



Whitney High School 2016-2017

HOME OF THE WILDCATS

Property of: _____

Address: _____

Phone #: _____ Email: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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SUCCESS: THE ONLY OPTION!

EDUCATION IS WHITNEY'S TOP PRIORITY. Whitney High School envisions a future where school and community are intricately woven. Students, parents, teachers, and citizens value and share in each other's success.

The high school serves as a positive civic force, the hub of a concerned, thinking, active COMMUNITY; a community recognizing that as the school succeeds, we all succeed.

Whitney High School STUDENTS take an active part in a powerful learning process.

Whitney High School TEACHERS, equipped with the necessary tools and support, act as leaders, guides, and models, whose responsibility it is to stimulate the imagination of every student.

PARENTS are committed to the paramount importance of education by responding to the needs of their children and supporting the total education program in which their children are engaged.

BUSINESS recognizes its vital role in the education of our youth.

At WHITNEY HIGH SCHOOL, all students are given an opportunity to succeed and fulfill their dreams as a result of the mutual determination and effort of a united community.

Please VISIT the WHS website for updates to the handbook and calendars.

<http://whs.rocklinusd.org>

“Coming together is a beginning;
Keeping together is progress;
Working together is success.”

--Henry Ford

Wildcat Pride...Believe It!



BOARD OF TRUSTEES

Ms. Camille Maben
Ms. Wendy Lang

Mr. Todd Lowell

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ROCKLIN UNIFIED SCHOOL DISTRICT

2615 Sierra Meadows Dr., Rocklin, CA 95677 916-624-2428

<http://whs.rocklinusd.org>

Superintendent Mr. Roger Stock
Deputy Superintendent, Educational Services Ms. Kathleen Pon
Deputy Superintendent, Business & Operations Ms. Barbara Patterson
Asst. Superintendent, Human Resources Ms. Colleen Slattery

ROCKLIN UNIFIED SCHOOL DISTRICT - SCHOOLS

Antelope Creek Elementary.....	632-1095	6185 Springview Dr.....	95677
Breen Elementary.....	632-1155	2751 Breen Dr.....	95765
Cobblestone Elementary.....	632-0140	5740 Cobblestone Dr.....	95765
Parker Whitney Elementary.....	624-2491	5145 Topaz Ave.....	95677
Rock Creek Elementary.....	782-4282	2140 Collet Quarry Dr.....	95765
Rocklin Elementary.....	624-3311	5025 Meyers St.....	95677
Ruhkala Elementary.....	632-6560	6530 Turnstone Way.....	95765
Sierra Elementary.....	788-7141	6811 Camborne Way.....	95677
Sunset Ranch Elementary.....	624-2048	2500 Bridlewood Drive.....	95765
Twin Oaks Elementary.....	624-4101	2835 Club Dr.....	95765
Valley View Elementary.....	435-4844	3000 Crest Dr.....	95765
Granite Oaks Middle School.....	315-9009	2600 Wyckford Dr.....	95765
Spring View Middle School.....	624-3381	5040 5th St.....	95677
Rocklin Alternative Center.....	632-3195	3250 Victory Dr.....	95765
Rocklin High School.....	632-1600	5301 Victory Lane.....	95765
Whitney High School.....	632-6500	701 Wildcat Blvd.....	95765

EMERGENCY SITUATIONS

The Rocklin Unified School District has plans and preparations for major emergency situations. Our school staff has been trained and drills are held regularly to make certain that the students understand emergency procedures.

1. Please inform your students they are as safe at school as they are at home in a serious emergency. School buildings have been designed with safety in mind and inspections are made regularly to remove possible hazards. There are personnel who are trained in first aid. Our primary concern in the event of an emergency is the safety and welfare of the students.
2. Your students should be instructed to obey the directions of their teachers and follow the directions of the bus driver if they are on a bus. If walking or riding bicycles, they should be told to continue toward their destination when an emergency situation develops.

Your cooperation is asked in any emergency. In the event an emergency arises: Please avoid calling the school. Telephone lines will be needed for emergency communications.

- Please avoid calling your students on their cell phones.
- Please avoid driving to school. Streets should be as open as possible for emergency vehicles.
- Turn your radio to any local Placer/Sacramento County radio station. Information and instructions for picking up students during or after an emergency will be given over the radio.

Stations: AM-KAHI 95, KFBK 1530; FM-KHYL 101, KEAR 92.5

In the event our school must be evacuated, your student will be transported to another school. The school of choice will be determined by the nature of the emergency. Specific information will be broadcast on the local radio stations listed above.

WHITNEY HIGH SCHOOL

<u>Position</u>	<u>Name</u>	<u>Ext.</u>
<i>Principal:</i>	Justin Cutts.....	6405
<i>Principal's Secretary:</i>	Vicki Fawcett.....	6405
<i>Assistant Principal:</i>	Sherry Mauser.....	6442
<i>Assistant Principal/Athletic Director:</i>	Jason Feuerbach.....	6408
<i>Assistant Principal:</i>	Jennifer Hanks.....	6442
<i>AP/AD Secretary:</i>	Kathy Maxey.....	6408
<i>AP Secretary:</i>	Pam Cano.....	6442
<i>Receptionist:</i>	Carrie Schlenz.....	6415
<i>Attendance Clerk:</i>	Michele Lininger.....	6409
<i>Attendance Clerk:</i>	Shelley Merrell.....	6474
<i>Clerk/Counseling Secretary:</i>	Chareen Lauritzen.....	6433
<i>Discipline Technician:</i>	Dee Thomas.....	6440
<i>Discipline Technician:</i>	Paul Reynoso.....	6440
<i>Discipline Technician:</i>	Aaron Day.....	6440
<i>School Resource Officer:</i>	Elizabeth Duenas.....	6428
<i>Counselors:</i> Head Counselor	Kelly Chambers.....	6406
	Patrick Floyd.....	6406
	Roisin Leroy.....	6406
	Emily Greene.....	6406
<i>Registrar:</i>	Leslie Simpson.....	6427
<i>Speech Therapist:</i>	Dana Monaghan.....	6426
<i>School Psychologist:</i>	Dani Mesaros.....	6449
	TBD.....	6449
<i>Counseling Secretary:</i>	Jennifer Teames.....	6406
<i>Activities Director:</i>	Travis Mougeotte.....	6431
<i>Bookkeeper:</i>	Naomi Brown.....	6430
<i>Career Center:</i>	Sally Randazzo.....	6418
<i>Computer Network:</i>	Leonard Lee.....	6411
<i>Librarian Technician:</i>	Patty Golditch.....	6412
<i>Nurse:</i>	Sarah Leverenz.....	6420
<i>Health Aid:</i>	Shawn McQueary.....	6422
<i>Workability:</i>	Amy Sherer.....	6645

WHS TENTATIVE CALENDAR 2016 – 2017

Days to Remember:

Aug. 17	First Day of School	March 6	WHS Showcase
August 29	Back to School Night	June 8	Last Day of School

<u>Days School is Not in Session:</u>	
Sept. 5 Labor Day	Jan. 2 New Year's Day observed
Oct. 10 Staff Development Day	Jan. 16 Martin Luther King Day
Nov. 11 Veterans Days	Feb. 20 In Lieu of Lincoln's Birthday
Nov. 21-23 Local Holidays	Feb. 21- 23 Presidents Week (no school)
Nov.24-25 Thanksgiving/Admissions	Feb. 24 In Lieu of Washington's Birthday
Dec. 23-30 Winter Break Part 1	April 10-14 Spring Break
Jan. 2-6 Winter Break part 2	April 17 Staff Development Day
	May 29 Memorial Day

