

Washington Unified School District



## RIVER CITY HIGH SCHOOL



1 Raider Lane  
West Sacramento, CA 95691  
<http://rivercity.wusd.k12.ca.us/>

Principal: Mr. Stan Mojsich

This handbook belongs to:

Name: \_\_\_\_\_ ID# \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number \_\_\_\_\_

**River City High School  
Schedules 2019-20**

**Regular Schedule Early Lunch**

**Lunch**

Period 0	7:45-8:15	45min
Period 1	8:35-10:05	90min
Period 2	10:15-11:47	92min
Lunch	11:47-12:17	30min
Period 3	12:27-1:57	90min
Period 4	2:07-3:37	90min

**Regular Schedule Late**

Period 0	7:45-8:15	45min
Period 1	8:35-10:05	90min
Period 2	10:15-11:47	92min
Period 3	11:57-1:27	90min
Lunch	1:27-1:57	30min
Period 4	2:07-3:37	90min

**Early Out Schedule**

Period 0	7:45-8:15	45min
Period 1	8:35-9:41	66min
Period 2	9:51-10:58	67min
Period 3	11:08-12:14	66min
Period 4	12:24-1:30	66min
Lunch	After class	30min

**2<sup>nd</sup> Per. Rally Early Lunch**

Period 0	7:45-8:15	45min
Period 1	8:35-9:47	72min
Period 2	9:57-11:08	71min
Rally	11:18-12:08	50min
Period 2	12:18-12:23	5min
Lunch	12:23-12:53	30min
Period 3	1:03-2:15	72min
Period 4	2:25-3:37	72min

**2<sup>nd</sup> Per. Rally Late Lunch**

Period 0	7:45-8:15	45min
Period 1	8:35-9:47	72min
Period 2	9:57-11:08	71min
Rally	11:18-12:08	50min
Period 2	12:18-12:23	5min
Period 3	12:33-1:45	72min
Lunch	1:45-2:15	30min
Period 4	2:25-3:37	72min

**4<sup>th</sup> Per. Rally Early Lunch**

Period 1	8:35-9:52	77 min
Period 2	10:02-11:21	79 min
Lunch	11:21-11:51	30 min
Period 3	12:01-1:18	77 min
Period 4	1:28-2:45	77 min
Rally	2:55-3:37	42 min

**4<sup>th</sup> Per. Rally Late Lunch**

Period 1	8:35-9:52	77 min
Period 2	10:02-11:21	79 min
Period 3	11:31-12:48	77 min
Lunch	12:48-1:18	30min
Period 4	1:28-2:45	77 min
Rally	2:55-3:37	42 min

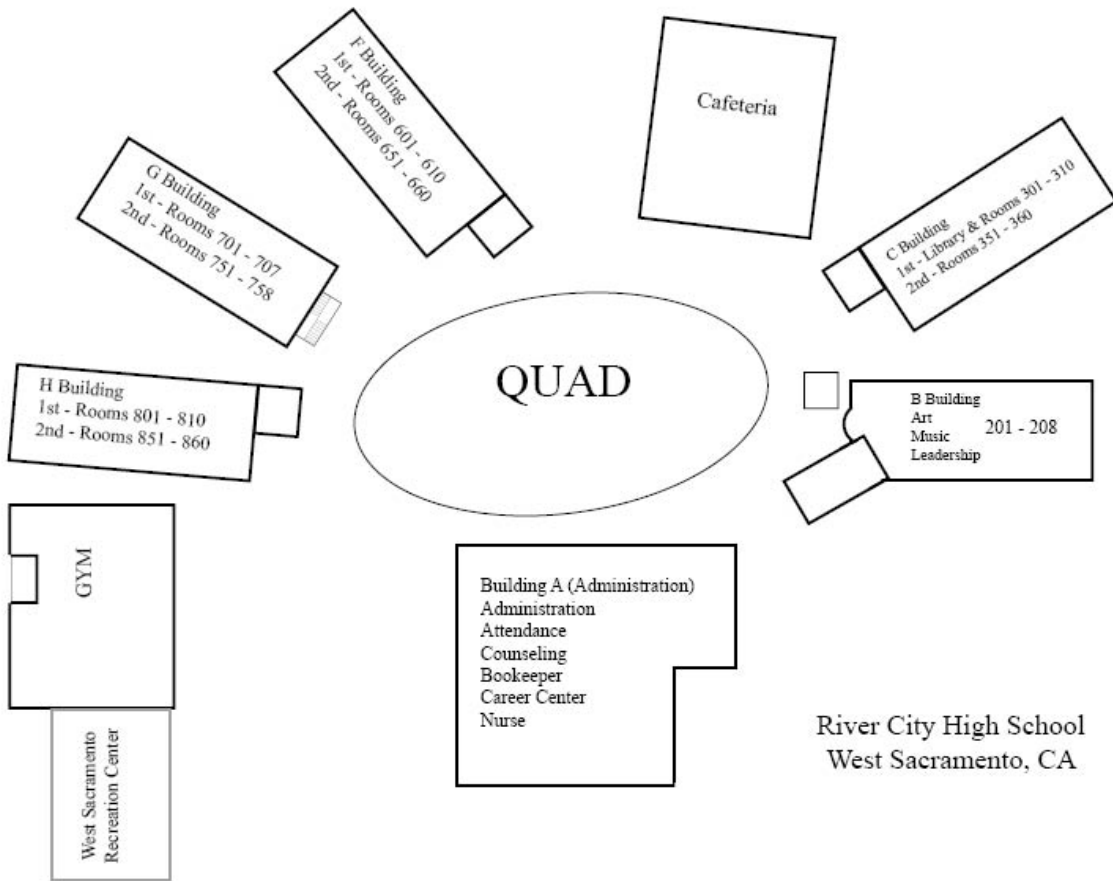
**Finals Schedule Day 1**

Period 1	8:35-10:52	137min
Break	10:52-11:02	20min
Period 2	11:12-1:30	137min

**Final Schedule Day 2**

Period 4	8:35-10:52	137min
Break	10:52-11:02	20min
Period 3	11:12-1:30	137min

**Map of River City High School  
1 Raider Lane  
West Sacramento, CA 95691**



## Office Directory

**Office Hours:** 7:30 am to 4:15 pm  
**Attendance Office** 916-375-7800 Ext. 2066  
**General Information:** 916-375-7800  
**FAX Number:** 916-371-7047  
**School Address:** 1Raider Lane, West Sacramento, CA. 95691

