

Student Handbook

For

# Woodcreek



# High School

2011 - 2012



## **PRINCIPAL'S MESSAGE**

Welcome to the 2011 – 2012 school year! We anticipate another outstanding year at Woodcreek High School with learning being the primary focus. We encourage you to take advantage of the numerous opportunities to expand your horizons; academically, athletically, artistically, and socially. You will find an abundance of courses and programs to suit your interests and passions. Whether you are headed to a four year university or a career technical school, Woodcreek strives to prepare you for the future of your choosing. We know that students who engage in school outside of the classroom do better in school. Find a way to get connected at Woodcreek High School.

The Woodcreek faculty is dedicated to serving students with learning for all as the goal. Faculty and support systems are oriented in a manner that demands students to engage in their own learning. Staff will exhaust efforts to provide opportunities for students to improve and grow. Please take advantage of the learning support provided in the form of after-school tutorials, Homelink (internet grade & attendance data), book clubs and study nights. Don't hesitate to raise expectations for yourself and the school. Together we can make Woodcreek High School an exceptional place for learning.

Have a great year Woodcreek!

Jess Borjon  
Principal

# THE MISSION OF WOODCREEK HIGH SCHOOL

Woodcreek High School is a community of learning that creates opportunities for success in a changing world.

## **Members of the Woodcreek High School community will:**

- Apply thinking in useful and appropriate ways;
- Demonstrate learning that reflects awareness, confidence and curiosity;
- Engage in various forms of communication that lead to positive results;
- Participate individually and in groups to benefit the community.

## THE CAMPUS

## THE 4 X 4 BLOCK SCHEDULE

WHS is on a 4 x 4 block schedule, in which students take four classes a term (18 weeks), for two terms, allowing students to complete eight classes in a year instead of the six classes possible on a traditional schedule. This added capacity provides students with more opportunities to explore elective areas, to study core subjects in more depth, and to take advantage of opportunities like the Regional Occupational Program (ROP).

## WHS PARENT TEACHER COMMITTEE (PTC)

Woodcreek High School's Parent Teacher Committee (formerly School Site Council) plans forward progress for Woodcreek in alignment with the district's direction. The PTC team is made up of parents, students, and staff and addresses issues related to the school's mission. If interested in becoming involved at the site and/or district level, please call 771-6565 x4015 for the meeting schedule or look for information on the website ([whs.rjuhsd.us](http://whs.rjuhsd.us)).

## PARENT VOLUNTEERS

Woodcreek High School values the help of dedicated parent volunteers. Volunteers are always needed, and the jobs available include working in the office, helping with athletics, decorating for graduation, chaperoning dances, providing expertise in a profession, or helping with lunch time supervision. Parents who have a few free hours on either a regular or occasional basis are encouraged to call the receptionist at 771-6565 x4000.

## WHS BOOSTERS

An active school support group that raises funds to support athletics and extracurricular activities and to supplement the regular program, the Boosters are always glad to have new members willing to work in the snack bar at games or to help with other projects. Please contact Mark O'Hair at 771-6565 ext. 4013 with questions.

## DAILY BELL SCHEDULE

### Embedded Intervention Schedule

On Wednesdays and Thursdays, WHS offers embedded intervention for our students. This time is designed to allow teachers to focus on students who need additional time and instruction to attain the learning targets for the class. A PDF version of the new bell schedule is available on our web site: [whs.rjuhsd.us](http://whs.rjuhsd.us)

One Lunch on Mondays, early release at 1:45 for teacher R&D after school.

	Min	Begins	Ends
1st Period	76	7:45	9:01
Passing			
2nd Period	78	9:09	10:27
Passing			
3rd Period	76	10:35	11:51
One Lunch		11:51	12:21
Passing			
4th Period	76	12:29	1:45

Tuesday - regular school day

1st Lunch				2nd Lunch			
	Min	Begins	Ends		Min	Begins	Ends
1st Period	88	7:45	9:13	1st Period	88	7:45	9:13
Passing				Passing			
2nd Period	92	9:21	10:53	2nd Period	92	9:21	10:53
1st Lunch		10:53	11:23	Passing			
Passing				3rd Period	88	11:01	12:29
3rd Period	88	11:31	12:59	2nd Lunch		12:29	12:59
Passing				Passing			
4th Period	88	1:07	2:35	4th Period	88	1:07	2:35

Wednesday - Embedded Intervention for 2nd and 4th periods (shaded periods)

1st Lunch				2nd Lunch			
	Min	Begins	Ends		Min	Begins	Ends
1st Period	78	7:45	9:03	1st Period	78	7:45	9:03
Passing				Passing			
2nd Period	100	9:11	10:51	2nd Period	100	9:11	10:51
1st Lunch		10:51	11:21	Passing			
Passing				3rd Period	78	10:59	12:17
3rd Period	78	11:29	12:47	2nd Lunch		12:17	12:47
Passing				Passing			
4th Period	100	12:55	2:35	4th Period	100	12:55	2:35

Thursday - Embedded Intervention for 1st and 3rd periods (shaded periods)

1st Lunch				2nd Lunch			
	Min	Begins	Ends		Min	Begins	Ends
1st Period	100	7:45	9:25	1st Period	100	7:45	9:25
Passing				Passing			
2nd Period	78	9:33	10:51	2nd Period	78	9:33	10:51
1st Lunch		10:51	11:21	Passing			
Passing				3rd Period	100	10:59	12:39
3rd Period	100	11:29	1:09	2nd Lunch		12:39	1:09
Passing				Passing			
4th Period	78	1:17	2:35	4th Period	78	1:17	2:35

Friday - regular school day

1st Lunch				2nd Lunch			
	Min	Begins	Ends		Min	Begins	Ends
1st Period	88	7:45	9:13	1st Period	88	7:45	9:13
Passing8				Passing8			
2nd Period	92	9:21	10:53	2nd Period	92	9:21	10:53
1st Lunch		10:53	11:23	Passing8			
Passing8				3rd Period	88	11:01	12:29
3rd Period	88	11:31	12:59	2nd Lunch		12:29	12:59
Passing8				Passing8			
4th Period	88	1:07	2:35	4th Period	88	1:07	2:35

### Rally Schedule

Period 1: 7:45 a.m. 9: 01 a.m.