Articulation Days:

All Mondays will be staff Articulation days with school ending at 1:00pm

Progress Reports

Report Cards

Quarters

1
2
3
4

Mailed

Sep. 16
Nov. 18
Feb. 10
Apr. 28

Quarter End

Oct. 14 - 1st Quarter Ends
Dec. 22- 1st Semester Ends
Mar. 17 - 3rd Quarter Ends
June 8 - 2nd Semester Ends

Mailed

Oct 21
Jan. 13
Mar. 24
June 14

Odd Days – Periods: 1-3-5-7

Even Days – Periods: 2-4-6-8

Regular Bell Schedule

Block 1 7:45-9:06
Break 9:06-9:11
Block 2 9:21-10:53
Block 3 10:58-12:19
--Block 3 Extended 12:19-12:44
Lunch 12:44-1:14
Block 4 1:19-2:40

Rally Schedule

Block 1 7:45-9:00
Break 9:00-9:05
Block 2 9:15-10:30
Block 3 10:35-11:50
Rally 11:50-12:50
Lunch 12:50-1:20
Block 4 1:25-2:40

Articulation Day Schedule

Block 1: 7:45-8:53
Block 2: 8:58-10:14
Break/Lunch 10:14-10:34
Block 3: 10:39-11:47
Block 4: 11:52-1:00

BUS PICK-UP 1:05

Minimum Day Schedule

Block 1 7:45-8:46
Block 2 8:51-9:52
Break: 9:52-10:12
Block 3 10:17-11:19
Block 4 11:24-12:25

<http://whs.rocklinusd.org>

All dates are tentative. Please visit the WHS website for updates to the handbook and calendars.



ATTENDANCE

24-Hour Absence Reporting
632-6500 Ext. 6485

School Attendance Office
632-6500 Ext. 6409

EXPECTATIONS

Bring your student to school everyday. Attendance at school is compulsory until the 18th birthday or graduation from high school. Students are expected to be in class on time daily in order to receive maximum benefits from the instructional program. **Students absent from school for any length of time (one period, one day, or many days) must verify the absence by a phone call or a note from a parent/ guardian within 5 days.** Attendance procedures must be followed even after the student's 18th birthday.

DIALER/VOICE MAIL

1. Nightly, the automated dialer will call the home phone number of all students who have been reported absent from one or more class periods.
2. The school provides 24-hour voice mail for reporting all day absences.
3. Communication between home and school is a major factor in correcting poor attendance. Calls to the school attendance office, are welcomed.

TARDY POLICY

1. **Tardiness at the beginning of school is unacceptable and is cleared only with a note or call from a parent/guardian within five school days.**
2. Students can have two excused tardies per quarter for first block only.
3. **For every unexcused tardy a 1 hour detention will be assigned.**
4. Students identified with habitual tardies will be placed on attendance contracts.
5. Checking into a class 30 minutes late is considered a cut (and truant).
6. **Any unverified absence or cut results in 2 hours of detention.**

CLEARING ABSENCES

1. Verification of absences are to be made by telephone or note from the parent/guardian indicating the date and reason. Telephone calls should be made the same day as the absence. Please use both first and last name of student on all correspondence from home. This is especially important when the parent and student do not have the same last name. Please include date of absence, reason for absence, and signature of the parent or legal guardian verifying the absence and current date.
2. **Failure to clear an absence or tardy by a telephone call or a note within FIVE (5) days will result in being marked as truant and disciplinary action.**

EXCUSED ABSENCES

The Rocklin Unified School District authorizes certain absences to be classified as "excused" if they are for the following reasons:

1. Illness or injury or having medical or dental services rendered.
2. Quarantine under the direction of a County or City Health Officer.
3. Funeral/memorial service and/or bereavement.
4. Court Appearance or Religious holidays.

TRUANCY

A student, who is absent without a valid excuse, will be subject to disciplinary action and marked as truant. Disciplinary results can range from Saturday School to School Attendance Mitigation (SAM) referral. Having more than 3 **unexcused** absences can also result in being assigned Saturday School for subsequent unexcused absences.

CLOSED CAMPUS/CHECKING STUDENT OUT

1. **Whitney High School is a closed campus. Guests are not permitted.**
2. **Parents, pre-scheduled guest speakers or military guests need to sign in at the WHS reception desk.**
3. Permission to leave campus must be communicated by written note, phone call, or a personal appearance by the parent/guardian prior to the school authorizing the student to leave campus.

4. Parent's Responsibility: Write a note containing:
 - a. Student's first & last name.
 - b. Date, time and reason the student is leaving.
 - c. Your signature and daytime phone number.
5. Student's Responsibility:
 - a. Bring note to attendance window **before school, break, or lunch** for check-out slip.
 - b. Show the check out slip to the teacher at the beginning of class and watch the clock to leave on time.
 - c. Agree with parent/guardian on a place to be picked up.
 - d. Students **MUST** check in at the attendance window upon late arrival or return to campus any time after 7:45a.m. and before 2:40p.m.
 - e. Failure to comply with the above discipline policy will result in disciplinary action.
 - f. **Student who leaves campus without properly checking out at the attendance office will be assigned detention.**

PREARRANGED ABSENCES/INDEPENDENT STUDY

Students who foresee being absent for five (5) or more days may request an **Independent Study Contract** to prevent loss of learning time. The Attendance Office needs sufficient notice (minimum 1 week) to process an Independent Study Contract. **The Independent Study contract assignments must be completed and returned to the Attendance Office within two days after the student's return to receive full credit for missed assignments.**

GENERAL ATTENDANCE INFORMATION

1. A student who attempts to clear an absence through a forged note or an impersonated phone call will have the absence declared a truancy and will receive disciplinary action for the forgery.
2. A student must be in attendance the full regular school day of a contest or extra-curricular activity to be eligible to participate. There are possible exceptions, subject to interpretations by the principal or his designee.
3. A student is considered absent from class if they miss 30 minutes or more of a class.

SCHOOL MESSENGER

Whitney High School has a telephone and email program, "School Messenger," for parent notification. WHS staff uses the program to inform parents about their child's attendance as well as event information. Please make sure that you notify the office of telephone or email changes.



COLLEGE PLANNING AND TEST DATES

WHS CODE 053-937

*Test registration materials are available in the College & Career Center
(Note: These Are Anticipated dates And Fees)*

College Board Exam Registration www.collegeboard.com

SAT Reasoning

Fee is \$43.00 with essay is \$54.50 (approx.)

Test Date	Postmark Registration	Late Fee required
October 1, 2016	September 2, 2016	September 16, 2016
November 5, 2016	October 7, 2016	October 21, 2016
December 3, 2016	November 4, 2016	November 18, 2016
January 21, 2017	December 23, 2016	January 6, 2017
March 11, 2017	February 10, 2017	February 24, 2017
May 6, 2017	April 7, 2017	April 21, 2017
June 3, 2017	May 5, 2017	May 19, 2017

SAT Subject Exams have the same dates & deadlines as SAT Reasoning except March

Basic SAT Subject Fee: \$22.00 plus individual exam fees @ \$11.00 per exam.

Maximum 3 exams per date.

ACT Registration

www.act.org

Fee: \$38 approx.

Late fee: \$54 approx.

With Writing \$54.50 approx.

