

ROCKLIN HIGH SCHOOL

A California Distinguished School

Student Handbook 2021 | 2022



ROCKLIN HIGH SCHOOL
learning together, continually improving

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

Rocklin High School is an established, exceptional educational institution. Our mission is to empower each student to become a dynamic, life-long learner, positioned to succeed in a global community. Our collaborative and innovative system is distinguished by a creative learning environment that supports the physical, intellectual and emotional needs of each individual.

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QUICK LOOK - DEPARTMENT CONTACT NUMBERS

Front Office	916-632-1600	#6101
Attendance (same day release/tardy/late check-in)....	916-632-1600	#6105
Athletics Office.....	916-632-1600	#6128
Assistant Principals' Office.....	916-632-1600	#6124
Fax.....	916-632-0305	
Counseling.....	916-632-1600	#6110
District Office.....	916-624-2428	

SCHOOL STREET ADDRESS & WEBSITE

5301 Victory Lane
Rocklin, California 95765
<http://rhs.rocklinusd.org/>

BOARD OF TRUSTEES

Dereck Counter, President
Rachelle Price, Vice President
Julie Hupp, Clerk
Tiffany Saathoff, Trustee
Rick Miller, Trustee

ROCKLIN UNIFIED SCHOOL DISTRICT

2615 Sierra Meadows Drive, Rocklin, CA 95677
916-624-2428 / www.rocklin.usd.org

Roger Stock, Superintendent
Barbara Patterson, Deputy Superintendent - Business Services
Stacy Barsdale, Director, Special Education and Support Programs
Martin Flowers, Assoc Superintendent, Secondary Education & Educational Services
Barbara Patterson, Deputy Superintendent, Business Services
Tony Limoges, Assistant Superintendent - Human Resources
Craig Rouse, Senior Director - Facilities, Maintenance & Operations

ADMINISTRATIVE OFFICE TELEPHONE EXTENSIONS

POSITION	NAME	EXT.
Principal	Davis Stewart	6123
Principal's Secretary	Bridget Hopper	6120
Receptionist	Fran Albrecht	6101
Assistant Principals:	Mark Douglas	6127
	Michael Pappas	6125
	Jenn Stedmann	6121
Assistant Principals' Secretary	Laurie Janowsky	6124
Attendance Clerks:	Marna Pruett	6103
	Donna Taylor	6105
Discipline Techs:	Karen Cox	6131
	Paul Reynoso	6130
School Resource Officer	Lee Hatfield	6132
Counselor - Class of 2021	Lauri Hodge	6111
Counselor - Class of 2022	Tim Wirth	6114
Counselor - Class of 2023	Sydney King	6112
Counselor - Class of 2024	Lissa Morgan	6113
Registrar	Julie Olsen	6104
Psychologist	Leanne Sublett	6117
Speech & Language	Denise Pyburn	6159
Counseling Secretary	Linda Follis	6110
Athletic Director	Ryan Spears	6154
Athletic Secretary	Kelly Petrilla	6128
Activities Director	John Thompson	6141
Bookkeeper	Alicia Perkins	6140
Career Technician	Amber Tillery	6118
Librarian	Michelle Linder	6150
Health Aide	Brandy Wright	6137
Workability	TBD	6155

E-MAIL CONTACTS

Parents may contact RHS teachers or staff members via email regarding homework or other issues. Email addresses for Rocklin High School Staff Members consist of the first initial followed by last name, e.g. dstewart@rocklinusd.org.

ROCKLIN UNIFIED TITLE II, V, IX & 504 COORDINATORS

1. Title II – Stacy Barsdale, Director of Special Education and Support Services, 2615 Sierra Meadows Dr. Rocklin CA. 95677, 916-630-2232
2. Title V, Craig Rouse, Senior Director of Facilities, Maintenance & Operations, 2615 Sierra Meadows Dr. Rocklin CA. 95677, 916-630-3188
3. Title IX, Martin Flowers, Associate Superintendent of Secondary Education & Educational Services, 2615 Sierra Meadows Dr. Rocklin CA. 95677, 916-630-3187
4. 504 Coordinators – Stacy Barsdale, Director - District Office, 916-624-2418 and Rocklin High School: Site Psychologist and Counselors. 5301 Victory Lane, Rocklin, CA 95765, 916-632-1600

A complete list of Coordinators at other Rocklin Unified Schools can be found at the Rocklin Unified School District website at <http://www.rocklinusd.org/>

ATTENDANCE
(24-Hour Absence Reporting) 916-632-1600 #6103
(School Attendance Office) 916-632-1600 #6105

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.

- A student is considered absent from class if they miss 30+ minutes of a class period.
- A student must be in attendance the full regular school day of a scheduled practice, contest, or extracurricular activity to be eligible to participate. There are possible exceptions which are subject to interpretations by the Principal or his Designee.
- **Students absent from school for any length of time (one period, one day, or multiple days) must verify the absence by a phone call, a note or email from a parent/guardian within three (3) days.**
- Attendance procedures must be followed even after the student's 18th birthday.

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, whether excused or unexcused, and off campus suspensions. Field trips, school activities, and any tardy will not affect this record. The Senior Class Administrator discusses the details of the Senior Attendance Policy during the Discipline Talks within the first few weeks of the fall semester.

CLEARING ABSENCES

1. Verification of absences is to be made by a phone call, a note or email from a parent/guardian indicating the date and reason for the absence. Telephone calls should be made the same day as the absence to **916-632-1600 #6103**.
2. **Failure to clear an absence by a telephone call, note or email 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

DIALER/VOICE MAIL

1. Daily, the automated dialer will call the primary phone number of all students who have been reported absent at the beginning of the school day.
2. Nightly, the automated dialer will call the primary phone number of all students who have been reported absent from one or more class periods.
3. The school provides a 24-hour voicemail, **916-632-1600 #6103**, for reporting all-day absences. Communication between home and school is a major factor in correcting poor attendance and calls to the school Attendance Office at **#6105** are welcomed.

TARDY POLICY

1. Tardiness is unacceptable and is cleared only with a note or call from a parent/guardian within three (3) school days. Parents cannot excuse more than five (5) tardies per semester.
2. An unexcused tardy, at any time during the school day, will result in disciplinary action. A student's tardy will not be excused due to traffic or lack of parking in the Student Parking Lot or surrounding streets.
3. Students identified with habitual tardiness may be placed on Attendance Contracts which include additional consequences and/or referred to School Attendance Mediation Board.

CLOSED CAMPUS

1. **Rocklin High School is a closed campus. Students are not allowed to bring guests to school.**
2. Parents, pre-scheduled guest speakers, or military guests need to sign in at the Rocklin High School reception desk upon arrival to receive a Visitor's Pass.
3. **ALL DELIVERIES FOR STUDENTS MUST BE DROPPED OFF IN THE FRONT OFFICE. ONLY PARENTS ARE ALLOWED TO DELIVER FOOD ITEMS AND ONLY FOR THEIR OWN STUDENT(S).**
4. **WE DO NOT ALLOW OUTSIDE SERVICES TO DELIVER FOOD TO STUDENTS** (e.g. Door Dash, Grubhub). All items delivered by this method will be confiscated even if the student has prepaid for the delivery of items.

