

Roseville High School
#1 Tiger Way
Roseville, CA 95678
916-782-3753
Fax – 916-786-3846
Staff Email: (1st initial last name)@rjuhsd.us
Website: www.rosevilletigers.org

Principal: **Dr. Nicholas Richter**

Assistant Principals: **Ms. Anna Marie Clark**
Mr. Matt Pipitone
Ms. Ashley Sinor
Mr. Jason Wilson

Counselors: **Mr. Jason Bradley**
Mr. Jeff Clark
Mrs. Philomena Crone
Ms. Graciella Fernandez
Ms. Nancy Munoz
Mrs. Robyn Pasco

Athletic Director: **Mr. Hank DeMello**

Activities Director: **Mr. Brent Mattix**

This handbook belongs to:

Name _____

Address _____

City _____

State _____ **Zip Code** _____

Phone _____

ROSEVILLE HIGH SCHOOL
Home of the Tigers
School Colors: Orange and Black

Welcome to the 2022-23 school year! The student planner has been prepared to provide you with an understanding of the school and as a tool for success. Your planner should be in your possession while at school and is required as a hall pass. Lost planners can be replaced for \$5.00 at the Student Services.

Tiger Fight Song

*Come join our band and give a cheer for Roseville High.
Throughout the land our banners waving in the sky.
Come one and all in answer to our battle call.
We will fight with all our might
So come on boys and show 'em we can fight.
Fight Fight!*

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This handbook is accurate as of publication. It may be revised at the discretion of the school or district. For the most current version, please visit: <http://rosevilletigers.org>.

NON-DISCRIMINATION STATEMENT: The Roseville Joint Union High School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, ethnicity, gender, gender expression, gender identity, immigration status, marital status, national origin, parental status, pregnancy status, race, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact Equity Compliance Officer: Rob Hasty, Executive Director, Human Resources, 1750 Cirby Way Roseville, CA 95661, 916-782-8663, rhasty@rjuhsd.us and Title IX Coordinator: Rob Hasty, Executive Director, Human Resources, 1750 Cirby Way Roseville, CA 95661, 916-782-8663, rhasty@rjuhsd.us.

Title IX – Sex-based discrimination is prohibited.

Title IX of the Education Amendments of 1972 ("Title IX") prohibits sex-based discrimination in all educational programs and activities, including athletic programs, within educational institutions receiving federal financial assistance. Sex-based discrimination includes sexual harassment and sexual violence. No person shall, on the basis of gender, gender identity, gender expression, or sexual orientation, be excluded from participation in, be denied the benefits of, or be subjected to, discrimination under any educational program or activity operated by the Roseville Joint Union High School District ("District"). Title IX protects all participants in the District's educational programs and activities, including students, parents/guardians, employees, and job applicants.

In addition to Title IX, the California Education Code prohibits discrimination based on sex in education programs and activities in schools. (Education Code sections 220-221.1)

Other state and federal laws also prohibit discrimination and ensure equality in education.

Title IX information provided here applies to every school site and to all District programs and activities.

What are my rights under Title IX?

You have the following rights under Title IX, to the extent applicable at the District:

- You have the right to fair and equitable treatment and shall not be discriminated against based on your sex.
- You have the right to be provided with an equitable opportunity to participate in all extracurricular activities, including both academics and athletics.
- You have the right to inquire of the athletic director at your school or appropriate district personnel as to the athletic opportunities offered by the school.
- You have the right to apply for athletic scholarships if the District offers any.
- You have the right to receive equitable treatment and benefits in the provision of all the following related to athletics, if any are provided by the District:
 - Equipment and supplies;

- Scheduling of games and practices;
 - Transportation and daily allowances;
 - Access to tutoring;
 - Coaching;
 - Locker rooms;
 - Practice and competitive facilities;
 - Medical and training facilities and services; and
 - Publicity.
- You have the right to have access to a sex/gender equity coordinator, referred to as the Title IX coordinator, to answer questions regarding sex/gender equity laws.
 - You have the right to contact the State Department of Education and the California Interscholastic Federation to access information on sex/gender equity laws.
 - You have the right to file a confidential discrimination complaint with the United States Department of Education Office for Civil Rights or the California Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment on the basis of your sex.
 - You have the right to pursue civil remedies if you have been discriminated against.
 - You have the right to be protected against retaliation if you file a discrimination complaint. (California Education Code section 221.8)

The District has the responsibility to respond promptly and effectively to sex-based discrimination complaints, including sexual harassment and sexual violence. If the District knows or reasonably should know about sex discrimination, it must take action to eliminate the sex discrimination, prevent its recurrence, and address its effects. The District must resolve complaints of sex discrimination promptly and equitably. Information on filing a complaint alleging sex-based discrimination is provided below.