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Period 2: 9:10 a.m. 10: 35 a.m.

Period 3: 10:44 a.m. – 12:00 p.m.

Lunch: 12:00 p.m. 12: 30 p.m.

Rally: 12:39 p.m. 1: 19 p.m.

Period 4: 1:19 p.m. 2: 35 p.m.

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### Minimum Day Schedule

Period 1: 7:45 a.m. 8: 39 a.m.

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Period 2: 8:48 a.m. 9: 48 a.m.

Break: 9:48 a.m. 9: 59 a.m.

Period 3: 10:08 a.m. 11: 02 a.m.

Period 4: 11:11 a.m. 12: 05 p.m.

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### Final Exam Minimum Day Schedule

First Final (Period 1 or 2): 7:45 a.m. 9: 45 a.m.

Break: 9:45 a.m. 9: 56 a.m.

Second Final (Period 3 or 4): 10:05 a.m. 12:05 p.m.

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## THE ACADEMIC PROGRAM

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### COURSE OFFERINGS

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Woodcreek High School offers an extensive elective program in addition to the required core curriculum. Details are in the Program Planning Guide, published annually in February before registration. Course descriptions are also published on the school website at [whs.rjuhsd.us](http://whs.rjuhsd.us).

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#### Graduation Requirements:

1. Satisfactory citizenship and attendance
2. Pass the California High School Exit Exam
3. 260 credits including the required subjects listed in the table:

Subject	Required Credits	Credits must include
English	40	10 credits English in Grade 9 10 credits English in Grade 10 10 credits English in Grade 11 10 credits English in Grade 12
Math	20	10 credits Algebra 1 10 credits in math above Algebra 1
Social Science	30	10 credits World Studies 10 credits US History 5 credits Government 5 credits Economics

Science	20	10 credits Biological Science (must meet UC/CSU ag req.) 10 credits Physical Science (must meet UC/CSU ag req.)
Physical Education	20	10 credits PE 9 10 credits PE 10
General State Requirements	5	
Health	5	
Fine Arts or Foreign Language	10	

Students can take eight classes and earn 80 credits per year under the 4 x 4 schedule. Students should check with counselors for details regarding additional requirements for college entrance and specific careers.

## STANDARDS OF ACADEMIC ETHICS

Students are expected to uphold the highest standards of ethics and personal integrity, including in the area of academic honesty. Violations of the standards of academic ethics may result in disciplinary action and/or academic penalties.

## EXTENDED LEARNING OPPORTUNITIES

Honors and Advanced Placement Programs: WHS offers a comprehensive range of honors and Advanced Placement classes for students interested in challenging learning environment and a rapid pace. These honors classes are designed to prepare students for university work. For complete listing go to our website.

## COLLEGE COURSES

Please review Board Policy 5121.1 and Staff Rule 5121.1 on the Roseville Joint Union High School District website. Students must complete an application for permission to take college courses with their counselor.

College courses that a student needs to complete for graduation requirements pursuant to Board Policy 5121.1 will go on a student's transcript. However, in order for any additional college classes to be placed on a transcript, a student must receive written approval from the site principal or designee prior to taking the course.

## ACADEMIC RESOURCES

### Library Media Center

Woodcreek's Library Media Center (LMC) is open from 7:15 a.m. until 4:00 p.m. It houses a wide variety of materials, both print and electronic, for student research projects. Print materials include over 10,000 books and current issues of many periodicals and newspapers. Computers in the library can access the electronic card catalog, with computers for general student use. Students can access extensive online information, CD ROM encyclopedias, many subject area CD ROM titles, and the Internet. The LMC has a copy machine for student use at 10 cents per copy. The LMC's phone number is 771-6565 x4542.

#### **Library Media Center Rules**

Please see our website for a complete listing. Any student who checks out a text or library book and alters or damages the barcode will be fined. Students are responsible for materials used or checked out from Library.

### Tutoring and Academic Referrals

The tutoring schedule will be released at the beginning of each term. Generally, tutoring is held after school three days per week. Watch for announcements for location and times.

Academic referrals are given to students by teachers when a student has not completed assigned homework or in class work. The student will meet with an assistant principal and in most cases be assigned to complete the work on that day after school in "5th Period". Parents will be contacted.

# COMMUNICATING STUDENT PROGRESS

## Grading Periods

September 9, 2011 Progress report  
October 14, 2011 Midterm grades (placed on transcript)  
November 10, 2011 Progress report  
December 21, 2011 First term grades (placed on transcript)  
February 3, 2012 Progress report  
March 16, 2012 Midterm grades (placed on transcript)  
April 20, 2012 Progress report  
May 31, 2012 Second term grades (placed on transcript)

## Contacting Teachers via Phone

Teacher telephones do not ring through into the classroom during the school day. Please dial the teacher's extension and leave a message.

## Contacting Teachers via email

Staff email addresses are the person's first initial and last name, plus the district's mail address. For example, to email Tom Smith, the address would be tsmith@rjuhsd.us. See website for complete listing of staff.

## Automated Phone Information System

Information is available from the telephone system 24 hours a day. Dial 771-6565 and then choose from the available options after the greeting.

## AERIES/Homelink

Parents may access current student information with an assigned security code. Letters will be sent to incoming freshmen and new students during the beginning of the school year with directions on how to access Homelink and the verification code required. Returning students who need help accessing Homelink should contact Registrar's office.

## Emergency Information

In the event of an emergency, telephones will switch over to a high capacity system that will provide callers with a brief informational recording. The recording will be updated periodically as the situation changes.