CHECKING A STUDENT IN or OUT

1. Students **MUST** check in at the Attendance window upon arrival any time after 7:45 am or return to campus before 2:40 pm. Students must present student I.D. card.
2. Permission for a student to leave campus must be communicated by written note, phone call, or a personal appearance by the parent/guardian prior to the school's Attendance Office Clerk authorizing the student to leave campus.
 - **Parent's Responsibility** - A call or written note providing: student's first and last name; date, time and reason student is leaving; parent signature and daytime phone number.
 - **Student's Responsibility** - Students **must present student I.D. card** and bring note to the Attendance Office window **before school, at break, or at lunch** to receive a yellow check-out slip. Students need to show the yellow check-out slip to the teacher at the beginning of class and watch the clock to leave on time.
3. **Students wishing to leave campus for lunch must be checked out in-person by a parent/guardian.**
4. Failure to comply with the above policy will result in a discipline referral.
5. A student who attempts to clear an absence either through a forged note or an impersonated phone call will have the absence declared a truancy and will receive disciplinary action for both the attendance issue and the attempted forgery.

TRUANCY

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

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 request for Independent Study must be made at least two weeks prior to a student's leave date and **in writing**. Requests should include student's name, dates of absences, and reason. Independent Study will be issued pending review.

EMERGENCY SITUATIONS

Rocklin High School has plans and preparations for major emergency situations. The staff has been trained and drills are held regularly so the students understand the emergency procedures.

1. Our primary concern in the event of an emergency is the safety and welfare of the students. Please inform your student they are as safe at school as they are at home in a serious emergency. School buildings have been designed with safety in mind, inspections are made regularly to remove possible hazards, and staff members have been trained in first aid.
2. Your student(s) should be instructed to obey the directions of their teachers and staff members in any emergency situation
3. If there is an emergency situation on campus, please avoid calling the school. Information will be sent out via School Messenger as it becomes available
4. If there is an emergency situation on campus, please avoid driving to school. Streets should be as open as possible for emergency vehicles. Instructions will be sent out via School Messenger in order to reunite parents with students

ASSISTANT PRINCIPALS' OFFICE
916-632-1600 #6124

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.

Assistant Principals will visit students in their classes in the opening weeks of school to discuss district and school policies. Students are responsible for their behavior and the consequences of good or poor judgment. ***All of the rules and policies in this handbook apply to students on the way to and from school and school events, on school premises, and at all 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:

- The nature of the infraction
- The policies of the school
- The attitude/cooperation of the student
- The student's disciplinary history
- 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. **Rocklin High School is a closed campus.** *Clink Link:* ([CLOSED CAMPUS](#))
- Committing an obscene act or engaging in profanity/vulgarity
- Passionate embracing or kissing, petting or other inappropriate intimate gestures
- Inappropriate use of cell phone/electronic devices, or offenses involving social media. *Clink Link:* ([CELL PHONES/ELECTRONIC DEVICES](#))
- 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, cigarettes or tobacco, including chewing tobacco or tobacco like substances
- Use, possession or sale of drugs, vaporizing devices (vapes), 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 *Click Link:* ([SEXUAL HARASSMENT](#))
- 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.
- Not following all Sierra Foothill League and California Interscholastic Federation expectations at athletic events.

CONSEQUENCES

One or more of the following 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-campus or off-campus) from class and/or school
7. Suspension from co- and extracurricular activities
8. Implemented Restorative Processes
9. Revoke campus parking/driving privileges
10. Payment for damages, restitution, and/or secret witness reward
11. Work permit revoked or denied
12. Involuntary transfer to another class
13. Academic Integrity Policy Notification Letter
14. Mitigated Behavior Contract
15. Saturday School
16. Law enforcement notification
17. Loss of senior privileges and participation in graduation ceremony
18. Transfer to alternative education program
19. 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, Rocklin High School 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

Detention is held in the Discipline Office (or other designated location) during the times listed below. Students and their parents must make transportation arrangements.

DAYS		TIME FRAME
Monday	Articulation Day	1:00 pm – 3:30 pm
Tuesday – Friday	After School Hours	2:45 pm – 3:30 pm
Thursday	Morning Hours	6:45 am – 7:35 am
Monday-Friday	On Campus Suspension	7:45 am – 2:40 pm

- Detention must be completed within three (3) days or by pre-arranged/assigned time.
- Students who do not make an effort to attend or obtain permission to miss detention may receive: additional detention, Saturday school, a one-to-five-day suspension/on-campus suspension, and/or a loss of privileges until assigned detention is completed. This may include eligibility to participate in extracurricular activities
- During detention, students are encouraged to use this time for schoolwork. They are also required to be quiet, cooperative and awake. Failure to comply will result in removal from detention with no credit given for the time spent in the Discipline Office.
- The Administration reserves the right to consider all circumstances in application of this policy.
- Saturday School is available to students (outside of the weekday/regular detention hours) to accommodate schedule conflicts in fulfilling detention hours.

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. **A student's 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 (no sagging). Shorts and/or pants with rips or tears above the bottom of the pocket line is required to have material in place behind the rips/tears.
2. Footwear must be worn at all times.
3. Clothes shall be sufficient to conceal undergarments at all times. See-through, fishnet fabrics, off-the-shoulder, low-cut tank tops, spaghetti straps, and bare midriffs are prohibited.
4. Inappropriate lettering, pictures, printing, message patches or messages on clothing, hats, backpacks, binders, or other personal items are prohibited. Clothing and jewelry shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, sexually suggestive, advocate racial, ethnic or religious prejudice, violence, weapons, or the use of drugs or alcohol. Accessories with spikes may not be worn.
5. Hair shall be clean and may not be sprayed by any coloring that would drip when wet.
6. Apparel, accessories, school materials, or manner of grooming which by virtue of its color, arrangement or any other attribute denoting membership in a gang is prohibited.
7. No hats are allowed to be worn with the exception of classroom curriculum activities.

CELL PHONES/ELECTRONIC DEVICES

(Board Policy 5131): Cell phones/electronic devices may only be used before school, during break and lunch and after school.

- Use of any style of headphones or ear buds (either wired or Bluetooth) is prohibited while on campus outside of the classroom. This decision is due to safety concerns, including general awareness of surroundings, ability to hear directions, and safety instructions/communication.
- Cell phones/electronic devices and headphones must be put away and turned off during instructional time unless otherwise directed by a supervising staff member.
- Students who inappropriately use their cell phone/electronic device/headphones may have that device confiscated by school personnel and will be assigned discipline. The cell phone/electronic device will be held in the Assistant Principal's office and available for student or parent pickup at the end of the day.

CELL PHONE/ELECTRONIC DEVICE/HEADPHONE - CONFISCATION DETENTION

OFFENSE	DETENTION ASSIGNED	TIME FRAME
First	Two (2) Hours	Served within three (3) days
Second	Three (3) Hours	Served within three (3) days
Third	Four (4) Hours OR On-Campus Suspension	Meeting with Assistant Principal who will assign discipline consequence

Rocklin High School is not responsible for lost or stolen cell phones, personal electronic devices and/or personal property.

