School Mission

Rosemont High School provides every student with an education that is rigorous and relevant. All students thrive in a challenging and supportive academic environment and are prepared to meet the demands of college and career. Regardless of their chosen path, Rosemont graduates are curious, capable, and resourceful citizens who give back to the community.
“The Sacramento City Unified School District is committed in all its activities, policies, programs, and procedures to provide equal opportunity for all to avoid discrimination against any person, regardless of race, sex, religion, color, national origin, disability, marital status, or age.”
Vision and Mission

Rosemont High School staff believes the school’s vision and mission should:

- Reflect those of the district
- Represent the school and what it strives to achieve for its students and families
- Be relevant, clear, and visible in daily work
- Indicate the school’s commitment to preparing students, engaging the community, and transforming the way in which it links to instruction.

Rosemont Vision
Provide every student with an education that is rigorous and structured. All students thrive in a challenging and supportive academic environment, in which graduates are prepared to meet the demands of college and career without need of remediation. Regardless of the path chosen, Rosemont graduates are curious, capable, and resourceful citizens who give back to the community.

Rosemont Mission
Offer rigorous, relevant instruction for a world in need of critical thinkers.

Our School
Rosemont High School was established in 2003. From its beginning, the school has emphasized the highest standards of academic excellence. The staff is committed to supporting students in a multitude of ways.

School Colors
Rosemont school colors are Navy Blue, White, and Gold.

Mascot
Our mascot is the Wolverine.

SCUSD Vision
Create a world-class educational system pre-kindergarten through adult that prepares all students to excel in the new millennium.

SCUSD Mission
Students graduate as globally competitive lifelong learners, prepared to succeed in a career and higher education institution of their choice to secure gainful employment and contribute to society.
## Academic Calendar Dates for 2015-2016

### First Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Sept. 3</td>
<td>First Day of School</td>
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<tr>
<td>Sept. 7</td>
<td>Labor Day Holiday</td>
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<tr>
<td>Sept. 24</td>
<td>Back to School Night</td>
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<tr>
<td>Nov. 6</td>
<td>End of 1st Quarter (shortened day)</td>
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<tr>
<td>Nov. 11</td>
<td>Veterans’ Day Holiday</td>
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<tr>
<td>Nov. 23 – 29</td>
<td>Thanksgiving Break</td>
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<tr>
<td>Dec. 21 – Jan. 3</td>
<td>Winter Break</td>
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<tr>
<td>Jan. 18</td>
<td>Martin Luther King Jr. Holiday</td>
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<tr>
<td>Jan. 12 – 14</td>
<td>1st Semester Finals (shortened days)</td>
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### Second Semester

<table>
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<tr>
<td>Feb. 8</td>
<td>Lincoln’s Day Holiday</td>
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<td>Feb. 15</td>
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<td>Mar. 21 – 27</td>
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<td>April 15</td>
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<td>May 30</td>
<td>Memorial Day Holiday</td>
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<td>Jun 7 - 9</td>
<td>Senior Finals</td>
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<td>Jun 10</td>
<td>Seniors’ last day (shortened day)</td>
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<td>Jun 13 - 15</td>
<td>Finals for Underclassmen (shortened days)</td>
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<td>Jun 14</td>
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<td>Jun 16</td>
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<td>Sep 12th</td>
<td>ACT</td>
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<tr>
<td>Oct 3rd</td>
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<tr>
<td>Oct 6th</td>
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<td>PSAT – All 10th Grade</td>
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<td>Oct 24th</td>
<td>ACT</td>
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<td>Nov 3rd</td>
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<td>Mar 5th</td>
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<td>1812 / 1813</td>
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### Counselors

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<td>Reeder-Esparza, Pam</td>
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### Office Staff

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<td>1323 / 1054</td>
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<td>Base</td>
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### Additional Office Staff

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<td>1006</td>
<td>ASSETs</td>
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<td>Smith, Janeil</td>
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<td>1025</td>
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<td>Webb, Johnetta</td>
<td>A126</td>
<td>1006 / 643-7958</td>
<td>Special Education Program Specialist</td>
</tr>
<tr>
<td>Workability Personnel (TBD)</td>
<td>A142</td>
<td>1066</td>
<td>Workability</td>
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</table>

### Plant Manager (TBA)

<table>
<thead>
<tr>
<th>Name</th>
<th>Room</th>
<th>Extension</th>
<th>Radio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plant Manager</td>
<td>Receiving</td>
<td>1607</td>
<td>3</td>
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</table>

### Custodians

<table>
<thead>
<tr>
<th>Name</th>
<th>Room</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kaehler, Kris</td>
<td></td>
<td>Radio: 31</td>
</tr>
<tr>
<td>Cottrell, Jeff</td>
<td>Merced de Sanchez, Zaida</td>
<td>Torres, Maria</td>
</tr>
<tr>
<td>Carruthers, Irene</td>
<td>Cafeteria</td>
<td>1614</td>
</tr>
<tr>
<td>“Cafeteria”</td>
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### Cafeteria Food Service Assistants

<table>
<thead>
<tr>
<th>Name</th>
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<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chan, Jonathan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gamble, Minerva</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Litvinchuk, Lyudmilla</td>
<td>Matthews, Sandra</td>
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</tr>
<tr>
<td>Miranda, Angel</td>
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<tr>
<td>Muran, Suada</td>
<td>Tolkach, Carol</td>
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### Teacher Planning Centers

<table>
<thead>
<tr>
<th>B Building</th>
<th>Room</th>
<th>Extension</th>
<th>C Building</th>
<th>Room</th>
<th>Extension</th>
<th>E Building</th>
<th>Room</th>
<th>Extension</th>
<th>J Building</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Floor</td>
<td>B115</td>
<td>1216</td>
<td>1st Floor</td>
<td>C110</td>
<td>1310</td>
<td>1st Floor</td>
<td>E115</td>
<td>1515</td>
<td>J121</td>
<td>1821</td>
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<tr>
<td>2nd Floor</td>
<td>B215</td>
<td>1266</td>
<td>2nd Floor</td>
<td>C210</td>
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<td>2nd Floor</td>
<td>E215</td>
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</table>

### On Site Detention Room

<table>
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<tr>
<th>Room</th>
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<th>Credit Recovery - Aventa</th>
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</thead>
<tbody>
<tr>
<td>A110</td>
<td>1054</td>
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## 2015-2016 Coaching Staff

<table>
<thead>
<tr>
<th>Sports</th>
<th>Head Coach</th>
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<tbody>
<tr>
<td><strong>Fall Sports</strong></td>
<td></td>
</tr>
<tr>
<td>Football</td>
<td>Tom McKenna</td>
</tr>
<tr>
<td>Boys Soccer</td>
<td>Tim Franks</td>
</tr>
<tr>
<td>Girls Volleyball</td>
<td>Michelle Voelker</td>
</tr>
<tr>
<td>Water Polo</td>
<td>Chris Antrim</td>
</tr>
<tr>
<td>Cross Country</td>
<td>TBD</td>
</tr>
<tr>
<td>Girls Golf</td>
<td>Cliff Collins</td>
</tr>
<tr>
<td><strong>Winter Sports</strong></td>
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</tr>
<tr>
<td>Boys Basketball</td>
<td>Marcus Bray</td>
</tr>
<tr>
<td>Girls Basketball</td>
<td>Stuart Welch</td>
</tr>
<tr>
<td>Wrestling</td>
<td>Rick Wanlin</td>
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<tr>
<td><strong>Spring Sports</strong></td>
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</tr>
<tr>
<td>Track and Field</td>
<td>Brandon Parker</td>
</tr>
<tr>
<td>Baseball</td>
<td>TBD</td>
</tr>
<tr>
<td>Team Tennis</td>
<td>Karen Tomczak</td>
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<tr>
<td>Swimming</td>
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<tr>
<td>Girls Soccer</td>
<td>Brad Watson</td>
</tr>
<tr>
<td>Softball</td>
<td>Chelsea Talbert</td>
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<tr>
<td>Boys Golf</td>
<td>Scott Maddox</td>
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League – Sierra Valley Conference

<table>
<thead>
<tr>
<th>School</th>
<th>Address</th>
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<tbody>
<tr>
<td>Cordova Lancers</td>
<td>2239 Chase Dr. Rancho Cordova, CA 95670</td>
</tr>
<tr>
<td>El Dorado Cougars</td>
<td>561 Canal St, Placerville, CA 95667</td>
</tr>
<tr>
<td>Galt Warriors</td>
<td>145 N Lincoln Way, Galt, CA 95632</td>
</tr>
<tr>
<td>Liberty Ranch Hawks</td>
<td>12945 Marengo Rd, Galt, CA 95632</td>
</tr>
<tr>
<td>Union Mine Diamondbacks</td>
<td>6530 Koki Ln, Diamond Springs, CA 95623</td>
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</table>
### Rosemont High School Bell Schedule 2015-2016

**Regular Day**

<table>
<thead>
<tr>
<th>Time</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4</th>
<th>Lunch</th>
<th>Period 5</th>
<th>Period 6</th>
<th>Period 7</th>
</tr>
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<tbody>
<tr>
<td>7:00</td>
<td>7:03</td>
<td>10:06</td>
<td>11:09</td>
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<tr>
<td>8:00</td>
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**Shortened Day**

<table>
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<tr>
<th>Time</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4</th>
<th>Lunch</th>
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<th>Period 6</th>
<th>Period 7</th>
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<tbody>
<tr>
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**Rally Schedule**

<table>
<thead>
<tr>
<th>Time</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4</th>
<th>Lunch</th>
<th>Period 5</th>
<th>Period 6</th>
<th>Period 7</th>
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<tbody>
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**Semester Test Schedule**

