

**Rocklin High School**  
*learning together, continually improving*

*The Rocklin High School  
Community inspires continuous  
intellectual, personal and social development.*

*To that end, we build for success on the pillars of character,  
communication, commitment,  
curriculum, challenge, and community.*

Quick Reference List

Attendance Hotline (24 Hour Absence Reporting): 632-1600 x6103
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For the latest information regarding the handbook, calendar and schedules visit the RHS website <a href="http://rhs.rocklin.k12.ca.us">http://rhs.rocklin.k12.ca.us</a>
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Front Office.....632-1600 Ext 6101  
Attendance (same day release/tardies).....632-1600 Ext 6105  
Athletics.....632-1600 Ext 6128  
Assistant Principals' Office.....632-1600 Ext 6124  
Fax.....632-0305  
Counseling.....632-1600 Ext 6110  
District Office..... 624-2428  
School Colors: Royal Blue and Silver  
School Mascot: Thunder

This planner belongs to: \_\_\_\_\_

## RHS Pillars of Success

### **Character**

#### *Responsible Citizens*

Honor  
Integrity  
Honesty  
Responsibility  
Healthy Behaviors  
Positive Choices  
Respect for Diversity

### **Challenge**

#### *Constructive Thinkers*

Mastery Learning  
Question, analyze  
synthesize, evaluate  
Build meaning and  
understanding  
Enriched by art,  
athletics and  
activities  
Solve problems

### **Community**

#### *Collaborative workers*

Supportive learning  
environment  
Celebrate success/  
excellence  
Cooperative group  
member  
Collaborative culture  
Demonstrate tolerance  
Promote safety and  
security  
Contribute time and  
energy  
Care for physical

environment

### **Communication**

#### *Effective communicators*

Express ideas clearly  
Convey messages through  
a variety of media  
Listen actively  
Respond to others  
Mutual Respect

### **Curriculum**

#### *Self directed Learners*

Intellectual Development  
Varied and  
Challenging  
Engaging design and  
instruction  
Enthusiastic learners  
Set and reach goals  
Appreciate diversity  
Transfer knowledge

### **Commitment**

#### *Quality producers and performers*

Committed to the  
success of every  
student  
All students and  
adults will learn  
Unconditional positive  
regard  
Maintain high  
standards  
Works both  
independently and  
collaboratively

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## ROCKLIN HIGH SCHOOL

<u>Position</u>	<u>Name</u>	<u>Ext.</u>
Principal	David Bills	6123
Secretary:	Bridget Hopper	6120
Receptionists	Linda Follis	6101
Assistant Principals:		
	Mark Douglas	6127
	Dave Stewart	6121
	Jill Meshwert	6125
AP Secretary	Leann Crutchfield	6124
Attendance Clerks:		
	Vivienne Rhodes	6103
	Donna Taylor	6105
Discipline Technicians:		
	Karen Cox	6131
	Paul Reynoso	6130
School Resource Officer:		
	Kyle Hollis	6132
Counselors .:		
Class of 2014	Tim Wirth	6113
Class of 2015	Helene Carr	6114
Class of 2016	Lissa Morgan	6111
Registrar	Julie Olsen	6104
Psychologist:		6115
Speech & Lang		6159
Counseling Sec	Rhonda Martinez	6110
Athletic Director	Dave Stewart	6121
Athletic Secretary	Kelly Petrilla	6128
Activities Director:	John Thompson	6141
Book Keeper:	Chelsey Miller	6140
Career Technician	Cindy Cutts	6118
Librarian:	Michelle Linder	6150
Nurse Aide	Dianna Romeri	6137
Workability:	Chris Connelly	6155

### BOARD OF TRUSTEES

Mrs. Wendy Lang  
Mr. Todd Lowell

Mr. Steve Paul

Mr. Greg Daley  
Ms. Camille Maben

## ROCKLIN UNIFIED SCHOOL DISTRICT

2615 Sierra Meadows Dr., Rocklin, CA 95677 916-624-2428 [www.rocklin.k12.ca.us](http://www.rocklin.k12.ca.us)

Superintendent ..... .Roger Stock

Deputy Superintendent, Educational Services.....Todd Cutler

Associate Superintendent, Business Services.....Ms. Barbara Patterson

Asst. Superintendent, Human Resources . . Michael Garrison

Asst. Superintendent, Facilities and Operations .....Sue Wesselius

## ATTENDANCE

24-Hour Absence Reporting  
632-1600 x6100

School Attendance Office  
632-1600 x6105

### EXPECTATIONS

Attendance at school is compulsory until the 18th birthday or graduation from high school. Students are expected to be in class on time daily in order to receive maximum benefits from the instructional program. **Students absent from school for any length of time (one period, one day, or many days) must verify the absence by a phone call or a note from a parent/ guardian within 3 days.** *Attendance procedures must be followed even after the student's 18th birthday.*

### GENERAL ATTENDANCE INFORMATION

2. A student must be in attendance the full regular school day of a scheduled practice, contest, or extra-curricular activity to be eligible to participate. There are possible exceptions, subject to interpretations by the principal or his designee.
1. A student is considered absent from class if they miss 30 minutes or more of a class period.
2. Students must maintain a minimum 90% attendance during each semester of their senior year in order to participate in Senior Activities. This includes all absences, excused or unexcused (this includes off campus suspensions). Field trips, school activities, and tardies will not affect this record. A full description of the Senior Attendance Policy is given to the seniors prior to them starting their senior year.

### CLEARING ABSENCES

1. Verification of absences are to be made by telephone or note from the parent/guardian indicating the date and reason. Telephone calls should be made the same day as the absence, 632-1600, x6100.
2. Failure to clear an absence by a telephone call or a note within three (3) days will be marked as truant and result in disciplinary action.
3. Rocklin Unified School District authorizes certain absences to be classified as "excused" if they are for the following reasons:
  - Illness or injury.
  - Having medical or dental services rendered.
  - Quarantine under the direction of a County or City Health Officer.
  - Funeral/memorial service and/or bereavement.
  - Court Appearance.
  - Religious holidays.

### TARDY POLICY

1. Tardiness is unacceptable and is cleared only with a note or call from a parent/guardian within three school days. Parents cannot excuse more than 5 tardies per semester.
2. Unexcused tardies at any time during the school day will result in disciplinary action.
3. Students identified with habitual tardies may be placed on attendance contracts, which include additional consequences and/or referred to SAM.

### TRUANCY

A student who is absent without a valid excuse will be subject to disciplinary action, Saturday School and/or a School Attendance Mediation Board (SAM) referral.

### CHECK IN AND CHECK OUT POLICY

When a student **arrives** on to campus after school has started they **have to check in** with the Attendance Office. When a student **leaves** campus before school is over they **have to check out** through the Attendance Office.

For more information about RHS attendance, please refer to page 20.  
You can find an updated copy of our handbook on our website at <http://rhs.rocklin.k12.ca.us>

### EMERGENCY SITUATIONS

Call 632-1600 X6105

The Rocklin Unified School District has plans and preparations for major emergency situations. Our school staff has been trained and drills are held regularly to make certain that the students understand emergency procedures.

3. Our primary concern in the event of an emergency is the safety and welfare of the students. Please inform your students they are as safe at school as they are at home in a serious emergency. School buildings have been designed with safety in mind and inspections are made regularly to remove possible hazards. Personnel who are trained in first aid.
4. Your students should be instructed to obey the directions of their teachers and follow the directions of the bus driver if they are on a bus. If walking or riding bicycles, they should be told to continue toward their destination when an emergency situation develops.

Your cooperation is asked in any emergency. In the event an emergency arises:

- Please avoid calling the school. Telephone lines will be needed for emergency communications.
- Please avoid driving to school. Streets should be as open as possible for emergency vehicles. If you are picking up a student, please park at CVS and walk on campus.
- Turn your radio to any local Placer/Sacramento County radio station. Information and instructions for picking up students during or after an emergency will be given over the radio.

Stations: AM-KAHI 95, KFBK 1530; FM-KHYL 101, KEAR 92.5

In the event our school must be evacuated, your student will be transported to another school. The school of choice will be determined by the nature of the emergency. Specific information will be broadcast on the local radio stations above.

### STUDENT TELEPHONE USE

There is a telephone available in the office for student use in case of emergency. **Students may not use phones during class time.** Students are requested to be courteous and to limit their phone calls to two or three minutes.