CAMPUS BOUNDARIES

Students are expected to report directly to their classes or the central campus area upon arrival at school. Loitering in the parking lots, bike rack enclosures, and outer areas of the campus or in areas directly adjacent to the campus is not permitted. Specified areas away from the central campus are off-limits to students during brunch and lunch unless students have a pass or special activities which allow these facilities to be accessed.

Off-limit areas include:

- All athletic, PE fields and facilities including softball fields, baseball fields, soccer field, stadium, tennis courts, swimming pool, the foyer between the theater and gym, the gym and locker-rooms.
- The stairwell in front of the theater, theater/music building, area in front of the Administration and Science Buildings, all parking areas and the annex/V-Building area.

ATHLETICS
916-632-1600 #6128

ATHLETIC CLEARANCE

In order to participate in any practice or contest, a student must be cleared by the Athletic Office. California Interscholastic Federation (CIF) regulations beyond those listed may govern eligibility. The student must have a yearly physical on file, as well as registration online providing 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. Social Media Contract

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 eight (8) classes need 16 grade points; seven (7) classes need 14 grade points; six (6) classes need 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 still be allowed to practice. Once the athlete has met the minimum grade standard, full participation will be granted.

ATTENDANCE

1. An athlete must attend school for the full regular school day to be eligible to practice, participate in a contest, and all extracurricular participation contests/performances.
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.

FIELD SPORTSMANSHIP—REQUIREMENTS FOR ALL SPORTS

The Sierra Foothill League (SFL) 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:

- Any student fan who steps onto the court/playing field to start or join in a fight is to be automatically ejected from the gym/playing field. The member Sierra Foothill League School is expected to take disciplinary action on the next regular school day.
- 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
 3. Removal from the team
 4. Removal from all athletic programs for a period of time
 5. Other appropriate disciplinary action
- 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.

POLICIES FOR ATHLETIC PARTICIPATION

For details, please see the Athletic Code of Conduct found online at:

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

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.

SOCIAL MEDIA POLICY

"Social media" refers to internet-based applications designed to create and share user generated content. Any form of digital magazines, internet forums, web blogs, podcasts, photographs, video, rating, and social bookmarking found on websites or applications such as Twitter, Facebook, Instagram, or Tumblr that is open to public viewing is considered to be "social media". This is a rapidly changing network as we move into the twenty-first century. Many more networks not mentioned will arise which are also included in this policy. Violations of this policy are subject to investigation and sanctions outlined in the Rocklin High School Code of Conduct are also subject to review by state and federal law enforcement. These fall under Class II Infractions. Any and all disciplinary measures may apply depending on the severity of the infraction.

Rocklin High School student athletes are expected to conduct themselves in a respectable manner as a member of their team and our Athletic Program. As a student athlete, you are responsible for your social media use. Any malicious use of social media platforms shall not be tolerated. Malicious use may include, but not be limited to:

1. Derogatory language or remarks regarding fellow athletes, students, coaches, administrators, faculty, and staff of Rocklin High School or other high schools.
2. Demeaning statements or threats that endanger the safety of another person.
3. Incriminating photos or statements regarding illegal criminal behavior, underage drinking, and use of illegal drugs, sexual harassment or violence.

ATHLETIC CODE OF CONDUCT

Athletes determined to be in violation of Education Code Section 48900 or any other policies set forth by the Rocklin High School Athletic Code of Conduct, may face disciplinary action. Please refer to the Rocklin High School Athletic Code of Conduct located in the Rocklin High School Athletic Handbook for specific details: <http://rhs.rocklinusd.org/Athletics/Inside-Athletics/index.html>

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, who involve themselves in an assessment and treatment program, will not be penalized under this policy. **At any time, coaches reserve the right to cut student athletes from their programs for violations of team or school policies.**

When the Rocklin High School 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.

ACADEMIC GUIDELINES

MASTERY LEARNING AND GRADUATION OVERVIEW

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 set 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 coursework and assessments 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 master academic standards, a graduate will have the skills and knowledge needed for success in whatever post-high school avenues are chosen.
- In addition to course requirements, RHS graduates are required to possess and demonstrate mastery of our **Departmental Objectives, Essential Skills and Concepts**. Graduation will be based upon demonstrations of what students actually know. **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 required subjects below, must be earned in grades 9–12 in order to meet graduation requirements.

GRADUATION REQUIREMENTS

SUBJECT AREAS	YEARS	UNITS
Language Arts	4	40
Social Studies w/Geography	3.5	35
Mathematics*	3	30
Science	3	30
Physical Education	3	30
Applied Science	1	10
Visual/Performing Arts	1	10
Foreign Language	1	10
Health	.5	5
Electives		50
Total Units Required for Graduation		250

**Must complete mathematics through Integrated Math II.*

GRADING POLICY AND SYSTEM

Grades are maintained and readily available online at <http://rhs.rocklinusd.org> for students, parents, and teachers to monitor and discuss student achievement. Three options are available:

1. Students and parents can view grades through Schoology. If your family does not already have an existing account, please email Principal's Secretary, Bridget Hopper @ bhopper@rocklinusd.org. On the homepage of the school's website, select the "Schoology" tab and follow the instructions. **New Schoology accounts must be activated via our school's website (this can take 24-48 hours after a student's first day).**
2. Weekly Grade Check Forms for students to take to their teachers can be printed from the school's website by selecting the 'Info' tab, 'Counseling' and 'Weekly Grade Check Form'.
3. Parents are welcome to email or phone teachers to request grade-related information.

Semester grades carry final credit, are considered permanent grades, and become part of the official school record (transcript) for each student.

GRADING SYSTEM	NON-WEIGHTED	WEIGHTED **
A = Distinguished	A = 4.0	A = 5.0
B = Commendable	B = 3.0	B = 4.0
C = Proficient (Mastery)	C = 2.0	C = 3.0
NC = No Credit		
P = Passing		
NM = No Mastery	Failure to meet minimum standards. If not corrected, a NM can result in a semester grade of No Credit	

***Weighted grades are earned with a passing grade in Honors or Advanced Placement (AP) course.*

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. The Academic Integrity Policy will be enforced **throughout a student's high school career.** Violation of Rocklin High School's Academic Integrity Policy may result disciplinary action, academic, extra- and/or co-curricular consequences.

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 teacher cause to consider their actions a violation. To avoid inadvertent dishonesty, the following list, **which is not intended to be all-inclusive,** delineates a variety of methods of cheating:

1. Looking at someone else's paper or using any type of "cheat notes" during an examination, test or quiz.
2. Talking with another student during an examination, test or quiz.
3. Using an electronic device during an examination, test or quiz.
4. Letting someone else see one's own or another's paper during an examination, test, quiz or assignment.
5. Copying work assigned to be done independently or allowing someone else to copy one's own or another's work, including computer generated information and programs.
6. Copying or closely paraphrasing sentences, phrases, or passages without properly citing sources while writing a paper or doing research.
7. Giving test information to students in other periods of the same teacher/same course.
8. Submitting individual work/projects not wholly one's work.
9. Fabricating or altering laboratory data.