With Writing \$69 approx

Test Date	Registration Deadline	Late Fee Required After
September 10, 2016	August 5, 2016	Aug. 6-19, 2016
October 22, 2016	September 16, 2016	Sept. 17-30, 2016
December 10, 2016	November 4, 2016	November 5-18, 2016
February 11, 2017	January 13, 2017	January 14-20, 2017
April 8, 2017	March 3, 2017	March 4-17, 2017
June 10, 2017	May 5, 2017	May 6-19, 2017

PSAT (Freshmen, Sophomores, Juniors) – October 15, 2016

Test Date	Registration Deadline
Oct. 15, 2016	Sep 3, 2016

ASVAB (Armed Services and Vocational Aptitude Battery):

Monday September 19, 2016 and Monday April 17, 2017

College Fair October 6, 2016 at Whitney High School

FAFSA: TBD

ACADEMIC GUIDELINES

GRADUATION OVERVIEW AND REQUIREMENTS

The system of education at WHS is driven by performance-based standards as mandated by the State of California and the Rocklin Unified School District. Standards are not new to education; educators have always had goals and expected levels of achievement for students. At Whitney High School, we go beyond expectations by requiring all students to master the learning associated with the common set of standards. In support of this philosophy, the curriculum, instruction, assessment and reporting to parents is designed accordingly.

Students will demonstrate mastery of the content standards through assessments and course work aligned with California and district standards. The grade reporting system is used to communicate a student's progress toward mastery. By requiring students to meet academic standards, a graduate will have the skills and knowledge needed for success in whatever post-high school avenues are chosen.

Graduation will be based upon demonstrations of what students actually know. In the past, if a student had completed four years of high school and a certain number of courses, he/she was considered "educated." **At WHS, only after a student has demonstrated that learning has occurred will WHS confirm that education has happened.**

A minimum of 250 credits including the following required subjects must be earned in grades 9-12 in order to meet graduation requirements.

Course Requirements:

<u>Subject Areas</u>	<u>Years</u>	<u>Units</u>
Language Arts	4	40
Social Studies	3.5	35
Mathematics*	3	30
Science	3	30
P. E.	3	30
Applied Science**	1	10
Visual/Performing Arts	1	10
Foreign Language	1	10
Health	.5	5
Electives	<u>5 courses</u>	<u>50</u>

Total Units required for graduation

250 units

*Must complete math through Integrated II.

**Applied Science - will be satisfied by completion of a course in the area of Communication Studies, Technology or ROP (see your counselor for guidance in this area).



WILDCAT ESLRS – GO CATS!

WHS GRADUATES UNDERSTAND AND EXHIBIT:

Global responsibility & understanding

- A knowledge of foreign language and cultural diversity
- A knowledge of environmental concerns and related responsibilities
- A knowledge of self and one's responsibility to others and the greater community
- A knowledge of skills to be an active participant in a democratic society

Optimal technological literacy

- A knowledge and application of current technological systems, research tools and a variety of computer applications.

Complex thinking

- A knowledge of how to develop solutions to problems; analyze and synthesize information; transfer learned skills to new situations; use logical decision making processes

Academic literacy (and cultural)

- A knowledge and application of historical/social science
- A knowledge and application of life and physical sciences
- A knowledge and application of mathematics
- A knowledge and application of visual and performing arts

Talking, Listening, Writing, & Questioning proficiency

- A knowledge and application of reading comprehension, speaking and listening skills, critical analysis skills, and writing skills.

Self Reliance

- A knowledge of positive, health-related attitudes and behaviors.
- A knowledge of career interests/aptitudes and employment opportunities
- A knowledge and understanding of personal skills leading to self advocacy

State and district mandated competencies are met by the completion of WHS graduation requirements.

Community Service Requirement: Students must complete 25 hours of community service prior to the start of their senior year. The donated time must reflect a volunteer service to the community. Students may complete the hours with a club or organization or individually.

GRADING POLICY AND SYSTEM

Eight reports are mailed home during the school year, approximately one every 4 – 5 weeks. This is done to help students, parents and teachers determine and discuss student achievement more frequently. The approximate mailing dates are listed in the student handbook. Duplicate mailing is available upon request in the Administration Office. Report cards will be mailed following the end of each quarter and semester to identify course grades. However, only semester grades are recorded on official transcripts.

On Report Cards:

A=Distinguished Mastery

B=Commendable Mastery

C=Proficient (Minimum Mastery)

NC=No Credit; No Mastery (F)

On Progress Reports:

P=Passing

NM=No Mark (In danger of failing)

TECH/INTERNET INFO

WHS Students are expected to use campus technology in the manner designed for the classroom assignment and activities. This includes all hardware, software programs, and internet use. All campus hardware, including but not limited to televisions, DVD/VCR's, LCD projectors, cameras, and recording equipment are covered under this policy. All Rocklin Unified School District network/on-line service users are required to sign the Authorized Network/On-Line Service Use Agreement form and to abide by the terms and conditions of Board Policy 6163.4 and the corresponding regulations. The Board of Education does not authorize any use of the network/online service that is not conducted strictly in compliance with this policy. Your signature on the emergency card indicates that you have read the terms and conditions carefully and understand their significance.

The Board of Education believes that on-line services (Internet) offer vast, diverse, and unique resources for students, teachers, and other users. The District goal in providing this service to staff and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The District may not be able to technologically limit access to services through the District's on-line services connection to only those that have been authorized for the purpose of instruction, study, and gain access to services on the Internet which the District has not authorized for educational purposes. By participating in the use of the on-line services students may gain access to information and communications which they or their parents/guardians may find inappropriate, offensive, or controversial. Parents/guardians assume this risk by consenting to allow their students to participate in the use of the on-line services.

Although Whitney High School blocks many web sites, students can find ways around district fire walls; therefore, **users who disregard the District's authorized network/on-line services use policy and regulations may have their use privileges suspended or revoked and may be subject to other disciplinary actions.** Users granted access to the Internet through the Rocklin Unified School District assume personal responsibility and liability, both civil and criminally for uses of the Internet not authorized by District policy. **Any students caught using social networking sites for non-educational purposes will have internet access privileges removed.**

STUDENT SERVICES

COUNSELING

The Counseling Center recognizes the dignity and worth of each individual and respects the differences that exist. Students are welcome in the Counseling Center, and appointments are made on a first-come, first-served basis. Trained Peer Counselors are also available for appointments. Students will be admitted to the Counseling Center with a pass or an appointment slip. Students are asked to make appointments before or after school, during break or lunch.

CLASS POLICIES/SCHEDULE CORRECTIONS

Drop Policy: With the exceptions of Health, Driver's Ed., Government and Economics, all courses at Whitney High School are **year-long courses**. Students must remain in a course for the entire year and can only drop or change a course for specific reasons at the semester. **Students seeking to drop a class after the first three weeks of the semester will receive a NC mark on their transcripts.**

Add/Drop Policy: The Counseling Department has made every effort to match student needs with available classes. Therefore, **there should be no reason for a schedule change unless there is an error on the student's schedule.** The Counseling Department provided each student on this campus (except for incoming freshmen) ample opportunity to change and adjust his/her schedule. Last spring each student was given his/her course selection forms to fill out and ended with a one-on-one meeting with a counselor to confirm selections for the 2016-2017 school year. The Counseling Department believes that after school starts, the student should be committed to his/her schedule. **Again, there should be no reason for a schedule change unless there is an error on the student's schedule.**

Scheduling errors will receive immediate attention by the Counseling Department. The following are considered scheduling errors:

1. Missing a course(s) needed for graduation
2. "Blank"/missing a class period (does not include "early/late" arrival for seniors)
3. Student has not met the prerequisite for a course
4. "Double up" of courses in the same period (does not include Sophomore Health/Driver's Ed.)

