

Rancho Mirage High School

Student / Parent Handbook 2018 - 2019



Rancho Mirage High School
31001 Rattler Road
Rancho Mirage, CA 92270
(760) 202-6455
(760) 202-6603 Fax



Palm Springs Unified School District
150 District Center Drive
Palm Springs, CA 92264

SCHOOLWIDE LEARNER OUTCOMES

The school-wide learner outcomes, which were generated through collaboration among the staff, can be summarized through the STRIKE acronym:

Service

- Rattlers demonstrate their service by participating in school activities and community outreach.
- Rattlers are intrinsically motivated to serve their school and community.
- Rattlers serve as role models for underclassmen, future Rattlers, and each other.

Talent

- Rattlers exhibit their talents by excelling in leadership and demonstrating knowledge through rigorous critical thinking and academic skills.
- Rattlers showcase their talents in Performing Arts, Culinary Arts, AVID, athletics, and/or the use of technology.
- Rattlers work to develop their talents while respecting the talents of others.

Respect

- Rattlers appropriately express themselves through words and actions to positively represent the school and themselves at all times.
- Rattlers understand individual differences and value others.
- Rattlers understand that every choice has a specific outcome.

Integrity

- Rattlers demonstrate integrity through academic honesty, sincerity, and recognition of their ethical responsibility.
- Rattlers live by the motto, "Do the right thing even when no one is watching."

Knowledge

- Rattlers will demonstrate academic, community, and global awareness gained through learning and personal experiences.
- Rattlers will graduate college and career ready.
- Rattlers exhibit a passion for lifelong learning and continued personal growth.

Engagement

- Rattlers demonstrate personal drive and motivation by establishing meaningful connections with the school and the community through involvement in clubs, sports, ASB, performing arts, culinary arts, and/or other areas.
- Rattlers are active learners both in and out of the classroom by searching for answers, connecting to the content, persevering through difficulties, and synthesizing information from a variety of sources.

RMHS MISSION STATEMENT

The mission of Rancho Mirage High School is to provide a high-quality, comprehensive, and meaningful education for all students. Each student will be expected to succeed within the bounds of their abilities and chosen education and career goals. Each student will be treated as an individual, given the tools to be a lifelong learner, and taught to function as a member of a group and as a productive and meaningful member of society. The RMHS mission is in line with the PSUSD mission that states: Students will graduate from high school prepared and motivated to succeed in their chosen career and higher education, ultimately contributing to the common good.

RMHS VISION

RMHS is a working partnership of students, parents, staff and community members who effectively communicate to meet the educational needs of its students. RMHS provides students with a safe and secure learning environment characterized by responsible, respectful, and ethical behavior by the entire school community. RMHS is a professional learning community that ensures that all students learn at high levels through a collaborative culture and an ambitious vision for student success.

MASCOT

RATTLERS

SCHOOL COLORS

Maroon, Gray, and Columbia Blue

PSUSD Board of Education

James Williamson	Board President
Richard Clapp	Board Clerk
Karen Cornett	Board Member
John Gerardi	Board Member
Madonna Gerrell	Board Member

PSUSD Cabinet

Sandra Lyon, Ed.D.	Superintendent of Schools
Mike Swize, Ed.D.	Asst. Supt., Educational Services
Tony Signoret, Ed.D.	Asst. Supt., Human Resources
Brian Murray, Ed.D.	Asst. Supt., Business Services

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RMHS Faculty

ADMINISTRATIVE STAFF

Teresa Haga, Ed. D.	Principal
Chris Calderwood	Assistant Principal / Athletic Director
Julio Omier	Assistant Principal
Kim Ballard	Assistant Principal

CERTIFICATED STAFF

Alvarado, Walter	World Language Teacher
Amador, Rachel	English Teacher
Aparicio, Abraham	Social Studies Teacher
Archer, Patricia	Social Studies Teacher
Behrens, Natascha	English/Physical Education Teacher
Belliveau, Brian	Social Studies Teacher
Beyronneau, Robert	Math Teacher
Bodnar, William	Automotive Teacher
Borden, Mark	Science Teacher
Bresson, Toby	Art Teacher
Brian, Beth	Art Teacher
Bystrzycki, Wendy	World Language Teacher
Campbell, Susan	Counselor
Castillo, Mario	Social Studies Teacher
Catanzarite, David	English Teacher
Coats, Thomas	Social Studies / Special Ed. Teacher
Cullinan, Robert	Social Studies Teacher
Donohue, Jennifer	Science Teacher
Downer, Bryan	Social Studies Teacher
Drummond, Sue	Math Teacher
Eisenmann, Andrew	Vocal Music Teacher
Elias, Jenann	English Teacher
Gamel, Noel	Special Education Teacher/ATP
Gaylord, Michael	Instrumental Music Teacher
Giacalone, Kaitlin	Math Teacher
Gormley, Ian	Social Science Teacher
Grey, Amy	English Teacher
Hanmer, Rob	Physical Education Teacher
Hernandez, Vivian	Math / Special Education Teacher
Hilario, Michelle	Science / Special Education Teacher
Hilger, Marcia	World Language Teacher
Hinchcliffe, Robin	English Teacher
Hodge, Christine	Science Teacher
Jauregui, Ely	English Teacher
Jimenez, Jorge	Science Teacher
Kabel, Jeff	Work-Based Learning Teacher
Littell, Will	Math/Special Education Teacher
Martinez, Athena	English Teacher
Martinez, Eduardo	English / Special Education Teacher
Matthews, Ana	World Language Teacher

Matthews, Larry	Physical Education Teacher
McCarthy, Heather	Media Coordinator / Librarian
McCarthy, John	Social Studies Teacher
Mendez, Mario	Math Teacher
Mendez, Saul	Counselor
Merrick, Howard	Culinary Arts Teacher
Mocete, Yvette	Science Teacher
Monson-Pinkham, Alexandra	English Teacher
Myers, Megan	Physical Education Teacher
Newhouse, Kelly	Theater Arts Teacher
Rhodewalt, Bruce	Math Teacher
Robinson, Kimberly	Social Studies Teacher
Robles, Sarah	Science Teacher
Salah-Esfahani, Shahrzad	English Teacher
Sessions, Dana	English Teacher
Sanchez, Amy	Science Teacher
Shaw, David	Physical Education Teacher
Solis, Eduardo	Counselor
Stayskal, Nicole	Special Education Teacher/FLS
Stevenson, Marie	Math Teacher
Svetich, Jamie	Science Teacher
Trejo Quintanilla, Lizbeth	World Language Teacher
Tucker, Frank J	Math Teacher
Valenzuela, Michelle	Counselor
Vasquez, Daisy	Math Teacher
Vega, Catherine	World Language Teacher
Zeihen, Andrew	Math Teacher

CLASSIFIED STAFF

Alvarez, Andres	School Resource Officer
Alvarez, Eutiquio	Security Officer
Avila, Gloria	Office Specialist School
Camarena, Sonia	Office Specialist School
Cardenas Cobos, Daniel	Custodian - Night
Coats, Deborah	Paraprofessional Senior
Enriquez, Yazmin	Licensed Vocational Nurse
Furtado, Genalinda	Nurse
Gerardo, Ramiro	Grounds
Gonzalez, Isaac	Office Specialist School – Bilingual
Gonzalez, Juan	Custodian – Night
Henderson, Yvonne	Paraprofessional, Senior
Hernandez, Kelley	Registrar
Iparraguirre, Patricia	Office Specialist School – Bilingual
Jimenez, Maria	Paraprofessional Bilingual
Lopez-Torres, Jose Israel	Head Custodian III – Day
Lugo, Claudia	Office Specialist School – Bilingual
Marino, Tom	Skilled Maintenance Worker
Mason, Kendra	Athletic Trainer
Newhouse, Ron	Auditorium/Stadium Technician
Ogden, Jeremy	Security Officer

Piceno, Carlos	Grounds
Provo, Arla	Food Services
Ramirez, Sandra	Senior Secretary
Ramirez, Theresa	Paraprofessional Senior
Robinson, Tyrone	Security Officer
Serafin, Aurelio	Security Officer
Siegand, Christine	Office Specialist
Smith, Samantha	Library Technician
Spiegel, Nile	Paraprofessional, Automotive
Thomas, Al	Custodian - Night
Thomas, Lisa	High School Financial Clerk
Torres, John	Paraprofessional Bilingual
Valdez, Cecilia	School Secretary
VandeSteeg, Steven	Paraprofessional, Culinary
Vargas, Sumatiben	Paraprofessional ISSS
Vasquez, Donna	Custodian – Day

