

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Rosemont High School

WOLVERINES



STUDENT HANDBOOK

2017 - 2018

Rosemont High School

Main Phone Number (916) 395-5130

www.rosemont.scusd.edu

Administration

Elizabeth Vigil, Principal
Jeremy Predko, Assistant Principal
Steven Jones, Assistant Principal
Jennifer Ellerman, Site Instruction Coordinator

Counselors

Onisha Cook (Freshmen)	Ext. 508029
Pam Reeder-Esparza (Sophomores)	Ext. 508058
Audrey Kamilos (Juniors)	Ext. 508027
Jackie Nevarez (Seniors)	Ext. 508028

Registrar

Ayesha Charamuga	Ext. 508033
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Office Manager

Shandra Lee	Ext. 508001
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Front Office

Linda Zanze	Ext. 508003
Jilg Douglas	Ext. 508020
Irene Hainsworth	Ext. 508005
Nicole Adams	Ext. 508323

Bookkeeper/Controller

Bee Moua	Ext. 508053
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Attendance

Joseph Pickar	Ext. 508030
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Activities Director

Chris Gosney	Ext. 508513
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Athletic Director

Scott Maddox	Ext. 508720
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Library/Textbook Room

Christina Lanzaro	Ext. 508342
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School Resource Officer

Pete Lopez	Ext. 508086
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Message from the Principal

Dear Families,

On behalf of the Rosemont staff, including the new administration team, I would like to welcome you to the 2017-2018 school year! There are great things ahead here at Rosemont High School, and we're anxious to get started!

Our mission is to place students at the center of our work and build a world-class high school that boasts a safe, inclusive, positive environment and rigorous academic programs that support college and career readiness. The Rosemont staff commits to communicating, modeling and reinforcing high standards for behavior every day, including an emphasis on the development of key social and emotional skills. Our students will have the opportunity to pursue their interests in all courses of study, including a variety of focused learning pathways that connect academic preparation with real-world application. Through the expanded use of digital technology in our classrooms, students will learn valuable technological competencies and create and share content to demonstrate learning. Rounding out the experience at Rosemont is a rich selection of extra-curricular activities including after-school tutoring, clubs, sports and competitive academic teams. We encourage all students to participate in as many activities as they can! The more they're involved, the more they will feel an authentic connection to their school.

Throughout the year, we will make sure that families have all the information they need to help guide students through their high school journey at Rosemont. In addition to providing school information through weekly Infinite Campus Messenger calls, we encourage families to access the Rosemont High School website for up-to-date school news. We also urge families to sign up for the PTSA News Blast, which is a great way to communicate with other Rosemont families about school news and opportunities for involvement. The Infinite Campus Parent Portal will serve as a valuable resource for monitoring attendance, grades and behavior. There is no substitute for staying informed and communicating with school staff about your student's progress. The more closely we work together, the more effectively we can provide timely and appropriate intervention should your student begin to fall behind. Staff contact information is located on our website. If you haven't already, please come to the school to obtain your username and password so that Infinite Campus is available to you from the first day of school. We also encourage parents and guardians to play an active role in the high school experience. Please join us at school events where we showcase and celebrate student achievement. Attend information nights and other parent education opportunities. Join the Rosemont PTSA, or represent the community on our School Site Council.

2017-2018 is going to be an outstanding year for the entire Rosemont Community! We look forward to meeting all of you and working closely with our students to make sure that their Rosemont experience is second-to-none. Please feel free to contact the school at (916) 395-5130 with questions or concerns. Phone numbers for individual staff members are located under the Staff Directory link on the Rosemont website.

We look forward to seeing all of you!

Elizabeth Vigil,
Principal, Rosemont High School



Rosemont High School Bell Schedule

Regular Schedule (Mon/Tue/Wed/Fri)			
Period 0	7:00	7:50	50
Passing	7:53	8:00	7
Period 1	8:00	8:57	57
Period 2	9:04	10:01	57
Period 3	10:08	11:05	57
Period 4	11:12	12:13	61
Lunch	12:13	12:49	36
Period 5	12:56	1:53	57
Period 6	2:00	2:57	57
Period 7	3:03	4:00	57

Rally Schedule			
Period 0	7:00	7:50	50
Passing	7:53	8:00	7
Period 1	8:00	8:47	47
Period 2	8:54	9:41	47
Period 3	9:48	10:35	47
Period 4	10:42	11:34	52
Lunch	11:34	12:10	36
Period 5	12:17	1:04	47
Period 6	1:11	1:58	47
<i>RALLY</i>	2:05	2:57	52
Period 7	3:03	3:50	47

Early Release Schedule (Thursday)			
Period 0	7:00	7:50	50
Passing	7:53	8:00	7
Period 1	8:00	8:47	47
Period 2	8:54	9:41	47
Period 3	9:48	10:35	47
Period 4	10:42	11:33	50
Lunch	11:33	12:09	36
Period 5	12:16	1:03	47
Period 6	1:10	1:57	47

Shortened Day			
Period 0	7:00	7:50	50
Passing	7:53	8:00	7
Period 1	8:00	8:35	35
Period 2	8:42	9:17	35
Period 3	9:24	9:59	35
Period 4	10:06	10:42	36
Period 5	10:49	11:24	35
Period 6	11:31	12:06	35
Period 7	12:43	1:18	35

Finals Schedule			
Period(s) 1, 3, 5	8:00 AM	10:00 AM	120
Passing	10:00 AM	10:07 AM	7
Period(s) 2, 4, 6	10:07 AM	12:07 PM	120

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 instruction.

Rosemont Vision

Provide every student with an education that is rigorous and structured. All students thrive in a challenging and supportive academic environment and graduates are prepared to meet the demands of college or 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 inception, the school has emphasized the highest standards of academic excellence. The staff is committed to supporting students in a variety of ways.

School Colors

Rosemont school colors are **Navy Blue, White, and Maize**.