<table>
<thead>
<tr>
<th>Time</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4</th>
<th>Lunch</th>
<th>Period 5</th>
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<tbody>
<tr>
<td>1:50</td>
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<table>
<thead>
<tr>
<th>Time</th>
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<th>Period 3</th>
<th>Period 4</th>
<th>Lunch</th>
<th>Period 5</th>
<th>Period 6</th>
<th>Period 7</th>
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</thead>
<tbody>
<tr>
<td>8:00</td>
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<td>10:00</td>
<td>10:40</td>
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<td>12:45</td>
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</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4</th>
<th>Lunch</th>
<th>Period 5</th>
<th>Period 6</th>
<th>Period 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00</td>
<td>8:00</td>
<td>9:00</td>
<td>10:00</td>
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<td>11:30</td>
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<td>11:30</td>
<td></td>
<td>12:15</td>
<td>12:45</td>
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</tr>
</tbody>
</table>
Administrative Responsibilities

Vigil
Public/Media Relations
Grounds and Buildings
Budgets
Department/Pathway Leads
School Site Council / ELAC
PTSA
Staff Meetings
Grants
Personnel
Coordination with District Initiatives
Evaluation of Certificated/Classified
Personal
Assistant Principal and SIC Supervision
WASC
18 Hours
Elementary/Middle School Outreach
School Site Plan (SDIP)
After-School Programs
Staff Recognition
Student Teacher Placement

Predko
Curriculum and Instruction
Doorways
A-G
ELD/EL Compliance
New Teacher Support
Linked Learning Pathways
Library Media/Technology
Performance Evaluation of Certificated and Classified Personnel
Assessments
AP
CELDT
CAHSEE
PSAT
CAASP
Textbooks
Achievement Data/Data Director
Professional Development
Website

Eder
Curriculum and Instruction
Master Schedule
Counselors
Special Education
Graduation
Student Support and Interventions
Assessments
AP
CELDT
CAHSEE
PSAT
CAASP
Elementary/Middle School Outreach
Student Activities
LEAD
Credit Recovery
Student Recognition

Jones
Curriculum and Instruction
Performance Evaluation of Certificated and Classified Personnel
Safety Plan/Safety Training
Student Activities
Climate/Student Support and Intervention
Attendance
SART
SARB
Referrals
In-House
Detention/Suspension
Behavior Review
Campus Monitors
Independent Study/Home
Hospital
Student Activities
Student Handbook
Athletics/CIF
Wolverine Gear
Enrollment / Student Permits
FIRST DAY PROCEDURES
1. Please check your mailbox first thing Thursday morning (September 3). You will have new schedules for each student in your first period class. Please be sure to pass those out that morning.
2. Please be at your doors to help supervise and provide assistance to students as they move from class to class.
3. Take attendance in Infinite Campus within the first fifteen (15) minutes of each period. The students who appear on your class roster in Infinite Campus are the ONLY students who are currently enrolled in your class.
4. If a student is in your classroom 1st period, but is not on your Infinite Campus roster, he/she is NOT enrolled in your class. Even if you think a student should be on your roster, he/she is not enrolled in your class. Please check the alpha list, by first-period class, that you will receive Thursday morning in your mailbox. This list will also be posted in multiple locations in the hallways. That list reflects the most current class schedules.
5. It is critical to complete the LIVE BODY COUNT accurately each period. We need a count of the students who are present in your classroom each period - NOT THE NUMBER OF STUDENTS ON YOUR ROSTER. This procedure will continue each day for the first two (2) weeks of school. Please send class counts to the Principal’s Office no later than 2:00 p.m. each day.
6. During the first week of school, English and Social Science teachers will review the Student Handbook through the use of critical reading and writing strategies. All staff should review the Student Handbook to become familiar with the Rosemont expectations for behavior.
7. First Day Packets for students are distributed by 4th period teachers. Please advise students to return packets to 4th period teachers the next day. All forms should be turned in to the front office.

BALANCING CLASSES
1. The SCTA contract requires that classes are balanced (class max of 35/daily student contact max of 170 – PE 220, “rule of 5” – two (2) identical classes scheduled in the same period may not be more than five (5) students apart in enrollment) within the first fifteen (15) days of school. During this time, please know that your class/daily load may exceed these numbers. We will make every possible effort to make class changes/adjustments as quickly as possible. Thank you, in advance, for your patience during this process.
2. Students who transfer from class to class during this process may not be penalized for missed assignments due to late enrollment. Balancing classes is a site issue - not a student issue. Please avoid assigning work that will negatively impact a student’s grade should he/she be moved within this period. We will make every effort to balance classes as quickly as possible.

TEACHING DAY
A teacher’s school day consists of five (5) classes, a lunch period, and a preparation period. Outside of lunch, the normal teaching day consists of six (6) periods. By contract, the teacher workday begins fifteen (15) minutes before the first period of the school day and fifteen (15) minutes after the end of the school day. The preparation period is considered a period of assignment, though this time is unencumbered.
Certificated and classified attendance is critical. However, if you are going to be absent for one (1) or more days, please call the Office Manager at x1010 before 4:00 p.m.

1. If you are ill or have an emergency during the night or early morning before 6:00 a.m., please follow these procedures:
   a. Call the Sub Finder System at 1-877-388-0913.
   b. Enter the last six digits of your ID number (SSN).
   c. Follow the prompts for date and time.
   d. Write down the job number. This will verify that the job was reported successfully.

2. Teachers please provide a copy of an emergency lesson plan to the Office Manager for your sub folder in the first month of school. You should have an emergency plan that would be appropriate for each of the classes you teach. Those lesson plans will be used in an emergency absence when you are not able to leave lesson plans for the date of your absence. When an emergency plan has been used, please provide an additional emergency lesson plan to the Office Manager. Please include any necessary ancillary resources such as, handouts, videos, or other items.

3. If you have an emergency and need to leave the building any time before the end of the teaching day, please notify the Office Manager as quickly as possible in advance so that we may secure coverage. If you know in advance that you need a sub for less than a full day, please secure your own coverage. A list of co-workers and their prep periods is included in the Staff Directory (included in this Staff Handbook as well). Once you’ve located coverage, email the name, date, and period(s) of coverage to the Office Manager immediately. When you are going on a field trip, be sure to make a copy of your travel requisition, with the budget code, for the Office Manager so that she can arrange a sub in a timely fashion. This applies to classified staff, as well.

4. In the event of an absence, please provide lesson plans, attendance rosters (print out from Infinite Campus), and a seating chart, and leave them on your desk and/or with the Office Manager. Do not leave them on Sub Finder.

**PAYROLL/CLASS COVERAGE**

By filling out a Form 12, you indicate to the Office Manager how to code your absence. This is used for all absences, even if only for an hour (anytime you are away from your scheduled work time). If your absences reflect incorrectly, report it immediately to the Office Manager. This will help you to avoid a negative impact on your pay.

**CPT (COMMON PLANNING TIME)**

All certificated staff must complete eighteen (18) hours of Common Planning Time outside of the school day. The intended focus for CPT is instructional planning, including the examination of student work, analyzing student/school data, sharing methodologies, and developing curriculum and assessments. The deadline for completing these hours is June 1st, 2016. CPT credit must align with district guidelines and must be approved by the Principal. For 2015-16, staff may earn up to twelve (12) hours before the start of school. For each CPT session, teachers must sign in and initial out on a pre-populated sign-in sheet. They must also include their assigned USER ID# (PSL number).
WORKDAY
Workday is the new business program that replaces ESCAPE. It will launch in January, 2016. This program enables employees to track and manage absences, make changes to personnel files, etc. Currently, a Change Management Team is in the process of developing a training curriculum to train employees before the District goes live. For more information on the Workday course descriptions, visit http://www.scusd.edu/workday-training-and-resources.

STAFF MEMBER ACCIDENTS
Staff members are covered by Workers’ Compensation Insurance for any injury that occurs while in the pursuit of their duties. All Workers’ Comp injuries should be reported to Risk Management at 643-9299. They will instruct you as to what to do next and what paperwork you need to turn in to the Office Manager.

TEACHERS’ RECORDS AND REPORTS
1. All grading will be done in Infinite Campus. The Registrar will email timelines for grade submissions. Please adhere to those timelines.
2. It is our expectation that teachers will provide timely and accurate information for parents on Infinite Campus including the following:
   a. Assignments/Due Dates/Deadlines
   b. Homework
   c. Grades
Please forward questions about Infinite Campus to either Debbie Waton or Ebony Benzing, our Infinite Campus site support staff.

CARE OF CLASSROOMS/WORK AREAS
1. It is all staff’s responsibility to maintain a clean classroom/work area. Please assist our custodial staff by making sure that your classroom or work area is free of litter at the end of the day. We encourage you to engage students in keeping classrooms/work areas clean and helping to pick up trash at the end of each class period. Please maintain equipment, books, desks, and all other materials assigned to your classroom/work area.
2. Teachers are requested to lock their doors when leaving at the end of the work day. Never leave your classroom/work area unlocked. Secure technology and all personal belongings at all times.

KEYS
1. Keep your keys in a safe place at all times!
2. Do not loan your keys to students.
3. Report lost keys to the Office Manager immediately.
4. All request for keys go to the Office Manager.
5. You will receive a set of keys at the beginning of the school year. Please return those same keys at the end of the school year. If you work summer school, you will receive summer school keys. If you lose a key, the cost to replace that key is $50.

LOST AND FOUND
The lost and found is located in the storage closet next to the Front Reception Desk.
BUILDING USE OUTSIDE OF THE TEACHING DAY
1. Sponsors of student or faculty groups who wish to use any rooms in the building for meetings, rehearsals, performances, or other events are to request a permit for such occasions. All permit requests are directed to the Office Manager. These requests must be made two (2) weeks in advance. Permits are issued on a first-come, first-served basis.
2. All special activities, other than regular class activities, and all events outside of the regular school day, must be listed on the official school calendar. Permits for those activities need to be submitted two (2) weeks in advance.
3. Teacher supervision is required at all times during any and all activities.