- United States Department of Education Office for Civil Rights:
 - <http://www2.ed.gov/about/offices/list/ocr/index.html>
 - <http://www2.ed.gov/policy/rights/guid/ocr/sex.html> (sex discrimination)
 - <http://www2.ed.gov/about/offices/list/ocr/docs/title-ix-rights-201104.pdf> (prohibition against sexual harassment and sexual violence)
 - <https://www2.ed.gov/about/offices/list/ocr/docs/dcl-factsheet-201104.html> (addressing sexual violence)
 - <https://www2.ed.gov/about/offices/list/ocr/docs/dcl-know-rights-201306-title-ix.pdf> (pregnant or parenting individuals)
- California Department of Education Office of Equal Opportunity:
 - <http://www.cde.ca.gov/re/di/eo>
 - <http://www.cde.ca.gov/re/di/eo/genequitytitleix.asp> (Gender Equity/Title IX)
- District nondiscrimination/harassment statements, policies and regulations:
 - Board Policy 4030 – Nondiscrimination in Employment
 - Administrative Regulation 4030 – Nondiscrimination in Employment
 - Board Policy 4119.11 – Sexual Harassment Prevention
 - Administrative Regulation 4119.11 – Sexual Harassment Prevention

- Board Policy 5145.3 – Nondiscrimination/Harassment
- Administrative Regulation 5145.3 – Nondiscrimination/Harassment
- Board Policy 5145.7 – Sexual Harassment
- Administrative Regulation 5145.7 – Sexual Harassment

The District Title IX Coordinator:

Rob Hasty
Executive Director, Human Resources
Roseville Joint Union High School District
1750 Cirby Way
Roseville, CA 95661
(916) 782-8663
rhasty@rjuhsd.us

How do I file a complaint of sex discrimination?

A student, parent, guardian, employee, individual, or organization may file a written complaint alleging discrimination, harassment, intimidation, and/or bullying on the basis of a protected characteristic with the District and/or the Office of Civil Rights (“OCR”). If a crime is involved, such as sexual assault or rape, individuals may also file a report with the local law enforcement. A person may pursue one or all of these avenues at the same time. Below is a summary of each process:

A. District Complaint

Individuals may file a written complaint alleging discrimination, harassment, intimidation, and/or bullying on the basis of a protected characteristic under the District’s Uniform Complaint Procedure (“UCP”) process by sending a complaint to:

Brad Basham
Assistant Superintendent, Human Resources
Roseville Joint Union High School District
1750 Cirby Way
Roseville, CA 95661
(916) 782-8663
bbasham@rjuhsd.us

To access the UCP information, click on one of the following links:

Board Policy 1312.3 – Uniform Complaint Procedures
<http://bit.ly/2xRBCHn>

Administrative Regulation 1312.3 – Uniform Complaint Procedures
<http://bit.ly/2xWvD5X>

Uniform Complaint Form
<http://bit.ly/2xW8iRD>

You may file a complaint anonymously, but the District's ability to investigate and respond may be limited by a lack of information.

1. Time Requirement

A complaint alleging unlawful discrimination or retaliation must be filed no later than six (6) months from the date the discrimination or retaliation occurred, or six (6) months from when the complainant first learned of the unlawful discrimination. The Superintendent or designee may extend this timeline by up to ninety (90) days for good cause, upon written request by the complainant setting forth the reasons for the extension.

2. Investigation Procedure

Complaints, related to a potential Title IX violation, filed under the District's UCP process, will be investigated and a written decision will be made within sixty (60) calendar days of the District's receipt of the complaint, unless the complainant agrees in writing to an extension. The District's compliance officer or designee may interview alleged victims, alleged offenders and relevant witnesses, as well as review available records, statements or notes related to the complaint, including evidence or information received from the parties during the investigation. The compliance officer may visit reasonably accessible locations where discrimination is alleged to have occurred. The complainant will be notified in writing when the decision is made.

The District will also take steps to protect all complainants from retaliation and ensure all parties are treated fairly throughout the District's investigation process. As part of its Title IX obligations, the District also takes steps to prevent recurrence of any sexual violence and remedy discriminatory effects on the complainant and others, as appropriate.

3. Appeal Rights

If the complainant or respondent is not satisfied with the decision, the complainant or respondent may, within five (5) business days, file an appeal in writing to the District's Board of Trustees. The Board of Trustees may consider the matter in closed session at a regularly scheduled board meeting.

The complainant or respondent also has the right to appeal the Board's decision to the State Superintendent of Public Instruction, California Department of Education ("CDE"), within fifteen (15) calendar days of receipt of the decision. When appealing to CDE, the complainant or respondent must specify the reason(s) for the appeal and whether the District's facts are incorrect and/or the law is misapplied. The appeal must include a copy of the original complaint to the District and the District's decision. For more information, visit the CDE's webpage on Uniform Complaint Procedures at <http://www.cde.ca.gov/re/cp/uc/>.

For complaints alleging unlawful discrimination based on state law, the complainant may pursue available civil law remedies, including seeking assistance from mediation centers or public/private interest attorneys, sixty (60)

days after filing an appeal with CDE (California Education Code section 262.3). The sixty (60) day moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (California Education Code section 262.3)

B. OCR Complaint

You may also file a discrimination complaint with the United States Department of Education Office for Civil Rights (“OCR”). For more information, visit <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

The electronic complaint form for OCR is available online at <https://ocrcas.ed.gov>.