## OFFICE PHONE EXTENSIONS (DIAL 771-6565, THEN THE EXTENSION)

### Administrative Team

Jess Borjon, Principal	4005
Mark O'Hair, Assistant Principal	4013
Becky Rood, Assistant Principal	4027
Heather Schlaman, Assistant Principal	4012
Shane Waggoner, Assistant Principal	4011

### Support Staff

Gail Hobbs, Principal's Secretary	4005
Najiya Becker, Assistant Principals' Secretary	4015
Ann Skinner, Registrar	4025
Gail Villaneva, Finance	4047
Tracy Dooley, Receptionist	4002

### Student Services

Denise Burns, Counselor A-D	4024
Don Allen, Counselor E-K	4021
Diane Ramirez, Counselor L-Q	4028
Roger Faranato, Counselor R-Z	4023
Libby Cook, Intervention Counselor	4022
Karen Hummel, Special Education Counselor	4026
Kim Wells, Psychologist	4607
Officer O'Rourke, Youth Services Officer, Roseville PD	4267
Denise LaFazia, School Nurse	4633
Terri Griffin, Career Center	4562
Megan Christian, Librarian	4542
LoriAnn Donnell, Athletic Director	4236
Kim Bair, Activities Director	4601

# STUDENT SERVICES

## HEALTH CENTER (771-6565 X4633)

The Health Center is located in the administration building. The nurse provides assistance with school related health problems, health instruction in classrooms upon request, and individual health counseling for students, parents, and staff. Students must have a teacher signed student pass to come to the Health Center, but emergencies are seen without question.

All students are required to have an emergency card on file in the Health Center. This card is submitted to the school office at registration time or when a student begins school. **If you change your address, phone number, or other emergency information, please notify us immediately at 771-6565 x4025.** It is important for the school to be able to reach parents/guardians in the event of an emergency.

Health problems such as diabetes, epilepsy, heart disease, or other serious medical conditions are to be brought to the personal attention of the school nurse with written medical instructions for those limitations deemed necessary. Students with chronic health problems should report to the school nurse at the beginning of each fall term. Contact Denise LaFazia, the school nurse, at 771-6565 x4633.

California State Law requires at the time of registration up to date measles, rubella, tetanus, diphtheria, chicken pox immunization or disease history, Hepatitis B vaccine series and polio immunizations for all students. Exemptions for religious or medical reasons must be filed in writing in the permanent school health records. Failure to meet these requirements will result in the student being excluded from school.

**Students are not allowed to carry medication with them.** Only medication prescribed by a physician may be given to students. School personnel will cooperate with the student's physician by providing a safe place for the storage of necessary medication. The school must have written permission from both the parent AND the physician for over the counter OR prescription medication to be given. The medication must be in the original container. Forms are available in the Health Center.

Students who have physical or health problems that limit participation in a full physical education program are required to submit a medical restriction form to the Health Center. Forms are available in the P.E. Department, the Health Center, and the office all year long. Students with certain disabilities may, upon presentation of a recommendation from a physician, be excused from regular P.E. and placed in a modified program. Students who have had a serious illness, injury, or any other health complication need a doctor's clearance to reenter P.E. or athletic programs.

Requests for home teaching due to extended illness must be made through a written medical request on a district form to the principal stating the nature of the illness and the expected duration of the illness.

Contagious diseases such as pink eye, impetigo, and ringworm require a written clearance for school reentry from a doctor. Parasites such as lice and scabies are causes for exclusion from school.

## Emergency Cards

Students are required to have an emergency card on file in the office. This card must include the following information:

- 1) parent/guardian home and work telephone numbers
- 2) names and phone numbers of persons authorized by parent/guardian to be called in case of accident or illness (students will not be released to an unauthorized person)
- 3) emergency instructions in case of accident or illness
- 4) parent/guardian signature

Students will not be released from school without authorization from a parent or guardian.

## Absence reporting

Students are required to have all absences cleared by a parent/guardian. Please follow the procedures below:

*To clear an absence the preferred option is to send a note with your student the day they return and have them drop it off at the attendance office.*

*The note should be written in ink and must include the:*

- 1) *date the note was written*
- 2) *date and time of the absence (include all days and periods missed)*
- 3) *reason for the absence*
- 4) *signature of the parent or guardian*
- 5) *daytime phone number (home or work) of the parent or legal guardian*

Option 2: Call 771-6565 and choose option 1 twice.

Forgery of a note, a phone call, or any other school document or official communication is grounds for suspension. Notes should be dropped in the box in the attendance office. Students who do not bring a note by the third school day following an absence will be marked truant.

## **Truancy**

Unauthorized absence by a parent/guardian note or phone call or unauthorized departures from class. will be considered truancy. **Assignments missed may NOT be made up for credit.**

## **Excused Absences (Education Code Section 48205)**

**A student may be excused legally from school when the absence is due to:**

- Personal illness or injury
- Quarantine under the direction of a county or city health officer.
- Medical, dental, optometric, or chiropractic services rendered.
- Attendance at funeral services for a member of the immediate family (1 day in state, 3 days out of state).
- Jury duty in the manner provided by law.
- Pupil is custodial parent of a child who is ill or has a medical appointment during school.
- Exclusion for failure to present evidence of immunization (Education Code 48216)
- Exclusion from school because student is either the carrier of a contagious disease or not immunized for a contagious disease (Education Code 48213)
- Pupils in grades 7-12 who leave school (with prior approval of the Principal or his/her designee) to obtain confidential medical services. The pupil is to return a copy of the medical professional's appointment verification form. Upon written request of the parent or guardian and prior approval of the Principal or his/her designee and pursuant to board policy, a student's personal justifiable absence may be excused. Reasons include, but are not limited to:
  - Appearance in court.
  - Observation of a holiday or ceremony of his/her religion.
  - Attendance at religious retreats not to exceed four (4) hours per semester.
  - Employment interview or conference.
  - Attendance at funeral services (for other than the immediate family)

**Students are expected to make-up all work missed during the absence.**

## **Unexcused Absences (Education Code Section 48205)**

Reasons may include but not limited to: vacation, work, hunting, shopping, or personal business. **Make-up work is given at the individual teacher's discretion.**

## **Suspension** Suspension Absence (Education Code Section 48900- 48925)

Suspension absence shall be deemed to be an absence in computing ADA and shall not generate state apportionment payments. Suspension absence is granted when school authorities suspend a student in order to improve his/her behavior or for the protection of other students and/or school property. **Students are expected to complete all work missed during the absence.**

## **Excessive Absences/Tardies**

The Board of Trustees believes that regular attendance plays a significant role in student achievement. Furthermore, the Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children ages 6 to 18 are obligated to send their children to school unless otherwise provided by law. Furthermore, to maximize student attendance in school, the Board recognizes the need to adopt a policy addressing excessive student absences and/or tardiness that constitute an irregular attendance pattern that adversely affects the student's ability to learn. Excessive absences and/or tardiness are defined as patterns of student non-attendance at school due to prolonged or repeated illnesses, truant conduct, or tardiness, including but not limited to:

1. Absences/truant conduct/tardiness of 10 or more school days in a school year for illness without written verification by a medical professional, and
2. Any pattern of repeated absences and/or truant tardiness that adversely affects the student's academic progress.

