

**RANCHO BERNARDO HIGH SCHOOL
POWAY UNIFIED SCHOOL DISTRICT**

California Distinguished School
National Blue Ribbon School
California Gold Ribbon School



**STUDENT HANDBOOK
2018-2019**

The Poway Unified School District (PUSD) is an equal opportunity employer/program and is committed to an active Nondiscrimination Program. PUSD does not discriminate on the basis of race, color, national origin, sex, sexual orientation, ethnic group identification, ancestry, religion, gender, gender identification, mental or physical disability. For more information, please contact Associate Superintendent, Personnel Support Services, Poway Unified School District, 15250 Avenue of Science, San Diego, CA 92128-3406.

RBHS 2018-2019 School Calendar

August

20 Fall Sport Parent Info. Night
 22 First Day of School (Quarter 1)
 22 Welcome Back Assembly
 25 Welcome Back Dance
 25 SAT

September

3 Labor Day
 4 Back to School Night
 7 Make-Up Photos
 6 Last Day to Drop Classes (Quarter 1)
 6-7 Club Rush
 8 ACT
 22 Foundation Pancake Breakfast
 24-28 Homecoming Week
 28 Homecoming Football Game
 29 Homecoming Dance
 28 Dancing with the Teachers
 28 Professional Growth Day/No school

October

4 Choir Concert
 6 SAT
 6 RBHS Band Tournament
 10 PSAT
 12 Retake Photos
 11 Orchestra Concert
 18 PUSD College Fair – RBHS
 18 Band Concert
 19 Improv Night
 27 ACT
 25-26 Quarter 1 Finals
 30 Quarter 2 Begins

November

1, 2 & 3 Fall Play
 3 SAT
 12 Veteran's Day
 13 Last Day to Drop Classes (Quarter 2)
 13 Winter Sport Parent Info. Night
 15 ASB Interest Meeting
 16 Improv Night
 19-23 Thanksgiving Break

December

1 SAT
 4 ASB Applications Due
 8 ACT
 12-14 Dance Concert
 12 ASB Interviews/Elections
 15 Improv Night
 14 Holiday Assembly
 17 Band Winter Concert
 17-21 Spirit Week
 17-20 Food Drive
 19-20 Choir Concert
 24-4 Winter Break

January

12 Improv Night
 21 MLK Day
 18-19 Quarter 2 Finals
 22 Quarter 3 Begins
 26 Winter Dance

February

1 Professional Growth Day/No school
 5 Last Day to Drop Classes (Quarter 3)
 6 11th Grade College Info. Night
 9 Improv Night
 9 ACT
 14 Community College Info Meeting
 18-22 February Break
 25 Spring Sport Parent Info. Night

March

5 Incoming Band Orientation
 9 SAT
 9 Bronco Track Invitational
 16 Improv Night
 20 8th Grade Parent Night

April

3-6 Musical
 13 ACT
 15-19 Spring Break
 20 Last Day to Drop Classes (Quarter 4)
 20 Improv Night

May

4 SAT
 6-17 AP Exams
 8 Band Spring Concert
 18 PROM
 21-25 Staff Appreciation Week
 23-25 Make up AP Exams
 22-24 Choir – Pops Concert
 27 Memorial Day
 29 Band Tournament – CCA Escondido
 29-31 Dance – Spring Concert
 31 Celebrate Assembly

June

1 SAT
 4 Orchestra Concert
 5 Athletic Awards Night
 5 Color Guard Showcase
 6 Sports Physicals
 8 Senior Improv Night
 7 & 10 Senior Finals
 8 ACT
 12-13 9th – 11th Finals
 13 Last Day of School/Graduation

Rancho Bernardo High School

We Believe Every Student Can Learn



Rancho Bernardo High School

Shared Commitment

It is an expectation of the Poway Unified School District that upon graduation from high school, students will be prepared to pursue a wide variety of reasonable options including admission to college. Rancho Bernardo High School students are expected to successfully complete a course of study that prepares them to meet the “a-g” application requirements of the CSU/UC systems, and that also prepares them for the world of work and for making a lifetime of informed decisions.

Additionally, students will be offered opportunities to participate in a wide variety of extra-and co-curricular activities that help to produce balanced and productive adults.