The Counseling Department will make the necessary adjustments as quickly as possible and the student will be notified as soon as the schedule has been corrected. **Each student must stay in his/her classes until he/she has been notified that the schedule has been changed.**

If a student must initiate a schedule correction, he/she must submit a "Schedule Correction Appeal" form with all of the proper signatures to the Counseling Center. Students have a one week window to correct their schedule once the school year begins.

- During that first week, the student may pick up an appeal form in the counseling center.
- Counselors will process all appeals as soon as possible.
- The appeal forms are available to students before and after school, during break and lunch.
- The student will be notified if the schedule change is approved.

The Counseling Department WILL NOT consider schedule changes for the following reasons:

"To be with friends"	Early/late arrival adjustments
"To change teachers"	Athletics
"I have a job and have to leave early"	

ADVANCED PLACEMENT

Taking Honors or Advanced Placement classes is a choice parent and student make. College Prep (CP) courses are offered in place of any Honors or AP course, and they are college approved academic options. Students and parents should plan carefully when taking Honors and AP courses. These classes are taught in an accelerated format comparable to that of a university level course; therefore, they require extensive out-of-class work (approximately two hours per course per night). Please consider this information when selecting classes. Class enrollment is year-long. **Students are given three weeks after school begins to drop an AP class if they find the class is too difficult.** A student is given the first semester to maintain AP appropriate level of work. If he/she does not maintain that level, he/she may be moved to a similar class at a lower level at the semester only (per teacher recommendation).

Advanced Placement exams are administered in May. Students are subject to a test fee which is charged by the College Board. Reduced fee applications, due to financial hardship, are available in the Counseling Center. Many colleges award credit and/or advanced placement for demonstrated subject area proficiency (to research a specific college's policy, please consult their catalog).

Although students are **not** limited to a specific number of AP/Honors courses they may take, it is the recommendation of the school that students design their Six-Year Plan so that **no more than three AP/Honors** courses are taken in any given year.

WITHDRAWAL FROM WHITNEY HIGH SCHOOL

Withdrawing from WHS is typically a one day procedure. Parent/legal guardian verification and signature are required. At this time, all books, uniforms, fines, and fees must be turned in and cleared. Students must return their planner, along with their ASB card and WHS parking permit, to the registrar to complete the process and receive the necessary paperwork for future school enrollment. If books and accounts are not cleared, the student's official transcript will not be forwarded to the awaiting school until matters are cleared.

INTRA/INTER DISTRICT TRANSFERS

Whitney High School welcomes students from other schools within the area and is proud to consider them Whitney Wildcats. Students who want an Intra-district transfer (from one RUSD school to another RUSD school) must have completed paperwork turned in by **March 1st**. Applications received by March 1st will be given priority consideration. Students on an Inter-district transfer agreement (from a school outside of the RUSD) must begin their paperwork at their district of residence and **must renew annually** with Whitney High School to remain enrolled at WHS.

TRANSCRIPTS

Every senior will receive an *unofficial* transcript to assist them in filling out college applications. Transcripts should be kept in a safe place for future reference. College and scholarship applications may require *official* transcripts. To request a transcript, contact the registrar, Leslie Simpson, **at least one week prior to the application deadline** before or after school, or during lunch or break to fill out a transcript request form. There is a \$1.00 fee for each official transcript requested.

Final official transcripts to be sent by WHS to the college of acceptance will need to be requested by the end of May. There is a \$1 fee for each official transcript requested.

COLLEGE & CAREER CENTER

The College and Career Center is a resource center focusing on students' opportunities after high school. Students and parents can find information on the following:

- College admission, career exploration, education and planning
- SAT, ACT, SAT SUBJECT TESTS, PSAT, ASVAB registration and support
- Scholarships and financial aid
- Military recruitment
- CTE Works
- Community service •

- Employment services
- **Parent Services** - Parents are welcome to access all College and Career Center resources. Appointments are recommended.

WORK PERMITS

By state and federal law, all students under age 18 must have a valid work permit to be employed (including vacations and summer break). In accordance with the State Education Code 49164, students are required to maintain a **2.0 grade point average and no more than 1 NM or NC** and be attending school regularly to hold a work permit. Students may obtain a "Request for Work Permit" in the College and Career Center or on the WHS website. The student, parent and employer must complete all information requested. Work permits will be issued within two days after the completed request has been submitted.

Work permits are issued for up to one year and expire every August (including those issued during summer break). **Permits may be revoked at any time if attendance, grades and graduation requirements are not being met.**

COMMUNITY SERVICE

A minimum of twenty-five (25) hours of community service is required for graduation. Students are encouraged to turn their hours in to the Career Center immediately after completing any community service. Community service contracts and complete guidelines are available in the College and Career Center, Counseling Office or on the WHS website. College bound students are advised to complete more than one community service project.

Community service hours must be completed prior to the start of their senior year.

ACADEMIC INTERVENTION

Tuesday through Friday each week, students have an opportunity for additional academic support. Block 3 is always 25 minutes longer in instructional minutes. This extended block is for the purpose of having extra time within the school day for academic assistance. Students remain in 25 minutes of "study hall" in their 3rd block class to catch up on work, or he/she can use a hall pass located in the student planner to "travel" to another teacher to make up work, a test, or receive targeted tutoring.

EXTENDED LUNCH

Every year students are issued a student planner. This is an important communication tool for much of our school business but most importantly for a report on daily academic progress. Every day and every period, teachers stamp these planners. A stamp indicates a student is academically solid and does not owe any type of work in a specific class. Four stamps daily is a good indicator of on-track school progress. Students can exchange these four stamps for an extra 25 minutes of lunch time. Failure to earn any of these 4 daily stamps means a student is behind in some aspect of a course, and he/she will remain in the intervention period discussed in the previous paragraph until the academic work has been completed satisfactorily. Lunch is a 35 minute block of time every day, but students can earn an extended lunch by staying current with all course work.

SCHOLARSHIPS AND FINANCIAL AID

The College and Career Center keeps a file of current scholarship applications for students. There are two types of scholarships which will be offered at Whitney High School:

- WHS Assist-A-Grad Scholarships will offer seniors locally sponsored scholarships by an organization or individual, that are exclusive to Whitney High School. WHS advertises and provides an application. The sponsor will interview the applicants and award the scholarship.
- Outside Scholarships: Scholarships from outside agencies not affiliated with the school. All students seeking money for college are encouraged to apply.

HEALTH OFFICE INFORMATION

The school health office is staffed by a part-time health aide. A district health supervisor is available to parents and staff as needed. The health supervisor provides vision and hearing screening for special education assessments. Vision and hearing screenings are overseen by the health supervisor at specific grade levels and upon teacher or parent request. Please refer to the Annual Parents' Rights Notice 2013-2014 for a complete description of student health, safety and medical treatment information.

The school health office provides care to students who are sick at school, until the parent can be contacted to pick up the student. Students will only be released to persons listed on the Emergency Card.