ATTENDANCE
1. Take attendance in Infinite Campus within the first fifteen (15) minutes of class. Attendance must be taken in every class every period. The teacher maintains responsibility for accuracy. Please take roll at the beginning of each period. If you have to make a correction to your attendance data, please do so by the end of the school day.
2. Student TAs may NOT take attendance. Classroom attendance records are official documents required by law. These records are kept for four years and are audited by district and state auditors. They may also be subpoenaed for use in a court of law.
3. Always mark a student absent if he/she is not physically in your classroom. Even if you know that a student is on a field trip or involved in some other school event, if he or she is not in your class that day, mark them absent. The Attendance Office will adjust the attendance later.

ATTENDANCE POLICY
Parents are required by California law to ensure that children are attending school. Sacramento City Unified School District’s minimum attendance goal for all students is 95% regular attendance. Regular attendance at the school is the primary responsibility of the parent/guardian and the student. Achievement and attendance in the classroom are closely related. There is no substitute for regular attendance. Classroom experiences cannot be made up. A student is considered to be absent when the student is not in the assigned class after the bell rings for a particular period of the school day. It is important that students attend school every day and arrive on time. Students must also follow school rules and behave appropriately.

Absences
If your student must be absent from school for any reason, you can clear the absence in the following ways:
BY PHONE - Please call the 24-hour attendance number at 228-5844 x1030, and leave the following information:
- Student’s full legal name with the spelling of the student’s last name
- Your name and relationship to student
- Reason for absence
- Date of absence
- Parent contact number
WRITTEN NOTE - MUST include:

- **Student’s full legal name**
- **Date** of absence (must be inside body of message)
- **Reason** for absence
- **Guardian’s printed name and signature**
- **Parent contact number**

IN PERSON - at the Attendance Office in the Main Office at Rosemont High School

**Types of Absence**

**Excused absences** – (Ed. code section 46010, 48205, & 46014):

a. Illness of student
b. Quarantine
c. Student’s medical appointment (requires doctor’s note)
d. Court appearance (requires verification)
e. Funeral services (1 day in state; 3 days out of state)
f. Observance of a religious holiday / ceremony (3 days advance notice to school)

**Unexcused absences** – (reasons NOT included in Ed code sections 46010 and 48205):

a. Personal
b. Vacations
c. Babysitting
d. Under the influence of alcohol or drugs
e. Car / transportation problems
f. Visiting family or going to work with parent

By law, parents **MUST clear any absence within 2 weeks**, or the absence become truancies.

After 10 absences for illness that have been verified by a parent, a physician must verify any additional absences for illness. (SCUSD Board Policy Administrative Regulation 5113-A.R. 5113) Note: Any absence for illness verified by a doctor’s note does not “count” against the 10 absences for illness.

Failure to provide verification for absence after 18 class periods of unexcused absence or verification by a physician after 10 absences for illness will result in the initiation of the truancy process.

**Truancy or Unverified Absences**

1. Truant [E.C. 48260] (Attendance Letter #1-Warning) Absent from school without a valid excuse. Any student truant three or more days (18 class periods) will receive a first notice of excessive absences and is requested to improve the attendance, or clarify absences with the school.
2. Repeat Truant [E.C. 48261] (Attendance Letter #2) Any student exceeding one additional day (six more class periods or a total of 24 class periods) will receive a second letter and is in serious violation of Attendance policy. It is suggested that the parent meet with staff in order to clarify any absences that are valid.
3. Habitual Truant [E.C. 48262] (Attendance Letter #3) A student is eligible for a 3rd letter after another day (six more class periods totaling 30 class periods). Families that receive the third letter will be given a time and date to meet with the School Attendance Review Team (SART) to discuss a remedy and sign a contract.
4. Absences that continue beyond these steps may be referred to the School Attendance Review Board (SARB) for further action to be taken by the district.
**Make-up Work for Absences**

If a student is absent for Health Reasons:
- He/she is not excused from completing work missed.
- He/she must make up work missed as soon as possible.
- He/she will receive assistance from the teacher to complete missed work.
- Teachers should provide extra work, in lieu of work missed, when appropriate.

**Absences for Other Reasons** – Absences for reasons other than health that are deemed reasonable by the school and have the consent of a parent.

1. If a student is absent for reasons other than health, including suspension:
   - He/she must make up missed work as soon as possible after returning.
   - He/she must take the responsibility for securing assignments and making up the work.
   - If work is made up within a reasonable period of time, student will receive credit.
   - It is the student’s responsibility to seek help in completing the assignment(s).

2. Absences for Suspension
   - Teachers are not required to provide make-up work for students who are suspended. Generally, students do not receive credit for work missed as a result of suspension.
   - **If teachers do allow make-up work for suspension, the guidelines outlined above apply.**

3. Truancy – Absences without the consent of a parent/guardian or for other reasons that the school cannot accept:
   - Teachers are not required to provide make-up work for students who are truant. Generally, students do not receive credit for work missed as a result of truancy.
   - **If teachers do allow make-up work for truancy, the guidelines outlined above apply.**

If necessary, a parent conference may be held to review the reasons for the student’s poor attendance. The conference will involve the parent, the student, and the counselor. If a chronic problem develops, or a situation continues without improvement, the student will be referred for a Student Attendance Review Team (SART) hearing. If truancy and/or tardy behavior continue, a Student Attendance Review Board (SARB) hearing will be held. The hearing will involve the parent, the student, the school and district officials, the Probation Department, the Social Services Department, and the District Attorney.

**Challenging attendance errors:**
1. Find out which period student was marked absent by checking Infinite Campus.
2. Contact teacher (refer to [http://rosemont.scusd.edu](http://rosemont.scusd.edu) for contact information).
3. Have teacher email any corrections to the Attendance Office.
(Please be advised: **Students are responsible for providing proof of their presence**).

**Readmit Slips**

1. Students who are absent must obtain a readmit for re-admission to class immediately upon returning to campus.
2. Students who arrive within the first thirty minutes of school go straight to their first period class and are marked tardy. Students who arrive more than thirty minutes late must first go to the Attendance Office to get a readmit slip.
3. Obtaining a readmit slip:
   - Students who are absent for any number of class periods or days will need to come to the Attendance Office on the day they return to school for a readmit slip.
   - Students MUST provide an acceptable and complete parent note.
   - A readmit slip is the student’s proof that they cleared their absence through the Attendance Office. Students must present their readmit slip, as requested.

**Early Dismissals**

Early Dismissal Note - **must** include:

1. **Student’s full legal name**
2. **Date and time** of early dismissal (must be **inside** body of message)
3. **Reason** for early dismissal
4. **Full legal name of person** picking up student, if not guardian.
5. **Parent or guardian printed name and signature**
6. **Parent or guardian contact number**

Parents, guardians, or a parent representative (**who must be listed on the emergency card or listed in Infinite Campus**) will be required to show a valid ID before taking a student off campus. Any student needing to leave campus **IS REQUIRED** to come to the Attendance Office to obtain an early dismissal.

An early dismissal can be verified by:

1. A complete parent note
2. Parent/guardian or parent representative in person with a valid ID
3. Phone verification (916) 228-5844 x1030

Before actually leaving campus during the school day, students must report to the Attendance Office at the time of dismissal. The dismissal slip will be time stamped, and the student will be released. **Students leaving campus without completing the early dismissal process outlined above will automatically become truant-no exceptions.**

If you have any further questions, please call the Attendance Office at (916) 228-5844 x1030.

**Tardiness**

A student is considered tardy if the student is not in his/her assigned seat before the bell rings. Tardies will start at zero every quarter.

- 1st and 2nd tardy in a class (per quarter): Teacher conference with student
- 3rd tardy in a class (per quarter): Teacher conference with student; parent informed (document the communication in Infinite Campus) possible teacher assigned detention
- 4th (and subsequent) tardies in a class (per quarter): Teacher conference with student; referral issued; administrative conference; after-school detention; SART hearing

**Tardy Sweeps**

Administration will conduct tardy sweeps on a regular basis. Students who are not in class during the tardy sweep will be assigned after-school detention(s). Progressive discipline applies for students who are habitually tardy.
STAFF MAILBOXES/EMAIL
Staff mailboxes are provided in the administrative building. Teachers should check their box and email daily for announcements and other types of communication. Students and non-staff are restricted from placing materials in staff mailboxes.

COPIER
Staff members may use the copy machines in the Staff Workroom, located in the A-building across from the Staff Lounge. There is no limit to the amount of copy paper each staff member may use; however, please make every effort to use only the paper you truly need. Teachers can send TAs to make photocopies; Ms. Douglas will train and monitor student TAs during the copy process.

FAX MACHINE
The fax machine is located in the Office Manager’s office in the administration building. The fax number for Rosemont High School is (916) 228-5743.

STAFF PARKING
Staff should park in the front parking lot OR the back parking lot off Mayhew Drive. All staff will receive a parking permit, which should be visible on the vehicle’s rear view mirror at all times.

STAFF MEETINGS
Regular staff meetings, which are mandatory, are scheduled for the first Thursday of each calendar month of the school year. The meetings are held from 3:00 – 4:00 p.m. in the library. All teachers are required to attend unless the Principal, for emergency reasons, special assignments or extenuating circumstances, has excused them. Teachers are responsible for information that is disseminated in all staff meetings.

3RD THURSDAYS
In addition to staff meetings, all faculty meet on the 3rd Thursday of every month for Common Planning Time. We will generally meet in instructional teams but may occasionally meet as a faculty to discuss curricular issues.

MASTER CALENDAR
Anyone who wishes to add an event to the master calendar should contact Linda Zanze in the Front Office.