You may contact the OCR at:

San Francisco Office
Office of Civil Rights
U.S. Department of Education
50 United Nations Plaza
Mail Box 1200, Room 1545
San Francisco, CA 94102
(415) 486-5555
Fax: (415) 486-5770; TDD: (800) 877-8339
Email: ocr.sanfrancisco@ed.gov

1. Summary

In summary, the OCR complaint form requires the name of the person subjected to the alleged Title IX violation, the name of the person filing the complaint, the name of the education institution, a description of the alleged Title IX violation, a report of any retaliation suffered by the person filing the complaint, the date of the last act that violated Title IX, and any attempt to address the alleged violation through another avenue, including the education institution’s internal grievance procedure or a court filing. Note that anyone may file a complaint with OCR. The person or organization filing the complaint need not be a victim of the alleged discrimination but may complain on behalf of another person or group.

2. Time Requirement

OCR requires that the complaint be filed within 180 calendar days after the alleged violation. As set forth in OCR’s complaint form, the reporter can request a waiver of this requirement by explaining why the complaint was delayed. Please contact OCR, or visit the websites above, if you have any questions or concerns about this time requirement.

3. Investigation Procedure

Upon receipt of any complaint related to a potential Title IX violation, OCR first determines if it can investigate the incident by determining if the alleged action constitutes a violation of Title IX. OCR also assesses whether the complaint was

filed within the 180 day requirement or provides a legitimate reason to waive this requirement. OCR may also seek more information from the person filing the complaint if needed to further assess the complaint.

If OCR determines that it will investigate the complaint, it will issue letters of notification to the complainant and the education institution. OCR may use a variety of fact-finding techniques in its investigation of a complaint. These techniques may include reviewing documentary evidence submitted by both parties, conducting interviews, and/or making site visits. At the conclusion of its investigation, OCR will determine with regard to each allegation whether the education institution failed to comply with Title IX. If the complainant disagrees with OCR's determination, he/she may submit a written appeal to OCR.

C. Police Report

As discussed above, if a crime is involved, such as sexual assault or rape, individuals may also file a report with the local law enforcement at:

Roseville City Police Department
1051 Junction Blvd., Roseville CA 95678
Non-Emergency Phone: 916-774-5000

Placer County Sheriff's Office
2929 Richardson Dr., Auburn, CA 95603
Non-Emergency Phone: 530-889-7800

Sacramento County Sheriff's Department
711 G Street, Sacramento, CA 95814
Non-Emergency Phone: 916-874-5115

Activities by Month

Fall Term

August:

First Day of School
Back to School Night
Mini College Fair
Club Rush

September:

Blood Drive
Homecoming Week

October:

Military Academy Night
Midterms
Multicultural Celebration
PSAT
Think Pink Day

November:

Canned Food Drive
Fall Drama Production

December:

Toys for Tots
Final Exams

Spring Term

January:

Back to School Night
Career Fair

February:

High School on the Hill
Night
Casaba Week
Blood Drive
Talent Show

March:

Midterms
Junior Prom
Spring Musical

April:

Academic Merit Awards
(Soph & Jrs)
CAASPP

May:

Senior Ball
AP Testing
Senior Awards Night
Senior Day
Roschella/Final Rally
Final Exams
Graduation

Important Phone Numbers

School Phone Number: 916-782-3753

Principal:	3070	Athletics:	3068
Assistant Principals:	3060	Records/Transcripts:	3030
Registrar/Counselors:	3020	Receptionist:	3040
Career Center:	3080	Library:	3402
Attendance:	3011	Resource Officer:	3090
Health Center:	3065		

Transportation: 786-2723 or 786-3186

CLUBS, ATHLETICS AND ACTIVITIES

Athletic Coaches

Baseball	Mr. Zanolli
Basketball (Girls)	Mr. Earp
Basketball (Boys)	Mr. Granucci
Cheer	Ms. Rogers
Cross Country	Mr. Hobbs
Dance/Drill	Ms. Avery
Diving	Ms. Harwell
Football	Mr. Reinking
Golf (Boys & Girls)	Mr. Fukuman
LaCrosse (Boys)	Mr. Sutherland
LaCrosse (Girls)	Ms. Castner
Soccer (Boys)	Mr. Gutierrez
Soccer (Girls)	Mr. DeCarlo
Softball	Mr. Banks
Swimming (Boys)	Mr. Kopald
Swimming (Girls)	Mr. Stewart
Tennis (Boys)	Mr. Cerecedes
Tennis (Girls)	Mr. Errecart
Track	Mr. Mattix
Volleyball (Boys)	Mr. Williams
Volleyball (Girls)	Mr. Vincenzini
Waterpolo (Boys)	Mr. Molina
Waterpolo (Girls)	Mr. Kopald
Wrestling	TBD

Club Advisors

Academic Decathlon	Mr. Ritter
AP Club	Ms. Oberreuter
Art Club	Ms. Leong
Asian Culture Club	Mr. Fukuman
AVID Coordinator	Ms. Capell
Band	Mr. Austin
Black Student Union	TBD
CSF	Ms. Capell
Dance	Ms. Steiner
Drama Club (Burning Bright)	Ms. Saigen
Eye of the Tiger (Newspaper)	Mr. Ritter
Fearless Club	Mr. Hobbs
French Club	Ms. Hoffman
Gay-Straight Alliance	Mr. Smith
Ignite Christian Club	Ms. Erb
International Club	Mrs. Leong
Key Club	TBD
Latino Student Union	TBD
Mural Club	Ms. Leong
National Honor Society	Ms. Oberreuter
Peer Helpers	Ms. Erb
Pink Ladies	Ms. Cook
R.O.S.E. Program	Mr. Gadway/Dr. Richter
Roseleaves (Yearbook)	TBD
Speech/Debate	Ms. Mowrer
Student Government	Mr. Mattix
Tiger Café	Ms. Ash
Tiger Link Crew	Mr. Mattix
Video Game Club	Mr. Addington
Writers of Tomorrow	Ms. Handling