<b>Principal</b>	Stan Mojsich	Ext. 2070
<b>Principal's Secretary</b>	Joan Smith	Ext. 2070
<b>Assistant Principals</b>	Martina Guerra	Ext. 2088
	Mario Landeros	Ext. 2072
	Christine Mabery	Ext. 2073
	Justin Young	Ext. 2075
<b>AP Secretaries</b>	Jamie Luna	Ext. 2077
	Linda Tinoco	Ext. 2078
<b>Attendance Clerk</b>	Deanna Castaneda	Ext. 2066
<b>Front Desk</b>	Elizabeth Gutierrez	Ext. 2002
<b>Parent Liaison-Spanish</b>	Lorena Vega	Ext. 2087
<b>Russian</b>	Aleks Semeryuk	Ext. 2089
<b>Outreach Specialist</b>	Frances Quinn	Ext. 2092
<b>Psychologist</b>	David Acke	Ext. 2086
<b>Social Worker</b>	Sue Dwyer Voss	Ext. 2001
<b>Athletic Director</b>	Jamie King	Ext. 2908
<b>Activities Director</b>	June Flores	Ext. 2900
<b>Bookkeeper</b>	Shannon Parrish	Ext. 2067
<b>Counselors</b>	Erin Straessler	Ext. 2084
	Freda Clark	Ext. 2082
	Catherine Cramer	Ext. 2081
	Kara Ozeroff	Ext. 2085
	Karen Price	Ext. 2083
<b>Registrar</b>	Lupe Enriquez	Ext. 2068
<b>Data Processing Specialist</b>	Alla Veret	Ext. 2080
<b>Career Center</b>	Sona Shaw Desmangles	Ext. 2061
<b>Cafeteria Manager</b>	Rosie Huizar	Ext. 2401
<b>Nurse</b>	TBD	Ext. 2091
<b>Health Aide</b>	Michele Heinze	Ext. 2091
<b>Peer Mediation</b>	Jason Stolpe	<a href="mailto:rchs_peermediation@wusd.k12.ca.us">rchs_peermediation@wusd.k12.ca.us</a>
	Kristie Dornan	
<b>Library</b>	Karen Michener	Ext. 2322
	Laura Lawrence	Ext. 2321
<b>Workability</b>	Deborah Hodge	Ext.

# Student's Rights and Responsibilities

**Right to an education**  
**Right to a safe environment**  
**Right to receive respect**  
**Right to know rules and regulations**

**Attend school daily and on time**  
**Care for all property**  
**Show respect for others**  
**Responsibility to complete work**  
**Follow all school rules & regulations**  
**Follow staff directions without question**

## **WHAT YOU NEED TO KNOW**

***STUDENTS ARE REQUIRED TO CARRY THEIR STUDENT ID'S AT ALL TIMES WHILE ON CAMPUS.***

### **ATTENDANCE**

Students are expected to be in class and on time unless there is an excused absence. Excused absences include those covered by the state Education Code and those adopted by the school board and site administration.

### **EXCUSED ABSENCES**

- According to state law, absences may be excused due to:
- Illness
- Medical or dental appointment
- Funeral services of an immediate family member
- Jury duty
- Illness or medical appointment of a student's child
- Court appearance
- Religious holiday or retreat
- Employment conferences (requested in writing and approved by the principal in advance)

In addition to those reasons specified by state law, River City High School recognizes absences may be excused due to school-sponsored activities, including:

- Sports,
- Academic/arts performances, exhibitions, and competitions,
- Approved field trips

A student with an excused absence is expected and shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be allowed to earn full credit. The teacher shall determine the tests and assignments reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence (Education Code 48205).

### **UNEXCUSED ABSENCES**

All absences that do not fall under one of the specified categories listed above shall be recorded as unexcused. Specific examples of absences or lateness that shall be recorded as unexcused include, but are not limited to:

- Cutting class
- Oversleeping
- Missing the bus
- Vacations or extended holidays
- College visits
- Sports or other activities that are not sponsored by the school

Teachers are under no obligation to provide tests or assignments or provide makeup work for students whose absences are unexcused. The teacher has sole discretion in the decision to award full, partial, or no credit for missed assignments during unexcused absences.

### **CLEARING ABSENCES**

Absences should be cleared in a timely manner. Students have THREE (3) DAYS to clear absences prior to their being considered “unexcused.”

Cleared absences will be coded by attendance clerks with the specific excuse notation: e.g., funeral, illness, medical, activity, etc.

In the event of an absence, the parent or guardian should phone the school BEFORE the student returns. Students or parent/guardian must present a note to gain re-admission even if a phone call has been made. A doctor’s/dentist’s note must be submitted to the Attendance Office to verify medical and dental appointments. A note from a parent saying a student has been at a medical appointment is not sufficient to have the absence coded as a medical appointment.

Students can only clear an absence through the attendance office before or after school or during both lunches. The attendance office WILL NOT clear absences during class time.

### **EARLY DISMISSAL**

Students who become ill during the day must report to the Attendance Office and the office staff will place a phone call to parents at that time. If it is determined that the student should go home, office staff will make the necessary arrangements. Parents who need to pick up their child early must call or report to the attendance office first. Students not following check out procedures will be charged with truancy. No student may leave campus at any time of the school day without first checking out at the attendance office and obtaining permit to leave.

## **Parents are asked to send a note to the attendance office with their student on the morning of an appointment to allow staff to arrange for their dismissal from class.**

### **NOTES AND PERSONAL INFORMATION**

All students are required by law to have an emergency card on file. The card lists emergency contact names and provides other useful information in case of emergency. It is the parent’s responsibility to notify the office as changes occur. Forging, falsifying or altering school forms, or falsifying phone calls or notes to clear absences will result in disciplinary action.

### **STUDENTS WHO ARE 18 YEARS OLD**

Students who reach the age of 18 may be able to write their own notes for attendance provided the parent/guardian has appeared in person to sign a release form authorizing the student to write his or her own notes. It is important that eligible students take this privilege seriously and are aware of the consequences associated with misuse. Parents are advised to maintain supervision of their adult children to ensure that they complete all requirements for graduation. Students wishing to participate in graduation ceremonies are required to meet the attendance and tardy standards listed in the Senior Contract.

### **TARDY POLICY**

Students are expected to arrive on time to class. Arriving late to class is disruptive to the educational environment and impacts all students’ ability to learn, not just the student who is late. Student athletes will be held to the CIF policy for attendance and could lose playing privileges should tardies and/or attendance become an issue. For all tardies, the auto-dialer will place a call home, informing parents of the tardy. Consequences for tardies per term are as follows:

2 tardies per class period per week: Informal teacher conference to remind students of policies and consequences

3 tardies per class period per week: Conference with Assistant Principal and 15-minute lunch detention assigned

4 tardies per class period per week: Conference with Assistant Principal and 30-minute lunch detention assigned

5 tardies per class period per week: Conference with Assistant Principal and after-school detention assigned

Continuous, repeated, habitual tardies: Conference with Assistant Principal and other disciplinary action will be assigned.

