectations	Bathroom Expectations	School Activity Expectations
<b>Respect</b> <i>Communication and Interaction</i>	Respect Staff and Peers Actively Listen Advocate for yourself	Respect The Privacy and Dignity of Others Wait Your Turn	Respect All Opposing Teams, Referees, and Guests Demonstrate Sportsmanship
<b>Effort</b> <i>Self Management</i>	Turn in Work On Time Manage Time Wisely Plan Ahead	Clean up After Yourself Wash your Hands Return to Class Promptly	Use Respectful Language Give Your Best Effort in Activities
<b>Determination</b> <i>Work Ethic</i>	Do Every Activity to the Best of Your Ability Create Original Work	Use Restrooms Between Classes When Possible Take Restroom Pass	Participate Find Something to Be Involved In SHOW GHS SPIRIT!
<b>Success</b> <i>Follow Directions</i>	Be Aware of Classroom Procedures Stay in Assigned Seat or Designated Area Hands, feet, and objects to yourself	Only Take Appropriate Items Use Equipment Properly Report Any Incidents	Give Speaker Your Full Attention Properly Respond to School Staff Stay in Designated Areas



# The REDS Way

School-Wide Expectations	Hallway Expectations	Cafeteria Expectations	Outside Areas Expectations
<b>Respect</b> <i>Communication and Interaction</i>	Treat Others the Way You Want to be Treated Be Courteous and Help Walk, Don't Run	Wait Your Turn Share The Common Space Respect Others	Treat Others the Way You Want to be Treated Respect Others Property
<b>Effort</b> <i>Self Management</i>	Report to Class on Time Throw Away Trash Use Respectful Language	Keep Area Clean Use Respectful Language Use Inside Voices	Keep Area Clean Use Respectful Language Report Any Incidents
<b>Determination</b> <i>Work Ethic</i>	Help Guide New Students Respect Campus Visitors	Welcome Others into Your Group Respect Campus Visitors	Park in the Appropriate Areas Use Safe Speeds
<b>Success</b> <i>Follow Directions</i>	Properly Respond to School Staff Be Aware of Your Surroundings Hands, feet, and objects to yourself	Properly Respond to School Staff Sit Properly at Tables Hands, feet, and objects to yourself	Properly Respond to School Staff Be Aware of Your Surroundings Hands, feet, and objects to yourself

## Behavior and Discipline

### Ed Code Violations (Suspension and Expulsions)

The following sections of the California **EDUCATION CODE 48900** are grounds for either suspension and/or expulsion from the district:

- \*A. Threatened, attempted, or actual physical injury to another.**
- \*B. Possessed, sold, furnished, or used explosives, dangerous objects, or weapons (including knives, stun guns [P.C.12650], pepper spray [P.C.12403.8])**
- \*C. Possessed, sold, furnished, or used alcohol or controlled drugs (as defined by Health and Safety Code 11007)**
- \*D. Unlawfully offered controlled drugs, then provided another substance in place of it**
- \*E. Committed or attempted robbery or extortion**
- F. Attempted or actual damage of school or private property
- G. Attempted or actual theft of school or private property
- H. Possessed or used tobacco products
- I. Committed obscene acts, habitual profanity or vulgarity
- J. Unlawfully offered or furnished any drug paraphernalia
- K. Disrupted school activities or willfully defied school authorities (includes fighting)
- L. Knowingly received stolen school or private property
- M. Possession of imitation firearm
- N. Sexual assault/battery
- O. Threatened or harassed witness
- P. Soma Drug offered, arranged or negotiated to sell or sold
- Q. Hazing
- R. Bullying/Cyber bullying
- S. Aids/Abets
- Sexual Harassment (48900.2)
- Hate Crimes (48900.3)
- Hostile Educational Environment (48900.4)

#### **\*Expulsion hearing required**

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

### Policy 5131.2 Bullying

The Governing Board recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

The Superintendent or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

Such strategies shall be incorporated into the **comprehensive safety plan** and, to the extent possible, into the local control and accountability plan and other applicable district and school plans.

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.



# Behavior and Discipline

## Sexual Harassment/Title IX

Definitions: Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

For purposes of applying the complaint procedures specified in Title IX of the Education Amendments of 1972, sexual harassment is defined as any of the following forms of conduct that occurs in an education program or activity in which a district school exercises substantial control over the context and respondent: (34 CFR 106.30, 106.44)

1. A district employee conditioning the provision of a district aid, benefit, or service on the student's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the district's education program or activity
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

### Title IX Coordinator/Compliance Officer

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 in accordance with AR 5145.71 - Title IX Sexual Harassment Complaint Procedures, as well as to oversee investigate, and/or resolve sexual harassment complaints processed under AR 1312.3 - Uniform Complaint Procedures. The Title IX Coordinator(s) may be contacted at:

Marisol Juarez

HR Specialist

1500 Meredith Ave. Gustine, CA 95322

209-854-3784

mjuarez@gustineusd.org

### Reporting Complaints

A student or parent/guardian who believes that the student has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to a teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Within one school day of receiving such a report, the principal or other school employee shall forward the report to the district's Title IX Coordinator. Any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report the observation to the principal or Title IX Coordinator. The report shall be made regardless of whether the alleged victim files a formal complaint or requests confidentiality.