The school health office also supervises students who are required to take medication during the school day. A written authorization from the student's physician and parent or guardian is required before designated school staff can assist the student in taking any medication, whether prescribed by the physician or over-the-counter (Aspirin, Motrin, cough drops, etc.). These medication forms are available in the health office. (Reference Board Policy 5141.21)

All medication must be in the original container and placed under lock and key in the health office in the administration building for the safety of all students. **Students are not allowed to carry any form of medication (prescription or over-the-counter) at any time while on campus** except those medications that a physician requests the pupil be allowed to carry (e.g., inhalant for asthma, Auto-injector Epi-Pen for severe allergies).

Prior to the beginning of school, please notify the school health office in writing of any health concerns such as heart problems, diabetes, severe allergies, hearing loss, chronic pain, asthma, seizure disorders etc. This enables the school to communicate the necessary accommodations to appropriate staff to ensure that student health needs and safety are cared for.

HIV/AIDS EDUCATION

It is the intent of WHS to provide HIV/AIDS education to all students in order to prevent transmission. This school year, students enrolled in Health/Family Life will receive instruction. This subject matter is mandated by the California Education Code, but provides an option for the parent or guardian to choose not to have their child receive this instruction. Copies of the California Education Code, Section 51201.5 and 51553 are available in the school office for viewing.

PHYSICAL EDUCATION EXEMPTION

Students with a request for temporary or permanent exemption from physical education must have the appropriate paperwork filled out by both physician and parent. Forms are available in the Counseling office. Physician's release is to be returned to the counseling department who will process the information to the Physical Education Department.

LIBRARY/MEDIA CENTER

The Library Media Center provides curriculum and technical support with 24/7 online research access. We offer library, textbook and eBook check-outs, in-house reference materials, computers with online research databases and a quiet place to study, collaborate and read.

1. Library/Media Center is open 7:15am - 3:30pm daily. Special events may impact these hours: please check the library website calendar for current library schedule.
2. Students must have their own CURRENT WHS ID card to check out ALL library materials.
3. Library materials circulate for three (3) weeks. Students may renew books in person with ID card, or online at the library website using their student 7-digit number and password. Courtesy reminders of upcoming library book due dates are sent via email weekly, overdues monthly.
4. Overdue books accrue fines at 10 cents per item, per school day, until material is returned or renewed. Please pay fines promptly.
5. All students (including TA's) must bring a pass from the teacher when visiting the library during class.
6. To access online databases remotely: User ID: whsstudent and Password: wildcats. For Encyclopedia Britannica, User ID: Rocklin, Password: library.
7. **Food and drinks are NOT allowed in the library or computer labs.**
8. Students will be charged for any damage/loss/vandalism to any library materials, textbooks or technology.
9. No texting or phone calls in the library during school hours. Limited cell phone use for school assignments, eBooks and research only.
10. Students who break Library/Media center rules will be subject to disciplinary procedures.

EXTRA-CURRICULAR ACTIVITIES

ASB CARDS – ASSOCIATED STUDENT BODY

ASB cards will go on sale at the beginning of the school year and will cost \$40. There are many benefits to owning an ASB card including discounts to school events, clothing, free attendance to all home athletic events, and are eligible for a parking permit. (Parking Permits are limited).

DANCE RULES

1. Dances at WHS are for students in regular attendance at WHS.
2. Students who have not cleared detentions or have been expelled are not permitted at dances. During any suspension on or off campus, students cannot attend dances or any school sponsored activity. Un-cleared absences and/or tardies will affect a student's eligibility to attend school dances.
3. **Students must show their current, valid WHS student I.D. card in order to purchase a dance ticket and be admitted to a dance.**
4. Dance entrance will be closed to all latecomers one hour after the dance begins. Individual students with special circumstances can request permission to gain entrance after this time.
5. Students, upon entering a dance, shall remain inside until the dance is over or they decide to leave. **Anyone leaving the dance will not be permitted to return.**
6. All school dances will end at 10:00 p.m.
7. Students are required to make prior arrangements for transportation immediately following a dance.
8. School rules and policies concerning student behavior will be enforced at dances. Students may be removed from the dance for violating any dance, school or district policies concerning student behavior.
9. Dance Rules:
 - a. No hands on the floor
 - b. Feet must remain on the floor
 - c. No groping, touching in inappropriate ways, making out, etc.
 - d. No excessive bending at the hips
 - e. Inappropriate dancing is under the discretion of the staff and administration that are chaperoning
10. Dress code for dances is similar to the WHS code. Students not in dress code will not be admitted into the dance. See whs.rocklinusd.org for specifics.
11. Students who are removed from the dance will not be eligible to attend the next school dance.
 - a. Parents of the removed student will be notified/called at the time of removal.
 - b. A letter concerning the student suspension from the dance will be mailed home.
 - c. Further disciplinary action may result.

DANCE GUEST PASSES

All dances are primarily for WHS students. For specific dances that allow WHS students to bring a guest, the following rules apply:

- Each WHS student is allowed one guest only and must accompany that guest to the dance. Guests must have a current, valid picture I.D. in order to be admitted to the dance. WHS students must have all detentions served before a guest pass will be approved and/or before a guest pass to attend another dance is signed.
- Guest pass requests may be obtained online at whs.rocklinusd.org. Signed request forms are due back to the Assistant Principal's office by the close of school on the Thursday preceding the date of the dance for approval by the administration. It is the responsibility of the WHS student to get the application completed and returned to the AP office by the deadline. **For the Junior Prom and Senior Ball, all guest passes are due back to the Assistant Principal's office the Thursday of the week of ticket sales.**
- At all dances, the host student is responsible for the behavior of his/her guest. Guests are expected to follow WHS's code of conduct and must be accompanied by their host student. Any disciplinary problems caused by a guest will result in termination of all future guest privileges for the WHS student.
- Guests who are not currently attending high school (or are older than high school age) are required to personally meet with the grade level administrator of the WHS student who is bringing them. These requests will be considered on an individual basis.
- The guest age limit is 20 years old for all dances that allow guests.

STUDENT CONDUCT AT ASSEMBLIES & RALLIES

1. Students are to sit in assigned sections.
2. Students are to remain in the assembly until the program ends and are dismissed by appropriate persons.
3. Students should be prompt. Assemblies cannot start until students are sitting in their proper sections and behaving appropriately.
4. Students should be appreciative and attentive during the performance. Those without appropriate behavior will be removed and the privilege to attend assemblies may be revoked.
5. For more formal presentations such as concerts and drama productions, the only appropriate response is applause. Whistling, shouting and other demonstrations, while good for rallies, are inappropriate for these events.
6. Any unauthorized student entering the court during a rally will receive a one year suspension from all activities.

STUDENT STORE

Open before school beginning at 7:15am, at break, lunch and after school until 3:00pm. Students can purchase and pay for items such as Whitney spirit wear as well as pre-sale tickets for many WHS activities. Students may also pay various fees at the window.

ATHLETICS

ATHLETIC CLEARANCE

In order to participate on any school sponsored athletic team, a student must be cleared by the athletic office. Go to www.whitneywildcats.org and click on the "Eligibility" tab to get more information and register on-line. All athletic teams are governed by the California Interscholastic Federation (CIF).

ACADEMIC ELIGIBILITY

All athletes must have a 2.0 grade point average with no more than one no mark (NM) or no credit (NC) on a quarter or semester report card to be eligible to participate in interscholastic sports. More information is available in the athletic handbook.