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

First Semester

Aug. 31	First Day of School
Sept. 4	Labor Day Holiday
Sept. 28	Back to School Night
Nov. 3	End of 1st Quarter (shortened day)
Nov. 10	Veterans' Day Holiday
Nov. 18 – 26	Thanksgiving Break
Dec. 23 – Jan. 7	Winter Break
Jan. 15	Martin Luther King Jr. Holiday
Jan. 18	Open House
Jan. 22 – 25	1st Semester Finals (shortened day)
Jan. 26	First Semester Ends

Second Semester

Jan. 29	Second Semester begins
Feb. 12	Lincoln's Day Holiday
Feb. 19	President's Day Holiday
Mar. 24 – April 1	Spring Break
April 6	End of 3rd Quarter (shortened day)
April 6	Essence of Rosemont
May 28	Memorial Day Holiday
May 31	Senior Awards
June 4 – 6	Senior Finals
June 7	Seniors' last day
June 11	Graduation
June 11 – 13	Finals for Underclassmen (shortened days)
June 14	Last Day of School

TESTING CALENDAR

Sep. 9	ACT
Oct. 7	SAT
Oct. 11	PSAT – All 10 th Grade
Oct. 28	ACT
Nov. 4	SAT
Dec. 2	SAT
Dec. 9	ACT
Feb. 10	ACT
Mar. 10	SAT
Mar. 19 - May 25	CAASPP / CST
April 14	ACT
May 5	SAT
May 7 -18	AP
June 2	SAT
June 9	ACT

GRADUATION REQUIREMENTS

Subject Areas	Years	Credits
English	4 years	40 credits
Fine Arts	1 year	10 credits
Math I	1 year	10 credits
Math II	1 year	10 credits
Physical Science	1 year	10 credits
Life Science/Biology	1 year	10 credits
Physical Education	2 years	20 credits
Foreign Language	1 year	10 credits
World History	1 year	10 credits
U.S. History	1 year	10 credits
U.S. Government	½ year	5 credits
Economics	½ year	5 credits
Contemporary Global Issues	½ year	5 credits
Geography	½ year	5 credits
Elective		65 credits

Core	160
Electives	65
Total Credits	225

No Social Promotion

At Rosemont, students are not promoted by age or time spent in high school. Students must earn credits in order to make good progress toward graduation. As such, the following indicate each grade level and how many credits students should have to be on track toward graduation:

9 th	0 (September) - 45 (June) Credits
10 th	45 (September) - 105 (June) Credits
11 th	105 (September) - 165 (June) Credits
12 th	165 (September) - 225 (June) Credits

Additional Senior Requirements

- Students must complete and pass Senior Project.
- Students will **NOT** be allowed to drop any classes in the 4th quarter.
- Technology - Students must demonstrate proficiency or satisfy coursework.
- Semester class = 5 credits; Year-long class = 10 credits

Seniors should schedule a senior transcript review with their counselors to double check progress toward graduation. It's critical that courses are made up if credits or required classes are still missing. To be on track for graduation, a student should start his/her senior year with at least 165 credits. Please see your counselor to determine what you still need.

Credit Recovery

Rosemont High School offers a supervised online, on-campus credit recovery program during 7th and 8th period. **All referrals for the credit recovery program will be initiated/approved by the student's counselor.** Students may not take a credit recovery class during the same semester that they are taking, or have taken, the traditional, period 1 - 6 class. Online credit recovery classes are only open to students who have attempted and failed the same full semester "brick and mortar" class. Students may not transfer out of a class before final grades and enroll in the same class through the online credit recovery program. Attendance is mandatory, and if a student is absent they could be removed and added to the bottom of the wait list. For more information on credit recovery, please make an appointment with your counselor.

GRADUATION CEREMONY

Participation in the Graduation Ceremony is an earned privilege, not a right. Administration reserves the right to exclude any student from participating in the Graduation Ceremony for any reason. Graduating seniors must meet the following criteria in order to participate in the Graduation Ceremony:

- 95% attendance rate in the 2nd semester

- No more than 10 tardies in the 2nd semester
- No un-served teacher or administration detentions
- No outstanding fees. **Diplomas will be held until all fees are paid.**
- No administration suspensions in the 2nd semester
- Seniors must have passed all classes required for Graduation and must have met all SCUSD graduation requirements.
- Seniors must attend both graduation practices.
- Seniors will be issued 8 tickets at Senior Checkout. Additional tickets may be available to be purchased through the controller at \$10/ticket.
- ***GRADUATION is Monday, June 11, 2018, at 3:00 p.m. at the Memorial Auditorium. There will be two practices – one at Rosemont from 3 – 4:30 p.m. on Friday, June 8th and one at the Memorial Auditorium from 11 a.m. – 1 p.m. on June 11th. Both rehearsals are mandatory. Students must attend both practices in order to participate in the Graduation Ceremony***
- Seniors who have not met the requirements to participate in the Graduation Ceremony will receive their cap/gown and diploma on the designated diploma pick-up day.

UC/CSU ADMISSION REQUIREMENTS

Testing Requirements for UC/CSU

One Aptitude Test. Either:

- The Scholastic Aptitude Test (SAT) results **OR**
- The American College Test (ACT) composite score

*Watch for bulletins regarding information about tests and the dates they are given.

**Be sure to verify the courses you selected will meet these requirements.

To obtain information about specific high school courses recommended for a university major (e.g., pre-medicine), a student should consult the catalog from each university of interest. These tests must be taken while the student is in high school, usually during the senior year.

In addition to a specific grade point average and test score required by UC/CSU, students must also pass the following course requirements with a “C” grade or higher:

Subject Areas	SCUSD	UC/CSU Required High School Courses
ENGLISH	40 credits English 9, 10, 11, and 12	4 years required Only 2 semesters of English at grade 9 can be used to meet this requirement
MATH	20 credits Math I and Math II	3 years required Math I, Math II, Algebra 2; 4 years recommended
SCIENCE	20 credits 10 credits Physical Science 10 credits Biological Science	2 years lab science required In at least two of either Biology, Chemistry, Physics; 3 years recommended
SOCIAL SCIENCE	40 credits: 10 credits World History 10 credits U.S. History 5 credits U.S. Government 5 credits Economics 5 credits Geography 5 credits Contemporary Global Issues	2 years required One year of World History, Cultures and Geography and one year of U.S. History or ½ year of U.S. History and ½ year American Government
ECONOMICS	5 credits	Not required
PHYSICAL EDUCATION	20 credits	Not required
WORLD LANGUAGE	10 credits	2 years required of same language; 3 years recommended
FINE ARTS	10 credits	1 year required
TECHNOLOGY	Demonstrate proficiency or satisfy coursework	Not required

ELECTIVE	65 General Elective Credits	2 Years Required College Prep Electives
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ACADEMIC ACHIEVEMENT RECOGNITION

National Merit Scholar: to qualify as a candidate, you must obtain high scores on the PSAT test taken during the junior year. Achieving this level could result in academic scholarships for college. <http://www.nationalmerit.org/nmsp.php>.

