

Welcome to Rancho Pico Junior High School, home of the Mustangs!

Every member of the Rancho Pico staff is dedicated to helping students reach their highest potential. Our goal is to provide the support, skills and knowledge to ensure student success.

PLEASE READ THE FOLLOWING INFORMATION TO HELP CLARIFY SOME OF THE PROCEDURES, POLICIES AND SERVICES THAT WILL BE IN PLACE AT RANCHO PICO.

STUDENT PLANNER:

This planner will be one of the most valuable tools that we can provide our students. It has been designed to help you be more organized in your classes. **If homework, assignments, and tests are recorded daily, you have achieved the first skill needed for a successful year!** Students will be required to have their planners with them every day. **We encourage parents to check this book nightly. Please note that teacher signature or stamp in the planner is ONLY an indication that the student has copied assignments correctly, and not that he/she has completed and/or turned in those assignments.** If a student's planner is lost, damaged, or stolen you may purchase a replacement for \$5.00, subject to availability.

SCHOOL OFFICE HOURS:

If you wish to make an attendance phone call, speak with an administrator, counselor, teacher or the Health Office please call between the hours of 7:45 a.m. and 3:45 p.m.

STUDENT SUPPORT SERVICES:

Rancho Pico counselors are assigned to teams and work directly with parents and staff to provide educational guidance and assistance. Counselors work closely with

students to ensure their academic and educational development as well as providing the skills for career, social, and personal development. We hope that you will get to know your counselor during the school year.

To schedule an appointment, fill out a request form in the counseling office. Your counselor will then schedule a conference with you.

PROMOTION REQUIREMENTS:

A student must complete a minimum of 107.5 credits in grades seven and eight, including 65 credits in the following subjects: English, Math, Science and Social Studies.

PROGRESS REPORTS/REPORT CARDS:

Progress Reports and Report Cards are your legal notification of grades. Each will be mailed home 4 times per year, for a total of 8 mailings per year. If you do not receive a report, please call the school registrar.

ATTENDANCE:

Student success is directly related to attendance. Parents are encouraged to plan vacations and appointments in coordination with the school calendar.

1. Students should not arrive at school earlier than 8:15 a.m. as supervision prior to this time is not provided.
2. Students arriving late to school should report to the attendance window for an admit slip.
3. When a student is absent, a parent or guardian must call the Attendance Office each morning of the absence. If this is not possible, the student needs to bring a note upon returning to school. This note should include the dates and reasons for absence. Illness or unavoidable medical or dental appointments are the only absences which are excused. Other absences, even with parental permission, are classified by the State of California as unexcused. Parents must clear absences within 3 school days of the absence. After three days, the absence will become a truancy.

4. If a student must leave school early at any time, for any reason, he/she is to bring a note to the Attendance Office before school starts in the morning. The student will receive an off-campus pass for the time indicated in the note and will be instructed to report to the office at the appointed time to meet his/her parent. If the student returns to school that day, he/she must check in through the Attendance Office.

If a parent takes a student off campus without first going through the office, that student will be considered truant.

TARDY POLICY:

Students are expected to be in class on time. When students arrive late, class instruction time is disrupted. Please help your child to understand their responsibility in arriving on time to each class. To help students who are experiencing difficulties, the following Tardy Policy is in effect:

- 1st Tardy:
Teacher Warning
- 2nd Tardy:
Teacher-assigned detention and parent contact
- 3rd Tardy:
Teacher-assigned detention and parent contact. Warning that next tardy results in Saturday School.
- 4th-6th Tardies:
Saturday School

Further incidents may result in: parent escort to classes, and/or possible school suspension.

**MESSAGES! LUNCH MONEY!
P.E. CLOTHES! PROJECTS!:**

The school office is a place of business. There are many tasks related to the running of a school that are assigned to each Administrator and clerical person. While we try to make our school a safe environment for your child, please understand that we **do not** have the staff available to deliver messages, lunches, money, fast food orders (pizza, burgers, etc.), P.E. clothes, birthday balloons, flowers, forgotten homework, etc. While we genuinely like the

students on our campus, important lessons about responsibility can be learned by students if parents do not deliver these items to school.

Fast Food lunch deliveries will not be made to students. Please provide your student with either money or a sack lunch.

Students are not allowed to use their cell phones to call for pizza deliveries. Students who do so will be subject to school discipline.

