

# RANCHO BERNARDO HIGH SCHOOL



# STUDENT HANDBOOK

POWAY UNIFIED SCHOOL DISTRICT  
2009-2010

# ***Rancho Bernardo High School***

## ***We Believe Every Student Can Learn***



### ***Rancho Bernardo High School Shared Commitment***

It is an expectation of the Poway Unified School District that upon graduation from high school, students will be prepared to pursue a wide variety of reasonable options including admission to college. Rancho Bernardo High School students will be expected to successfully complete a course of study that prepares them to meet the “a-g” application requirements of the CSU/UC systems, and that also prepares them for the world of work and for making a lifetime of informed decisions.

Additionally, students will be offered opportunities to participate in a wide variety of extra- and co-curricular activities that help to produce balanced and productive adults.

#### **ATTRIBUTES**

- **RBHS** seeks to provide students with a common core curriculum complemented with a variety of elective courses and extra-curricular activities. This requires that students demonstrate that they know *How To Learn* and come to school each day ready to learn.
- **RBHS** recognizes and communicates the importance of the individual student. As a result, each student feels he/she is a *valued member* of the school community.
- **RBHS** staff members model the importance of *Lifelong Learning*, and the PUSD core value of *All Students Learning – Whatever It Takes!*
- **RBHS** students develop skills to become self-directed learners, accept responsibility for their learning, and contribute to the learning community.
- **RBHS** commits to providing and maintaining a safe, supportive environment for every person to participate and achieve individual learning goals.
- **RBHS** participates in the larger community and develops the partnerships to provide the support needed for academic and personal growth.

These expectations and attributes allow us to work together, make decisions, and keep our focus on the success of every student that enters **RBHS**. **RBHS** welcomes you and your family to our learning community, and we look forward to celebrating our students’ achievements throughout the year.

**Rancho Bernardo High School**  
**ADMINISTRATIVE STAFF**  
**2009 - 2010**

**PAUL ROBINSON.....PRINCIPAL**

**PATTY HURTT.....ASSISTANT PRINCIPAL**

**KEITH KOELZER.....ASSISTANT PRINCIPAL**

**TERESA PALZKILL.....ASSISTANT PRINCIPAL**

**COUNSELING STAFF**  
**2009 – 2010**

**A – C.....Michelle Matson**

**D – H.....Charlene Rolls**

**I – Mi.....Tim Sager**

**Mo – Sa.....Natalie Curry**

**Sc – Z.....Rod Jiu**

*ALMA MATER*

**As we stand beneath our colors  
with faith and loyalty,**

**Rancho Bernardo High School,  
we will pledge our love to thee;**

**To protect our name and honor  
is our never ending fight;**

**Behold our colors flying high  
the silver, blue and white!**

*FIGHT SONG*

**(“The Victors” University of Michigan)**

**Hail to the Broncos valiant,  
Hail to the conquering heroes;  
Hail, hail to RB High,  
The mighty Broncos fight!**

**Hail to the Broncos valiant,  
Hail to the conquering heroes;  
Hail, Hail to RB High,  
The silver, blue and white!**

**Rancho Bernardo High School  
ASSOCIATED STUDENT BODY  
2009-2010**

**EXECUTIVE OFFICERS**

President .....	Nina Scheepers
Vice President of Activities.....	Karen Mejia
Vice President of Communication.....	Corey Permann
Vice President of Student Affairs.....	Kelly Bourque
Business Manager/Technology.....	Lauren Long
Secretary/School Board Rep.....	Sana Marzouq
Finance Commissioner.....	Aneri Parikh

**COMMISSIONERS**

Academic Recognition .....	Aly Faucett and Avni Patel
ASB Recognition .....	Taylor Milam
Athletics .....	Lara Bourque and Ryan Worden
Community Marketing .....	Morgan Mastrovich
Elections .....	Thomas Choi
Entertainment .....	Katie Holmes and Kelli Reilly
Faculty Recognition .....	Brittany Daum and Ajouni Singh
Fine Arts Recognition.....	Lindsey Jaffe
Historian.....	Caitlin Chesler
Human Relations .....	Jolie Lopes and Julian Pena
Logistics and Support .....	Brittany Banks
Outreach .....	Angeline Dy and Matt Togni
Public Relations and Marketing .....	Lizzy Kurtz and Kayla Snyder
Special Recognition .....	Louise Song
Spirit and Assemblies .....	Conner Kennedy and Julie Lapidot

**CLASS OFFICERS**

Senior Class President.....	Melissa Shafer
Senior Class Vice President.....	Kim Dang
Junior Class President.....	Delaney Schenk
Junior Class Vice President.....	Matt Hanamoto
Sophomore Class President.....	Lisa Kim
Sophomore Class Vice President.....	Reem Fatayerji
Freshmen Class Co-Presidents.....	Kayla Kupetsky, Danielle Pavia, Tina Girolamo

# **RANCHO BERNARDO HIGH SCHOOL**

## **STANDARDS FOR STUDENT BEHAVIOR**

Most students are very serious about wanting to take full advantage of the time they spend in school. Students who come to school ready to learn and participate in activities seldom have problems with school rules. However, the conduct of a student should not interfere with the educational rights of others.

It is the intent of Rancho Bernardo High School and the Governing Board that district discipline policies and regulations be enforced consistently and fairly without regard to race, creed, color or sex. Discipline based on faith in the worth and dignity of each individual is a positive form of guidance rather than a punitive device.

This handbook describes areas considered by the Poway Unified School District as significant infractions. Students with violations in these areas will receive corresponding disciplinary action, also listed in this handbook. In all cases of disciplinary action, students are protected by due process.

Students and parents should be aware that this document only describes the major problem areas. At any time, students may be counseled by teachers or administrators regarding their behavior. If this occurs, students will be informed as to what they must do to make their behavior acceptable. Possible consequences, if needed, will also be explained.

It is suggested that after reading the handbook carefully, students place the "Standards for Student Behavior" in their school notebooks. This basic code of conduct is designed to support, not stifle, students. We hope it will help provide students with a school they are proud to attend, in an atmosphere where they have freedom to learn.

### **STUDENT RIGHTS/DUE PROCESS**

STUDENTS IN CALIFORNIA HAVE THE RIGHT TO BE SAFE WHILE ATTENDING SCHOOL. THE RANCHO BERNARDO HIGH SCHOOL FACULTY, STAFF, AND ADMINISTRATION WILL DO EVERYTHING POSSIBLE TO INSURE THIS RIGHT.

ALL STUDENTS ARE ENTITLED TO DUE PROCESS OF LAW. WHEN FACING DISCIPLINARY ACTION, STUDENTS ARE ENTITLED TO HEAR THE ACCUSATION AND THEN PROVIDE AN EXPLANATION. THIS GUARANTEE WILL BE ADHERED TO BY ALL SCHOOL PERSONNEL.

STUDENTS WISHING TO APPEAL DISCIPLINARY DECISIONS SHOULD CONTACT THE PRINCIPAL FOR INFORMATION ON SPECIFIC PROCEDURES.

# RULES OF STUDENT DISCIPLINE IN THE POWAY UNIFIED SCHOOL DISTRICT

POWAY UNIFIED SCHOOL DISTRICT • 13626 Twin Peaks Road • Poway CA 92064-3034

Students of the Poway Unified School District will be disciplined in accordance with Statutes of the State of California. A student will be subject to disciplinary action for designated acts if the acts are related to school activity or attendance and which occur at any time, including, but not limited to, any of the following:

- *The student is on school grounds.*
- *The student is going to or coming from school.*
- *The student is on breaks or lunch periods whether on or off campus.*
- *The student is going to, coming from, or attending a school or District-sponsored activity.*

Grades 6 - 12

The prohibited acts are:

1. Causing, attempting to cause, threatening to cause, or assisting in the cause or threat of physical injury to another person; including, but not limited to fighting, assault or battery;
2. Possessing, selling, or otherwise furnishing to others any firearm, any knife, explosive, or other dangerous objects such as, but not limited to, brass knuckles, razor blades, any pellet or pellet-type guns, paintball guns, lasers, or pepper spray;
3. Possessing, using, having consumed, or being under the influence of alcohol, narcotics, dangerous drugs, unauthorized prescription medications (e.g., Soma or Ritalin), or other controlled substances or intoxicants of any kind; (including over-the-counter medications which create an intoxicating effect);
4. Transferring, selling, distributing, offering, arranging, or negotiating to sell, substances which are, or are purported to be, alcohol, narcotics, dangerous drugs, unauthorized prescription medications (e.g., Soma, Ritalin), other controlled substances, (i.e., marijuana, crystal methamphetamine, or anabolic steroids) or intoxicants of any kind; (including over-the-counter medications which create an intoxicating effect);
5. Committing or attempting to commit robbery or extortion;
6. Causing or attempting to cause damage to school or private property;
7. Committing or attempting to commit theft of school or private property;
8. Possessing or using tobacco or any products containing tobacco or nicotine on school premises;
9. Commission of obscene act or engaging in habitual profanity or vulgarity;
10. Unlawfully possessing, offering, arranging, or negotiating to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code;
11. Disruption of school activities or willful defiance of school authority, including violations of academic honesty;
12. Knowingly receiving stolen school or private property;
13. Possessing an imitation firearm;
14. Committing or attempting to commit a sexual assault or sexual battery;
15. Threatening or intimidating a witness or a complaining witness in a school disciplinary proceeding;
16. Sexual harassment (Grades 4-12);
17. Hate behavior/Violence (Grades 4-12);
18. Violating technology-use policies and inappropriate use of electronic signaling devices (e.g., cell phones, cameras, pagers, laser pointers, computers);
19. Causing or attempting to cause an assault or battery, intimidation, harassment, or threats on any school employee or school property;
20. Causing or attempting to cause acts of intimidation, harassment, or hazing on any student (e.g., initiations into clubs, sport teams, or student body associations);
21. Terroristic threats against school officials, school property, or both;
22. Engaging in bullying, including but not limited to, an electronic act against another pupil or school personnel.
23. Violating individual school rules, or violating bus rules.

Disciplinary actions may include, but are not limited to, advice and counsel, warnings, campus work details, detention, In-School Suspension (ISS), Friday School, bus suspension, home suspension, behavior or rehabilitation contracts, transfer to another school/program, and/or expulsion from the Poway Unified School District.

### GROUNDINGS FOR SUSPENSION AND/OR EXPULSION

The Board of Education authorizes the school principal to suspend or to recommend to the Board for consideration of expulsion any student who violates the Rules of Student Discipline. Restitution may also be required in cases of damage or destruction of property. At any time, if the principal determines that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process, the student may be suspended and/or expelled.

### DISCIPLINE FOR THE USE OF ALCOHOL AND CONTROLLED SUBSTANCES

Board Policy defines specific disciplinary action for the use of alcohol and controlled substances. Compliance with these standards and prohibitions is mandatory.