Attributes

- **RBHS** seeks to provide students with a common core curriculum complemented with a variety of elective courses and extra-curricular activities. This requires that students demonstrate that they know **How to Learn** and come to school each day ready to learn.
- **RBHS** recognizes and communicates the importance of the individual student. As a result, each student feels he/she is a **valued member** of the school community.
- **RBHS** staff members model the importance of **Lifelong Learning**, and the PUSD core value of **All Students Learning – Whatever It Takes!**
- **RBHS** students develop skills to become self-directed learners, accept responsibility for their learning, and contribute to the learning community.
- **RBHS** commits to providing and maintaining a safe, supportive environment for every person to participate and achieve individual learning goals.
- **RBHS** participates in the larger community and develops the partnerships to provide the support needed for academic and personal growth.

These expectations and attributes allow us to work together, make decisions, and keep our focus on the success of every student that enters **RBHS**. **RBHS** welcomes you and your family to our learning community, and we look forward to celebrating our students’ achievements throughout the year.

RBHS ADMINISTRATIVE STAFF

David LeMaster, Principal

Assistant Principals

Yael Bozzay (A-G)
William Egan (H-On)
Kellie Moore (Oo-Z)

Counseling Staff

Maureen Changnon	A – Em
Tim Sager	En – Lee
Natalie Curry	Lef – Re
Matt Hunt	Rf – Z
Tish Bates	Intervention

ALMA MATER

As we stand beneath our colors
with faith and loyalty,

Rancho Bernardo High School,
we will pledge our love to thee;

To protect our name and honor
is our never ending fight;

Behold our colors flying high
the silver, blue and white!

FIGHT SONG

("The Victors" University of Michigan)

Hail to the Broncos valiant,
Hail to the conquering heroes;
Hail, hail to RB High,
The mighty Broncos fight!

Hail to the Broncos valiant,
Hail to the conquering heroes;
Hail, Hail to RB High,
The silver, blue and white!

RANCHO BERNARDO HIGH SCHOOL

Standards for Student Behavior

Most students are very serious about wanting to take full advantage of the time they spend in school. Students who come to school ready to learn and participate in activities seldom have problems with school rules. However, the conduct of a student should not interfere with the educational rights of others.

It is the intent of Rancho Bernardo High School and the Governing Board that district discipline policies and regulations be enforced consistently and fairly without regard to race, creed, color or sex. Discipline based on faith in the worth and dignity of each individual is a positive form of guidance rather than a punitive device.

This handbook describes areas considered by the Poway Unified School District as significant infractions. Students with violations in these areas will receive corresponding disciplinary action, also listed in this handbook. In all cases of disciplinary action, students are protected by due process.

Students and parents should be aware that this document only describes the major problem areas. At any time, students may be counseled by teachers or administrators regarding their behavior. If this occurs, students will be informed as to what they must do to make their behavior acceptable. Possible consequences, if needed, will also be explained.

It is suggested that after reading the handbook carefully, students print out the "Standards for Student Behavior" from the website and place it in their school notebooks. This basic code of conduct is designed to support, not stifle, students. We hope it will help provide students with a school they are proud to attend, in an atmosphere where they have freedom to learn.

Student Rights/Due Process

Students in California have the right to be safe while attending school. The Rancho Bernardo High School faculty, staff, and administration will do everything possible to ensure this right.

All students are entitled to due process of law. When facing disciplinary action, students are entitled to hear the accusation and then provide an explanation. This guarantee will be adhered to by all school personnel.

Students wishing to appeal disciplinary decisions should contact the principal for information on specific procedures.

RULES OF STUDENT DISCIPLINE IN THE POWAY UNIFIED SCHOOL DISTRICT

POWAY UNIFIED SCHOOL DISTRICT • 15250 Avenue of Science • San Diego, CA 92128

Students of the Poway Unified School District will be disciplined in accordance with Statutes of the State of California. A student will be subject to disciplinary action for designated acts if the acts are related to school activity or attendance and which occur at any time, including, but not limited to, any of the following:

- The student is on school grounds.
- The student is going to or coming from school.
- The student is on breaks or lunch periods whether on or off campus.
- The student is going to, coming from, or attending a school or District-sponsored activity.