SUPERVISION OF STUDENTS
The Education Code charges all members of the certificated staff with the supervision of students during the school day. The certificated staff can be assisted by members of the classified staff, but the responsibility lies with the certificated staff. Every staff member is expected to enforce the school rules and procedures to the best of his/her ability. The following areas of supervision fall within those expectations:
Classroom Supervision
1. The teacher is expected to meet with all of his/her regularly assigned classes and is responsible for being with the students during the entire assigned class time. The teacher should not leave the classroom unless coverage is provided OR in the event of an unavoidable medical emergency.
2. The Board of Education policy states that the teacher is responsible for proper and adequate control of the students. Teachers are expected to establish policies and procedures for their classrooms that support proper behavior. Students must be aware of these policies and procedures, and it is the responsibility of the teacher to enforce/support them. Classroom and school policies and procedures should be posted in a conspicuous location and reviewed periodically with students.
3. A teacher may not excuse students from another teacher’s class without prior approval from that teacher.
4. Students may not be sent out of the classroom without a hall pass.
5. Students should NEVER be left unsupervised in any of the classrooms/buildings at any time. Teachers may never leave students unsupervised.

Hallway Supervision
- All certificated staff members share in the responsibility of supervising of students in the halls. At Rosemont, we ask that teachers encourage students to enter classrooms as quickly as possible and begin a warm-up activity before or at the bell.
- When assistance is needed, the teacher is to notify a campus safety monitor, an administrator or by calling Nicole Adams at x1054.

Supervision of School Activities
- The school has the same responsibility for supervision of students during non-classroom activities – on or off campus. This includes dances, athletic events, field trips, or any other kind of activity that is school-sponsored. Staff members are responsible for the proper and adequate control of the students and must make reasonable efforts to supervise students in these kinds of activities.
- It is not the policy of the school to use force in attempting to insure proper behavior, but it is expected that staff members attempt to give direction and to resolve any inappropriate or dangerous situations. Staff who need assistance in dealing with a situation should confer with administration.
- Teachers are required to fulfill 4 (four) extra-duty supervision assignments each year. The four are pre-assigned for all staff: Back-to-School Night, the Essence of Rosemont, Graduation and 1 (one) extra-curricular activity (dance, athletic event). Assistant Principal Jones will assign extra-duty supervision.

Hallway Passes
Any student who is not in class must have a written pass, including the following information:
- Full Name
- Date
- Time
- Staff signature

Students who do not have a complete pass will be sent back to their classroom/workspace.
**Common Areas**
Acceptable uses:
- Supervised whole-class activities
- Small group work (up to 4 students)
- Individual student cool-off periods (no more than 5 minutes)

Teachers must monitor student activity through line of sight (either open door or open window blinds) and provide student(s) with a written group pass. All student names must be written on the group pass.

**Emergency Situations**
In the event of a serious emergency, teachers and staff may dial x1811 from classroom phones. This will alert all black office phones that there is an emergency situation (health or otherwise) in the classroom.

**PROGRAM/SCHEDULE CHANGES**

**Class Transfer/Schedule Change Policy**
Schedule changes are made for the following reasons only:
- Student failed a course needed to graduate
- Student took summer school to meet requirement
- Student needs class to graduate
- Student needs class for admission into college
- To level overloaded or undersized classes (*classes must be leveled to meet class size limitations*).

We are **NOT** able to make schedule changes for the following student requests:
- Teacher preference
- Change of preference for elective
- Period preference

**Initiating a Program/Schedule Change:**
- If the request occurs during the leveling of classes period (first fifteen (15) days of school), the request will be reviewed. The schedule may be changed if the student’s situation meets the criteria above.
- For requests outside of the leveling of classes period, the counselor will review the request with the Assistant Principal.
- Teachers should not make any agreements with students as they attempt to lobby for a possible schedule change. There is a procedure that must be followed, and the student should see their counselor to discuss the request.

**UN SCHEDULED PERI ODS**
Students who have an unscheduled 1st or 6th period may stay on campus during their unscheduled time but must remain in the library. Students with an unscheduled 5th and 6th period must leave campus. Students with unscheduled periods who remain on campus, but do not comply with school rules/procedures, will be asked to leave.
STUDENT CHECK-OUTS
The parent/guardian of a student leaving Rosemont High School must complete the student withdrawal form with the Registrar. Students checking out will receive a check-out form which must be signed by each teacher. All materials must be returned to the teacher, and all textbooks must be turned in to the Librarian. Materials and textbooks NOT turned in must be listed on the checkout slip to indicate that student records have not been cleared. If a student does not return all materials, the teacher must indicate that on the withdrawal form. Students who have been enrolled at Rosemont High School for a minimum of fifteen (15) days must be assigned a letter grade when checking out. A student who meets this criteria will receive credit from us. Therefore, teachers must put a grade on the checkout form. This represents a SEMESTER GRADE. The student is responsible for obtaining signatures from the library, cafeteria, and the bookroom.

STUDENT PARKING
Students must have a parking permit in order to park on campus. Parking permits may be purchased in the Controller’s Office. The only place on campus where students are allowed to park is the East parking lot between the Theater and the Stadium.

Students must observe the following rules:
1. The speed limit on campus is 5 mph.
2. Buses, pedestrians and bicycles have the right of way.
3. Cruising is forbidden.
4. Students may NOT park in the staff or visitor parking areas.
5. Students who bring their cars/motorcycles/bikes to school will not be permitted to leave the parking lot during school hours.
6. Students’ cars/motorcycles/bikes are subject to search.
7. PARKING WITHOUT A PERMIT OR INFRACTION OF PARKING CODES MAY RESULT IN CITATION, TOWING, AND/OR REVOCATION OF PERMIT.

BICYCLES
Bicycles must be parked in the bicycle racks provided for that purpose. The bike cage located in the back of the school will be locked at the beginning of 1st period and will remain locked until the end of 6th period. The bike cage will remain locked during lunch. Don’t park bikes in the front of the school. Rosemont High School will NOT accept responsibility for the loss or damage of any bicycle, helmet, or accessory on campus. The bike cage is a convenience. Students should use a good quality lock at all times. Bicycles are not to be ridden on campus or brought into a building.

FIELD TRIPS: GUIDELINES, RESTRICTIONS, PROCEDURES
All field trip paperwork is done through the Controller’s Office. Please see the Controller if you need assistance completing your paperwork.

Please adhere to the fieldtrip guidelines:

a. All field trip packets must be TYPED (including student rosters).
b. Local trips that are within 50 miles (that do not involve water or unusual activities) must be submitted fifteen (15) school days prior to the departure date. Field trips submitted after the 15-day window will not be approved. Please plan ahead!
c. Out-of-town (beyond 50 miles) and overnight trips must also be submitted fifteen (15) school days before the departure date. Field trips submitted after the 15-day window will not be forwarded to the Assistant Superintendent and will be rejected. There are no exceptions to this rule.

d. Out-of-state/out-of-country field trips will require board approval and must be submitted six (6) weeks prior to the departure date, or the trip will be rejected by the Assistant Superintendent and will not be submitted to the Board. There are no exceptions to this rule.

e. Trips involving unusual/high-risk activities (including water) must be submitted to the Assistant Superintendent six (6) weeks prior to the trip. This allows time for review by our insurance group and the ability to draft necessary waivers, if needed.

f. All volunteers, including drivers, must go through the fingerprinting process. Please check with the Controller to see if volunteers have already been cleared. If not, they must go through the process. If you have any questions about clearance or the fingerprinting process, you may contact the volunteer office at 643-7920.

g. Please follow the guidelines for required forms listed on the district website at “Inside Sac-City”. Please use the “Fill-in” forms on the district website AND TYPE out all forms.

Restrictions for vehicles used to transport students:

a. SCUSD insurance no longer covers fifteen (15) passenger vans. The new requirement is a ten (10) passenger limit requirement.

b. Vans may be rented or leased from vendors as long as they meet the ten (10) occupants or less (including the driver) rating. The rental of a van that has the capability of carrying more than ten (10) passengers (including the driver) is not an authorized purchase and cannot be reimbursed with district funds. See the Controller if you need assistance with van rentals.

c. If you require transportation for students, please contact the district Transportation Department at 277-6701. They may be able to provide a bus or a van for your trip OR give you a list of approved charter bus lines.

d. Student drivers may only transport themselves. They may not transport other students.

Before a field trip:

a. Check the master calendar for conflicts. Please avoid school-wide testing dates and FINALS weeks.

b. Obtain a Travel Request Form (ACC-F014) online under “Frequently Used Documents” and “Accounting Forms”. See the Controller for a budget code for substitute coverage (if needed). Get the appropriate signatures needed (Principal, Assistant Principal), and make three (3) copies: original goes with the field trip packet, a copy goes to the Office Manager, and the third copy goes to the Controller. You will still need the Travel Request Form even if you will not need substitute coverage.

Scheduling a field trip (Use the following steps):

a. All forms are online and can be accessed at: [http://www.scusd.edu/iso-form/field-trip-information](http://www.scusd.edu/iso-form/field-trip-information)

b. Click on “Frequently Used Documents”.

c. Click on “Field Trip Forms”. Click on “Accounting Forms” for Travel Request Form.

d. Choose which type of trip you plan to take:
   - Local Trip (50 miles or less)
   - Out-of-Town (Beyond 50 miles)
• Overnight Trip
• Trips involving swimming or other unusual activities (require liability forms)
• Out-of-State/Country (require Board approval – must be submitted six (6) weeks prior to departure!

e. Click on “Fill in Form” for each BLUE highlighted form, and input information.
f. Print all forms.
g. A typical completed packet should include the following:
   • Field Trip Request Form (Itinerary attached) (RSK-F106A)
   • Field Trip Roster
   • Sample of Parent Permission Form (RSK-F106C)
   • Travel Request (ACC-F104) Field Trip Insurance Verification for Drivers (if applicable) (RSK-F106E)
   • Hotel Accommodation Form (if applicable) (RSK-F106H)

h. Turn in the COMPLETED packet to the Controller’s office fifteen (15) days prior to the field trip departure date. Do NOT send packets with a student or place in the Controller’s mailbox. Please hand-deliver.