### Physical Education Participation Make-Up Days

All PE students are invited to attend selected Mondays and minimum days to make up physical education participation points. Students can attend one or both make-up blocks depending upon individual needs. The dates for PE make-ups will be available from your P.E. teacher.

Times: #1 ~ 12:30 – 1:30 – Cardio workout on land.

#2 ~ 1:30 ~ 2:30 – Cardio workout in the pool.

## ROCKLIN HIGH SCHOOL CALENDAR ~ 2013 ~ 2014

### Days to Remember:

Aug. 20	First Day of School	June 5	Last Day of School
Sep. 9	Back to School Night	June 6	Graduation
March 10	RHS Preview Night		

### Days School is Not in Session:

Sept. 2	Labor Day	Jan. 20	MLK Day
Oct. 14	Staff Dev Day	Feb. 14	President's Day
Nov. 11	Veterans Day	Feb. 17	President's Day
Nov. 25-27	Local Holiday	Apr. 14-18	Spring Break
Nov. 28-29	Thanksgiving	Apr. 21	Staff Dev Day
Dec. 23-31	Winter Break	May 26	Memorial Day
Jan 1 – 3	Winter Break		

Articulation Days: Every Monday

### Minimum Days:

Dec. 19-20	<u>End of Semester Schedule</u>
June 4-5	<u>End of Semester Schedule</u>

Grade Reporting Periods

<u>Progress Reports</u>		<u>Report Cards</u>	
<u>Quarters</u>		<u>Quarter End</u>	<u>Mailed</u>
1	Sept. 17	Oct. 11	Oct. 18
2	Nov. 13	Dec. 20	Jan. 10
3	Feb. 4	Mar. 14	Mar. 21
4	April 29	June 5	June 13

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### REGISTRAR

632-1600 X6104

The Registrar's office is located in the front of the Administration Building.

### TRANSCRIPTS

Every senior will receive an *unofficial* transcript to assist them in filling out college applications. Transcripts should be kept in a safe place for future reference. College and scholarship applications may require *official* transcripts. To request a transcript, contact the registrar at least one week prior to the application deadline before or after school, or during lunch or break to fill out a transcript request form. There is a \$1.00 fee per transcript.

### WITHDRAWAL FROM ROCKLIN HIGH SCHOOL

Withdrawing from RHS is typically a one-day procedure. Parent/legal guardian verification and signature are required. **Students need to see the registrar to obtain a checkout form.** The student, during their regular class schedule, must take the form to his/her teachers to receive withdrawal grades. **At this time, all books, uniforms, fines, and fees, ASB/ID card and parking permit must be turned in and cleared.** Students must return the form, along with the required signatures to the registrar to complete the process and receive the necessary paper work for future school enrollment. If the student is unavailable to enact this procedure, the form will be routed by the office and will prolong the withdrawal process. If books and accounts are not cleared, the student's official transcript will not be forwarded to the awaiting school until

matters are cleared.

### Schedules

**REGULAR BELL SCHEDULE**  
**Blue Days—Periods: 1, 3, 5, 7**  
**Silver Days—Periods: 2, 4, 6, 8**

BLOCK 1	7:45 - 9:05
<b>BREAK</b>	<b>9:05 - 9:10</b>
BLOCK 2	9:20 - 10:40
BLOCK 3	10:45 - 12:45
<b>(PLUS Period</b>	<b>12:10 - 12:45)</b>
<b>Lunch</b>	<b>12:45 - 1:15</b>
BLOCK 4	1:20 - 2:40

### Articulation Schedule

BLOCK 1:	7:45 – 8:55
BLOCK 2:	9:00 – 10:10
<b>Brunch:</b>	<b>10:10 – 10:30</b>
BLOCK 3:	10:35 – 11:45
BLOCK 4:	11:50 – 1:00
BUS PICK UP:	1:15

### Minimum Day(End of Semesters)

Block 1:	7:45 – 8:45
Block 2:	8:50 – 9:55
<b>Break/Brunch</b>	<b>9:55 – 10:15</b>
Block 3:	10:20 – 11:20
Block 4:	11:25 – 12:25

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VISIT the RHS website for updates to the handbook, daily schedules, and calendars.

<a href="http://rhs.rocklin.k12.ca.us">http://rhs.rocklin.k12.ca.us</a>
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*RHS is a drug, alcohol, and tobacco free campus*  
*"Real Friends Don't Let Friends Take Drugs!"*  
*Visit [stopteendrugabuse.com](http://stopteendrugabuse.com)*

### E-MAIL Contacts

Parents may contact RHS teachers or staff members via e-mail regarding homework or other issues. E-mail addresses for RHS staff members consist of the first initial followed by last name



dbills@rocklin.k12.ca.us. (e.g.nprincipal@rocklin.k12.ca.us)

**COLLEGE PLANNING AND TEST DATES**  
**RHS CODE 052-609**

College Night for all students & parents will be held in the gyms from 6:30 – 8:00 on October 10, 2013

Financial Aid Night for juniors & seniors .....January 2014  
UC Application Filing Period .....November 1 – 30, 2013  
CSU Application Filing Period .....October 1 – November 30, 2013  
Private or Independent College Application Filing Periods vary, check individual campus websites for complete admission details  
FAFSA & Cal Grant Filing Period – January 1 – March 2, 2014

*(The following fees and dates were accurate as of 05/2013 but are subject to change.)*  
College Board exam registration [www.collegeboard.com](http://www.collegeboard.com)

SAT Reasoning Fee \$45.00 Fee (varies with number of tests and dates)

**Test Date**

October 5, 2013	March 8, 2014
November 2, 2013	May 3, 2014
December 7, 2013	June 7, 2014
January 25, 2014	

SAT Subject Exams have the same dates & deadlines as SAT Reasoning  
Basic SAT Subject Fee: \$20 plus individual exam fees @ \$20 per exam  
Maximum 3 exams per date – UC requires 2 different subject exams

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

Fee: \$32 With Writing Fee: \$47.00 Late Fee: \$53.00 With Writing: \$73.00

**Test Date**

**Postmark Registration Deadline**

September 21, 2013	August 23, 2013
October 26, 2013	September 27, 2013
December 14, 2013	November 8, 2013
February 8, 2014	January 10, 2014
April 12, 2014	March 7, 2014
June 14, 2014	May 9, 2014

**PSAT** (Freshmen, sophomores, juniors)

Test Date	Regular Registration	Late Registration
October 16, 2013		
Test Fee:	\$18.00	\$28.00

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

TBA Fall 2013 Rocklin High School Code 052-609

## ACADEMIC GUIDELINES

### GRADUATION OVERVIEW AND REQUIREMENTS

The system of education at RHS is driven by performance-based standards as mandated by the State of California and the Rocklin Unified School District. Standards are not new to education; educators have always had goals and expected levels of achievement for students. At Rocklin High School, we go beyond expectations by requiring all students to master the learning associated with the common set of standards. In support of this philosophy, the curriculum, instruction, assessment and reporting to parents is designed accordingly.

Students will demonstrate mastery of the content standards through assessments and course work aligned with National, California and district standards. The grade reporting system is used to communicate a student's progress toward mastery. By requiring students to meet academic standards, a graduate will have the skills and knowledge needed for success in whatever post-high school avenues are chosen.

Graduation will be based upon demonstrations of what students actually know. In the past, if a student had completed four years of high school and a certain number of courses, he/she was considered "educated." **At RHS, only after a student has demonstrated that learning has occurred will RHS confirm that education has happened.**

A minimum of 250 credits including the following required subjects must be earned in grades 9-12 in order to meet graduation requirements.

#### Course Requirements:

<u>Subject Areas</u>	<u>Years</u>	<u>Units</u>
Language Arts	4	40
Social Studies w/Geography	4	35
Mathematics*	3	30
Science	3	30
P. E.	3	30
Applied Science**	1	10
Visual/Performing Arts	1	10
Foreign Language	1	10
Health	.5	5
Electives	5s	<u>50</u>

**Total Units required for graduation 250 units**

\*Must complete math through Geometry.

\*\*Applied Science - will be satisfied by completion of a course in the area of technology. Please see the Academic Planning Guide for guidance in this area. (page 65)

### MASTERY LEARNING

In addition to course requirements, RHS graduates are required to possess and demonstrate mastery of our **Departmental Objectives**

- An ability to communicate effectively in written and spoken language.
- An ability to read, comprehend, critically analyze, and organize written materials.
- A knowledge and application of history/social studies.
- A knowledge and application of life, physical, and earth sciences.
- A knowledge and application of mathematics.
- A knowledge of visual and performing arts skills.