SECTION I: GENERAL SCHOOL INFORMATION

ACADEMIC HONESTY

The Board of Education believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty. (*BP 5131.9*)

Students are expected to demonstrate honesty and integrity while in attendance at Rancho Mirage High School. All students are expected to do their own work. This includes but is not limited to test-taking, class assignments, homework, essays, compositions, term papers, and research. All work submitted by students is to be a true reflection of their own effort and ability. If submitted work is found to be otherwise, the student has shown unacceptable academic behavior warranting consequences. Engagement in any of the following is considered cheating:

1. Claiming credit for work not the product of one's own honest effort
2. Providing access to materials or information so that credit may be dishonestly claimed by others
3. Knowing and/or tolerating either or both of the above

Any of these identified behaviors represents a violation of mutual trust and respect essential to the education at Rancho Mirage High School. Students who demonstrate these behaviors should expect the following consequences:

1. 'Zero' on the assignment
2. Parent/Guardian Notification
3. Disciplinary Action

ACCIDENTS AND INJURIES

School related accidents or injuries must be reported immediately to the Health Office and an accident report must be completed. A Licensed Vocational Nurse is available in the Health Office area of the Administration Building. A school/district nurse is on site one day per week. If the situation warrants, paramedic services will be called. In all cases, an attempt will be made to notify a parent or guardian as soon as possible.

It is essential to have a properly completed Emergency Card on file at the school to ensure the prompt notification of a parent or emergency contact. For questions or if you have changes in phone numbers, please call the Attendance Office at (760) 202-6455.

ADDRESS / INFORMATION CHANGE

When address or telephone number changes occur, at any time during the school year, the parent or guardian must notify the Registrar's Office at (760) 202-6455. If you move, please notify the registrar's office immediately and complete a new emergency card and change of address form along with a verification of your new address (utility bill i.e. gas, water, electric, rental receipt or mortgage paperwork).

Keeping our records up to date allows school personnel to contact a parent or guardian in case of an emergency.

ASSEMBLIES

Assemblies are part of our "Rattler Spirit" which promotes student pride, school spirit, and a sense of ownership, belonging and achievement at Rancho Mirage High School. Attendance at the assemblies is optional; all students are expected to exhibit appropriate behavior regardless if they attend the assemblies.

ATHLETICS / SPORTS

RMHS offers a full schedule of sports activities. Sport teams will compete in the Desert Empire League, as well as against other schools in Southern California. To participate, students are required to meet the guidelines as identified in the **EXTRA-CURRICULAR ACTIVITIES** section.

	Fall	Winter	Spring
Boys	Cross Country Football Water Polo	Basketball Soccer Wrestling	Baseball Golf Swimming Tennis Track & Field
Girls	Cross Country Golf Tennis Volleyball	Basketball Soccer Water Polo Wrestling	Softball Swimming Track & Field

Athletic Eligibility

Palm Springs Unified School District Board policy requires that all high school students participating in extracurricular athletics must maintain a 2.0 grade point average, with no more than two "F's" for each grading period. If the student is at risk academically, they will be required to have a weekly progress report until they have stabilized their grades. Athletic eligibility also includes completion of the athletic packet, proof of insurance, and a yearly physical.

We encourage all students to tryout regardless of their ability or talent. Students are encouraged to talk to the coaches of the sport, PE teachers, or the Athletic Director at any time during the year, if interested in participating in athletics. Students participating in the sports programs must ride the bus to and from all athletic activities. **A student must be present in school on the day of an event if they wish to participate.**

If you are planning on playing sports at the college level, your counselor and the Career Guidance Specialist will help you complete information on the National College Athletic Association's requirements for athletic scholarships. For further information, see the NCAA Website (www.ncaa.org).

ATTENDANCE POLICY AND PROCEDURE

The staff at Rancho Mirage High School believes that punctual, regular attendance directly impacts school pride, improves academic progress, and develops responsibility in students. RMHS staff is committed to

working with students and parents/guardians to improve attendance. Because poor attendance negatively affects academic achievement, parents are encouraged to monitor their students' attendance through ParentVue (**access to ParentVue is available in the Registrar's office**).

Student attendance is mandated by the State of California. Parents are responsible for their student's punctual, regular attendance. State law requires that:

1. Students aged 6-15 must attend school full time.
2. Students aged 16-17 must attend a comprehensive school, continuation school, or another district alternative program.
3. Students aged 18+ with unsatisfactory academic progress, citizenship, and/or attendance will be counseled about their options.

RMHS is required to verify all student absences. Please follow these steps:

- Parents should call the Attendance Office (760) 202-6455 opt. 1 between 7:00 AM-9:25 AM each day of the absence, to avoid an auto-dialer call from the school.
- If absence is not called in, students are required to bring written verification of absence, signed by a parent or legal guardian, stating days and reason for absence. Students are allowed 3 days to change unverified/unexcused absences to an excused absence.
- To have an absence, **CLEARED**, notice from a parent or legal guardian must be received. Parents/guardians may either call the Attendance Office, email the attendance office, or send a note identifying the name of their child, the reason for the absence, the date(s) of absence and parent signature.
- **For a student who is ill more than three (3) consecutive days or "in excess" during the school year, a doctor's verification will be required to clear the absence and may be required for subsequent absences.**

Absence - Excused

Absences may be excused for the following: illness, court, doctor or dentist visits, religious holiday, family bereavement, vacation with prior administrative approval, or other emergencies. All pre-arranged absences of more than five consecutive days must be cleared through Mr. Omier's Office. For a list of excused absences and penalties for non-attendance see the PSUSD Parent/Student Information handbook.

Absence – School-related Business/Sports

- Student attendance at extra-curricular and school-related activities are subject to specifications stipulated by PSUSD Board Policy. (*BP 6145*)
- Participation in games, activities or events requires the student to be present in classes on the day of the event.
- Students who miss class due to sports, will have their attendance cleared through the Athletic Office, once coaches have taken attendance on game day. This could take up to 5 schools days. If you have any questions regarding athletic related absences, please contact the Athletic Office at (760) 202-6455 opt. 3 then opt. 1.

Chronic Absence

Students who miss 10% of total class time (excused and/or unexcused) will meet with an administrator to discuss the truancy law and chronic absences. Students who continue their excessive absences from school will meet with an administrator, the school's SART team and District's SARB board. Although there are legitimate reasons students may miss class, students must be aware that they miss instruction and discussion; they are unable to contribute as individuals to the work of the class or to the work they may be sharing with a group. These are situations that are impacted as absences accumulate. While students may make-up a test or assignment if they have an excused absence, the learning experience that was missed cannot be duplicated.

Student Sign-Out Procedure

A parent/guardian must sign students out in the Attendance Office if a student is leaving campus during regular school hours. Emergency contacts are **ONLY** for use when parents cannot be reached in an emergency. Students **CANNOT** be released to emergency contacts **WITHOUT** parent/guardian’s authorization. Students must be signed out prior to 2:45 PM. Any student leaving without the *required permission* cannot clear their attendance and the absence will be noted as truant, with the student being subject to a legal action. *A student who is 18 years old or older may sign themselves out and excuse their absences with parent authorization on file.

Tardiness

Students are expected to be on time for all classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. A student who is not in their assigned classroom seat assigned by the teacher at the beginning of the class period will be considered tardy.

- **Tardy Procedures** - Students arriving late to class by **30 minutes or more** are considered truant and must go to the Attendance Office for a pass to class. Students who are habitually tardy or truant are subject to consequences through the SART & SARB process and may result in a truancy fine and referral to the district attorney’s office.
- **Tardy - Excused:** A tardy is excused only by a written note from a teacher, nurse, guidance counselor or administration official.
- **Tardy - Unexcused:** An unexcused tardy is considered being late to class without the proper authorization. Parents/students do not decide if a tardy is excused.