California State Seal of Bi-literacy

Criteria for student whose primary language is English:

1. Complete all English graduation requirements with an overall GPA of 2.0 or above
2. Demonstrate proficiency in English
3. Demonstrate proficiency in one or more languages other than English through one of the following methods:
 - a. Pass a foreign language Advanced Placement (AP) exam, including American Sign Language, with a score of three or higher
 - b. Pass an International Baccalaureate examination with a score of four or higher
 - c. Successfully complete a four-year high school course of study in a foreign language with an overall GPA of 3.0 or above
 - d. Pass the SAT II foreign language exam with a score of 600 or higher

Criteria for Student whose primary language is not English:

4. Achieve “Early Advanced” proficiency level on the CELDT
5. Meet the requirements above as stated in 1, 2, and 3

Valedictorian/Salutatorian

Criteria for selection:

- Must complete all four years at Rosemont
- Grade Point Average to include: Total Academic GPA, Honors-Weighted GPA, UC/CSU GPA
- Rigor of classes taken
- Rank in class

Honor Roll

Honor Roll: GPA 3.0 – 3.49

Exemplary: GPA 3.5 – 3.69

Superior: GPA 3.7 – 3.99

Distinguished: GPA 4.0 +

ATHLETICS

Philosophy

Our goal at RHS is to develop student-athletes who, through academics and athletics, learn the value of sportsmanship, teamwork, dedication, perseverance, self-improvement, and physical health. Our student athletes will develop the skills to balance high-level athletic competition with the maintenance of good academic standing. The use of any steroid or other performance enhancing drugs not prescribed for health reasons is a violation of district policy.

Sportsmanship

Our student-athletes will display respect towards their teammates, coaches, referees, opponents, and all fans. We must be able to pour our blood, sweat, and tears into our competition, and win, lose, or tie, we leave it all on the field. Student-athletes must understand that it is a privilege to represent Rosemont High School and our community.

Eligibility Requirements for Athletics

In order to participate in athletics, each student must meet specific eligibility requirements. The school’s policy on athletics is as follows:

- Attendance—Attendance must be at 95% or better in all current courses.
- Tardies—No more than 6 tardies per quarter
- Academics—A minimum grade point average of 2.0 is required.
- Citizenship—A mark of “Satisfactory” is required in at least 75% of the current course load and not more than one “Unsatisfactory” mark in the last quarter grade report. Any student suspended from school will be deemed ineligible to participate in any activity, competition, and/or event and will be removed from the team and/or club. Teachers will not change grades to deem a student eligible nor change a grade to deem a student ineligible.

Eligibility is established on the second Monday following the end of the grading period. Participation in any extracurricular activity is a privilege, and the administration may revoke such privilege at any time.

Athletes, Class Schedules, and Game Day Issues

Game day conflicts are to be negotiated among the teacher, the coach, and the athlete under the supervision of the Athletic Director. The student is responsible for notifying their teachers about absences due to athletic competitions as well as requesting and completing assignments according to the teachers’ timelines.

Athletic Clearance

Athletic clearance packets can be picked up from the front office or downloaded from our website at: <http://rosemont.scusd.edu>. A physical exam, concussion form, and parent signatures included in the packet must be completed and returned to the office **prior to tryouts for any sport, including cheer.**

Fan Behavior

We encourage all students, families, friends, and community members to support Rosemont High School athletics through attendance of our sporting events. Positive sportsmanship is expected from all RHS fans, home and away. Direct your excitement and encouragement towards our team. Derogatory or unsportsmanlike behavior directed to the coaches, referees, officials, fans and athletes is inappropriate and does not reflect the high standards of Rosemont High School. Rosemont staff reserves the right to remove or deny access to anyone displaying behavior that they deem inappropriate.

Coaching Staff

Fall Sports	Head Coach
Football	Rick Wanlin
Boys Soccer	Timothy Franks
Water Polo	Chris Antrim
Cross Country	Bryan Parker
Volleyball	Samantha Maxwell
Girls Golf	Cliff Collins
Winter Sports	Head Coach
Boys Basketball	Marcus Bray
Girls Basketball	Cervantes Edwards
Wrestling	Rick Wanlin
Spring Sports	Head Coach
Track and Field	Brandon Parker
Baseball	Jamy Habeger
Team Tennis	TBA
Swimming	Chris Antrim
Girls Soccer	Brad Watson
Softball	Todd Mills
Boys Golf	Scott Maddox

League Schools – Sierra Valley Conference

Cordova Lancers 2239 Chase Dr., Rancho Cordova, CA 95670
El Dorado Cougars 561 Canal St., Placerville, CA 95667
Galt Warriors 145 N Lincoln Way, Galt, CA 95632
Liberty Ranch Hawks 12945 Marengo Rd., Galt, CA 95632

Union Mine Diamondbacks

6530 Koki Ln., Diamond Springs, CA 95623

For maps and direction to specific venues please go to www.cifsjs.org and scroll down the left side menu to maps. For up-to-date schedule information, please check the RHS website.

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-entrance 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 aide, 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

Grade	Counselor	Room	Extension
9 th	Onisha Cook	A-134	508029
10 th	Pam Reeder-Esparza	A-132	508058
11 th	Audrey Kamilos	A-135	508027
12 th	Jackie Nevarez	A-133	508028

Student Study Team

Any staff member may initiate a Student Study Team (SST) through a school counselor if they are concerned about a student's progress academically, behaviorally, or socially. The SST meeting may initiate any number of responses including counseling, change in program, referral to a special program, or other appropriate interventions.

STUDENT RECORDS

Parents/guardians have the right to inspect and review their student's educational records within five days of a written request. All student records contain transcripts, discipline files, health information, and test results. Please submit your request through the Registrar's office to view all records. Copies can be obtained at 20 cents per page. You may contact the Registrar's office at (916) 395-5130 ext. 508033 (Education Code 49063 and 49069).

Requests for official transcripts can also be obtained from the Registrar's office. The first two official transcripts are free. The fee for additional transcripts thereafter is \$2.00. Please allow 10 days for all requests to be processed.

