



**WHITNEY HIGH SCHOOL**

**2019-2020**

**STUDENT  
HANDBOOK**

**HOME OF THE WILDCATS**

# **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!***

**DISCLAIMER:** Whitney High School reserves the right to update/change/revise policies and procedures in this Student Handbook at any time. Parents/Guardians and Students will be notified of any major changes via email. For any questions or concerns please contact WHS Administration.

# BOARD OF TRUSTEES

Camille Maben  
Rick Miller

Eric Stevens

Susan Halldin  
Dereck Counter

## ROCKLIN UNIFIED SCHOOL DISTRICT

2615 Sierra Meadows Dr., Rocklin, CA 95677 916-624-2428, <http://rocklinusd.org>

Superintendent..... Roger Stock  
Deputy Superintendent, Educational Services..... Kathleen Pon  
Deputy Superintendent, Business and Operations..... Barbara Patterson  
Asst. Superintendent, Human Resources..... Tony Limoges

## ROCKLIN UNIFIED SCHOOL DISTRICT SCHOOLS

Antelope Creek Elementary	916-632-1095	6185 Springview Dr.	95677
Breen Elementary	916-632-1155	2751 Breen Dr.	95765
Cobblestone Elementary	916-632-0140	5740 Cobblestone Dr.	95765
Parker Whitney Elementary	916-624-2491	5145 Topaz Ave.	95677
Rock Creek Elementary	916-782-4282	2140 Collet Quarry Dr.	95765
Rocklin Elementary	916-624-3311	5025 Meyers St.	95677
Ruhkala Elementary	916-632-6560	6530 Turnstone Way	95765
Sierra Elementary	916-788-7141	6811 Camborne Way	95677
Sunset Ranch Elementary	916-624-2048	2500 Bridlewood Drive	95765
Twin Oaks Elementary	916-624-4101	2835 Club Dr.	95765
Valley View Elementary	916-435-4844	3000 Crest Dr.	95765
Granite Oaks Middle School	916-315-9009	2600 Wyckford Dr.	95765
Spring View Middle School	916-624-3381	5040 5th St.	95677
Rocklin Alternative Center	916-632-3195	3250 Victory Dr.	95765
Rocklin High School	916-632-1600	5301 Victory Lane	95765
Whitney High School	916-632-6500	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

916-632-6500

<u>Position</u>	<u>Name</u>	<u>Extension</u>
Principal.....	Justin Cutts.....	6405
Principal's Secretary.....	Tamara Fernandes.....	6405
Assistant Principal.....	Jeff Dietrich.....	6442
Assistant Principal/Athletic Director.....	Jason Feuerbach.....	6408
Assistant Principal.....	Jennifer Hanks.....	6442
AP Secretary.....	Pam Cano.....	6442
AP/AD Secretary.....	Carrie Schlenz.....	6408
Front Office Clerk.....	Lorie Johnstone.....	6415
Front Office Clerk.....	Denise Arger.....	6433
Attendance Clerk.....	Michele Lininger.....	6409
Attendance Clerk.....	Dania Henkelmann.....	6474
Registrar.....	Leslie Simpson.....	6427
Counseling Secretary.....	Jennifer Teames.....	6406
Counselor.....	Mac Blate.....	6406
Counselor.....	Sada Dewey.....	6406
Counselor.....	Patrick Floyd.....	6406
Counselor.....	Roisin LeRoy.....	6406
Career Center.....	Sally Randazzo.....	6418
Discipline Technician.....	Dee Thomas.....	6440
Discipline Technician.....	Jessica Alcala.....	6440
Discipline Technician.....	TBD.....	6440
School Resource Officer.....	Jeremy Duckham.....	6428
Speech Therapist.....	Dana Monaghan.....	6426
Speech Therapist.....	Vanessa Wildie.....	6426
School Psychologist.....	Dani Mesaros.....	6449
Activities Director.....	Jesse Armas.....	6431
Bookkeeper.....	Naomi Brown.....	6430
Computer Network.....	Peter Davis.....	6612
Librarian Technician.....	Karina Snow.....	6412
Nurse.....	Sarah Leverenz.....	6420
Health Aide.....	Shawn McQueary.....	6422