PROHIBITED ACTS	DISCIPLINARY ACTION 6-12	
<p><b>1.</b> Unlawfully possessing, using, having consumed or being under the influence of alcohol, narcotics, dangerous drugs, unauthorized prescription medications (e.g., Soma, Ritalin), other controlled substances, or intoxicants of any kind (including over-the-counter medications which create an intoxicating effect).</p>	<p><b><u>First Offense</u></b> Suspend and recommend expulsion or suspend and transfer to another middle school or high school, or the continuation high school, for the remainder of the semester/term and the following semester/ term. Contact law enforcement. Initiate an intervention contract.</p>	<p><b><u>Second Offense</u></b> Suspend and recommend for expulsion.</p>
<p><b>2.</b> Unlawfully possessing, offering, arranging, or negotiating to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code.</p>	<p>Suspend or suspend and transfer to another middle school or high school, or the continuation high school, for the remainder of the semester/term and the following semester/term. Contact law enforcement. Initiate an intervention contract.</p>	<p>Suspend and recommend for expulsion.</p>
<p><b>3.</b> Transferring, selling, distributing, offering, arranging, or negotiating to sell, substances which are, or are purported to be alcohol, narcotics, dangerous drugs, unauthorized prescription medications (e.g., Soma, Ritalin), other controlled substances, or intoxicants of any kind (including over-the-counter medications which create an intoxicating effect).</p>	<p>Suspend and recommend for expulsion. Contact law enforcement.</p>	

- To enforce its policy of intolerance for drugs and other dangerous substances, the District may use specially trained nonaggressive dogs to alert staff to the presence of substances prohibited by law or District policy. The dogs will inspect inanimate objects only.
- Alcohol detection devices may also be utilized as part of an investigation or as a condition of participation in designated extra-curricular events.
- Students, lockers, and vehicles are subject to search when reasonable suspicion exists.

These rules of student discipline are subject to modification without notice due to State of California legislative action during the school year. Any additional discipline rules for your student's site are available in the principal's office.

- If you are having difficulty understanding these forms, please contact the school for assistance.
- Si tiene dificultad comprendiendo estas formas, haga el favor de comunicarse con la escuela para asistencia.
- Tumawag sa paaralan kung kailangan ninyo nang piliwanag.
- Neu ong hay ba co tro ngai gi ve van thu nay, xin vui long lien lac voi nha truong de duoc huong dan.

## GROUNDS FOR SUSPENSION OR EXPULSION

The Board of Education authorizes the School Principal to suspend or to recommend to the Board for consideration of expulsion any student who violates the Rules of Student Discipline. Restitution may be required in cases of damage or destruction of property. Suspension or expulsion will be imposed on the first offense for offenses 1 through 11 (see page 5). For offenses 12 through 23 (see page 5), suspension or expulsion may be imposed when other means of correction fail to bring about proper conduct. However, at any time if the Principal determines that the student’s presence causes a danger to persons or property or threatens to disrupt the instruction process, the student may be suspended **or** expelled.

### DISCIPLINE FOR THE USE OF ALCOHOL AND CONTROLLED SUBSTANCES

**Board Policy defines specific disciplinary action for the use of alcohol and controlled substances. A student will be subject to disciplinary action for the designated acts which are related to school activity and attendance and which occur at any time, including but not limited to any of the following:**

- **The student is on school grounds at a time when school is in session or a school-sponsored activity is in progress.**
- **The student is going to or coming from school.**
- **The student is on breaks or lunch periods whether on or off campus.**
- **The student is going to, coming from, or attending a school-sponsored activity.**

<u>PROHIBITED ACTS</u>	<u>DISCIPLINARY ACTION</u>	
	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE
Unlawfully possessing, using, having consumed or being under the influence of alcohol, narcotics, dangerous drugs, unauthorized prescription medications (e.g., Soma, Ritalin), other controlled substances, or intoxicants of any kind (including over-the-counter medications which create an intoxicating effect).	Suspend and recommend expulsion or suspend and transfer to another high school, or the continuation high school, for the remainder of the semester/term and the following semester/term. Contact law enforcement. Initiate an intervention contract.	Suspend and recommend for expulsion. Contact law enforcement.
Unlawfully possessing, offering, arranging, or negotiating to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code.	Suspend or suspend and transfer to another high school, or the continuation high school, for the remainder of the semester/term and the following semester/term. Contact law enforcement. Initiate an intervention contract.	Suspend and recommend for expulsion. Contact law enforcement.
Transferring, selling, distributing, offering, arranging, or negotiating to sell, substances which are, or are purported to be alcohol, narcotics, dangerous drugs, unauthorized prescription medications (e.g., Soma, Ritalin), other controlled substances, or intoxicants of any kind (including over-the-counter medications which create an intoxicating effect).	Suspend and recommend for expulsion. Contact law enforcement.	

**To enforce its policy of intolerance for drugs and other dangerous substances, the District may use specially trained nonaggressive dogs to alert staff to the presence of substances prohibited by law or District policy. The dogs will inspect inanimate objects only.**

- **Alcohol detection devices may also be utilized as part of an investigation or as a condition of participation in designated extra curricular events.**
- **Students, lockers, and vehicles are subject to search when reasonable suspicion exists.**
- **These rules of student discipline are subject to modification without notice due to State of California legislative action during the school year. Any additional discipline rules for Rancho Bernardo High School are available in the principal’s office.**

### NONPUNITIVE SELF-REFERRAL

The Board strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her parent/guardian or any school staff member. Students who disclose past use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be punished or disciplined for such past use. (This does not include a student who is in possession or under the influence of alcohol or other drugs at the time of reporting this information.)

The chart below indicates the types of disciplinary action that may apply to each problem area. In each instance, a minimum action is suggested. The range covers suggested action for first occurrences and for repeated occurrences.

<b><u>VIOLATIONS</u></b>	<b><u>ACTION TO BE TAKEN</u></b>		
	<b>RANGE</b>	<b>FIRST OCCURRENCE</b>	<b>REPEATED OCCURRENCES</b>
BUS CONDUCT	Minimum	Conference	Loss of bus privileges
	Maximum	Loss of bus privileges	Permanent loss of bus privileges
CLASS CUT	Minimum	Teacher Assigned Consequences	Parent Contact / Friday School / ISS
	Maximum	Lunch Detention	Suspension / S.A.R.B.*
CYBERBULLYING	Minimum	Conference and documentation	Suspension and documentation / Notification of law enforcement
	Maximum	Suspension/Notification of law enforcement	Expulsion / Notification of law enforcement
COMPUTER HACKING / VIRUSES INAPPROPRIATE USE	Minimum	Restitution and drop from computer class with failing grade and Suspension / Restriction from Campus Computers	
	Maximum		
DEFIANCE OF AUTHORITY	Minimum	Conference	Suspension
	Maximum	Suspension	Expulsion
DESTRUCTION OF PROPERTY / VANDALISM	Minimum	Suspension and Restitution	
	Maximum	Expulsion and Restitution	
DISORDERLY CONDUCT / DISRUPTION OF SCHOOL ACTIVITIES	Minimum	Friday School	Removal from class with failing grade
	Maximum	Suspension	Expulsion
DRESS CODE	Minimum	Confiscation & change clothes	Parent Conference / Friday School
	Maximum	Suspension	
DRUGS / ALCOHOL / STEROIDS / POSSESSION / USE **	Minimum	Suspension and Transfer / Notification of law enforcement	Suspension and Expulsion / Notification of law enforcement
	Maximum	Suspension and Expulsion / Notification of law enforcement	
DRUGS / ALCOHOL / STERIODS SALE OR PROVIDING **	Minimum	Expulsion / Notification of law enforcement	
	Maximum		
ELECTRONIC PAGING DEVICES / PHONES, ETC.	Minimum	Teacher Confiscation and Parent Pick Up	
	Maximum	Suspension	
EXPLOSIVE DEVICES	Mandatory	Suspension and/or Expulsion / Notification of law enforcement	
EXTORTION / ROBBERY	Mandatory	Suspension and/or Expulsion / Notification of law enforcement	
FIGHTING / BATTERY / ASSAULT	Minimum	Suspension and/or Expulsion / Notification of law enforcement	
	Maximum		
FORGERY	Minimum	Conference / ISS	Suspension
	Maximum	Suspension	Expulsion
GAMBLING	Minimum	Conference	Parent Conference / Friday School
	Maximum	Suspension	
HARASSMENT	Minimum	Suspension	
	Maximum	Expulsion	
▪ SEXUAL	Minimum	Expulsion and Notification of law enforcement	
	Maximum		
▪ HATE VIOLENCE / BEHAVIOR	Minimum	Expulsion and Notification of law enforcement	
	Maximum		
▪ HATE MOTIVATED INTIMIDATION OR HARASSMENT	Minimum	Suspension	
	Maximum	Expulsion and Notification of law enforcement	
HAZING	Minimum	Conference and documentation	Suspension and documentation
	Maximum	Suspension and expulsion	Expulsion / Notification of law enforcement

LASER POINTERS	Minimum	Conference / Confiscation	Suspension
	Maximum	Suspension	
OFF LIMITS	Minimum	Warning	ISS / Suspension
	Maximum	Suspension	
POSSESSION OF LIGHTER / MATCHES	Minimum	Warning and Confiscation	Suspension
	Maximum	Suspension and Notification of law enforcement	
PROFANITY / OBSCENE ACTS	Minimum	Conference	ISS / Suspension
	Maximum	Suspension	Expulsion
SMOKING / POSSESSION OF TOBACCO PRODUCTS	Minimum	Suspension and Notification of law enforcement	
	Maximum	Suspension / Expulsion and Notification of law enforcement	
TARDINESS	Minimum	Teacher Assigned Consequences	Lunch Detention / Suspension
	Maximum	Teacher Assigned Consequences	Removal from class with failing grade
THEFT / POSSESSION OF STOLEN PROPERTY	Minimum	Suspension and Restitution	
	Maximum	Notification of law enforcement / Expulsion and Restitution	
TRANSFER / POSSESSION / SALE OF PARAPHERNALIA **	Minimum	Suspension	Suspension and Transfer
	Maximum	Suspension and Expulsion	
TRUANCY	Minimum	Friday School	Friday School / S.A.R.B. * ISS / Attendance Contract
	Maximum	Friday School	Alternative Placement
WEAPONS / INJURIOUS OBJECTS	Mandatory	Suspension and/or Expulsion / Notification of law enforcement	

\* School Attendance Review Board

\*\* See PUSD Form PP-3A6-12, "Rules of Student Discipline" (signed by all students and parents)

Senate Bill 1300 – Chapter 1254 states that for any person under the age of 21 years who has been convicted of possessing or using alcohol or other illegal drugs, there is a one-year mandatory suspension of driving privileges. Minors between 13 and 16 years of age who received such a conviction would experience a one-year delay in obtaining their driver's licenses once they reach the age of 16.

Possession of marijuana on the grounds of a public school during the hours in which school is open and offering instruction or programs for pupils K-12 is a misdemeanor. Minors may be punished on the first offense by a fine of up to \$250. Second offenses and adult misdemeanors may be punished by a fine of up to \$500 and/or ten (10) days imprisonment.

## High School

At the high school level, violations are cumulative and do not start over at the beginning of each year. These guidelines do not prevent school administrators from imposing a more severe consequence based on the seriousness of the offense(s) at issue.

### Academic Honesty Violation - Level 1

- Plagiarizing or copying of **homework** or **daily classroom** assignments

#### **1st Offense**

- Initial parent contact by teacher
- Information Only Referral to Assistant Principal
- “0” on assignment, as determined by the classroom teacher
- May result in “U” in citizenship for the six- or twelve-week progress report, as determined by the classroom teacher.