Grades 6 - 12

The prohibited acts are:

1. Causing, attempting to cause, threatening to cause, or assisting in the cause or threat of physical injury to another person; including, but not limited to fighting, assault or battery;
2. Possessing, selling, or otherwise furnishing to others any firearm, any knife, explosive, or other dangerous objects such as, but not limited to, brass knuckles, razor blades, any pellet or pellet-type guns, paintball guns, lasers, pepper spray or instruments expelling projectiles;
3. Possessing, using, having consumed, or being under the influence of alcohol, narcotics, dangerous drugs, unauthorized prescription medications (e.g., Soma, OxyContin, Ritalin, etc.), synthetic drugs (e.g. spice, K2, bath salts, etc.), or other controlled substances or intoxicants of any kind; (including over-the-counter medications which create an intoxicating effect);
4. Transferring, selling, distributing, offering, arranging, or negotiating to sell, substances which are, or are purported to be, alcohol, narcotics, dangerous drugs, unauthorized prescription medications (e.g., Soma, OxyContin, Ritalin, etc.), synthetic drugs (e.g. spice, K2, bath salts, etc.), other controlled substances, (i.e., marijuana, crystal methamphetamine, or anabolic steroids) or intoxicants of any kind; (including over-the-counter medications which create an intoxicating effect);
5. Committing or attempting to commit robbery or extortion;
6. Causing or attempting to cause damage to school or private property;
7. Committing or attempting to commit theft of school or private property;
8. Possessing or using tobacco or any products containing tobacco or nicotine on school premises; including nicotine delivery devices and other vapor emitting electronic devices i.e., electronic hookahs or electronic cigarettes, with or without nicotine content, that mimic the use of tobacco products.
9. Commission of obscene act or engaging in habitual profanity or vulgarity;
10. Unlawfully possessing, offering, arranging, or negotiating to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code;
11. Disruption of school activities or willful defiance of school authority, including violations of academic honesty;
12. Knowingly receiving stolen school or private property;
13. Possessing an imitation firearm;
14. Committing or attempting to commit a sexual assault or sexual battery;
15. Threatening or intimidating a witness or a complaining witness in a school disciplinary proceeding;
16. Sexual harassment (Grades 4-12);
17. Hate behavior/Violence (Grades 4-12);
18. Violating technology-use policies, inappropriate use of technology, or inappropriate use of electronic signaling devices (e.g., cell phones, text messaging, cameras, pagers, laser pointers, computers);
19. Causing or attempting to cause an assault or battery, intimidation, harassment, or threats on any school employee or school property;
20. Causing or attempting to cause acts of intimidation, harassment, or hazing on any student (e.g., initiations into clubs, sport teams, or student body associations);
21. Terroristic threats against school officials, school property, or both;
22. Engaging in bullying, including but not limited to, an electronic act against another pupil or school personnel or impersonating another person or a posting on a social network internet website.
23. Violating individual school rules, or violating bus rules.

Disciplinary actions may include, but are not limited to, advice and counsel, warnings, campus work details, detention, In-School Suspension (ISS), Saturday School, bus suspension, home suspension, behavior or rehabilitation contracts, transfer to another school/program, and/or expulsion from PUSD. A school may impose other means of correction and place documentation of these in the student's record.

GROUND FORS SUSPENSION AND/OR EXPULSION

The Board of Education authorizes the school principal to suspend or to recommend to the Board for consideration of expulsion any student who violates the Rules of Student Discipline. Restitution may also be required in cases of damage or destruction of property. At any time, if the principal determines that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process, the student may be suspended and/or expelled.

DISCIPLINE FOR THE USE OF ALCOHOL AND CONTROLLED SUBSTANCES

Board Policy defines specific disciplinary action for the use of alcohol/controlled substances. Compliance with these standards/prohibitions is mandatory.