Updating Records

It's the responsibility of parents/guardians to update student information. When you have a change of address, please bring a copy of your new address to the Registrar for corrections. Having current addresses and telephone numbers is critical to the communication process between home and school. Please complete a new EMERGENCY CARD annually to ensure that we have the most updated information for emergency/liability purposes. Emergency cards are available on the Rosemont website, rosemont.scusd.edu. All students will receive a new emergency card in first day packets, as well. Parents/guardians may use either of these options to complete a new emergency card for the year.

ATTENDANCE POLICY

Parents are required by California law to ensure that their children are attending school. *Sacramento City Unified School District's 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 will be absent from school for any reason, you can clear the absence in the following ways:

PHONE – please call the 24-hour attendance line at (916) 395-5130 ext. 508030/031 and leave the following information:

- **Student’s full legal name, date of birth**
- **Date and reason of absence**
- **Your name and relationship to the student**
- **Contact phone number**

WEBSITE – www.rosemont.scusd.edu

WRITTEN NOTE – must include

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

IN PERSON – at the Attendance Office at Rosemont High School

Types of Absences

Excused Absences (Education Code 46010, 48205 & 40614)

- a. Illness of student
- b. Quarantine
- c. **Student’s** medical appointment
- 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 the school)

Unexcused Absences (reasons not included in Education Code 46010 & 48205)

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

By law, **parents/guardians MUST clear any absences within 2 weeks**, or the absences become truanancies.

After 10 absences for illness that have been verified by a parent, **a physician MUST verify any additional absences for illness.** [SCUSD Administrative Regulation 5113 (AR 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 18 periods of unverified absences (3 full school days) **will result in initiation of the truancy process.**

**Per District policy, only the parent/guardian or authorized educational rights holder may excuse absences.*

Truancy or Unverified/Unexcused Absences

1. Truant [Education Code 48260] – (Attendance Letter 1 – Warning)

The student has been absent from school without a valid excuse. Any student absent more than 3 days with an unverified or an unexcused absence will receive this notice. At this time, parents/guardians should contact the school’s Attendance Office staff to resolve absences and prevent further truancy letters.

2. Severe/Repeat Truant [Education Code 48261] – (Attendance Letter 2)

Any student exceeding one additional school day (six more class periods, or a total of 24 periods) will receive a second letter and is in serious violation of policy. Parents/guardians are strongly encouraged to contact staff as soon as possible to resolve any attendance issues.

3. Habitual Truant [Education Code 48262] – Attendance Letter 3/Notification of Habitual Truancy

This notice is mailed after a student has accrued 30 class periods or one additional day from the 2nd letter. 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. Further Absences after the School Attendance Review Team (SART) may be referred to the School Attendance Review Board (SARB) for further action to be taken by the District, which may include a referral to the District Attorney’s office for prosecution pursuant to California Penal Code 272 – Contributing to the delinquency of a minor or Truancy Court.

Readmit Slips

Students who are absent or tardy more than **30** minutes to class are to obtain a readmit slip to campus immediately upon return to school.

1. Students who arrive within the first **30** minutes of school go directly to class, and the teacher will mark them tardy.
2. Students who arrive more than **30** minutes late must first go to the Attendance Office and get a re-admit slip. Failure to obtain a re-admit slip will result in the absence remaining as an Unverified mark.
3. Obtaining a readmit slip:
 - a. 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 for a re-admit slip.
 - b. Students must provide an acceptable and complete parent note, or a voicemail/webform must be completed.
 - c. A readmit slip is the student's proof that they have cleared their absence through the Attendance Office. Students must present their readmit slip, as requested, to any staff member on campus.

Early Dismissals

Early dismissals may be requested by 3 methods:

1. By a phone call to the Attendance Office at (916) 395-5130 ext. 508030/031
2. By submitting a request online at www.rosemont.scusd.edu with **1 hour or more advanced notice**
3. Early Dismissal note, which must include the following:
 - a. **Student's full legal name**
 - b. **Date and time of dismissal** (must be within the body of the message)
 - c. **Reason for dismissal**
 - d. **Full legal name of person** picking up the student, or the student's method of transportation, if the guardian will not be picking up the student
 - e. **Parent/Guardian printed name and signature**
 - f. **Parent/Guardian contact phone number**

Parents, guardians, or a parent representative (**who must be listed on the emergency card**) will be required to show 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:
 - A complete parent note
 - Parent/guardian or parent representative in person with a valid ID
 - Phone verification – (916) 395-5130 ext. 508030/031
- 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 who leave campus without completing the above outlined early dismissal process will automatically become truant. NO EXCEPTIONS.**

*We request that families are patient when requesting an early dismissal. It may take time to contact the classroom and request that a student to be sent to the office.

Tardiness

A student is considered tardy if the student is not in his/her assigned seat before the bell rings.

- 1st & 2nd tardy – Teacher conference with student
- 3rd tardy in a class (per quarter): Teacher conference with student, parent informed, possible teacher assigned detention
- 4th and subsequent tardies – Teacher conference with student, referral issued, administrative conference, after school detention, placement on the “No Go” list, and possible SART meeting

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. Progressive discipline applies to students who are habitually tardy.

Challenging Attendance Errors

If the parent/guardian and student believe that a mark was made in error, the absence may be challenged by following the process below:

- a. Using Infinite Campus, or by a phone call to the Attendance Office, find out which period the student was marked absent.
- b. Pick up an Attendance Correction Form outside the Attendance Office, complete it, and obtain a teacher signature.

Make-up work for absences

If a student is absent for Health Reasons:

- the student is not excused from completing work missed.
- **he/she must make up work missed within the same number of days as the student was absent.**
- 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 **within the same number of days as the student was absent.**
 - 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.
2. Absences for suspension or 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 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.**

EMERGENCY INFORMATION CARDS

State law requires that every parent or guardian fully complete and sign emergency information cards at the beginning of each school year. Parents must sign the medical release statement. Without this parent/guardian signature, doctors and hospitals refuse to provide emergency treatment. A parent/guardian should contact the school office immediately with any changes to update emergency information. If there is no telephone in the home, please list the telephone numbers of neighbors/friends who can contact the parent/guardian. **These numbers will be used to contact parents with Messenger outreach and emergency notifications.** Up to four numbers can be entered in the system. Please include an e-mail address if one is available.