POLICY PERIOD 1			
INFRACTION	STEP 1	STEP 2	STEP 3
Less than 30 minutes	Teacher accepts students for the first 30 minutes; notes tardy in Synergy.	Teacher will assign disciplinary consequence and contact the parent (phone or email).	If excessive tardy continues, teacher will write a referral which will result in administrative disciplinary consequences.
Greater than 30 minutes	Attendance Office directs students to class with a pass.	Student goes to class for the remainder of 1st period. If student is habitually tardy more than 30 minutes, after school detention may be assigned	
POLICY PERIODS 2-6			
< 10 minutes	Teacher marks student Tardy in Synergy. Teacher may assign disciplinary consequences. Excessive tardiness may result in a referral to the office for administrative disciplinary consequences.		
>10+ minutes	Teacher refers student to the Attendance Office for a tardy pass. If a student is habitually tardy more than 10 minutes, after school detention may be assigned.		
STUDENT CONSEQUENCES			
After School Detention	After school detention list is posted by Period 4 by Office Staff.	Student serves after school detention from 3:15 PM to 3:45 PM	If after school detention is missed then referral to administrator is assigned.

Truancy

This includes, but not limited to, oversleeping, family work, transportation, studying, period cuts, unauthorized field trips/excursions, unauthorized program change, leaving early without “hall pass,” and other trips. The

Truancy Ordinance prohibits students from loitering, wandering, or roaming in public areas during the hours of 8:00 am to 3:05 pm on official school days without proof of proper off-campus permission.

BELL / CLASS SCHEDULES

All bell schedules, including late-start and collaboration days, are listed on the RMHS Website.

BIKE / SKATEBOARD / SCOOTER POLICY

Students riding bicycles, skateboards, or scooters to school are required to observe the following regulations.

Any student violating these regulations will be subject to consequences which may include confiscation.

- Operate in a safe manner at all times
- Enter and leave campus on the route established by the school
 - Use bike lanes whenever possible and travel with the flow of traffic
 - Walk bikes in crosswalks
- Students are not permitted to ride bikes, skateboards, or scooters on campus or in school parking lots so must be parked and locked in the designated bike area (students are required to provide their own lock)

*PSUSD and RMHS assumes no liability for damage, theft, vandalism, injury, or other negative consequences associated with use or ownership of bikes, skateboards, scooters, or other related items.

BOOSTER CLUBS AND FOUNDATIONS

RMHS will associate with a Band Booster Club and a Choir Booster Club. These groups serve as support for programs on campus and meet to share information regarding programs' various needs and how to support them. Parents, community members, school personnel, and business leaders are encouraged to join in this effort.

CAMPUS SECURITY

Rancho Mirage High School has security personnel. Their responsibilities include, but are not limited to, keeping outsiders off campus, keeping students on campus, and assisting the administration with campus supervision in order to promote campus safety.

CIVILITY POLICY

Any individual who disrupts or threatens to disrupt District /School office / classroom operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school district property shall be directed to leave school or school district property. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely admonish the speaker to communicate civilly. If the abusing party does not take corrective action, the District employee shall verbally notify the abusing party that the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on District premises, the offending person shall be directed to leave.

CLOSED CAMPUS

Once students arrive at school, they may not leave campus at any time until dismissal unless specific parent and school administration permission has been granted. Students leaving campus prior to dismissal time, for valid reasons, must first obtain authorization and appropriate documentation from the Attendance Office and/or administration.

COMPLAINT PROCEDURES

Any person or organization wishing to file a complaint alleging unlawful discrimination or failure to comply with state or federal law in an adult basic education, consolidated categorical aid programs, migrant education, vocational education, child care/development programs, child nutrition programs, or special education programs, should contact the State & Federal Programs Coordinator of the Palm Springs Unified School

District, 150 District Center Drive, Palm Springs, CA 92262, (760) 883-2700. A copy of the district's complaint procedures (*BP 1312.3; AR 1312.3, a-b*) will be made available upon request. Under some circumstances, specified under sections 4650-4651 of Title V (District Exhibit 1312.3), complaints may ask for direct intervention by the California Department of Education. Furthermore, complaints have the right to appeal any decision made by the district concerning a complaint to the California Department of Education. Information on procedures and timelines for appeals are included in the above-listed district documents.

COMMUNITY ASSISTANCE AGENCIES

See RMHS Website or your counselor for contact information.

DANCE POLICY

All dances are closed activities. They are open only to students currently enrolled at RMHS and their guests/dates, who may not be younger than 14 or older than 20 and have been previously approved by RMHS administration. Dance dress codes are publicized and strictly enforced.

In order to provide dances at Rancho Mirage High School, the following procedures must be followed:

- All dance participants must arrive within one hour of the starting time of the dance and must be picked up within 30 minutes of the ending time of the dance. Late arrivals will not be granted admission to the dance. Students who are not picked up within 30 minutes of the conclusion of the dance may not be allowed to participate in the next dance.
- Alcohol, drugs or tobacco of any kind or the use of are NOT permitted prior to or during the dance.
- Once a student enters the dance, they will be expected to remain. Upon request, a sponsor may accompany the student to their car but the student will be required to return immediately.
- Only students presently enrolled and in good standing at RMHS are allowed to attend. A student bringing a guest from outside RMHS must complete a Guest Pass for that dance and get it approved by administration before purchasing a ticket. Guest Passes **WILL NOT** be issued at the dance.
- Misconduct will not be tolerated. Any participant displaying inappropriate conduct will be instructed to leave the dance. Parents will be informed as soon as possible. Proper consequences will be enforced the next school day.

DELIVERY OF GIFTS OR PERSONAL MESSAGES

Deliveries of gifts, food, or personal messages/items are **NOT PERMITTED** and will **NOT BE DELIVERED** to students during class time, before school, during lunch, or after school.

E-MAIL

Teachers and staff at Rancho Mirage High School can be contacted via email by using the first letter of the staff member's first name followed by the last name @psusd.us.

EXCLUSION LIST

A student may be placed on the exclusion list as a disciplinary measure for up to thirty (30) school days for any code of conduct offense. Additional offenses will place the student on the exclusion list for the remainder of the school year. Students on the exclusion list may not participate or attend school events such as rallies, school dances and sporting events.

EXTRACURRICULAR ACTIVITIES - CLUBS, ORGANIZATIONS, and STUDENT ACTIVITIES

Extracurricular activities are an essential part of education at Rancho Mirage High School. Such activities are guided by advisors, coaches, and mentors, and are considered to be an integral component of the total educational experience; they are what give students a sense of ownership and makes student-school life more fulfilling. **Students are expected to be involved in at least two activities** as supplements to academic and classroom development.

The RMHS-ASB is the governing student organization on campus and is the support network for all student clubs, organizations, and student activities. Its group of elected / appointed student officers (ASB Executive Council) approves, designs, operates, promotes, counsels, finances, etc. all positive aspects of high school life outside of the classroom, including chartering all student clubs, organizations, and student activities, along with representing all RMHS students before the staff, district, and community. Only chartered organizations may officially meet and function as a RMHS-ASB organization. More information is available in the ASB Office (Room 626).

Forming a Club

Students interested in forming a club on campus should first contact a teacher who would be interested in sponsoring them, and then come to the ASB Office for other necessary information. Clubs and other organizations will be legally chartered when their Constitution and Certification Letter has been approved by the ASB Executive Council. The ASB Council shall approve all organizational fundraising, spending, and activities. All club activities are required to be approved in advance by ASB and administration.

The following are examples of student organizations to begin at RMHS:

Academic clubs	Environmental Club
Anime Club	Fellowship of Christian Athletes
Art Club	Giving Club
ASB – Student Body	GSA
Athletics	Interact club
AVID - Advancement Via Individual Determination	Jazz ensemble
Chamber singers	Language Club
Cheerleading	Marching band
Choir	Media (Video & Journalism)
Class officer	Peer tutoring
CSF - California Scholastic Federation	PLUS
Culinary Arts	Rattler-Pela
Dance Team	Stagecraft
Debate Club	Yearbook
Drama	Young Women Society

EXTRACURRICULAR ELIGIBILITY

The following are the eligibility procedures for participation in extracurricular activities and are to be followed in conjunction with PSUSD Board Policy. (BP 6145)

1. All students’ grades will be checked at the time they are cleared for team/group participation. The grades of the previous grading period will determine eligibility for the season/grading period. This grade check is conducted by the Athletic Director or faculty advisor.
2. All CIF eligibility requirements must be met for athletics.
3. All students having less than a “C” average or having more than one “F” are put on probation for a grade period for the season.
 - a. Coaches will be notified of names of students who are placed on probation.
 - b. Students placed on probation will be told of their status and probationary process as it affects them.
4. Schedule of eligibility checks for probationary students:
 - a. Eligibility will be checked every three (3) weeks throughout that sport season for those athletes on probation.
 - b. Grade forms will be issued on Friday at the end of the three (3) week period.
5. Eligibility grade check:
 - a. Probationary athletes must, on Friday at the end of the three (3) week period, have Athletic Eligibility Grade Check Forms (or comparable) completed by all their teachers.