PROHIBITED ACTS	DISCIPLINARY ACTION 6-12	
1. Unlawfully possessing, using, having consumed or being under the influence of alcohol, narcotics, dangerous drugs, unauthorized prescription medications (e.g., OxyContin, Soma, Ritalin, etc.), other controlled substances, synthetic drugs (e.g., spice, K2, bath salts, etc.), or intoxicants of any kind (including over-the-counter medications which create an intoxicating effect).	First Offense Suspend and recommend expulsion or suspend and transfer to another middle school or high school, or the continuation high school, for the remainder of the semester* and the following semester*. Contact law enforcement. Initiate an intervention contract.	Second Offense Suspend and recommend for expulsion.
2. Unlawfully possessing, offering, arranging, or negotiating to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code.	Suspend or suspend and transfer to another middle school or high school, or the continuation high school, for the remainder of the semester/term and the following semester/term. Initiate an intervention contract.	Suspend and recommend for expulsion.
3. Transferring, selling, distributing, offering, arranging, or negotiating to sell, substances which are, or are purported to be alcohol, narcotics, dangerous drugs, unauthorized prescription medications (e.g., OxyContin, Soma, Ritalin, etc.), other controlled substances, synthetic drugs (e.g., spice, K-2, bath salts, etc.), or intoxicants of any kind (including over-the-counter medications which create an intoxicating effect).	Suspend and recommend for expulsion. Contact law enforcement. *Semester means two divisions of the academic school year, usually from Aug. to mid January, and from mid January to June, with 90 school days per semester.	Suspend and recommend for expulsion.

- To enforce its policy of intolerance for drugs and other dangerous substances, the District may use specially trained nonaggressive dogs to alert staff to the presence of substances prohibited by law or District policy. The dogs will inspect inanimate objects only.
- Alcohol detection devices may also be utilized as part of an investigation or as a condition of participation in designated extra-curricular events.
- Students, lockers, and vehicles are subject to search when reasonable suspicion exists.

These rules of student discipline are subject to modification without notice due to State of California legislative action during the school year. Any additional discipline rules for your student's site are available in the principal's office.

Grounds for Suspension or Expulsion

The Board of Education authorizes the School Principal to suspend or to recommend to the Board for consideration of expulsion any student who violates the Rules of Student Discipline. Restitution may be required in cases of damage or destruction of property. Suspension or expulsion will be imposed on the first offense for offenses 1 through 11 (see page 7). For offenses 12 through 23 (see page 7), suspension or expulsion may be imposed when other means of correction fail to bring about proper conduct. However, at any time if the Principal determines that the student’s presence causes a danger to persons or property or threatens to disrupt the instruction process, the student may be suspended or expelled.

Discipline for the Use of Alcohol and Controlled Substances

Board Policy defines specific disciplinary action for the use of alcohol and controlled substances. A student will be subject to disciplinary action for the designated acts which are related to school activity and attendance and which occur at any time, including but not limited to any of the following:

- The student is on school grounds at a time when school is in session or a school-sponsored activity is in progress.
- The student is going to or coming from school.
- The student is on breaks or lunch periods whether on or off campus.
- The student is going to, coming from, or attending a school-sponsored activity.

Prohibited Acts	Disciplinary Action	
	1 st Offense	2 nd Offense
Unlawfully possessing, using, having consumed or being under the influence of alcohol, narcotics, dangerous drugs, unauthorized prescription medications (e.g., Soma, Ritalin), other controlled substances, or intoxicants of any kind (including over-the-counter medications which create an intoxicating effect).	Suspend and recommend expulsion or suspend and transfer to another high school, or the continuation high school, for the remainder of the quarter/term* and the following term*. Contact law enforcement. Initiate an intervention contract.	Suspend and recommend for expulsion. Contact law enforcement.
Unlawfully possessing, offering, arranging, or negotiating to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code.	Suspend or suspend and transfer to another high school, or the continuation high school, for the remainder of the quarter/term* and the following term*. Contact law enforcement. Initiate an intervention contract.	Suspend and recommend for expulsion. Contact law enforcement.
Transferring, selling, distributing, offering, arranging, or negotiating to sell, substances which are, or are purported to be alcohol, narcotics, dangerous drugs, unauthorized prescription medications (e.g., Soma, Ritalin), other controlled substances, or intoxicants of any kind (including over-the-counter medications which create an intoxicating effect).	Suspend and recommend for expulsion. Contact law enforcement. *Term means two divisions of the academic school year, usually from Aug. to mid Jan., and from mid Jan. to June, with 90 school days per term.	