CONSEQUENCES

This policy will be enforced throughout a student's high school career. When a student has been found cheating, the consequences and procedures for each instance are as follows:

FIRST OFFENSE

- A referral will be submitted to the administration and evidence will be provided. The student(s) may be suspended from the teacher's classroom for the next two class periods. (classroom teacher)
- The student(s) will be required to complete an alternative assignment demonstrating mastery of the Essential Concepts and Skills. A maximum of 70% of the total point value of the assignment will be granted. (classroom teacher)
- The teacher will notify the parents/guardians and inform them of the consequences prior to the classroom suspension. (classroom teacher)
- The administration will send home a letter documenting the incident and informing the student and parents of the consequences for second offense. (Administration)

SECOND OFFENSE

- A referral will be submitted to the administration along with evidence that cheating has occurred. The student(s) may be suspended On-Campus for two days. (classroom teacher)
- The student(s) will be required to complete an alternative assignment demonstrating mastery of the Essential Concepts and Skills; however, "0" points will be granted towards their overall course grade. (classroom teacher)
- The administration will notify the parents and schedule a meeting to inform them of the severity of the incident and the consequences for a third incident. (Administration)
- The student(s) will be suspended from any extra-curricular activity as per Rocklin High School extra-curricular code of conduct. (5 to 30 days) (Administration)
- The student(s) will not be eligible for valedictorian status or "Top Student" honors in his or her senior year. (Administration)
- If a student violates the Academic Integrity policy in an Advanced Placement or Honors course and it is a second offense, he/she will be dropped from the course and be placed in a regular college prep class. (Administration)

THIRD OFFENSE

- A referral will be submitted to the administration along with evidence that cheating has occurred. The student(s) will be suspended Off-Campus for three days. (classroom teacher)
- The student(s) will receive a "NC" in the course. (classroom teacher)
- A parent conference will be required. (administration)
- The student(s) will be suspended from any extra-curricular activity as per Rocklin High School extra-curricular code of conduct. (15 to 30 days) (Administration)
- The student(s) will not be eligible for valedictorian status or "Top Student" honors in his or her senior year. (Administration)

RESEARCH PAPERS/AVOIDING PLAGIARISM

In writing a research paper, the student must document everything that was borrowed, not only from direct quotations and paraphrases, but also from information and ideas that did not originate with the student. Common sense, as well as ethics, should determine what the student documents. Common knowledge or familiar proverbs need not be cited, but the student must indicate the source of any material that readers might otherwise mistake for originating from the student. This process is taught within every academic department. If further clarification is required, the student should ask his/her instructors.

COUNSELING DEPARTMENT

916-632-1600 #6110

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

CLASS POLICIES

All courses at Rocklin High School are year-long courses and students must remain courses for the **entire year**. In the interest of avoiding educational roadblocks, Counselors start working with students in the spring semester of each school year. Students and parents are encouraged and 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. **Therefore, the only guaranteed changes are to fix errors in schedules.** If a student meets one of the following criteria below, they should request a schedule change by completing the "Schedule Change Request" form prior to the start of the school year:

- Missing courses **required for graduation**
- Blank/missing periods (this does not include "early/late" arrival for seniors)
- Two courses scheduled in the same period (not including freshman Health/Geography)
- Failure to meet prerequisite for course
- Duplicate courses

Additionally, students are allowed up until the first three weeks of the school year to change level from an Advanced/Honors/AP course down to a regular level class, based on space availability. Changes may significantly change the student's current schedule.

TEACHER INITIATED WITHDRAWAL

- An exception 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.

COMMUNITY SERVICE

A minimum of twenty-five (25) hours of community service with a **non-profit organization** is required for graduation. Community Service contracts and complete guidelines are available in the Counseling Department or on our school's website. College bound students are advised to complete more than twenty-five (25) community service hours.

- The hours must reflect volunteer service to the community and must be turned in by the last day of school during the year the hours are served. **Hours will not be accepted or documented if forms are submitted after the school year in which they are served.**
- Students are expected to complete their community service hours prior to the end of their junior year.

REGISTRAR
916-632-1600 #6104

TRANSCRIPTS

Every senior will receive an *unofficial* transcript to assist them in filling out college applications. College and scholarship applications may require *official* transcripts. Official transcript requests for colleges/universities, NCAA and/or NAIA are submitted through Naviance. Official transcripts for scholarships or other needs may be ordered by completing a Request for Transcript form in the Registrar's Office before school, during nutrition break, lunch, or after school. The cost is \$1.00 per transcript.

NOTE: *Please request transcripts at least one week before any deadlines.*

WITHDRAWAL FROM ROCKLIN HIGH SCHOOL

Withdrawing from Rocklin High School is typically a one-day procedure. Parent/legal guardian verification and signature are required. **Students must see the Registrar to obtain a Check-Out Form.** The student, during their regular class schedule, must take the form to his/her teachers to receive withdrawal grades. The student must return the Check-Out Form, with the required signatures, to the Registrar to complete the process and receive necessary paperwork for future school enrollment. If the student is unavailable to complete this procedure, the Checkout Form will be routed by the office and will prolong the withdrawal process. **At this time, all books, uniforms, fines/fees, ASB/ID card, and parking permit must be turned in and cleared.** All accounts must be cleared before the student's official transcript will be forwarded to the awaiting school.

COLLEGE & CAREER CENTER

916-632-1600 #6118

The College & Career Center is a resource center focusing on a student's opportunities after high school. Parents are welcome to access all College & Career Center resources. Appointments are recommended. Students and parents can find information and help on the following points online at the school's website

<http://rhs.rocklinusd.org/subsites/Career-Center/>

- College admission
- PSAT, ASVAB, ACT, SAT Reasoning registration and support
- Scholarships and financial aid
- Career exploration, education, and planning
- Military recruitment
- 49er Regional Occupational Program (ROP)
- Community Service opportunities
- Tutoring Services

COLLEGE NIGHT

The College & Career Center co-sponsors the Northern California College Night each fall. College representatives from a large variety of schools will be in attendance. This event is free of charge and open to all students and parents.

SCHOLARSHIPS AND FINANCIAL AID

The College & Career Center webpage and workshops are great resources to learn about the many scholarship and financial aid options available to students. The College & Career Center webpage links to national scholarship websites, lists current local and regional scholarships, and houses Rocklin High School's Assist-A-Grad catalogue and application.

FAFSA AND CAL GRANT

A general scholarship workshop will be hosted in the fall and a workshop specific to completing the FAFSA and Cal Grant application will be held in early January. All students are encouraged to file a Cal Grant GPA Verification Form in the fall of their senior year.

ASSIST-A-GRAD

Rocklin High School Assist-A-Grad scholarships are sponsored by organizations or individuals within our community and are open to Rocklin High School students only. The application window for these scholarships is typically within the month of March with interviews held in May. Scholarship winners are announced at Senior Awards Night.