- b. Athletic Eligibility Grade Check Forms must be turned into the coach, Athletic Director, or advisor at the end of that day (Friday).
 - c. If the student has a C average with no more than one F, he or she is eligible to remain on the team.
 - d. If the student has less than a C average or more than one F, he or she is placed on probation.
6. Grade checks will be made during the three (3) sport seasons: Fall, winter, and spring. If the student is on probation in one grade period, they will not be able to be placed on probation on the next consecutive season that year, but will be declared ineligible for that season of sport. For example, a student is on probation status during the first quarter of sport. The same student cannot be placed on probation during the second quarter, but instead will be ineligible to compete on the second quarter team. They may again, if necessary, be placed on probation for the third quarter sport. This ruling will only apply within each school year, and not carry over to the next school year.
7. The Code of Conduct applies to:
- a. All curricular and extracurricular activities. (*BP 6145a*)
 - b. All students enrolled in a district high school or high school programs.
8. Class attendance requirement:
- a. **PARTICIPATION IN GAMES, ACTIVITIES OR EVENTS REQUIRES THE STUDENT TO BE PRESENT IN CLASSES ON THE DAY OF THE EVENT.**

EXTRACURRICULAR PERMISSION

School officials may limit participation in any extracurricular opportunities based on attendance, academic, and behavioral concerns. This policy includes any activity where the student will be out of class and participate in a school-sponsored activity.

FINES

Students will be billed for unpaid fees, damage to books, materials, uniforms, equipment, fundraisers, and supplies. Any student who has not cleared their account will not be allowed to participate in school activities *including* senior activities (i.e. Grad Night, Graduation Ceremony). Payment plans are available upon request. Unpaid fines will result in the diploma and transcripts not being released until the fines are settled.

HALL PASS

Students who leave a classroom for any reason are to have an official **HALL PASS** signed by a teacher or office staff member. A hall pass gives the student permission to go from the classroom to a specific location and then return.

HEALTH OFFICE/ MEDICATIONS

All students visiting the Health Office must sign in and show their signed hall pass. Students who need to visit the Health Office between classes must first get a hall pass from their next period's teacher. Only students with immediate and/or obvious health concerns may enter without a "hall pass".

Students who need to take prescribed or over-the-counter medication, such as aspirin, must keep the medication in the school or health office and must have the appropriate form on file (signed by doctor and parent/guardian) prior to medication being dispensed. A form for permission for school staff to administer medication is available from the school nurse in the administration office.

See the Palm Springs Unified School District Parent/Student Information booklet regarding this provision. (*EC 49423, BP 5141.21*)

ID CARDS

Students must visibly display their RMHS-ID card around their neck from a lanyard at all times while on campus and at every RMHS event or activity. A student who cannot produce their RMHS-ID is subject to

disciplinary consequences. An RMHS-ID card is required to check out items from the library, attend RMHS games, dances, performances, and participate in testing, etc. If a card is lost or stolen, a replacement card can be purchased through the ASB office for a \$5.00 fee.

LOST AND FOUND

The Lost & Found is located in the security office of the Administration building. See the security officers to locate items you may have lost or to turn in items you have found. Items not retrieved will be donated to a local charity approximately every nine weeks; *PSUSD and RMHS assume NO responsibility for lost or stolen items.*

MEDICATIONS – see HEALTH OFFICE

METAL DETECTORS

Possession of a weapon by students on school property, on the way to and/or from school, or at a school-sponsored event, is in violation of California Education and Penal Codes, resulting in immediate referral for disciplinary and police action, as well as recommendation for expulsion from PSUSD. To ensure safety, students may be required to submit to a search by the use of a metal detector either intermittently or on a regular basis, depending on administrative judgment, on campus or at school-sponsored events. Any weapon or dangerous objects found will be confiscated. A pat search may be required and pockets and other personal containers emptied if metal objects are detected. Purses, backpacks, clothing, and containers are subject to search.

MOTOR VEHICLE POLICIES

Students must observe all school, community, and state driver regulations.

1. Students must have a valid driver's license, current registration and proof of insurance to receive a RMHS student parking permit.
2. A 15 MPH speed limit is enforced on campus.
3. Students may park vehicles in the student parking lot only. A valid RMHS parking sticker must be affixed to the vehicles front windshield in order to park in the student parking lot.
4. Unauthorized vehicles parked in reserved spaces are subject to towing without notice.

Parking Lot Policies

1. Students are to enter and leave school through the student entrance adjacent to the student parking lot.
2. Students are *not* to be dropped off in the Faculty Parking Lots.
3. Vehicles must be pulled head first into the parking spot, not backed into the spot. Cars must occupy one space only.
4. All vehicles parked in the student parking lot must display a valid RMHS parking permit. Any vehicle not displaying a school permit may be towed at the owner's expense. Parking permits are obtained from the Security office. Replacement permits may be purchased.

Students who violate traffic laws or school parking regulations may have their privileges suspended at the discretion of the administration. PSUSD and RMHS assume no responsibility for any damages, loss, theft, or injuries associated with driving on campus.

NON-DISCRIMINATION POLICY

No person shall on the basis of sex, race, national origin, sexual orientation, or non-limiting handicapped conditions be excluded from participation in or be denied the benefits of or be subjected from discrimination under any educational program offered by Palm Springs Unified School District.

OFF CAMPUS LUNCH PRIVILEGE

Juniors and seniors meeting the requirements (GPA 3.0 and 90% or better attendance, have a valid driver's license, registration, and proof of vehicle insurance) may request *Off Campus Lunch Privileges* if they have received parent and/or legal guardian authorization. Only juniors and seniors who have earned this privilege

and have documented parent authorization may go off campus for lunch. Approval for the off-campus lunch privilege will be reviewed at the end of each semester and may be revoked if requirements are not met. Students who have Off Campus Lunch Privileges may not transport other students off campus for any reason.

PARENT VUE

Parent Vue is a web application that provides parents with direct access to student data via the Internet. Using a confidential PIN (Personal Identification Number) and password, parents can connect to the school district's student database and view their child's progress reports, attendance records, report cards, transcripts and missing assignments. Parent Vue allows a parent to view details on each of their children currently enrolled in a PSUSD school.

PAYMENTS OR PURCHASES

Cash, money-orders, credit cards, or cashier checks only will be accepted as payment for purchases from RMHS. Please indicate on the cashier's check or money order what is being purchased and the student's full name.

PHYSICAL EDUCATION UNIFORM POLICY

Students in a PE class are required to dress for class in PE t-shirt (gray) and shorts (maroon). They are also required to wear athletic shoes. Sandals or flip flops are not acceptable. A student who does not dress out for PE class is considered a "non-suit" and will follow the consequences as outlined in the PE department handbook. PE uniforms will be sold during registration/validation in August or at the beginning of the school year. If a student loses or damages their uniform, they will be required to purchase a replacement. If a student forgets their uniform at home, a loaner will be provided by the PE teacher.

PLAGIARISM / CHEATING

See also the Academic Honesty Section.

Any assignment submitted must be the student's own work in his or her own words. Students may not copy or rephrase materials from any other source, such as Cliff's Notes, Internet source, any other printed material or another student's paper. When sources such as these are part of an assigned research paper, the source **MUST** be properly cited. Student work containing plagiarism or copying of any kind will receive consequences as outlined in the **Academic Honesty** section.

POLICE CONTACT

Rancho Mirage law enforcement will be available on campus. The law enforcement officers are allowed to interview a student without the permission or presence of a parent/guardian. (*E.C. 48906*)

SCHOOL CALENDAR

The school calendar is available on the school Website.

SEARCH AND SEIZURE

A search will be conducted when there is reasonable suspicion involving controlled substances, drug paraphernalia, stolen property, weapons, or other objects prohibited or which constitute a threat to the health, safety, or welfare of the occupants of the school facility or in conjunction with a school sponsored activity. In accordance with California and Federal law, PSUSD reserves the right to conduct random searches of students, persons and property. (*Ed. Code 48921, 44806, 44014*)

SEXUAL HARASSMENT POLICY

Sexual harassment will not be tolerated and should be reported to the discipline office immediately. See the PSUSD Parent/Student Information booklet for guidelines to make a complaint if this issue is not addressed.