Student may also lose privilege of attending school activities, such as games, field trips, dances, etc.

## **BEHAVIOR/DISCIPLINE GUIDELINES**

It is important to establish an atmosphere in which students can learn and teachers can teach. No students will be allowed to infringe upon the rights of others. The administration will support teachers in maintaining discipline of students. Students are responsible for their behavior and are subject to suspension or expulsion for any of the acts listed in Education Code 48900 when the act is related to school activity or school attendance. A pupil may be suspended or expelled for acts related to school activity or attendance which occur at any time, including, but not limited to, any of the following:

- While on the school grounds.
- While going to or coming from school.
- During the lunch period whether on or off the campus, or while going or coming from the Bryte Career and College Training Center
- During, while going to, or coming from a school sponsored activity.

Students accumulating 20 days of suspension are subject to expulsion or involuntary transfer to another school or to an alternative program. Disciplinary action will be taken if a student's behavior is disruptive to the instructional process or causes a danger to persons or property. Students and parents have a right to appeal disciplinary action taken against a student. A meeting must be requested with the principal/designee prior to any further appeal. (E.C. 48914)

## **BULLYING, DISCRIMINATION, AND HARASSMENT POLICY**

Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption is ***NOT ALLOWED***. Derogatory behavior, gestures, and/or comments directed to an individual or group based on age, sex, sexual orientation, gender identity, religion, race, national origin, handicapping condition or any other basis made unlawful by federal, state or local law is ***NOT ALLOWED***. No individual or group shall, through physical, written, verbal, or other means (including social media), harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

To report any act of bullying, harassment, discrimination, intimidation etc., please contact any staff member or Assistant Principal immediately. All reports of bullying, harassment, discrimination, or intimidation are taken seriously at RCHS and are acted upon immediately. Please see the WUSD website in regards to additional information on bullying prevention and reporting.

## **DISCIPLINARY ACTIONS**

Students who become involved in areas of problem behavior will be subject to progressive disciplinary actions. Severe or dangerous behavior may require an immediate move to step three at the discretion of the teacher or school personnel:

Step One:           INFORMAL TALK

The teacher will talk to the student about the behavior in question and the expected/desired student behavior.

Step Two:           CONFERENCE/CONSEQUENCE

The teacher will call parents about the problem behavior and may assign a lunch detention, after-school detention, or another consequence appropriate to violation.

Step Three:         ADMINISTRATIVE REFERRAL

The teacher will write a disciplinary referral to an administrator who will assign appropriate consequences including detention or any of the following:

## **DISCIPLINARY CONSEQUENCES**

### ***Lunch detention***

A student may be assigned a 15-minute or 30-minute lunch detention for a minor and/or a repeated minor offense. Lunch detentions can be served in the Assistant Principal's office or in a specific teacher's room if requested by teacher.

### ***Detention***

A student may be assigned a one hour detention after school for discipline, poor attendance, repeated tardies, or other violations per administration decision.

### ***In-school suspension***

A student may be assigned to an in-school suspension at the discretion of the principal or designee for offenses for which suspension is permitted.

***Suspension***

A student may be suspended for a period of one to five days, depending on the violation. The student is also informed regarding the due process procedure. The student's parent or legal guardian is notified by telephone that the student is subject to a suspension.

***Extended Suspension***

A student may receive an extended suspension past five days if the violation is severe enough that an expulsion is warranted or an investigation cannot be completed within the five days. The student and parent or legal are informed of the possibility of the extended suspension and are informed regarding the due process procedure in writing.

***Expulsion***

Students with serious violations and/or repeated violations of Education Code #48900-48918 may be recommended for expulsion from schools of the Washington Unified School District. The student is informed that he/she is subject to expulsion. The student is also informed regarding the due process procedure. The student's parent or legal guardian is notified by telephone and mail that the student is subject to expulsion. The school district superintendent will recommend to the Board of Education that the student be expelled. The Board of Education will have determination as to the expulsion of the student.

See the Student Behavioral Expectations Handbook and /or Discipline Matrix which can be found on the district website for additional information.



## **SUSPENSIONS AND EXPULSIONS**

The school principal or designee has the right to suspend a student for a period of up to five days. In cases of this type, an informal hearing between the principal, student, and other appropriate persons will be conducted if possible. The principal or designee will attempt to notify parents by telephone before this action is taken. Students or parents may appeal with written notice to the principal. The school principal has the right to recommend to the district superintendent that a student should be expelled. In cases of this type, a hearing will be conducted at the school district central office before the Expulsion Board.

When the school principal recommends to the district superintendent that a student should be expelled, the hearing will be conducted before the Board of Education or a hearing panel. If a student has violated a school rule and is subject to a suspension or transfer to Continuation/Opportunity School or expulsion, the student and his/her parents or guardians will be formally notified. Part of the notification process will include instructions regarding the due process procedure.

## **CLASS SUSPENSION**

A teacher has the right to suspend a student from his/her class for up to 2 days with notification of a parent. A parent conference must be scheduled by the teacher for any class suspension.

## **APPEALS**

The student or the student's parents have the right to appeal a suspension or expulsion. An appeal for a formal hearing at either the site principal, district or Board of Education level, whichever is appropriate, must be made after notice has been received regarding a potential suspension, involuntary transfer, or expulsion.

## **DURING SUSPENSION**

Student is expected to be under the supervision and guidance of a parent during school hours when serving suspension days at home (7:00 a.m. - 4:30 p.m.). Student shall not appear on or about any school in the District during the period of suspension, except in the case of in-school suspensions, unless coming to the office on official business with the parent/guardian and by prior arrangement with a school administrator. The student is not to attend any school-sponsored event on or off any school campus during suspension. This is extended to include weekend and holiday activities, and would include, but not be limited to, field trips, athletic events, theater events, proms, dances, and band events. The site administrator will determine specific consequences and restrictions, concerning a suspension that enters into a vacation period. Violation of suspension rules may result in a minimum consequence of a warning, and a maximum consequence of a referral to the appropriate law enforcement agency. The responsibility of obtaining and doing class work lies with the student. The teacher may require the student to complete any assignments and tests missed during the suspension; however, the teacher is not required to provide homework. (E.C.48913)

Note: A superintendent's suspension is an extended suspension of a pupil who has been recommended for expulsion. The suspension lasts until the Governing-Board rules on the expulsion.