To enforce its policy of intolerance for drugs and other dangerous substances, the District may use specially trained nonaggressive dogs to alert staff to the presence of substances prohibited by law or District policy. The dogs will inspect inanimate objects only.

- Alcohol detection devices may also be utilized as part of an investigation or as a condition of participation in designated extra curricular events.
- Students, lockers, and vehicles are subject to search when reasonable suspicion exists.
- These rules of student discipline are subject to modification without notice due to State of California legislative action during the school year. Any additional discipline rules for Rancho Bernardo High School are available in the principal’s office.

Non-Punitive Self-Referral

The Board strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her parent/guardian or any school staff member. Students who disclose past use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be punished or disciplined for such past use. (This does not include a student who is in possession or under the influence of alcohol or other drugs at the time of reporting this information.)

DISCIPLINARY ACTIONS

The chart below indicates the types of disciplinary action that may apply to each problem area. In each instance, a minimum action is suggested. The range covers suggested action for first occurrences and for repeated occurrences.

Violations	Action to be Taken		
	Range	First Occurrence	Repeated Occurrences
BUS CONDUCT	Minimum	Conference	Loss of bus privileges/Suspension or Expulsion
	Maximum	Loss of bus privileges	Permanent loss of bus privileges
CLASS CUT	Minimum	Teacher Assigned Consequences	Parent Contact / Friday School / ISS
	Maximum	Lunch Detention	S.A.R.B.*
CYBERBULLYING	Minimum	Conference and documentation	Suspension and documentation / Notification of law enforcement
	Maximum	Suspension/Notification of law enforcement	Expulsion / Notification of law enforcement
COMPUTER HACKING / VIRUSES INAPPROPRIATE USE	Minimum	Restitution and drop from computer class with failing grade and Suspension / Restriction from Campus Computers	
	Maximum		
DEFIANCE OF AUTHORITY	Minimum	Conference	Suspension
	Maximum	Suspension	
DESTRUCTION OF PROPERTY / VANDALISM	Minimum	Suspension and Restitution	
	Maximum	Expulsion and Restitution	
DISORDERLY CONDUCT / DISRUPTION OF SCHOOL ACTIVITIES	Minimum	Friday School	Removal from class with failing grade
	Maximum	Suspension	Administrative Placement
DRESS CODE	Minimum	Confiscation & change clothes	Parent Conference / Friday School
	Maximum	Suspension	
DRUGS / ALCOHOL / STEROIDS / POSSESSION / USE **	Minimum	Suspension and Transfer / Notification of law enforcement	Suspension and Expulsion / Notification of law enforcement
	Maximum	Suspension and Expulsion / Notification of law enforcement	
DRUGS / ALCOHOL / STEROIDS SALE OR PROVIDING **	Minimum	Expulsion / Notification of law enforcement	
	Maximum		
ELECTRONIC PAGING DEVICES / PHONES, ETC.	Minimum	Teacher Confiscation and Parent Pick Up	
	Maximum	Suspension	
EXPLOSIVE DEVICES	Mandatory	Suspension and/or Expulsion / Notification of law enforcement	
EXTORTION / ROBBERY	Mandatory	Suspension and/or Expulsion / Notification of law enforcement	
FIGHTING / BATTERY / ASSAULT	Minimum	Suspension and/or Expulsion / Notification of law enforcement	
	Maximum		
FORGERY	Minimum	Conference / ISS	Suspension
	Maximum	Suspension	Expulsion
GAMBLING	Minimum	Conference	Parent Conference / Friday School
	Maximum	Suspension	