TUTORING

Students who need academic help can attend after school "Homework Help" sessions that are held in the College & Career Center. Students who are strong in specific subjects, have been trained in tutoring, and are available on a regular basis to help students with homework, study for exams, or polish their skills are encouraged to volunteer. Applications are available in the College & Career Center.

WORK PERMITS

By Federal Law and State Ed. Code 49164, all students under age 18 must have a valid work permit to be employed which also includes vacations and summer break. In accordance with school policy, students are required to maintain a 2.0 grade point average, have no more than one NM/NC (based on their most recent report card), and attend school regularly to hold a work permit. Students may obtain a "Request for Work Permit" form in the College & Career Center or via the school's website (select the Info tab, Counseling, Work Permit). Once the student, parent, and employer complete all requested information, the form is submitted to the College & Career Center. Work permits will be issued within four days after the completed request has been submitted and has received 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.

COLLEGE PLANNING AND TEST DATES
RHS CODE 052609

The Rocklin Unified School District has adopted the Naviance computer program for students and parents to access interest inventories, career exploration, college matches, and the college application processes. The Naviance program is incorporated into the curriculum throughout the middle and high schools. We encourage students and parents to explore Naviance and its many uses. Naviance login information and instructions are available on the Counseling Department and College & Career Center websites.

Virtual College Night		September 20, 2021
UC Application	Filing Period:	Deadline: November 1, 2021
CSU Application	Filing Period:	Deadline: November 1, 2021
Private/ Independent College Applications – “Common App”	Filing Period vary (<i>check individual school’s websites</i>) Opens: in August	Deadline for Reg Admission is Jan 1, 2022
FAFSA	Available Oct 1, 2021	Deadline @ midnight June 30, 2022
Cal Grant Filing Period		GPA Deadline by March 2, 2022 <i>* It is recommended to complete this application ASAP due to limited funds</i>

The following testing dates are current as of June 2021. See websites below for fee information.
Early registration increases chances of being assigned to Rocklin High School as a testing site.

SAT REGISTRATION DATES
www.collegeboard.com

SAT Test Dates:	Registration Deadline Dates:
August 28, 2021	July 30, 2021
October 2, 2021	September 3, 2021
November 6, 2021	October 6, 2021
December 4, 2021	November 4, 2021
March 12, 2022	February 11, 2022
May 7, 2022	April 7, 2022
June 4, 2022	May 5, 2022

ACT REGISTRATION DATES
www.actstudent.org

ACT Test Dates:	Registration Deadline Dates:
September 11, 2021	August 6, 2021
October 23, 2021	September 17, 2021
December 11, 2021	November 5, 2021
February 12, 2022	January 7, 2022
April 2, 2022	February 25, 2022
June 11, 2022	May 6, 2022
July 16, 2022	June 17, 2022

EXTRACURRICULAR ACTIVITIES

916-632-1600 #6140

ASB EXECUTIVE COUNCIL FOR 2021-2022

CABINET

ASB President	Sam Eckenburg and Ryan Miller
ASB Vice President	Maddie Gillis
ASB Secretary	Taylor Sutton
ASB Commissioner of Finance	Ella Wong
ASB Sergeant at Arms	Jake Moore

CLASS OF 2022

President	Hana Cernik
Vice President	Amanda Bullock
Representatives	Gino Contreras and Daisy Zhong
Site Council Representative	Kennedy Clough

CLASS OF 2023

President	Eddie Hill
Vice President	Derek Houston
Representatives	Cole Terry and Eli Hardy
Site Council Representative	Katelyn Price

CLASS OF 2024

President	Grace Wong
Vice President	Sophia Burns
Representatives	Daniel Bullock and Rohan Midha
Site Council Representative	Hayden J'Beilly

CLASS OF 2025

President	Maddie Huff
Vice President	Braden Haney
Representatives	Benjamin Sackinsky, Kate Hess and Justin Rawe
Site Council Representative	Siena Crivellone

ASB COMMISSIONERS

Activities	Grace Copeland 12 (Hana Jang 12, Alise Winter 11, Caitlyn Winter 11, Mackenzie Smotherman 11, Haley Simmons 10, Brynn Hay 10, Teddy Ramos 9, Melanie Hildenbrand 9)
Special Programs	Jasleen Bal 12 (Lily Spears 11, Kendall Gomes 11, Megan Price 11, Samina Zanzi 10, Anooshka Hegde 10, Shannon Baddley 10, Karlee Larson 9, Hasmitha Kanugula 9)
Spirit	Emily Jaquish 12 (Gracie Teachout 12, Rachel Zehnder 12, Avery Birmingham 11, Izzy Tavarez 11, Izzy Cavanaugh 11, Emma Bingham 10, Briley Waters 9, Annabella Eaton 9)
Campus Rec	Jenna DeBord 11 (Lauren Samuels 12, Prakriti Bhattarai 12, Hayley Thorpe 11, Samita Parija 11, Maya Gutierrez 11, Aylin Kalantaripoidarranji 10, Caitlin Wildman 9)
Publicity	Sheyenne Cunningham 12 (Hannah Johnson 11, Sara Murphy 11, Kaylee Hinmon 11, Jordan Brown 10, Reegan Chima 9)
Campus Culture	Kate McChesney 12 (Ashley Vogt 12, Kimiah Jacobs 12, Kennedy Weir 11, Zoey Clemons 11, Grace Sloan 10, Madison Baker 9)
T. Galleria	Tatum Tillery 11 (Paige Wardlaw 11, Zoie Erickson 11, Kaisa Smith 10, William Daniels 10)
Video Production	Chloe Pascal 12 (Simon Roman 11, Kaleb Donets 11, Zachary Agustin 10, Jake Winter 9)
Production	Qwynci Davis 12 (Kelly Kochis 12, Natalie Baxter 10, Corynn Shye 10, Eliana Rubinstein 10, Jack Palmer 9, Natasha Nikiforov 9)
Poster	Georgianna Soria 12 (Sophia Lees 12, Lisa Nickel 12, Brooke Winter 11, Madison Jones 11, Karly Klausner 10, Johanna Sybersma 9, Elizabeth Rhodes 9)
LINK	Chloe Kennedy 12, Grace Matty 12
VAPA	Marisa Adao 12 (Kayla Glenn 11)
Technicians	Nicholas Nicosia 12 (Riley Joe 12, Alex Lie 12, Preyanthan Raguparan 10, Rohan Midha 10, Lucas Nicosia 9, Courtney Lane 9)
Coke	Camila Gonzalez 12, Mariah Baddley 12
Mr. T's Assistants	Niko Rivera 12 (Cole Toumajian 12, Brianna Brunello 11, Alyssa Patel 9)
Construction	Joe Schwasnick 12 (Calvin Yeh 12, Brandon Taormino 12, Mason Montgomery 10, Tyler Winter 10, Max Teachout 10)
Perks Peeps	Georgia Remmers 12 (Madysen Sublett 11)

ASSOCIATED STUDENT BODY (ASB) CARDS

ASB cards are sold for \$40 and are available to purchase during registration days and throughout the year. There are many benefits to owning an ASB card, including discounts to school events, local merchants and yearbooks as well as free parking permits for Junior and Senior Students. ASB cards also serve as the ID card for Rocklin High School students and must be surrendered upon withdrawal from Rocklin High School. Replacement ASB card cost is \$5.00.

