

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

# **Rosemont High School**

## **WOLVERINES**



**STAFF HANDBOOK**

2018 - 2019

# Rosemont High School

Main Phone Number (916) 395-5130

[www.rosemont.scusd.edu](http://www.rosemont.scusd.edu)

## Administration

Elizabeth Vigil, Principal  
Jeremy Predko, Assistant Principal  
Robert Richardson, Assistant Principal  
Jennifer Ellerman, Site Instruction Coordinator

## Counselors

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

## Registrar

Ayesha Charamuga Ext. 508033

## Office Manager

Shandra Lee Ext. 508001

## Front Office

Linda Zanze Ext. 508003  
**Vacant** Ext.  
Irene Hainsworth Ext. 508005  
Nicole Adams Ext. 508020 or 508067 (Detention Room)

## Bookkeeper/Controller

Bee Moua Ext. 508053

## Attendance

Joseph Pickar Ext. 508030/508031

## Activities Director

Chris Gosney Ext. 508513

## Athletic Director

Scott Maddox Ext. 508720

## Library/Textbook Room

Christina Lanzaro Ext. 508342

## School Resource Officer

Pete Lopez Ext. 508086

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

**Jessie Ryan, President, Trustee Area 7**

**Darrel Woo 1<sup>st</sup> Vice President, Trustee Area 6**

**Michael Minnick, 2<sup>nd</sup> Vice President, Trustee Area 4**

**Jay Hansen, Trustee, Area 1**

**Ellen Cochran, Trustee Area 2**

**Christina Pritchett, Trustee Area 3**

**Mai Vang, Trustee Area 5**

**Sarah Nguyen, Student Board Member**

SUPERINTENDENT

**Jorge A. Aguilar**

INSTRUCTIONAL ASSISTANT SUPERINTENDENT

**Chad Sweitzer**

ROSEMONT HIGH SCHOOL PRINCIPAL

**Elizabeth Vigil**

ASSISTANT PRINCIPALS

**Robert Richardson**

**Jeremy Predko**

SITE INSTRUCTION COORDINATOR

**Jennifer Ellerman**

“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**

### **Vision Statement**

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.

### **Mission Statement**

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

### **Expected Schoolwide Learner Outcomes**

A Rosemont Graduate is

- a complex and critical thinker with intellectual curiosity who can connect to real world experiences.
- a self-directed and life-long learner who can apply knowledge to create new ideas.
- a college and career ready student who can define, clarify and creatively solve complex problems.
- a productive, hard-working, collaborative individual who contributes positively to the community and the world.
- a culturally-aware and empathetic individual who embraces diversity.

### **School Colors**

Rosemont school colors are **navy blue, white, and maize.**

### **Mascot**

Our mascot is the **Wolverine.**

### **SCUSD Guiding Principle**

All students are given an equal opportunity to graduate with the greatest number of postsecondary choices from the widest array of options.



**Rosemont High School**  
**2018 – 19 Bell Schedule**

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

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

<b>Early Release Schedule (Thursday)</b>			
<b>Period 0</b>	<b>7:00</b>	<b>7:50</b>	<b>50</b>
<b>Passing</b>	<b>7:53</b>	<b>8:00</b>	<b>7</b>
<b>Period 1</b>	<b>8:00</b>	<b>8:47</b>	<b>47</b>
<b>Period 2</b>	<b>8:54</b>	<b>9:41</b>	<b>47</b>
<b>Period 3</b>	<b>9:48</b>	<b>10:35</b>	<b>47</b>
<b>Period 4</b>	<b>10:42</b>	<b>11:33</b>	<b>51</b>
<b>Lunch</b>	<b>11:33</b>	<b>12:09</b>	<b>36</b>
<b>Period 5</b>	<b>12:16</b>	<b>1:03</b>	<b>47</b>
<b>Period 6</b>	<b>1:10</b>	<b>1:57</b>	<b>47</b>

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

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

## ACADEMIC CALENDAR DATES

### First Semester

Aug. 30	First Day of School
Sept. 3	Labor Day Holiday
Sept. 27	Back to School Night
Nov. 2	End of 1st Quarter (shortened day)
Nov. 12	Veterans' Day Holiday
Nov. 17 – 25	Thanksgiving Break
Dec. 22 – Jan. 6	Winter Break
Jan. 21	Martin Luther King Jr. Holiday
Jan. 18 – 25	1st Semester Finals (shortened day)
Jan. 25	First Semester Ends

### Second Semester

Jan. 28	Second Semester begins
Feb. 1	Open House
Feb. 11	Lincoln's Day Holiday
Feb. 18	President's Day Holiday
Mar. 29	End of 3rd Quarter (shortened day)
April 13 – April 21	Spring Break
April 6	Essence of Rosemont
May 27	Memorial Day Holiday
May 30	Senior Awards
June 3 – 5	Senior Finals
June 6	Seniors' last day
June 10	Graduation
June 10 – 12	Finals for Underclassmen (Shortened days)
June 13	Last Day of School

## TESTING CALENDAR DATES

Oct. 6	SAT
Oct. 10	PSAT – All 9 <sup>th</sup> , 10 <sup>th</sup> Grade
Oct. 27	ACT
Nov. 3	SAT
Dec. 1	SAT
Feb. 9	ACT
Mar. 9	SAT
Apr. 8 -May 3	CAASPP / CST
April 13	ACT
May 4	SAT
May 6 -17	AP Testing
June 1	SAT
June 8	ACT
July 13	ACT