# WHS Tentative CALENDAR

## 2019 – 2020

### Important Dates:

<b>August 14</b> First Day of School	<b>March 2</b> WHS Showcase
<b>August 26</b> Back to School Night	<b>June 4</b> Last Day of School

### Days School is Not in Session:

Sept. 2 Labor Day	Jan. 20 Martin Luther King Day
Nov. 1 Staff Development Day	Feb. 17 In Lieu of Lincoln's Birthday
Nov. 11 Veterans Day	Feb. 18-20 Presidents Week
Nov. 25-27 Local Holidays	Feb. 21 In Lieu of Washington's Birthday
Nov. 28-29 Thanksgiving/Admissions	Apr. 6-10 Spring Break
Dec. 20-31 Winter Break Part 1	Apr. 13 Staff Development Day
Jan. 1-3 Winter Break part 2	May 25 Memorial Day
Jan. 1 New Year's Day	

<u>Progress Reports</u>	<u>Posted</u>	<u>Report Cards</u>	<u>Posted</u>
1st Quarter	Sep. 13	Oct. 12 - 1st Quarter Ends	Oct. 19
2nd Quarter	Nov. 15	Dec. 20 - 1st Semester Ends	Jan. 11
3rd Quarter	Feb. 7	Mar. 15 - 3rd Quarter Ends	Mar. 22
4th Quarter	Apr. 24	Jun. 6 - 2nd Semester Ends	Jun. 14

## BELL SCHEDULE

### Blocks on Odd Days – Periods: 1-3-5-7

#### Regular Bell Schedule

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

#### Rally Schedule

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

### Blocks on Even Days – Periods: 2-4-6-8

#### Articulation Day Schedule

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

#### Minimum Day Schedule

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

### Articulation Days:

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

<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

916-632-6500 Ext. 6485

## School Attendance Office

916-632-6500 Ext. 6409 or 6474

### 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 voicemail 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

- **Progressive/Tiered Policy- Adopted in 18-19 School Year**
  - Tardiness at the beginning of school is not acceptable.
  - 7:45 - 7:55 am - Students will be ushered straight to class.
  - 7:55 - 8:15 am - Student will have to **pass through attendance office** for a yellow tardy pass. Teachers will keep these as reminders of potential excessive tardy student.
- Teachers will keep track of tardies as part of classroom management and expectations of their students.
- Each class has their own tardy count.
  - Tardy 1 and Tardy 2 - Teachers will counsel student through conversation/meeting. Students are subject to class/teacher specific consequences as determined by teacher (work option, clean room, etc)
  - Tardy 3 - The teacher will telephone or email with students parent(s). Teacher will be sure to CC or notify administration by email that parent has been contacted.
  - Tardy 4 - Teacher will write referral using referral form for "excessive tardies". Administration will issue 1 hour of detention. Detention will be same day or next day after school. If student cuts detention, it will double. Students will now be on administration and attendance watch list. Any first block tardy after this will have discipline issued on the spot by administration and attendance office.
  - Tardy 5 - Administration will phone home immediately and attendance office will mail letter home. 2 hours of detention issued for each tardy after #4. This provides necessary documentation for SARB process.
  - Tardy 6 - Administration will hold attendance conference with parent and student. Family will sign Attendance Contract and possible loss of extra-curricular privileges.

## **CLEARING ABSENCES**

1. Verification of absences are to be made by telephone, email or note from the parent/guardian indicating the date and reason. Telephone calls and emails 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 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**

California Ed Code Section 48260 (a) “A pupil subject to compulsory full-time education or to compulsory continuing education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.” Truancy letters are mailed after the 3rd, 6th, and 9th Unexcused Absence. Upon receipt of the fourth attendance letter (10th Absence) a parent / student SART meeting will take place and students will be placed on an attendance contract. Violation of this contract will result in referral to Placer County SARB and/or Juvenile Probation.

## **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 and 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. Students **MUST** check in at the attendance window upon late arrival or return to campus any time after 7:45 am and before 2:40 pm.
  - d. Failure to comply with the above discipline policy will result in disciplinary action.
  - e. **Students who leave 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 on the day the student is scheduled to return in order 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 any telephone or email changes.