ASSOCIATED STUDENT BODY

Associated Student Body Officers:

Autumn Ostrom	President
Alyssa Mattix	Vice-President
Isabelle Ramsey	Secretary
Laurn Estacio	Treasurer

Senior Class Officers:

Grace Aubin	President
Kiera Pasco	Vice-President
Katy Sullivan	Treasurer/Secretary

Junior Class Officers:

Elaine Steeves	President
Megan Gustus	Vice-President
Betta Castro	Treasurer/Secretary

Sophomore Class Officers:

Megan Newton	Soph Officers do not hold specific offices. They work together for the class' benefit.
Evana Sharma	
MacKenzie Trejo	

Freshman Class Officers:

Elected after school starts	Frosh Officers do not hold specific offices. They work together for the class' benefit.
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Class Advisors

Class of 2023	Ms. Reyes	Ms. Walton
Class of 2024	Ms. Knutson	Ms. Fisher
Class of 2025	Ms. Carr	Ms. Rodriguez
Class of 2026	Ms. Galamgam	Mr. Underwood

Let's ROAR

At Roseville High School, show your
Tiger Pride by how you ROAR

R espect	<ul style="list-style-type: none">• Be respectful in what you say, in what you do, and in how you act.• Show respect for others in the same way you would want to be treated.• Respect your school and its facilities.
O n Task	<ul style="list-style-type: none">• Be actively involved in class and on campus.• Be where you are supposed to be when you are supposed to be there.• Be focused on the right things
A ware	<ul style="list-style-type: none">• Be aware of your surroundings and act appropriately• Acknowledge others in a friendly manner• Recognize your actions impact others
R esponsible	<ul style="list-style-type: none">• Keep track of class due dates and turn in work in a timely manner.• Leave your space better than when you got there.• Take care of personal business outside of class time.

BELL SCHEDULES

Regular (<i>Mon, Tues, Thurs, Fri</i>)	Collaboration (<i>Wednesdays</i>)
1 7:40-9:01 9:07 - 9:37 <i>ROAR Period</i> 2 9:43 - 11:06 11:06 - 11:36 1st Lunch 3 11:12 - 12:33 3 11:42 - 1:03 12:33 - 1:03 2nd Lunch 4 1:09 - 2:30	1 7:40 - 8:59 2 9:05 - 10:25 3 10:31 - 11:50 11:50 - 12:20 Lunch 4 12:26 - 1:45

Minimum Day	Final Exam Day
1 7:40 - 8:35 2 8:41 - 9:37 3 9:43 - 10:39 10:39 - 11:09 Lunch 4 11:15 - 12:10	1 or 3 7:40 - 8:35 10:39 - 11:09 Break 2 or 4 11:15 - 12:10

ROAR Period is intended to provide additional help and support for students in each of their classes.

<p><u>First Lunch</u> Portables (all) Wings 200, 700 and 900</p> <p><u>Second Lunch</u> Wings 100 - 600, 800, P. E., Administration Bldg. and Music Room</p> <p><u>Note: One Single Lunch</u> on Collaboration and Minimum Day Schedules.</p> <p><i>(Lunch is determined by students' 3rd period classroom)</i></p>

ROSEVILLE HIGH SCHOOL MISSION

We will work together to ensure that all students are prepared for post-secondary education.

ACADEMICS

Graduation Credit Requirements:

English	40	VAPA/Foreign Language	10
Mathematics	20	Health & Safety	10
Science		Electives	110
Physical science	10		
Biological science	10	Total Units Required:	260
P.E.	20		
Social Studies			
World Studies	10		
U.S. History	10		
Government	5		
Economics	5		

College Entrance Requirements: A goal of RHS is to provide all students with options following the completion of their high school careers. It is recommended that students complete the **College Entrance A-G Requirements**. All classes must be of College Prep level or higher (see TIGER TRACKS for more information).

- a. History/Social Science **2** years required
- b. English **4** years required
- c. Math **3** years required (4 recommended)
- d. Lab Sciences **2** years required (3 recommended)
- e. Foreign Language **2** years required (3 recommended)
- f. Visual & Performing Arts **1** year required
- g. College Prep Elective **1** year required

For RHS approved courses go to: <https://doorways.ucop.edu/list/>

Grading Policy: Students may obtain a copy of the Board Grading Policy from the counselors. A student must receive approval from the counselor prior to taking a college course in order for an additional class to be placed on the transcript.

Grade Reports: Report Cards are issued approximately every 4 1/2 weeks. A grade of incomplete (I) is issued for extended illness, justifiable absences or extenuating circumstances. Incompletes must be made up within 15 working days after the end of the report period for which the grade is assigned. Progress grade reports are issued four weeks prior to the end of each grading period.