#### **2nd Offense**

- Initial parent contact by teacher
- Parent conference scheduled with Assistant Principal and teacher
- Action Referral to Assistant Principal
- Placement on Academic Honesty Probation for remainder of high school
- “0” on assignment, as determined by the classroom teacher
- Possible “U” in citizenship for the semester, as determined by the classroom teacher

#### **3rd Offense**

- Action Referral to Assistant Principal
- Parent conference scheduled with Assistant Principal and teacher
- “0” on assignment, as determined by the classroom teacher
- Citizenship grade of “U” for the semester, as determined by the classroom teacher
- Behavior contract established with student, parent, and administration
- May result in “F” in class, as determined by the classroom teacher

### Academic Honesty Violation - Level 2

- Cheating on **classroom tests, quizzes, major projects, standardized tests.**
- Fabrication / Falsification
- Theft or alteration of materials or equipment
- Plagiarism
- Forgery
- Unauthorized collaboration

#### **1st Offense**

- Action Referral to Assistant Principal
- Parent conference scheduled with Assistant Principal and teacher
- Placement on Academic Honesty Probation for remainder of high school
- Possible home suspension
- “0” on assignment, as determined by the classroom teacher
- May result in “U” in citizenship for the grading period, as determined by the classroom teacher

#### **2nd Offense**

- Action Referral to Assistant Principal
- Parent conference scheduled with Assistant Principal and teacher
- Possible home suspension
- “0” on assignment, as determined by the classroom teacher
- Citizenship grade of “U” for the grading period, as determined by the classroom teacher
- Behavior contract established with student, parent, and administration
- If second offense is in same class as the first offense then:
  - o “Withdraw/Fail”, as determined by the classroom teacher
  - o Removal from class to an appropriate setting

#### **3rd Offense**

- Action Referral to Assistant Principal
- Parent conference scheduled with Assistant Principal and teacher
- “Withdraw/Fail” and grade of “U” in citizenship in the class the infraction occurred, as determined by the classroom teacher.
- Removal from class to an appropriate setting

**\*Further violations of the Academic Honesty Policy may result in transfer, suspension, and/or expulsion.**

## **☐ ACADEMIC HONESTY**

It is expected that students, parents/guardians, staff, and administrators shall be responsible for creating and maintaining a positive school climate that supports and encourages honesty. In support of academic honesty and the personal integrity of all students, the Poway Unified School District has established the following guidelines:

1. Discipline rules and procedures for all violations of academic honesty will be conveyed to staff, parents, and students, in writing, at the beginning of each school year.
2. Parents and students will be required to review and sign the Academic Honesty Policy and Procedures at the beginning of each school year.
3. Teachers and staff will be responsible for providing safeguards that discourages acts of student dishonesty on tests and assignments.
4. School staff (administrators/teachers) will enforce discipline rules and procedures as described in the school's discipline rules and procedures for all violations of academic honesty.
5. Students found to be in violation of rules of academic honesty will be subject to disciplinary action outlined in the school's discipline rules and procedures.
6. Teachers are encouraged to be the first point of parent contact at all levels regardless of frequency of offense.

Acts of academic dishonesty include, but are not limited to, the following:

### **1. Cheating on Tests**

Any giving or receiving of external assistance (either verbally, in writing, or using an electronic device) relating to an examination, test, or quiz, without expressed direction or permission of the teacher. This includes giving or receiving previously administered tests.

### **2. Fabrication/Falsification**

Any falsification or invention of data citation, or other authority in an academic exercise.

### **3. Forgery**

Falsifying or submitting academic work by forging another person's signature.

### **4. Unauthorized Collaboration**

Collaboration on an assignment between a student and another person, if such collaboration is not expressly directed or permitted by the teacher. This includes copying another student's work, allowing work to be copied or completing assignments for others, giving or "passing" old tests to other students for the following year, or receiving old tests from other students.

### **5. Plagiarism**

Any use of another's ideas, words, or work, and crediting such, as one's own. Plagiarism includes the misuse of published materials, Internet information, and the work of other students. This also includes copying another student's work, allowing work to be copied, or completing assignments for them.

### **6. Theft or Alteration of Materials or Equipment**

Any unauthorized taking, concealment, or alteration of student or teacher instructional materials or equipment, including, but not limited to, the District data network, Internet, and other on-line resources.

#### **Guidelines for consequences of Academic Honesty violations.**

A system of **progressive discipline** shall be followed whenever practicable and the listed consequences shall serve as guidelines.

Consequences for academic honesty violations will be enforced in accordance with behavioral expectancies at the high school. Nothing in these procedural guidelines shall be construed to prohibit school administrators from imposing a more severe consequence based on the seriousness of the offense(s) at issue, including, but not limited to: leadership positions, co-curricular activities, and extra-curricular activities. Consequences may include, but are not limited to:

*(please refer to page 9)*

## ☐ ATTENDANCE

*Compulsory attendance laws require that parents send their children to school. The law further states that students must attend every scheduled session of every class, even if failure is imminent. The law applies to all students until 18 years of age. Once students attain the age of 18 years they become guests and can be removed from school rolls if their academic progress, attendance, or behavior is not acceptable.*

### ATTENDANCE OFFICE HOTLINE 485-4845

#### Clearing Absences:

1. Parents must call the Attendance Office **EACH DAY** the student is absent. The Attendance Office Hotline may be contacted 24 hours a day at 485-4845. **WE DO NOT ACCEPT NOTES, PLEASE CALL.**
2. All students returning to school after an absence must check the Attendance Office window for a list of students who need to pick up a readmit slip. If the student's name is on the list, they must get a readmit slip before going to 1st period class. Failure to do so will result in a Friday School.
3. Those students whose parents have not called must pick up an unexcused readmit slip and will be given until **break** the following day to clear the absence. After that time, the absence will be listed as truancy, and disciplinary action will be taken.
4. Twelve absences are considered excessive and a SARB letter will be sent to the district office, unless a medical note is provided.
5. **MEDICAL EXCUSES** - In order for a student not to be penalized for any tardy or absence, the State of California requires verification in writing, on official doctor's letterhead, showing student's name and date of appointment.
6. Students who arrive between classes, during break, or lunch must check in with the Attendance Office before going to the next class. Six (6) tardies are considered excessive and will be subject to disciplinary action unless a doctor or dentist note is provided.
7. Students who have a 6½ period class must consider that part of their regular school day and must follow all the attendance rules as stated in this handbook. Those students with a 6½ period must **NOT** leave campus prior to the class without an Off-Campus Pass.
8. Students who are attending off campus classes will be considered truant if they do not arrive to their RBHS class on time.
9. Seniors who leave campus on a lunch pass must either return for the afternoon classes or have a parent call the **SAME** day to excuse the afternoon absence. Otherwise afternoon absence will be considered a truancy which can **NOT** be cleared. (see page 17).

10. Students must obtain an Off-Campus Pass **BEFORE** leaving school. If they leave without a pass, it is considered truancy and can **NOT** be excused.

#### Off-Campus Passes, Leaving Campus During School Hours:

1. Rancho Bernardo High School is a **CLOSED CAMPUS**.
2. Students who need to leave campus before the end of their last class, this includes a 6½ period class, must get an Off-Campus Pass **BEFORE LEAVING SCHOOL**. Students are to obtain an Off-Campus Pass at the Attendance Office by having a parent call and leave the following information:
  - Full name and grade
  - Phone number where parent can be reached
  - Date and time of departure
  - Time of expected return
  - Reason for leaving

**YOU ARE RESPONSIBLE FOR PICKING UP THE OFF-CAMPUS PASS. IT MAY BE PICKED UP BEFORE SCHOOL, AT BREAK, LUNCH, OR BETWEEN CLASSES ONLY. THE ATTENDANCE OFFICE IS HERE TO HELP STUDENTS. BE SURE TO CHECK WITH THEM BEFORE LEAVING SCHOOL. STUDENTS WHO LEAVE WITHOUT FOLLOWING PROPER PROCEDURES WILL BE CONSIDERED TRUANT.**

3. The Health Attendant may issue Off-Campus Passes in case of illness.
4. When returning to school, students should use their Off-Campus Pass as their readmit slip.
5. Students who leave campus without properly checking out of school as outlined above will be subject to disciplinary action. This includes students who leave for legitimate reasons such as medical appointments but fail to properly check out of school.
6. A parent must call the Attendance Office immediately if a student leaves campus at lunch on a lunch pass and does not return to school that day. Rancho Bernardo High School does not accept after-the-fact calls the next day.
7. Parent phone calls to dismiss students for lunch are not accepted. Parents must come into the attendance office if they want their student to leave for lunch. Lunch passes are available to senior students only, with parental permission and an approved off-campus lunch pass.

#### **THREE TIMES A STUDENT MUST REPORT TO THE ATTENDANCE OFFICE:**

1. **AFTER AN ALL DAY ABSENCE (TO CHECK LIST AT WINDOW).**
2. **ARRIVING LATE TO SCHOOL.**
3. **LEAVING BEFORE THE END OF THE SCHOOL DAY (THIS INCLUDES 6½ PERIOD).**

**☐ ARRIVING LATE TO SCHOOL**

1. Students arriving late to school must report to the Attendance Office window.
2. Students arriving late to school after first period must check in with the Attendance Office the **SAME DAY** or face possible disciplinary action.
3. Six tardies are considered excessive and will result in disciplinary action unless a doctor or dentist note is provided.

**☐ ATTENDANCE REQUIREMENTS FOR PARTICIPATION IN SCHOOL ACTIVITIES**

A student must attend a minimum of four classes (two laboratory classes) the day of any school activity (such as an athletic contest, play, field trip, academic league, club activity, rehearsals, practices, etc.) in order to participate. Parent knowledge of a student absence will not excuse the absence. In order for the student to be eligible for participation, the principal must be consulted prior to the absence.

**☐ CAFETERIA**

Students are not to cut in cafeteria lines or ask other students to purchase food for them. Students who wish to buy food are to wait in line. The cafeteria will not sell food/drinks once the passing bell sounds after break and lunch.

**☐ CELLULAR TELEPHONES (also see Electronic Devices)**

**Cellular phones are to be turned off and hidden from view during class time.** Videotaping on campus without permission from an administrator is prohibited.

**☐ CITIZENSHIP**

Striving for excellence is a tradition at Rancho Bernardo High School. This excellence comes as a result of hard work and sacrifice by many students in a variety of roles. It is essential that students who represent Rancho Bernardo High School exhibit behaviors both on and off campus which would not detract from, tarnish or mar the reputation of a team, program, or school. Our student leaders should act as meaningful, productive members of society, showing good citizenship toward all. They should, through their own degree of good citizenship, provide the role models necessary to maintain the high level of excellence and provide leadership for other student followers.

Failure to live up to these standards may result in students being removed from the positions they hold including all co-curricular activities such as team sports, clubs and ASB offices.

**☐ CLASSROOM BEHAVIOR**

Inappropriate behavior in class is unacceptable and subject to disciplinary action. All students are expected to follow the Rancho Bernardo High School classroom rules which are posted in all classrooms.

**☐ COPYRIGHTED MATERIAL**

It is the intent of the Poway Unified School District that all staff members and students shall adhere to the provision of copyright laws in the use of instructional materials. Copyright guidelines specify the appropriate use of printed materials; sheet and recorded music; computer software; audio recordings including records, disks and tapes; films, videotapes, filmstrips, overhead transparencies, or slide programs; off-the-air taping (radio and television); rental, purchase, and use of videotape. Copyright guidelines for specific materials are available in the RBHS library.