# Administrative Responsibilities

## VIGIL

Curriculum and Instruction  
Public/Media Relations  
Grounds and Buildings  
Budgets  
Department/Pathway Leads  
School Site Council / ELAC  
PTSA  
Staff Meetings  
Grants  
Performance Evaluation Certificated and Classified Personnel  
Coordination with District Initiatives  
Assistant Principal and SIC Supervision  
WASC  
Teacher Collaboration  
Elementary/Middle School Outreach  
School Site Plan (SPSA)  
After-School Programs  
Staff Recognition  
Student Teacher Placement  
Professional Development  
Graduation

## ELLERMAN

Curriculum and Instruction  
Achievement Data/Illuminate  
Infinite Campus Support  
Counselors  
Special Education  
Graduation  
Student Support and Interventions  
Assessments  
    AP  
    CELDT/ELPAC  
    PSAT  
    CAASP  
Elementary/Middle School Outreach  
LEAD  
Student Recognition

## PREDKO

Curriculum and Instruction  
ELD/EL Compliance  
Linked Learning Pathway Support  
Performance Evaluation Certificated and Classified Personnel  
Counselors  
Textbooks  
Website  
Master Schedule  
Library/Media Technology  
New Teacher Support  
Credit Recovery

## RICHARDSON

Curriculum and Instruction  
Performance Evaluation Certificated and Classified Personnel  
Safety Plan/Safety Training  
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  
Enrollment  
Student Permits  
Graduation

## 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	1/2 year	5 credits
Economics	1/2 year	5 credits
Contemporary Global Issues	1/2 year	5 credits
Geography	1/2 year	5 credits

### **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 adequate progress toward graduation. As such, the following indicates each grade level and how many credits students should have to be on track toward graduation:

9 <sup>th</sup>	0 (September) - 45 (June) Credits
10 <sup>th</sup>	45 (September) - 105 (June) Credits
11 <sup>th</sup>	105 (September) - 165 (June) Credits
12 <sup>th</sup>	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 4<sup>th</sup> 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.

## SENIOR INFORMATION

### **Senior Ball**

- Seniors must be progressing towards graduation.
- No failing grades in required classes
- 95% attendance rate in 2nd semester
- No more than 10 tardies in the 2nd semester
- No Administration suspensions in 4th Quarter

### **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 2<sup>nd</sup> semester
- No failing grades in required classes
- No more than 10 tardies in the 2<sup>nd</sup> 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 2<sup>nd</sup> 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 10, 2018, at 7:30 p.m. at the Memorial Auditorium. There will be two practices – one at Rosemont from 3 – 4:30 p.m. on Friday, June 7<sup>th</sup> and one at the Memorial Auditorium from 8 a.m. – 10 a.m. on June 10<sup>th</sup>. 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.

**Graduation Ceremony is for Rosemont High School and Sacramento Accelerated Academy students only.**

- Students who attend Capitol City, Visions, Choices, or any other non-Rosemont High School will not be allowed to participate in the graduation ceremony for Rosemont High School. Those students will not receive a Rosemont High School diploma.

**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 that the courses you selected will meet these requirements.

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:

<b>Subject Areas</b>	<b>SCUSD</b>	<b>UC/CSU Required High School Courses</b>
ENGLISH	<b>40 credits</b> English 9, 10, 11, and 12	<b>4 years required</b> Only 2 semesters of English at grade 9 can be used to meet this requirement
MATH	<b>20 credits</b> Math I and Math II	<b>3 years required</b> Math I, Math II, Math III (or equivalent) 4 years recommended
SCIENCE	<b>20 credits</b> 10 credits Physical Science 10 credits Biological Science	<b>2 years lab science required</b> In at least two of either Biology, Chemistry, Physics; 3 years recommended
SOCIAL SCIENCE	<b>40 credits:</b> 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	<b>2 years required</b> 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	<b>5 credits</b>	Not required
PHYSICAL EDUCATION	<b>20 credits</b>	Not required
WORLD LANGUAGE	<b>10 credits</b>	<b>2 years required</b> of same language; 3 years recommended
FINE ARTS	<b>10 credits</b>	<b>1 year required</b>
TECHNOLOGY	Demonstrate proficiency or satisfy coursework	Not required
ELECTIVE	65 General Elective Credits	<b>1 Year Required</b> College Prep Electives

### **On-Track for Meeting A-G Requirements**

In order for a student to be considered “on track” for graduating having met the A-G requirements, students must have taken, and passed, the following number of a-g approved courses at each grade level:

9 <sup>th</sup>	4 Courses
10 <sup>th</sup>	+3 more = 7 Total
11 <sup>th</sup>	+4 more = 11 Total
12 <sup>th</sup>	=4 more = 15 Total

### **ACADEMIC ACHIEVEMENT RECOGNITION**

**National Merit Scholar:** To qualify as a candidate, you must obtain high scores on the PSAT 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***

- complete all English graduation requirements with an overall GPA of 2.0 or above
- demonstrate proficiency in English
- 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***

- achieve “Early Advanced” proficiency level on the CELDT (or ELPAC)
- meet the requirements above as stated in 1, 2, and 3

#### **Valedictorian/Salutatorian**

- must complete all four years at Rosemont
- GPA to include: overall academic GPA, honors-weighted GPA, and UC/CSU GPA
- rigor of classes taken
- rank in class

#### **Honor Roll**

Honor Roll students are recognized each quarter. These students are also recognized at quarterly grade-level awards ceremonies.