- A knowledge and application of applied sciences.
- A knowledge and application of a foreign language.
- Physical education skills, exercise skills, and lifetime activity/leisure skills.
- Health and family life skills.
- A knowledge and application of current tools, technical systems, and library/learning resources.
- An awareness of environmental issues.
- A knowledge of career interest/aptitude and employment opportunities.
- An ability to have confidence and respect for themselves and others. Student must demonstrate participation in community service.

State mandated competencies are met by the completion of RHS graduation requirements **High School Exit Exam(CAHSEE):** Each pupil completing grade 12, is required to successfully complete the California High School Exit Exam as a condition of graduation with a diploma. If applicable, attached to this annual notice will be the dates of the exam, the requirements for passing the exam, and the consequences of not passing the exam. Districts receiving intensive instruction funds must notify pupils who have not passed one or both part of the CAHSEE by the end of grade 12, of their entitlement to receive after completion of grade 12, intensive instructional services for up to two consecutive academic years. Such pupils shall also be notified of their right to file a complaint under the Williams Uniform Complaint Procedures if they were not provided the opportunity to receive intensive instruction. The parent of a student with a disability who receives the equivalent of a passing score with the use of authorized modifications may apply to the principal of the school for a waiver of this requirement. Education Code §§ 48980(e), 35186(a)(4); 37254.

### **GRADING POLICY AND SYSTEM**

Students and parents have access to our online grading program to monitor grades 24/7. Please contact the Front Office should you need a new logon for access to our grading system. Eight reports are mailed home during the school year, approximately one every 4 – 5 weeks. This is done to help students, parents and teachers determine and discuss student achievement more frequently. The approximate mailing dates are listed in the student handbook Duplicate mailing is available upon request in the Administration Office. Report cards will be mailed following the end of each quarter and semester to identify course grades. However, only semester grades are recorded on official transcripts.

#### **On Report Cards:**

A=Distinguished

B=Commendable

C=Proficient (Mastery)

NC=No Credit; No Mastery

#### **On Progress Reports:**

P=Passing

NM=No Mark

### **ACADEMIC INTEGRITY POLICY**

The primary goal of any educational institution should be to enhance the learning environment and to promote the pursuit of intellectual excellence. The Rocklin Unified School Board of Education believes that the public school should reinforce the values of our democratic society, teach citizenship and provide an environment conducive to ethical behavior. The Rocklin High School community believes that the school should maintain a

climate in which honesty, courtesy, consideration, integrity and a concern for others are highly valued.

Cheating is an obstacle to achieving these goals. Factors that contribute to cheating include pressure for grades, not enough time to finish all the required homework, students taking advantage of classroom situations that may provide an opportunity to cheat, unrealistic parent expectations and inefficient study skills. **None of these reasons make cheating acceptable.** In any of its forms, for whatever reason, cheating denies the value of education.

**Definition:** Cheating is taking (or lending) at inappropriate times a person's work, information, ideas, research and/or documentation **without properly identifying the originator.**

The teacher's professional judgment will determine whether cheating has occurred. Students are reminded not to give the instructor cause to consider their actions a violation.

For further information in regard to the consequences of this policy, please review the discipline guidelines.

### **TECH/INTERNET INFO**

RHS Students are expected to use campus technology in the manner designed for classroom assignments and activities. This includes all hardware, software programs, and internet use. All campus hardware, including but not limited to televisions, DVD/VCR's, overhead projectors, cameras, and recording equipment are covered under this policy.

All Rocklin Unified School District network/on-line service users are required to sign the Authorized Network/On-Line Service Use Agreement form and to abide by the terms and conditions of Board Policy 6203 and the corresponding regulations. The Board of Education does not authorize any use of the network/online service that is not conducted strictly in compliance with this policy. Your signature on this document indicates that you have read the terms and conditions carefully and understand their significance.

The Board of Education believes that on-line services (Internet) offer vast, diverse, and unique resources for students, teachers, and other users. The District goal in providing this service to staff and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The District may not be able to technologically limit access to services through the District's on-line services connection to only those that have been authorized for the purpose of instruction, study, and gain access to services on the Internet which the District has not authorized for educational purposes. By participating in the use of the on-line services students may gain access to information and communications which they or their parents/guardians may find inappropriate, offensive, or controversial. Parents/guardians assume this risk by consenting to allow their students to participate in the use of the on-line services. Users who disregard the District's authorized network/on-line services use policy and regulations may have their use privileges suspended or revoked and may be subject to other disciplinary actions. Users granted access to the Internet through the Rocklin Unified School District assume personal responsibility and liability, both civil and criminally for uses of the Internet not authorized by District policy.

### **RESEARCH PAPER FORMAT**

**Avoiding Plagiarism:** In writing your research paper, you must document everything that you borrow, not only from direct quotations and paraphrases, but also from information and ideas that are not your own. Common sense as well as ethics should determine what you document. Common knowledge or familiar proverbs need not be cited, but you must indicate the source

of any material that readers might otherwise mistake for your own. This process is taught within departments. For further clarification ask your instructors.

**Documentation Style:** Use “in-text” citations instead of footnotes. This format basically requires the author’s last name and the exact page from which you borrowed the information.

*Example: According to a leading cancer researcher, “Cigarette smoking is related to 320,000 deaths annually from cancer” (McQuiad 143).* If a quotation is four lines or more, it is usually indented from the left ten spaces, double-spaced, and not enclosed in quotation marks. The passage can be introduced with a colon.

**Works Cited:** In writing a research paper, you must indicate exactly where you found whatever material you borrow (facts, opinions, or quotations.) It is recommended that you acknowledge your sources by keying citations in the text to a list of the research materials used. This list will appear at the end of your paper as a Works Cited list. (Sample Works Cited may be obtained from any Language Arts teacher, or the library’s website.)

## **RHS WRITING STANDARDS**

### **FORMAT** (The appearance of the document)

First Page should include the following heading in the upper left-hand corner of the paper with each item on a new line: Name of Student, Teacher, Class Period and or/ course name, Date in this order: day month (spelled out)year – no commas. A Title (if appropriate) should be centered after the heading.

Other Features: Must be typed or word processed – Double spaced – Use only one side of white 8.5” x 11” piece of paper – Set Margins – left 1”, top 1”, right 1”, bottom 1” – Indent all paragraphs .5”

Header: Put last name, a space, and page number in upper right-hand corner – ½” from top

Use 10-12 point, professional font.

### **CONVENTIONS** – All writing should be done in edited, standard English.

Sentence Structure: avoid run-ons, comma splices, fragments.

Grammar/Usage: use grammatically acceptable English

Spelling: avoid misspelled words.

Mechanics: show ability to use appropriate mechanics including paragraphs, correct capitalization and punctuation.

### **CONTENT** (move left to match “CONVENTIONS” Heading) All Writing should meet general standards for rhetorical effectiveness.

CREATES a clear, well-defined opening, introductions or “lead”

SHOWS evidence of a controlling idea.

PRESENTS a clear pattern of organizations.

PROVIDES supporting details (evidence) for key ideas.

PRESENTS a conclusion or sense of closure.

## **STUDENT PASSES**

Students must have a hall pass if they are out of class for any reason. Student passes must note time, date, destination and include teacher signature.

## PARENT INVOLVEMENT

PARENT CONNECTION is an informational newsletter available on the RHS website. It is published quarterly.

<p>Please visit the RHS website <a href="http://rhs.rocklin.k12.ca.us">http://rhs.rocklin.k12.ca.us</a></p>
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### BOOSTER CLUB

The RHS Booster Club supports all extra and co-curricular activities. Money is earned through membership, snack bar sales, golf tournament, the annual auction, bingo, and other fundraising events. The Booster Club meets the second Tuesday of every month at 6:30 p.m. Membership is \$20. Information and membership applications can be obtained via their website ([www.rhsboosters.com](http://www.rhsboosters.com)).

### SITE COUNCIL

Site council is similar to all site councils in the Rocklin Unified School District and facilitates parent involvement, allocation of categorical funds, and assessment of school programs as they relate to students. Members are elected by parents of RHS students. All parents are encouraged to attend quarterly meetings at 5:00 p.m.

## COUNSELING

632-1600 x6110

The Counseling Center recognizes the dignity and worth of each individual and respects the differences that exist. Students are welcomed in the Counseling Center and appointments are made on a first-come, first-served basis. Trained Peer Counselors are also available for appointments. Students will be admitted to the Counseling Center with a pass or an appointment slip. Students are asked to make appointments before or after school, during break, lunch, or passing periods.