*Source: PUSD Administrative Procedure. Educational Program, Use of Copyrighted Material. California Department of Education. Suggested Copyright Policy and Guidelines for California's School Districts. 1991. Policy Section 3.28*

HONESTY	Truthfulness; sincerity; candidness not stealing or cheating
INTEGRITY	Being virtuous; showing commitment; behavior reflects beliefs
PROMISE KEEPING	Trustworthiness; reliability; being prudent about making commitments and scrupulous about meeting them
FAIRNESS	Objectivity; open-mindedness; being just and fair
CARE FOR OTHERS RESPECT FOR OTHERS	Kindness; compassion; sharing; acknowledging the rights of others, including personal consideration of their feelings, dignity, and privacy; being courteous and helpful
RESPONSIBLE CITIZENSHIP	Accepting social responsibility; being law-abiding
PURSUIT OF EXCELLENCE	Striving for excellence; persevering; being diligent, reliable, careful, prepared and informed
ACCOUNTABILITY	Accepting responsibility for actions
LOYALTY	Faithful devotion to obligations; maintaining confidences; fidelity
TEMPERANCE	Being patient, moderate, careful; self-restrained in conduct; thought preceding action
COURAGE	Bravery; taking appropriate risks; having the courage of one's convictions; being capable of self-sacrifice

## **CORE ETHICS OF RANCHO BERNARDO HIGH SCHOOL**

Rancho Bernardo High School is committed to being a community of thoughtful persons in the way we use our minds and the way we relate to one another. We are dedicated to developing character through a school-wide effort of students and staff to examine and bring to life the following habits of mind:

Rancho Bernardo High School encourages all students to be respectful of others, including other students, faculty, staff, and parents. This would include being tolerant of differences as well. Racially or gender oriented offenses will not be tolerated and are subject to strict discipline.

**NONDISCRIMINATION STATEMENT: District programs and activities shall be free from discrimination with respect to gender, race, color, religion, national origin, ethnic group, marital or parental status, and physical or mental disability.**

## **CONFLICT RESOLUTION**

During the 1992-93 school year the students created the following conflict resolution:

1. Agree to avoid the use of derogatory names.
2. Agree to try to understand the intent of another person's actions before reacting.
3. Agree to respect individuals as they are.
4. Agree to educate and learn from each other.
5. Agree that educators should be educated on culturally sensitive issues/themes.
6. Agree that students want and need input on administrative decisions.
7. Agree that students should be educated from a global perspective.
8. Agree to listen to each others' perspective.
9. Agree all cultural clubs are open to all students.
10. Agree that only united as a student body can issues be resolved.
11. Agree to request mediation between students and staff when necessary.

## **CYBERBULLYING**

Beginning January 8, 2009, any student engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed specifically toward a pupil or school personnel, as defined in California Education Code Section 32261 in subdivisions (d), (f) and (g), will be subject to District Discipline regulations.

## **DANCES and DANCE CONTRACT**

**Guests over 20 years of age are not permitted to attend RBHS dances.** An RBHS student must have a signed RBHS Dance Contract on file prior to attending RBHS dances. The

terms and conditions of the Dance Contract **AND** the school Dress Code will be enforced at all dances and the attire should be in good taste. "Freak dancing" or sexually suggestive dancing will not be allowed. Financial, disciplinary and attendance obligations **must** be fulfilled to be eligible to attend the Prom.

## **DEFIANCE OF AUTHORITY**

1. All school staff members are in a position of authority on campus and at any school-related activity.
2. Direct challenges or verbal abuse toward a staff member will result in disciplinary action.
3. If the challenge or verbal abuse is considered a threat of bodily harm to a staff member, disciplinary action could result in arrest and possible expulsion from the Poway Unified School District.

**NOTE: By law, students are required to do what is reasonably asked of them as long as the request does not cause physical or mental danger to them. If a student feels he/she is being treated unfairly, the student should refrain from arguing with the staff member and take the appeal to an administrator. SCHOOL STAFF IS DEFINED AS ANY AND ALL ADULT PERSONNEL.**

## **DRESS CODE**

School clothing should be neat, clean, and follow the standards of common decency and safety. Shirts and shoes must be worn at all times. Appropriate clothing guidelines include, but are not limited to, the following:

1. Apparel must not promote or mention violence, drugs, alcohol, sexual references, or gangs.
2. Tops must be secured with straps.
3. "Muscle" undershirts are not allowed.
4. No bare midriffs.
5. Underwear/boxers must not be exposed.
6. Tops must not reveal cleavage or bra.
7. Skirts must be at least mid-thigh. ("Skorts" are defined as skirts).
8. Mini-shorts are not allowed.
9. No bandanas.
10. Shoes must be worn at all times.

If students arrive at school dressed inappropriately, parents will be notified and requested to bring clothes to school for their children to change into. Students will not be allowed to return to class until they meet the RBHS dress code.

Let's work together to make the learning environment at Rancho Bernardo High School of value for everyone.

## ❑ EARLY DEPARTURE POLICY

**FALL:** Students who leave school prior to the end of the fall semester will take their finals upon their return. These students need to make arrangements with their teachers for their tests.

**SPRING:** Students who leave school prior to final exams will take their finals upon their return. Students may call during the summer to make arrangements with the Registrar to take their finals in June, July, or August.

Students who do not take their finals during the summer months may take them after the start of school in August. In this case, the student will need to make arrangements with their teachers to take their finals.

Students who leave permanently prior to the end of school, must refer to School Board Policy 3.6.2.

## ❑ ELECTRONIC DEVICES (i.e. I-Pod, MP3, PDA, Cell Phones, etc.,)

Protecting instructional time in the classroom is essential for creating an excellent learning environment. In order to maintain the integrity of the classroom, all electronic devices must be turned off and out of sight when before entering and after exiting in the classroom setting. The following Electronic Device consequences are in effect during the school day:

**1<sup>st</sup> Offense:** Device is confiscated and sent to the Assistant Principal's office. A phone call is made to the parent to come and retrieve the device.

**2<sup>nd</sup> Offense:** Device is confiscated and sent to the Assistant Principal's office. The parent, student and Assistant Principal must meet to retrieve the device.

**3<sup>rd</sup> Offense:** Device is confiscated and sent to the Assistant Principal's office. A phone call is made to the parent to come and retrieve the device. The student is given a one (1) day in-school suspension (ISS) and the 3<sup>rd</sup> Offense and referral are noted in the student's discipline folder.

Students are encouraged **NOT** to bring personal electronic devices to school. Devices, such as I-Pods and MP3 players, are small and easy to conceal. They are often misplaced or stolen and, unfortunately, rarely recovered. In order to prevent any loss of valuable personal property, you are advised to leave the device at home. **RANCHO BERNARDO HIGH SCHOOL AND POWAY UNIFIED SCHOOL DISTRICT ARE NOT LIABLE FOR THEFT OR LOSS OF ANY PROPERTY FROM CAMPUS AT ANY TIME, INCLUDING ALL EXTRA-CURRICULAR EVENTS.** Videotaping on campus without permission from an administrator is prohibited.

## ❑ EXPLOSIVES, WEAPONS, AND RELATED DEVICES

1. Any weapons or simulated weapons brought on campus will be confiscated. The result could be possible arrest, prosecution, and expulsion. The list of prohibited weapons is, but not limited to: guns, air-powered guns, B-B guns, pellet guns, paint ball guns, stun-guns, zap, and zip guns.
2. All types of knives regardless of size or design, and similar sharp or pointed objects, regardless of length, are considered weapons and are not to be brought on campus. Disciplinary action including suspension and/or expulsion will result.
3. Look-alike weapons are prohibited. Students who bring look-alike weapons to school are subject to suspension and/or expulsion.
4. Any student proved to be in possession of firecrackers or any other explosive device will be suspended with consideration of expulsion.
5. Any student found guilty of setting off an explosive device, including firecrackers and "poppers", will be suspended pending recommendation of expulsion.

*California Education Code 49331: Any certificated employee of any school district and any classified employee of a school district who is designated by the governing board for such purposes may take from the personal possession of any pupil upon school premises or while under the authority of school personnel any injurious object in the possession of the pupil.*

## ❑ FACULTY ROOMS

1. Students are not allowed in the faculty workroom, faculty offices, staff restrooms, or faculty lunchroom.
2. T.A.s may be in faculty rooms only when supervised by the faculty member to whom they are assigned.

## ❑ FIGHTING/BATTERY

Rancho Bernardo High School is committed to being a **Fight-Free Campus**. Fighting is an unacceptable way to resolve conflict and will not be tolerated on this campus. Serious steps, which may include citation by the San Diego Police Department, will be taken toward anyone involved in verbal or physical aggression directed toward any other person. Furthermore, battery is illegal and anyone attacking another individual or joining or "jumping" into a fight already in progress is subject to arrest as well as severe disciplinary action.

The faculty, counselors, and administrators are always willing to help students resolve conflicts. Utilize these resources when the situation warrants and before it **becomes** "physical".

## **NOTIFICATION REGARDING VIOLENT STUDENT BEHAVIOR**

The school district shall, in accordance with Education Code Section 49079, inform the teacher of each pupil who engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

## **FRIDAY SCHOOL RULES**

1. The time is 2:30 p.m. to 4:30 p.m.
2. STUDENTS MUST BE ON TIME WITH WORK TO DO.
3. All music devices and cell phones must be turned off and out of sight.
4. Students may come to Friday School voluntarily or by assignment.
5. Any conflicts to an assigned Friday School must be brought to the attention of the Attendance Coordinator by Monday of the same week.
6. Failure to show to Friday school will result in a reassigned Friday School or suspension.
7. Friday school will have student tutors to assist with work.
8. IT IS THE RESPONSIBILITY OF THE STUDENT to get work from their teachers prior to going to Friday School.
9. All work done in Friday School will be turned in to the Friday School teacher at that time. Completed work will be given to the appropriate teacher on the following school date.
10. FAILURE TO TURN IN COMPLETED WORK WILL RESULT IN ANOTHER FRIDAY SCHOOL.

## **GAMBLING**

Gambling in any form is prohibited by law. Therefore, pitching or flipping coins, rolling dice and any other form of gambling will result in disciplinary action.

## **GANG POLICY**

The Board of Education of the Poway Unified School District believes in a safe and orderly environment for students and desires to keep District schools free from the harmful influence of gangs and gang behavior. Therefore, the Board encourages activities that will allow students to pursue their common interests in a positive way and to resist peer pressure to become involved in gang activity. The Board prohibits behavior that provokes confrontation, violence, or disruption of the school environment (5.25 Gang Prevention Policy).

## **GRADUATION**

Students may participate in the graduation ceremony if they have completed a minimum of 230 credits and all of the requirements for graduation. Beginning with the Class of 2006, students may participate in the graduation ceremony if they have completed 230 credits and all requirements of graduation, including passing the California High School Exit Exam. **Both the completion of 230 credits and passing the CAHSEE must be accomplished before a student can “walk the line” in graduation ceremonies.** Seniors must have all financial and discipline obligations fulfilled to be eligible for senior activities and graduation ceremonies.

## **HALL PASSES**

Students are **required to have an authorized pass in their possession anytime they are outside of their classrooms.**

- Special badges for the use of office aides, teachers’ aides, and organizations will be supplied by the administration and counseling. The badges should be worn in plain view.
- Students must carry their restroom or hall passes in hand and present it to staff members when asked to do so.
- Students out of class without benefit of an approved hall pass will be subject to disciplinary action. Verbal authorization to be out of class without a pass will not be accepted.
- Students are not allowed to use soda, snack machines, or electronic devices during class times.

## **HARASSMENT/DISCRIMINATION**

Harassment is unwanted and unwelcome behavior from others which interferes with another individual’s life. When it is sexual in nature, it is “sexual harassment”. When it is racial in nature, it is a “hate-motivated behavior” or sometimes a “hate crime”.