Homelink: Your connection to grade, attendance, and homework information. To create a student or parent account, please follow the instructions posted at our **Homelink** web site: <http://rosevillehsd.net>. If you have trouble creating an account or accessing information, please contact HomeLinkHelp (Heidi Hayes) at 771-6818 or via e-mail at HomeLinkHelp@rjuhsd.us

Student Conduct Rule: Students will be reviewed in the areas of academics, behavior, and attendance every quarter. Failure to meet appropriate standards in any one of these areas will result in loss of privileges including extra-curricular activities and/or graduation. Criteria for placement on Student Conduct include: excessive tardies or absences; suspension; failing grades at a quarter mark; failure to serve Saturday Schools when assigned.

Academic Integrity Policy: The primary goals of any educational institution should be to enhance the learning environment and to promote the pursuit of intellectual excellence. The Roseville Joint Union High School Board of Trustees believes that public school should reinforce the values of our democratic society, teach citizenship and provide an environment conducive to ethical behavior. Our Roseville High School community believes that the school should maintain a climate in which honesty, courtesy, responsibility, integrity and a concern for other are highly valued.

Cheating is an obstacle to achieving these goals. Definition: Cheating is taking (or lending) at inappropriate times a person's work, information, ideas, research or documentation without properly identifying the originator. It includes using unauthorized materials when testing or other acts specified in advance by the teacher. The teacher's professional judgment will determine whether cheating has occurred; students are reminded not to give the instructor cause to consider their actions a violation.

Consequences for a violation of the Academic Integrity Policy are progressive and cumulative for all classes. All incidents of cheating will be recorded in the student's discipline file.

- 1st incident: Zero grade for the assignment
Teacher will notify parent and administration
- 2nd incident: Zero grade for the assignment
Teacher will notify parent and administration
Teacher will notify counselor; parent conference if requested
- 3rd incident: Same as 2nd incident
Administrative action/consequences

Free Public Education: The California Constitution requires that schools provide a free public education, unless a charge is specifically authorized by law.

(California Constitution, Article IX-5); (Hartzell vs. Connel 1984)

Section 5 of Article IX of the State of California Constitution guarantees students a "free public education." The State Supreme Court concluded in the 1984 case of Hartzell v. Connell (1984) (35 Cal. 3d 899) that "all educational activities carried on by public school districts, extra-curricular as well as curricular, must be without cost to the students who participate in such activities." This same ruling found that "mandatory fees for participating in such extra-curricular activities as drama, music, and athletic competition" were illegal under the State Constitution. Furthermore, the Court also rejected the argument that "fees could be charged so long as the District waived fees for students who were financially unable to pay."

Permissible Fees: California public schools may charge fees as outlined in the Education Code. These permissible fees include:

- Transportation to and from school.
- Charges for food (limited by the free and reduced price meal program).
- Insurance for field trips (so long as there is a waiver for financial hardship).
- Fees for all community/adult classes.
- Lost or damaged books or district supplies.
- Direct cost of materials for property the student has made in class for his/her own use.

- Fees for school camp programs (i.e. outdoor science camp) – A permissible fee, but can't be mandatory.
- Actual cost of duplication of public records or student records.
- Charges for medical and accident insurance for athletic team members (so long as there is a waiver for financial hardship).

Education Code §17551: Students may be charged a fabrication fee for the direct costs in purchasing a project/property fabricated in a class such as a bookcase in woodshop. The charge is limited to the direct costs for the project. Absent purchase of the project for its direct costs, the school site may keep the project as its own personal property.

ATTENDANCE

Emergency Cards: All students are required to have a signed and completed current emergency card on file in the nurse's office. Students can only be released to names indicated on the emergency card.

Absence Procedures: The Attendance Office must receive a valid note or phone call from the parent within three days to clear an absence. This note should be written in ink and must include date note was written, first and last name of student, date and time of the total absence, reason for the absence, signature of parent or guardian and home and/or work number. An absence that is not cleared within three days will become a truancy. Forgery of a note or any other school document will result in school consequences. Board Policy 5000 requires that students with excess of 10 absences will be required to provide a note from a doctor.

Absences and Makeup Work: Any student who is absent from school for reasons other than a period or day truancy shall have an opportunity to either make up work in advance or complete missed assignments and tests after readmission (Board Policy 5121.2). Students shall have time that is equal to the number of days absent to complete class assignments following their readmission to school and official school verification of the following *excused* absences: family emergency, illness and medical appointments.

Students may complete work before, during or after their readmission at the teacher's choice of time for the following **approved** absences: family/personal business, field trips, college visitation, religious holidays, court appearance and suspension. A student who is aware in advance of an approved absence is responsible for contacting the teachers for the makeup work prior to the absence. Makeup work is allowed following a suspension. The attendance personnel will determine the category of any absence not included in the above categories. If an absence is deemed **unexcused**, previously assigned work is due on the original due date and any makeup work is due upon readmission.

Teachers may designate certain assignments as "long-term projects" which shall be submitted on the assigned due date regardless of students being absent. All written materials must be submitted by the required due date. However, oral presentations will be subject to the same makeup provision as for regular assignments. Long-term projects are those assignments which exceed a three week period, have written requirements provided to the students and an established due date.