VISITORS:

All visitors, guests, and parents must sign in at the Main Office and receive a badge to be worn during the visit. These badges will be turned in upon leaving campus. Parents are welcome to visit classes. Please call at least 24 hours in advance to arrange an appointment. **We do not allow student visitors.**

DRESS AND GROOMING CODE:

The administration and staff at Rancho Pico Junior High School believe that appropriate dress and grooming contribute to a safe and productive learning environment. We expect students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard, or any distraction which would interfere with the educational process. Please review the following dress code with your student:

1. Closed-toe shoes must be worn at all times. Slippers may not be worn.
2. No bare midriffs or chest. Clothes shall conceal undergarments at all times. See-through or fish-net fabrics, tank tops, halter tops, spaghetti straps, off-the-shoulder or low cut tops and bare midriffs are prohibited.
3. No excessively baggy or sagging pants/shorts are allowed. Pants and shorts must be worn at the waist. Cargo pants with large pockets and over-sized sweat pants are not permitted. Belt tips may not hang. Pants and shorts with tears and holes are

not permitted. Sleepwear (pajamas, etc.) may not be worn.

4. Skirts/shorts/pants must display clean hemlines (no long frays), and fit sensibly. Skirts or shorts may not be shorter than the finger tips when arms are extended to side, allowing students to move safely and modestly.

5. Clothing that advocates drugs, alcohol or tobacco, or disruptive/gang activities are prohibited.

6. Clothing and jewelry shall be free of writing, pictures, or any other insignia which are crude, vulgar, violent, profane, or sexually suggestive or which advocates any form of prejudice. Clothes (or books and other materials) will be confiscated if they have old-English or tagging-style writing or markings.

7. No knit caps (beanies), scarves, bandanas, or hair rollers are to be worn on campus.

Approved Rancho Pico headwear may be purchased in the student store for use on campus. Headwear must be worn as intended and may not be worn in the classroom.

8. Accessories such as heavy chains, and jewelry with dangerous points or spikes, are prohibited.

9. Hair shall be clean and neatly groomed. Student dress and grooming must be safe, clean, modest, and conducive to educational pursuits.

Violation of the above provisions of the student dress code will result in confiscation for release to parents of the inappropriate clothing item(s). Items should be claimed within five school days to insure their safe return. Items left for an extended period of time will be considered abandoned and will be donated to charity. Disciplinary actions including, but not limited to: warnings, conferences, parent contacts, detention, Saturday School and suspension will be employed, as necessary, to ensure compliance with this policy.

FIELD TRIP DRESS CODE: When students attend a field trip during school hours, they are expected to dress according to the above policy. Failure to do so may result in the student not being able to attend the field trip.

LUNCH:

Rancho Pico is a **CLOSED CAMPUS** all day, including lunch. We cannot honor requests to take your child out to lunch. As the lunch period is only 35 minutes long, there is not enough time to go out to lunch and get back to class on time.

Rancho Pico has a full service cafeteria, where Class A hot lunches and a-la-carte items are available. Students may bring a lunch or purchase a hot lunch from the food service area. Many students prefer bringing lunch from home. Students may not be in the classroom areas during lunch except with teacher permission. Students are welcome to visit the library during brunch and lunch.

Parents: Fast Food lunch deliveries will not be made to students. Please provide your student with either money or a sack lunch.

Students are not allowed to call for any kind of fast food delivery. Students who do so will be subject to school discipline.

EMERGENCY INFORMATION:

For your safety, an Emergency Information Card will be mailed to each student in our summer mailer. This card must be returned before the student can obtain books, etc. at summer check-in. The Emergency Card shows personal information such as the name and telephone of your doctor, your parents' work phone numbers, and who we may contact in case of emergency, etc. Please have your parent complete all personal information requested. **It is extremely important for you to report any CHANGE OF INFORMATION to the Registrar. Each student must have an emergency card on file. Students will only be released to persons listed on the emergency card.**

HEALTH SERVICES:

A Health Assistant is available during school hours. If you feel ill or injure yourself during class time, notify your teacher immediately. He/she will give you a pass to the Health

Office. If a problem occurs during brunch or lunch, you may report directly to the Health Office. Students who are ill will be sent home after a parent contact is made. Our services are limited to first aid, short rest periods, and parent notification.

Students must report to the Health Office if sick. Students are not to call a parent directly, without first reporting to the Health Office. The Health Assistant will contact the student's parent.