**Harassment on the basis of race, ethnicity, sexual orientation, religion, or gender is a violation of both federal and state employment discrimination laws as well as District Policy and Administrative Procedures: (Title VII of the 1964 Civil Rights Act, the 1991 Civil Rights, the Educational Amendments of 1972, Education Code Section 212.5 and Board Policy). The District is committed to providing students with an academic environment that is free from harassment and discrimination.**

Discrimination is negative or unfair treatment toward an individual based on race, ethnicity, sexual orientation, religion, or gender.

These acts are prohibited:

- Vulgar letters, notes, posters, symbols or other writings offensive to students of a specific race, ethnicity, sexual orientation, religion or gender.
- Comments, gestures or touches of a sexual nature that are deliberate and unwelcome.
- Any forced action such as pulling clothes down, blocking or cornering someone in a sexual way.
- Negative comments, slurs, or behaviors based on race, ethnicity, sexual orientation, religion, or gender.
- Vandalism to personal or District property.
- Force or threat of violence through outright actions, intimidation, or bullying.

There are several important things you should know about if you feel you are being harassed or are a victim of discrimination.

Tell someone you trust, such as a parent, teacher, counselor, or administrator. Complaints are required to be in writing and will include an interview with a site administrator. Any student who falsely accuses another student or staff member of sexual or racial harassment is subject to disciplinary action.

The policy governing sexual harassment is Article 5.24 of Board Policy, adopted August 17, 1992. The legal references for this policy are found in the Education Code, in the Title VII of the Civil Rights Act of 1964, and in Title IX of the Education Amendments of 1972.

#### **☐ HATE HARASSMENT and HATE BEHAVIOR**

In order to foster a supportive environment for a diverse student body, the Poway Unified School District provides guidelines to assist in the reduction and/or prevention of hate harassment and hate behavior (School Board Policy 5.28.1). Report all hate behavior to staff and administration.

#### **Definition of Hate-Motivated Behavior**

**Poway Unified School District Board Policy, supported by the California statute, defines hate-motivated behavior as an act, or attempted act, motivated by hostility toward a victim's actual or perceived race, ethnicity, national origin, immigrant status, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic. Hate-motivated behavior is elevated to a criminal act, defined as hate violence by the California Education Code Section 200.3 and section 422.55 of the California Penal Code.**

#### **☐ HAZING**

Hazing in any form, including initiation, which is degrading, is strictly forbidden by California State Law. No student shall conspire to engage in hazing, participate in hazing or commit any act that causes or is likely to cause bodily

danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or other person. Persons violating this policy shall be subject to District discipline, misdemeanor penalties and forfeiture of entitlements.

#### **☐ I.D. CARDS**

Student I.D. cards must be visible at all times during the school day. Students are required to show them to any staff member upon request. I.D. cards are necessary for admittance to athletic events, dances, and other school-sponsored activities. Students must present I.D.s when purchasing items on campus and checking out any library materials. Replacements for lost I.D. cards are processed in the main office for a \$5.00 fee.

#### **☐ LIBRARY**

The RBHS Library is the academic hub of the school. It is open M-F from 7:10 am until 3:00 pm. The library is closed during professional time. 24/7 students may check their library/textbook record online, search the catalog, access online databases, renew books, checkout e-books by visiting <http://rbhs.org/rblibrary> Click "Search the Catalog" Click

*Login Username=ID#*

*Password =Last name*

Students may access millions of magazine, academic journal articles and e-books by logging into our password protected online databases. Passwords may only be shared with immediate family members and may not be posted online. Pick up a list of passwords from the circulation desk.

Our library has over 45,000 books available for checkout. Students may check out up to 10 library books at a time for a period of 2 weeks. Reference materials may be checked out overnight. Books may be renewed twice. Fines will be charged for overdue, damaged or lost materials.

The PUSD Technology Acceptable Use Agreement will be implemented. Library computers are to be used for school purposes only. Our 92 student computers provide high speed internet access and are loaded with MS Office, Adobe CS3, Inspiration and Moviemaker.

Our goal is to provide a library environment that is safe, academic, productive, welcoming, respectful and friendly. The following rules will be enforced to foster this environment:

- No eating and/or drinking. (Bottled water is permitted.)
- Library is primarily for schoolwork not socializing
- No standing in groups behind computers
- Cell phone conversations are not permitted
- Hall passes are required for students who come independently from classes.
- Off roll and online students must sign in

## ❑ LITTERING

Students are encouraged to keep Rancho Bernardo High School clean at all times. Students caught littering will be subject to disciplinary action, including campus clean-up.

## ❑ LOCKERS

1. A locker is issued for the convenience of the student during the school day. A P.E. locker is issued during the first P.E. class for those students taking P.E. **ONLY** a Rancho Bernardo High School issued lock purchased at the ASB Student Store can be used on all RBHS lockers! Students are responsible for purchasing an RBHS lock. **Any lock other than the RBHS purchased lock will be removed.**
2. Rancho Bernardo High School is **NOT** liable for personal property destroyed or stolen on campus. RBHS and the PUSD are not liable for articles placed within lockers at any time. **Articles placed within lockers, including textbooks, are the sole liability of the individual who has chosen to use the lockers.**
3. RBHS lockers are older and, candidly, not very secure. It is recommended that lockers be used only during the school day. All articles should be taken home at the end of each day and for the weekend. Adherence to this recommendation will help prevent theft. **Students are responsible for payment of textbooks lost or stolen from lockers.**
4. Rancho Bernardo High School will not be responsible for maintaining the combinations for RBHS locks. Students who lose their combinations will be required to purchase new locks.
5. Students must use their assigned locker only. Locks that are placed on lockers other than the assigned locker will be removed. Any damage or needed repairs to lockers should be reported to the secretary in the administration office.
6. Students are not to share lockers!
7. Students who write on or deface lockers will be subject to disciplinary action. Defacing lockers is considered vandalism and restitution must be made.
8. Items located in a student's locker or car are considered to be in the student's possession.

## ❑ LUNCH PASSES

1. Lunch passes are available to senior students only, with parental permission. To be considered, a senior student must have a minimum of 170 credits at the beginning of the fall semester (Adm. Procedure 3.6.5). In addition, the senior must have a minimum GPA of 2.0 with no N's or U's from the last grading period. This pass allows a student to leave campus during the lunch period only and to return for the afternoon session. The parent/guardian who wishes to have his/her student issued a permanent lunch pass **must come** to the office and complete the lunch pass contract. Parents / Administrators may revoke the pass at any time.

2. Applicants must have satisfactory discipline and attendance records or the pass will not be issued.
3. Any abuse of the lunch pass privilege or violation of the lunch pass contract will result in disciplinary action and/or loss of the lunch pass privilege. Abuses would be such things as loaning the pass to other students; failure to show pass when leaving; habitual tardies to class after lunch; misbehavior off campus during the lunch period; class cuts or trancies (whether or not related to the use of the lunch pass); discipline problems.
4. Lunch passes are **ONLY** valid during the scheduled lunch period. If a student does not return after lunch, a parent/guardian must call in that day or the absence will be considered a truancy, which **CANNOT** be cleared.

## ❑ MEDICATIONS

Designated school personnel must assist any student who needs to take medication during the school day and the school must receive both of the following:

1. A written statement from the doctor detailing the method, amount, and time the medication is to be taken (Form H26, available from the school).
2. A written, signed statement from the parent/guardian asking the school to assist the student (Form H26).

Both the required form and the medication (in original container, no Baggies or other containers will be accepted) must be submitted to the Health Office. Students are **NOT** allowed to carry any medication with them; this includes aspirin, Tylenol, or any other over-the-counter drugs, without special permission from the school and doctor (Form H26B, available from the school).

Please understand that Form H26 must be filled out and signed by **BOTH** doctor and the parent for ALL medications. This includes prescription and over-the-counter drugs.

Medications that require **ONLY** the parent signature are: sunscreen, cough drops, and contact solution.

## ❑ OFF LIMITS AREAS

During break and lunch students are required to eat in the covered lunch area adjacent to the cafeteria, the large quad area between the cafeteria and the Administration Building, or the small quad between the Library and Science building. All other areas of the campus are off limits for eating. After eating, the students may go to the cement area in front of the gym or the athletic courts when adult supervision is provided.

**Areas off limits at all times during break and lunch are:**

- The parking lots
- Public streets adjacent to campus
- Bernardo Heights Middle School
- Stadium
- All athletic fields

- Stairway to gym by 700 building
- Sidewalks along the perimeter of the school
- Locker areas by the gym
- Locker areas at Performing Arts Theater
- Area behind the Gym/Locker Room

On rainy days students will be allowed to eat under covered areas throughout the school. Students who go on the Bernardo Heights Middle School campus are subject to disciplinary action.

**OFF ROLL SCHEDULES**

Students are expected to leave campus when their individual school day ends, unless other arrangements have been made with the administration.

**OTHER SCHOOL CAMPUSES**

Rancho Bernardo High School students are not to be on the campuses of other schools in this District or other districts prior to, during, or after school hours. Students reported as being on other campuses will face serious discipline consequences.

**PROFANITY OR VULGARITY**

Use of profanity or vulgarity is offensive to good taste and will not be accepted or tolerated at school or at a school activity. Disciplinary action will result should a student use this type of language. According to the California Education Code, students may be home suspended for obscene acts or engaging in “habitual profanity or vulgarity”.

**PUBLIC DISPLAYS OF AFFECTION**

Inappropriate and overly intimate displays of affection are not acceptable in the school setting. Students will be expected to exercise good judgment and restraint when showing affection.

**REPORT CARDS / PROGRESS REPORTS**

Semester report cards are issued two times a school year and are mailed home to parents from the District office. Report cards will be mailed during the week of January 25, 2010 and the week of June 21, 2010.

Six and twelve week progress reports are issued four times a school year. These reports are distributed directly to the student. It is the student’s responsibility to bring the progress report home. Progress reports will be issued in October, 2009, November, 2009, March, 2010 and April, 2010.

**SEARCH AND SEIZURES**

School officials have a duty to protect students from the possible dangers of contraband, such as weapons or

controlled substances. While the rights of students are a high priority, when situations of reasonable suspicion warrant, searches of vehicles, lockers, backpacks, purses, pockets, and other personal belongings will be performed. Our goal is to maintain a safe and orderly environment free of weapons, drugs, or paraphernalia which can negatively influence the climate of our school. In an effort to enforce its policy of zero tolerance for drugs, the District may use specially trained non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or District policy. The above inspections shall be unannounced.

**SEXUAL HARRASSMENT (PUSD BOARD POLICY 5.24)**

The Poway Unified School District recognizes that harassment on the basis of sex is a violation of both Federal and State employment discrimination laws as well as District Policy and Administrative Procedures. The District is committed to providing all students with a school environment free from sexual harassment and will not tolerate such conduct on the part of any student or District employee. Any student with a complaint of sexual harassment should implement the complaint process contained in the Administrative Procedures. No individual will suffer reprisals for reporting incidents of sexual harassment or making any complaints. (Copies of the Administrative Procedures may be obtained from the office.) The District will promptly and thoroughly investigate any complaints of sexual harassment and will take immediate action to resolve such complaints.

**SKATEBOARDS and SCOOTERS**

Skateboards and scooters are not to be ridden on campus. A general rule is for the wheels not to be touching the ground at any time.