ATTENDANCE ELIGIBILITY

An athlete must attend school for the full regular school day to be eligible to participate in a contest. If the contest falls on a holiday or a weekend, the athlete must be in attendance the entire last regular school day prior to the contest to be eligible. All extenuating circumstances must be cleared by the athletic department 24 hours in advance. Students facing disciplinary action (suspension) are not eligible to participate in athletics on those days.

CODE OF CONDUCT

Athletes determined to be in violation of a Class I infraction (academic eligibility), Class II infraction (behavioral), or Class III infraction (substance abuse) will be disciplined. Please refer to the athletic handbook for specifics regarding the infractions and disciplinary action adopted by the Rocklin Unified School District Board of Trustees.

LETTERING POLICY

Awards are given at the close of an activity or season. Students must be in good standing and eligible in order to receive any awards. The awards given are based on the student's level of completion during that season.

SPORTSMANSHIP

The following will be enforced regarding player and fan behavior at a contest:

- Any student fan that steps on to the court or field to start or join a fight will be automatically ejected from the game and disciplinary action will follow the next school day.
- Any player ejected from an athletic contest for participating in a fight will be subject to disciplinary action imposed by the member school which may include: ejection from the contest, removal from the next contest, removal from the team, other appropriate disciplinary action
- Any player that leaves the bench while a fight is in progress may cause the game to be forfeited.

DISCIPLINE

CODE OF CONDUCT

At Whitney High School, we believe it is the basic right of each student to receive a quality education. School and classroom rules, which students are expected to learn and obey, are designed to enhance quality education, prevent disruption, and protect students. Teachers will inform students of classroom rules and consequences. Students are responsible for their behavior and the consequences of good or poor judgment.

The code of conduct and policies apply to students on the way to and from school and school events, on school premises, at school sponsored functions, and when a student is truant.

ACADEMIC INTEGRITY POLICY

The primary goal of any educational institution should be to enhance the learning environment and to promote the pursuit of intellectual excellence. The Rocklin Unified School Board of Education believes that the public school should reinforce the values of our democratic society, teach citizenship and provide an environment conducive to ethical behavior. The Whitney High School community believes that the school should maintain a climate in which honesty, courtesy, consideration, integrity and a concern for others are highly valued.

Cheating is an obstacle to achieving these goals. Factors that contribute to cheating include pressure for grades, not enough time to finish all the required homework, students taking advantage of classroom situations that may provide an opportunity to cheat, unrealistic parent expectations and inefficient study skills. **None of these reasons make cheating acceptable.** In any of its forms, for whatever reason, cheating denies the value of education.

Definition: Cheating is taking (or lending) at inappropriate times a person's work, information, ideas, research and/or documentation **without properly identifying the originator.**

The teacher's professional judgment will determine whether cheating has occurred. Students are reminded not to give the instructor cause to consider their actions a violation.

For further information regarding the consequences of this policy, please review the discipline guidelines.

VIOLATIONS INCLUDE, BUT ARE NOT LIMITED TO:

- Disrupting school activities or otherwise defying the valid authority of school personnel.
- Cheating, plagiarism or forgery in connection with academic endeavors or school processes or procedures.
- Leaving class, campus or assisting others to leave campus without permission during school or lunch times. **WHS is a closed campus – see Closed Campus Policy (Page 6).**
- Fighting or provoking a fight.
- Threatening or assaulting another person.
- Harassing, teasing, hazing or verbally abusing another person or group of individuals.
- Causing or attempting to cause physical injury to another person.
- Committing an obscene act or engaging in profanity/vulgarity.
- Passionate embracing or kissing, petting and other intimate gestures not considered appropriate.
- Inappropriate use of cell phone - see **Cell Phone Policy (Page 19).**
- Bringing iPods, radios, or other electronic devices to school is not advised. WHS is **not** responsible for theft of these items, and students bring them at their own risk.
- Gambling.
- Loitering in unauthorized areas: parking lot, halls, restrooms, off campus, field areas etc.
- Riding bicycles, skateboards or using roller blades anywhere on campus.
- Chewing gum, littering or creating a mess with food.
- Destroying or defacing school property or the property of others including inappropriate activity with school technology.
- Disobeying bus rules.
- False fire alarms/bomb threats or committing arson.

- Possession of a dangerous object/weapon (firearm, knife, explosive, lighters, matches, chains, etc.)
- Committing or attempting to commit robbery/extortion.
- Committing theft or possession of stolen property or contraband.
- Smoking, possession, or use of cigarettes or tobacco, including chewing tobacco, tobacco like substances and, e-cigarettes and their products . **WHS is a tobacco free zone.**
- Use, possession or sale of drugs, drug paraphernalia, alcohol or any controlled substance.
- Representing any substance as a drug with respect to possession, use or sale is a violation and equivalent to the possession, use or sale of any controlled substance.
- Sexual harassment – see **Sexual Harassment Policy (Page 20)**.
- Committing a hate crime – an act or attempted act against the person or property of another individual or institution which in any way manifest evidence of hostility toward the victim because of his or her actual or perceived race, religion, disability, gender, nationality or sexual orientation. This includes, but is not limited to, threatening telephone calls, hate mail (including any sent by e-mail, Internet or other form of electronic communication), physical assault, vandalism, cross burning, destruction of religious symbols, or fire bombings.
- Any offense that occurs through electronic means (Cyber bullying) will be treated the same as if it occurs on campus. Cyber bullying will not be tolerated.

CONSEQUENCES OF VIOLATING CODE OF CONDUCT

When a student is found to have violated a rule or broken a law, consequences will be determined by school officials and/or law enforcement officers. The particular consequences administered will be based on: a) the nature of the infraction, b) the policies of the school, c) the attitude of the student, d) the disciplinary history, and e) other relevant information.

One or more of the following consequences may be applied:

1. Student and/or parent conference
2. Student Study Team/counseling referral
3. Campus restrictions of student privileges
4. Confiscation of item(s). Item(s) will be returned only to parents.
5. After school detention and/or work detail
6. Suspension (either on- or off-campus) from class and/or school
7. Suspension from school activities
8. Revoke campus driving/parking privileges
9. Payment for damages, restitution and/or secret witness reward
10. Work permit revoked or denied
11. Involuntary transfer to another class
12. Academic Integrity Notification Letter
13. Mitigated behavior contract
14. Saturday School
15. Law enforcement notification
16. Loss of senior privileges and participation in graduation ceremony
17. Transfer to alternative education program
18. Expulsion

Severity Clause: Infractions deemed to be more serious than normal may result in administrative action beyond usual consequences. In certain circumstances, such as theft or vandalism, WHS offers a reward through “**Secret Witness**” to students who give information which leads to the identity of the guilty student. The guilty individual is required to pay the amount of the reward as part of his/her restitution to the school.

DETENTION

1. Students can be assigned detention for attendance or behavior related offenses.
2. Detention is held **three times** each day
 - a. Before school at 7am in the administration office.
 - b. Lunch (immediately following extended block 3/intervention) in the Staff Lounge
 - c. After school (immediately following block 4) in the admin. office until 3:30pm.