When a report or complaint of sexual harassment involves off-campus conduct, the Title IX Coordinator shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If the Title IX Coordinator determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the Title IX Coordinator shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with applicable district complaint procedures.

### Complaint Procedures

All complaints and allegations of sexual harassment by and against students shall be investigated and resolved in accordance with law and district procedures. The Title IX Coordinator shall review the allegations to determine the applicable procedure for responding to the complaint. All complaints that meet the definition of sexual harassment under Title IX shall be investigated and resolved in accordance with AR 5145.71 - Title IX Sexual Harassment Complaint Procedures. Other sexual harassment complaints shall be investigated and resolved pursuant to BP/AR 1312.3 - Uniform Complaint Procedures.

If sexual harassment is found following an investigation, the Title IX Coordinator, or designee in consultation with the Coordinator, shall take prompt action to stop the sexual harassment, prevent recurrence, implement remedies, and address any continuing effects.

# ***GUSD Dress Code Policy***

## **Students MUST Wear:**

- Top with straps, must touch the trim (waistband) of the bottoms
- Bottom: pants, skirts, shorts, etc. covering buttocks (no micro minis or short shorts with entire thigh exposed)
- Shoes (no backless footwear for elementary students)
- **Secured** clothing that protects and covers personal body parts (private body parts, stomach)

## **Students MAY Choose to Wear:**

- Hats, including religious headwear
- Hooded shirts/jackets (over the head is allowed outdoors only)
- Teachers/staff may direct students to remove/adjust the position of hats/hoods over the head on campus in situations that include but are not limited to, classroom activities, headphone/earbud use issues, or visual identification of a student's face. This does NOT apply to any headwear worn for religious reasons.

## **Students CANNOT Wear:**

- Clothing that depicts violent language or images
- Clothing that includes, but is not limited to hats, shoes, headgear, belts, shirts, pants, piercings, and key chain holders that are deemed a potential threat to student and/or staff safety (studded bracelets, wallet chains)
- Clothing that illustrates images or language depicting drugs or alcohol (or any illegal item, weapon or activity) or the use of the same
- 
- Clothing that displays hate speech, profanity, pornography
- Clothing that includes images or language that create a hostile or intimidating environment based on any protected class
- Clothing that is sheer or see-through, (clothing must be opaque). Ripped jeans with the entire thigh exposed.
- Visible underwear, bralettes, bandeau tops, sports bras, or backless shirts
- Unsecured clothing that allows personal body parts to be visible with movement or contact
- Helmets, hoods, or other headgear that obscures a student's identity (except as a religious observance)
- For identification purposes, a student's face must be clearly visible, including when taking school photos; this may require the removal of a hood and/or hat

## **Examples of clothing deemed a potential threat to student and/or staff safety:**

- Pants oversized at the waist such as folded in at the waist or belt line (e.g. student with a 32" waist should wear pants no larger than 32" waist)
- Wearing pants below the waist line (sagging)
- Steel-toe combat style boots
- Jewelry, insignia, colors, paraphernalia, materials, apparel, clothing or attire worn or carried on campus, or at school activities, that may be intimidating to students/staff
- Predominantly red or blue shirts or sweatshirts (two or more articles of clothing)
- Solid red or blue items including, but not limited to, scrunchies, belts, shoelaces, and beanies
- Red or blue items hanging over the shoulder or out of pockets
- Red or blue apparel exposed under any shirt or collar and/or pants
- Non-team color or intimidating hats, knit caps, baseball-type caps, or headgear
- Bandannas, red or blue belts, red or blue shoelaces, or red or blue rags



## Parent Information

### Visitor Check-in System

The Gustine Unified School District uses the Raptor Visitor Management System to enhance the entrance protocols already in place in our schools. The new visitor check-in system will provide a consistent method to monitor visitors and volunteers in our buildings while alerting school personnel to the presence of individuals who appear on the sex offender database.

#### What to expect when entering our schools

- You will be asked to present a government-issued ID such as a driver's license, passport card (not the full passport), state identification card, permanent resident card or active military card when entering our schools.
- Your ID will either be scanned or manually entered into the system. In addition to keeping track of who is in our buildings, the system will check your name and date of birth for comparison with a national database of registered sex offenders.
- Once cleared, you will receive a printed badge with your name, photo, date and reason for your visit. The badge must be worn at all times when in the school.
- When leaving the building, you will turn in your badge to the Administration Office to check out.
- After the first registration, you will not need to have your ID scanned for subsequent visits to the school. The attendant will find your name in the system and use the record of your previously-scanned ID to sign you in and print a current badge.