1. Definition:

- Submission to the conduct is explicitly or implicitly made a term/condition of an individual's employment, academic status, progress, or promotion.
 - Submission to, or rejection of, the conduct by the individual is used as the basis for employment or academic decisions affecting the individual.
 - The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work/educational environment.
 - Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual's benefits and services, honors, programs, or activities at or through school.
2. Employees: Any employee who has knowledge of conduct by other employees, volunteers, or individuals in the school community which may constitute sexual harassment of students are required to immediately report such conduct to appropriate administrators. Any supervisor who is aware of such violations shall also immediately report such conduct to administration.
 3. Students: Any student may be suspended from school or recommended for expulsion if the principal of the school determines that the student has committed sexual harassment as described above.
 - Such conduct must be considered by a reasonable person of the same gender to be severe or pervasive enough to have a negative impact upon the student's academic performance or to create an intimidating, hostile, or offensive environment.
 - Any student who feels that they have been the victim of sexual harassment as defined above shall immediately report it to the administrator in charge of the school in which they are in attendance. The principal/administrator receiving the complaint shall immediately commence an investigation into the complaint. Any student who has knowledge of conduct by district employees, volunteers, or other students which may constitute sexual harassment are encouraged to report it to administration of the school of attendance.

SPORTS – See ATHLETICS

TRANSCRIPTS

Official or unofficial transcripts can be requested online at www.parchment.com. Please contact the Registrar's office at (760) 202-6455, option 7 for a Parchment registration code. Alumni students may purchase transcripts through the Parchment online services.

VISITORS

Parents are encouraged to visit campus to observe and become involved in their children's educational experience and Twenty-four hour notice is required for such a visit to be productively accomplished. All visitors are required to register with the receptionist in the administration building to obtain a visitors pass. If you have further questions, please call (760) 202-6455. No student visitors will be allowed during the school day unless approved in advance by administration.

WITHDRAWING FROM SCHOOL

Upon parent/guardian request, a student should see the following school personnel. The Registrar will first issue a check out slip to the student wishing to withdraw. The student will take the check-out slip to the Media Center to return all textbook and supplies. The student will then return to the Registrar's Office who will then request final check-out grades from each teacher.

WORK PERMITS

Students needing a work permit should see their counselor. Any student who is employed and is under the legal age of 18 must have a permit to work (*Education Code 12765*). State law requires that minors who are employed will be in regular attendance at school for a minimum of four hours each day.

- All work permits expire five days after the school year begins. A new work permit application must be completed after each grading period even if continuing at the same place of employment. **Students must have a C average with good attendance.** Grades received from the previous semester must meet the standard or no work permit will be issued in the next enrollment session.
- No employer shall employ a minor for more than 4 hours on any day in which such minor is required to attend school except in approved Work Experience Education Programs (Education Code 12774).
- Minors 16-17 years of age shall not be permitted to work before 5 am or after 10 pm, but a minor may work until 12:30 am on any day preceding a non-school day (Labor Code 1391).
- **Work permits may be revoked at any time for poor academic performance and/or poor attendance at school.**

SECTION II: INSTRUCTIONAL PROGRAM, GUIDANCE AND COUNSELING

All students are encouraged to take ownership of their education by establishing a course of study with counselors and parents to ensure they are college and career ready. Students may contact their counselor by submitting their request using a call slip or tech solution if available. Parents may also request a meeting with their student's counselor by calling the counseling department or e-mailing their student's counselor.

Every student has an assigned counselor who is a liaison between the school and the family. Counselors are available to help with a variety of reasons. These reasons include: regular credit checks, appropriate course selection and scheduling, distribution of PSAT, SAT, and ACT applications and study guide information, referrals for ongoing counseling services, assistance with alternative placement programs, university/college & financial aid information, quarterly student progress review, student class schedules, course selections, and student scholarship advice.

ACADEMIC ACHIEVEMENT

Distinguished Scholar - This recognizes students who have earned a 4.0+ GPA and were enrolled in 6 classes at the end of each semester, 3 or more of which are at the Honors or AP level.

Principal's Honor Roll - This recognizes students who have earned a 4.0+ GPA and were enrolled in 6 classes at the end of each semester.

Honor Roll - This recognizes students who have earned a 3.5-3.99 GPA and were enrolled in 6 classes at the end of each semester.

Academic Awards Recognition Night

The RMHS faculty nominates six outstanding seniors based on several criteria including academics and citizenship. The winner is determined by faculty ballot. In addition, students from 9th through 12th grades are awarded medallions and certificates representing their achievements in all departments of the school.

Honors Students (CSF)

California Scholarship Federation (CSF) is an honorary academic organization that also functions as a service club. Students must meet statewide qualifications set by the California Scholarship Federation. Applications are necessary each semester students qualify; membership is not automatic. To become a Life Member, students must qualify for CSF in 4 out of the last 6 semesters of high school, including 1 semester of their senior year. Scholarships from various colleges are available for Life Members.

ADVANCE PLACEMENT AND HONORS COURSES

Students who want an academic challenge to better prepare for education beyond high school should strongly consider taking Honors and Advanced Placement (AP) courses. AP classes prepare students to take the College

Exams in May, if the exam is passed with a score of 3, 4, or 5, most institutions of higher education will award the passing grade as the equivalent of course work completed and give college units (check your intended college for specifics) saving money and time in college. There is a fee for this exam.

There will be a meeting in the spring for parents and their students who are interested in enrolling in AP classes. This meeting provides the opportunity to learn more about the courses, their contents, and the requirements for being in this program. The students enrolled in the AP classes will be expected to sign a contract which states the AP course requirements and guidelines.

Summer reading assignments vary between disciplines and are available on the school website. Summer homework builds the foundational structure for the beginning of the course.

A-G REQUIREMENTS

Rancho Mirage High School's College Prep courses have been approved by the University of California, a-g system. This means that students, who successfully complete these courses with grades of C or above, meet the course requirement to be accepted at a University of California or California State University school.

University of California (UC) and California State University (CSU), private colleges, and other universities require specific grade point averages for admission, as well as other entrance criteria.

1. English - 4 years required (College Preparatory)
2. Mathematics - 3 years required, 4 years recommended (Integrated Math I, II, and III)
3. History - 2 years required (U.S. History, World History)
4. Laboratory Science - 2 years required, 3 recommended (i.e. Biology, Chemistry)
5. Foreign Language - 2 years required, 3 recommended (Same language, consecutive years)
6. Visual or Performing Arts - 1 year required
7. College Prep Elective – 1 year required

CLASS CHANGES

Change of classes may only be done during the registration/validation time prior to the start of school. Students are required to enroll in a minimum of six periods per day, subject to administrative review in their senior year.

Dropping a Class

All withdrawals are subject to administrative approval using the following timelines and policies:

0-2 weeks - Change of class for academic educational purposes and with parent/teacher conference.

0-6 weeks - Change of class because of inappropriate student placement. No penalty.

7-9 weeks - Change of class will result in a "Withdraw Fail" (F) or withdraw with no credit (with administrative approval).

9+ weeks - Change of class will result in a "Withdraw Fail" (F)

Repeating a Class

1. Credit is awarded only once when an academic course is repeated to improve a student's grade. The higher grade earns grade point credit.
2. Courses in Performing Arts, Physical Education, and special programs such as Yearbook may be repeated for credit with the approval of the department chairperson, counselor and administrator.
3. Students may enroll as Teacher/Clerical Aides only during the senior year of high school.

GRADE REPORT SCHEDULE

There are 4 grade reporting periods throughout the course of a school year.

1. First Quarter: October 5th
2. Second Quarter/First Semester: December 21st
3. Third Quarter: March 22nd
4. Fourth Quarter/ Second Semester: June 7th

Grades for semester courses will be issued in December and June and recorded on the student's permanent transcript records. Progress Reports are also issued on the 5th and 14th week of each semester. They are designed to communicate progress to parents, especially for those students who are having academic difficulties and at risk of failing the course. If you are not receiving these notices, please contact the attendance office to make sure your address is correct.

If additional information is needed on the academic progress of a student, the student's Guidance Counselor should be contacted. Students on academic probation for sports, spirit leaders, music or student government may be taking weekly reports around to teachers. These are requested by the teachers and coaches, given out and turned back into the Guidance Secretary, unless otherwise directed.