**SMOKING/USE OF TOBACCO**

1. State law prohibits smoking, possession or use of tobacco, or any product containing tobacco (including chewing tobacco), by students while on campus or while attending school-sponsored activities.
2. **TOBACCO USE IS PROHIBITED** before and after school, in the parking lot, in or out of cars, and outside school entrances and areas adjacent to and around school property. Possession of lighters and matches is prohibited.
3. First tobacco violation may result in suspension or Friday School. Repeated violations will result in suspension and citation issued by the San Diego Police Department.

**SPORTS EQUIPMENT/TOYS ETC.**

Athletic equipment and toys such as baseball bats, basketballs, tennis balls, rackets, Frisbees, skateboards, dice,

etc., are not allowed on campus during regular school hours. Athletic equipment may be stored in the Administrative Offices until the corresponding PE class or until students have been dismissed. Water pistols, water balloons, and other similar devices are considered a very disruptive influence and are not allowed.

## STEROIDS

Steroids are recognized as dangerous drugs. Use, possession, or sale of steroids on campus or at school-sponsored activities will not be tolerated and will result in disciplinary action, including suspension, transfer, or expulsion.

## STUDENT PARKING (JUNIORS & SENIORS ONLY)

### 1. Students may park in the student parking lot only. Due to very limited numbers of parking spaces in the student lot, **parking is available only to Juniors and Seniors, based on the following criteria:**

On track for graduation with credits (Seniors = 170 and Juniors = 110 at the start of the school year)

Good behavior (no U's or N's)

Satisfactory grades (No "F's")

The use of the student parking lot and bicycle rack is at the students' own risk. Neither Rancho Bernardo High School nor the Poway Unified School District assumes any responsibility for loss, damage, or theft. For everyone's protection, it is advised that all students keep their vehicles locked.

2. Eligibility is re-evaluated every grading period. Those with stickers will have them revoked if they receive an F, U, or N during any grading period. Students can reapply after the next grading period in which they meet the appropriate qualification.
3. All motor vehicles must be registered with campus security. Each driver will be required to complete a registration form with parent signature, present current registration from the California Department of Motor Vehicles, a valid California driver's license, and a current RBHS ID card in order to obtain a parking permit. All students who park in the lot must have a student parking permit. **Cars without permits will be cited.**
4. When a student drives to school for the first time or drives a different car to school for the first time, he/she is to register the car with campus security no later than morning break. The car will not be cited that day. The car will be subject to citing if the sticker is not in place by the next day.
5. Vehicles parked on campus must display a valid parking permit on the lower inside rear window of the left (driver's) side. All permits must be affixed to the window. No permits will be honored if attached to a cassette case or other temporary means.
6. Vehicles parking in unauthorized areas, including the staff parking lot, or vehicles not displaying the approved permit will be subject to a parking violation citation. This

may result in a fine and/or loss of on-campus parking privilege for a specified period of time.

7. The staff lot is **off limits** to all students from **7:00 a.m. to 3:30 p.m.** Students may not loiter in any parking area during **any** part of the school day.
8. Park in marked stalls only. Cars that use two or more stalls are subject to being cited.
9. Students should not park on the public streets near the campus as most streets are posted with limited parking. Also, the local residents have requested that the students not park on the streets.
10. Parking permits are valid for current year only. Students must get a new permit and sticker from the office each year.
11. The following areas are off-limits to student parking; cars parked in these areas will be cited: faculty parking areas, fire lanes, Performing Arts Center, the gym, pool, or athletic fields, the bus lane, or Bernardo Heights Middle School. **STUDENTS ARE TO PARK IN THE STUDENT LOT ONLY.**
12. PARENTS PLEASE NOTE: Parking anywhere at Rancho Bernardo High School is by permit only. ALL VISITORS, regardless of length of visit, MUST REGISTER WITH THE RECEPTIONIST to avoid being issued a parking citation. Specially marked visitor spaces are for stays less than 30 minutes.
13. Students should be aware that ALL contents of their vehicles are considered "in their possession" and fall under the guidelines and policies of Poway Unified School District. The vehicle driven to school by the student is considered his/her vehicle for that day.

**The RBHS Administration reserves the right to revoke a parking sticker as a discipline response to any inappropriate behavior.**

## TARDIES/UNEXCUSED CLASS TARDINESS

Students are responsible for being in class at the tardy bell. The seriousness of tardiness is recognized in the State Education Code and can result in removal from class with loss of credit or suspension from school. Students should be aware that periodic tardy sweeps are conducted throughout the year.

## TEACHER AIDES/OFFICE AIDES (TA/OAs)

1. TA/OAs must wear their badges at all times during the period they are assigned.
2. TA/OAs often handle school documents/forms.
3. TA/OAs found stealing, forging or altering school documents/forms will be home suspended for five days and dropped from the class. If dropped after the first twenty days the student will receive a W/F (withdraw/fail) and cannot be placed in another class for credit. A W/F also constitutes a loss of five credits the student would have received from successfully completing the class.

## TECHNOLOGY—APPROPRIATE USE

The use of the PUSD computer system is a privilege for which all users (students, staff and community members) accept responsibility. The computer system is intended to provide:

- Support for learning
- Additional resources for general information
- Increased opportunities for communication
- Increased opportunities for personal growth

The PUSD computer system must be shared and available to all users. The computer system then may not be used in such a way as to disrupt or interfere with its use by others. Inappropriate conduct in the use of the system includes, but is not limited to:

- ☞ Damage, vandalism or theft of equipment.
- ☞ Theft, privacy or altering of software.
- ☞ Theft of services.
- ☞ Use of the system to communicate unlawful information or to transmit computer viruses.
- ☞ Sending information which is pornographic, obscene, sexist, racist or abusive.
- ☞ Plagiarism of ideas or information.
- ☞ Violation of copyright law.
- ☞ Use of the system for commercial purposes or for political campaigning.
- ☞ Other conduct deemed objectionable by PUSD.

Inappropriate computer use, including hacking and/or the introduction of a computer virus violates school rules and will result in disciplinary action. Disciplinary action includes restitution, suspension, being dropped from computer classes with a W/F (withdraw/fail) and the filing of a report with the police. Computer “hacking” is illegally entering a computer system. A computer “virus” is a program that once entered into a computer will destroy software and computer memory (*Penal Code, State of California, Section 502 [A-C]*).

All students will be asked to sign a *PUSD ACCEPTABLE USE AGREEMENT, TECHNOLOGY AND TELECOMMUNICATIONS RESOURCES*.

## TELEPHONES

**The office phones are off limits during class time. Students are not to be out of class to use the phone. The office phone may be used before and after school and at break and lunch. In an emergency, students must obtain a pass from their teacher to the office to request permission to use the phone.**

## TEXTBOOKS

1. Students will be issued one copy of the textbook required in each of their classes.
2. Students may check their library/textbook record online, by visiting <http://rbhs.org/rblibrary> Click “Search the

*Catalog”* Click *Login* Username=*ID#*  
Password =*Last name*

3. Students are responsible for returning by the due date, the exact book issued to them in good condition. (It is not recommended that students store their textbooks in their lockers. Lockers may leak. Students are responsible for books stored in lockers, including theft and/or damage.)
4. Fines may be charged for overdue, lost, or damaged textbooks.
5. Seniors must clear all library and textbook obligations by the second day of senior finals.
6. Grade 9-11 students in June are to turn in their textbook to their teacher and sign a textbook return form on the day of their final. To avoid a textbook overdue fine of \$5/book, all books except for those issued for summer assignments, must be returned by the last day of school.
7. A \$10/book processing fee will be charged for refunds made for library books and textbooks.

## THEFT/PROPERTY DESTRUCTION

Theft and property destruction may result in police action and possible prosecution. Restitution will be required and disciplinary action will be taken. The parent/guardian is legally responsible to pay for any losses due to proven theft or damage to public property caused by the student.

## TRUANCY/CLASS CUTS

Students who miss from 15 minutes to a full class period without an approved excuse will be considered to have cut the class and will be subject to disciplinary action. Students who fail to return to class or leave without permission, regardless of the time missed, will also be considered to have cut class. **Three** class cuts or **one** lab day class cut, will result in disciplinary action and/or a S.A.R.B. letter will be sent to the district office.

If a teacher fails to show up by the time the tardy bell rings, students are to remain by the door until the teacher or administrator arrives. Students who fail to do so will be considered to have cut class.

Students who miss an entire day of school without a legitimate excuse are considered truant from school and are subject to disciplinary action. Students who are truant are assigned **two** Friday Schools for each day of truancy and may also be referred to the School Attendance Review Board (S.A.R.B.).

## UNSAFE BEHAVIOR

Your physical safety at Rancho Bernardo High School requires that you make mature and appropriate decisions regarding your own behavior. Being involved in aggressive “mock fighting”, horseplay, or dangerous activities such as scaling fences or sitting “on” moving vehicles can be

extremely hazardous. Students are asked to use common sense and good judgment to avoid putting themselves at risk.

**In addition, students involved in throwing ANY objects at other students or into crowds will be subject to severe disciplinary action.**

***THE RULES OF THIS STUDENT HANDBOOK WILL BE ENFORCED DURING THE SCHOOL DAY AND AT ALL EXTRACURRICULAR ACTIVITIES.***

## VISITORS

1. **Students are not permitted to bring visitors on campus. Visitor passes will not be issued.**
2. In order to ensure campus security and protection to students, the campus policy regarding the presence of non-students on campus is enforced.
3. Any non-student on campus during regular school hours is subject to arrest under Penal Code Section 626.8
4. Only students registered and attending Rancho Bernardo High School may be on campus during school hours. Students who have been assigned home suspension are considered non-students during the term of their suspension, and their presence on campus or at any school –sponsored event makes them subject to Penal Code Section 626.8.
5. Parents and guardians wishing to see a student during regular hours must check into the office. Non-emergency interruption of classes is not permitted. Items delivered to school will not be delivered to the classroom. It is the student’s responsibility to check at the front office for dropped off items. Parents entering to see and/or sign a student out of class must be prepared to present proper identification. Students may not be released to any person other than the parent/guardian without the parent’s / guardian’s authorization.

### PENAL CODE, STATE OF CALIFORNIA, SECTION 626.8

*Any person who comes into any school building or upon any school ground, or street, sidewalk, or public way adjacent thereto without lawful business thereon, and whose presence or acts interfere with peaceful conduct of the activities of such school or disrupt the school or its pupils or school activities, and who remains there, or who re-enters, or comes upon such place within hours after being asked to leave by the school official is guilty of misdemeanor and is punishable by a fine of not exceeding \$500 and/or imprisonment in the county jail not exceeding six months.*

## WORK PERMITS

All students under 18 who hold a job are required to have a work permit. Work permit applications may be obtained from the secretary in the Counseling Office. Work permits may be revoked as a result of poor academic performance.

# RANCHO BERNARDO HIGH SCHOOL ATHLETIC HANDBOOK 2009-2010



## INTRODUCTION

On behalf of the principal, faculty and staff, I would like to welcome you to Rancho Bernardo High School athletics. As a Bronco, you will be part of a very special group of students who will be representing not only yourself, but also your school, your parents and your community. That means a great deal of responsibility will be placed on you. We want you to consider that each time you put on the blue, silver and white of Bronco Athletics.

Our school provides a comprehensive program of 27 individual and team sports for both boys and girls. As a part of the program, you will be participating in events that will bring you many lasting memories. You will make new friends, develop new skills, and be associated with one of the finest coaching staffs in the state of California.