### CLASSES: POLICIES

Drop Policy: All courses at Rocklin High School are year-long courses. Students must remain in a course for the **entire year**. In the interest of not setting up educational roadblocks, counselors start working with students prior to the spring of each school year. Students and parents were given every opportunity to read the Academic Planning Guide, discuss courses with teachers and make selections for the upcoming year with a counselor. The Counseling Department has made every effort to match student needs with available classes. The Counseling Department provided each student on this campus (with the exception of incoming freshmen) ample opportunity to change and adjust his/her schedule. These opportunities began when each student was given a copy of his/her Six Year Plan for review and ended with a confirmation of course selections in June. Therefore, there should be no reason for a schedule change unless there is an error in the student's schedule (see below for definition of "error").

A schedule will not be changed to be with friends, to change teachers, for athletics, early/late

arrival for seniors, or because a student has a job.

**Scheduling errors** will receive immediate attention by the Counseling Department. The following are considered scheduling errors:

1. Missing a course(s) **needed for graduation**
2. “Blank”/missing a class period (does not include “early/late” arrival for seniors)
3. “Double up” of courses in the same period (does not include Sophomore Health/Driver’s Ed.)

The Counseling Department corrects mistakes as quickly as possible.

### **TEACHER INITIATED WITHDRAWAL**

- An exemption occurs when the teacher has determined the course work is above/below the student’s academic ability at this time.
- Student, parent, teacher, and administration approval is required.
- The student must have demonstrated a valid effort to be successful, which includes: attendance, attitude, discipline, quality of work and communication of concerns.

### **COLLEGE & CAREER CENTER**

**(<http://rhs.rocklin.k12.ca.us/admin/counseling/career/index.html>)**

632-1600 x6118

The College and Career Center is a resource center focusing on students’ opportunities after high school. Here students and parents can find information and help on the following:

- College admission
- PSAT, ASVAB, ACT, SAT Reasoning & Subject exams registration and support
- Scholarships and financial aid
- Career exploration, education and planning
- Military recruitment
- 49er Regional Occupation Program (ROP)
- Community service opportunities
- Tutoring services
- Employment services

***Parent Services*** - Parents are welcome to access all College and Career Center resources. Appointments are recommended.

### **COLLEGE NIGHT**

The College and Career Center co-sponsors the Northern California College Night each fall. College representatives from every college in California are invited to showcase their schools.

### **COMMUNITY SERVICE**

A minimum of 25 hours of community service with a “non-profit organization” is required for graduation. The hours must reflect a volunteer service to the community. Students can complete the hours with a club, or organization, or individually. Community service contracts and complete guidelines are available in the Counseling Office or on the RHS website. College bound students are advised to complete more than 25 community service hours. Students are expected to complete their community service hours prior to the end of their junior year.

### **TUTORING**

Students who need academic help can attend after school “Homework Help” sessions in the College and Career Center. RHS students who are strong in specific subjects and who have been trained in tutoring are available on a regular basis to help students with homework, study for exams or polish their skills. Students wishing to volunteer as tutors are encouraged to apply.

### **SCHOLARSHIPS AND FINANCIAL AID**

The College and Career Center offers hundreds of scholarships throughout the year. The Rocklin High School Assist-A-Grad Scholarship Program provides locally sponsored scholarships. All students seeking money for college are encouraged to apply. Each winter the College and Career Center sponsors FAFSA workshop to help students file a free application for federal student aid. All seniors are also encouraged to file a Cal Grant gpa verification form in the fall of senior year.

RHS Assist-A-Grad Scholarships are sponsored by an organization or individual. RHS advertises and provides applications. Sponsors interview applicants and award the scholarship. *(RHS will host interviews in May.)*

### **WORK PERMITS**

By federal law and State Ed. Code 49164, all students under age 18 must have a valid work permit to be employed (including vacations and summer break). In accordance with school policy, students are required to maintain a 2.0 grade point average and have not more than 1 NM/NC (based on their most recent report card) and be attending school regularly to hold a work permit. Students may obtain a “Request for Work Permit” in the College and Career Center or on the RHS website. The student, parent and employer must complete all information requested. Work permits will be issued within four days after the completed request has been submitted and has counselor approval.

Work permits are issued for up to one year and expire every August (including those issued during summer break). Permits may be revoked at any time if attendance and graduation requirements are not being met.

### **HEALTH OFFICE**

632-1600 ext6137

The school health office is staffed by a part-time health aide. A district school nurse is available to parents and staff as needed, and provides students mandated screening of vision, hearing and scoliosis to specific grade levels. Please refer to the Annual Parents’ Rights Notice 2010-11 for a complete description of pupil health, safety and medical treatment information.

The school health office provides care to students who are sick at school, until the parent can be contacted to pick up the student. Students will only be released to persons listed on the Emergency Card.

The school health office also supervises students who are required to take medication at during the school day. A written authorization from the student’s physician and parent or guardian is required before designated school staff can assist the student in taking any medication,



whether prescribed by the physician or over-the-counter (Asprin, Motrin, cough drops, etc.). These medication forms are available in the school office.

All medication must be in the original container and placed under lock and key in the health office in the administration building for the safety of all students. **Students are not allowed to carry any form of medication (prescription or over-the counter) at any time while on campus** except those medications that a physician requests the pupil be allowed to carry (e.g., inhalant for asthma, Epinephrine, Auto-injector Epi-Pen for severe bee allergies).

Prior to the beginning of school, please notify the school health office in writing of any chronic health issues such as heart problems, diabetes, severe allergies, hearing loss chronic pain, asthma, seizure disorders etc. This enables the school to communicate the necessary accommodations to appropriate staff to ensure that student health needs and safety are cared for.

### **IMMUNIZATIONS**

Student immunization records must be up to date before he/she is enrolled. If additional immunizations are needed, they may be obtained from your medical care provider or the Placer County Health Department (530) 889-7141.

### **PHYSICAL EDUCATION EXEMPTION**

Students with a request for temporary or permanent exemption from physical education must have the appropriate paperwork filled out by both physician and parent. Forms are available in the Nurses Office or on the PE website. Physician's release is to be given to the PE department who will process the information to the health office. The health office will collaborate with the physician, parent and other necessary staff.

### **ASB CARDS – ASSOCIATED STUDENT BODY**

ASB cards will go on sale at schedule pick-up and will cost \$40.00. There are many benefits to owning an ASB card including discounts to school events and yearbooks, as well as free parking permits and local merchant discounts. ASB cards serve as an ID card for students while attending Rocklin High School and must be surrendered upon withdrawal from RHS. Replacement cards will cost \$5.00.

### **HIV/AIDS EDUCATION**

It is the intent of RHS to provide HIV/AIDS education to all students in order to prevent transmission. This school year, students enrolled in Health/Family Life will receive instruction. This subject matter is mandated by the California Education Code, but provides an option for the parent or guardian to choose not to have their child receive this instruction. Copies of the California Education Code, Section 51201.5 and 51553 are available in the school office for viewing. All students may attend the educational theater program "Secrets," through which they will learn techniques to help them: practice abstinence, resist peer pressure, understand that actions have consequences, create positive parent-teen communication, and connect with information resources. "Secrets" is provided free of charge by Kaiser Permanente Educational Theater Programs.

### **LOST AND FOUND**

Clothing and other personal articles found during the school year are turned into the office. Items not claimed are donated to a charitable organization at the end of each month. Labeling

of possessions such as coats, shoes, PE clothes, etc., is recommended. Students are responsible for claiming lost items.