Honor Roll:	GPA 3.0 - 3.49
Exemplary:	GPA 3.5 - 3.69
Superior:	GPA 3.7 - 3.99
Distinguished:	GPA 4.0 +

### **EARNING CREDITS/GRADING/ALTERNATIVE PROGRAMS**

#### **Independent Study**

Students wanting credit for private instruction under independent study policies:

Independent Study is for students who want credit for private instruction under Independent Study policies. The Independent Study application form must be filled out and signed by the student, teacher, counselor, and assistant principal and on file in the registrar’s office before the project is started. Students must enroll in Independent Study before the second week of the semester.

Independent Study courses are enrichment courses that should not replace core courses that meet graduation requirements. Independent Study is for students interested in pursuing academic courses that are not offered at school. These courses under Independent Study will only meet elective requirements. The student must demonstrate his/her capabilities at the beginning and at the end of the period of private instruction by examinations given under the school’s supervision, thereby showing that he/she has made progress in learning satisfactory to the school. (Title 5, Section 1631). Credit earned for private instruction while the student attends district schools in grades nine through 12 is limited to 10 credits for any year.

On rare occasions, it may be necessary to use the independent study contract for a newly enrolled graduating senior to meet SCUSD graduation requirements. **At no time is the independent study contract to be used when the class is offered and available on campus.**

Upon completion of the contract, the teacher will turn in the form to the registrar with Section C (Disposition of Contract) filled out, indicating completion or non-completion of the contract and the grade.

### **Incomplete Contract**

The purpose of an incomplete contract is to allow the student additional time to complete minimum course objectives due to an **extenuating circumstance such as illness or a family emergency**. A written contract denoting time and objectives to be met will be agreed upon by teacher and student. This contract must be signed by the student, teacher, parent, counselor, and assistant principal. If the assigned work is not satisfactorily completed by the agreed upon date, the grade in this subject will automatically become "F." The responsibility for finishing this work is up to the student. Upon resolution of this contract, the teacher will return completed paperwork to the registrar. This contract is not valid unless signed by the class teacher, student, parent, counselor, and assistant principal. The original contract must be placed on file in the registrar's office prior to the start of the agreement.

### **Pass/Fail Option**

A student has the option, with written approval of the teacher, parent, counselor, and assistant principal, to take a course without receiving a grade of A to D. This contract must be on file in the registrar's office **prior to the last 15 days of the grading period**. In the event a student elects to take a course for a "pass" grade and still does not meet minimum achievement objectives, the student will "fail" the course just as if the student had chosen to pursue the letter grade option. The "F" will appear on the report card/ transcript and will be averaged into the grade point average. It is further understood that a Pass does not meet college entrance requirements, nor will it be used to compute the student's grade point average. It is further understood that no more than ten (10) credits can be taken on a pass/fail basis. Once the contract has been submitted to the registrar, the pass/fail option cannot be reversed to a letter grade.

### **Foreign Language Challenge Procedures**

On occasion, a native speaker student may be allowed to challenge a lower level language class to move to the next level. They must get a "B" or better on the final exam for the level they are challenging. They then must enroll and complete the next level of the language before credits are awarded for the lower level class. The purpose of this process is to provide the student the opportunity to move to a more appropriate level but also receive credit for foreign language to fulfill college entrance requirements.

### **Repeat Classes**

Students must complete a "Petition to Repeat Coursework for a Higher Grade" form prior to enrolling in a class to improve their grade. According to Administrative regulations 5121; "With the approval of the principal or designee, a student may repeat a course in order to raise his/her grade. Classes with a C or higher may not be repeated. The student shall receive credit only for taking the course once. The highest grade received will be the permanent grade on the student's transcript." When the course is taken for the first time, the grade will remain on the transcript when the course is repeated; only the highest grade will count on the grade point average.

### **College Credits**

Students must have a 2.70 grade point average and receive prior approval from Rosemont High School and the college before beginning their coursework by completing a concurrent enrollment form. According to Administrative Regulations 6146.11, "Students may fulfill one or more of the course requirements for high school graduation through concurrent enrollment." The following courses are the only ones approved to satisfy graduation requirements:

#### Junior College:

History 311 (History 18)	History of the United States
Political Science 301 (Political Science 1)	Introduction to Government: United States
Economics 302 (Economics 1A)	Principles of Economics (Macro)
Economics 304 (Economics 1B)	Principles of Economics (Micro)

#### California State University, Sacramento

Economics 1A	Introduction to Macroeconomics
Economics 1B	Introduction to Microeconomics

While a student may elect to take other classes, the only ones that will be posted to the high school transcript are those that are needed to meet high school graduation requirements.

### **Additional Elective Credits**

A student may earn no more than 10 credits in any school assistant program for graduation. "No credit limits are assigned to Regional Occupational Programs except that ROP classes may not be taken concurrently with student assistance." Students may not earn more than 40 credits for physical education.