The Board directs the Superintendent to develop Staff Rules for the implementation of this board policy.

Legal Reference: EDUCATION CODE 45194, 46011, 48205, 48200 et seq. CALIFORNIA CODE OF REGULATIONS, Title 5, Section 420 et seq.

## **Permission to Leave Campus**

Students must have permission to leave campus during the school day. Please follow the procedures below:

Send a note with your student in the morning and have them drop it off at the attendance office before school. They should return during the passing period prior to the class they are leaving from to pick up their "Special" pass to leave with.

Or you may come in and sign your student out. It could take up to ½ hour for us to get them out of class, especially during both lunches. Students may not be able to be retrieved from 2:20-2:35.

## **Career Center/Work Permits**

For students who have a job or who are planning their future, the WHS Career Center has a wealth of resources including college, technical school, job, and scholarship information. The Career Center is also the source of work permits, needed by students enrolled in high school who wish to work. Contact the Career Center at 771-6565 x4562 for information about work permits and Career Center services.

## **Counseling**

The counselors are responsible for student academic programs of study and for crisis intervention and counseling. Counselors will help students with enrollment questions, schedule problems, and course credit questions. Students are encouraged to consult with their counselor. Students need to fill out a pink "request to see counselor" form at the attendance counter to schedule an appointment with their counselor. Students in crisis may drop in to see their counselor without an appointment.

## **Food Services**

WHS has a fullservice cafeteria, a snack bar, and several satellite food service carts. Please visit our website for additional information regarding menus, pricing, free and reduced lunch program. Follow the guidelines below to add money to your student's account.

Option 1: Go to the website [mynutrikids.com](http://mynutrikids.com) and create an account. This will enable you to add money to your student's account. Your student will be able to purchase lunch using their ID card. You can use this website to monitor their balance and add more money as needed.

Option 2: Send your student with a check to the main office to be left in the cafeteria's mailbox. The amount will be added to their account and your student will be able to purchase lunch using their ID card. This process may take up to 2 days, so please plan to send them with lunch money for the day the check was received and the following day.

The office is not able to accept cash for students to pick up.

# **SCHOOL RULES AND REGULATIONS**

## **GENERAL CAMPUS RULES**

Woodcreek High School is a closed campus. Students must remain on the school grounds from the time of arrival in the morning until departure after school, including lunch, special periods, and passing periods. Students with off campus periods need to be off campus during their unscheduled time. They may not return to campus from the time they leave until 2:45 p.m. No students are permitted in the parking lot or any out of bounds areas during the school day except by special permission from the office. Students may not leave campus or return without a special excuse slip.

In order to preserve the lawns, students are asked to walk on the concrete walkways, not the grass, when crossing the quad. Students are welcome to use the lawns during lunch.

## **LUNCH**

Woodcreek's campus is closed at lunch. Students may not leave for lunch, and special excuse slips may not be used to go out to lunch. Students need to bring lunch from home or purchase food in the cafeteria. Students are not allowed to eat in the interior hallways in the administration building, science/math building or in the gymnasium complex. During rainy weather, auxiliary areas will be opened to provide additional eating space.

## **FOOD & DRINK**

Students may not eat or drink in classrooms. WHS is proud to have a clean campus and food or soda spills near computers or on carpets create a problem. If a student's group project involves giving samples of specially prepared food to the class, the teacher can make arrangements to take the class to an appropriate place to eat.

## **VISITORS**

Student visitors are not allowed at WHS. Adult visitors must register at the front office.

## **DRESS CODE**

Students should dress in a way that shows they are serious about the job of getting an education at WHS.

## Dress Code requirements:

- clean, neat clothing, free from obscene writing or patches
- shoes are required to be worn on the school grounds at all times
- clothing shall be within the bounds of decency and good taste
- no bare midriffs
- no lowcut, revealing, strapless tops or dresses, or muscle shirts
- no short short skirts or dresses
- no garments that are ragged or torn
- no wallet chains, spiked or bicycle chain wristbands, or other possibly dangerous clothing or accessories
- no gang style clothing/color, the school administration reserves the right to determine what is classified as gang clothing
- students may not sag their pants exposing their underwear or skin
- no clothing with alcohol, tobacco, guns or weapons, or drug related logos or text; no clothing that advertises objects/substances students may not legally possess at school
- no clothing with lewd or obscene messages or pictures
- coaches and teachers in classes such as P.E., science, and industrial technology may impose additional requirements as needed for specific activities or for safety

Students who go out into the community for internships or to interview business professionals are expected to dress appropriately for the business environment they are visiting.

First Violation : Student sent to the office to change clothes. Loaner clothes may be available or a parent will be called to bring clothes for the student.

Second Violation: Student sent to the office to change clothes. Parent contacted.

Third Violations: Student sent to the office to change clothes. Parent contacted. Student suspended to parent conference.

Fourth Violation and additional violations: Student sent to the office to change clothes. Parent contacted. Student suspended for defiance of authority.

## PE UNIFORMS

WHS students are required to wear uniforms in PE. The uniform is a white WHS T-shirt and maroon shorts. The uniform may be purchased from the PE department. Details on requirements for PE clothing will be provided by PE teachers on the first day of class.

## ELECTRONICS

Electronic devices (cell phone, iPod, handheld gaming device, etc.) may not be used during class time for any reason as they are disruptive to the learning environment. Using an electronic device during class time will result in the confiscation of that item and disciplinary action. We expect that electronic devices will be in the off position and stored in a backpack during class time and will only be used during breaks, lunch, before and after school. In addition, WHS is not responsible for lost or stolen electronic devices; students who bring an electronic device to school do so at their own risk. Electronic devices are a disruption to the learning environment and are not desired on a school campus. Any electronic devices which have not been claimed by parents by June 5 will be donated to a charitable organization.