### EXTRACURRICULAR ACTIVITIES

632-1600 x6140

#### ASB EXECUTIVE COUNCIL FOR 2013-2014

##### Cabinet

ASB President – Zach Quittmeyer  
ASB Secretary – Allie Brothers  
ASB Comm. of Finance – Ty Medd

ASB Vice President – Eleanor Lyle  
ASB Sergeant at Arms – Savannah Grunden

##### CLASS OF 2014

President –Alexa Yerkes  
VP – Monica Ourada  
Representatives: Lauren Janowsky  
Lani Kineret  
Site Council Rep –Corinne Clauser

##### CLASS OF 2015

President – Trevor Bohatch  
VP – Sienna Knorzer  
Representative: Maddie Lyle  
Ellery Watkins  
Site Council Rep – Bunny Chudzinski

##### CLASS OF 2016

President – Riley Hensley  
VP – Luke Zianno  
Representatives: Christian Arino  
Chad Medd  
Site Council Rep – Connor Gohl

##### CLASS OF 2017

President – Gillian Flowers  
VP – Alyssa Calzada  
Representatives: Kyle Watkins  
Davis Gomes  
Site Council Rep – Alison Snider

##### ASB COMMISSIONERS (Assistants in Parenthesis)

**Activities:** Meghan Eaton (Amorina Garcia, Gabby Riecken, Brittany Kimmel, Megan McBroom, Gianna Andriazzi, Brooke Waechtler)

**Special Programs:** Julia Hall (Jessica Sublette, Emily Aroz, Bonnie Chiu, Claire Tooley, Kaylee Oropallo, Aliena Pitts)

**School Spirit:** Kendall Zellars (Hailey Bellamy, Anna Bothe, Karli Avvakumovitz, Melissa Adams, Baylie Gillis, Sohree Victor)

**Campus Recognition:** Maeve O'Brien, Christy Effendie (Jacob Douglas, Laura Purdy, Vance Gregg, Nick Eittreim, Sarah Knight, Breanna Lindsay, Alex McKinley)

**Publicity:** Emma Schmidt (Angela Hong, Nicole Dominguez, Kianna Hudgins, Arianna Salazar, Lizzie Jones)

**Production** – Jocelyn Rodriguez (Heather Steiner, Quinn Moore, Yasmin Zuloaga, Lauren Eittreim, Kiki Kubota, Kaitlin Stutts, Johnathon Flowers)

**Poster Queen:** Taylor Van Roekel (Amber Petrilla, Hana Baig, Kylie Mudd, Lauren Buban)

**Link:** Azin Mirzaagha, Tawny Lee

**VAPA:** Alison Meagher, Christina Cho

**ASB Technicians:-** Jenna Green (Lenard Lomugdang, Tristan DaVoulas, Shannon Nelson, Malu Kineret, Clayton Barnack)

Grant Zorich, Ty Medd, Connor Hensley, George Burger

**Athletics:** Lauren Clark, Lily Douglas

**Juice Doggies:** Jacob Schmidt, Joe Dwyer

**Mr. T's Assistant:** Beth Knight

**Handyman:** Jonah Cox-Wehrli

**Student Activities Director** – John Thompson

**Bookkeeper** – Chelsey Miller

## DANCE RULES

1. Dances at RHS are for students in regular attendance at RHS.
2. Students who have delinquent detention, are suspended or expelled are not permitted at dances.
3. Students must show their **current, valid** RHS student I.D. card in order to be admitted to a dance.
4. Dance entrance will be closed to all latecomers one half hour after the dance begins. Individual students with special circumstances can request, from the administration one day prior to the dance, permission to gain entrance after this time.
5. Students, upon entering a dance, shall remain inside until the dance is over or they decide to leave. **Anyone leaving the dance will not be permitted to return.**
6. School rules and policies concerning student behavior will be enforced at dances.
7. Freak dancing is not allowed at RHS. Contact from your pelvic region to another person's pelvic region or their buttocks is considered inappropriate. Inappropriate dancing will result in disciplinary actions. **1<sup>st</sup> Offense** = Removal from dance and the next scheduled dance and no guest passes to another school will be granted. **2<sup>nd</sup> Offense** = Removal from dances this semester and next semester also no guest passes to another school will be granted **3<sup>rd</sup> Offense** = Lifetime ban from RHS dances. No refunds will be given.
8. School site dances will normally end no later than 11:00 p.m. for casual dances and 11:30 p.m. for semi-formal dances. The Junior Prom and Sr. Ball will end at 11:00 p.m.
9. Students are required to make prior arrangements for transportation immediately following a dance.

### Extra Curricular Activities/Casual Dances/Dress Code

No masks

No underwear/lingerie showing

Clothing and jewelry shall be free of writing, pictures or any other insignia which are crude, vulgar, profane, or sexually suggestive or which advocate racial, ethnic or religious prejudice or the use of drugs

See through material does not count toward "coverage."

No spikes

Shorts and skirts must be of appropriate length. If they are shorter than mid-thigh, students run the risk of having to change.

No strapless tops

No cleavage

No excessive midriff

### Semiformal and Formal Dances/Dress Code

No masks

No underwear/lingerie showing

Clothing and jewelry shall be free of writing, pictures or any other insignia which are crude, vulgar, profane, or sexually suggestive or which advocate racial, ethnic or religious prejudice or the use of drugs

See through material does not count toward “coverage.”

No spikes

Shorts and skirts must be of appropriate length. If they are shorter than mid-thigh, students run the risk of having to change.

No excessive cleavage

No excessive midriff

No excessive upper thigh

### **DANCE GUEST PASSES**

All dances are primarily for RHS students. However, if a student wishes to bring a guest from a high school other than RHS, he/she may request a guest pass. Each RHS student is allowed one guest only to each dance. Guests should be regularly attending students at another high school. Guest pass requests may be obtained at the Assistant Principal's office two weeks prior to the date of the dance. Signed request forms are due back to the Assistant Principal's office by the close of school on the Wednesday preceding the date of the dance for approval by the administration. It is the responsibility of the RHS student to get the application completed and returned to the AP office by the deadline. Special deadlines and guest applications apply for formal dances. At all dances, the host student is responsible for the behavior of his/her guest. Guests are expected to follow RHS 's code of conduct, and must be accompanied by their host student. **Guest pass requests for students who are *not* currently attending high school will be considered on an individual basis by the school administration for formal/semi-formal dances only. Guests must have a current, valid picture I.D. in order to be admitted to the dance. RHS students must have all detention served before their guest pass will be approved. The age limit for guests is 20.** Any disciplinary problems caused by a guest will result in termination of all future guest privileges for the guest.

### **CLUBS**

RHS maintains a limited open forum policy regarding clubs. Student groups who wish to be recognized as clubs and, therefore, be able to sponsor events and raise funds must be chartered by the ASB Executive Council. Charter requirements include:

- identify a faculty sponsor
- submit a statement of purpose
- submit a club constitution
- elect club officers
- open a club account with the ASB fund.

### **LETTERING POLICY**

Letters and/or patches are awarded at the close of an activity or season. Students must be in good standing of an interscholastic athletic team or extracurricular performance group and have met the lettering qualifications. The level of athletic competition or grade level of a student in a performance group will determine which letter is awarded.

According to the ASB Constitution, students will receive a certificate designating letters and special awards they have earned in competition or performance. Students may obtain their letters at cost. ASB Executive Council purchases these awards for ASB cardholders. Students who do not have an ASB card may purchase these awards at cost. As other groups or teams are formed, they may petition the Extracurricular Activity Board for authorization to award

participant letters.

### **EXTRACURRICULAR ACTIVITY BOARD**

~Principal/AP of Student Affairs  
~Two faculty members at large  
Cabinet

~Director of Student Activities  
~Athletic Director ~ASB Executive Council

Each coach/advisor will submit his/her criteria for special recognition and awards to the Extracurricular Activity Board prior to the beginning of each activity.

### **ATHLETICS**

632-1600 x6128

Athletic Director ~ David Bills  
Athletic Secretary – Kelly Petrilla

### **ATHLETIC CLEARANCE**

In order to participate in any practice or contest, a student must be cleared by the Athletic office. CIF regulations beyond those listed may govern eligibility. (Participation packets are available in the Athletic office.) The student must provide evidence of the following:

1. Physical/Parent Release Form.
2. Athletic Handbook Acknowledgement Form.
3. Proof of Insurance/Risk Warning Form.
4. Concussion Information Sheet
5. All outstanding fees cleared.
6. Residential eligibility.
7. Voluntary Athletic Contribution Form
8. Obtain an athletic clearance slip from the athletic office.

### **ACADEMIC ELIGIBILITY**

All athletes must have a 2.0 GPA with no more than one No Mark (NM) or No Credit (NC) to be eligible to participate in interscholastic contests. Students with 8 classes need 16 grade points; 7 classes, 14 grade points; 6 classes, 12 grade points. Any athlete who falls below a 2.0 GPA at any grade reporting period (a grade reporting period is considered a quarter or semester), will become ineligible to participate in any interscholastic contest, but will be allowed to practice. Once the athlete has met the minimum standard, full participation will be granted.