### **Summer School**

Students must get prior approval to receive credit for attending summer school outside of Sacramento City Unified School District. **Rosemont High School does not accept summer school credit recovery from Options for Youth or any other non-SCUSD program.**

### **January/Early Graduates**

Students must submit an application for January graduation by mid-August prior to the start of their senior year. Juniors who want to graduate early must submit an application for approval by the end of their sophomore year.

### **Grade Changes**

The teacher of record is the only one who can authorize a grade change for a student.

### **Credit Recovery**

**Rosemont High School offers a supervised online, on-campus credit recovery program during zero, 7th and 8th period, (as available).** 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. Students may also attend classes at the Accelerated Academy, the SCUSD online credit recovery site. They may also disenroll and attend Options or Visions, two non-district programs, to complete coursework. For more information on credit recovery, students or families should schedule an appointment with a counselor.

### **Cap City Independent Study**

Rosemont now offers Cap City Independent Study on our campus. Any student who is interested in enrolling in this program should see his/her counselor.

## **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:

- 95% or better attendance in all current courses.
- No more than 6 tardies per quarter.
- A minimum grade point average of 2.0.
- 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**

<b>Fall Sports</b>	<b>Head Coach</b>
Football	Rick Wanlin
Boys Soccer	Timothy Franks
Water Polo	Chris Antrim
Cross Country	Bryan Parker
Volleyball	Samantha Maxwell
Girls Golf	Cliff Collins
<b>Winter Sports</b>	<b>Head Coach</b>
Boys Basketball	Marcus Bray
Girls Basketball	Cervantes Edwards
Wrestling	Rick Wanlin
<b>Spring Sports</b>	<b>Head Coach</b>
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**

<b>Cordova Lancers</b> 2239 Chase Dr., Rancho Cordova, CA 95670
<b>El Dorado Cougars</b> 561 Canal St., Placerville, CA 95667
<b>Galt Warriors</b> 145 N Lincoln Way, Galt, CA 95632
<b>Liberty Ranch Hawks</b> 12945 Marengo Rd., Galt, CA 95632
<b>Union Mine Diamondbacks</b> 6530 Koki Ln., Diamond Springs, CA 95623
For maps and direction to specific venues, please go to <a href="http://www.cifsjs.org">www.cifsjs.org</a> and scroll down the left side menu to maps. For up-to-date schedule information, please check the Rosemont website.

# General Procedures

## TEACHING DAY

A teacher's school day consists of five classes, a lunch period, and a preparation period. Outside of lunch, the normal teaching day consists of six periods. By contract, the teacher workday begins fifteen minutes before the first period of the school day and fifteen minutes after the end of the school day **(with the exception of Fridays after school.)** The preparation period is considered a period of assignment, though this time is unencumbered.

## FIRST DAY OF SCHOOL

- Please check your mailbox before 1<sup>st</sup> period begins. **You will have a new schedule for each student in your first period class. Please be sure to pass those out that morning. First period teachers should also pass out 1<sup>st</sup> day packets and instruct students to return signed forms to you in 1<sup>st</sup> period.**  
Please be at your door during each passing period to help supervise and provide assistance to students as they move from class to class.
- Take attendance in Infinite Campus within the first 15 minutes of class. The students who appear on your class roster in Infinite Campus are the ONLY students who are currently enrolled in your class. No other student should be in your classroom. Send any students who do not appear on your roster to the library.
- If a student finds a mistake on his/her schedule, he/she should fill out a Course Change Request Form (available from Ms. Adams) at their earliest convenience. Please instruct them to follow their current schedule until we have made any necessary corrections. Please do the following:
  - Send students who do not appear on your roster to the library.
  - Pass out schedules to students who are present.

## BALANCING CLASSES

- The SCTA contract requires that classes are balanced (class max of 35/daily student contact max of 170 - PE 220, "rule of 5" - two identical classes scheduled in the same period may not be more than five students apart in enrollment) within the first fifteen 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.
- Students who transfer from class to class during balancing 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.

## REPORTING AN EMPLOYEE ABSENCE

- Every employee is now required to report their own absences in Frontline, **whether the absence requires a substitute or not.** Frontline is "live", meaning that when you report an absence, the absence is automatically deducted from your leave time. It is critical that you enter the correct reason for the absence. A Form 12 is no longer needed for most staff members. Administration and counselors will still need to submit a form 12, but all other groups are in the Frontline system and do not need to use the Form 12.
- To report an absence;
  - Log into AESOP. Enter your ID number and PIN; then, click Login. This information will be emailed to your district email once it's been inputted by the Substitute Office. If you forget your Login information, please contact Bobbie Jo Argo at 643-9493. You may also call the Office Manager, Shandra Lee at x508001 for general assistance with the Frontline system.
- 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.
- 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.
- 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 the event of an absence when you are not able to leave lesson plans. When the 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.

### **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.

### **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**

- The teacher is expected to meet with all of his/her regularly assigned classes and is responsible for being with their 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 emergency. 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.
- A teacher may not excuse students from another teacher's class without prior approval from that teacher.
- Students may not be sent out of the classroom without a hall pass.
- Students should NEVER be left unsupervised in any of the classrooms/buildings at any time.