Teachers have the discretion of extending the due dates for makeup work. A parent may call the attendance office to request schoolwork if a student will be absent three or more days. A student or parent may file a petition with the school absentee grading review team when there is an extenuating reason that should provide the student more makeup time.

Closed Campus: Roseville High School has a closed campus. Students must remain on the school grounds from the time of arrival in the morning, until departure after school, including lunch periods. Any violation of this policy will result in two Saturday Schools or Suspension. No students are permitted in the parking lot during the school day except by special permission of the office.

Permission to Leave the Campus: Prior to leaving campus students must obtain a Special Pass from the office. SPECIALS may be obtained from the attendance office or the nurse's office. Permission must be granted by a parent, guardian or person

indicated on the emergency card. Failure to secure a SPECIAL prior to leaving will result in a truancy and school consequences.

Lunch Pass: Students must walk home in order to qualify for a lunch pass. Students must reapply for a lunch pass each year at the student services window. Failure to follow the guidelines on the application will result in the termination of the lunch pass.

Truancy Policy: A truancy is an absence unauthorized by school or parent, an unauthorized departure from class, or a failure to clear absences within 3 days. **No make-up work is allowed.** A student with 3 or more unauthorized absences will be declared **habitually truant**. Habitually truant students will receive disciplinary consequences that may include: Saturday School, suspension, Letter of Conditional Enrollment or Administrative Transfer. Students may also be referred to Placer County Student Attendance Mediation Board (SAM) and/or law enforcement for a citation.

Tardiness: Students are expected to be punctual and in their assigned seat ready to work before the tardy bell sounds. This is a school-wide minimum standard.

Tardy policy per period by **9 week grading period:**

1st Tardy Student will receive a warning.

2nd Tardy Teacher action, parent contact by teacher

3rd Tardy Teacher action, parent contact by teacher

Subsequent Tardies Referral for Saturday School or other disciplinary consequence.

Students with 10 or more total tardies will result in placement on Student Conduct.

ATHLETICS

(See Athletic Handbook on the school website for information regarding interscholastic athletics)

Eligibility: Students must have earned an overall minimum 2.0 grade point average on a 4.0 grading scale during the preceding grading period and must have passed three of four classes during the preceding grading period.

A student may be granted one period of probation during his/her high school enrollment, beginning with the first school (9th grade) grading period. A probation may be granted only if the student has met one of the two academic eligibility requirements.

Sportsmanship: Roseville High School students are expected to demonstrate good sportsmanship and good relationship with other schools. Be positive. Cheer for your team rather than against the opposition. Refrain from booing and name calling. Respect the officials' judgment and interpretation of the rules. Exhibit respect for visiting and home coaches, athletes and fans. Be a fan with character as we "Pursue Victory With Honor." Noise-makers of any type are not allowed during any indoor games.

In the event of unsportsmanlike conduct, students will be removed from the event and may lose the privilege of attending other co-curricular or extra-curricular events.

STUDENT SERVICES

Library Information: Library hours are 7:15 – 3:30 p.m. On minimum days the library closes at 12:30. Up to 5 books may be checked out at a time for a period of 3 weeks. There are multiple databases available that students can use both in the library and through their home Internet connection. Information for accessing InfoTrac, ABC-Clio, Grolier Online, SIRS Researcher, and Facts on File can be found at the library circulation desk.

Health Services: The nurse is located in the Health Center in the administration building. Students must have a pass to come to the Health Center unless it is an emergency. Students should contact the nurse **prior to contacting parents** to receive permission to go home due to illness during the school day.

Student Assistance: Students are encouraged to contact the school nurse, guidance counselors, the youth services officer or administration to discuss any concerns or problems that may be impacting them personally. Other community service resources include:

Hot Lines

Suicide Crisis Line 773-3111
Youth Crisis 1-800-843-5200
Rape Crisis 1-800-575-5352
Child Abuse 872-6549
Drug Abuse 1-800-662-4357

Health Services

Alcohol AA 454-1100
Family Planning 781-3310
Sierra Family Serv. 783-5207
Narcotics Anon. 1-800-600-4673
Kid's First 774-6802
Community Clinic 784-6444

Health Problems: Students with serious health concerns such as diabetes, epilepsy, heart disease, or other serious conditions are to be brought to the personal attention of the school nurse with written medical instructions as necessary.

Communicable Diseases: Contagious diseases such as pink eye, impetigo, staph infections and ringworm require a written clearance for school attendance from a doctor. Parasites such as lice and scabies are causes for exclusion from school and school activities.

Immunizations: California state law requires up-to-date measles, rubella, tetanus, diphtheria, and polio immunizations for all students. Exemption for religious or medical reasons must be filed in writing in the permanent school health records. Failure to meet these requirements will result in the student being excluded from school.

Medications: Students are not allowed to carry medication with them. The nurse will cooperate with the pupil's parent/guardian and his/her physician by providing a safe place for the storage of necessary medication. **Selected school personnel may store and/or dispense prescription or over-the-counter medication to pupils upon written request of the pupil's parent/guardian and physician only when the medication is in the original container.** Forms are available in the Health Center. Note: Being in possession of prescription medication and/or distributing it to others may be cause for disciplinary action including a recommendation for expulsion.