*PACKETS THAT ARE SUBMITTED LESS THAN FIFTEEN (15) DAYS PRIOR AND/OR ARE INCOMPLETE WILL NOT BE APPROVED.

i. After approval from the Assistant Principal, the packet will be forwarded to the district office for signatures. If your trip is NOT approved for whatever reason, the Controller will contact you at the earliest possible time, no less than ten (10) days before your anticipated departure date.

j. Distribute Parent and Teacher permission forms to students. Both permission forms will be needed in order for a student to be able to go on a field trip. You do not need to wait for all permission slips to come back before submitting a field trip packet. You can always amend your roster before you leave. This can be a reason for late submissions of field trip packets. Please do not let this hold up your process.

*Any time you take a student(s) off campus, whether it’s across the street or across town, you must submit a field trip packet.

GUEST SPEAKERS
1. Teachers may invite guests to address their classes whenever they determine that, in doing so, there will be a positive impact on the learning objectives for the lesson. Teachers may not schedule guest speakers until the topic has been approved by an administrator. Please email requests one week in advance to any of the administrative team.

2. Please inform the Front Desk staff member when you are expecting a guest speaker. Give her the name of the guest and the date/time of his/her arrival.

MOVIES/VIDEOS
Movies and videos can serve as valuable resources to support instruction. However, teachers should limit the use of movies and videos to relevant clips or excerpts. If students will view portions of R-rated movies, teachers must secure parent permission. Students who do not have permission to view the material must be afforded an alternate way to successfully acquire the content and complete related student tasks.
SUPPLIES/MATERIALS
It is our commitment that staff have all of the supplies they need to fulfill their duties, as assigned.

a. For general supplies (paper, pens, pencils, paper clips, etc.), please fill out a supply request form, and submit it to the Controller. She will make every effort to put supplies in your mailbox within 24 hours.

b. For larger orders, or supplies outside of what would constitute “general supplies”, please see the Controller, who will review all orders with the Principal.

TEXTBOOKS
The librarian will distribute a schedule for textbook check-out during the first week of school.

STAFF WORKROOM
The staff workroom is located in the administration building across from the Assistant Principals’ offices. Please follow the instructions for proper use and care of the copy machines, and leave the machines with the proper non-use adjustments in order. Do not remove equipment from the workroom.

- Student TAs may use the machines in the workroom. Classroom TAs may also bring copy requests to the Ms. Douglas in A117 in the office across from the Assistant Principals.
- We all use this work space, so we ALL need to keep it clean and orderly.

REPAIRS AND MAINTENANCE
Staff members should notify the Plant Manager if there is a need for repair and maintenance of equipment or building facilities.

LENDING EQUIPMENT
Do not loan school equipment to any individual or any organization without permission from the Principal or an Assistant Principal.

COMMUNICATION
Staff Bulletin
The weekly staff bulletin will be emailed out each Sunday evening. The bulletin will contain important information about instruction, school events, student achievement, professional development opportunities, staff updates and more. Please check your email to access this weekly communication. We will also place a hard copy in mailboxes the first day of each week.

Student Bulletin
A student bulletin is read or presented in video form over the intercom Mondays, Wednesdays, and Fridays at the beginning of 4th period. 4th period is 5 (five) minutes longer than the other periods of the day to allow for this brief announcement. Please allow students to hear or view the bulletin, which will include important school information. Staff members wishing to make announcements must type the content, staple it to a coversheet, and turn it in to Shandra Lee. Announcements turned in by the beginning of 4th period will be read the same
day (Mondays, Wednesdays and Fridays). For video announcements, Mr. Collins will provide submission deadlines as the program is further developed.

**Infinite Campus Messenger**
Families will receive weekly Infinite Campus Messenger phone calls that include important school information and reminders. Staff will not receive Messenger phone calls except in emergency situations. A copy of the weekly announcements, and any other Messenger announcements, is available on the homepage of the Rosemont website under “Principal’s Message”.

**INTERVENTION/DISCIPLINE**

**School Climate**
Rosemont High School is a community of learners who work together to create a positive, productive and safe environment. **Student behavior should reflect the standards of good citizenship expected by members of a democratic society.** Students are expected to respect constituted authority, laws, school policies and regulations, assume responsibility for their education and behavior, maintain high standards of courtesy, decency and morality, respect real and personal property, and exhibit pride in their work and achievements.

*School authority applies on campus, at all school-sponsored activities, as well as to and from school.*

Our goal at Rosemont High School is to promote and support a positive school climate thru:
  a. a focus on positive, rather than negative, behaviors.
  b. clear, explicit instruction around expectations for behavior in every classroom.
  c. a system of procedures, both inside and outside of the classroom, that promote positive behavior and positive interpersonal relationships.
  d. consistency among ALL staff in monitoring and supporting agreed-upon procedures and policies.
  e. consistency among all staff in recognizing, reinforcing, and rewarding positive behaviors.
  f. consistent, fair support from administration.

**Code of Conduct**
The Rosemont High School “Campus Community” will work together to create a positive, productive, safe environment, which will foster growth, responsibility, and high achievement

**Classroom Expectations:**
- Be on time to class with appropriate materials.
- Enter the classroom, and take your seat quietly.
- Stay on task for the assigned time.
- Follow directions.
- Keep hands, feet, and objects to yourself.
- Be positive, and avoid conflicts.
- **Ear buds may be used during non-class time only.**
- **Cell phones are to be turned off and kept away in classrooms and other learning spaces unless a teacher assigns the use of a cell phone for an academic purpose.**
- Food, drinks, and gum are for outside of the classroom.
- Grooming should take place outside of the classroom.
- Sunglasses may only be worn outside of class.
- Hats must be removed at the teacher’s request.
- Teachers will begin class and dismiss students.
- Keep work stations neat, safe, and clean.

**Behavioral Interventions**
Appropriate behavior in class and on campus is essential to maintain a learning environment in which every student can achieve to his or her potential. No student is permitted to disrupt the educational process or infringe upon another student’s right to learn or a teacher’s right to teach. The following interventions may be progressively applied for students choosing to disrupt the learning environment:
- Student/teacher conference
- Parent telephone conference
- Student/parent/teacher conference
- Counselor conference
- Home visits
- Teacher-assigned detention
- Administrative detention
- In-house suspension
- School suspension
- Behavior contract
- Referral to Student Study Team
- Referral to outside agencies
- District Behavior Review (which could lead to school removal)
- Expulsion Hearing

**Dress Code**
At Rosemont High School, the responsibility for appropriate student dress lies with the student and their parent(s) or guardian(s). Please review the examples of inappropriate dress below as the administration reserves the right to exclude any items of apparel or accessories, which are disruptive to school activities. The list of dress code violations is not limited to those in this handbook. The administration reserves the right to address dress code issues on an individual basis. If apparel is deemed inappropriate, the student will be asked to change or be sent home. Repeated violation of the Dress Code may result in additional disciplinary action for insubordination and after-school detention or suspension.

The following guidelines are intended to define appropriate student attire and personal grooming at Rosemont High School:
- Clothing shall be sufficient to conceal undergarments at all times.
- No see-through fabrics or clothes with holes
- Tank tops must cover no less than half of the back and fit snug at the sides and top. No backless or off-the-shoulder tops/dresses.
- No strapless tops or dresses
- **No spaghetti straps**
- **No midriffs**
- **No halter-tops**
- Shoes must be worn at all times.
- No slippers or house shoes
- No shoes with wheels
- No chains hanging from clothing
- No accessories with spikes
• No severe sagging
• Clothing should be kept clean and in respectable condition.
• **Only official Rosemont hats/beanies are allowed on campus during school hours.**
  • Plain (no trademarks, brands, or insignias), non-Rosemont beanies are allowed between the months of November and February.
  • No bandanas/bandana material scarves/head wear
• No pajamas or blankets
• No attire that could indicate gang affiliation or promote gang activity
• Sunglasses may not be worn indoors.

Clothing, jewelry, visible tattoos, and personal items shall be free of writing, pictures, or any other insignia that are crude, vulgar, profane, or sexually suggestive, that depict drugs, alcohol, or tobacco, or that advocate racial, ethnic, or religious prejudice, known gang themes, or actions, weapons, violence, illegal activity, and any other material deemed offensive. The school administration shall define “gang-related apparel” and shall impose necessary guidelines.

**Gang-Related Activity**
All gang-related activity on or around SCUSB schools is monitored by the Sacramento Police Department. Students validated as gang members are subject to school disciplinary procedures. If you have any questions about this process, see the School Resource Officer.

**Gang-Related Activity Includes:**
• Consistently wearing colors identified by Sacramento Police Department as gang colors.
• Possession of gang-related graffiti or writing gang-related graffiti on school property.
• Repeatedly in the company of identified gang members.
• Possession of photographs that indicate gang affiliation.