PROGRAM/SCHEDULE CHANGES

Because the process of balancing classes occurs in the first few weeks of school, students can expect that their class schedule may change.

Class Transfer/Schedule Change Policy

Schedule changes are made for the following reasons only:

1. Student failed a course needed to graduate
2. Student took summer school to meet requirement
3. Student needs class to graduate
4. Student needs class for admission into college
5. 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
- A change of selection
- Period preference
- Student failing a class

Administration may authorize transfers depending on individual student's specific circumstances, with consideration given to the quality of the overall instructional program.

Initiating a Program/Schedule Change

- Contact the student's counselor and request the 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 meets the criteria above. Teachers will be notified of changes in the Infinite Campus in-box.
- For requests outside of the leveling of classes period, the counselor will review the request with the Assistant Principal. A counselor/administrator will attempt to resolve with the student/parent by recommending that they first contact the teacher to discuss the issue(s). If the teacher contact does not resolve the issue, the counselor/administrator will schedule a problem-solving conference involving the counselor/administrator, teacher, student, and parent. Students will be informed that the conference is for problem-solving and that the outcome will not be to take the student out of the class, but rather to clarify expectations and procedures and center the student back into a positive working relationship with the teacher.
- Teachers will not make any agreements with students as they attempt to lobby for a possible schedule change. They will explain that there is a procedure that must be followed and that they need to see their counselor to discuss the request.

Unscheduled Periods

Students who have an unscheduled 1st or 6th period may stay on campus but must remain in library. Students with an unscheduled 5th and/or 6th period must leave campus through the student parking lot or the front office. Students with unscheduled periods who remain on campus, but do not comply with school rules/procedures, will be asked to leave.

STUDENT CHECK-OUT

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 textbook room.

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, and to and from school.**

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 educational achievement.

Respect Yourself

- Come to school daily and attend all classes.
- Report to class on time with appropriate materials.
- Dress appropriately.
- Do not bring prohibited items to school.

Respect Others

- Practice civility.
- Use appropriate language at all times.
- Be courteous.
- Respect other's viewpoints and cultural differences.
- Everybody has the right to learn – respect it.

Respect Your School

- Keep the campus clean and free of graffiti.
- Respect school property.
- Be a good neighbor to the residents surrounding the school.

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 before school, during passing periods, during lunch, and after school.**
- **Cell phones are to be turned off and put 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 workstations neat, safe, and clean.

Our goal at Rosemont High School is to promote and support a positive school climate through:

- a focus on positive, rather than negative, behaviors.
- clear, explicit instruction around expectations for behavior in every classroom.
- a system of procedures, both inside and outside of the classroom, that promotes positive behavior and positive interpersonal relationships.
- consistency among ALL staff in monitoring and supporting agreed-upon procedures and policies.
- consistency among all staff in recognizing, reinforcing, and rewarding positive behaviors.
- consistent, fair support from administration.

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 alternate placement)
- Expulsion Hearing

Dress Code

At Rosemont High School, we take pride in the appearance of our students. We feel that the responsibility for appropriate student dress lies with the student and their parent(s) or guardian(s). The administration reserves the right to exclude any items of apparel or accessories that 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 are allowed on campus during school hours.**
 - **Plain (no trademarks, brands or insignias) non-Rosemont beanies are allowed.**
 - 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 SCUSD 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 Wednesday from 3:00 – 3:45 and on Thursday from 2:00 – 2:45. There is no detention on Friday. 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 after school activities. Students with un-served detentions will be placed on the “No Go” list and may be suspended.

Missed Detention Policy

- Missed 1st detention – Assistant Principal Secretary will reassign date and notify student.
- Missed 2nd detention – Assistant Principal conferences with student, calls home, and notifies parents that the 3rd missed detention will result in a suspension.
- Missed 3rd detention – Student will be assigned 1 day suspension and must still serve originally assigned detention.
- Missed 4th detention – Student will be assigned 1 day suspension and must still serve originally assigned detention.
- Missed 5th detention – Student will be assigned 1 day suspension and must still serve originally assigned detention.

Missed Teacher-Assigned Intervention Session

- For 1st missed Intervention Session with teacher – student will be referred to administration and assigned 1 day of detention. For each subsequent missed session, student will be assigned an additional day of detention. Continued failure to participate in these Intervention Sessions could result in further administrative action, including possible suspension.

Unacceptable Campus Behavior

Progressive Discipline Plan will be implemented by teachers and administrators for behaviors listed below. Disciplinary action will follow when necessary.

- a. Disrespect toward teachers, staff, campus monitors, substitute teachers, and/or other students
- b. Harassment or abuse of another student
- c. Any form of bullying
- d. Disturbing classes in session
- e. Presence in halls without a pass

- f. Dress code violation
- g. Failure to report to specified location when directed by staff
- h. Cheating, forgery or altering official school documents
- i. Distribution of unauthorized literature/posters
- j. Riding bicycles, skateboards, roller blades and shoes with skate wheels on campus
- k. Water play, water balloons, water pistols, and frisbees
- 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 discipline.
- m. The use of electronic devices such as cell phones, MP3's, iPods, Tablets, pagers, and CD players during class time is prohibited.
- n. The use of portable and/or bluetooth speakers
- o. Inappropriate/sexual dance moves at school dances or on campus during the school day
- 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

Dance Privileges and Conduct - Participation Criteria

The administration reserves the right to deny participation in Rosemont High School dances to any student for reason, including but not limited to:

- Suspension
- Multiple referrals
- Poor attendance
- Multiple tardies
- Failing Grades
- Being on the "No Go" list

"No Go" List

Students on the "No Go" list are excluded from participating in any school sponsored extracurricular activities. "Extracurricular" includes but is not limited to: athletics, dances, assemblies, rallies, and class trips. Students are placed on the "No Go" list for the following reasons:

- Suspension from school. One day of suspension equals one week on the "No Go" list, beginning the day of return from the suspension. For example, if a student is suspended from school for three days then they are on the "No Go" list for three weeks after they return from suspension.
- Any student who fails to show for detention and/or Saturday school (if available) will be placed on the "No Go" list. Students will remain on the "No Go" list until the matter is cleared by an administrator.
- Students placed on an attendance contract will be placed on the "No Go" list until attendance improves to a rate of 95%.
- Multiple referrals
- Multiple tardies
- Failing grades
- Students who have to be removed from any school activity (assembly, dance, class trip, rally, etc.) will be placed on the "No Go" list for the remainder of the current semester.