First Violation : Electronic device taken to the office and returned to the student at the end of the school day.

Second Violation: Electronic device taken to the office and must be picked up by a parent.

Third Violations: Electronic device taken to the office and must be picked up by a parent. Student suspended to parent conference.

Fourth Violation and additional violations: Electronic device taken to the office and must be picked up by a parent. Student suspended for defiance of authority.

## STUDENT BODY CARDS

Students must carry their currently valid student body cards with them when at school. Lost cards will be replaced in the attendance office for \$5.00 (1st replacement) or \$10.00 (subsequent replacements). A card found in the possession of a person other than the owner, or a previous year's card presented as current ID will be picked up and disciplinary action will be taken. Student body cards also act as library cards. Students must show their student body card to receive the discount student rate for tickets to athletic events.

Students with unscheduled periods, ROP, or OWE, must show their student body card with affixed off-campus stickers as they exit the front gate during school hours. Students may not leave without a properly marked student body card.

Student body cards are required for admission to all school dances. The student body card will be checked at the entrance door. Students who come to dances without their Student Body Card can purchase a new card at the door at a cost of \$10.00. No students will be admitted without their student body card. Please remember that students can avoid this additional charge by purchasing a replacement at the attendance office from 7:30 a.m. to 4:00pm.

## CAMPUS HOURS

The WHS campus is closed during the following hours and days:

- 10:30 p.m. to 6:00 a.m. daily
- weekends and school holidays
- athletic fields are closed from one half hour before sunset to one half hour after sunrise every day

## POSTING SIGNS

All signs, flyers, etc. must be approved for posting and stamped by the school administration or their designee. Painters tape is the only allowable manner to post signs.

## DISTRIBUTION OF LITERATURE

Students distributing literature must exercise this right within the time, place, and manner restrictions established for the school. The full text of the policy is available from the Assistant Principal's secretary. Please note that the policy prohibits the distribution of commercial advertising and flyers advertising parties.

## DISCIPLINE POLICY

### **Philosophy**

All students should be provided with every opportunity to experience positive and worthwhile learning experiences both in and out of the classroom. Negative behavior and attitudes interfere with effective learning and positive student activities.

## STANDARD DISCIPLINARY OPTIONS

- Parent Conference
- Detention/Work Service
- Suspension
- Transfer to Alternative Education
- Expulsion

## VIOLATIONS OF DISCIPLINARY POLICY

(California Ed. Code 4890048915)

Any school disruption may result in school suspension. The following violations may result in suspension or expulsion:

- fighting, assault, battery, or attempting to cause physical harm
- possession, sale, and/or furnishing of a firearm, knife, explosive, or other dangerous object
- possession of an imitation firearm (toy guns), including Airsoft guns
- committing or attempting to commit robbery or extortion
- engaging in gang activities, behavior associated with gangs, or wearing gang clothing
- threatening, intimidating, or menacing behavior
- committing or attempting to commit a sexual assault or committing a sexual battery
- harassing, threatening, or intimidating a witness in a school disciplinary proceeding
- "hate violence"
- unlawful harassment (gender, race, disability)
- hazing, including birthday hazing
- fire setting, attempted fire setting, setting off fire alarm
- possession or use of firecrackers, impact "poppers," caps, and any other fireworks or explosives
- theft, attempted theft, or receiving stolen property
- vandalism: damaging or attempting to damage school or private property
- use or possession of tobacco
- using, under the influence of, or possessing alcohol, drugs, or any controlled substances • furnishing, offering, arranging, or negotiating the sale of alcohol, drugs, or any controlled substance or any substance represented as alcohol, drugs, or another controlled substance. Prescription drugs are not allowed on campus unless they are checked in with the school nurse. **\*\*\*STUDENTS MAY NOT CARRY ANY PRESCRIPTION DRUGS ON CAMPUS\*\*\***
- possession of drug paraphernalia, unlawfully selling, offering, or negotiating to sell drug paraphernalia
- any act of defiance or willful disobedience
- failing to comply with the reasonable request of teachers or other school personnel
- willful disruption of the learning environment or school activities
- use of profane or indecent language, commission of an obscene act
- interfering with the peaceful conduct of the campus
- failure to correctly identify oneself or giving false information to school personnel
- violation of technology policies

- leaving campus without a special excuse slip, closed campus violations
- forging, falsifying, or altering school correspondence, passes, readmits, or phone calls
- gambling, wagering, or sports pools
- trespassing on the school campus after hours
- trespassing on other school campuses
- ALL PARKING LOTS (main, aquatic center, etc.) are considered part of the WHS CAMPUS. Vehicles parked within these areas are subject to search.

## UNLAWFUL HARASSMENT OF STUDENTS

The Roseville Joint Union High School District and WHS are committed to providing an educational environment free of unlawful harassment. The District's antiharassment policy (full text available in office) applies to all persons involved in the District's educational environment, and prohibits unlawful harassment by any student or any employee of the District. Violation of this policy by a student may result in disciplinary action, up to and including suspension and expulsion, depending on the seriousness of the violation.

Unlawful harassment because of gender, race, ancestry, physical or mental disability, age, or any other protected basis includes, but is not limited to

- verbal conduct such as derogatory remarks
- visual conduct such as staring
- physical conduct such as assault, unwanted touching, or blocking of normal movement
- harassing contact made electronically, such as text messages, internet postings, email, etc.
- any retaliation for having reported or threatened to report harassment

If a student thinks he/she is being unlawfully harassed, the student should immediately notify any school administrator so that complaints can be resolved quickly and fairly. To file a formal complaint, the students should provide details of the incident(s), the names of the individuals involved, and the names of witnesses. A written complaint is recommended, but not required.

## TARDY POLICY

Students are expected to be to class on time. A school wide tardy policy is listed on our website.