Upon request by parent/guardian, teachers will provide homework for students on an extended suspension.

## **TRANSFER TO CONTINUATION/OPPORTUNITY SCHOOL**

A proposed involuntary transfer notice may be sent to the parent/guardian to initiate the transfer for the student to receive special behavioral and educational services. Parents/students shall have an opportunity to appeal to the Principal.

## **CHANGE OF ADDRESS**

If at any time during the school year you change your mailing address or phone number, please report this information to the Attendance Clerk.

## **CLOSED CAMPUS RULES**

The Washington Unified School District has a closed campus policy for all students. Students must arrive on time and remain on campus until the end of the school day unless they have an appointment off campus. Students must obtain an "early dismissal" pass if they need to leave early. No student may leave campus at any time of the school day without first checking out at the attendance office and obtaining permit to leave.

Students not following check out procedures will be disciplined for truancy starting with a one hour after school detention. Students may not be checked out in order to accompany a parent/guardian to lunch and students may not go to the parking lot at any point during the school day.

## **LUNCHTIME**

**Students must remain in the main part of the campus during lunchtime.** Students are not allowed in or behind buildings, in any parking areas or in or around the administration building. Students are not permitted to leave campus for lunch. Student ID must be shown for student accounts to be charged for lunches. Students may not go to their cars at any time during the school day to retrieve items or move car.

## **COMPUTER USE**

Students are required, prior to logging on to any computer, to sign a Computer Use Agreement which carefully delineates the conditions under which a student may use the computers. Any student who violates the Computer Use Agreement will be disciplined to the fullest extent possible including, but not limited to, detention, suspension, removal of computer privileges and prosecution.

## **DANCES**

River City High School students must have a current student ID in order to attend dances and the ID must be presented at the door. No exception will be made, even for students who are visually known to administrators.

“Nightclub” behavior and dress is not appropriate to the high school setting. All school rules regarding dress apply and students who do not dress appropriately will be asked to leave. “Freak dancing” is strictly prohibited. Students who engage in this type of behavior will NOT be warned. Instead, students will be asked to leave the dance immediately.

### **DANCE GUEST PASSES (River City student as host)**

Students may be allowed to bring one guest to a dance provided all of the following conditions have been met:

- Guests MUST accompany the host student to the dance.
- Guests must be at least in the 9<sup>th</sup> grade to attend a dance.
- Individuals 20 or older will not be allowed to attend dances.
- Guests must have a picture ID with birthdate.
- Guests must follow all school rules, NO EXCEPTIONS.
- The host student must attend all classes the day of the dance.
- All debts must be paid prior to the dance.
- Host must be in good standing (discipline, attendance, etc.).
- All guest request forms must be on the desk of the secretary to the Assistant Principals no later than 3:30 p.m. on the Wednesday prior to the date of the dance.
- Guest Passes for any dance may be picked up in the office before and after school, during passing periods, and during the student’s lunch
- Students will be approved at the discretion of the administration.

### **DANCE GUEST PASSES (River City Student as guest)**

- Requests for other school dances require a 24-hour turn around. Please plan accordingly.
- Students with poor attendance, recent discipline issues or who are academically ineligible will not be approved to attend a dance at another school.

## **PROM**

- Students attending prom and who wish to bring a guest must meet all of the conditions above to be approved.
- Students who violate any school rules while at prom are subject to administrative actions including suspension upon the next school day.
- All school rules regarding “colors” apply to prom.

Students are reminded that a prom is a high school event. As such, many “night club” cocktail dresses are not appropriate. Student dresses should respect accepted standards of “prom” attire. Students who arrive in highly suggestive or revealing attire may be asked to leave until appropriate attire is acquired. For further information, please contact school administration.

## MAJOR DANCE RULES AT-A-GLANCE

- Student without ID will not be permitted into the dances even if visually known to school personnel present.
- Guest Pass requests are due the Wednesday before any dance.
- Suggestive and/or “Freak” dancing will not be tolerated. Guests who engage in this kind of dancing will be asked to leave.
- School dress codes apply unless specifically advertised to the contrary. All school rules apply.

### DRESS CODE

River City High School has established a dress code to create and maintain a positive learning environment. With this in mind, River City High School developed the following dress code:

The River City High School Dress Code requires that students keep themselves groomed, neat, and clean. Dress and hairstyles which are contrary to good hygiene or are a distraction, disruptive in appearance or detrimental to the school’s responsibility to provide a safe, secure and positive learning environment are not permitted.

All dress code violations will be determined by RCHS administrators, and, if necessary, in consultation with the District Superintendent. Violations of dress code will begin the normal process of progressive discipline. Students will be asked to change or wear loaner clothing, as appropriate. Parents will be called if shoes are needed. Failure to comply may result in more serious consequences including suspension.

#### The RCHS Dress Code:

- Student dress shall be safe, neat and clean in appearance.
- Clothing, jewelry, accessories, symbols, hairstyles, lettering, colors, or other adornments which displays, promotes, advertises, suggests, supports or encourages profanity/vulgarity or which is sexually inappropriate is prohibited.
- Clothing must be free of violent, vulgar or obscene words, pictures or symbols.
- Undergarments/underwear must be covered. This includes, but is not limited to, bras, boxer shorts, and underwear. Clothing made of sheer or see-through fabrics that expose undergarments is not permitted.
- All of the buttocks must be covered. Shorts, pants or skirts should be of an appropriate length and reach mid-thigh. Pants must fit wearer in both length and size. No “sagging” or oversized pants are allowed.
- Shirts and blouses must cover the back including the shoulder blades and all of the stomach and cleavage. Shirts must be touching pants/skirts in both front and back, *including when sitting down and/or raising hands*.
- Inappropriate tops include, but are not limited to, t-shirts promoting alcohol, drugs or nudity, tops with revealing holes or cutouts, spaghetti strap, midriff, crop, strapless, halter and one shouldered tops.
- Pocket chains, collars or bracelets with spikes are prohibited.
- Footwear must be worn at all times, and must be safe, practical and not limit student participation in school activities.
- Hoods may not be worn.
- Hats may be worn at RCHS, however, they must be removed in classrooms or buildings if requested by staff and must meet all other parameters of the dress code.