### **RHS POLICIES FOR ATHLETIC PARTICIPATION –For further information please see Athletic Code of Conduct found online at**

**<https://sites.google.com/a/rocklin.k12.ca.us/rhs-sports-main/rhs-athletic-participation-packet>**

### **ATTENDANCE**

1. An athlete must attend school for the full regular school day to be eligible to practice or participate in a contest and all extra-curricular participation contests/performance.
2. An athlete must be in attendance the entire last regular school day prior to a contest scheduled on a weekend or holiday to be eligible to participate.
3. Absence due to funerals, medical appointments, religious activities or serious family obligations **must be approved/cleared in advance by the Athletic Director or an**

administrator prior to practice or participation.

#### QUITTING A SPORT

If a student athlete fails to participate without justifiable cause or drops out of a sport after the team's first league contest, the athlete will not be allowed to participate in any other sport until the season of the dropped sport is completed.

#### USING DRUGS, ALCOHOL OR TOBACCO

Athletes determined to be in violation of Education Code Section 48900 i.e. possession or use of alcohol, controlled substances including steroids, or tobacco products shall be disciplined.

1. First offense: suspension from competition for 30 days, or 15 days and the completion of a drug/alcohol assessment.
2. Second offense: suspension from competition/ participation for 60 days, or 30 days plus completion of a drug and alcohol assessment.

**Self-disclosure:** Students who voluntarily disclose substance abuse and or dependency to school personnel/parents and who involve themselves in an assessment and treatment program will not be penalized under this policy. **Coaches reserve the right to cut student athletes from their programs for violations of team or school policies at any time.**

When the Administration determines that an athlete's conduct either in or outside of school is a detriment to the school, poses a danger to students, or is a threat to disrupting the educational process, they may suspend or remove the student from participation in any athletic program.

#### FIELD SPORTSMANSHIP—REQUIREMENTS FOR ALL SPORTS

The Sierra Foothill League believes that the primary purpose for athletics is to promote good sportsmanship and declares its intent to do all within its power to guarantee that athletic contests are held in a sportsmanlike environment.

Member schools are committed to enforcing a code of behavior that encourages good sportsmanship and provides consequences for poor sportsmanship conduct. Member schools agree to enforce the following:

- A. Any student fan who steps on to the court or playing field to start or join in a fight is to be automatically ejected from the gym or playing field. The member Sierra Foothill League School is expected to take disciplinary action on the next regular school day.
- B. Any player ejected from an athletic contest for participating in a fight will be subject to disciplinary action imposed by the member school. The consequence may include:
  1. Immediate removal from the contest (ejected)
  2. Removal from the next regularly scheduled contest
  4. Removal from the team
  5. Removal from all athletic programs for a period of time
  6. Other appropriate disciplinary action
- C. Players that leave the bench while a fight is in progress may cause the game to be forfeited. If players from both teams leave the bench while a fight is in progress, a double forfeit may be imposed.

## DIRECTIONS TO SFL LEAGUE HIGH SCHOOLS

### Del Oro High School

(916)652-7243

3301 Taylor Road, Loomis, 95650

Taylor Road to Loomis. Go through Loomis stop lights. School is on right. Approximately 15 min. from RHS.

### Granite Bay High School

(916)786-8676

One Grizzly Way, Granite Bay 95746

From I-80 westbound: Take the Eureka Road exit (loop back over the freeway) and go southeast on Eureka Road. Cross Douglas and Sierra College boulevards. At the stop sign, continue south on Wellington Way. The school is on your left.

### Nevada Union High School

(530)273-4431

11761 Ridge Rd., Grass Valley 95945

From I-80: Take the I-80 to the Highway 49 exit (to Grass Valley) and go north. At Gold Flat / Ridge Road, exit and go west on Ridge Road. There will be a stop sign at Zion Street. Continue on Ridge Road and follow it to the high school, which will be on your left.

### Oakmont High School

(916)782-3781

1710 Cirby Way, Roseville 95661

From I-80 west of Roseville: Take the Riverside Ave. / Auburn Blvd. exit and go north on Riverside to Cirby Way. Turn right (east) on Cirby. School is on Cirby Way.

### Roseville High School

(916)782-3753

602 Tahoe, Roseville, 95678

West on I-80 to Atlantic Street Exit. Turn left. Right on Berry Street and cross the railroad tracks. Turn left on Tahoe. School is on the right; fields and gym are in back. Approximately 10 min. from RHS.

### Woodcreek High School

(916)771-6565

2551 Woodcreek Oaks Blvd., Roseville, 95747

Hwy. 65 North, exit Pleasant Grove, turn left—go back over freeway. Left on Woodcreek Oaks. School is on right. Approximately 15 min. from RHS.

## ID CARDS

ID Cards must be carried at all times when on campus and at all school functions. ID cards will be issued free of charge to all students at the beginning of the school year. ID cards are considered the property of RHS. ID cards benefit the students and are used to check out textbooks and library material, to gain admittance into school dances/events, and used as a lunch card in the cafeteria. A replacement fee of \$5.00 will be charged for lost cards. ID Cards are returned to the school when a student withdraws or at the end of the school year.

## STUDENT STORE, THE “STORM CELLAR”

Open during break, PLUS period and lunch. Students can purchase and pay for items ranging from school spirit clothing to school spirit items and pre-sale dance and various event tickets. Students may also pay various fees at the window.

**BREAKFAST AND LUNCH PROGRAM** Please see the Rocklin Unified School District website for information and applications ([www.rocklin.k12.ca.us](http://www.rocklin.k12.ca.us))

Go to District info/departments/Food Services.



<u>24-Hour Absence Reporting</u>	<u>ATTENDANCE</u>
632-1600 x6103	School Attendance Office
	632-1600 x6105

#### DIALER/VOICE MAIL

1. Nightly, the automated dialer will call the home phone number of all students who have been reported absent from one or more class periods.
2. The school provides 24-hour voice mail, **632-1600, x6100** for reporting all day absences.
3. Communication between home and school is a major factor in correcting poor attendance. Calls to the school attendance office, **x6105**, are welcomed.

#### CLOSED CAMPUS/CHECKING STUDENT OUT

1. Rocklin High School is a closed campus. Guests are not permitted.
2. Parents, pre-scheduled guest speakers or military guests need to sign in at the RHS reception desk.
3. Permission to leave campus must be communicated by written note, phone call, or a personal appearance by the parent/guardian prior to the attendance office authorizing the student to leave campus. Students wishing to leave campus for lunch must be checked out in person by a parent/guardian.
4. Student who attempts to clear an absence through a forged note or an impersonated phone call will have the absence declared a truancy and will receive disciplinary action for the forgery.
5. Parent's Responsibility: Write a note containing:
  - a. Student's first & last name.
  - b. Date, time and reason the student is leaving.
  - c. Your signature and daytime phone number.
 (No e-mails or faxes will be accepted due to forgery issues.)
6. Student's Responsibility:
  - a. Bring note to the attendance window **before school, at break, or at lunch** to receive a check-out slip. **Students must present student I.D. card.**
  - b. Show the check out slip to the teacher at the beginning of class and watch the clock to leave on time.
  - c. Agree with parent/guardian on a place to be picked up.
  - d. Students **MUST** check in at the attendance window upon late arrival or return to campus any time after 7:45a.m. and before 2:35 p.m. Students must present student I.D. card.
  - e. Failure to comply with the above discipline policy will result in disciplinary action.

#### PREARRANGED ABSENCES/INDEPENDENT STUDY

Students who foresee being absent for five (5) or more consecutive days may request an Independent Study Program to prevent loss of learning time. The Independent Study Program Form must be completed and returned to the Attendance Office the first day that the student returns to class to receive full credit for missed attendance.



### SENIOR ATTENDANCE POLICY

Students must maintain a minimum 90% attendance during each semester of their senior year in order to participate in Senior Activities. This includes all absences, excused or unexcused (this includes off campus suspensions). Field trips, school activities, and tardies will not affect this record. A full description of the Senior Attendance Policy is given to the seniors prior to them starting their senior year.

### DISCIPLINE

#### CODE OF CONDUCT

At Rocklin High School, we believe it is the basic right of each student to receive a quality education. School and classroom rules, which students are expected to learn and obey, are designed to enhance quality education, prevent disruption, and protect students. Teachers will inform students of classroom rules and consequences. Students are responsible for their behavior and the consequences of good or poor judgment.

The proceeding rules and policies apply to students on the way to and from school and school events, on school premises, and at school sponsored functions.