Number of times tardy (per period, per term)	Response	Person responding
1	Warning	Teacher
2	Warning	Teacher
3	Parent Contact	Teacher
4	Parent Contact	Counselor
5	Work Service	Assistant Principal
6	Work Service	Assistant Principal
7	Work Service	Assistant Principal
8	Suspension Home	Assistant Principal

# **RJUHSD TECHNOLOGY/NETWORK/INTERNET ACCEPTABLE USE POLICY FOR STUDENTS**

## RESPONSIBILITY

As a user of the RJUHSD technology services, network and Internet connections, students agree to follow all guidelines established in our "user" agreement on the two previous pages on this handbook. Additionally, a copy can be found on our website on the School Documents webpage.

**INAPPROPRIATE TECHNOLOGY/NETWORK/ONLINE CONDUCT can result in disciplinary action not limited to suspension of technology access on campus and or suspension from school. Legal action may be taken when required.**

The Roseville Joint Union High School District (RJUHSD) recognizes that technology, including network and Internet services offers a wide variety of opportunities to further educational goals and objectives and therefore provides technology services and network access to its staff and students. Access to these vast resources and information is an educational opportunity requiring responsible use by each individual. As such, every RJUHSD user should act in an ethical and legal manner consistent with district goals and objectives and should conform to educationally appropriate use and network etiquette that includes being polite, using appropriate language, and respecting the privacy of others.

Users of RJUHSD technology and network services should remember that the level of confidentiality on district-owned computers may not be the same as that expected when using their own equipment or Internet services.

Electronic communications\*, files and other Internet records may be examined for educational and administrative purposes and to verify that acceptable use guidelines are being followed. (\*For purposes of this document, electronic communications include but are not limited to email, chat, and instant messaging.)

The District has deployed Internet content filtering technology in the interest of keeping harmful and inappropriate content from being accessed, Internet content filtering is not a perfect science and it may be possible for users of the Internet to access information that is intended for adults. Likewise, computer security cannot be made perfect and it is possible that a determined user can make use of computer resources for inappropriate purposes. Use of the District technology, network services, and the Internet is a privilege that may be revoked at any time for inappropriate conduct.

The use of the Internet, network, and technology services are strictly limited to educational purposes.

## **RJUHSD Student Technology Acceptable Use Policy/Agreement**

The Roseville Joint Union High School District (RJUHSD) recognizes that technology, including network and Internet services offers a wide variety of opportunities to further educational goals and objectives and therefore provides technology services and network access to its staff and students. Access to these vast resources and information is an educational opportunity requiring responsible use by each individual. As such, every RJUHSD user should act in an ethical and legal manner consistent with district goals and objectives and should conform to educationally appropriate use. Please reference Board Policy 6163.4 for complete information.

Users of RJUHSD technology and network services should remember that the level of confidentiality on district-owned computers may not be the same as that expected when using their own equipment or Internet services. Electronic communications\*, files and Internet records may be examined for educational and administrative purposes and to verify that acceptable-use guidelines are being followed. (\*For purposes of this document, electronic communications include but are not limited to e-mail, chat, blogs, discussion forums, and instant messaging.)

RJUHSD has taken reasonable steps to ensure that technology services and network use is primarily for activities that support district goals and objectives. While the District has deployed Internet content filtering technology in the interest of keeping harmful and inappropriate content from being accessed, Internet content filtering is not a perfect science and it may be possible for users of the Internet to access information that is intended for adults. Likewise, computer security cannot be made perfect and it is possible that a determined user can make use of computer resources for inappropriate purposes. RJUHSD believes that the benefits of Internet access in the form of information resources and opportunities for collaboration far exceed any disadvantages. Ultimately, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow. Use of the District technology, network services, and the Internet is a privilege that may be revoked at any time for inappropriate conduct. The use of the Internet, network, and technology services are strictly limited to educational purposes.

### **RESPONSIBILITY**

As a user of the RJUHSD technology services, network and Internet connections, I agree to:

- A. Use my network access in an acceptable manner, follow all district rules and regulations regarding network use, including being polite, using appropriate language, and respecting privacy of others.
- B. Use on-line time and other technology/network resources efficiently and for educational purposes only.
- C. Report any known misuse of technology or network services to the appropriate teacher, administrator, or the District Office.
- D. If I have been issued an individual network account, I will be the sole user of it. I will protect my account by not giving out my password and I will report any suspected misuse to the appropriate teacher or administrator. I will be responsible for all use by this account.
- E. Follow all applicable copyright laws. I understand that inappropriately copying or misusing other people's work may be considered plagiarism. Likewise, any work that I create through the use of the RJUHSD technology services/network is my own property, yet it is subject to all of the guidelines in this policy.

F. Assist in keeping the RJUHSD network free from virus or other malicious attacks by refraining from opening attachments from unknown sources, downloading and/or installing unauthorized software, and being alert to warnings.

INAPPROPRIATE TECHNOLOGY/NETWORK/ON-LINE CONDUCT includes, but is not limited to:

- A. Using technology or network services for illegal activities, including unauthorized installation, use, storage, or distribution of copyrighted software or materials in violation of copyright laws.
- B. Unauthorized installation or use of any software or hardware not belonging to, or properly licensed by the District (e.g., games, applications, operating systems, "shareware", computer components, and peripherals).
- C. Accessing, posting, submitting, publishing or displaying harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others ("cyber bullying") based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs. California Penal Code Section 313(a).
- D. Using technology or network services for private business, commercial enterprise, or for political activities.
- E. Use of another individual's name, user account, or password.
- F. Allowing another user access to your account, sharing electronic account passwords, leaving passwords available in obvious locations, or leaving "signed on" or "logged on" computers unattended.
- G. Disclosure, use, or dissemination of personal identification or "contact information" about oneself or others when using electronic communication. Students are cautioned not to disclose personal information by any means to individuals located through the Internet without the permission of staff members and are urged to discuss on-line privacy issues with their parents or guardian. Personal information includes the student's name, address, telephone number, Social Security number, or other individually identifiable information.
- H. Reading or accessing other users' electronic mail or files. (Collaborative efforts will have appropriate and identified locations and/or resources for sharing files and information.)
- I. Attempting to interfere with other users' ability to: use technology resources, send or receive electronic mail, deleting, copying, modifying or forging other users' mail or files.
- J. Sending or exchanging messages that are inconsistent with school or district policies.
- K. Using encryption, encoding, or passwords to deliberately conceal or hide email or files.
- L. Distributing electronic media or files in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system (e.g., downloading extremely large files; sending/distributing mass electronic messages or chain letters; downloading of video and audio files not directly related to district goals; excessive chat or instant message use for non-educational purposes).
- M. Intentionally uploading, downloading, or creating computer viruses.
- N. Attempting to vandalize, harm, tamper with, intercept, or destroy district equipment, data, or materials including use and/or possession of "hacking" tools.
- O. Attempting to bypass, circumvent, or disable: network security, virus protection, or Internet content filtering; not limited to but including use of Internet anonymizers to disguise user/computer origin or content.
- P. Manipulating the data of any other user, school, or district resource.
- Q. Unauthorized access to servers, computer systems, or network equipment.
- R. Use or connection of any personal (non-district) equipment to the RJUHSD network.