### GANG SYMBOLS/CLOTHING/ACCESSORIES

The school administration may limit or prohibit specific clothing that has been determined by law enforcement to be affiliated with an actual gang. Clothing, jewelry, accessories, symbols, hairstyles, hair bands, wristbands, lettering, colors, notebooks, drawings or other adornments which displays, promotes, advertises, suggests, supports or encourages membership in or affinity for gangs is prohibited. The “flashing” of colors is not allowed. Clothing, backpacks, shoes, laces, make-up and other adornment may not demonstrate or suggest gang-related symbols or colors. Backpacks may not “flash” colors. Solid red clothing or clothing that is predominantly red is not allowed. Students who do not follow the dress code will be referred to the office to change into appropriate school clothing. Refusal to change clothing will result in suspension. Repeated violations (considered defiance) will result in more serious consequences.

**This policy shall be applied at the discretion of the administration. Because symbols of gang affiliation change, school officials will work with West Sacramento Police to update the definition and enforcement of gang-related items and colors.**

#### **GANG SYMBOLS—Duplicate entry**

The wearing or carrying of any clothing or symbol that denotes gang activity is prohibited on school grounds and at school activities, both on and off campus. Prohibited items of clothing or symbols include, but are not limited to, any item of clothing, jewelry, accessory, notebook or symbol which, by the nature of its color, design, arrangement, representation, trademark or any other attribute denotes membership in a gang or any other group which advocates drug use or disruptive behavior. See DRESS CODE in this handbook for a full description of dress code related restrictions. This policy shall be applied at the Administration's discretion as the need for it arises at individual school sites. Because symbols of gang affiliation are constantly changing, definitions of gang-related apparel will be updated and enforced as new information is received. (Ed Code 3529.1 Safe Schools)

#### **ELECTRONICS POLICY**

Electronic devices including, but not limited to portable speakers, video games, iPods, MP-3 players and cellular phones are not to be used on campus **EXCEPT during a student's 30-minute lunch period and passing time.** The school assumes no responsibility for the loss or theft of electronic devices and will only help in the investigation of such loss or theft if time permits. Please take particular note of the following:

- Cell phones should only be used during a student's lunch and/or passing periods, unless instructed by teacher for classroom use.
- Electronic devices may not be used during class time unless the use is pre-approved by the teacher. Unapproved use of an electronic device during class time will result in the confiscation of that item and disciplinary action. RCHS expects that electronic devices will be in silent mode and stored in a backpack or out of sight during class time.
- Headphones should be removed during class time.
- Electronic devices may not be "played" so that other student can hear them by use of speakerphone, speakers or other amplifying devices.

#### **CONSEQUENCES FOR NON-COMPLIANCE**

Students who violate the electronics policy will be disciplined as follows:

- First Offense – Warning by teacher and review of electronics policy
- Second Offense—Item confiscated until end of the period with documentation of violation and parent contact
- Third Offense – Item confiscated until the end of the full day (3:37 PM.) with documentation of violation and parent contact, and 15-minute lunch detention assigned.
- Fourth – Item confiscation until the end of the full day, parent pick-up required, documentation of violation and 30-minute lunch detention assigned.
- Fifth Offense--Item confiscation until the end of the full day, parent pick-up required, documentation of violation, and after-school detention assigned.

#### **FAILURE TO SURRENDER DEVICE**

Students who refuse to surrender a device to school personnel will be assigned consequences commensurate with a fifth offense as detailed above. Any student who fails to surrender the device, regardless of number of offenses, may face immediate suspension.

#### **EMERGENCY PROCEDURES**

All students and staff practice emergency procedures monthly related to lockdown, fire, earthquake, and shelter-in-place. In the event of an actual emergency, the first priority will be to ensure the safety of our students and staff. When safe, an emergency announcement will be sent via text message, phone, and email to inform all parents and guardians of the type of emergency and the status of the situation. The school will continue to update parents and guardians of the situation as information is available.

Parents will receive an email/text/phone call in regards to where and when students may be picked up. It is important that parents and guardians **DO NOT** come to the school until an "all clear" message has been received and parent pick-up procedures have been established. Parents should keep all contact information current in the Aeries system to ensure timely information of emergency updates.

#### **HOMEWORK REQUESTS**

When a student is out or plans to be out for more than 3 days due to an excused absence, parents should request homework by calling the Attendance Office before 8:00 a.m. Teachers will not be able to prepare student work on the same day as the request is made. It is requested that teachers be given a minimum of 24 hours to prepare the student work

## **HONESTY POLICY**

Cheating includes but is not limited to: Copying another student's homework, quiz or test (or allowing another student to copy your work.) plagiarism, purposely deceiving the instructor, unauthorized collaboration, theft or alteration of materials, and test avoidance.

Students at River City High School are expected, and will be held to the standard that they do their own work. Students learn and grow academically and socially when they do their own work and hold themselves to accountable for a high standard of honesty.

**Consequences as defined in the Discipline Matrix may include, but are not limited to:**

1<sup>st</sup> Offense:           Warning, rewrite, loss of grade, define plagiarism, parent conference

2<sup>nd</sup> Offense:           Loss of grade, rewrite, written contract, parent conference

3<sup>rd</sup> Offense:           Drop, F, loss of grade,

## HONOR ROLL

A student who achieves a grade point average (GPA) of 3.00-3.49 at the end of any semester will be named to the Honor Roll. Students who earn a GPA of 3.50 or above will be named to the Principals Honor Roll.

## INTER-DISTRICT AGREEMENTS

Inter-District Agreements to attend River City High School are renewed annually and subject to review by the Administration according to the following criteria:

1. Grades must be appropriate and acceptable, (2.0 or higher).
2. Attendance must be appropriate and acceptable, (97% or higher).
3. Behavior must be appropriate and acceptable, no suspensions.

If any of the above conditions are violated, the school Administration may revoke the Inter-District Agreement at any time. If revoked, the student will be referred back to his/her home school of origin. District Policy #5117 (48300-48315)

## LIBRARY RULES

The library is open from 7:30 a.m. until 5:00p.m. Library books are checked out for a time period of two (2) weeks. Students must show their I.D. card in order to check out library books or textbooks. Students with overdue books, textbook fines or other bills will not be allowed to check out additional books until bills are paid. Eating in the library is not permitted. Students who are eating will be asked to leave for the remainder of the period. Reasonable quiet is expected at all times. Students should have a hall pass from their teachers when using the library at times other than lunch.

## TEXTBOOKS

Students are responsible for returning their textbooks. If you drop a class or check out of school, textbooks must be returned to the library, not the classroom teacher. Students will be held responsible for the condition of all library books and textbooks upon return. Students should check the condition of all books upon check out and report any damage immediately.

## MONEY/BOOKS DUE

Students who owe money or books will not receive, library books, transcripts, be able to attend dances, diplomas, graduation activities, and/or yearbooks until the obligations are cleared. The library does not handle money transactions. All debts must be paid to the Bookkeeper.