The Health Assistant cannot dispense medication without proper medical authorization on file in the office. Authorization forms can be requested by contacting the School Health Assistant. Students on any medication must leave their prescriptions in the Health Office. The Health Assistant will supervise the administration of all medication.

ID CARDS AND PICTURES:

Each year all students are photographed for purposes of records and identification. Each student will receive a student ID card free of charge. Students are expected to have their card with them at all times, including off-campus field trips. Pictures will be taken during student check-in. **If you lose your card, you will be charged a \$10.00 replacement fee.** Students must have an ID card to attend school functions and when paying material costs.

HOMEWORK REQUESTS:

Parents of students who have been absent three (3) days or more may request homework assignments by calling the office. At least twenty-four (24) hours is needed in order to contact the academic teachers involved. Students missing one or two days must contact their teachers when they return for make-up work. Parents may also find out current information from their students' teachers by calling the voice mail/information hotline of their teacher/team or by logging on to our website and emailing the teacher(s).

PHYSICAL EDUCATION INFORMATION:

All students wear uniforms during Physical Education classes. **PE uniforms may only be worn during PE classes.**

Excuses from PE for reasons of health require a note from a parent or doctor. A doctor must verify more than three days of non-participation in PE, in writing. *Due to the large number of students in PE classes, all doctors/parent notes must be submitted to the Health Assistant before school.*

ASSOCIATED STUDENT BODY:

Students are encouraged to participate in the governing of Rancho Pico. This participation is expressed through the Associated Student Body (ASB). Students should know their representatives and should communicate their wishes and desires through them to the rest of the Rancho Pico community. The student council can then act as the voice of the student body. The student council is charged with providing the leadership necessary to create the atmosphere that will help make our students proud of their school and eager to participate in its many activities.

Faculty and students share in the government of Rancho Pico. The purpose of ASB is to promote the welfare of the school, to encourage loyalty and school spirit, and to develop leadership.

LOST AND FOUND:

If you find something on campus, please bring it to the attendance office. If you lose something, check immediately with the office to see if your lost item has been turned in. All unclaimed items are given to charity at the end of each month.

EMERGENCY DRILLS:

Fire and earthquake preparedness drills are conducted monthly on campus to help ensure student safety in the event of a real emergency. Emergency supplies are kept in a large storage container and replenished as needed.

PARENT ADVISORY COUNCIL:

The Parent Advisory Council (PAC) is the group on campus that helps to keep parents informed. All parents are invited to join and attend meetings to receive the most recent updates on what's happening at Rancho Pico. All membership dues paid will remain on our campus. PAC will hold its first meeting in the fall. All other dates will be determined by the membership. Please plan to be a part of this important group!

NEWSLETTER:

Newsletters will be published quarterly to inform parents about upcoming events, student accomplishments and activities, and other pertinent information. Make sure to read the newsletter so that you won't miss out on something fun!

SCHOOL DANCES:

ASB plans dances for Rancho Pico students. All school rules apply to these dances and **only** Rancho Pico students are allowed to attend. The Dress Code will be strictly enforced at all student dances and extracurricular activities.

Student ID cards and a ticket are required to enter the dance. Students will be admitted up to 15 minutes after the beginning of the dance only. Students are not permitted to leave the dance early.

RANCHO PICO DANCE GUIDELINES:

General:

Rancho Pico's Dress Code will be enforced at all school related activities and events. Behavior on and off the dance floor must be socially acceptable. Dance movements and mannerisms must fall within the standards of acceptable behavior and good taste. Movements that depict or suggest private, sexual acts are totally inappropriate. They are a distraction and an embarrassment to others. The disruption they cause will not be tolerated. Individuals or couples engaging in such acts will be removed from the dance

and parents will be contacted. Also, slam-dancing, "mashing," crowd-surfing, freak dancing and any other dangerous acts are prohibited.

STUDENT BEHAVIORAL EXPECTATIONS:

- Be prepared: Bring the required materials to each class.
- Be on time and in your seat when the bell rings.
- Remain in class until excused by your teacher.
- Write your daily assignments in your Student Planner.
- Complete class work and homework daily.
- Carry a pass when you leave a class during class time.
- Rudeness, profanity, obscene gestures, and disrespectful behaviors will not be tolerated.
- Food, gum, or candy will not be eaten in class.
- Defacing school property—desks, books, walls, etc., will not be permitted and will be prosecuted by the law.
- Any action that is unsafe or that disrupts classroom activities is unacceptable.