CLUBS

Rocklin High School maintains a limited open forum policy regarding clubs. Student groups, who wish to be recognized as clubs and 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 club constitution
- Open a club account with the ASB fund

DANCE RULES

1. Dances are for students in regular attendance at Rocklin High School.
2. Students who have delinquent detention, have been suspended or expelled are not permitted to attend a dance.
3. Students **MUST** show their **current** and **valid** student ID card in order to be admitted into a dance. A photograph/electronic images or copies of an ID will not be accepted.
4. Upon entering a dance, students shall remain inside until the dance is over unless they decide to leave early. **Anyone leaving the dance will not be permitted to return.**
5. School rules and policies concerning student behavior will be enforced at dances.
6. Freak dancing is not allowed. Contact from one person's pelvic region to another person's pelvic region/buttocks is considered inappropriate dancing and will result in disciplinary actions.

OFFENSE	DETENTION ASSIGNED
First	Immediate removal from the dance, the next scheduled dance, and denial of approving any guest passes to another school
Second	Immediate removal from the dance, prohibited from attending any dance during the current and upcoming semesters and ester, and denial of approving guest passes to another school.
Third	Lifetime ban from all dances. If a student is removed from a dance, no refunds will be given.

7. School dances held on-site will normally end no later than 10:00 pm for Casual Dances and 10:30 pm for identified Semi-Formal Dances. The two Formal Dances, Junior Prom and Senior Ball, are held off-site and will end at 10:30 pm.
8. Students are required to make prior transportation arrangements for pick-up immediately following a dance.

DRESS CODE FOR EXTRA CURRICULAR ACTIVITIES/CASUAL DANCES

- No masks
- No underwear/lingerie exposed
- Clothing and jewelry shall be free of writing, pictures, or any other insignia which are considered: crude, vulgar, profane, or sexually suggestive OR which advocate racial, ethnic/religious prejudice, or the use of drugs
- No spikes
- Shorts and skirts must be of appropriate length. If they are shorter than mid-thigh, the students run the risk of having to change clothing
- See-through material does not count toward "coverage"; no: strapless tops, cleavage exposed, or bare midriff exposed

DRESS CODE FOR SEMIFORMAL AND FORMAL DANCES

- No masks
- No underwear/lingerie exposed
- Clothing and jewelry shall be free of writing, pictures, or any other insignia which are considered: crude, vulgar, profane, or sexually suggestive OR which advocate racial, ethnic/religious prejudice, or the use of drugs
- No spikes
- Shorts and skirts must be of appropriate length. If they are shorter than mid-thigh, the students run the risk of having to change clothing
- See-through material does not count toward "coverage"; No excessive cleavage exposed, bare midriff exposed, excessive upper thigh exposed.

DANCE GUEST PASSES

1. All dances are primarily for Rocklin High School students. However, if a student wishes to bring a guest from another high school, a Rocklin High School Guest Pass must be completed. Each student is allowed to bring only one guest to each dance. The Rocklin High School student is responsible for the behavior of the guest. Guests are expected to follow Rocklin High School's Code of Conduct, and they must be accompanied by their host student. **All Guests must have a current, valid picture I.D. in order to be admitted to the dance. A photograph/electronic images or copies of an ID will not be accepted. Rocklin High School students must have all detention served before their guest pass will be approved. Any disciplinary problems caused by a guest will result in termination of all future guest privileges for the guest.**

Rocklin High School Dances have Guest Pass criteria specific to the type of event. Please read each Guest Pass carefully.

GUEST PASS FOR CASUAL AND SEMI-FORMAL DANCES:

- Guest Pass requests are made available from the Assistant Principal's office two weeks prior to the date of the dance.
- Guest for these dances must attend another high school – no exceptions. Middle school students and individuals no longer in high school are not permitted to attend these Rocklin High School dances.
- It is the responsibility of the Rocklin High School student to get the original Guest Pass completed and returned to the Assistant Principal's Office by the deadline. The Guest Pass will not be accepted without the Administrator's signature and affixed business card/school sticker is present.
- Each Guest Pass is verified for accuracy. Any forged signatures will result in forfeit of dance/event attendance by both the Rocklin High School student and their guest. The Rocklin High School student may be issued a disciplinary action.
- All signed guest passes are due back to the Assistant Principal's office by 3:00 pm on the Wednesday preceding the date of the dance.

GUEST PASS FOR FORMAL DANCES:

- Junior Prom and Senior Ball are held off campus and include dinner.
- Guest Pass procedures for these dances originate at the ASB Office.
- Students are required to watch an informative video via a link sent out by the ASB Office that discusses: Guest Passes, specific tickets procedures, and important deadlines.
- The age limit for any guest attending a Formal Dance is twenty (20) years old.
- **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.**

STUDENT CONDUCT AT ASSEMBLIES & RALLIES

1. Students are to sit in assigned grade-level areas.
2. Students are to remain in the assembly/rally until the program ends and are dismissed by the Administration.
3. Students should be prompt when moving to the rally/assembly area. A rally/assembly 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 future assemblies/rallies 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 assemblies/rallies, are inappropriate for these events.

STUDENT STORE: THE "STORM CELLAR"

The Storm Cellar is opened during break, PLUS period, and lunch. At the store window, students can purchase and pay for items such as presale dance tickets, most VAPA event tickets, various contributions, and fees.

HEALTH OFFICE
916-632-1600 #6137

Rocklin High School Health Office is staffed by a part-time Health Aide. Please refer to the Annual Parents' Rights Notice for a complete description of pupil health, safety and medical treatment information. 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, vision/glasses, 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. The Health Office provides temporary care to students who are sick or injured at school until the parent can be contacted to pick-up the student. Students cannot be diagnosed by the health office; your child's physician will need to provide a proper diagnosis. Students will only be released to persons listed on the Emergency Card. 911 will be called if the situation could be life threatening.

MEDICATIONS

Board Policy 5141.21: The school Health Office also supervises students who are required to take medication during the school day. A written authorization from the student's physician and parent/guardian is required before designated school staff can assist the student in taking **any** medication. This includes medications prescribed by the physician and over-the-counter medications such as Tylenol, Motrin, cough drops, and ointments. The medication forms are available in the school office. Any medications that will be stored in the Health Office must be signed in by a parent/guardian and staff member. The Health Aide/staff member will verify the medication against the physician's orders, noting the medication's expiration date, quantity, and form (liquid, pills, inhaler, nasal spray, eye drops, etc.) 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, auto-injector EpiPen for severe allergies). Doctor's orders are required to be kept on file at the school for student carrying authorized medication. When on a field trip, the medications shall be monitored by and in possession of a teacher at all times.