Physical Education: Students who experienced a serious illness, injury, or any other health complications that limit or restrict participation in a full physical education program are required to submit a doctor's verification to the Health Center. Students with

certain limitations may, upon presentation of a recommendation from a physician, be excused from regular P.E. or placed in a modified program. Students requesting a modified program should contact the nurse.

Home Teaching: Requests for home teaching due to extended illness must be made through a doctor's note to the principal stating the nature of the illness and expected duration of the illness. Home teachers are available to students who will be out of school for more than two weeks.

GENERAL INFORMATION

Safety Drills: Fire drills and lockdown drills will be held at regular intervals. Students should follow the directives and address the situation in a serious manner. In the event of an actual crisis on campus, parents are requested to listen to the local media for information instead of calling or coming to the school. **Student use of cell phones is prohibited during emergency drills.**

Student Insurance: The school does not carry any accident insurance for students. It is the responsibility of the parent or guardian to provide insurance coverage. A referral for the purchase of student insurance may be obtained in the office.

Deliveries: RHS does not deliver items to students. Items may be left at the drop off table located in the hall near the attendance office by parents or guardians. *Deliveries from outside sources (flowers, DoorDash, balloons) will not be accepted.*

Student Body Cards: Student body cards will be issued to each student at the beginning of the school year. **Students are required to have their cards with them at all times.** Student body cards are **required** for all school activities. Lost cards are replaced for \$5.00 at the student services window during regular office hours.

PE Lockers: A P.E. locker is available for students in P.E. or athletics. Students are financially liable for damage to locks or lockers. **The school accepts no responsibility for the contents**

of the locker or for those items left unlocked in the locker room.

Visitors: No student visitors are permitted. Adults who have business on campus must register in the office and obtain a visitor's pass.

Lunches: Students must respect areas where classes are in session and will be removed if creating a disturbance. Out of bounds areas are interior hallways, parking lots and fields.

Campus Cleanliness: Students are expected to keep the campus clean; no littering. There shall be no food or drink allowed in the classrooms during instructional time. Special food projects may be allowed at the discretion of the teacher.

Advertising/Posting: Any distribution of literature or posting of signs must be approved through the office. Restrictions on size, areas of posting, and removal after the event are included in the approval process.

Parking: Parking on campus requires a permit. Students must show their driver's license and proof of insurance to obtain a permit. A permit does not guarantee a parking space on campus. Students parking in unauthorized areas will receive school or legal consequences. **Students may not park in spots identified for Staff Only.**

RULES AND REGULATIONS

Rules of Conduct for School Functions: Students are expected to follow the same code of behavior at all school functions that apply to the regular school day. Students must be in attendance for at least two (2) periods on the day of the event in order to participate in any school activity. Students may be denied participation in various student activities due to disciplinary consequences and/or placement on Student Conduct.

Dance Guest Pass: There may be special dances during the year to which guests may be invited. Guests must be at least high school age and below the age of twenty-one. Students may purchase one non-refundable guest pass per dance at the student

services window. If the guest misbehaves, the student may be (1) forbidden from securing another dance bid, (2) not allowed to attend any more dances and/or, (3) may receive school consequences.

Rules of Conduct at Dances: Students who are on the Student Conduct or owe fines will be prohibited from purchasing a ticket or attending the dance. **Students must have a current student body card to be admitted.** Duplicate student body cards replaced at a dance are \$10.00. If a student leaves a dance, he/she may not return to the dance. Smoking, drinking, possessing or having consumed drugs or alcohol is prohibited. Inappropriate behavior or dancing will result in removal from the dance and restricted attendance at future dances.

Buses: Students must have a current and valid bus pass to ride the bus. Passes are available at the Transportation Department. The same standards of behavior expected of students in the classroom are expected of students who ride the bus. Students not adhering to appropriate bus conduct will be denied bus privileges.

Any damage to the bus by a student which cannot be considered ordinary wear and tear must be paid for by the student.

Restricted Items: Items that are deemed to be a safety concern, inappropriate or disruptive will be confiscated. Cell phones and electronic devices are to be **turned off and put away** during instructional time, unless the teacher has given specific permission to use the electronic device. Inappropriate use of cell phones and electronic devices will result in confiscation and school consequences. A parent/guardian must contact the administration prior to the return of confiscated items on a first offense. A second offense will require a parent to retrieve the item from administration. A third offense will lead to administrative consequences. **The school is not responsible for lost, stolen or damaged restricted items.**

Campus Restrictions: Skateboarding, rollerblading and riding bicycles on campus is prohibited at all times. Loitering on campus after hours without a school-related purpose is trespassing. Failure to abide by campus restrictions will result in school, and possible legal, consequences.

Hazing: Hazing is any action which causes, or is likely to cause, bodily danger, physical harm or personal degradation or disgrace, resulting in physical or mental harm to any student. Any student responsible for hazing or inciting hazing will receive school, and/or possible legal consequences.