GRADING SCALE

All courses must be completed with grades of A, B, C or D in order to earn credits however, four-year colleges will not accept credit for a D grade. An F grade receives no credit!

GRADUATION REQUIREMENTS (BP 6146.1)

To obtain a diploma from RMHS, students must meet the four minimum requirements:

1. **225 units of Credit, see chart below**
2. **1.51 Minimum GPA**
3. **Must pass Algebra I or equivalent**

Academic Area	RMHS Credits
English	40
Math (includes meeting Algebra requirement)	20 (class of '19 and '20) 30 (class of '21 and beyond)
Biological Science	10
Physical Science	10
World History	10
US History	10
Civics	5
Economics	5
Fine Art / Foreign Language / CTE	10
Physical Education	20
<i>Health – Completion through Biology</i>	0
Electives	85 (class of '19 and '20) 75 (class of '21 and beyond)
<u>Total</u>	<u>225</u>

For each course requirement, see matching explanation in the RMHS Course Offering Book available on the school website.

GRADE POINT AVERAGE

Grade Point Average (GPA) is used to indicate a student's grade average. A 1.51 grade point average (GPA) is required for graduation. This GPA is computed in the following manner: convert letter grades to numbers, an A = 4, B = 3, C = 2, D = 1, F = 0. Add all the numbers and divide by the number of classes taken. All Honors and Advanced Placement (AP) courses are awarded an additional point value for a weighted 5.0 - point scale.

The following is an example of a GPA figured on one year's grades.

A's = 1 x 4 points = 4 points
B's = 2 x 3 points = 6 points
C's = 2 x 2 points = 4 points
D's = 0 x 1 points = 0 points
F's = 1 x 0 points = 0 points

14 points divided by 6 classes
 $14/6 = 2.33$ GPA

GRADE CORRECTIONS

When grades are given for any course, the grade given to each student shall be determined by the teacher of the course. The determination of the student's grade by the teacher, in the absence of error, shall be final. If teacher or data entry errors occur, only the teacher of the course in question shall correct the grade(s) using the proper form, obtainable from the Registrar. Corrections will be made to the student's permanent record after receiving administrative approval.

GUIDANCE INFORMATION

1. Career Planning – To assist the students with setting future goals and career pathways. With the help of our Guidance Counselors and Teachers, career inventories will be administered, Websites investigated and possible careers will be researched. Colleges, Universities, Military, vocational training program and potential future employers will be contacted. College requirements, financial aid and scholarship information will be made available to the students and their families.

The PSAT test, to prepare the students for taking the college entrance exams, will be administered each October to all 10th and offered to the 11th grade students for a fee. Students who take the PSAT in October of their Junior year may be considered for the National Merit Scholarship Program. The Counseling Department encourages 11th and 12th grade students to take the PSAT, SAT I & II, and ACT tests, along with college entrance exams. There will be numerous meetings for students and parents in order to offer further information on college choices and finances. Please watch the Counseling Website for further information about visits by college and military representatives.

2. Personal and Social Assistance – For students and families with personal/social concerns. Individual conferences and group sessions will be facilitated in order to empower students to develop the personal/social skills necessary to have a productive high school experience. Counselors will refer families to community agencies as needed.

Students can meet with their counselor before and after school, and during lunch. Appointments can be made to see the counselor through the counseling secretary or through online request. Information regarding scholarships, graduation and work permits can also be acquired through the counseling office.

HOMEWORK POLICY

Homework is an important element of the educational opportunities provided to students in PSUSD. Student achievement will be enhanced through appropriate homework assignments and it is imperative that parents assist in providing sufficient time, a suitable setting, and reinforcement of the benefits of balancing schoolwork with outside interests. Homework is an ongoing learning activity which will increase in complexity and content with the maturity level of the student.

Homework for Illness

If a student is going to be out ill for more than 3 days, please call the Attendance office at (760) 202-6455 to request work. Please allow 72 hours from the time the request is made for all the work to be accumulated for pick up. Many teachers post assignments on the class website or Google Classroom.

INCOMPLETE GRADES

An Incomplete is given only when a situation beyond the student's control warrants administrative approval. The student must complete the work to remove the incomplete within a specific timeframe that equals the

duration of the absence and during the nine-week period that follows that absence. If the work is not completed within the allotted time, the grade is automatically converted to an F.

Follow-up Procedure: The student or parent should contact the teacher who assigned the incomplete for assignments needed. For extremely long periods of illness, a separate plan will be developed between the student, parent, and administration.

MAKE-UP WORK POLICY

Students absent from classes are required to make up all work missed; however, it is the responsibility of the student to see their teacher(s) to obtain the work and help, if needed, to make up the work. They are to contact their teacher no later than the day after they return to school to obtain information on work to be made up. For every day that the student is absent, they will have one day to complete the required assignments.

MEDIA CENTER / LIBRARY

The Media Center plays an important role in student success. Students are invited and encouraged to use the Media Center for fulfillment of class assignments, research, and recreational reading and browsing. The Media Center staff will assist you with research problems or in locating desired materials. There are computer stations available for student research and work, as well as a growing inventory of books and magazines. This facility is a place for quiet study and minimal-noise group work. Students are expected to control behavior and voices so that others may concentrate on their work.

Any registered student or staff member may borrow from the resource collection. Students must use their student ID card to check out books and materials. Students are responsible for all materials issued to them. It is the student's responsibility to protect all materials and maintain them in good condition. Charges will be levied for lost or damaged books or devices. If a book or device is damaged when issued, the student should report this immediately. Materials not returned by the deadline will be considered lost and the students will be charged.

OFF CAMPUS COURSEWORK

Students may take summer courses from public and private institutions with advance counselor and administrative approval. If the course is taken from a public or private institution that is not meeting a grad requirement, it will be noted on the transcript, but not figured into the GPA. If a course is taken to meet a graduation requirement and is taken at a private institution, the student must get administrative approval to do so, in advance.

STUDENT SHOULD NOT LEAVE TEXTBOOK OR TECHNOLOGY DEVICE IN A CLASSROOM FOR ANY REASON! The majority of lost or stolen items occur when materials are left unattended in the classroom or elsewhere on campus. If items turn up missing from a classroom, it is still the student's responsibility and not the teacher's. Remember to keep materials with you at all times.

PARENT CENTER

Parents are encouraged to use the information services that are available in the Parent Center located in the Media Center. The mission of the Parent Center is to connect parents with school and the community. In the Parent Center we encourage families in supporting the unique learning potential of their students because we believe that this will lead students to succeed in school and in life. The Parent Center helps parents support their children's success in school by assisting parents in setting up appointments with teachers and/or counselors, making contact with teachers in regards to student's progress in class, and by giving parents' access to Parent Vue, the internet program that allows parents to see their student's progress on a daily basis. The Parent Center also serves as an on campus community resource center. The Parent Center can help parents find community resource such as; substance abuse treatment centers, emergency shelters, food bank location and many more.

We believe that parents make the difference in having a child succeed and we can accomplish this by having schools and families work together in partnership.

Parent Center Hours of operation can be found on the Counseling website.

PREREQUISITES

The prerequisites listed for specific courses are guidelines and recommendations designed to ensure the appropriate placement level for students to achieve success. Students who do not satisfactorily meet all prerequisites may petition their counselor for enrollment.

SCHOLARSHIPS

The counselors will provide a list of scholarships and post them in the Counseling Office on a monthly basis and on the RMHS school website. In the Counseling Office there will be other resources, directories of scholarships, and list of websites to find a wider range of scholarships to apply for. All students, grades 9-12 are encouraged to look for and apply for scholarships on a consistent, regular basis. For any questions please contact the Counseling office or the Career Guidance Specialist in the Media Center.

Money for your college education or additional career training is available in a variety of forms and from a variety of sources. Financial aid may take the form of a scholarship, grant, or loan. Some are awarded through private clubs and organizations. In addition, certain local clubs and organizations offer awards and scholarships to graduating seniors of Rancho Mirage High School. Major sources include:

- Cal Grant A, B, C - A state grant providing financial assistance at two and four-year post-secondary institutions colleges and vocational schools. "A" is granted based on financial need and grade point average. "B" and "C" are granted based on financial need and potential for success. The FAFSA and GPA verification must be filed between January 1st and March 2nd.
- College Scholarships - Scholarships provided by colleges based on need and/or achievement. Application is made through each individual college.
- Local Scholarships - Local city organizations give scholarships for use at two and four-year colleges and career programs.
- Pell Grant - A government grant based on financial need. This is a part of FAFSA, and must be filed between January 1st and March 2nd beginning October 1 of senior year.
- Specific Program Scholarships - Scholarships given by national organizations, unions, companies, etc. for use at two and four year colleges and vocational schools. Requirements vary.