IMMUNIZATIONS

Under the California School Immunization Law (California Health and Safety Code, Sections 120325-120375), children are required to receive certain immunizations in order to attend public and private elementary and secondary schools, child care centers, family day care homes, nursery schools, day nurseries and developmental centers. The California School Immunization Law also requires schools, child care centers, and family child care homes to enforce immunization requirements, maintain immunization records of all children enrolled, and submit reports to the local health department. Starting in 2014, a new California law modified the process for obtaining exemptions to student immunizations based on personal beliefs. Documentation is now required showing that a healthcare practitioner has informed the parents/guardians about vaccines and diseases. Students have 10 days from the time of notification to provide documentation of missing immunization, otherwise may possibly be excluded from school. Source of immunization information: www.shotsforschool.org

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 Nurse's Office or on the PE website at <http://Rocklin High School.rocklinusd.org/subsites/PE/index.html>. The physician's release is to be given to the PE Department who will process the information with the Health Office. The Health Office will collaborate with the physician, parent, and other necessary staff.

HIV/AIDS EDUCATION

It is the intent of ROCKLIN HIGH SCHOOL to provide HIV/AIDS education to all students in order to prevent transmission. 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/guardian to choose not to have their child receive this instruction. Copies of the California Education Code, Sections 51201.5 and 51553, are available in the school office for viewing.

HEALTH SERVICES WEBPAGE

All information listed above can be found on the Health Services Webpage:
www.rocklinusd.org/Departments/Health-Services/index.html

PARENT INVOLVEMENT

ROCKLIN HIGH SCHOOL PARENT CLUB

The Rocklin High School Parent Club's goal and vision is to engage the community to enrich our students' experience by investing in student wellness, enhance educational programs, and supplement classroom needs. Rocklin High School Parent Club meets the first Monday of every month. Check the website or app for meeting time and location. Please consider joining the Parent Club with your support, membership and participation. Membership starts at \$25 per family and joining on our website, [Rocklin High School Parent Club](#) is easy! Together we can make a difference. We look forward to serving you.

SITE COUNCIL

Site Council is similar to all site councils in the Rocklin Unified School District and facilitates parent involvement and assessment of school programs as they relate to students. Members are elected by parents of Rocklin High School students and all parents are encouraged to attend meetings. Please call the Front Office at 916-632-1600 x 6101 for meeting dates and times.

GENERAL INFORMATION
916-632-1600 #6101

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:
 - Students should use established bike lanes when riding on Stanford Ranch Road and travel with the flow of traffic.
 - Students should walk bikes in crosswalks on Victory Lane, Victory Drive and Stanford Ranch Road. Students must walk bikes in any area crowded with pedestrians.
 - Upon entering campus and arriving at the intersection near the Administration Building, students may elect to ride bikes along the perimeter access road or 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. Bicycles must be parked and locked in the bike rack area. The school is not responsible for damaged or stolen bikes or bike parts.
5. Students must obey established traffic rules regarding the safe operation of bicycles to and from campus.
6. Riding skateboards, rollerblades and scooters is not allowed on school grounds.

BREAKFAST AND LUNCH PROGRAM

Due to the COVID-19 pandemic, this section has been updated for the 2021-22 School Year. No-Charge meals (breakfast and lunch) for students attending Rocklin High School will continue through JUNE 30, 2022. Due to USDA regulations allowing all students to receive meals at no charge, the California Department of Education issued new guidance on October 26, 2020 that school districts may no longer collect, or process school meal applications. <http://www.schoolnutritionandfitness.com/index.php?sid=2710081939036719>.

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 and are considered the property of ROCKLIN HIGH SCHOOL. ID cards are used to check out textbooks/library materials, gain admittance into school dances and events, and used as a lunch card in the cafeteria. A replacement fee of \$5.00 will be charged for a lost card. ID Cards are returned to the school when a student withdraws or at the end of the school year.

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 916-632-1600 x6150.

LIBRARY HOURS

<u>DAYS</u>		<u>OPEN HOURS</u>
Monday	Articulation Day	7:15 am – 3:00 pm
Tuesday – Thursday	Regular School Days	7:15 am – 3:30 pm
Friday	Regular School Days	7:15 am – 3:00 pm
Monday-Friday	Minimum Days	7:15 am – 12:30 pm

NON-DISCRIMINATION NOTICE

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic-group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic-group identification, mental or physical disability. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

PARKING/DRIVING PRIVILEGES

Only junior and senior students with a current-year Rocklin High School issued parking permit are allowed to park in the student parking lot. Sophomore/freshmen students are not allowed to park in the school parking lot.

- **POSSESSION OF A PARKING PERMIT DOES NOT GUARANTEE ON-CAMPUS PARKING.**
- **All parking spots are on a “first-come, first-serve” basis with the exception of Senior Personalized Parking Spots** (described below).
- The lack of available parking in the Student Parking Lot or surrounding streets cannot be used as an excuse for being absent or tardy to class.
- The Rocklin High School Student Parking lot is divided into two sections: General and Senior. “Senior” designated permits allow only twelfth grade students to park in the “Senior Parking” area within the student lot. General parking is for both senior and eleventh grade students.

OBTAINING A PARKING PERMIT

Student Parking Permits Applications for junior and senior students are available throughout the year and processed in the Assistant Principal’s Office.

- Obtaining a student parking permit is a two-step process that is described below:
 - Step #1: In the month of August, junior and senior students will be sent a link to the “2021-22 Rocklin High School Parking Permit” Google form. The student’s RUSD email **must be used** to complete the Google form (personal student/parent email addresses will not be accepted).
 - STEP #2: Hand-in a copy of the driver’s license and current copy of the registration for the vehicle that will be parked on-campus. An interim driver’s license issued by the DMV is accepted
- When a student comes to pick-up his/her parking permit, a current Rocklin High School Student ID must be shown at that time.
- There a cost associated with obtaining a parking permit.
 - **FREE**: If student shows a current-year ASB card (entitled to one FREE parking permit)
 - **\$10 FEE**: With a standard (non-ASB) Student ID card, the student is required to pre-pay \$10 at the Student Store and submit this receipt to the Assistant Principal’s Office.
- In order to achieve Senior status, students are required to have completed the minimum of twenty-five (25) hours of Community Service before a Senior Parking Permit can be issued.
- **Students must display a current, valid Rocklin High School parking permit in the lower left side of the windshield, directly in front of the driver.**

SENIOR PERSONALIZED PARKING SPOTS

In May of each year, Rocklin High School conducts an informational meeting for the parents and students of the upcoming Senior Class. At this meeting, students have the option to enter a lottery for personalized reserved parking. This is a fundraiser for our ASB Program. To qualify for the lottery, students need to be in good standing and have completed and submitted at least 25 hours of community service.