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 or egregious act.

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. Completing the District Report of Suspected Bullying Form and submitting it to the school site principal or designee or District office may also make reports. **Anonymous reports may be made by calling the WeTIP system at 1-855-86-BULLY.**

Before and After School Conduct (Ed. Code 48900)

Students are to display proper conduct to and from school, on the grounds and buses, and at all school-sponsored activities on or off campus. Those who engage in fighting, vandalism and/or destruction of private property are subject to school disciplinary action as well as civil and criminal prosecution. **Students not enrolled in after-school programs or participating in school sports are not allowed to loiter on campus or in front of the school. Students attending dances or athletic events should leave or be picked up within TWENTY MINUTES of the conclusion of the event.**

Infractions and Consequences

Administration may do any of the following:

Infraction	Consequences
Leaving school grounds Without Authorization	parent conference, detention
Forgery	parent conference, suspension remainder of the day and the next day, parent conference before returning to school
Throwing of Objects Which Present a Danger to Students/Staff Endangering Physical Safety	1 - 5 day suspension, parent conference before returning to school
Open Defiance (e.g. Challenge to Authority, refusal to give cell phone)	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
Possession of Popper or Stink Bomb	1 - 2 day suspension, parent conference before returning to school
Harassment/On-going Actions Despite Student/Adult Intervention(Bullying)	1 - 5 day suspension, parent conference before returning to school
Possession of Stolen Property	3 - 5 day suspension, parent conference
Theft or Attempted of Private or School Property	5 day suspension, parent conference, police report, recommend restitution or replacement.
Activating Fire Alarm	5 day suspension, parent conference, referral to Fire Marshal
Promoting A Fight/Refusal to Disperse during a Fight	1 - 5 day suspension, parent conference before returning to school
Commit an Obscene Act	3 - 5 day suspension, parent conference
Possession of Firecracker(s) or Bullet(s)	5 day suspension, parent conference, referral to Fire Marshall
Possession of Any Weapon	5 day suspension and mandatory recommendation for expulsion
Gambling	1 - 5 day suspension, parent conference
Possession, Exhibiting or Threatening Other with a Weapon, BB Gun, Knife or Other Dangerous Instrument or Replica	5 day suspension and mandatory recommendation for expulsion, parent conference, referral to police; violation of Penal Code 626.9, Board Policy 5462
Extortion or Robbery	5 day suspension and recommendation for expulsion, parent conference, referral to police; violation of Penal Code 626.9, Board Policy 5462
Causing Physical Injury to Another Person	1 - 5 day suspension, parent conference, police report, possible referral to police, depending on circumstance
Play fighting	detention, 1 - 2 day suspension, parent conference
Attempting to Set or Setting a Fire	5 days suspension, referral to Fire Marshal, parent conference, arrest for arson, recommendation for expulsion
Threatening Student	1 - 5 day suspension, parent conference, possible referral to police
Unauthorized Entry to or Use of School Facilities	1 - 5 day suspension, parent conference, possible referral to police
Assault or Battery Upon Any School Employee (e.g., Threatening, attempting to/or Striking, Hitting, Pushing a Staff Member)	5 day suspension, parent conference, referral to police, possible recommendation for expulsion
Assault, Battery or Fighting Upon Any Student (e.g., Premeditated or Unprovoked)	5 day suspension, parent conference, referral to police, possible recommendation for expulsion
Providing Any Medication	1 - 5 day suspension, parent conference, referral to police, and possible recommendation for expulsion.

Infraction	Consequences
Possession of Any illegal Drug, Alcohol or Intoxicant	3 - 5 day suspension, parent conference, referral to police, possible recommendation for expulsion
Sexual Harassment	1 - 5 day suspension, parent conference, referral to police, possible recommendation for expulsion
Sexual Assault or Sexual Battery	5 day suspension, parent conference, referral to police, and recommendation for expulsion.
Offering to Sell a Controlled Substance	5 day suspension, parent conference, referral to police, and possible recommendation for expulsion
Class Walk-Out	1 - 5 day suspension, parent conference before returning to school
Class Disruption Beyond Steps in Classroom Management System	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
Abusive or Profane Language	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
Profanity Directed Toward school Official	2 - 5 day suspension, parent conference before returning to school
Violating Acceptable Use Policy , Visiting inappropriate Internet Sites, ACCESSING UNAUTHORIZED Portions of Network	1 hour administrative detention, parent contact, 1 - 3 day suspension, parent conference, loss of computer access
Water Fights Including Water Balloons	1 - 2 day suspension

***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 of final discipline based upon circumstances. The punitive consequences for each occurrence and/or subsequent offenses are indicated below.

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

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 certified 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 afterschool from 3:00-6:00 pm, providing students with access to computers and academic tutors. For more information, please see Brandon Alvarez in the ASSETs office in A126 or call (916) 395-5130 ext. 508006.

ASSOCIATED STUDENT BODY (ASB)

Student Activities Director:

Chris Gosney

Phone (916) 395-5130 ext. 508513

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

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 a club-sponsored activity.

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. ****A minimum of 2.5 GPA is required, with no 'F' marks, for Student Government and class officers.**

STUDENT ID CARDS

Student ID 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 ID at all times when on campus. **Students must have ID card to make all purchases and to check out books/technology.** There is a \$5 charge for replacing a lost card.

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
- Music Club
- Robotics

Check out the complete list at <http://rosemont.scusd.edu/clubs>.

P.E. LOCKER ROOM RULES

Students are responsible for all personal and school materials in their locker. Students will be issued their own small locker to store P.E. clothes during the school year. Each student will have access to a large locker during their P.E. class each day to store personal items (backpack, school clothes, etc.). Students must bring their own lock to use to secure items.

- 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.

LIBRARY

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 with regards to research and projects.

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 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

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.

CARE OF BOOKS, SUPPLIES, EQUIPMENT

Books

Books, supplies, and equipment necessary for required instruction are provided without cost or fee. Students will be charged, however, for damages resulting from abuse or loss of school materials and equipment. Students should not write their names on the inside cover of their books.