### SCHOOL HEALTH SERVICES AND MEDICATIONS

Except in the case of an emergency, all students must have a pass from their teachers to come to the office in case of illness. Walk-ins from class may be returned to class for a pass.

Communication with the office and attendance office is important. No student will be allowed to leave with another person (even a relative) unless that person is listed on the emergency card. Students should keep their emergency contact cards current.

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

1. Physician and parent/guardian request form filled out completely including both physician and parent signatures. No medication will be administered without physician instructions.
2. Medication taken to school must be furnished in its pharmacy labeled bottle or in the original pharmacy labeled injectable medication kit.
3. Non-prescription medications such as aspirin, Tylenol, etc., will not be administered by any staff member even at a parent's request; however, a parent/guardian has the right to bring a medication to school and administer it to their student.

### Prohibited activities

**Laser devices (P.C. 417.25), skateboards, roller blades, water pistols, Nerf guns, water balloons, pagers, cameras, permanent markers, chains, stun guns (P.C. 12650), pepper spray (P.C. 12403.8), offensive substances (P.C. 375), and other devices which might disrupt school or create an unsafe learning environment are NOT permitted at GHS or GHS events or activities. Activities prohibited include loitering on campus after 4th period and gambling.**

### VANDALISM

Vandalism, and or so-called "pranks", that cause or attempt to cause damage to school or private property may be punished by suspension, restitution and or possible expulsion. Any vandalism, graffiti, etc. involving "gang" references will carry additional consequences.

Students who are caught committing vandalism, attempting to cause damage to school property, or so-called "pranks" will also be denied the privileges of participating in all activities, including graduation.

### Theft

All incidents of theft of students' property should be reported immediately to the administration. Although the school can assume no responsibility for such losses, a reasonable effort may be made to apprehend the responsible person and to either return the property or order restitution. When appropriate, assistance will also be sought from the Gustine Police Department.

### Student Search and Seizure

All students are responsible for the contents of any vehicle, locker, desk, bag, or any other item they use, possess, or bring on to school property or to a school-sponsored event. No student may bring to school or a school-sponsored event any item or substance that is prohibited by law or school rules. School officials may search students and/or their property located at school whenever they have reasonable suspicion to believe that the student possesses contraband in violation of law or school rules. In determining whether reasonable suspicion exists, school officials shall consider, but not be limited to, the following:

1. Substantive value and credibility of the facts relied upon as justification for the search.
2. Location of the student at the time of the incident which gave rise to reasonable suspicion.
3. Urgency requiring the search without delay.
4. Prevalence and seriousness in the school of the problem to which the search was directed.
5. Student's age and previous behavior patterns.

Surveillance cameras installed for security purposes and used to observe and videotape activities in public areas of school property, including school hallways, parking lots, classrooms, cafeterias, and administrative offices may be used to assist school officials in determining whether reasonable suspicion exists to conduct a search of individual students or their property.



# Parent Information

## Gustine High School - Cell Phone Policy

Maintaining the integrity of the learning environment is the top priority

- Students will be permitted to have cell phones in their possession throughout the school day.

However, cell phone use will only be permitted before the first bell, during nutrition break, during lunch, and after the last bell of the day.

- Students MUST have their cell phones turned off or silenced during the school day; cell phone use shall cause no distraction or disruption.
- Cell phones will be out of sight during instructional time (inside and outside of classrooms). Phones should be placed in backpacks or bags and NOT in pockets, on desks, etc.
- Cell phone charging is not allowed on campus except in designated authorized charging stations.
- The only exception to the above policies is as follows: cell phones and tablets, used for instructional purposes will be permitted, with the teacher's explicit permission and supervision.

If a student is caught using a cell phone during class, in the halls, restroom, etc. the following consequences will apply

- First Infraction – Confiscation of a cell phone by teacher or school personnel. A cell phone will be sent to a school administrator's office. The administrator will review this contract and the cell phone will be returned to the student at end of the school day.
- Second Infraction – Confiscation of a cell phone by teacher or school personnel. The cell phone will be sent to a school administrator's office. Parents will be notified by school personnel. The administrator returns the cell phone to a parent or emergency contact person at end of the school day and reviews this contract.
- Third Infraction – Confiscation of a cell phone by teacher or school personnel. The cell phone will be sent to a school administrator's office. Parents will be notified by the school personnel. The cell phone will be returned to a parent or emergency contact person at end of the school day. Students will be placed on a 5-day ineligibility list which includes, athletics participation, off-campus lunch privileges, extracurricular activities, co-curricular activities, field trips, etc., or are assigned after-school detention. This will be determined by the school administration

Certain infractions will result in students immediately losing athletics participation, off-campus lunch privileges, extracurricular activities, co-curricular activities, field trips, etc. This penalty will be decided by school administrators and includes, but is not limited to, infractions such as:

- Posting harmful material against students and/or any members of the school community
- Refusing to give the device to a teacher or school official who requests it will automatically be an after-school detention.
- Making threats against the school community.