**\*Exceptions to these policies include courses such as Student Leadership/Government, Yearbook, Digital Media/Imaging, when students are often completing tasks in a number of areas of the campus.**

#### **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 seek support from 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, Open House, Graduation and one extra-curricular activity (dance, athletic event). Assistant Principal Richardson will assign the extra-duty supervision.**

#### **Hallway Supervision**

All certificated staff members share in the responsibility of supervising of students in the hallways. 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. Whenever possible, certificated staff should stand at their doors during passing to facilitate this process.

#### **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. Students who are repeatedly in the hallways without a written pass will be assigned detention(s).**

- 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.

## **TEACHERS' RECORDS AND REPORTS**

### **Grades**

- All grading will be done in Infinite Campus. The Registrar will email timelines for grade submissions. Please adhere to those timelines.
- It is our expectation that teachers will provide **timely** and accurate information for parents on Infinite Campus including the following:
  - assignments/due dates/deadlines
  - homework
  - grades
- It is also the expectation at Rosemont that **all teachers issue progress grades for ALL students**, whether or not they are in danger of failing.

\*Please forward questions about Infinite Campus to Jennifer Ellerman, Site Instruction Coordinator.

## **ATTENDANCE**

- Take attendance in Infinite Campus within the first fifteen minutes of class. **Attendance must be taken in every class every period.** The teacher maintains responsibility for accuracy. Please take attendance at the beginning of each period. If you have to make a correction to your attendance data, please do so by 4:00 pm.
- **STUDENT TAS MAY NOT TAKE ATTENDANCE.** Classroom attendance records are official documents required by law. These records are kept for four years and are monitored by district and state auditors. **They may also be subpoenaed as evidence in a court of law.**
- 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.
- The Attendance Technician will provide teachers with "Period Correction Forms" if there are errors. If you receive a correction form, PLEASE sign and return these as quickly as possible to the Attendance Office. These are required for auditing purposes.

### **Student 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 a student must be absent from school for any reason, parents/guardians can clear the absence in the following ways:

BY PHONE - Call the 24-hour attendance number at 395-5130 x508030/508031, and leave the following information:

- **student's full legal name** with the **spelling of the student's last name**
- **parent/guardian name and relationship** to student
- **reason** for absence
- **date** of absence
- **parent contact number**

A WRITTEN NOTE MUST include:

- student's full legal name
- date of absence (must be inside body of message)
- reason for absence
- parent/guardian's printed name and signature
- parent/guardian's contact number

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



## Types of Absence

<b>Excused absences</b> – (Ed. code section 46010, 48205, & 46014): <ul style="list-style-type: none"><li>a. Illness of student</li><li>b. Quarantine</li><li>c. Student’s medical appointment (requires doctor’s note)</li><li>d. Court appearance (requires verification)</li><li>e. Funeral services (1 day in state; 3 days out of state)</li><li>f. Observance of a religious holiday / ceremony (3 days advance notice to school)</li></ul>	<b>Unexcused absences</b> – (reasons <b>NOT</b> included in Ed code sections 46010 and 48205): <ul style="list-style-type: none"><li>a. Personal</li><li>b. Vacations</li><li>c. Babysitting</li><li>d. Under the influence of alcohol or drugs</li><li>e. Car / transportation problems</li><li>f. Visiting family or going to work with parent</li></ul>
---	--

By law, **parents MUST clear any absence within 2 weeks**, or the absence becomes a truancy.

After ten 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 ten absences for illness.

Failure to provide verification for absence after eighteen 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

- 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.
- Repeat Truant [E.C. 48261] (Attendance Letter #2) Any student exceeding one additional day (six more class periods or a total of twenty four 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.
- Habitual Truant [E.C. 48262] (Attendance Letter #3) A student is eligible for a 3<sup>rd</sup> letter after another day (six more class periods totaling thirty 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.
- 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 within the same number of days as the absence.
- 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 absence.
  - he/she must take responsibility for securing assignments and making up the work.
  - the student will receive credit, if work is made up within a reasonable period of time.
  - 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 a student’s poor attendance. The conference includes 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. The SART meeting includes the parent, the student, and a site administrator. If truancy and/or tardy behavior continue, a Student

Attendance Review Board (SARB) hearing will be held. The SARB 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(s) the student was marked absent by checking Infinite Campus.
2. Contact the teacher (refer to <http://rosemont.scusd.edu> for contact information).
3. Have the teacher email any corrections to the Attendance Office.

(Please be advised: Students are responsible for providing proof of their presence).

### Readmit Slips

- Students who are absent must obtain a readmit for re-admission to class immediately upon returning to campus.
- Students who arrive within the first 30 minutes of school go straight to their first period class and are marked tardy. Students who arrive more than 30 minutes late **must** first go to the Attendance Office to get a readmit slip.

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

An early dismissal note must include:

- **student's full legal name**
- **date and time** of early dismissal (must be inside body of message)
- **reason** for early dismissal
- **full legal name of person** picking up student, if not guardian
- **parent or guardian's printed name and signature**
- **parent or guardian's 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

- a complete parent note,
- a parent/guardian or parent representative in person with a valid ID, or
- phone verification at (916) 395-5130 ext. 508030/508031.

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 questions, please call the Attendance Office at (916) 395-5130 x508030/508031.