**After School Detention**
Detention is held after school Monday through Thursday (no detention on Friday) from 2:55 – 3:45. There is no lunch detention issued by the Administration. Any student receiving a detention is expected to serve the day he/she receives it or the following day. Students who do not serve their detention in a timely manner may be suspended. Students are not excused from detention in order to attend sports, sports practice, or other afterschool activities. **Un-served detentions may result in a school suspension.**

**Unacceptable Campus Behavior**
**Progressive Discipline Plan** will be implemented by teachers and administrators for behaviors listed below. Disciplinary action will follow when necessary.
- Disrespect toward teachers, staff, campus monitors, substitute teachers, and/or other students
- Harassment or abuse of another student
- Any form of bullying
- Disturbing classes in session
- Presence in halls without a pass
- Dress code violation
- Failure to report to specified location when directed by staff
- Cheating, forgery, or altering official school documents
- Distribution of unauthorized literature/posters
- Riding bicycles, skateboards, roller blades, and shoes with skate wheels on campus
- Water play, water balloons, water pistols, and Frisbee
l. Wagering, gambling, or using gambling devices is prohibited. Gambling is **not allowed** at any time or any place on campus. In addition to legal penalties, students will be subject to school disciplinary procedures.
m. The use of electronic devices such as cell phones, MP3's, iPods, Tablets, and CD players during class time is prohibited.
n. The use of portable and/or bluetooth speakers
o. Unexcused absences from class
p. Excessive tardiness
q. Fighting or threatening physical injury
r. Falsifying school records or giving false information
s. Failure to follow directions of adults
t. Sexual harassment/misconduct
u. Damage to school property, including graffiti and/or “tagging”
v. Failure to dispose of trash properly
w. Spitting
x. Throwing objects
y. Cheating/Plagiarism
z. Loitering

* Skateboards, roller blades, skates, tennis shoes with skate wheels, and scooters must be stored in a classroom during school hours. Students are **NOT** to ride skateboards, skates, rollerblades, or scooters on campus at any time for any reason. If you ride one of these to school, make sure they are put away when entering school grounds. Any of the above-mentioned items being used on school grounds will be confiscated, and one-hour after-school detention must be served before getting property back.

**Bullying**
A student shall not be harassed, intimidated, or bullied based on his/her actual or perceived characteristics as set forth in Penal Code section 422.55 and Education Code sections 220 and 234.1, which includes, but is not limited to, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person, or group with one or more of these actual or perceived characteristics. For purposes of Board Policy 5145.4 and the SCUSD Administrative Regulation, bullying is defined as, and includes, but is not limited to, abusive action or conduct which can be physical, verbal, written, psychological, or sexual in nature.

Examples of bullying in these different forms include, but are not limited to:
- Physical: hitting, kicking, spitting, or pushing
- Verbal or Written: teasing, threatening, or name-calling
- Psychological: social isolation, manipulation, spreading rumors, or intimidating; and/or
- Sexual: touching, assault, exhibitionism, or many of the actions listed above. Normally, bullying is a pattern of conduct or is conduct which is repeated over a period of time, but may, in some instances, take the form of one severe, egregious act.

Staff members are expected to report bullying behavior. Reports may be made to any school employee either verbally, in writing, or through electronic communications such as email. Completing the District Report of Suspected Bullying Form and submitting it to the school site Principal or designee, or contacting the District Office, is another way to make a report.

**Anonymous reports may be made by calling the WeTIP system at 1-855-86-BULLY.**
<table>
<thead>
<tr>
<th>Infraction</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leaving school grounds Without Authorization</td>
<td>parent conference, detention</td>
</tr>
<tr>
<td>Forgery</td>
<td>parent conference, suspension remainder of the day and the next day, parent conference before returning to school</td>
</tr>
<tr>
<td>Throwing of Objects Which Present a Danger to Students/Staff Endangering Physical Safety</td>
<td>1 – 5 days suspension, parent conference before returning to school</td>
</tr>
<tr>
<td>Open Defiance (e.g. Challenge to Authority, refusal to give cell phone)</td>
<td>1 day after school detention or may be sent home, parent conference, suspension remainder of the day and the next day, parent conference before returning to school</td>
</tr>
<tr>
<td>Possession of Popper or Stink Bomb</td>
<td>1 – 2 days suspension, parent conference before returning to school</td>
</tr>
<tr>
<td>Harassment/On-going Actions Despite Student/Adult Intervention(Bullying)</td>
<td>1 - 5 days suspension, parent conference before returning to school</td>
</tr>
<tr>
<td>Possession of Stolen Property</td>
<td>3 – 5 days suspension, parent conference</td>
</tr>
<tr>
<td>Theft or Attempted of Private or School Property</td>
<td>5 days suspension, parent conference, police report, recommend restitution or replacement.</td>
</tr>
<tr>
<td>Activating Fire Alarm</td>
<td>5 days suspension, parent conference, referral to Fire Marshal</td>
</tr>
<tr>
<td>Promoting A Fight/Refusal to Disperse during a Fight</td>
<td>1 – 5 days suspension, parent conference before returning to school</td>
</tr>
<tr>
<td>Commit an Obscene Act</td>
<td>3 -5 days suspension, parent conference</td>
</tr>
<tr>
<td>Possession of Firecracker(s) or Bullet(s)</td>
<td>5 days suspension, parent conference, referral to Fire Marshall</td>
</tr>
<tr>
<td>Possession of Any Weapon</td>
<td>5 days suspension and mandatory recommendation for expulsion</td>
</tr>
<tr>
<td>Gambling</td>
<td>1 – 5 days suspension, parent conference</td>
</tr>
<tr>
<td>Possession, Exhibiting or Threatening Other with a Weapon, BB Gun, Knife or Other Dangerous Instrument or Replica</td>
<td>5 days suspension and mandatory recommendation for expulsion, parent conference, referral to police; violation of Penal Code 626.9, Board Policy 5462</td>
</tr>
<tr>
<td>Infraction</td>
<td>Consequences</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Extortion or Robbery</td>
<td>5 days suspension and recommendation for expulsion, parent conference, referral to police; violation of Penal Code 626.9, Board Policy 5462</td>
</tr>
<tr>
<td>Causing Physical Injury to Another Person</td>
<td>1 – 5 days suspension, parent conference, police report, possible referral to police, depending on circumstance.</td>
</tr>
<tr>
<td>Play fighting</td>
<td>detention, 1 – 2 days suspension, parent conference</td>
</tr>
<tr>
<td>Attempting to Set or Setting a Fire</td>
<td>5 days suspension, referral to Fire Marshal, parent conference, arrest for arson, recommendation for expulsion.</td>
</tr>
<tr>
<td>Threatening Student</td>
<td>1 – 5 days suspension, parent conference, possible referral to police</td>
</tr>
<tr>
<td>Unauthorized Entry to or Use of School Facilities</td>
<td>1 – 5 days suspension, parent conference, possible referral to police</td>
</tr>
<tr>
<td>Assault or Battery Upon Any School Employee (e.g., Threatening, attempting to/or Striking, Hitting, Pushing a Staff Member)</td>
<td>5 days suspension, parent conference, referral to police, possible recommendation for expulsion</td>
</tr>
<tr>
<td>Assault, Battery or Fighting Upon Any Student (e.g., Premeditated or Unprovoked)</td>
<td>5 days suspension, parent conference, referral to police, possible recommendation for expulsion</td>
</tr>
<tr>
<td>Providing Any Medication</td>
<td>1 – 5 days suspension, parent conference, referral to police, and possible recommendation for expulsion.</td>
</tr>
<tr>
<td>Possession of Any illegal Drug, Alcohol or Intoxicant</td>
<td>3 – 5 days suspension, parent conference, referral to police, possible recommendation for expulsion.</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>1 – 5 days suspension, parent conference, referral to police, possible recommendation for expulsion.</td>
</tr>
<tr>
<td>Sexual Assault or Sexual Battery</td>
<td>5 days suspension, parent conference, referral to police, and recommendation for expulsion.</td>
</tr>
<tr>
<td>Offering to Sell a Controlled Substance</td>
<td>5 days suspension, parent conference, referral to police, and possible recommendation for expulsion.</td>
</tr>
<tr>
<td>Infraction</td>
<td>Consequences</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Class Walk-Out</td>
<td>1 – 5 days suspension, parent conference before returning to school</td>
</tr>
<tr>
<td>Class Disruption</td>
<td>1 hour administrative detention, parent contact, parent conference, suspension remainder of the day and the next day, parent conference before returning to school, may be placed on a site behavior contract</td>
</tr>
<tr>
<td>Class Disruption Beyond Steps in Classroom Management System</td>
<td></td>
</tr>
<tr>
<td>Abusive or Profane Language</td>
<td>parent conference, suspension remainder of the day and the next day, parent conference before returning to school, may be placed on a site behavior contract.</td>
</tr>
<tr>
<td>Profanity Directed Toward school Official</td>
<td>2 – 5 day suspension, parent conference before returning to school</td>
</tr>
<tr>
<td>Violating Acceptable Use Policy, Visiting inappropriate Internet Sites, ACCESSING UNAUTHORIZED Portions of Network</td>
<td>1 hour administrative detention, parent contact, 1 – 3 days suspension, parent conference, loss of computer privileges</td>
</tr>
<tr>
<td>Water Fights Including Water Balloons</td>
<td>1 - 2 day suspension</td>
</tr>
</tbody>
</table>

*Administration can modify consequences, depending on the severity and frequency of the offense.*

**Suspension/Expulsion Guidelines**

California Education Code 48900 and the Sacramento City Unified School District Board regulations allow the superintendent, principal or principal’s designee of a school to suspend or to recommend for expulsion a student for any violation of the following rules. These rules apply while on school grounds, going to or coming from school, during the lunch period whether on or off campus, or during or while going to or coming from a school-sponsored activity. Administrators have discretion in assigning of final discipline based upon the circumstances.