PARKING/DRIVING RULES

- Student vehicles are not allowed to park alongside a red curb, V-Parking Lot, or in any spot designated for Staff Parking.
- Vehicles must be parked forward into the parking spot. Students must leave the parking lot where **loitering is not permitted.**
- The City of Rocklin has approved Rocklin High School Students to utilize the Twin Oaks Park overflow parking lot. A student who chooses to park in any private parking lot in the surrounding neighborhoods of the school campus could be subject to being towed at the owner's expense.
- Loud stereos/car radios are considered disruptive and are therefore not allowed on school grounds.
- During the day, the parking lot is off limits and **vehicles may not be visited** (including lunch periods) without special permission from the Administration.
- "Cruising" around the parking lot before or after school is not permitted. Loitering in the parking lot, whether in or around vehicles, is not allowed.
- Loading zones are in front of the gym cafeteria, office or along curbs bordering Rocklin High School. 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 vehicles parked unattended in this area. **The parking lot in front of the Administration Building is NOT a drop off zone.**

PARKING/DRIVING DISCIPLINE CONSEQUENCES

Students who violate expectations in the parking lot will receive discipline which may include removal of parking lot privileges. A discipline consequence could result in: the "Loss of Privileges" for future student parking lot opportunities, the confiscation of an issued permit, assignment of detention, or a combination of discipline.

- Vehicles parked on campus without a current permit or otherwise parked illegally are subject to receiving a citation by the Rocklin Police Department.
- Speed limit in parking lot is 5 mph. Any driver found to be driving in a negligent, erratic, or disruptive manner on/about school property may be cited by the Rocklin Police Department and have school driving and parking privileges suspended.
- A senior "painted spot" in the Senior Parking area is considered "reserved" and is off-limits. A student who chooses to park in a "painted spot" that does not belong to them or without consent from the student who has paid for that spot, could be given a discipline consequence.
- A junior student who possess a current year junior parking permit is NOT allowed to park in any section of the senior student lot for any reason.

LOST AND FOUND

All personal articles found during the school year are turned into the Front Office. Items not claimed are donated to a charitable organization at the end of each month. Labeling of possessions is recommended. Students are responsible for claiming lost items.

PERSONAL PROPERTY

Students should 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 and should lock their possessions in a locker during their PE period. **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: personal electronic devices, skateboards, video games, and athletic equipment. These items may be confiscated and returned only to parents.

STUDENT PASSES

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

SEXUAL HARASSMENT

Board Policy 5145.7: The Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any persons who reports, files a complaint or testifies about or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who has experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

- (cf. [0410](#) - Nondiscrimination in District Programs and Activities)
- (cf. [1312.1](#) - Complaints Concerning District Employees)
- (cf. [5131](#) - Conduct)
- (cf. [5131.2](#) - Bullying)
- (cf. [5137](#) - Positive School Climate)
- (cf. [5141.4](#) - Child Abuse Prevention and Reporting)
- (cf. [5145.3](#) - Nondiscrimination/Harassment)
- (cf. [6142.1](#) - Sexual Health and HIV/AIDS Prevention Instruction)

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

INSTRUCTION / INFORMATION

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed instances of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students

6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

COMPLAINT PROCESS & DISCIPLINARY ACTIONS

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

- (cf. [1312.3](#) - Uniform Complaint Procedures)
Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.
- (cf. [5144](#) - Discipline)
- (cf. [5144.1](#) - Suspension and Expulsion/Due Process)
- (cf. [5144.2](#) - Suspension and Expulsion/Due Process (Students with Disabilities))
Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.
- (cf. [4117.7/4317.7](#) - Employment Status Report)
- (cf. [4118](#) - Dismissal/Suspension/Disciplinary Action)
- (cf. [4218](#) - Dismissal/Suspension/Disciplinary Action)
- (cf. [4119.11/4219.11/4319.11](#) - Sexual Harassment)

RECORD-KEEPING

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

(cf. [3580](#) - District Records)

LEGAL REFERENCES

EDUCATION CODE

- 200-262.4 Prohibition of discrimination on the basis of sex
- 48900 Prohibition of discrimination on the basis of sex
- 48980 Grounds for suspension or expulsion
- 48900.2 Additional grounds for suspension or expulsion; sexual harassment
- 48904 Liability of parent/guardian for willful student misconduct
- 48980 Notice at beginning of term

CIVIL CODE

- 51.9 Liability for sexual harassment; business, service and professional relationships
- 1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

- 12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

- 4600-4670 Uniform Complaint Procedures
- 4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

- 1221 Application of laws
- 1232g Family Educational Rights and Privacy Act
- 1681-1688 Title IX, discrimination

UNITED STATES CODE, TITLE 42

- 1983 Civil action for deprivation of rights
- 2000d-2000d-7 Title VI, Civil Rights Act of 1964
- 2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

- 99.1-99.67 Family Educational Rights and Privacy
- 106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

- Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567
- Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130
- Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736
- Davis v. Monroe County Board of Education, (1999) 526 U.S. 629
- Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274
- Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473
- Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

MANAGEMENT RESOURCES

CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Q&A on Campus Sexual Misconduct, September 2017

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Sexual Harassment: It's Not Academic, September 2008

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy ROCKLIN UNIFIED SCHOOL DISTRICT

adopted: May 6, 2009 Rocklin, California

revised: September 18, 2019

TECH / INTERNET INFORMATION

Board Policy 6203: 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, Chrome Books, overhead projectors, cameras, and recording equipment are covered under this policy. All Rocklin Unified School District network/online service users are required to sign the Authorized Network/Online 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 online services (Internet) offer vast, diverse, and unique resources for students, teachers, and other users. The District's 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 online 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/Online 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.

TEXTBOOKS / MATERIALS / FEES

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. The refund will be processed on or about September 30th 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 applications are available via the district website at <http://www.rocklinusd.org/Departments/Transportation/Bus-Passes/index> or in the Rocklin High School main office. Additionally, punch passes are available for purchase in the Rocklin High School 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.

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

GRADUATION

GRADUATION CEREMONY

Each year we celebrate our graduating seniors with a formal graduation ceremony. The details of this event will be communicated by the school administration to the senior class, parents, and school community.

SENIOR WEEK

All Rocklin High School seniors who wish to participate in their graduation ceremony agree to comply with the following rules and regulations. Each student understands that not complying with these set guidelines, they may be removed from the ceremony. The granting of the diploma will then be subject to a conference held with an Administrator and parents/guardians and the completion of any consequences assigned. Senior students also understand the expectation to behave courteously and in an appropriate manner during the entire evening.

- Attend all rehearsals *in full* and not engage in disruptive activities during the rehearsals or ceremony
- Not carry anything onto the field nor adorn my cap and gown with any unauthorized decoration
- On graduation evening, dress according to the guidelines set forth by the school

DIPLOMA DISTRIBUTION

Diplomas will be distributed to graduates after the Graduation Ceremony and when:

- All academic graduation requirements are completed
- All school property issued to a student has been returned (i.e. books, equipment, and uniforms)
- All debts and fines are paid in full
- Students have completed and filed their Check-Out Sheet with the Registrar
- All consequences, as a result of any conduct code violations, are completed as directed

At the conclusion of the graduation ceremony, seniors are encouraged to pick-up their diploma before leaving for the evening.

- Diplomas can be picked-up by GRADUATES ONLY.
- Diplomas that have not been picked-up after the graduation ceremony will be available at the Registrar's Office the week after the ceremony; Tuesday - Friday, 9:00 am - noon.

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