Student Technology Acceptable Use Policy (AUP):

Computers on campus, or any other devices connected to the school network, are to be used for educational purposes only. Any inappropriate use of technology on campus will be considered a violation of the Student Technology AUP and may result in disciplinary actions, including but not limited to, loss of student network account along with civil and/or legal consequences. The complete Student Technology AUP is available on the district website: www.rjuhsd.us

Dress Code: Clothing shall be within the bounds of decency, good taste, and appropriate for our high school environment. Extremes in clothing that the school staff deem as inappropriate and/or a distraction from the learning process are not permitted AND required to be corrected before returning to class. Shoes are to be worn at all times on campus, per state law. Examples that are not appropriate for the school setting include but are not limited to the following:

- Clothing with messages, pictures, or symbols depicting drugs, alcohol, tobacco, profanity, sex, violence, or disrespect for other students is not permitted.
- Shorts and skirts that expose the buttocks at any time are not permitted.
- Apparel, including bandanas, that indicates gang affiliation or violates the District gang profile.
- Accessories that can become weapons, such as metal studded necklaces, wristbands, rings, or heavy chains, are not permitted.

Coaches and teachers in classes such as shops may impose more stringent requirements than the above, as appropriate to ensure student safety.

DISCIPLINE

Behavior Standards: All students should be provided the opportunity to experience positive and worthwhile learning

experiences on the school campus. The goals of the discipline policy are to maintain an effective learning environment, to observe rules of conduct, and to develop self-discipline. Students are expected to demonstrate high personal standards of courtesy, decency, morality, appropriate language, honesty, appropriate behavior, and respect for self and others.

Standard Disciplinary Options: School consequences for violation of the disciplinary policy may include administrative conference, parent conference, Saturday School, Suspension, Letter of Condition, transfer to alternative program or expulsion. Failure to complete assigned consequences will result in further school actions.

Violations of Disciplinary Policies:

The following violations require a mandatory recommendation for expulsion:

- Caused, attempted to cause or threatened to cause serious injury.
- Possessed, sold or furnished a firearm, weapon, or other object to do harm.
- Possessed, used, sold or furnished a controlled substance.
- Offered, arranged, or negotiated to sell a controlled substance.
- Committed or attempted to commit robbery or extortion.

The following offenses will result in school consequences:

- Caused or attempted to cause damage to property.
- Stole or attempted to steal property.
- Smoking or possession of tobacco.
- Committed an obscene act or engaged in habitual profanity.
- Unlawful possession, sale or provision of drug paraphernalia.
- Disrupted school activities or willfully defied valid authority.
- Knowingly received stolen property.
- Possession of an imitation firearm.
- Setting fires or pulling the fire alarm.
- Sexual harassment, sexual assault or battery.
- Hate violence.
- Harassment, threats or intimidation, hazing.
- Possession or use of explosives.
- Engaging in gang behavior.
- Aiding or abetting physical injury.

- Trespassing, loitering on campus.
- Possession or use of firecrackers or other fireworks.
- Insulting, abusing or assaulting school personnel.
- Leaving school without permission; truancy.
- Failure to identify oneself or giving false information to school personnel.
- Forging, falsifying, or altering school documents.
- Gambling or wagering.
- Violation of Electronic Information Resources' policy.

Unlawful Harassment: The Roseville Joint Union High School District maintains a strict policy prohibiting harassment of students because of sex, race, color, national origin, ethnicity, religion, age, physical or mental disability, blindness or severely impaired vision, or any other basis protected by federal, state, or local law, ordinance or regulation. Violation of this policy by another student may result in discipline, up to and including suspension or expulsion, depending on the nature and seriousness of the violation.

This handbook is accurate as of publication. It may be revised at the discretion of the school or district. For the most current version, please visit: <http://rosevilletigers.org>.

Electronic Resources

Using computers on campus

You can log in to any computer on campus using the following credentials:

Username: firstname.lastname (John Doe = john.doe)

Password: Your 6-digit ID number

Google for Education Student Resources

Each RHS Student is assigned a Google Drive account to store work and do electronic collaboration on a variety of assignments.

To log in to your Google Drive, go to <http://www.google.com>, when signing in, your email address will follow the format:

firstname.lastname@student.rjuhsd.us

Your password will be your 6-digit ID number, same as when you log in to any school computer.

Blackboard

Blackboard is used by many teachers to extend the classroom online. Access Blackboard using your network credentials at <http://rjuhsd.blackboard.us>

Homelink

View grades, attendance and more using Homelink. This links directly to your student Google email above, and has the same password. <http://homelink.rjuhsd.us>

Using Naviance College and Career Exploration Tools

Naviance is a web-based colleges, careers and academic planning resource for students and parents.

You can access Naviance by going to <http://connection.naviance.com/roseville>. Your username is your Firstname.Lastname and your password is your RHS 6-digit student ID number. Your username and password is the same as logging onto a school computer.

“THE TIGER WAY”

Be Worthy Of Trust: Live with honor and integrity. Be honest, keep your promises and do what is right.

Treat Others With Respect: Live by the Golden Rule and avoid physical violence, verbal abuse, prejudice and all other acts that demean or offend human dignity.

Be Responsible: Exercise self-discipline and self-restraint. Do your best and be self-reliant and accountable for the consequences of your choices.

Strive To Be Fair: Don't cheat. Be open and consistent. Don't jump to conclusions and be careful in making judgments about others.

Demonstrate Caring: Be kind, empathetic and charitable. Avoid selfishness. Do what you can to improve the lives of others.

Be A Good Citizen: Do your share to make your community better. Play by the rules and obey laws.

Michael Josephson

***Earn your Stripes of Character
at Roseville High School!***