**Mandatory Expulsion per State Laws**

1. Sale, possession, or furnishing of a firearm
2. Brandishing a knife at another person
3. Selling a controlled substance
4. Sexual assault or sexual battery
5. Possession of explosives

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Staff are expected to report bullying behavior. Reports may be made to any school employee either verbally, in writing, or through electronic communications such as email. Reports may also be made by completing the District Report of Suspected Bullying Form and submitting it to the school site principal or designee or District office. **Anonymous reports may be made by calling the WeTIP system at 1-855-86-BULLY.**

**Behavior Referrals**
If a student is disrupting your class, and you have exhausted the steps of your classroom management system, you may send the student to room A110 with a behavior referral. You should also contact the student’s parent as soon as possible to inform them that behavior is becoming an issue. Early contact may help to support positive change and will also serve as documentation that you have provided reasonable intervention.

**Before writing the referral, please follow these steps:**
1. If you would like a campus monitor to escort the student to the office, please call Nicole Adams at x1054.
2. Write the referral, and send it with the student or with the campus monitor.
3. Contact the student’s parent/guardian about the behavior as soon as you are able. It is important that the parent receives detailed information directly from the teacher.

**Consequences**
1. Teacher or administration counseling
2. Teacher detention (student serves with the teacher).
3. After-school detention – assigned by administration. Detention is held after school daily from 2:55 – 3:45 in A-139. Any student receiving a detention is expected to serve the day he/she receives it or the following day. Students who do not serve their detention in a timely manner may be suspended. **Un-served detentions may result in a school suspension and/or loss of student privileges such as attending dances and other school events.**
4. Class Suspension - If you wish to suspend a student from your class, you are responsible for filling out a class suspension form (available from the Nicole Adams in Room A110) and taking it to Ms. Adams. By law, you may suspend a student for no more than two days. If you have already sent the student out on a referral the previous day, that counts as day one of the suspension.
5. Out-of-school Suspension – School suspension is a disciplinary action that excludes a student from classroom and other school activities.
   - Suspensions will not exceed five (5) consecutive days.
   - A conference between the student and an administrator will take place prior to the suspension.
- Parent/Guardian will be contacted, and a written copy of the suspension form will be mailed home.
- A suspended student is excluded from all regular school and all extracurricular activities for the duration of the suspension.
- Make-up work is approved at the discretion of the teacher

**PARTICIPATION CRITERIA FOR DANCES**
Students who have been suspended may not attend the next dance. Students on a SART or SARB contract may attend dances.

**Dance Conduct Guidelines**
Dance movements and mannerisms must fall within the standards of social acceptability and good taste. Physically dangerous dancing or movements, such as “slamming” or “moshing”, are not allowed. At no time should there be any inappropriate touching between students.

*Students will be given one warning about lewd or suggestive dancing. After the warning has been issued, and if the behavior is repeated, the students may be expelled from the dance.*

**P.E. LOCKER ROOM RULES**
Students are responsible for all personal and school materials in their locker.
- Rosemont High School **assumes no liability for lost or stolen items.**
- Rosemont High School **reserves the right to open any locker and search.**

Students must keep their lockers clean. If a locker is broken or becomes unusable, students need to report it to a P.E. teacher immediately.

**AFTER SCHOOL PROGRAM**
The ASSETs (After School Safety and Enrichment for Teens) Program provides academic support and enrichment opportunities for all students. This program gives students a safe and secure environment with certificated teachers, community volunteers, and qualified college/peer tutors to assist with academic needs. Students may earn 5 elective credits towards graduation in 7th period upon completion of each semester (selected classes) and credit recovery for those who need certain credits. The library is open daily after school from 3:00-6:00 p.m., providing students with access to computers and academic tutors. For more information, please see the ASSETs office in A126 or call 228-5844 x 1006.

**STUDENT SERVICES**
**Counseling**
Counseling is an integral part of any student’s high school career. At Rosemont, we believe that every student should feel safe, secure and academically prepared to graduate from high school and matriculate to college. Our counselors work closely with teachers to ensure that all students are successfully making adequate progress toward high school completion and meeting college requirements. Counselors are available to support students with academic, personal/social and career needs. Students at every grade level should schedule regular meetings with their counselor!
Counseling services include, but are not limited to:

- Academic planning (course selection, transcript review, etc.)
- Career/college exploration and outreach (including application for financial aid, college entrance)
- Person crisis counseling and group counseling
- Mental health counseling referrals
- Pregnancy/parenting teen referrals
- Drug/alcohol counseling referrals
- Conflict resolution mediations
- Facilitating parent/teacher conferences

<table>
<thead>
<tr>
<th>Grade</th>
<th>Counselor</th>
<th>Room</th>
<th>x</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th</td>
<td>Audrey Kamilos</td>
<td>A-135</td>
<td>1058</td>
</tr>
<tr>
<td>10th</td>
<td>Jackie Nevarez</td>
<td>A-133</td>
<td>1052</td>
</tr>
<tr>
<td>11th</td>
<td>Onisha Cook</td>
<td>A-134</td>
<td>1069</td>
</tr>
<tr>
<td>12th</td>
<td>Pam Reeder-Esparza</td>
<td>A-132</td>
<td>1051</td>
</tr>
</tbody>
</table>

**Student Study Team (SST) Referral**

Any member of the staff may initiate an SST (Student Study Team) referral for a student who is struggling, after repeated efforts of intervention, with behavior, academics, or attendance. SST requests go through the counseling office. Additional help is always available through administration.

**Suicide Risk Assessment Procedures**

Anyone concerned that a student is exhibiting a potential suicide risk must immediately contact the principal or designee. If suicide risk is active and immediate, call 911.

**School-Home Communication**

- Teachers should make every effort to notify a parent/guardian when students are struggling with behavior and/or academics. All family contact should be logged into Infinite Campus.
- Teachers are responsible for returning phone calls or emails from parents within 24 hours. It is critical that we respond to parents’ questions, concerns, requests for information in a timely manner.

**Home Visit Program**

At Rosemont High School, we encourage all staff, certificated and classified, to participate in the Home Visit Program. Anyone who has been trained may participate and should notify Assistant Principal Jones for more information. Staff wishing to be trained should also contact Assistant Principal Jones, who can coordinate on-site training. Home visits are an effective way to build positive relationships with students and families. Staff who identify a student who could benefit from a home visit should notify the student’s counselor.
EXTRACURRICULAR OPPORTUNITIES
There are many opportunities to participate in extracurricular activities at Rosemont High School. Any interested teacher may serve as a club/class advisor. As you consider the many choices, please keep the following factors in mind:

- Supervision and participation by certificated and classified personnel is necessary for successful, safe school activities.
- Staff members who sponsor a club or extra-curricular activity or event are responsible for all phases of the club, activity or event, i.e. student supervision, developing a calendar of events and providing dates to the Office Manager, monitoring grades/behavior of participating students, disseminating information to students, staff, and parents, as well as completing and submitting all necessary paperwork.

ASSOCIATED STUDENT BODY (ASB)
Student Activities Director: Chris Gosney
Phone: (916) 228-5844 ext. 1510

Associated Student Body & Class Officers will be announced at the start of the Fall Semester.

Student I.D. cards will be given out to every student who was present at Picture Day at the beginning of the school year. It is required that students carry their student I.D. at all times when on campus. Students not having proper identification while on campus may be detained until proper identification has been obtained.

Associated Student Body stickers may be purchased in the Controller’s Office for $30. The stickers are attached to the Student I.D. card. By purchasing the sticker, students will receive discounts on dance tickets. Students with an ASB sticker will be admitted to all Rosemont High School home sporting events for free. Student ID is required for admission to all ASB dances.

All fundraising activities must be approved by the Associated Student Body.
  a. Only clubs may conduct fundraising activities
  b. Student sales of items are allowed only through club-sponsored activities

Clubs
Club Rush is held at the beginning of each school year. There is a wide variety of clubs from which to choose. We strongly encourage each student to join one or more clubs to connect with their school.

- Art Club
- Black Student Union (BSU)
- California Scholarship Federation (CSF)
- Debate
- Drama Club
- Environmental Club
- Fusion Club
- Gay-Straight Alliance
- Japan Club
- Key Club
- Mathletes
- Robotics

Organizing an Assembly or School Event
Any staff who would like to use the facility during or after school hours must see the Office Manager about securing a facility use permit. An electronic copy of the permit to be submitted can be found here:
***A special note about assemblies: Assemblies should be planned with a clear educational objective – the content of which should enrich and supplement instruction and positively impact student learning.

LIBRARY/MEDIA CENTER
Our library, with its natural sunlight and open spaces, is located in the “C” building and is the heart of Rosemont High School. The library provides students with an impressive collection of literature, nonfiction work, and reference materials for students and staff. The library also serves as a classroom for instruction on searching the web and databases.

The library is open at 7:30 a.m. until the end of the school day.
After hours are from 3:00—6:00 ASSETs: tutoring is daily after school.

Expectations of Students Using the Library:
During class time, students must have an official pass to use the Library/Media Center and must sign in upon entering. **Food, gum, and drinks (including water)** are not allowed in the library. Use a quiet, respectful voice in the library. Return borrowed books to the bin under the counter. Put books, viewed in the library, on the re-shelving cart near the counter. Return furniture, if moved, to its original position. When leaving the library, students must exit through the security gates.

**Book Check-out**
**Students must have an ID card to check out books and computers.**
- Students may check out three books for three weeks each.
- Books can be renewed as long as there is no hold on them.
- Only two books can be checked out on the same topic.
- Reference books, marked R or REF, are available for library use only.
- If students have overdue or lost books, they must resolve the issue with the Librarian before other materials can be checked out.

**Student Use of Computers in the Library**
Use of school computers and access to the Internet is a privilege and will only be used for school-related education and research. Students are expected to follow the directions of teachers and school staff and abide by the rules of the school and school district. If students do not follow the rules, they will be disciplined and may lose their computer privileges. In order to use a computer, you must have your ID card.

**Safety**
**SRO**
Officer Pete Lopez is Rosemont’s School Resource Officer. His office is located in A137 at the end of the hallway of the administration building – near the J-wing. He is on campus each day and is available to assist administration with serious issues around school safety.