It is suggested that all students visit the school website for information pertaining to scholarship applications, deadlines, dates, etc. Additional information may be found in Meeting College Costs (a guide for students and parents). Copies are available in the Counseling Office.

SHORT TERM INDEPENDENT STUDY

Credit for work in Short Term Independent Study may be granted following an **administrative approval process** along with meeting the following conditions:

1. **A short-term independent study (STIS) contract may be initiated if it is necessary for a student to be absent from school for 5-20 consecutive school days.** Parents/Guardians are responsible for initiating a petition for short-term independent study enrollment with their student's counselor at least five days prior to their leaving.
2. Each teacher is then responsible for providing class assignments. It is understood that lab sciences will not be provided in an independent study contract. An additional ten consecutive school days may be offered at the discretion of the school administrator and teacher.
3. **If an out-of-town trip of fewer than five days is necessary, short-term independent study is not applicable.**

SPORTS PE CREDIT

Rancho Mirage High School recognizes the value of participating in sports, particularly on the interscholastic level. Athletics, along with other extra-curricular activities, teaches students such values as self-discipline, self-confidence, teamwork, sacrifice, dedication, and leadership. Students who are members of athletic teams and complete the season in good standing may receive P.E. credit. Students may earn 5 credits per sport or a maximum of 10 credits per year.

Exemption from Physical Education will be permitted for students in their 10-12th grade years when the student is engaged in regular school sponsored interscholastic athletic program scheduled after school hours. The student must obtain permission to receive credit within the first week of the athletic season via a form entitled *Application for Extracurricular Credit – Athletic* and meet the requirements as stated on the form.

TEACHER'S ASSISTANTS (TA)

Requirements to be a Teacher's Assistant (in the classroom or the office)

1. Must be a senior
2. Must have a GPA of 2.5 or higher
3. Must not have discipline issues
4. Must have 90% attendance
5. Teachers are allowed only one TA per period

TESTING INFORMATION

1. CAASPP: *California Assessment of Student Performance and Progress*. 11th Grade ELA/Math/Science.
2. ELPAC: *English Language Proficient Exam* of California – New students from another state and/or another country.

Optional Tests

1. **ADVANCED PLACEMENT TESTING** – (May) Tests given in the areas of English, Social Studies, math, Science, Foreign Language, Art, Computer Science, and Psychology. Students may receive college credit based on score received and college acceptance. This is an excellent way to learn a subject more thoroughly and save on college expenses. Fee required. Not all exams are offered at RMHS.
2. **PSAT** – (October) (Preliminary Scholastic Assessment Test) this is a test that is administered every October across the nation and offered to 10th and 11th grade students at RMHS. The PSAT measures students' verbal, writing and mathematical skills that are important for success in college. The results are given in an easy to understand format that is an excellent tool for students, parents and guidance counselors to use in examining the student's academic strengths and areas of weakness or concerns. When the PSAT is taken as an 11th grader, the results of the test are also used to nominate outstanding students in the nation for scholarship awards. Fee required.
3. **SAT Reasoning & SAT Subject** - (Scholastic Assessment Tests) are offered seven times during the year. They are tests that will be taken by the students during their 11th and 12th grade years of high school. These tests are taken to assess and provide scores in a student's verbal and math abilities, as well as specific subject areas, to the college of their choice. The PSAT helps students prepare for these tests.
4. **ACT** – (American College Test) is offered six times during the year. It is a college entrance test that is taken by 11th and 12th grade students to provide the colleges of their choice with an overview of their present academic skills and abilities when they are being considered for admission.
5. **ASVAB** – (Armed Forces Vocational Aptitude Battery) is offered to any students (free of charge) who are interested in learning more about their possible future occupation choices. This test measures 10 areas of a student's aptitude of achievement, such as coding speed, math knowledge and reasoning, mechanical comprehension, etc. The results offer a variety of information to assist the student in investigating possible career choices for the future.

TUTORING

Tutoring services are offered to students in all academic areas of instruction. Additionally, the Math Lab is available to assist students Monday through Friday from 3:15 PM to 4:00 PM. Check with the Counseling Office, teacher, or school web-site to see additional tutoring opportunities.

SECTION III: SCHOOL CONDUCT

The Board of Education desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, effective classroom management and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible. *(BP 5144)*

BEHAVIOR PLAN

All students will demonstrate appropriate behavior on campus. Rancho Mirage High School **does not** tolerate student behavior that disrupts the educational process or negatively impacts the positive school environment. All students are expected to act appropriately by respecting the rights of other students and staff.

CLASSROOM POLICIES AND PROCEDURES

Classroom teachers develop policies and procedures consistent with PSUSD and RMHS guidelines and expectations. Students understand that they are to respect classroom expectations so that instruction can continue in a positive and productive environment. When students do not choose to follow classroom policies and procedures, the appropriate consequences will ensue. Teachers will work to solve situations with students unless the student's behavior necessitates immediate action by the Administrative Office. Teachers or other school officials will make an effort to contact parents whenever a behavior warrants. Parents are encouraged to email or call the teacher if they have questions or concerns.

CODE OF CONDUCT

Student achievement is one of the main goals of Rancho Mirage High School. The staff is dedicated to achieving this goal and to maintain a safe and secure campus environment that encourages students to strive for their chosen educational and career goals. To this end, it is important that all students carefully read and understand the following information. All students should be aware of the consequences for violating State, District, and RMHS rules and codes.

The following RMHS policies are in addition to those identified by the PSUSD suspension and expulsion infractions.

1. Courteously cooperate at all times with the authority of all teachers, staff, and administrators.
2. Respectfully adhere to campus and classroom policies and procedures.
3. Littering, damaging, destroying, or stealing personal or public property is prohibited.
4. Abuse of others through words, writings, gestures, or physical acts is prohibited.
5. Graffiti and/or graffiti contraband (markers, spray paint, etc.) is strictly prohibited. All confiscated materials, photos, images, etc. related to graffiti will be turned over to the appropriate authorities.

The following California Education Code infractions are grounds for expulsion from Rancho Mirage High School and the Palm Springs Unified School District regardless of whether the infraction occurs at school, on the way to school, on the way home from school or at a school sponsored or related activity.

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife or other dangerous object of no reasonable use to the pupil. This will include a gun or replica, explosive, or other weapon.
3. Unlawful possession, probable intention of selling, distributing, sharing, or under the influence of any controlled substance, alcoholic beverage, or replica of a controlled substance in chapter 2 of Division 10

of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.

4. Robbery or extortion.
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code,
6. Terrorist threats against school officials or school property.

In addition to the above, the following California Education Code infractions are grounds for suspension and possible expulsion from RMHS and the PSUSD regardless of whether the infraction occurs at school, on the way to school, on the way home from school or at a school sponsored or related activity.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Willfully used force or violence upon the person of another, except in self-defense.
3. Causing or attempting to cause damage to school property or private property.
4. Stealing, attempting to steal, or knowingly receiving stolen school property or private property.
5. Use and/or possession of tobacco products.
6. Committed an obscene act or engaged in habitual profanity or vulgarity.
7. Possession or offered, arranged or negotiated to sell of drug paraphernalia.
8. Disrupted school activities or otherwise willful defiance of school personnel.
9. Sexual harassment.
10. Harassing, threatening, or intimidating a pupil who is a witness.
11. Offering, arranging to sell, or selling the prescription drug Soma, or any other prescription drug.
12. Engaged in, or attempted to engage in, hazing.
13. Engaged in an act of bullying.
14. Electronic act, transmission of a communication (text, social network, Internet Website, etc.)
15. Possession or under the influence of alcohol or controlled substance, or replica thereof.
16. Intentional harassment or hate crimes.
17. Aiding or abetting the infliction or attempted infliction of physical injury to another student.

CONSEQUENCES

Students who choose to violate the Code of Conduct are subject to one or more of the following consequences, depending upon the nature and severity of the infraction: detention, parent conference, referral, ISSS, Saturday school, suspension, transfer, or expulsion.