# COLLEGE PLANNING AND TEST DATES

## WHS CODE 053-937

*Test registration materials are available in the College and Career Center.*

*(Note: These are anticipated dates and fees.)*

### **College Board Exam Registration**      [www.collegeboard.com](http://www.collegeboard.com)

<b>SAT Reasoning Test Date</b>	<b>Online Registration Deadline</b>	<b>Late Registration Deadline</b>
August 24, 2019	July 26, 2019	August 13, 2019
October 5, 2019	September 6, 2019	September 24, 2019
November 2, 2019	October 3, 2019	October 22, 2019
December 7, 2019	November 8, 2019	November 26, 2019
March 14, 2020	February 14, 2020	March 3, 2020
May 2, 2020	April 3, 2020	April 21, 2020
June 6, 2020	May 8, 2020	May 27, 2020

SAT Reasoning Fee is \$49.50 and with essay is \$64.50.

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

SAT Subject Basic Fee is \$26.00 plus individual exam fee.

Maximum 3 exams per date.

### **ACT Registration**

[www.act.org](http://www.act.org)

<b>ACT Test Date</b>	<b>Online Registration Deadline</b>	<b>Late Registration Deadline</b>
Sept 14, 2019	August 16, 2019	August 17-30, 2019
October 26, 2019	September 20, 2019	September 21-October 4, 2019
December 14, 2019	November 8, 2019	November 9-22, 2019
February 8, 2020	January 10, 2020	January 11-17, 2020
April 4, 2020	February 28, 2020	February 29-March 13, 2020
June 13, 2020	May 8, 2020	May 9-22, 2020

ACT Fee is \$46.00 and with writing is \$62.50. Late registration fee is an additional \$29.50.

### **PSAT Registration**      **(Freshman, Sophomores, Juniors)**

<b>PSAT Test Date</b>	<b>Registration Deadline</b>
October 16, 2019	August 24, 2018

### **ASVAB Test**      **(Armed Services and Vocational Aptitude Battery)**

September 23, 2019	April 20, 2020
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**College Fair**      October 2, 2019      at Whitney High School

# ACADEMIC GUIDELINES

## GRADUATION OVERVIEW AND REQUIREMENTS

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, the student 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 (Technology)**	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 - can be satisfied by completion of a course in the area of Communications, Technology, CTE Pathways or CTE Works (see your counselor for guidance in this area).

# **WILDCAT ESLRS (Expected Schoolwide Learning Results) – GO CATS!**

## **WHS GRADUATES UNDERSTAND AND EXHIBIT:**

### **Global Responsibility and 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, and 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**

A minimum of twenty-five (25) hours of community service is required for graduation. Students are encouraged to turn their hours into the College and 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. Hours must be completed with a Non-Profit Organization. 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.

## **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 available on the Aeries Parent Portal 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 assignments and activities. This includes all hardware, software programs, and internet use. All campus hardware, including but not limited to televisions, DVDs, LCD projectors, cameras, and recording equipment are covered under this policy. All Rocklin Unified School District network/online service users are required to sign the Authorized Network/Online 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 online 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 online 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 websites, students can find ways around district fire walls; therefore, **users who disregard the District's authorized network/online 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 or by filling out the form on the WHS Counseling Page.

## CLASS POLICIES/SCHEDULE CORRECTIONS

**Add/Drop Policy:** Whitney High School believes every effort should be made to encourage students to achieve and strive for success. Students who are appropriately placed are encouraged to remain in the course. Counselors individually meet with all students (excluding incoming Freshmen) to review their course requests and graduation requirements.

All Add/Drop requests require completion of written form located in the counseling office during lunch/break and before/after school, meeting with counselor and are subject to space availability. The last day to complete this request is August 21, 2019. Each student must stay in their classes until they have been notified that the schedule has been changed. **All students who withdraw from a course after the final Add/Drop date, August 21, 2019, may receive a No Credit (NC) on their transcript.**

**Level Changes:** (Example: AP US History to US History)

Requires completion of written Add/Drop form located in the counseling office by September 4, 2019 for Fall Semester and January 13, 2020 for Spring Semester. Each student must stay in their classes until they have been notified that the schedule has been changed. **All students who withdraw from an AP, Advanced, or Honors course after the final Add/Drop date, September 4, 2019 and/or January 13, 2020, may receive a No Credit (NC) mark on their transcript.**

**Scheduling Corrections** 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 Health/C-STEM)

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 their classes until they has been notified that the schedule has been changed.