3. Students sign in upon arrival with discipline tech.
4. Saturday School is assigned once the student reaches **5 hours of detention**
5. Students must attend Saturday School when assigned.
 - a. Failure to serve Saturday School will result in a 1 day on-campus suspension **and** student will be required to attend the following Saturday School.
 - b. Additional consequence may be assigned

DRESS CODE (BOARD POLICY 5132)

The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects 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 a distraction which would interfere with the educational process. The major responsibility for dress and grooming is placed upon the student and the student's parents. The administration reserves the right to decide the appropriateness of the student's attire. Inappropriately dressed students will be expected to change clothing. The following guidelines are intended to define appropriate student attire and personal grooming and shall apply to all regular school activities:

1. All garments must fit and be worn in the manner in which they are designed. Pants must be worn at or above the hip point and be able to stay up without a belt. **Pajama pants are not appropriate.**
2. Footwear must be worn at all times. No house shoes or slippers.
3. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut, tank tops, torn off sleeves, bare midriffs and shorts shorter than mid-thigh are prohibited.
4. Inappropriate lettering, printing, message patches or messages on clothing, hats, backpacks, binders or other personal items, are prohibited.
5. Clothing and jewelry shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane or sexually suggestive or which advocate racial, ethnic or religious prejudice or the use of drugs or alcohol. No accessories with spikes may be worn.
6. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
7. ***Gym shorts may not be worn in classes other than physical education.***
8. Any apparel, jewelry, accessory, school materials or manner of grooming which by virtue of its color, arrangement or any other attribute denoting membership in a gang is prohibited.
9. ***No hats are allowed to be worn at school or in the classroom (district-wide)*** with the exception of classroom curriculum activities. Hats with a 2 inch brim for sun protection can be worn outdoors.

A complete copy of Board Policy and Administrative Regulation 5132 is available in the school office.

CELL PHONES (BOARD POLICY 5131)

Cell phones, iPods, MP3 or any other electronic devices may only be used before and after school (before 7:45 a.m. and after 2:40 p.m.) pursuant to RUSD School Board policy. **Cell phones must be turned off and put away during school hours.** Cell phones should not be visible at any time during the school day. Students who are seen with their *cell phone out and/or in use* will be assigned school discipline. The phone will be confiscated by the school staff and made available in the office for the parent to pick up. WHS is not responsible for lost or stolen cell phones, iPods, Game Boys, tablets or any other electronic devices.

First Offense: The phone will be returned to the parent (or student may serve 2 hours detention in order to retrieve their phone). The student and parent will sign the notification that their student will be suspended (OCS) for a second offense.

Second Offense: The parent must pick up the cell phone and the student will serve a one day OCS (On Campus Suspension).

Third and Subsequent Offenses: The parent must pick up the cell phone and the student will serve one Saturday School **and** one day OCS.

SEXUAL HARASSMENT (BOARD POLICY 5145.7)

The Board of Trustees is committed to maintaining a school environment that is free from harassment. The Board prohibits sexual harassment of any student by another student, an employee or other person, at school or at a school-sponsored activity. The Board also prohibits retaliatory behavior or action against any person who complains, testifies, assists or otherwise participates in the complaint process established in accordance with this policy. Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion.

Administrative Procedure 5145.7 states that prohibited sexual harassment includes, but is not limited to; unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. Types of conduct which are prohibited in the District and which may constitute sexual harassment include, but are not limited to:

Unwelcome sexual flirtations or propositions.

- Sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- Graphic verbal comments about an individual's body or overly personal conversation.
- Sexual jokes, stories, drawings, pictures, or gestures.
- Spreading sexual rumors.
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
- Touching an individual's body or clothes in a sexual way.
- Limiting a student's access to educational tools.
- Purposefully cornering or blocking another student's normal movements.
- Displaying sexually suggestive objects.

Any student who feels that he/she is being harassed should immediately contact the principal or assistant principal or another District administrator (indicated below) in order to obtain a copy of BP & AR 1312.3-Uniform Complaint Procedures. Complaints of harassment can be filed in accordance with these procedures.

Assistant Superintendent/Human Resources

2615 Sierra Meadows Drive

Rocklin, CA 95677

(916) 624-2428

A complete copy of Board Policy and Administrative Regulation 5145.7 is available in the school office.

GENERAL INFORMATION

DRIVING AND PARKING PRIVILEGES

1. Only students with WHS parking permits are allowed to park in the student parking lot. **Students must display a current, valid WHS parking permit in their vehicle. (Due to the number of parking spaces on campus, there are a limited number of parking permits available.)** Permits are available in the Student Store for \$15.00 as first come first served. ASB cardholders are eligible for one free permit only as long as the supply lasts.
2. **Cars parked without a valid permit are subject to a Rocklin PD parking citation.**
3. Students with a valid WHS parking permit who park in Staff parking or a designated Senior spot will be subject to discipline:
 - a. 1st violation – warning and it will be documented
 - b. 2nd violation – two hours detention
 - c. 3rd violation – parking permit will be taken away and student will no longer be able to park on campus. If the student is a junior, their senior parking lot eligibility will be revoked.
4. Speed limit in parking lot is 5 mph.
5. Students must park their cars immediately upon arrival. Once parked, students must leave the parking lot. **Loitering in the parking lot is not permitted.**
6. WHS campus is closed and students may not leave the parking lot until the end of the school day or unless permission is obtained.

7. The **parking lot is off limits and cars may not be visited during the day** (including lunch periods) without special permission from the administration.
8. "Cruising" around the parking lot before or after school is not permitted.
9. Any driver found to be driving in a negligent or erratic manner on or about school property may be cited by the Rocklin Police Department and school driving and parking privileges suspended.
10. Loud stereos and car radios are not allowed on school grounds.
11. WHS parking permits are non-transferable. Any student caught giving or receiving a parking permit from another student or letting another student use their permit or parking spot (senior parking spaces), will have their parking permit revoked and all parties involved will not be eligible to purchase a parking permit in the future.
12. Parents delivering students to school should drive into student parking lot and use the designated areas for drop off and pick up. Do not leave cars parked unattended in this area.
13. Parents delivering students to school should not stop, park or leave their car standing, whether attended or unattended, at any red curb designated as a fire lane or they may be cited by Rocklin Police Department

BICYCLES/SKATEBOARDS/ROLLER BLADES

1. Bicycles must be operated in a safe manner at all times.
2. Students must enter and leave campus on an established route:
 - (a) Students should use established bike lanes and travel with the flow of traffic.
 - (b) Students should walk bikes in crosswalks.
 - (c) Upon entering campus, students must walk their bikes to the bike rack.
3. Students are not permitted to ride bikes on campus.
4. Students must walk bikes in any area crowded with pedestrians.
5. Bicycles must be parked and locked in the bike rack area. The school is not responsible for damaged or stolen bikes or bike parts.
6. Students must obey established traffic rules regarding the safe operation of bicycles to and from campus
7. Skateboarding and roller-blading are not allowed on school grounds.

WHS/SCHOOL ID CARDS

ID Cards must be carried at all times when on campus and at all school functions. Failure to have an ID Card at a school function may result in 1 hour of detention. ID cards will be issued free of charge to all students at the beginning of the school year. ID cards assist the students and are used to purchase any items or tickets from the student store, check out textbooks and library material, to gain admittance into school dances/events, and used as a lunch card in the cafeteria. A replacement fee of \$5.00 will be charged for lost cards and can be obtained in the Student Store. ID Cards are returned to the school when a student withdraws.

CONTACTING STAFF VIA E-MAIL

Parents may contact WHS teachers or staff members via e-mail regarding homework or other issues. E-mail addresses for WHS staff members consist of the first initial followed by last name (dhawkins for example) @rocklin.k12.ca.us.

CAMPUS BOUNDARIES

School property is the entire grounds and campus areas. Unless a student is in a PE class, campus boundaries are defined by the fencing around the school buildings. Specified areas away from the central campus are off-limits to students during nutrition break and lunch unless students have passes for special activities which allow these facilities to be accessed.