Athletics plays a vital role in the total educational experience, and as a Bronco athlete, you will be a visible part of this outstanding program. Consider it a privilege and honor to be a part of this program, and compete in a manner in which you, your school and your parents will be proud.

**IT'S GREAT TO BE A BRONCO...**

**WELCOME TO RANCHO BERNARDO HIGH SCHOOL!**

Peggy Brose  
Director of Athletics

## I. PHILOSOPHY

Rancho Bernardo High School offers students an opportunity to participate in voluntary interscholastic competition in order that they may experience and acquire the lessons and rewards of team-oriented sports: namely cooperation, sacrifice, striving to achieve group goals, and commitment to the team. We also believe that a successful athletic program nurtures and fosters good citizens and tomorrow's leaders. Therefore, athletes at Rancho Bernardo High School will be expected to adhere to the following code of behavior:

### Always...

1. be on time
2. be enthusiastic, industrious, dependable, loyal and cooperative
3. be responsible and coachable
4. be a team player
5. abide by the general rules of discipline for RBHS and CIF
6. strive to improve
7. be positive
8. show pride and respect for your school
9. practice humility
10. attend tutorial when required
11. demonstrate respect for your teachers, coaches and fellow athletes

### Never...

1. sulk, pout or become angry when given constructive criticism
2. make excuses
3. criticize a teammate
4. be egotistical or selfish
5. use inappropriate language

## II. PROGRAM

Rancho Bernardo High School is a member of the California Interscholastic Federation (CIF), San Diego Section, and competes in the North County Conference. The Conference consists of the following schools.

<i>PALOMAR LEAGUE</i>	<i>AVOCADO LEAGUE</i>	<i>VALLEY LEAGUE</i>
Carlsbad	Escondido	Del Norte
El Camino	Fallbrook	Mt. Carmel
Poway	La Costa Canyon	Oceanside
Rancho Bernardo	Mission Hills	Orange Glen
Rancho Buena Vista	San Pasqual	Ramona
Vista	Torrey Pines	San Marcos
		Valley Center
		Westview

The athletic program is bound by the constitution, by-laws and rules of the California Interscholastic Federation; however, we are also bound by the constitution and rules of the North County Conference. Our own school may also have policies and rules that could be more stringent than those of the CIF or the league with which we must comply.

The athletic program at Rancho Bernardo High School consists of the following sports.

**Fall**

Cross Country (B/G)  
Field Hockey (G)  
Football (B)  
Golf (G)  
Tennis (G)  
Volleyball (G)  
Water Polo (B)

**Winter**

Basketball (B/G)  
Roller Hockey  
Soccer (B/G)  
Water Polo (G)  
Wrestling

**Spring**

Baseball (B)  
Golf (B)  
Gymnastics (G)  
Lacrosse (B/G)  
Softball (G)  
Swimming/Diving (B/G)  
Tennis (B)  
Track & Field (B/G)  
Volleyball (B)

**III. PARTICIPATION AND ELIGIBILITY**

A. CIF Requirements - Rancho Bernardo High School will uniformly meet the standards of eligibility as stated by the Constitution and By-laws of the California Interscholastic Federation (CIF Green Book.)

1. If an athlete attains his/her 19th birthday before July 1 of the upcoming school year, he/she cannot participate in interscholastic athletics.
2. If an athlete is in his/her fifth year of high school, he/she cannot participate in interscholastic athletics.
3. Every athlete must pass at least four classes **AND** maintain a 2.0 GPA each marking period.
4. An athlete cannot practice or compete on any "outside" team, in the same sport, during the high school season of that sport.
5. An athlete cannot try out for a professional or collegiate team from September 15 to June 25 each year.
6. Foreign students must be on a CIF approved exchange program and have written approval from the CIF San Diego Section. Waiver forms are available from the RBHS Athletics Office.

B. General Regulations

1. An athlete must live with his/her parent or legal guardian and within the geographical boundaries of Rancho Bernardo High School to be eligible. (For your information, it takes court action to have someone declared your legal guardian.) If the athlete has moved recently, or if you have any questions on this rule, talk to the athletic director immediately.
2. There are some situations where students do not live within the boundaries of Rancho Bernardo High School, but have the official permission of the Board of Education to attend our school. These students may be eligible. If you have any questions, see the Athletic Director.
3. An athlete cannot be a member, or a pledge of, or attend meetings of a secret fraternity or club and still be eligible for a Rancho Bernardo team.
4. No senior may participate at the junior varsity level.

### C. Rancho Bernardo High School Rules of Eligibility

1. Potential athletes **must** turn in a completed athletic packet by the required deadline to be eligible to pick up a “Ticket to Play”. Possession of a “Ticket to Play” is required **before** trying out for **any** team and must be presented to the coach on the first day of tryouts. Forms are available on the RBHS website.
  - a. Physical (**must include parent signature and insurance information**). **An athlete may not start the season, including tryouts, with a physical that will expire during the season.**
  - b. Athletic Participation Signature Form
  - c. Residence & Eligibility Verification
  - d. Medical Information Release
2. Health insurance is mandatory. If a student does not have insurance, **School Accident Insurance** may be purchased to meet this requirement. An application can be picked up from the Athletic Secretary.
3. Scholastic Eligibility Requirement
  - a. During each grading period, in their season of sport, students must attain a 2.0 grade point average (based on a 4.0 scale) **and** be passing 4 classes (20 semester units).
  - b. Accounting for eligibility will be the day after school-wide distribution of grades. The grades that will be counted for eligibility are six-week grades, twelve-week grades, and semester grades. Summer school grades may be computed to improve spring semester grades.
  - c. If a student earns a spot on a team but has not attained a 2.0 grade point average in the previous grading period (*whether they were on a sports team or not at that time*), one of two things will occur:
    - (1). If this is the athlete’s second **consecutive** grading period below a 2.0, they will be ineligible.
    - Or**
    - (2). They will be placed on probation (which allows them to compete). Once an athlete has used their probation, each grading period below a 2.0 results in ineligibility.
  - d. A student **may only be placed on probation once during their freshman year and once during the subsequent three years.**
  - e. Progress toward Graduation  
At the high school level, normal progress toward graduation will be defined as follows:
    - The student has passed 20 semester units (4 classes) the previous grading period.
      - (1). **Failure to pass 4 classes during any grading period will result in ineligibility.**
  - f. All CIF eligibility rules still apply.

### D. Team Rules/Policies

1. Athletes are expected to be on time. Coaches will impose an appropriate penalty for tardiness.
2. If you are absent from school, you must have one of your parents notify the coach.
3. If an athlete has attended school, he/she may not miss practice.
4. An athlete **must** attend 2/3 of the school day (4 daily classes; 2 lab classes) in order to **practice** or **play** in any athletic contest at any level. An exception may be granted if the Director of Athletics is informed **prior** to the absence.
5. Participation in school athletics takes precedence over all other outside athletic activities. Recognizing that choices must be made in everything we do; **first priority must be given to high school athletics over club sport activities. An athlete may have to choose to participate in high school athletics over club sports during the seas**

## 6. General Athletic Facility Regulations

- a. Shirts and shoes are required at all times
- b. **No one** is to be in the athletic facility alone
- c. All students **must** be under the supervision of an instructor
- d. No chewing gum or eating candy while lifting weights in the weight room
- e. No food or drinks (except water) inside weight room or on stadium field/track.
- f. No horseplay or profanity
- g. No abuse of equipment. Any equipment that is broken must be reported immediately.
- h. Sunflower seeds are **NOT** allowed in any athletic facility.

## 7. Vacation Policy

Vacations by athletic team members during a sport season are discouraged. Parents/athletes wishing to do so may want to assess their commitment to being an athlete. In the event an absence due to a vacation if unavoidable, an athlete must:

- a. Contact the head coach prior to the vacation.
- b. Be willing to assume the responsibilities and consequences of missing practice or athletic contests.  
Consequences will be at the discretion of the head coach. Vacation policy will be reviewed by the head coach at the beginning of each season.

## 8. Squad Selection

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at Rancho Bernardo High School, we encourage coaches to keep as many students as they can without unbalancing the integrity of their sport. Time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport. Squad selection is determined by the coaching staff through a normal tryout procedure open to all students.

## 9. Locker Room Regulations

- a. Rough-housing and throwing towels or other objects are not allowed in the locker room.
- b. **Hazing of other players is not allowed.** All athletes and parents must sign and return the school policy against hazing as a requirement for athletic participation.

**Hazing:** Hazing in any form including initiation which is degrading is strictly forbidden by California State Law. No student shall conspire to engage in hazing, participate in hazing or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or other person. Persons violating this policy shall be subject to District discipline, misdemeanor penalties and forfeiture of entitlements (athletic participation, awards, certificates, letters, etc.)

- c. All showers must be turned off. The last person to leave the shower room is expected to check all showers.
- d. Only coaches and assigned players are allowed in the locker room.
- e. All spiked or cleated shoes must be put on and taken off outside the locker room or school buildings.
- f. No glass containers are permitted in locker rooms.

## 10. Release from Class

It is the responsibility of athletes to see their teachers before they are absent due to an athletic contest.  
**Do not leave class prior to your release time.**

## 11. Grooming and Dress Policy

A member of an athletic team is expected to be well groomed. Appearance, expression and actions always influence people's opinions of athletes, the team and the school. Once a student has volunteered to be a member of a squad(s), he/she has made a choice to uphold certain standards expected of athletes in this community. The following grooming and dress rules will be adhered to by team members:

- Hair styles are to be maintained in a neat and clean manner so as to present a positive image for both the team and the school.
- An athlete shall dress presentably at all times, on trips or at assemblies or banquets.
- Athletes will not be permitted to participate until deviations of the above rules are satisfactorily corrected.

## IV. DISTRICT ATHLETIC DISCIPLINE POLICY (Section 3.21.2)

### Rules of Conduct

Athletes are governed by District Policy, CIF Regulations, school rules, and the Athletic Handbook. Each school's Athletic Handbook includes the following:

1. Possessing, using, having consumed, or being under the influence of alcohol, narcotics, dangerous drugs, other controlled substances, or intoxicants of any kind, including anabolic steroids at a school function will result in application of District sanctions.
2. Outside of school activities, these are prohibited acts that will be grounds for immediate dismissal from participation for the remainder of the season (fall, winter, and spring) or a minimum of four weeks, which will carry over into the next season of sport.
  - a. Possessing, using, having consumed, or being under the influence of alcohol, narcotics, dangerous drugs, other controlled substances, or intoxicants of any kind, including anabolic steroids.
  - b. Offering, arranging or negotiating to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code.
  - c. Transferring, selling, distributing, offering, arranging, or negotiating to sell, or possessing quantities sufficient to suggest the intent to purvey, give, or sell to other students substances which are, or purported to be, alcohol, narcotics, dangerous drugs, other controlled substances, or intoxicants of any kind including anabolic steroids. In addition, the athlete will remain on probation for one calendar year from the date of the offense. An additional incident involving alcohol or drugs, including anabolic steroids, within that year of probation, will result in a full year suspension.
  - d. Rancho Bernardo High School also requires that its students involved in athletic activities conduct themselves appropriately at all times while in public. Any public behavior at any time during a season of sport that is in conflict with District or school policies or codes of law enforcement is subject to team participation sanctions. These sanctions may range from a short term suspension to removal from the team.
  - e. **These rules will apply 24 hrs/day 7 days/week for athletes in season.**
3. Any use of tobacco in any form during the season will result in a five-day suspension from athletics. The five days will carry over into the next season of a sport if the incident occurs at the end of a season. A second offense will result in a one month suspension.
4. Athletes will not be allowed to compete or practice on days in which they have been home suspended.
5. An athlete will not be allowed to participate on another team during the same season if he/she quits a team without permission from the Athletic Director.
6. Multiple Sports - athletes may compete in more than one sport in the same season, i.e. baseball, track, but only with the consent of both coaches.