Students have a one week window to correct their schedule once the school year begins.

- Counselors will process all corrections as soon as possible.
- Add/Drop forms are available to students before/after school, during break and lunch.
- The student will be notified if the schedule change is approved.

## **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 the student does not maintain that level, they 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.

## **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. Physician's release is to be returned to the counseling department who will process the information to the Physical Education Department.

## **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.

## **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.

## **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 and 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, 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 on a Quarter or Semester report card** 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.**

## **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.

## **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 can be required to attend intervention by their teachers and failure to attend will result in detention.

## **HEALTH OFFICE INFORMATION**

The school health office is staffed by a part-time health aide. A site nurse as well as the 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 2018-2019 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 EpiPen 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.

**Please note:** All doctor's orders for medications and notes with any physical or academic accommodations due to a health concern must be updated each school year.

## **LIBRARY/MEDIA CENTER**

The Library/Media Center is a shared space for students to do independent study, read, research or collaborate in small groups. Library books, textbook and eBooks are available for check-out. Chromebooks are available for in-library use. Limited b/w printing is offered at a printing kiosk.

1. **HOURS** - The WHS Library is open daily 7:15am - 3:30pm. The library closes at 3pm the first and second Wednesdays of each month for WHS faculty meetings.
2. **CHECK-OUT** - WHS Student ID is required to check out library books, textbooks, novels or to borrow a chromebook for in-library use.
3. **CIRCULATION** - Library materials circulate for three (3) weeks, and may be renewed either in person with student ID or online. To access student account remotely, go to <https://library.rocklinusd.org>. Select Whitney High School first. Then click on top right Log in icon. Click on SSO (single sign on) and login using student gmail and password.
4. **RENEWING BOOKS** - Courtesy reminders of upcoming library due dates are emailed to parents/students weekly. Students may renew library books in person or online. From the WHS website, go to Library tab and select Online Account Access/Catalog. Click on SSO (single sign on) and login using student gmail and password. Select the My Info tab and scroll down to library book - click renew.
5. **OVERDUE MATERIAL** - Overdue library books accrue fines of 10 cents per item, per school day until material is returned or renewed. Overdue notices are emailed the first week of the month. Fines are to be paid promptly, either by check or cash.
6. **TEXTBOOKS/NOVELS** - Textbooks and novels are checked out for the school year and do not require renewal. All materials must be returned in good condition at year-end (but earlier if teacher recommends).
7. **DAMAGED BOOKS** - Damage/loss/vandalism to any library materials, including technology, will result in damage fees and/or disciplinary action. Fines must be cleared by the last day of school.
8. **RESEARCH TOOLS** - Online research databases do not require passwords when accessed at school. Go to the WHS library website for database information.



9. **PERSONAL DEVICES** - Please be considerate of others while in the library. Cell phones are to be used for school-related activities, eBooks, email, research, etc. Laptops, tablets, and other PDs should be used with earbuds, if sound is required. Any student who fails to follow library rules will be subject to disciplinary action, including referral and/or removal from library.
10. **FOOD AND DRINKS** - No food in library. Drinks must have lids and kept safely away from books and technology.

### **TEXTBOOKS/MATERIALS/FEEES/REFUND POLICY**

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.***

# 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).

## **STUDENT STORE**

Open before school beginning at 7:15 am, at break, lunch and after school until 3:00 pm. 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.

## **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. Uncleared 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 pm
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](http://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](http://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 their 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 AND 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.

**Any unauthorized student entering the court during a rally will receive a one year suspension from all activities.**

# **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](http://www.whitneywildcats.org) to get more information and register online. All athletic teams are governed by the California Interscholastic Federation (CIF).

## **ACADEMIC ELIGIBILITY**

All athletes must have a 2.0 grade point average 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

## **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. **CALIFORNIA EDUCATION CODE HANDBOOK FOR STUDENT DISCIPLINE**

## **THE ABOVE LINK INDICATES THE FULL LIST OF ED CODE VIOLATIONS, EXAMPLES OF 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.**
- 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.**
- 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**.
- 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.