Students who violate the RJUHSD Student Technology Acceptable Agreement, Board policy, misuse technology or network services, or violate state or federal laws may be subject to disciplinary action, loss of access privileges and/or legal action in accordance with law. The District Technology Services Department and site administration reserve the right to delete files or remove access to resources found to display or propagate inappropriate on-line conduct. We support the parent's or guardian's right to authorize or decline network/Internet access for their student.

The Roseville Joint Union High School District supports and respects each family's right to decide to allow for or request the denial of Network/Internet access.

#### STUDENT INTERNET/NETWORK USERS

By logging on to or using any computer or technology resource on the RJUHSD network or on district premises you understand and agree to abide by the provisions and conditions of this policy as well as with any and all district rules and regulations which may relate to usage of district technology and equipment, including use of the Internet. You also understand that your use of the Internet and electronic communications through district computers and equipment is strictly limited to educational purposes, that you are not guaranteed any rights to privacy with respect to electronic communications or Internet records, and that from time to time district administration may review such electronic communications or Internet records for general security purposes and in order to ensure compliance with this policy.

## PARENT/GUARDIAN OF STUDENT USER

The District makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the District Internet connection will be error-free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or exposure to inappropriate material or people. The District is not responsible for the accuracy or quality of the information obtained through the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Users or parents of users will indemnify and hold the District harmless from any losses sustained as the result of misuse of the system by user. By allowing your child(children) access to and use of any computer or technology resource on the RJUHS District local area networks and Internet gateway, and you agree on your own behalf and on behalf of your child(children) to all terms and conditions set forth in this document.

Note: If you wish to deny your child's use and access to technology and Internet resources please contact your school's Assistant Principal or site administration.

## TRANSPORTATION, PARKING & FIELD TRIPS

### **Bus Conduct**

Students riding buses are required by law to be orderly and quiet in order to protect the safety of the riders and adhere to all rules established by the district.

- Students must show their bus pass both morning and afternoon as they board the bus.
- Students must ride the bus route closest to their home address both morning and afternoon.
- Students must be seated as directed by the driver.
- No part of the body, including head or arms, may be extended out the window.
- Students must sit up in the seat and face the front of the bus, keeping feet out of the aisle.
- Students are not permitted to eat or drink on the bus.
- Playing musical instruments, whistling, yelling, profane language, throwing articles, shooting rubber bands, scuffling, or any other disturbance or distraction is prohibited.
- Smoking on a bus or at the bus stop is prohibited.
- No alcohol, tobacco, or controlled substances shall at any time be used or possessed on a bus or at the bus stop.
- Students must pay for any damage they cause to a bus and may lose their riding privileges.
- Students may not tamper with or operate any of the equipment on the bus unless directed to do so by the driver in an emergency situation.
- Students may be assigned seats by the driver.
- Buses will stop at designated stops only. No student shall be permitted off the bus except at the designated stop.
- Any behavior which is not considered to be in compliance with safe riding practices will be subject to citation and possible loss of riding privileges.

Bus passes must be purchased from Transportation. Please call the Transportation Department at 7862723 for

more information. All students must purchase a bus pass each year. Arrangements for families with financial limitations will be made by the Director of Transportation.

**Private Transportation:** Students may be transported on field trips or other school sponsored activities in private vehicles, providing the teacher and/or parents have completely filled out and submitted the proper forms for the approval of the Principal. Parents transporting students in private vehicles must be cleared through the District Director of Transportation, who may be reached at 786-2723.

**Chaperones:** At least one certificated staff member (teacher, counselor, or administrator) must accompany all field trips.

**Permission Forms:** All students participating in a field trip must complete and return the Parent Permission for School Related Field Trips form. One copy will be kept on file in the school attendance office until the completion of the trip. One copy will be given to the certificated advisor in charge of the group.

### **Parking Regulations**

*Please note that anything you bring in your car you are bringing onto campus. Vehicles in the school parking lot are subject to search.*

Student cars may not be parked in staff lots. Cars parked in a manner that could create a safety hazard will be ticketed.

Students must drive safely and slowly in the parking lot. Students who drive in a manner that could endanger the safety or property of others may have their parking privileges revoked and, because there is no other parking close by, will have to find an alternate means of transportation to school.

WHS does not accept responsibility for theft or damage to vehicles parked in the school's parking lot.

**PARENTS:** Please help us keep the parking lot safe. Please pull all the way through the entrance to the parking lot into the pickup/drop off zone before stopping. Cars stopped in the entrance create a serious safety hazard, with stopped cars backed up all the way onto Woodcreek Oaks Blvd.

## **Bikes, Skateboards & Rollerblades**

Many students use bikes, skateboards, or inline skates as transportation to and from school. Students must walk their bikes on campus and lock their bikes to the bike racks (not the fence) when they arrive. Students may not ride skateboards or use inline skates or roller shoes on campus. Please pick up skateboards and take off skates when entering campus. Skateboards and inline skates may be stored in an assigned area during the day, or students may carry them with them in athletic bags.