## MEDICATIONS AT SCHOOL

In compliance with Education Code Section 49423, no medications will be accepted or administered at school without meeting the following requirements:

1. Physician and parent request forms filled out completely including both physician and parent signatures. No medication will be administered without detailed physician instructions.
2. Medication taken to school must be furnished in its pharmacy labeled bottled or in an original pharmacy labeled injectable medication kit. Non-prescription medication such as aspirin will not be administered at school even at a parent's request. Parents have the right to bring a medication to school and administer it if this is necessary. Students are not to keep medication on their person or in lockers. All medications must be turned in to the Attendance Office where a designated school employee will administer prescribed medication during school hours only upon written request of both the physician and the parent/guardian of the student.

## MENTAL HEALTH RESOURCES

High school can be a stressful time for all students and we want all students and parents to know how to reach out for help should a situation occur that causes panic, anxiety, fear, or sadness. The following services are offered at the school site:

- **Guidance counselors:** Students are able to talk with their counselor in the counseling office at any time. Students should make an appointment with their counselor on the bulletin board in the administration office hallway.
- **Peer mediation:** Many times situations that result due to social media, texting, or interpersonal relationships at school can be resolved through a peer mediation. Students specifically trained in peer mediation meet with the parties involved to resolve issues and many times, this solution avoids discipline and consequences from administration. To request a peer mediation, please email: [RCHS\\_PeerMediation@wusd.k12.ca.us](mailto:RCHS_PeerMediation@wusd.k12.ca.us)
- **Social worker and School Psychologist:** Our social worker and school psychologist are both available to speak with students who are having suicidal thoughts, extreme issues with anxiety, panic, etc.
- **School Resource Officer (SRO):** Our SRO, a West Sacramento police officer, works directly with administration to provide a safe place for our students to learn. The SRO is visible on campus 4 days a week and can assist students and

- parents in a variety of ways.
- **Outside Resources:** RCHS works with Victor Services, Communicare, and other Yolo County outreach services to help students in need. Referrals can go through the Assistant Principals or Counselors.

#### **NON-ALLOWED ITEMS**

Bicycles, skateboards, roller blades, “roller shoes” or any item that may cause a nuisance are not to be brought on to campus during school hours. Students who use this form of transportation to and from school must store those items during the entire school day, and those items may not be ridden on school grounds at any time. Bicycles and skateboards must be stored in the provided storage areas. Students may not lock bicycles on any gate fencing unless located within the bike storage area. ***RCHS accepts no responsibility for lost or stolen skateboards/bicycles that are stored anywhere on campus.***

## **PARENT RESPONSIBILITY, DAMAGE**

Any school district whose real or personal property has been willfully cut, defaced or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee authorized to make the demand may, after affording the pupil his or her due process rights, withhold the grades, diploma and transcripts of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damage thereto, as provided in subdivision (a). E.C. 48904.

## **PE LOCKERS**

All students must bring their own lock for PE. Valuable items should be left at home. **River City High School is NOT responsible for theft, damage, or loss of any items.** Lockers are school property and are subject to being opened by school staff. Students should be careful to lock all belongings prior to the start of the PE period. Students should not share locker combinations and all students should understand that combination locks represent a deterrent to theft but do not prevent it entirely.

## **PARKING AREA – In front of Administration Building**

This parking lot is for school visitors and administrators only. **NO STUDENT PARKING PERMITTED.**

## **PARKING AREA - STUDENT**

Students may not go to their cars at any time during the school day to retrieve items or move car. All parking laws are enforced at River City High School under C.V.C. 21113. Citations will be issued by campus supervisors for parking violations. Other driver/vehicle infractions are subject to citation by West Sacramento Police Department. Smoking is not permitted anywhere on campus, including student vehicles. Loitering in the parking lot at any time is not permitted.

## **PASSES FOR BEING OUT OF CLASS**

Class time is essential. No passes will be issued except in cases of emergency or for the purpose of instructional activities assigned by the teachers. Any student out of an assigned class **MUST** have a hall/building pass. Any student found in the building or grounds without a pass will be subject to disciplinary action.

## **PEER MEDIATION**

We have a large team of student mediators who work with students to solve problems. If you need help just let your teacher know or drop them an email at [RCHS\\_PeerMediation@wusd.k12.ca.us](mailto:RCHS_PeerMediation@wusd.k12.ca.us)

## **PERSONAL MESSAGES/DELIVERIES**

Personal messages/gifts will **NOT** be accepted and/or delivered to students unless there is an emergency. Determination of "an emergency" is at the discretion of the staff. **WE DO NOT ACCEPT** flowers or balloons for delivery to students during class times; any such deliveries will be held until the end of the school day.

## **RALLY/ASSEMBLY ETIQUETTE**

School unity in support of our teams is the goal of the rally.

Rally Expectations:

- Individual class spirit should be expressed in positive cheering for that class and with posters.
- All performances at rallies should be greeted with enthusiastic support.
- Students will sit by class in designated areas.
- Individuals, groups, or classes will not boo, jeer or otherwise denigrate any other class, group or individual.
- **Students are not allowed to come wearing paint or bring paint to school for any event.** All student discipline rules are enforced at rallies. Students will defer to the instructions and corrections of all school staff at rallies. Failure to comply with the above expectations may result in student discipline and/or suspension or cancellation of future rallies.



### **RIDING THE SCHOOL BUS**

Riding the bus to and from school is a privilege that must not be abused. Students riding the bus are under the school jurisdiction from the time they leave home until they returned home in the afternoon. Students must comply with the following bus rules:

- ✓ In order to board the bus, students must be able to provide a valid ID.
- ✓ Students must obey bus driver at all times, and remain seated.
- ✓ Students must not shout, gesture, or act in any manner that may distract the bus driver and jeopardize the safety of others.
- ✓ All school rules apply on the bus and at the bus stops.
- ✓ Late buses are for use only by students at the school who have legitimate business on campus. A pass is required to ride this bus.

### **SENIORS/SENIOR EVENTS**

Senior year is an exciting and fulfilling time for students! Seniors must remember that:

- All aspects of the Senior Contract will be strictly enforced. Please review this document carefully.
- Seniors with attendance, tardy and/or discipline issues may not be allowed to participate in the senior events, including the graduation ceremony.
- Commencement is a privilege, not a right. Students who behave in ways serious enough to warrant suspension place their participation in the commencement exercises at risk.
- Senior “pranks” are not permitted. Students who participate in such activities place their participation in the commencement exercises at risk.