### 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.

Consequences for Tardies:

- 1<sup>st</sup> and 2<sup>nd</sup> tardy in a class (per quarter): teacher conference with student
- 3<sup>rd</sup> tardy in a class (per quarter): teacher conference with student; parent informed(document the communication in Infinite Campus), possible teacher assigned detention
- 4<sup>th</sup> (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.

## **UNSCHEDULED PERIODS**

Students who have an unscheduled 1<sup>st</sup> or 6<sup>th</sup> period may stay on campus during their unscheduled time but must remain in the library. Students with an unscheduled 5<sup>th</sup> and 6<sup>th</sup> 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.

## **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 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.

## **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 days must be assigned a letter grade when checking out. A student who meets this criteria will receive credit from our site. 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.

## **CT (COLLABORATIVE TIME)**

All certificated staff meet in collaborative teams from 2:12 - 3:12 p.m. each Thursday as part of the contracted school day. The focus for CT is instructional planning, including the examination of student work, analyzing student/school data, sharing methodologies and developing curriculum, and assessments. Certificated staff are required to participate in this process. Any certificated employee who is absent from a Thursday CT session must report their absence in the AESOP system.

**\*Employees wishing to receive credit for professional development must fill out a "Request for Common Planning Time Approval Form" (which can be found on the district website) and get Principal approval. This process must be completed before the professional development.**

## **STAFF MEETINGS**

CT on the first Thursday of every month is reserved for a staff meeting. At Rosemont, we do not meet every month for a staff meeting. They will be scheduled, as needed. The majority of CT will be in content teams.

## **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:

- All field trip packets must be TYPED (including student rosters).
- Local trips that are within fifty miles (that do not involve water or unusual activities) **must be submitted fifteen school days prior to the departure date**. Field trips submitted after the fifteen-day window will not be approved. Please plan ahead!
- Out-of-town (beyond fifty miles) and overnight trips must also be submitted fifteen school days before the departure date. Field trips submitted after the fifteen-day window will not be forwarded to the Assistant Superintendent and will be rejected. There are no exceptions to this rule.
- **Out-of-state/out-of-country field trips will require board approval and must be submitted six 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.
- Trips involving unusual/high-risk activities (including water) must be submitted to the Assistant Superintendent and Risk Management 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.
- 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.
- 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:**

- SCUSD insurance no longer covers fifteen passenger vans. The new requirement is a ten passenger limit requirement.
- Vans may be rented or leased from vendors as long as they meet the ten occupants or less (including the driver) rating. The rental of a van that has the capability of carrying more than ten 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.
- 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.
- Student drivers may only transport themselves. They may not transport other students.

### **Before a field trip:**

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

1. All forms are online and can be accessed at:  
<http://www.scusd.edu/iso-form/field-trip-information>
2. Click on "Frequently Used Documents."
3. Click on "Field Trip Forms". Click on "Accounting Forms" for Travel Request Form.
4. Choose which type of trip you plan to take:
  - local trip (fifty miles or less),
  - out-of-town (beyond fifty miles),
  - overnight trip,
  - trips involving swimming or other unusual activities (require liability forms), or
  - out-of-state/country (require Board approval – must be submitted six weeks prior to departure!)
5. Click on "Fill in Form" for each BLUE highlighted form, and input information.
6. Print all forms.
7. 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), and
  - Hotel Accommodation Form (if applicable) (RSK-F106H)

8. Turn in the COMPLETED packet to the Controller's office fifteen 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 DAYS PRIOR AND/OR ARE INCOMPLETE WILL NOT BE APPROVED.**

9. After approval from the 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 days before your anticipated departure date.
10. 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**

### **CARE OF CLASSROOMS/WORK AREAS**

- 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.
- 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.

### **REPAIRS AND MAINTENANCE**

Staff members should notify the Plant Manager if there is a need for repair to 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.

### **KEYS**

- **Keep your keys in a safe place at all times!**
- **Do not loan your keys to students.**
- Report lost keys to the Office Manager immediately.
- All requests for keys go to the Office Manager.
- 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 teach summer school, you will receive summer school keys. If you lose a key, the cost to replace that key is \$50.

### **STAFF WORKROOM**

The Staff Workroom is located between the two office hallways across from the Staff Lounge. This is for ALL staff members.

### **Copy Machines**

- **The two large copy machines are for small jobs only (under 50 copies). The Riso machine should be used for all jobs involving more than 50 copies. 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.**
- We all use this work space, so we ALL need to keep it clean and orderly.

### **Scantron Machine**

The Scantron Machine must be kept in the Staff Workroom, but staff may use it anytime it is available.

### **Mailboxes**

Faculty mailboxes are located on the wall just outside of the Staff Workroom. Please check your mailbox **every day**.

### **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.

### **SUPPLIES/MATERIALS**

General Office Depot supplies will be stocked in the Controller's Office (ie: pens, pencils, glue stick, paper clips, index cards, line paper, etc.). Each teacher will have a folder to sign out supplies. When signing out supplies, teachers will need to initial the items and quantity received. If supplies are not available, please submit an Office Depot Supply Request Form.

Controller's Office hours: M-F 7:00 am – 3:30 pm

Additional Office Depot supplies such as class sets, ink cartridges, electronics, etc. will not be stocked, and teachers must submit an Office Depot Supply Request Form. All purchases require the approval of the principal. Please allow a week to process all Office Depot Orders.