#### CONSEQUENCES OF VIOLATING CODE OF CONDUCT

When a student is found to have violated a rule or broken a law, consequences will be determined by school officials and/or law enforcement officers. The particular consequences administered will be based on: a) the nature of the infraction, b) the policies of the school, c) the attitude of the student, d) the disciplinary history, and e) other relevant information.

#### VIOLATIONS INCLUDE, BUT ARE NOT LIMITED TO:

- Disrupting school activities or otherwise defying the valid authority of school personnel.
- Cheating, plagiarism or forgery in connection with academic endeavors or school processes or procedures.
- Leaving class, campus or assisting others to leave campus without permission during school or lunch times. **RHS is a closed campus – see closed campus policy.**
- Committing an obscene act or engaging in profanity/vulgarity.
- Passionate embracing or kissing, petting and other intimate gestures not considered appropriate.
- Inappropriate use of cell phone - See cell phone policy on Page 22.
- Gambling.
- Loitering in unauthorized areas: parking lot, halls, restrooms, off campus, field areas etc.
- Riding bicycles, skateboards or using roller blades anywhere on campus.
- Chewing gum, littering or creating a mess with food.
- Disobeying bus rules.
- Destroying or defacing school property or the property of others including inappropriate activity with school technology.
- False fire alarms/bomb threats or committing arson.
- Possession of a dangerous object/weapon (firearm, knife, explosive, lighters, matches, chains, etc.)
- Committing or attempting to commit robbery/extortion.

- Committing theft or possession of stolen property or contraband.
- Smoking, possession, or use of cigarettes or tobacco, including chewing tobacco or tobacco like substances.
- Use, possession or sale of drugs, drug paraphernalia, alcohol or any other controlled substance.
- Representing any substance as a drug with respect to possession, use or sale is a violation and equivalent to the possession, use or sale of any controlled substance.
- Fighting or provoking a fight.
- Threatening or assaulting another person.
- Harassing, teasing, hazing or verbally abusing another person or group of individuals.
- Causing or attempting to cause physical injury to another person.
- Sexual harassment – See Sexual Harassment Policy on Page 22.
- Committing a hate crime – an act or attempted act against the person or property of another individual or institution which in any way manifests evidence of hostility toward the victim because of his or her actual or perceived race, religion, disability, gender, nationality or sexual orientation. This includes, but is not limited to, threatening telephone calls, hate mail (including any sent by e-mail, Internet or other form of electronic communication), physical assault, vandalism, cross burning, destruction of religious symbols, or fire bombings.

***One or more of the following consequences may be applied:***

1. Student and/or parent conference
2. Student Study Team/counseling referral
3. Campus restrictions of student privileges
4. Confiscation of item(s). Item(s) will be returned only to parents.
5. After school detention and/or work detail
6. Suspension (either on- or off-campus) from class and/or school
7. Suspension from school activities
8. Revoke campus driving/parking privileges
9. Payment for damages, restitution and/or secret witness reward
10. Work permit revoked or denied
11. Involuntary transfer to another class
12. Academic Integrity Notification Letter
13. Mitigated behavior contract
14. Saturday School
15. Law enforcement notification
16. Loss of senior privileges and participation in graduation ceremony
17. Transfer to alternative education program
18. Expulsion

**Severity Clause:** Infractions deemed to be more serious than normal may result in administrative action beyond usual consequences. In certain circumstances, such as theft or vandalism, RHS offers a reward to "**secret witness**" students who give information which leads to the identity of the guilty student. The guilty individual is required to pay the amount of the reward as part of his/her restitution to the school.

**DETENTION PROCEDURES**

1. Detention is held from 1:00 p.m. to 3:30 p.m. on Monday, 2:45 p.m. to 3:45 p.m., Tuesday through Friday, and on Thursday mornings from 6:45 a.m. to 7:45 a.m.
2. Detention must be completed within the time assigned.
3. Students who make no effort to attend or to obtain permission to miss detention may receive: Saturday school or a one to five day suspension/on-campus suspension and a loss of privileges until assigned detention is completed. This may include eligibility to participate in extra curricular activities.
4. During detention, students are encouraged to use time for schoolwork and are required to be quiet, cooperative and awake. Failure to comply will result in no credit given and possible dismissal.
5. The administration reserves the right to consider all circumstances in application of this policy.
6. Students and their parents must make transportation arrangements.
7. Saturday School is available to students outside of the regular detention hours to accommodate schedule conflicts in fulfilling detention hours.

**OCS hours are 7:45 A.M. – 2:40 P.M.**

**DRESS CODE (BOARD POLICY 5132)**

The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. **Students' clothing must not present a health or safety hazard or a distraction which would interfere with the education process. The major responsibility for dress and grooming is placed upon the student and the student's parents.** The administration reserves the right to decide the appropriateness of the student's attire. Inappropriately dressed students will be expected to change clothing. The following guidelines are intended to define appropriate student attire and personal grooming and shall apply to all regular school activities:

1. All garments must fit and be worn in the manner in which they are designed. Pants must be worn at or above the hip point and be able to stay up without a belt. (sagging)
2. Footwear must be worn at all times.
3. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut, tank tops, spaghetti straps, torn off sleeves, bare midriffs and shorts shorter than mid-thigh are prohibited.
4. Inappropriate lettering, pictures, printing, message patches or messages on clothing, hats, backpacks, binders or other personal items, are prohibited.
5. Clothing and jewelry shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane or sexually suggestive or which advocate racial, ethnic or religious prejudice, Violence, weapons or the use of drugs or alcohol. No accessories with spikes may be worn.
6. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
7. Gym shorts may not be worn in classes other than physical education.
8. Any apparel, jewelry, accessory, school materials or manner of grooming which by virtue of its color, arrangement or any other attribute denoting membership in a gang is prohibited.
9. No hats are allowed to be worn (district-wide) with the exception of classroom curriculum activities.

### **PERSONAL PROPERTY**

Students shall not bring items of value to school without the expressed consent of the parent/guardian. The school is not responsible for damaged, lost or stolen items. Students bear the sole responsibility for personal items brought to school. **We strongly encourage students not to bring large sums of money to school.** Personal property having no bearing on studies will not be allowed at school. This includes radios, skateboards, video games, CD players, recorders, baseball cards, athletic equipment and cameras, iPods, and mp3 players. These items will be confiscated and returned only to parents.

### **CELL PHONES (BOARD POLICY 5131)**

Cell phones may only be used before and after school (before 7:40 a.m. and after 2:40 p.m.) pursuant to RUSD School Board policy. **Cell phones must be put away and turned off** during school hours. Students who are seen with their *cell phone out and/or in use* will be assigned school discipline. The phone will be confiscated by the school and made available in the office for the parent to pick up.

**First Offense:** the parent must pick up the cell phone. The student and parent will sign the notification that their student will be suspended (OCS) for a second offense.

**Second Offense:** the parent must pick up the cell phone and the student will serve one day OCS.

**Third and Subsequent Offenses:** to be determined individually at the discretion of the administrator.

**RHS is not responsible for lost or stolen cell phones, personal electronic devices and personal property.**

### **CAMPUS BOUNDARIES**

Specified areas away from the central campus are off-limits to students during nutrition break and lunch unless students have passes or special activities which allow these facilities to be accessed. Off-limit areas include:

- a. All athletic, PE fields and facilities such as the softball fields, baseball fields, soccer field, football stadium, tennis courts, swimming pool, and the area behind the gym, theater and music building.
- b. Unless supervised, the stairwell in front of the theater, the foyer between the theater and gym, the gym and locker-room area, and in front of the administration and science buildings.
- c. All parking and bike rack areas.
- d. Concession stand area near the stadium and athletic fields.
- e. Victory High School parking lot and campus.
- f. Students are expected to report directly to their classes or the central campus area upon arrival at school. Loitering in the outer areas of the campus as described above or in areas directly adjacent to the campus is not permitted.

### **SEXUAL HARASSMENT (BOARD POLICY 5145.7)**

The Board of Trustees is committed to maintaining a school environment that is free from harassment. The Board prohibits sexual harassment of any student by another student, an employee or other person, at school or at a school-sponsored activity. The Board also prohibits retaliatory behavior or action against any person who complains, testifies, assists or otherwise participates in the complaint process established in accordance with this policy.

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion.