## **DETENTION**

1. Students can be assigned detention for attendance or behavior related offenses.
2. Detention is held:
  - a. Before school at 7am in the admin. office.
  - b. During Lunch as Campus Work Option
  - c. After school (immediately following block 4) in the admin. office (2:45 pm - 3:30 pm).
3. Students sign in upon arrival with discipline tech & sign up for detention within 3-days.
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 could 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 including extra hours of detention up to 5 hours.

## **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.*** Jeans **cannot** have holes between waistband and 5 inch inseam.
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 fishnet fabrics, halter tops, off-the-shoulder or low-cut, tank tops, torn off sleeves, bare midribs 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, accessories, 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 continuous minimum 2 inch brim for sun protection can be worn outdoors.

A complete copy of Board Policy and Admin. Regulation 5132 is available on the District website.



## **CELL PHONES (BOARD POLICY 5131)**

Cell phones/Electronic Devices may only be used before school, after school and at lunch. **Cell phones/Electronic Devices must be put away and turned off** during instructional time unless directed by a supervising staff member. Students who use their cell phone/electronic device inappropriately will be assigned school discipline. The phone/electronic device will be confiscated by school personnel and made available in the office for the student or parent to pick up after school.

**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-On Campus Suspension) 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 (On Campus Suspension).

A complete copy of Board Policy and Admin. Regulation 5131 is available on the District website.

## **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 they are being harassed should immediately contact the principal or assistant principal or another District administrator (indicated below) in order to obtain a copy of BP and AR 1312.3-Uniform Complaint Procedures. Complaints of harassment can be filed in accordance with these procedures.

A complete copy of Board Policy and Admin. Regulation 5145.7 is available on the District website.



# GENERAL INFORMATION

## 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 EMAIL

Parents may contact WHS teachers or staff members via email regarding homework or other issues. E-mail addresses for WHS staff members consist of the first initial followed by last name (jsmith for example) [@rocklinusd.org](mailto:jsmith@rocklinusd.org)

## DRIVING AND PARKING PRIVILEGES

1. Only Juniors and Seniors with WHS parking permits are allowed to park in the student parking lots. **NO SOPHOMORES** are allowed to park on-campus in ANY lot.
2. **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.)** Due to various activities on campus parking is not guaranteed on or around campus. There is additional parking at the park. There are 2 separate lots that are accessible to students with or without parking permits (please see WHS website for more information on these lots). 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.
3. **Cars parked without a valid permit are subject to a Rocklin PD parking citation. Rocklin PD does not give warnings to cars parked without a permit. You will receive a ticket.**
4. Students with a valid WHS parking permit who park in Staff parking or not their assigned parking spot/lot will be subject to Rocklin PD parking citation and/or discipline including but not limited to:
  - a. Two hours detention.
  - b. Parking permit taken away and loss of privilege to park on campus.
  - c. If a Junior, Senior parking lot eligibility revoked.
5. Speed limit in parking lot is 5 mph.
6. Students must park their cars immediately upon arrival. Once parked, students must leave the parking lot. ***Loitering in the parking lot is not permitted.***
7. WHS campus is closed and students may not leave the parking lot until the end of the school day or unless permission is obtained.
8. The ***parking lot is off limits and cars may not be visited during the day*** (including lunch periods) without special permission from the administration.
9. "Cruising" around the parking lot before or after school is not permitted.
10. 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/or school parking privileges suspended.
11. Loud stereos and car radios are not allowed on school grounds.
12. 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, will have their parking permit revoked and all parties involved will not be eligible to purchase a parking permit in the future.

13. 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.
14. 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 rollerblading are not allowed on school grounds.

### **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:**

- 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.
- 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.
- 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.

### **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 (ie. Pizza delivery, Doordash, Grubhub, etc.) and delivered to WHS for students to pick up is discouraged and food will not be accepted by WHS staff under any circumstances.***
- 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](http://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.

## **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.

A complete copy of Rocklin Unified School District complaint procedures are available on the District website.

## **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 complete copy of Board Policy and Administrative Regulations 5142 and 1250 are available on the District website.

## **MESSAGES AND 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.