### **STUDENT ID CARDS**

An ID card will be issued to each student in the summer prior to picking up their schedule and is to be carried at all times. A replacement card can be obtained through the Registrar for \$5.00. The ID card is required for checking out textbooks, library books, cafeteria lunches, attendance print outs, bus ridership and other school activities. Students without ID cards may be required to replace them by an administrator, and the fee charged to a student’s overall indebtedness.

### **STUDENT STORE**

We have an extensive student store with the items needed in the classroom. PE locks, pens, pencils, paper, erasers, spiral notebooks and notebooks needed for science classes are just a few items available. Students can also buy t-shirts, sweatshirts, hats, and other class items.

### **TRANSFERRING TO ANOTHER SCHOOL**

If you have moved out of the West Sacramento area you will need to check out of school. Your parents will need to notify the Attendance Clerk either in person or in writing prior to moving out of the district. All books must be returned. All fines must be paid. You must turn in your I.D. card. Failure to complete the above steps will result in a delay in sending your transcript of credits elsewhere.

### **UNSCHEDULED PERIODS**

Students may have one or more unscheduled periods during their junior and/or senior years. If a student has a unscheduled period during the day they can work in the library with approval from the library staff. Otherwise students without a scheduled period are not permitted in classroom buildings, and they must leave campus.

Students who are found leaving campus in the company of student who do not have an unscheduled period will immediately lose their privilege to an unscheduled period.

### **VISITORS**

RCHS does not allow students to bring visitors on campus. Visitors with legitimate business are required to report to the Administration Office to sign in and get a visitor’s pass before entering the campus. Visitor’s passes must be noticeable and worn at all times while on campus.

## **WORK PERMITS**

California State law permits minors 12 years of age and over to work subject to certain restrictions. Only those 16 and over may work during the time school is in session. If you are under 18 years of age and wish to work, you must obtain a work permit application. All unexcused absences must be cleared BEFORE a work permit will be issued. Once a work permit has been issued, you need to meet the following standards in order to keep it.

1. All absences must be cleared.
2. 97% attendance with tardies included.
3. Successfully pass all classes or earn at least a 2.0 GPA.
4. Stay current on the yearly requirement for service learning

If you cannot successfully meet these standards, your Work Permit will be revoked for at least one quarter. All work permits expire 5 days after school starts in September thus making it necessary to obtain a new work permit each school year. Work permits are issued at RCHS in the Career Center. During the summer, work permits for River City students are issued at the Washington Unified District Office.

## **SCHOOL AND COUNSELING PROGRAMS**

### **FAQs ABOUT CREDITS, REQUIREMENTS, REGISTRATION, GRADUATION**

1. What is needed to graduate from River City? In order to graduate, students must earn a minimum of 220 credits in required classes, pass the California High School Exit Exam and complete all community service requirements.
2. How do I earn credits? Classes are awarded 5 credits each half-term with an earned grade of D or higher.
3. How many credits can I earn each year? Since students can take 8 class periods each year, it is possible to earn 80 credits each year.
4. Will all the classes I take be included on my record? Yes
5. What happens if I fail a class? If it is a required class, you must make it up. Students can make up required classes during regular school if the schedule allows, summer school (if offered) or through an alternative site.
6. Can I repeat a class? Students should consult with their counselor since some classes may be repeated for credit while others may not. Sometimes a student will retake a class in order to improve a grade, and in that case additional credits will not be awarded.
7. Where are my records kept? Your records are kept in the Office. Your counselor can review them with you at your request.
8. How long do classes last? Classes are for one term or approximately 18 weeks.
9. Can I change my schedule? Student schedule changes are allowed prior to the start of the term. Changes after that time may result in a drop F for the term. Changes are only allowed for the following reasons:
  - a. Computer error
  - b. Placement error
  - c. Completion of a course in summer school
  - d. Work experience, ROPs

### **GENERAL FAQs**

1. How can I make an appointment to see my counselor? Counseling appointments are made in the counseling office. Counselors are usually available before, during, and after school.
2. If I plan to go to college, what do I need to do? Planning for college is important. Get acquainted with your counselor and visit the Career Center. You will want to have an understanding of the varying entrance requirements, required testing, and financial aid available.
3. How can I check my grades online? See your counselor for an AERIES Portal Password access letter with your personal code which will allow you to see your grades and attendance information.

### **HONORS or AP COURSES**

1. AP/Honors requires college-level work with many hours of individual reading, writing, and studying, a summer assignment is required, and an AP exam will be given at the end of the year in May. Please read the following information carefully:
2. Parents must fully understand that college-level coursework is not appropriate for most high school students, and may overwhelm those who are not sufficiently prepared for the increased work load.
3. Most Honors and AP courses require a summer assignment. See the instructor for specific assignments and due dates.
4. Weighted grades will only be conferred to students who pass the course with a grade of C or higher.

5. Drops from an Honors or AP class will be made only with the consent of the teacher, counselor, and administration staff. Parents and/or students wishing to withdraw should contact their student's counselor so that a conference with the Honors/AP teacher for that course can be scheduled. Students will not be dropped after the second week of the term.
6. At the discretion of the instructor and in consultation with administration and counseling staff, a student receiving a grade lower than a C- at the end of the first grading period may be dropped to a college prep course or into an available elective. Students having significant problems with attendance or behavior may also be recommended for removal from the AP/Honors course at the discretion of the instructor.
7. These are the recommended eligibility criteria for AP/Honors classes. Final admission decisions are at the discretion of the instructor.
  - a. 3.33 GPA or higher in core classes
  - b. B or better in subject area class that precedes the one for which student is applying (Example: If you are applying to AP US History, you must have received a B or better in World History or AP Euro)
  - c. 90% Attendance (including tardies)
  - d. Few if any behavior problems

### SCHEDULE CHANGES

As personnel, facilities and material resources are assigned based on student's course selections, it is imperative that students choose courses carefully (including alternates) during spring registration. Changes to student schedules create an impact on many other courses and, therefore, will only be made on a limited basis. If a student changes his/her schedule two weeks into the semester, that student is already behind in learning. Therefore, RCHS administration has established the following schedule change policy to promote academic success for students.

Students will be expected to keep the courses they selected. An exception to this will be made if a student is placed at the wrong level. If a forecast sheet is not received, a counselor will create a schedule for the student based on credits and course needs.

Schedule change requests must be submitted within one week of the start of term. Student/parent initiated change requests will be processed based on the criteria below and students will be notified of the disposition of their request.

NOTE: If a student/parent initiated schedule change is made, the student is required to complete all assignments from the start of the semester in the new class. Students will be required to work with their new teacher to accomplish this goal. If a student chooses not to complete an assignment, a grade of zero (0) will be entered in the gradebook for that assignment, therefore negatively affecting the grade in the new class. Class drops made after the second week of a new term will receive an "F" grade for the dropped class on the student's transcript.