Administrative Procedure 5145.7 states that prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. Types of conduct which are prohibited in the District and which may constitute sexual harassment include, but are not limited to:

- Unwelcome sexual flirtations or propositions.
- Sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- Graphic verbal comments about an individual's body or overly personal conversation.
- Sexual jokes, stories, drawings, pictures, or gestures.
- Spreading sexual rumors.
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
- Touching an individual's body or clothes in a sexual way.
- Limiting a student's access to educational tools.
- Purposefully cornering or blocking of normal movements.
- Displaying sexually suggestive objects.

Any student who feels that he/she is being harassed should immediately contact the principal or designee or another District administrator in order to obtain a copy of BP & AR 1312.3-Uniform Complaint Procedures. Complaints of harassment can be filed in accordance with these procedures.

*A complete copy of Board Policy and Administrative Regulation 5145.7 is available in the school office.*

### General Information

#### BICYCLES/SKATEBOARDS/ROLLER BLADES

1. Bicycles must be operated in a safe manner at all times.
2. Students must enter and leave campus on an established route:
  - (a) Students should use established bike lanes when riding on Stanford Ranch Road and travel with the flow of traffic.
  - (b) Students should walk bikes in crosswalks on Victory Lane, Victory Drive and Stanford Ranch Road.
  - (c) Upon entering campus and arriving at the intersection near the administration building, students may elect to ride bikes to the back side of the campus or they may walk their bikes to the bike rack on the sidewalk adjacent to the cafeteria.
3. Students are not permitted to ride bikes on campus except in the approved bike corridor at the rear of the campus.
4. Students must walk bikes in any area crowded with pedestrians.
5. Bicycles must be parked and locked in the bike rack area. The school is not responsible for damaged or stolen bikes or bike parts.

6. Students must obey established traffic rules regarding the safe operation of bicycles to and from campus
7. Skateboarding and roller-blading, bikes and scooters are not allowed on school grounds.

### **DRIVING AND PARKING PRIVILEGES**

1. Only students with RHS parking permits are allowed to park in the student parking lot. **Students must display a current, valid RHS parking permit in the lower left side of the windshield of the vehicle. Permits are available in the Assistant Principal's Office for \$10.00. ASB cardholders may receive one free permit.** Cars parked without a valid permit will be cited by the Rocklin Police Department. Designated permits will allow 12<sup>th</sup> grade students to park in the Senior Parking area in the student lot. Possession of a parking permit does not guarantee on-campus parking.
2. Speed limit in parking lot is 5 mph.
3. Students must park their cars immediately upon arrival. Cars must be parked forward only. Once parked, students must leave the parking lot. **Loitering in the parking lot is not permitted.**
4. RHS campus is closed and students may not leave the parking lot until the end of the school day, unless permission is obtained.
5. The parking lot is off limits and **cars may not be visited during the day** (including lunch periods) without special permission from the administration.
6. "Cruising" around the parking lot before or after school is not permitted.
7. Loud stereos and car radios are considered disruptive and are therefore not allowed on school grounds.
8. Any driver found to be driving in a negligent, erratic or disruptive manner on or about school property may be cited by the Rocklin Police Department and have school driving and parking privileges suspended.
9. Loading zones are in front of the gym cafeteria, office or along curbs bordering RHS. Parents delivering students to school should drive into the student parking lot and use these areas for drop off and pick up points. Do not leave cars parked unattended in this area. The parking lot in front of the administration building is NOT a drop off zone.
10. Students who violate expectations in the parking lot will receive discipline including removal of parking lot privileges.

### **LIBRARY/MEDIA CENTER**

The Library Media Center's focus is to support and enrich the school's curriculum. We hope to provide students with many varied opportunities for personal intellectual growth as well as reading and study. You may contact the Library Desk at 632-1600, x6150..

1. Library hours are 7:15 – 3:00 pm on Articulation days; 7:15 a.m. to 3:30 p.m. Tues - Thurs, 7:15 a.m. – 3:00 p.m. Friday (except for staff meeting dates) and 7:15 – 12:30 p.m. Minimum Days.
2. Students must have their own CURRENT RHS ID card to check out ALL library materials.
3. Fiction and non-fiction circulate for 2 weeks with renewal privileges. Students do NOT need to bring in books to renew. Reference books and magazines do not circulate.
4. Overdue materials collect a fine of 10 cents per school day until it is either returned or renewed.

5. Students wishing to use the library during class hours must first get a pass from their regularly assigned teacher.
6. Food and drinks are NOT allowed in the library.
7. Students will be charged for any vandalism or loss regarding books, library materials, computers, etc.
8. Students who break library rules may lose any or all library privileges.
9. Any student, who pays a fine for a lost library or text book and later finds the book, may return it to the school for a refund prior to September 30<sup>th</sup> of the following school year, as long as the item is in acceptable condition, and is still being used by the school.

#### **TEXTBOOKS/MATERIALS/FEEES**

All required textbooks/materials are issued by the school. Students are held accountable for the care and safe keeping of books assigned to them. Students will be billed for the replacement cost of lost or damaged books. Any student who pays for a lost textbook or other school material and later finds the item may return to the school for a refund until September 30<sup>th</sup> the following school year as long as the item is in acceptable condition and is still being used by the school. State law allows the schools to enforce the payment for lost or damaged items.

*These costs and any other outstanding fees must be paid before transcripts or diplomas are given. Outstanding fees may also result in suspension of eligibility to participate in extracurricular activities.*

#### **TRANSPORTATION**

The Rocklin Unified School District provides home-to-school bus service for eligible students on a fee basis. Round-trip and one-way bus passes can be purchased through the RUSD Transportation Services Department. Transportation information and applications are available in the RHS main office. In addition, punch passes are available for purchase in the RHS student store for students who *occasionally* ride the bus, and may be used on a space available basis. Students are required to show their pass daily when boarding the bus.

#### **STUDENT CONDUCT AT ASSEMBLIES & RALLIES**

1. Students are to sit in assigned seats.
2. Students are to remain in the assembly until the program ends and are dismissed by the administration.
3. Students should be prompt. Assemblies cannot start until students are seated in their proper sections and behaving appropriately.
4. Students should be appreciative and attentive during the performance. Those without appropriate behavior will be removed and the privilege to attend assemblies may be revoked.
5. For more formal presentations such as concerts and drama productions, the only appropriate response is applause. Whistling, shouting and other demonstrations, while good for rallies, are inappropriate for these events.

#### **VISITORS/STUDENT SAFETY (BOARD POLICY 5142; 1250)**

The Board of Trustees places a high priority on safety and on the prevention of student injury. Principals and staff are responsible for the conduct and safety of students from the time they come under school supervision until they leave school supervision, whether on school premises or not. The Superintendent or designee shall establish regulations and procedures as necessary to protect students from dangerous situations.

The Superintendent or designee shall ensure that teachers, teacher aides, yard aides, and volunteers who supervise students receive training in safety practices and in supervisory



techniques which will help them to forestall problems and resolve conflicts. The following visitor regulations shall be in place at each school site:

- All qualified visitors, including parents (proof of identity must be shown) must sign in at the office and acquire identifying badges before visiting anywhere on campus.
- Picture identification badges will be used by District employees who visit campuses.
- A list of substitute teachers will be posted daily.
- An adult employee shall accompany visitors who are not parents.
- Students are **not** allowed to bring visitors to school.

A copy of Board Policy and Admin. Reg. 5142 and 1250 are available in the school office.

*ROCKLIN UNIFIED SCHOOL DISTRICT*  
**ANNUAL NOTIFICATION OF  
THE UNIFORM COMPLAINT PROCEDURES (UCP)**

For students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties  
The Rocklin Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs. The Rocklin Unified School District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination complaints may be based on actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in Consolidated Categorical Aid Programs, Career Technical and Technical Education and Training Programs, Child Care and Developmental Programs, Child Nutrition Programs, Special Education Programs, and Federal Safety Planning Requirements.

Complaints must be filed in writing with the following compliance officer:

Deputy Superintendent or Director of Special Education

Rocklin Unified School District; 2615 Sierra Meadows Drive; Rocklin, CA 95677

(916) 624-2428

Complaints alleging discrimination must be filed within six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the superintendent or his or her designee. Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The Rocklin Unified School District person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the Rocklin Unified School District's Decision to the California Department of Education (CDE) by filing a written appeal within fifteen (15) days of receiving the Rocklin Unified School District's Decision. The appeal must include a copy of the complaint filed with the Rocklin Unified School District and a copy of the Rocklin Unified School District's Decision.

Civil law remedies may be available under state or federal discrimination laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the Rocklin Unified School District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law



remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the Rocklin Unified School District's UCP policy and complaint procedures shall be available free of charge.