For special orders, supply reimbursements, or orders from different vendors which require a District requisition, please submit a Purchase Order Request form and **original** receipts or a quote. All requests will be reviewed and approved or denied based on available funding. Please allow 4 to 6 weeks process time.

\*NOTE: Quote must have vendor contact info, item descriptions, item#, unit cost, and total cost.  
All reimbursements require an original receipt(s).

**Any questions or concerns, please contact the Controller.**

### **COMPUTER CARTS**

Teachers are required to attend one professional development course with an Assistant Principal before having access to the MacBook carts for use in the classroom. After successful completion of the course teachers will have access to the shared Outlook calendar to schedule the cart for their classroom. When checked out, teachers are responsible for the technology carts and must return them to the Library work room at the end of the day. Teachers are expected to report any known problems to [support@scusd.edu](mailto:support@scusd.edu) for repair and to make sure that all laptops are charging at the end of the day so that the next staff member has full use of the technology.

### **TEXTBOOKS**

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

### **LOST AND FOUND**

The Lost and Found is located in the front office.

### **BUILDING USE OUTSIDE OF THE TEACHING DAY**

- 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 weeks** in advance. Permits are issued on a first-come, first-served basis.
- 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 weeks** in advance.
- Teacher supervision is required at all times during any and all activities.

### **GUEST SPEAKERS**

- Teachers may invite guests to address their classes whenever they determine that, in doing so, there will be a positive impact on the learning objective(s) 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.
- 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.

### **STAFF PARKING**

Staff should park in the front parking lot OR the back parking lot off Mayhew Drive.

### **STUDENT PARKING**

The only place on campus where students are allowed to park is the east parking lot between the Auditorium and the Stadium.

Students must observe the following rules:

- The speed limit on campus is 5 mph.
- Buses, pedestrians and bicycles have the right of way.
- Cruising is forbidden.
- Students may NOT park in the staff or visitor parking areas.
- Students who bring their cars/motorcycles/bikes to school will not be permitted to leave the parking lot during school hours.
- Students' cars/motorcycles/bikes are subject to search.
- 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 6<sup>th</sup> 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 any building.

### **MASTER CALENDAR**

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

### **LUNCH**

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.

### **COMMON AREAS**

Acceptable uses:

- supervised whole-class activities
- small group work (up to 4 students)
- individual student cooling-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 students' names must be written on the group pass.

## **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.

## **COMMUNICATION**

### **Staff Bulletin**

The weekly staff bulletin will be emailed out each Sunday evening. The bulletin contains important information about instruction, school events, student achievement, professional development opportunities, staff updates, and more. Please check your email to access this weekly communication.

### **Student Bulletin**

A student bulletin is read or presented in video form over the intercom Mondays, Wednesdays, and Fridays at the beginning of 4<sup>th</sup> period. 4<sup>th</sup> period is several minutes longer than the other periods of the day to allow for these announcements. **Please allow students to hear or view the bulletin, which will include important school information.** Staff members wishing to make announcements must submit the announcement through the Rosemont website under "Announcements."

### **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."

### **Mailboxes**

A reminder to check your mailbox every day for important written communication.

## **LIBRARY/MEDIA CENTER**

The library provides 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 they may check out other materials.

### **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, they must have their ID card.



# STUDENT SUPPORT

## 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 also as students travel to and from school.\***

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

- 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 promote 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; and
- 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 (not the bell) 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 applied progressively 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), and/or
- 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 that may be 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 including, but not limited to, after-school detention and/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 or accessories with spikes.
- No severe sagging.
- Clothing should be kept clean and in respectable condition.
- **Only official Rosemont hats/plain beanies 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; and/or
- possession of photographs that indicate gang affiliation.

## 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 frisbees.
- 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.
- The use of electronic devices such as cell phones, MP3's, iPods, Tablets and CD players during class time is prohibited.

- The use of portable and/or Bluetooth speakers.
- Unexcused absences from class.
- Excessive tardiness
- Fighting or threatening physical injury.
- Falsifying school records or giving false information.
- Failure to follow directions of adults.
- Sexual harassment/misconduct.
- Damage to school property, including graffiti and/or “tagging.”
- Failure to dispose of trash properly.
- Spitting.
- Throwing objects.
- Cheating/plagiarism.
- Loitering.

\* Skateboards, roller blades, skates, tennis shoes with skate wheels and scooters must be stored in a classroom during school hours. Students may **NOT** ride skateboards, skates, rollerblades, or scooters on campus at any time for any reason. If they bring one of these to school, they must put them away when entering school grounds. Any of the above-mentioned items being used on school grounds will be confiscated, and students will serve after-school detention 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.
- Sexual: touching, assault, exhibitionism, or any 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.**

**Unacceptable Adult Behavior Toward Students\***

Students have the right to report inappropriate behavior from staff, families, and/or community members Including:

- Aggression
- Threats
- Insults
- Sarcasm
- Sexual Harassment

\*The Rosemont administration reserves the right to remove any adult from campus and any school-related activity.