Schedule changes will ONLY be made for the following reasons:

- I am missing a class I need to graduate.
- I have a duplicate period in the same term.
- I am in the wrong level of a class (ex: I am scheduled for Integrated Math 2, but I failed Integrated Math 1).
- I am missing a period from my schedule (Please note: Juniors and Seniors with a missing 4<sup>th</sup> period may be on a waiting list for a section of Driver Education).

Absolutely **NO** schedule changes will be made for:

- Lunch changes
- Teacher changes
- Rearranging periods
- Electives

### SERVICE LEARNING

Students must complete **8** hours of service learning for a non-profit agency or charity group, a school, city or state agency, or a licensed nursing home or daycare. Service Learning is a **graduation requirement** for River City High School and the Washington Unified School District. Students are not permitted to volunteer for parents if a parent owns their own business, unless that business meets the parameters above. If there are questions, please contact the AP office at 916-375-7800 x2077.

Students are to submit service learning paperwork to the drop box in the AP office. If any section of the paperwork is not filled out as required and/or is missing signatures or a photo, the student will have to correct the form and the hours will be marked as "Failed" until the corrections have been made and processed with the AP office. **Failure to complete Service Learning hours each year may cause ineligibility for sports, denial/revocation of a work permit, and will cause graduation ineligibility.**

## **TUTORING/OUTREACH PROGRAMS**

RCHS Academic Outreach is a campus program that takes place after school on most Wednesdays and Thursdays excluding any minimum days. Students can come on a drop in basis as needed or they are assigned if their GPA falls below a 2.0 or they have a D in a core course.

### **EARLY ACADEMIC OUTREACH PROGRAM (EAOP)**

The objective of the program is to prepare underrepresented and low-income students to be eligible for admission to an institution of higher education upon high school graduation. The program works with school and community personnel to keep students and their parents informed of the advantages and requirements of a college education by academically supporting and monitoring students in their educational pursuits and disseminating pertinent information to participants and parents.

### **CAREER CENTER**

One of the primary goals of high school is to prepare students for work or further education. Students should carefully consider their career and educational plans and select classes to best reach their goals. The Career Center at River City High School provides the following services:

- Interest and aptitude testing for career planning.
- Assistance with decision-making.
- Specific information on thousands of jobs, including training requirements.
- Identification of high school prerequisites for college.
- Identification of high school courses to prepare for various occupations.
- Information on trade/vocational training.
- Information on the Work Experience (WEX) and Regional Occupational Programs (ROP).
- Computer use and printing resources.

Below are specialized programs that are designed to help students develop a solid academic foundation and employability skills demanded in today's workplace. They also help them to make informed decisions on the post high school education and training they will need to reach their career goals. Through them, the staff attempts to guarantee that graduates are prepared for the world of work, a community college or technical school, and/or a four-year college program.

### **AVID**

Advancement via Individual Determination (AVID) is a four-year program designed to help students without a college going tradition prepare for acceptance into college. Please see a counselor for requirements of the AVID program.

### **ACADEMIES**

10<sup>th</sup> – 12<sup>th</sup> students may be part of an Engineering, Science, & Technology which focus on a rigorous integrated curriculum. A program of job shadowing, adult mentors, internships, and apprenticeships is included as part of the program.

### **PROJECT LEAD THE WAY**

Student may join a four-year Engineering or Biomedical pathway which prepares students for entry into college in those fields. See the Course Catalog or school website for more information.

### **REGIONAL OCCUPATIONAL PROGRAM (ROP)**

This is an unpaid program for Juniors & Seniors combining classroom work and on-the-job-training. Several courses are offered both at River City High School and throughout Sacramento and Yolo Counties. See your counselor if you think you might be interested in taking a course.

## **STUDENT ACTIVITIES**

River City High School has something for everybody. From Academics to Athletics, the extra-curricular programs at River City High School offer a way for all students to round out their high school experience. Clubs and athletics are a great way to learn leadership and social skills that can't always be learned in the classroom. Attend the Club Fair in the fall and get involved!

## **ATHLETICS**

All students must pass a physical examination and show proof of insurance before starting practice. Physicals will be given at River City High School in the spring with a makeup date in the fall at a cost not to exceed \$10. Physical exam forms should be picked up in the office before going to the doctor if physicals are not taken at River City. No physical clearances will be accepted unless they are on the River City High School forms. Medical insurance forms may be picked up in the Office and must be completed and brought to River City High School the night of the physical exams. Physical exams will not be given unless this form has been completed. Students may not participate in sports if they don't have all of the service learning requirements met.

### FALL SPORTS

(Starting Date August)

Football  
Girls Tennis  
Girls Volleyball  
Water Polo  
Cross Country

### WINTER SPORTS

(Starting Date November)

Boys Basketball  
Girls Basketball  
Rugby  
Wrestling  
Boys Soccer  
Girls Soccer

### SPRING SPORTS

(Starting Date February)

Boys Baseball  
Girls Softball  
Boys Golf  
Boys Tennis  
Track and Field  
Swim/Diving  
Boys Volleyball



River City High School  
**School ~ Parent Contract**

**Students are expected to:**

- ✓ Demonstrate their best efforts on all assignments whether in the classroom or on homework;
- ✓ Attend school daily;
- ✓ Arrive to class on time and be prepared to learn;
- ✓ Exhibit positive classroom attitude and behavior;
- ✓ Seek assistance for skills or concepts not fully understood;
- ✓ Check Aeries regularly for grades and missing assignments;
- ✓ Behave in a responsible and respectful manner.

**Parents are expected to:**

- ✓ Provide a time, place, and support for homework activities;
- ✓ Ensure regular, punctual attendance;
- ✓ Be supportive of the school which includes attendance at parent-teacher conference and parent education evenings;
- ✓ Ask for support when needed;
- ✓ Check Aeries regularly for grades and missing assignments.

**Staff is expected to:**

- ✓ Provide rigorous curriculum for all students through basic, auxiliary, and supplemental services;
- ✓ Report student progress to parents through phone calls, conferences, written reports, achievement test results, performance test results;
- ✓ Provide opportunities for parents to learn how to help students, attend conferences, family curriculum nights, newsletters, articles, assemblies;
- ✓ Provide support activities such as Academic Outreach and one-on-one tutoring
- ✓ Keep their grade books regularly updated in Aeries.

**ALL ITEMS IN THIS PACKET ARE SUBJECT TO CHANGE**