Supplies

Legally, students can be charged for materials used in making projects that are taken home for student or family use. The ability of a family to pay materials fees will not impact a student's ability to access any course

Lost and Damaged School Property

Parents/guardians and the students are held responsible for all willfully damaged or lost school property. If property is lost or damaged, students or parents/guardians shall be responsible for restitution equal to the current replacement cost of the materials (*Board Policy 6161.2*).

District Textbook Guidelines

Textbooks are provided for use by students and remain the property of the Sacramento City Unified School District. Students are responsible for returning textbooks checked out in their name in good condition, with no more wear and tear than would result from normal use (*SCUSD BP 6161.2*).

Each student is responsible for all textbooks checked out under his/her name and is subject to fines if books are lost or damaged. Students or parents/guardians are responsible for the current replacement cost of the materials (*SCUSD BP 6161.2* and *CA Education Code 48904*).

Cashier's check, money order, cash or credit card is accepted for payment. Cashier's checks for lost or severely damaged books are made out to Sacramento City Unified School District. If the book(s) is/are later found (within 9 months) and returned, the district will issue a refund check. A receipt must be presented in order to receive a refund.

Fines may be waived in instances of unusual circumstances at the discretion of the principal, his/her designee or the district. Students may be allowed to complete service hours in lieu of cash payment for damaged or lost textbooks.

When materials are damaged but still usable, the student will be charged as follows:

Damaged	Cost
Torn pages, ink or pencil marks	\$1.00 per page
Damaged cover	25% of the cost of the book
Damages that prevent re-issuing books (including mold or mildew or obscenities – drawn or written)	Full cost of the book
Missing bar codes	\$5.00

All textbooks must be returned by students at the end of every school year. If not, the district may withhold the student's grades, diploma, and transcripts until restitution is made or an agreement is reached with the site administration (*CA Education Code 48904*). The student may also be denied participation in school activities, including commencement activities (*SCUSD BP 6161.2*).

HALLWAY PROCEDURES

Instructional time is valuable. Students are not to be in the hallways during class periods without a pass. Hall sweeps will be performed regularly. Students in the hallways without a valid pass during hall sweeps will be assigned consequences. Parents will be notified, and a parent conference may be held.

- **Hallways and stairways need to be unobstructed at all times.**
- **Students must leave the school grounds within FIFTEEN MINUTES after their last class period is dismissed, unless attending a school-sponsored sport or activity on campus.**

CLOSED CAMPUS

Rosemont High School maintains a **closed-campus** policy. Students are required to remain on campus from the beginning of 1st period through the end of 6th period daily. Only students who have an early dismissal or unscheduled 5th/6th period(s) will be allowed to leave campus. Students with unscheduled 1st period, who arrive at school before 2nd period, must report to the library.

LUNCH

- **Lunch Forms**

It is critical that all students return a signed lunch form from the first-day packets. Families may also complete this form online at rosemont.scusd.edu. **Filling out the lunch form online is the easiest and BEST way to complete this process.** Students who qualify for free or reduced lunch must have a form on file in order to receive lunch each day. Students will enter their Student ID into the computer, so they will need to have that number memorized as quickly as possible. Students who pay for lunch may pay each day OR pre-pay into their account with Nutrition Services. Breakfast is free for all students every day.

- **White Lines**

Students may eat lunch in the cafeteria or in the quad area outside the cafeteria. Students may not pass the white lines during lunch. These lines are painted on the cement between building C and building E, between building C and building B, and between the gym and the administration building. Students who wish to go to a classroom to make up a test, serve a teacher detention, or eat lunch in a teacher's classroom must have a written pass in order to cross the white lines.

VISITORS

All visitors must sign in at the front desk and wait for administration approval prior to entering campus. Only ADULT parents/guardians or prospective ADULT parents/guardians may be approved as visitors. Alumni cannot visit classrooms or teachers without prior approval from the administration.

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. Students may not 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.

SKATEBOARDS /ROLLER BLADES, SCOOTERS

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, roller blades, 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 students will serve one hour of after-school detention before getting property back.

STUDENT PARKING

Students must park in the east parking lot between the auditorium and the football field.

Students must observe the following rules:

- The speed limit ON CAMPUS (exit or entry) is 5 MPH.
- Buses, pedestrians, and bicycles have the right of way.
- Cruising is forbidden.
- Students may not park in the staff parking lots.
- Student cars parked in staff lots may be towed at the owners' expense.
- Students who bring their cars/motorcycles/bikes to school will not be permitted to leave the parking lot during school hours.
- Student cars/motorcycles/bikes are subject to search.

DELIVERIES

No deliveries (i.e. balloons, food items, floral bouquets, etc.) will be made to classes. Items for pickup must be left at the main desk.

- Students will not be allowed to leave class to pick up delivery items.
- Students will be sent back to class if they attempt to pick up delivery items.
- Any food or beverage delivered before lunch will remain in the front office until lunch starts.
- Any food or beverage delivered after lunch will remain in the front office until after school.
- Any food or beverage delivered, must be consumed during lunch and may not be taken into any class period.
- At the end of each school day, we will dispose of all food and beverages left in the office.
- Rosemont High School staff is not responsible for dropped off items.
- *We discourage delivery of lunch items, unless related to health conditions verified by a physician.*

LOST AND FOUND

Return lost and found articles to the front office. Return lost and found books to the Library.

ELECTRONIC DEVICES

It is strongly recommended that non-essential personal property not be brought on campus because we cannot guarantee the security of these items, and because they are a distraction to the learning environment and/or are a potential source of trouble. If electronic devices are brought on RHS's campus, they are ***not allowed to be out or turned on during class time, rallies, and assemblies***. Students may use their devices before school, during passing periods, during lunch, and after school. The following are considered non-essential items: **cell phones**, MP3 players, iPods, iPads, personal computers, CD players, television sets, pagers, video cameras, walkie-talkies, handheld games, or any other electronic device. If an electronic device is used during class, rally, or an assembly, it will be confiscated. (Teachers may authorize use of electronics for instructional purposes.)

Students may not charge their personal electronic devices at school.

Lost or stolen electronic devices that are brought on campus will NOT be the financial responsibility of Rosemont High School.

ALL ELECTRONIC DEVICES MUST BE TURNED OFF
AND PUT AWAY DURING CLASS TIME.