Specific Issues:

Assignments and personal belongings will be free of inappropriate writing, pictures, and symbols.

Playing cards, marking pens, laser pens, radios, etc., are to be left at home. These items are disruptive, may be destructive, and if brought to school, will be confiscated. Students in possession of these items are subject to disciplinary action that could include Saturday School and/or suspension.

We encourage students to leave CD players, IPOD/MP3 players, electronic games, etc. at home. **The Wm. S. Hart District and Rancho Pico Junior High assume no responsibility for lost, stolen or damaged items.** Use of these items during class time is strictly prohibited and will be enforced with disciplinary consequences. Items will be confiscated and returned to parents.

The use of cell phones during class time is strictly prohibited and will be enforced with disciplinary consequences. Items will be confiscated and returned to parents. Cameras are not allowed on campus without permission.

Cell phones and cameras may not be used or seen in locker rooms at any time, as this creates an unsafe environment for all students and staff. There will be severe disciplinary consequences for any camera use in locker rooms. This includes cell phones with cameras.

To ensure the safety of all students and staff, Rancho Pico enforces a “hands-to-yourself” policy. Students are expected to refrain from pushing, chasing, grabbing, poking, punching, kicking, kneeling and any other physical acts that encroach upon another person or their personal space. While most of these physical acts are conducted between friends, they nevertheless present unsafe conditions at school. Examples include “dead-arms” and “birthday punches”.

ACADEMIC INTEGRITY:

Students and parents need to be aware of the importance of academic honesty at Rancho Pico. Academic honesty means not cheating, plagiarizing or using information unethically in any way.

Plagiarism includes:

- * Submitting someone else’s work as your own, including that of tutors, friends, parents or siblings or paraphrasing *without giving the source*.
- * Turning in purchased papers or papers from the Internet written by someone else.
- * Helping others plagiarize by giving them your work, even if you don’t think it will be copied.
- * Using someone else’s idea *without giving credit to the original source*.

Cheating Includes:

- * Copying assignments that are turned in as original work.
- * Trading assignments with other students, even if you don’t think they will be copied.

* Using unauthorized notes or technology, during a test.

* Sharing answers before, during or after quizzes or tests. Students must be responsible for their own papers and make sure others cannot copy their work.

PUBLIC DISPLAY OF AFFECTION (PDA):

Staff, parents and students of Rancho Pico do not want to be subjected to daily exposure of public affection. Behaviors which are not appropriate for public places make other people uncomfortable, show poor judgment and are demeaning to the individuals involved. Students are expected to demonstrate respect for themselves and others by behaving in an appropriate manner for a public place. **There is to be no hand holding or kissing on campus. Students are to avoid the practice of having arms around one another, sitting on each other’s laps or various other degrees of affection.**

Failing to respect this policy will result in disciplinary consequences.

ASSEMBLIES/PERFORMANCES:

Students attending assemblies or performances are expected to behave in a courteous manner and follow directions of teachers and ushers in charge. Poor manners such as talking, yelling, screaming, etc. will result in removal from the assembly and possible elimination from subsequent activities.

WORK PERMITS:

Students under the age of eighteen who are employed during the school year are required by State law to have a work permit. See your counselor to complete the work permit *once you have an offer for employment*. Students are required to maintain a “C” average with no “D’s” or “F’s” on the most recent progress/report card to qualify for a permit.

WEAPONS:

Students possessing a firearm, knife, or facsimile, or any other dangerous or explosive objects are subject to expulsion from the district and arrest by law enforcement.

GAMBLING:

Gambling of any sort is strictly prohibited on campus. Students who engage in games of wager (cards, sports, etc.) will receive disciplinary consequences which may include suspension. Playing cards are not allowed on campus.

BICYCLES/SKATEBOARDS/ NON- MOTORIZED SCOOTERS/ ROLLERBLADES:

Bicycles may be ridden to and from school with the understanding that they be maintained and operated in a safe manner and be securely locked in the bike rack. **Students are required to wear bike helmets.**

Bicycles may not be ridden on school grounds. The school is not responsible for damaged or stolen bicycles or helmets.

Skateboards, roller blades, scooters and shoes with wheels are **not** allowed on school grounds at any time and will be confiscated.

LIBRARY:

All students are welcome to come and explore the resources of the library.