<b>Infraction</b>	<b>Possible Consequences</b>
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

<b>Infraction</b>	<b>Possible Consequences</b>
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
**Hate Crime Directed at Student or Staff	1 - 5 day suspension, behavior review, pre-expulsion, expulsion, referral to law enforcement
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 day 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
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	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
Beyond Steps in Classroom Management System	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 <b>Acceptable Use Policy</b> , Visiting inappropriate Internet Sites, <b>ACCESSING UNAUTHORIZED</b>	1 hour administrative detention, parent contact, 1 - 3 day suspension, parent conference, loss of computer privileges

Infraction	Possible Consequences
Portions of Network	
Water Fights Including Water Balloons	1 - 2 day suspension

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

**\*\*Hate Crimes** Under California Law – any act of intimidation, harassment, physical force, or threat of physical force directed against any person or their property because of that person’s real or perceived race, ethnic background, national origin, ancestry, religion, gender, sexual orientation, age, disability.

### 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

### 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 must contact the student’s parent as soon as possible to inform them that behavior is becoming an issue and document the contact. 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 x508020. If there is no answer, please call Linda Zanze at x508003 Write the referral, and send it with the student or with the campus monitor.
2. 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

- Teacher or administration counseling.
- Teacher detention (student serves with the teacher.)
- After-school detention - assigned by administration.  
Detention is held after school Monday through Wednesday from 3:05 - 3:45 and 2:05 - 2:45 on Thursday (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. **Un-served detentions may result in a school suspension.**
- Class Suspension - If you wish to suspend a student from your class, you are responsible for filling out a class suspension form (available from Ms. Nicole in A117,) which includes contacting the parent/guardian. 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.
- 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 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.

### **“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. If a student is suspended from school for more than one day then they *may* be on the “No Go” list for more than one week 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.

### **Conduct at Dances**

Dance movements and mannerisms must fall within the standards of social acceptability and good taste. Physically dangerous or inappropriate dancing or movements are not allowed. At no time should there be any inappropriate touching between students.

### **P.E. LOCKER ROOM RULES**

Students are responsible for all personal and school materials in their locker.

- Rosemont High School **cannot guarantee the security or recovery of lost or stolen items and assumes no liability for lost 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.

### **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 may 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. Rosemont High School cannot guarantee the security or the recovery of lost or stolen electronic devices therefore, if students bring personal devices to school, they do so at their own risk. RHS assumes no responsibility to recover any electronic devices brought to school or to school-sponsored activities.

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

---

### **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 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

<b>Grade</b>	<b>Counselor</b>	<b>Room</b>	<b>Extension</b>
9 <sup>th</sup>	Onisha Cook	A-134	508029
10 <sup>th</sup>	Pam Reeder-Esparza	A-132	508058
11 <sup>th</sup>	Audrey Kamilos	A-135	508027
12 <sup>th</sup>	Vacant	A-133	508028

### **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, and 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 Administration for more information. Staff wishing to be trained should also contact Administration, 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.

### **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 395-5130 x 508006.

### **ASSOCIATED STUDENT BODY (ASB)**

**Student Activities Director:** Chris Gosney

**Phone:** ext. 508510/508513

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

### **Student ID**

Student ID cards will be given to every student who is 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**

ASB 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 at:

[http://www.scusd.edu/sites/main/files/fileattachments/civic\\_permit\\_form\\_2.pdf](http://www.scusd.edu/sites/main/files/fileattachments/civic_permit_form_2.pdf)

**\*\*\*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.**

## **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.

### **Classroom Doors**

It is the recommendation of the administration that teachers and paraprofessionals keep classroom doors closed and locked during the school day.



## **Drills**

Education Code requires secondary schools to conduct **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 farthest end of the soccer field (left side).
- **B** 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 fire drill including student consequences. Please do the following:

1. **Bring emergency folder with class to evacuation area.**
2. Lock classroom.
3. Ensure all students are walking to evacuation area.
4. Take attendance at the evacuation sight.
5. **Email** administration (Assistant Principal Richardson) 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).

### **The Flow of the Drill**

1. The alarm sounds.
2. The alarm is turned off, and administration makes intercom announcements.
3. Administration announces the end of the drill. Administration and campus monitors unlock doors throughout campus to release students and staff.

### **Basic Directions for Students and Staff**

At the alarm, students should:

- Not make calls from cell phones
- Walk to the nearest available, secure space. That would include:
  1. the nearest classroom
  2. an inside room within the library
  3. the receiving area or the kitchen within the cafeteria
  4. boys/girls locker rooms and other available rooms in the G wing
  5. a teacher planning center in B, C, or E, including the restroom, if available.
- Remain away from windows.
- Remain quiet.
- Follow the directions of any adult.
- Go immediately to their classroom once the drill is over.

Tell students to avoid:

- Any open spaces.
- Student restrooms.
- Cafeteria (except for student store, store room, receiving, kitchen.)
- Library (except for restroom, textbook room, conference room.)
- Teacher work room, conference rooms, or other rooms in the A building with windows.

**At the alarm, 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 who are not already inside a classroom/workspace.
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 all 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 Vault or electrical 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.

All staff remain in locked space until administration or law enforcement unlocks door.

**\*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 **x508811** 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: 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.
  1. Obtain a report form (Department of Justice Form SB 572, Suspected Child Abuse form) from the Assistant Principal's Office.
  2. Complete the report and mail/fax it within 36 hours.
  3. 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 county 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; or
- 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