**Surveillance Cameras:**
Surveillance cameras are located at various locations on campus. The purpose of the surveillance cameras is to ensure the safety, security, and welfare of students and staff. Cameras electronically record 24 hours a day.
Drills
Education Code requires secondary schools to conduct 6 (six) safety drills per year. We will conduct one fire, one duck and cover, and one lock-down drill each semester. All staff are expected to participate in safety drills.

A fire drill is indicated by an announcement through the intercom system. Teachers should move their students to the designated area as quickly as possible. The all-clear is indicated via an intercom announcement. Teachers and students should return to their classrooms after the all-clear has been given.
FIRE DRILL EVACUATION PROCEDURES

AS INDICATED ON THE MAP,
- **BUILDINGS B, A, J WILL PROCEED TO THE FARDEST END OF THE SOCCER FIELD (LEFT SIDE).**
- **BUILDING WILL WALK PAST THE A AND J BUILDINGS.**
- **BUILDINGS C, E, F WILL EXIT OUT THE BACK GATE TOWARDS TENNIS COURTS, MAKING A LEFT TURN TOWARDS THE SOCCER/PE FIELDS AND LINING UP AS INDICATED BY BUILDING.**
- **BUILDING G WILL PROCEED TO SOCCER/PE FIELDS AS INDICATED.**

TEACHERS ARE TO: REVIEW PROCEDURES BEFORE SCHEDULED DRILL INCLUDING STUDENT CONSEQUENCES.
1. **BRING EMERGENCY FOLDER WITH CLASS TO EVACUATION AREA.**
2. **LOCK CLASSROOM.**
3. **ENSURE ALL STUDENTS ARE WALKING TO EVACUATION AREA.**
4. **TAKE ROLL AT THE EVACUATION SIGHT.**
5. **EMAIL** ADMINISTRATION (ASSISTANT PRINCIPAL JONES) OF ANY MISSING STUDENTS AFTER DRILL.
   - STUDENTS NOT WITH TEACHERS WILL BE SUBJECT TO DISCIPLINARY CONSEQUENCES.
   - STUDENTS SHOULD TAKE THEIR PERSONAL BELONGINGS WITH THEM.
   - CAMPUS MONITORS AND ADMIN WILL ENSURE THAT ALL BUILDINGS ARE EVACUATED.

INTRUDER/LOCK-DOWN PROCEDURES

Lockdown Procedures:
1. Teachers begin practice of keeping classroom doors locked.
2. Office Manager includes lockdown procedures in sub folders. Alarm sound (#33 – European siren).

Teachers:
1. Place students against the wall/safe corner, away from line of sight through windows.
2. Look into hallways, and bring in any students.
3. Lock doors/Turn off lights.
4. Close blinds/cover door window.
5. PE teachers take classes to the locker room.
6. Turn off equipment in labs.
7. Email names of any students picked up in hallways and missing students to admin.
8. On prep, lockdown in planning centers, copy room.
9. FRONT OFFICE, COUNSELING, CLASSIFIED STAFF:
10. Cafeteria workers roll down metal doors and lockdown in store room.
11. Office Manager and clerical staff lock all admin exterior office doors.
12. Front office posts sign at entrance informing public of lockdown drill.
13. Office staff locks down in copy room.
14. Office Manager takes metal file box with staff phone numbers.
15. Front Office takes visitors’ log and staff sign-in/out.
16. Attendance takes emergency cards.
17. Front Office posts sign at entrance informing public of lockdown drill.
18. Administration and campus monitors check all classrooms/bathrooms/planning centers.

*Refer all media and parents to the District Communications Office at (916) 643-9145.*
Blackout Procedures
In the event of a power outage, the following procedures are to be followed:

All Staff
Don’t panic; remain calm. Others will find confidence in your calm, professional manner.

1. **THE ADMINISTRATION WILL CALL FACILITIES MAINTENANCE** to report power outage.
2. If your emergency lights do not come on, move occupants to a safe location. This may be their assigned classroom or a common area such as the Cafeteria, Multipurpose room or Gymnasium. **Do not change classes at the end of instructional period.**
3. Evacuate culinary classes to a safe location (Cafeteria). This area listed could be dangerous when power is restored. Power to the classroom underlined should be cut.

**Administration and other facilities personnel will:**
1. Conduct site walk-through – look for stranded, lost or injured individuals. Keep in mind special needs students and areas that do not have emergency lighting.
2. Lock restrooms. Provide escorted access as necessary.
3. Turn off or unplug as many appliances and equipment as possible to eliminate a spike/surge when power is restored, especially shop tools and auto lifts.
4. Avoid opening refrigerator and freezer as much as possible.
5. Do not use alternative heating methods. No candles, ovens, or gas (propane, kerosene, etc.) heaters.
6. Personally inspect all elevators to assure that no one is trapped inside. If someone is trapped, notify administration, they will contact the Facilities Maintenance. Advise the individual to remain calm. Do not attempt to self-rescue from an elevator or lift.
7. Conduct needs assessment. Notify administration, who will contact Plant Manager of any special needs.
8. Consider traffic control issues around school sites.
9. Once power has been restored, turn on and plug in all appliances and equipment that had been previously turned off or unplugged. Report all failures to administration; they will notify the Plant Manager.

Exit Routes
Personnel will exit by the following routes to the sidewalks, parking lots, or large outside areas. In the event of actual emergency (as opposed to drills), teachers may be redirected to areas a safer distance from the buildings or designated areas.

**All teachers and aides are to remain with and directly supervise their classes during the entire drill or emergency. Similarly, all staff members who may be working with/supervising students shall be responsible for them.**

Teachers are legally required to keep and maintain an accurate attendance record for each class; therefore, teachers must keep a roll book as well as a grade book. (These records may be combined).
Emergency Situations
In the event of a serious emergency, teachers and staff may dial x1811 from classroom phones. This will alert all black office phones that there is an emergency situation (health or otherwise) in the classroom.

Reporting Child Abuse

1. The State Child Abuse Reporting Law, Penal Code Section 11166 requires that 1) any child care custodian, 2) medical practitioner, 3) non-medical practitioner, or 4) employee of a child protective professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been a victim of child abuse, shall report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

2. Definition of Child Abuse, Penal Code Section 11165 (g)
Child abuse means a physical injury, which is inflicted by other than accidental means on a child by another person. Child abuse also means the sexual abuse of a child or any act or mission prescribed by Section 273a (willful cruelty or unjustifiable punishment of a child) or 273d (corporal punishment or injury). Child abuse also means the neglect of a child in out-of-home care, as defined in this article.

3. Reporting Procedures
Child abuse requires reporting to Child Protective Service and, in some cases, directly to law enforcement. Because of the unique nature of this topic and the potential for multiple-agency and/or personnel involvement (including medical and/or psychological), the coordination and facilitation, including the processing of a report, will be under the direction of an Assistant Principal. This does not relieve the reporting individual of the requirements specified above.

4. Please adhere to the following steps when reporting child abuse:
   1. Call Children’s Protective Services at 875-5437 as soon as you can after becoming aware of the known or suspected abuse. Be prepared to give specific information/observation/knowledge about the student, parents and suspect. Ask for the in-take CPS worker’s name. You will need this information to complete the written report outlined in section 2.
   2. Obtain a report form (Department of Justice Form SB 572, Suspected Child Abuse form) from the Assistant Principal’s Office.
   3. Complete the report and mail/fax it within 36 hours.
   4. Inform the Assistant Principal or any available administrator of the report immediately.

5. FAILURE TO REPORT (Penal Code Section 11166.01(a)
Any person who fails to report an instance of child abuse, which he or she knows to exist or reasonably should know to exist, as required by this article, is guilty of a misdemeanor and is punishable by confinement in the country jail for a term not to exceed six (6) months or by a fine of not more than one thousand (1000) dollars or by both.
6. Immunity of Reporting Person, Penal Code 11172a

No child care custodian, medical practitioner or non-medical practitioner or employee of a child protective agency who reports a known or suspected instance of child abuse shall be civilly or criminally liable for any report required or authorized by this article unless it can be proven that a false report was made, and the person knew that the report was false.

Title IX (Non-Discrimination On The Basis of Sex)
Includes Sexual Harassment (BP/AR 4030)

The Governing Board prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender or sexual orientation at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies, or in any way participates in the district’s complaint procedures instituted pursuant to this policy. Any district employee who engages in or permits unlawful discrimination or harassment shall be subject to disciplinary action up to and including dismissal. A district employee shall be deemed to have permitted unlawful discrimination or harassment if he/she fails to report an observed incident of discrimination and/or harassment whether or not the victim complains. Unlawful harassment includes, but is not limited to:

- Slurs, epithets, threats, or verbal abuse
- Derogatory or degrading comments, descriptions, drawings, pictures, or gestures
- Unwelcome jokes, stories, or teasing
- Any other verbal, visual or physical conduct, which adversely affects employment, interferes with work performance, or creates an intimidating, hostile, or offensive work environment.

*Harassment may arise not only as a result of the offender’s intention, but also as a result of the offended person’s perception of the conduct.

Title IX Policy on Sexual Harassment 4119.11(a) and 5145.7 (a)

The Governing Board is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by an employee, student or other person at school or at any school-related activity.

1. Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action.

The Governing Board prohibits sexual harassment in the working environment of district employees or applicants by person in any form.

2. Employees who permit, engage, or participate in such harassment may be subject to disciplinary action up to and including dismissal.

Report violations to your supervisor or site administrator for initial attempts at resolution, OR contact district Title IX Compliance Coordinators:

- Student-related Issues: Stephan Brown, Director II, Student & Support Services at 643-9425
- Employee-related Issues: Cancy McArn, Director, Human Resources Services at 643-7471