## **THE SENIOR YEAR**

### **Senior Conduct**

Seniors are expected to set a positive example for the underclassmen during their senior year. The Senior Conduct policy applies sanctions (which range from being excluded from the Senior Picnic to being excluded from the graduation ceremony) to students who do not demonstrate acceptable attendance, behavior, and grades. Details of this policy will be discussed with seniors in the fall. Any senior who is suspended for four or more days during the senior year will be placed on Senior Conduct.

At the end of every nine-week quarter, an appeals panel will conduct hearings for those seniors who wish to appeal their Senior Conduct standing. In order to be heard by the panel, students must submit a written request for a hearing to Mr. O'Hair at least one week prior to the end of the quarter.

If the appeals panel chooses to take the student off of Senior Conduct, he/she will be returned to good standing provided there are no further disciplinary infractions. If the appeals panel chooses not to remove the student from Senior Conduct, the student may appeal again at the end of the following quarter.

### **Graduation**

Seniors will order caps, gowns and tassels during the first term. Tickets will be required for admission to the graduation ceremony. Details on graduation will be given to seniors during the spring term.

### **Valedictorian and Salutatorian Selection**

Valedictorians shall be the students with the highest cumulative weighted grade point average at the end of the third quarter of the graduation year.

The cumulative weighted GPA shall be based on whatever courses students have completed through the third quarter of the year in which they are graduating. The total number of courses may include courses from ROP, OWE, and community college.

The principal shall appoint a committee to review unique individual student situations that warrant the selection of additional valedictorians and the selection of the salutatorians. The committee shall include the counseling and guidance administrator, one counselor, and three teachers.

## **THE ASSOCIATED STUDENT BODY**

All WHS students are members of the Woodcreek High School Associated Student Body (ASB). An ASB President, Vice President, Secretary, and Treasurer are elected each term (twice per year). The ASB President, with the help of the Director of Student Activities and the Student Government class, runs the ASB, including Student Government and the Representative Assembly. The ASB is in charge of athletic gates and athletic expenses, fundraising, dances, and all student activities.

### **Classes**

Each class (freshman, sophomore, junior, and senior) has faculty advisors and a president, vice president, secretary, and treasurer, who are elected annually. Classes periodically meet during lunch periods or after school to discuss activities. Monday R&D days are always one lunch days and therefore a good day to meet.

## **STUDENT ACTIVITIES: DANCES, BIDS, AND DANCE REGULATIONS**

Dances usually run from 8:00 p.m. to 11:00 p.m., with the exception of our Quad Dance which runs from 7:00 p.m. to 10:00 p.m. Doors close for entrance at 9:00 p.m. (8:00 p.m. for Quad Dance). Dance tickets are sold during lunch and after school on Friday of week of dance. **Tickets are not sold at the door.**

### **Dance Bids**

Dance bids are available for the following dances; Homecoming, Aurora Borealis and Junior Prom. Dance bids allow non-WHS guests to attend a WHS dance. The WHS student secures a dance bid from the office on which he/she names the guest the student wishes to invite to the dance. Dance bids must be turned in to the attendance office three working days before the dance. If the dance bid is approved by the administration, the student may then invite his/her guest.

The following guidelines must be followed when using a dance bid:

- All guests must have proper identification (valid student body card from the student's home school and/or driver's license)
- The WHS student and guest must enter the dance together
- All guests must be at least high school age and no older than 20 years in order to be invited

## **Dance Regulations**

Once a student or guest has left the dance, there can be no return.

Smoking, drinking, possessing or having consumed drugs, alcohol, or tobacco is prohibited and will result in suspension and/or citation.

Only students with valid student body cards (or a bid and ID for guests at a bid dance) will be allowed into the dance. Students who come without their Student Body Card can purchase a new card at the door at a cost of \$10.00, payable at the time of issue.

Students shall dress in accordance with the dress code. Slam dancing, freaking, grinding and any sexually explicit dancing are prohibited and may result in suspension of dance privileges and/or at the discretion of the administration, the dance may be closed down early.

## **Conduct at School Functions**

Students are expected to follow the same code of behavior at school functions that applies to the regular school day. Students must be in attendance during the regular school day for at least three hours in order to participate in any school activity. Students suspended from school may not be on campus or at any off campus school activity during the period of suspension. Some dances and other activities are held on Saturdays. The rules for Saturday activities are the same as for regular school days.

**ANNUAL ACTIVITIES: PLEASE VISIT OUR WEBSITE FOR CALENDAR AND HIGHLIGHTED LIST OF ACTIVITIES & CLUBS.**

## **Forming a Club at WHS**

To form a club at WHS, students need to obtain a faculty advisor who is willing to supervise club meetings and help run the club, including financial transactions. Students need to write a club constitution and develop an official membership list. Clubs may open a club account in the Finance office. Details of the process of forming a club are available in the Activities Director's office.

## **Club Fundraising and Financial Information**

Clubs must have written permission from both the ASB and the site administration for any fundraising activity. Please see the Student Organization Handbook for details. Fundraiser request forms are available from Student Government or from the Activity Director's office.

## **ATHLETICS and SCHOOL SPIRIT**

### **Athletic Policies**

Athletes and their parents/guardians need to read the Athletic Handbook carefully. The information in the Athletic Handbook is very important, and athletes are responsible for reading the information and following the rules. Woodcreek High School's athletic program is run under the authority of the California Interscholastic Federation (CIF). WHS is in the Sac Joaquin Section, and the Sierra Foothill League. Please read the Handbook for more details.

Questions regarding athletic eligibility, academic probation, residential eligibility, athletic clearance, training, conduct or other athletic issues should be addressed to your coach or to LoriAnn Donnell, the Athletic Director. She may be reached at 771-6565 x4236. Mark O'Hair, the administrator in charge of athletics, may be reached at 771-6565 x4013.

See a complete list of sports and athletic packet on our website.

### **Fan Behavior**

Appropriate fan behavior is expected. Students and adults may lose attendance privileges if behavior at athletic and other school events is disrespectful of the participants and/or attendees.

### **Cheerleading**

Because of the dual responsibilities of the cheerleaders, which include both performance and leadership roles, WHS has high standards for cheerleader conduct. Please see the Cheerleading constitution for details. The constitution's requirements for athletic clearance, academic probation, sportsmanship, attendance and procedures for leaving a team are the same as the athletic team guidelines.