Students wishing to appeal disciplinary decisions should contact the principal for information on specific procedures

## V. EQUIPMENT AND UNIFORMS

- A. Athletes should treat all equipment as though it were their own personal property. They must NOT abuse it. They must NOT trade with any other athlete without first checking the equipment in to the equipment person, and then have it re-issued. Be sure the changes are made on the proper form. No trades should be made without the approval of the head coach.
- B. When players lose uniforms or equipment, they may not take part in any other sport until uniforms/equipment is returned or paid in full.
- C. Athletes are financially responsible for all equipment checked out to them.

### **No athlete...**

- 1. will be cleared from school until he/she is clear on equipment,
  - 2. will receive credit on items turned in if they are not the items that had been checked out to him/her,
  - 3. will receive any awards, trophies or letters until he/she is clear in all areas,
  - 4. who is a senior, will receive a diploma until clearance has been established.
- D. Athletes will not share their team locker unless assigned to do so.
  - E. All gear will be turned in after the last contest. If you quit or are released from a team, you must turn in your equipment immediately.
  - F. Uniforms are not to be worn around school or after school unless for game purposes to communicate team unity.
  - G. Athletes assume liability for use of their own athletic equipment.
  - H. Only uniforms issued by the athletic department will be permitted to be worn for contests.

## VI. TRANSPORTATION

- A. All athletes will travel to away contests by way of PUSD authorized vehicles only unless no such transportation is provided. In that case, the athlete will be responsible for his or her own transportation to and from the event.
- B. If, for some special reason, an athlete's parents or guardian wish to take the athlete home after a contest, in which PUSD provided transportation, the **parents must request permission in writing from the Athletic Director 48 hours in advance**. The parent must meet the athlete in person after the contest.
- C. Under certain, specific circumstances an athlete with a valid driver's license, the approval of the coach, Athletic Director, and with written parental consent prior to the event in time for the Athletic Director to verify with parents, may drive his/her own vehicle to the contest.
- D. **UNDER NO CIRCUMSTANCES MAY STUDENTS TRANSPORT OTHER STUDENTS.**
- E. Good behavior on the bus is expected. As a member of a team representing Rancho Bernardo High School, you are entrusted with the pride and reputation of the school. It is your responsibility to make that reputation a good one.

F. Conduct of Athletes on the Bus

- Players are to be neat and clean
- Behavior on the bus by the athletes is the direct responsibility of the coach in charge
- Players must not leave their seat while the bus is in motion
- All athletes must sit facing the front of the bus
- Players must not throw anything inside or out of the bus
- Use of profanity and excessive noise will not be allowed on the bus
- Players may not wear spiked or metal cleated footwear on the bus
- Players will take all equipment and trash (tape, papers, etc.) off the bus

## VII. AWARDS

A. Letters and Certificate Awards

1. All letter awards in athletics should be earned. Letter awards can only be earned by participation in varsity contests. In order for a player to letter, minimum standards and requirements must be met as established by each coach. Such standards will be communicated to athletes and parents. **In order to receive a varsity letter, an athlete must complete the season, including playoffs, in good standing both academically and athletically.**
2. A letter, certificate and team emblem shall be awarded to each athlete the first time it is earned in a sport. Each subsequent year, a service bar and certificate will be awarded.
3. There shall be a certificate awarded to any athlete for participating on freshman or junior varsity team but not a letter.
4. At the completion of the season, all equipment must be returned and bills paid before any award is given to an athlete.

B. CIF Awards

1. CIF championship medals or emblems (patches) will be awarded to all athletes of a team who have won the CIF team championship of that sport providing the athlete has also earned a letter award in the sport for the same year. The cost of extra patches will be paid by the team's club account.
2. A CIF pin will be awarded to those athletes in a CIF championship individual sport providing the athlete participated in the CIF preliminaries or finals of the individual sport.
3. A CIF pin will be awarded to all athletes of a team sport who win a CIF championship providing the athlete has also earned a letter award in that sport the same year.
4. Awards may be presented at the appropriate end of season program for each sport with the coach having the prerogative to award them at his/her discretion.
5. At the end of the year, the head coaches of each varsity sport will assist in the selection of Rancho Bernardo's male and female Athlete of the Year, male and female Scholar Athlete of the Year and the male and female Sportsmanship Award recipients. The winners of these awards will be presented a plaque at Athletic Recognition Night in addition to having their names inscribed on a perpetual plaque.

### **VIII. WARNING, AGREEMENT TO OBEY INSTRUCTIONS**

I am aware that playing or practicing to play/participate in any sport can be a dangerous activity involving **MANY RISKS OF INJURY**. I understand that the dangers and risks of playing or practicing to play include, but are not limited to, death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the skeletal system, and serious injury or impairment to other aspects of my body, general health, and well-being. I understand that the dangers of playing or practicing to play may result not only in serious injury, but in serious impairment of my future abilities to earn a living, to engage in other business, social and recreational activities, and generally to enjoy life.

I recognize the importance of following coaches' instructions regarding playing techniques, training, and other team rules, etc., and agree to obey such instructions. I specifically acknowledge that **FOOTBALL, WRESTLING, LACROSSE, SOFTBALL, GYMNASTICS, SOCCER, ROLLER HOCKEY** and **BASEBALL** are **VIOLENT CONTACT SPORTS** involving even greater risk of injury than other sports. Due to the heights involved, **POLE VAULTING** also involves greater risk of injury. By the nature of their performance, some cheerleading movements are very high risk.



# BELL SCHEDULE



MONDAY, TUESDAY, FRIDAY		
PERIOD	BEGIN	END
1	7:25	8:23
2	8:29	9:27
Break	9:27	9:39
3	9:45	10:48
4	10:54	11:52
Lunch	11:52	12:22
5	12:28	1:26
6	1:32	2:30
6 ½ * (Optional)	2:36	3:36

WEDNESDAY, THURSDAY		
PERIOD	BEGIN	END
1 // 2	7:25	9:14
Break	9:14	9:26
3 // 4	9:32	11:26
Lunch	11:26	11:56
5 // 6	12:02	1:51
<u>Wednesday Schedule:</u> Staff Professional Time	1:57	2:57
<u>Thursday Schedule:</u> Student Tutorial	1:57	2:30
6 1/2 (optional)	2:36	3:36

\* 6 ½ Period classes are optional enrichment courses

## DISTRICT – WIDE HOLIDAYS FOR 2009 - 2010

AUGUST 20..... SCHOOL BEGINS  
*Thursday*

JANUARY 18.....M L KING, JR. DAY  
*Monday – National Holiday*

SEPTEMBER 7.....LABOR DAY  
*Monday – National Holiday*

FEBRUARY 15-19.....DISTRICT RECESS  
LINCOLN / WASHINGTON BIRTHDAYS  
*Monday – Friday*

NOVEMBER 11.....VETERANS DAY  
*Wednesday*

APRIL 5-9.....SPRING BREAK  
*Monday – Friday*

NOVEMBER 23-27.....THANKSGIVING BREAK  
*Monday – Friday*

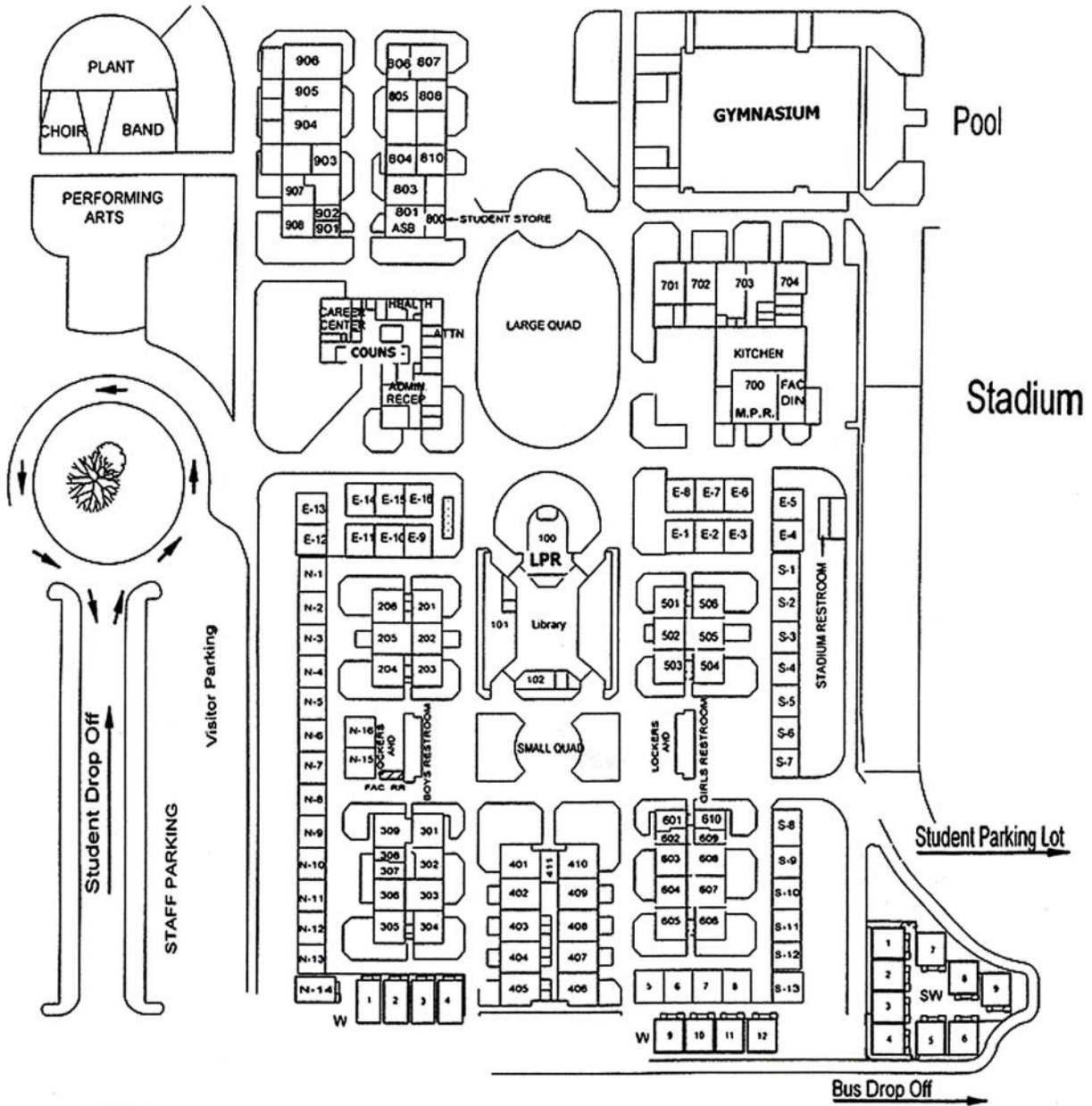
MAY 31.....MEMORIAL DAY  
*Monday – National Holiday*

DECEMBER 21 .....JANUARY 1  
*WINTER BREAK.....Monday – Friday*

JUNE 8.....SCHOOL ENDS  
*Tuesday*

Basketball & Tennis Courts

Athletic Fields



**RANCHO BERNARDO HIGH SCHOOL**

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