*During times of testing and other student evaluations, teachers may request that students remove their cell phones from their possession reducing the possibility of compromised test security.*

## AERIES Parent Portal

*Anytime, Anywhere, Any Device-Mobile Portal*

Your Parent Portal gives you quick online access to important information like your child's emergency contact information, attendance, assignments, test results, grades, teacher emails and more.

To create your AERIES Parent Portal account, please contact your school office for more information.

If you have an existing account, visit [www.gustineusd.org](http://www.gustineusd.org) click on the Menu tab and scroll to where it says Resources and click on For Parents and then click on Aeries Parent Portal.

## Work Permits

Work permits are granted at the discretion of the Administration. Applications can be obtained in the office. Students with poor attendance, grades, or discipline records, who owe fines for books or fees, or who are on final truancy, will be denied work permits. Work permits will be revoked for students on final truancy contracts. Work permits are processed in 24 to 48 hours.

## Chromebook Information

All GHS students will be issued a Chrome book. Students are expected to have their Chrome book, fully charged, with them in class each day. A student failing to bring their Chrome book with them to school may possibly lose participation points in their respective classes or face other consequences based on teacher classroom expectations.

## Parent Involvement

Several opportunities are available for parents to become involved at Gustine High School:

- Athletic Boosters
- Quarterback Club
- FFA Boosters
- Band Boosters
- ELAC
- DELAC
- School Site Council
- Parent Engagement

## ***Clubs & Organizations***

### **California Scholarship Federation**

The California Scholarship Federation (CSF) emphasizes high standards of academic achievement. CSF is a well-known club where students can gain leadership experience. CSF students are well rounded and maintain good grades. The CSF Organization offers scholarship opportunities for CSF Life Members. This club rewards members who earn CSF Life Membership with an official CSF gold cord (4 eligible semesters) or a CSF stole (6 eligible semesters). Students interested in being eligible for CSF rewards must apply for CSF eligibility each semester starting after receiving their first sophomore grades. See the CSF advisor, Mrs. Soto, for more details.

### **Gustine FFA**

The primary aim and purpose of the Gustine FFA chapter is to develop sound and aggressive agricultural leadership and to develop an appreciation for agricultural life. Students are encouraged to participate in FFA activities in class as they pertain to FFA history, speaking events, and FFA degree requirements. Out of class activities will be highly encouraged. The concept of learning by doing is the foundation of all ag courses. Students are encouraged to develop ongoing Supervised Agricultural Experience projects and are provided record books to document their activities. The Gustine FFA Chapter also participates in many local, state, and national activities.

### **Leadership - ASB**

This course is designed to develop individual leadership skills, promote leadership skills and increase student involvement on campus. Students will learn to research, organize, fund and facilitate all aspects of promoting academic excellence in the classroom, on a school-wide basis, and in the community.

### **Clubs**

- Spanish Club
- Drama
- Floral
- Gamers
- GSA
- Interact
- Money Moves
- Physics
- Reds Media
- RedZone
- Senior Sweethearts
- Yearbook



## ***Staff & Faculty***

### **Teachers**

Absood, Wassim	<a href="mailto:wabsood@gustineusd.org">wabsood@gustineusd.org</a>
Adams, Toni	<a href="mailto:tadams@gustineusd.org">tadams@gustineusd.org</a>
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Wyman, Cameron	<a href="mailto:cwyman@gustineusd.org">cwyman@gustineusd.org</a>

### **Administrators**

Cano, Adam  
Azevedo, Barbara

### **Counselors**

Ramirez, Ashley  
Zagazeta, Daisy

### **Psychologist**

Vargas, Daniella

### **Mental Health Clinician**

Garrett, LC

### **Instructional Coaches**

Lopes, Stacy  
Perry, Pam

### **Clerical Staff**

Verdin, Andrea  
Gonzalez, Mayra,  
Esparza, Lisa

### **Health Aide**

Quezada, Carla

### **Campus Supervisor**

Finley, Raygene  
Laupua, JR

### **Custodial Staff**

Mendonca, Gary  
Rosette, Hermelinda  
Silveira, John

### **Cafeteria Staff**

Tualla, Yolanda  
Barajas, Dora  
Dias, Melissa  
Figueroa, Monica  
Petitt, Jennifer

### **Paraprofessionals**

Ascencio, Adelaida  
Borrelli, Lettie  
Brazil, Christina  
Maciel, Sharon  
Ruiz, Abigail  
Zamora, Veronica