CONSEQUENCE MATRIX

OFFENSE	1st INFRACTION	2nd INFRACTION	3rd INFRACTION
LEVEL 1 <ul style="list-style-type: none"> Cheating / Plagiarism Defiance / Disruptive Behavior Dress Code Violations Inappropriate use of electronics Public Display of Affection Profanity 	<ul style="list-style-type: none"> Teacher/staff warning Teacher/staff discuss issue with student Teacher/staff call home 	<ul style="list-style-type: none"> Detention 	<ul style="list-style-type: none"> Office Referral ISS/1-3 Days Parent Conference
LEVEL 2 <ul style="list-style-type: none"> Cheating / Plagiarism Major disruption, confrontation, or insubordination Prohibited items (Contraband) Tobacco Truancy 	<ul style="list-style-type: none"> Detention/ISS Office Referral Refer to Attendance policies 	<ul style="list-style-type: none"> Office Referral ISS/1-3 Days Parent Conference 	<ul style="list-style-type: none"> Refer to Counseling Referral to Student Services
LEVEL 3 <ul style="list-style-type: none"> Dangerous and Reckless Directed Profanity or Obscenity Drug Paraphernalia Failure to follow fire or emergency procedures Threat/Verbal Abuse 	<ul style="list-style-type: none"> 3 Days ISS Parent Conference 	<ul style="list-style-type: none"> 3 Days Suspension Refer to Counseling Referral to Student Services 	<ul style="list-style-type: none"> 5 Days Suspension Parent Conference Long Term Suspension Expulsion Referral
LEVEL 4 <ul style="list-style-type: none"> False Alarms Fighting Sexual Harassment Theft: Personal/School Property Verbal Assault on Staff 	<ul style="list-style-type: none"> 3 Days Suspension Notify Law Enforcement Refer for Counseling Referral to Student Services 	<ul style="list-style-type: none"> 5 Days Suspension Parent Conference 	<ul style="list-style-type: none"> Long Term Suspension Expulsion Referral
LEVEL 5 <ul style="list-style-type: none"> Alcohol/Drug Influence, Distribution and/or Possession Battery (Physical) Bomb/Security Threat Bullying/Harassment/ Hazing Gang Related Knife as Possession or Weapon Vandalism Weapons 	<ul style="list-style-type: none"> 5 Days Suspension Full Restitution Notify Law Enforcement Refer for Counseling Referral to Student Services 	<ul style="list-style-type: none"> Long Term Suspension Expulsion Referral 	
OTHER ISSUES <ul style="list-style-type: none"> Academic Dishonesty Technology Violation Parking lot violations Bus / Transportation Violation 	<ul style="list-style-type: none"> No credit for assignment; teacher will document and report offense to administration Warning – Semester Ban 	<ul style="list-style-type: none"> 1 Day Suspension Semester Ban Per Transport. Policy 	<ul style="list-style-type: none"> Student will be disqualified for consideration for any academic awards during the school year. 3-5 days Suspension 1 Full Year Ban

Students who choose to violate any of the Education Code or RMHS school policies face appropriate consequences depending upon severity and/or frequency. Other consequences may include but are not limited to the following:

1. **Activities:** Loss of privilege to participate in any school-related activities, including dances, assemblies, competitions, concerts, contests, debates, excursions, performances, etc. Membership in co-curricular programs (ASB, Band, Choir, etc.) and clubs or events which represent the program, club, school, or district in contests, performances, etc.
2. **Athletics:** Loss of privilege to participate in sports games (resulting in being dropped from the team/squad) or even try out for a new season.

Second and subsequent conduct violations will, without question, cause the removal of the offending students from extracurricular activities/programs.

DETENTION

RMHS administration may assign detention in response to student misbehavior. Detentions are served during lunch, before and/or after school. Individual teachers may also assign class detentions to modify inappropriate student behavior.

DRESS CODE

Students shall dress in accordance with good standards of health and safety. Students not meeting these standards may be sent home to change their attire before re-entering school. Rancho Mirage High School reserves the right to determine if particular styles of clothing disrupt the education environment. No clothing or accessories which, in the opinion of school officials, threaten the physical and/or psychological well-being of any person on campus will be tolerated.

(BP 5132)

The Board of Education 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.

(AR 5132)

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Board policy and administrative regulations. These school dress codes shall be regularly reviewed.

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day.

In addition, the following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
3. Sunglasses, hats, caps and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
5. Gym shorts may not be worn in classes other than physical education.

- Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

Gang-Related Apparel

The principal, staff and parents/guardians may establish a reasonable dress code that prohibits students from wearing "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed and updated whenever related information is received.

Hat Policy

Rancho Mirage High School students may *only wear or possess* headgear displaying approved RMHS recognized logos in Maroon, Gray, White, or Columbia blue. School administration reserves the right to approve headgear. Hats or sunglasses are not to be worn indoors and hats must be worn bill facing forward while on campus. NO bandannas. Headgear policies apply to **all** genders. Unapproved headgear will be confiscated and parents will have to pick them up from the discipline office. Multiple hat violations will lead to further consequences including suspension.

Pants/Overalls

- Pants cannot sag (sized too large; worn low on the hips, or drag the floor)
- Overall straps must be kept up and buttoned

Shirts/Blouses/Tops/T-shirts

- No shirt tails which exceed the student's wrist when arm is held naturally at the side
- No muscle shirts or scrimmage type tops with the excessively large arm openings unless worn over a sleeved t-shirt

Shorts/Skirts/Dresses

- No cut-off or spandex shorts, skirts or dresses
- No swim trunks
- Shorts cannot extend to the top of your socks

Other/Accessories

- No clothing or apparel with hidden compartments
- No hairnets of any type or color
- No wallet chains, metal chain jewelry or spikes on jewelry
- No trench coats/dusters
- No oversized belts
- No sexually explicit or implied obscene message clothing or jewelry

RMHS staff will inform students that they are in violation of dress code. Depending on the degree of violation, the student may be required to remove or to change the item prohibited.

ELECTRONIC DEVICES

Cell phones must be turned off and put away during class time unless the teacher has specifically given permission allowing the student to use the device to complete a specific curriculum-related assignment. All cameras, including cell phone or device cameras, are prohibited in locker rooms, classrooms and restrooms.

A parent or guardian must come to the office to sign & pick up any electronic device that is confiscated. The device will be returned to the student's parent or guardian **ONLY! Rancho Mirage High School and Palm**

Springs Unified School District assume no responsibility for lost, damaged, or stolen personal property. If a student chooses not to adhere to this policy the following steps will be taken:

Step	Consequence
1st offense	Teacher warns student that device will be confiscated and “logs” the offense
2nd offense	Teacher confiscates the device for the duration of the class period and “logs” the offense
3rd and subsequent offenses	Teacher confiscates device and delivers it to the Administrative Office; Office records offense; device must be picked up by a parent/guardian; Note: A student who displays a repeated pattern of disregard for this policy will be subject to further review and consequence by the Administrative Office staff for defiance of school authority and disruption of the educational process

Use of any electronic device and/or media to bully, harass, or threaten another person will result in school suspension and may result in expulsion.

GUM POLICY

Rancho Mirage High School has a NO Gum policy. Students may NOT possess gum on campus at any time. Repeated violations will result in disciplinary referral.

IN SCHOOL SUSPENSION (ISS)/OPPORTUNITY TO LEARN (OTL)

The Administrative Office staff will assign students to either ISS or OTL for inappropriate behavior or failure to serve assigned detention. OTL will be used if a student is to be removed from class for only one period. ISS will be used if a student is to be removed from class for more than one period. As a step short of suspension, OTL and ISS provide students with a place to reflect about behavior choice, complete required correction activity, and study or complete assignments while being excluded from class.

SEVERITY CLAUSE

Immediate disciplinary action will be taken by school officials in all cases of severe or flagrant infractions of any of the rules. Consequences include parent conferences, law enforcement referrals, and school suspensions or expulsions. Severe offenses include, but are not limited to: willful harm or intent to do bodily harm to someone, willful destruction of property, drug possession/use, refusal to comply with authority, and behavior that disrupts/endangers the safety of students and others and/or the safe conduct of the school.

SUSPENSION / EXPULSION

Suspended or expelled students shall be denied the privilege of participation in all extracurricular activities during the period of suspension or expulsion. Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct. (BP 5144.1)

Students will be suspended from school for repeated inappropriate behavior or any major infractions as outlined by the Education Code and District Code of Conduct. Length of suspension will be commensurate with the infraction, ranging from one to five school days. Students on suspension may not enter any school campus or participate in any school-related activity.