BP 6163.4 (a)

STUDENT USE OF TECHNOLOGY

The Governing board recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. Every effort shall be made to provide equal access to technology throughout the district's schools and classes.

(cf. 0440 – District Technology Plan)

(cf. 4040 – Employee Use of Technology)

(cf. 6010 – Goals and Objectives)

(cf. 6162.7 – Use of Technology in Instruction)

(cf. 6163.1 – Library Media Centers)

On-Line Services/Internet Access

The Board intends that the Internet and other on-line resources provided by the district be used to support the instructional program and further student learning.

The Internet contains an unregulated collection of resources. The district maintains a filter for objectionable content, but the district cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. Internet content changes dynamically and is not under district control. Parents/guardians who do not wish their children to access Internet must submit a request in writing to the principal of any school their child attends. Acceptable Use regulations shall specify user obligations and responsibilities and shall indemnify the district for any damages.

The Superintendent or designee shall establish regulations governing student access to technology that are age appropriate. These regulations shall prohibit access to harmful matter on the Internet that may be obscene or pornographic and preclude other misuses of the system. In addition, these regulations shall establish the fact that users have no expectation of privacy and that district staff may monitor or examine all system activities to ensure proper use of the system. Students who fail to abide by district rules shall be subject to disciplinary action, revocation of the user account and/or legal action as appropriate.

(cf. 5125.2 – Withholding Grades, Diploma or Transcripts)

(cf. 5144 – Discipline)

(cf. 5144.1 – Suspension and Expulsion/Due Process)

(cf. 5145.12 – Search and Seizure)

(cf. 6162.6 – Use of Copyrighted Materials)

Staff shall supervise students while using on-line services and may ask teacher aides and student aides to assist in this supervision.

Legal Reference:

EDUCATION CODE

48980 Required notification at beginning of term

51006 Computer education and resources

51007 Programs to strengthen technological skills

51870-51884 Education Technology Act especially:

51870.5 Student Internet access

60044 Prohibited instructional materials

PENAL CODE

313 Harmful matter

632 Eavesdropping on or recording confidential communications

UNITED STATES CODE, TITLE 20

6801 – 7005 Technology for Education Act of 1994

Management Resources:

CDE PUBLICATIONS

K-12 Network Technology Planning Guide: Building the Future, 1994

CDE PROGRAM ADVISORIES

1223.94 Acceptable Use of Electronic Information Resources

WEB SITES

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

CDE: <http://www.cde.ca.gov>

AR 163.4(a)

**Sacramento City Unified School District
Rules For Use of Computers and Computer Networks**

1. The Director of Information Services will serve as the coordinator to oversee the district system.
2. The school site principal will serve as the site level coordinator for the district computer system. As coordinator, he/she will approve site-level activities, ensure that staff receive proper training in the use of the system, provide information about the requirements of the policy and establish a system to inform parents/guardians of regulations for proper usage and interpret the District Acceptable Use Policy at the site level.
3. All parents/guardians and students will be notified about the district Internet Acceptable Use Policy through one or more of the following: notices sent home with each student by individual schools, the district Connection newsletter, the district Parents Rights and Responsibilities document, and/or the district web site. Notices will include a copy of a parent request to prohibit a student from using Internet privileges. Parents/guardians who do not wish to allow their children access to Internet must submit a request in writing to the principal of all schools the student attends. (Exhibit A)
4. Use of school computers and access to the Internet is a privilege. Students are expected to follow the directions of teachers and school staff and abide by the rules of the school and school district, obey the rules of any computer network you access; and be considerate and respectful of other users.
5. School computers and access to internet is a privilege and will be used for school-related education and research. Computers will not be used for any unlawful applications such as: copyright infringement, accessing or distributing private, obscene, or pornographic material, threatening others, using inappropriate language or material that can cause congestion or damage to the systems.
6. All district rooms with access to internet will post, in a prominent location, the acceptable use guidelines and regulations.
7. A site may provide their own independent access to the Internet without installing filtering equipment to district standards. The district Director of Information Services must approve connections.

**Sacramento City Unified School District
Internet and Electronic Communication (E-mail) Non-Use Policy**

Principal Elizabeth Vigil,

My child is **NOT** allowed access to Internet privileges while in a school environment. I understand that alternative methods are available for completing assignments.

_____ Rosemont High School
Student Name

Printed Parent/Guardian Name

_____ Date
Parent/Guardian Signature

Please return to the Principal at your child's school.
Site administrators are to place this document with original signatures in the student's folder.

Sacramento City School District
Rules For Use of Computers and Computer Networks
Important Information for Students and Staff

When you use school computers you agree to

1. Follow the directions of teachers and school staff
2. Abide by the rules of the school and school district
3. Obey the rules of any computer network you access
4. be considerate and respectful of other users
5. Use school computers for school-related education and research only
6. Not to use school computers and networks for personal or commercial activities
7. Not change any software or documents (except documents you create)

Use of school computers and access to the Internet is a privilege

1. If you do not follow the rules you may be disciplined and lose your computer privileges

Do not produce, distribute, access, use, or store information, which is

1. Unlawful
2. Private or confidential
3. Copyright protected
4. Harmful, threatening, abusive, or denigrates others
5. Obscene, pornographic, or contains inappropriate language
6. Interferes with or disrupts the work of others
7. Causes congestion or damage to systems

Protect your password

1. Do not allow anyone else to use your password and do not use anyone else's password

E-mail etiquette

1. Give only your e-mail address for communication
2. Never give out personal information such as your home address or telephone number
3. Protect the privacy of others. Never give out personal information about yourself or anyone else
4. Check your e-mail frequently, and delete unwanted messages
5. End e-mail messages with:
 - your name
 - school name
 - Sacramento City Unified School District
 - your Internet address (no more than 4 lines allowed)
6. Follow basic guidelines for good writing:
 - be concise and brief by using descriptive titles
 - summarize your responses and use normal punctuation
 - check your spelling
 - do not use all capital letters

Post in all rooms where students have Internet access.

Rosemont High School

Acknowledgement of Handbook 2017 – 2018

This page must be returned back to your student's 4th period teacher.

We have read and understand the 2017 – 2018 Rosemont High School Handbook.

Student's Name

Student's ID Number

Student Signature

Date

Printed Parent/Guardian Name

Date

Parent/Guardian Signature

Date