1. Students must have a current ID card to use the library. Be sure books are checked out properly.
2. Computers are available for student use in the library. Feel free to ask the library staff for assistance.
3. Return books to the library promptly-others may be waiting for them. Don't ignore library notices. Delinquent fines will result in loss of participation in extra-curricular activities.
4. A pass from your teacher is necessary if you wish to visit the library during class time.

5. The library is open before school, at brunch and lunch, and after school.

TEXTBOOKS:

Textbooks will be issued to all students. Students must keep books covered at all times. A student who loses a book must make arrangements with the library for the payment or replacement of that book. If the lost book is found later, the amount paid by the student for the lost book will be refunded. Found textbooks are to be turned in to the library.

TEXTBOOKS AND PERSONAL PROPERTY THEFTS:

The school will not reimburse textbooks and personal property stolen from a student. Stolen books remain the responsibility of the student to whom they were issued and charges for replacements will be required of that student. **STUDENTS WILL NOT BE ISSUED A NEW TEXTBOOK UNTIL THEY HAVE PAID FOR THEIR LOST OR STOLEN BOOKS.** Payment must be made to the library. Copies of all textbooks are available in the library for student use in the library until payment can be made.

RESTROOMS:

Restrooms are to be used only for their intended purposes. Loitering in and around the restrooms creates an inconvenience for others and will not be allowed.

TELEPHONE USE:

Cell phones are to be used by students on campus for emergency contact with parents only. **Cell phones must be turned off during class time. Students are not to call or text-message friends during school hours.** In cases of cell phone misuse, the phone will be confiscated until the parent retrieves it, and the student will face disciplinary consequences.

SMOKING, NARCOTICS, AND ALCOHOL:

Smoking: "Smoking and possession of tobacco are not permitted on or near school activities on or off campus. Penalties include immediate suspension from school and/or Saturday Opportunity Program."

Narcotics and Alcohol: "Use or possession of narcotics, narcotics paraphernalia, alcohol, or facsimile thereof, on school premises, or appearing at school or school functions under the influence of narcotics or alcohol, will result in an immediate suspension from school and transfer to another junior high school or alternative program within the district."

SEXUAL HARASMENT:

The Wm. S. Hart Union High School District will maintain a learning and working environment that is free from sexual harassment. Sexual harassment, including same sex harassment is a form of sexual discrimination under Title IX of the Education Amendments of 1972 and is prohibited by both federal and State laws. According to Board Policy 5145.7, behavior that constitutes sexual harassment is prohibited.

It is a violation of this policy for any member of the Wm. S. Hart Union High School District staff to harass another staff member or student through conduct or communications of a sexual nature. It is also a violation of District policy for students to harass other students or staff through conduct or communication of a sexual nature.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature when made by a member of the school staff to a student, or to another staff member, or when made by a student to another student or staff member, or when submission to the conduct is a condition of receiving benefits in employment or academic status, or is sufficiently severe or pervasive enough to create an intimidating, hostile or offensive working environment. Parents, students, teachers, and staff can do a great deal to eliminate sexual

harassment by behaving in a manner that encourages respect for all individuals.

Any student who feels that he/she is being harassed should immediately contact a teacher, counselor, or administrator to file a complaint of harassment.

EXPULSION:

Expulsion from the William S. Hart Union High School District will be recommended to the Governing Board for the following:

1. Causing serious physical injury to another person.
2. Possession of a firearm, knife or other dangerous object or weapon.
3. Unlawful sale of any controlled substance.
4. Robbery or extortion.

It is the policy of the William S. Hart Union High School District that no person shall, on the basis of race, national origin, sex, handicap, religion, or other belief can be denied benefits of, or be subjected to discrimination, related to programs or opportunities within the District. Complaints related to discrimination may be directed to the Principal and then the Administrator of Student Services for the District.

STANDARDS BASED INSTRUCTION:

Standards-based instruction provides equity for all learners, higher levels of student achievement, increased student motivation, narrowing of curriculum focus, and more support for all students.

The State of California has established standards for what students should know in each curricular area. The instructional program of all curricular areas at Rancho Pico will be aligned to those standards. Each spring, those standards are assessed through the STAR testing that is conducted on each of our campuses. STAR testing is for the purpose of assessing student achievement and school performance.

Content standards are delineated in the California curriculum standards. If you are interested in accessing the California State Standards, you can visit the following website: <http://www.cde.ca.gov/standards>