SCHOOL DAY OFF-LIMIT AREAS INCLUDE:

- a. All athletic, PE fields and facilities such as the softball fields, baseball fields, soccer field, football stadium, tennis courts, swimming pool, snack bar near the stadium, behind the gym, in front of the theater and music building, outside of fence surrounding campus, and all parking and bike rack areas.

- b. During lunch, students must be inside the **designated areas of campus marked by the solid maroon line**. Students may stay in the following areas: the cafeteria, under the awning, or in the amphitheatre.
- c. Students are expected to report directly to their classes or the central campus area upon arrival at school. Loitering in the outer areas of the campus as described above or in areas directly adjacent to the campus is not permitted.

LOST AND FOUND

Clothing and other personal articles found during the school year are turned into the office. Items not claimed are donated to a charitable organization at the end of each month. Labeling of possessions such as coats, shoes, PE clothes, etc. is recommended. Students are responsible for claiming lost items.

PASSES

Students must have a hall pass if they are out of class for any reason. Student passes must include teacher signature, note the time, date, and destination. This includes also student TA's.

PERSONAL PROPERTY

Students shall not bring items of value to school without the expressed consent of the parent/guardian. The school is not responsible for damaged, lost or stolen items. Students bear the sole responsibility for personal items brought to school. It is advisable not to bring large sums of money to school. Personal property having no bearing on studies should not be brought to school. This includes radios, skateboards, video games, baseball cards, athletic equipment and cameras. These items may be confiscated and returned only to parents. ***IN ALL CASES, WHS IS NOT RESPONSIBLE FOR LOST OR STOLEN PERSONAL PROPERTY.***

STUDENT GUEST POLICY/CLOSED CAMPUS

Whitney High School is a closed campus and guest passes are not available. Exceptions apply only to student groups operating through an organized Whitney High School group or program. This requires prior administration approval. ***Students are not permitted to bring friends or relatives to school.***

POLICY AND PROCEDURES FOR STUDENT LUNCHES

Whitney High School has concerns with lunches purchased from outside vendors and dropped off for students. We encourage the following regarding students' lunches:

- Students may bring a lunch from home or eat in the school cafeteria. Various selections of lunch items are planned by the cafeteria so that students have a variety of healthy food choices.
- ***Food purchased from outside food services and delivered to WHS for students to pick up is discouraged and not welcomed.***
- Students will not be called out of class to receive lunch, nor will it be delivered.
- Parents are encouraged to give students adequate daily lunch money. You may also send money with your students so they can put money on their account in the school cafeteria or use the online system to load lunch accounts. (www.myschoolbucks.com)
- In an emergency, bring money for lunch in a sealed envelope, and your student can pick up the money in the front office during the lunch break. The student will not be called from class to pick up lunch money.

TEXTBOOKS/MATERIALS/FEE/REFUND POLICY

All required textbooks/materials are issued by the school. Students are held accountable for the care and safe keeping of books assigned to them. Students will be billed for the replacement cost of lost or damaged books. State law allows the schools to enforce the payment for lost or damaged items.

Any student, who pays for a lost textbook or other school material and later finds the item, may return it to the school for a refund until September 30th of the following school year, as long as the item is in acceptable condition and is still being used by the school. ***These costs and any other outstanding fees must be paid before transcripts or diplomas are given. Outstanding fees may also result in the suspension from the student's eligibility to participate in extracurricular activities.***

TELEPHONE USE

The telephones in the office are for office use only. With permission, students may use the student phone located behind the school's receptionist in the front office during break, at lunch, before and after school. Students are requested to be courteous and to limit their phone calls to two or three minutes. **Students may not use phones during class time. No cell phones may be used during regular school hours (between 7:45 a.m. and 2:40 p.m.).**

TRANSPORTATION

The Rocklin Unified School District provides home-to-school bus service for eligible students on a contribution basis. Round-trip and one-way bus passes can be purchased through the RUSD Transportation Services Department. Transportation information and applications are available in the WHS main office. In addition, punch passes are available for purchase through the District Office for students who *occasionally* ride the bus, and may be used on a space available basis. Students are required to show their pass daily when boarding the bus.

UNIFORM COMPLAINT PROCEDURES FOR PARENT AND STUDENT:

The Rocklin Unified School District recognizes that the district has primary responsibility for insuring that it complies with applicable state and federal laws and regulations governing educational programs. Federal law requires the school district and county office to adopt and notify parents of the District's complaint procedures for state and federal educational programs. The Act requires the school district to investigate and seek to resolve complaints at the local level and to follow uniform complaint procedures pursuant to state regulations when addressing complaints alleging unlawful discrimination for failure to comply with the law in adult basic education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, pupil nutrition programs and special education programs.

The Board of Education designates the following compliance officers to receive and investigate complaints and ensure district compliance with law: the Deputy Superintendent/Educational Services or the Director of Special Education/Special Programs.

If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision. A complainant may pursue any available civil law remedies that may be available under state or federal discrimination laws, if applicable, and of the appeal pursuant to Education Code Section 262.3.

Copies of the Rocklin Unified School District compliant procedures are available free of charge (Board Policy 1312.3)

VISITORS/STUDENT SAFETY (BOARD POLICY 5142; 1250)

The Board of Trustees places a high priority on safety and on the prevention of student injury. Principals and staff are responsible for the conduct and safety of students from the time they come under school supervision until they leave school supervision, whether on school premises or not. The Superintendent or designee shall establish regulations and procedures as necessary to protect students from dangerous situations.

The Superintendent or designee shall ensure that teachers, teacher aides, yard aides, and volunteers who supervise students receive training in safety practices and in supervisory techniques which will help them to forestall problems and resolve conflicts. The following visitor regulations shall be in place at each school site:

- All qualified visitors, including parents (proof of identity must be shown) must sign in at the office and acquire identifying badges before visiting anywhere on campus.
- Picture identification badges will be used by District employees who visit campuses.
- A list of substitute teachers will be posted daily.
- An adult employee shall accompany visitors who are not parents.
- Students are not allowed to bring visitors to school.

A copy of Board Policy and Administrative Reg. 5142 and 1250 are available in the school office.

MESSAGES/DELIVERIES

Due to the volume of requests and multiple classroom interruptions, the office staff will not accept or deliver nonessential personal messages or items such as food items, school supplies, etc. Parents are encouraged to let students assume responsibility for remembering lunches, school items and homework. Special occasion balloons and flowers are not allowed on campus. Thank you for understanding and recognizing that interruptions disrupt the educational process.

PARENT SUPPORTED GROUPS

PARENT NEWSLETTER: THE WILDCAT WORLD

This Parent Newsletter is a newsletter which is published quarterly by the school and emailed to families who have provided their email address to the school. It will also be available on the school's website <http://whs.rocklinusd.org>. Please notify administrator's secretary at ext 6442 if your email changes.

WHITNEY HIGH PTC / BOOSTER CLUB / PIT CREW

The WHS Booster Club supports all extra and co-curricular activities. Money is earned through membership, golf tournament, the annual auction, and other fundraising events. Information and membership applications can be obtained by contacting the club via email at whitneyboosters@gmail.com.

SITE COUNCIL

Site council is similar to all site councils in the Rocklin Unified School District and facilitates parent involvement, allocation of categorical funds, and assessment of school programs as they relate to students. Members are elected by parents of WHS students. Any interested parent is encouraged to attend quarterly meetings.