Violations	Action to be Taken		
	Range	First Occurrence	Repeated Occurrences
HARASSMENT <ul style="list-style-type: none"> ▪ SEXUAL ▪ HATE VIOLENCE / BEHAVIOR ▪ HATE MOTIVATED INTIMIDATION OR HARASSMENT 	Minimum	Suspension	
	Maximum	Expulsion	
	Minimum	Expulsion and Notification of law enforcement	
	Maximum		
	Minimum	Suspension	
	Maximum	Expulsion and Notification of law enforcement	
HAZING	Minimum	Conference and documentation	Suspension and documentation
	Maximum	Suspension and expulsion	Expulsion / Notification of law enforcement
LASER POINTERS	Minimum	Conference / Confiscation	Suspension
	Maximum	Suspension	
OFF LIMITS	Minimum	Warning	ISS / Suspension
	Maximum	Suspension	
POSSESSION OF LIGHTER / MATCHES	Minimum	Warning and Confiscation	Suspension
	Maximum	Suspension and Notification of law enforcement	
PROFANITY / OBSCENE ACTS	Minimum	Conference	ISS / Suspension
	Maximum	Suspension	
SMOKING / POSSESSION OF TOBACCO PRODUCTS	Minimum	Suspension and Notification of law enforcement	
	Maximum	Suspension / Expulsion and Notification of law enforcement	
TARDINESS	Minimum	Teacher Assigned Consequences	Lunch Detention / Suspension
	Maximum	Teacher Assigned Consequences	Removal from class with failing grade
THEFT / POSSESSION OF STOLEN PROPERTY	Minimum	Suspension and Restitution	
	Maximum	Notification of law enforcement / Expulsion and Restitution	
TRANSFER / POSSESSION / SALE OF PARAPHERNALIA **	Minimum	Suspension	Suspension and Transfer
	Maximum	Suspension and Expulsion	
TRUANCY	Minimum	Friday School	Friday School / S.A.R.B. * ISS / Attendance Contract
	Maximum	Friday School	Alternative Placement
WEAPONS / INJURIOUS OBJECTS	Mandatory	Suspension and/or Expulsion / Notification of law enforcement	

* School Attendance Review Board

** See PUSD Form PP-3A6-12, "Rules of Student Discipline" (signed by all students and parents)

Senate Bill 1300 – Chapter 1254 states that for any person under the age of 21 years who has been convicted of possessing or using alcohol or other illegal drugs, there is a one-year mandatory suspension of driving privileges. Minors between 13 and 16 years of age who received such a conviction would experience a one-year delay in obtaining their driver's licenses once they reach the age of 16.

Possession of marijuana on the grounds of a public school during the hours in which school is open and offering instruction or programs for pupils K-12 is a misdemeanor. Minors may be punished on the first offense by a fine of up to \$250. Second offenses and adult misdemeanors may be punished by a fine of up to \$500 and/or ten (10) days imprisonment.

Academic Honesty: High School

At the high school level, violations are cumulative and do not start over at the beginning of each year. These guidelines do not prevent school administrators from imposing a more severe consequence based on the seriousness of the offense(s) at issue.

Academic Honesty Violation - Level 1

Plagiarizing or copying of **homework** or **daily classroom** assignments

<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
<ul style="list-style-type: none"> • Initial parent contact by teacher • Information Only Referral to Assistant Principal • "0" on assignment, as determined by the classroom teacher • May result in "U" in citizenship for the six- or twelve-week progress report, as determined by the classroom teacher. 	<ul style="list-style-type: none"> • Initial parent contact by teacher • Parent conference scheduled with Assistant Principal and teacher • Action Referral to Assistant Principal • Placement on Academic Honesty Probation for remainder of high school • "0" on assignment, as determined by the classroom teacher • Possible "U" in citizenship for the quarter, as determined by the classroom teacher 	<ul style="list-style-type: none"> • Action Referral to Assistant Principal • Parent conference scheduled with Assistant Principal and teacher • "0" on assignment, as determined by the classroom teacher • Citizenship grade of "U" for the quarter, as determined by the classroom teacher • Behavior contract established with student, parent, and administration • May result in "F" in class, as determined by the classroom teacher

Academic Honesty Violation - Level 2

- Cheating / plagiarizing on **classroom tests, quizzes, major projects, standardized tests.**
- Fabrication / Falsification
- Theft or alteration of materials or equipment
- Plagiarism
- Forgery
- Unauthorized collaboration

<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
<ul style="list-style-type: none"> • Action Referral to Assistant Principal • Parent conference scheduled with Assistant Principal and teacher • Placement on Academic Honesty Probation for remainder of high school • Possible home suspension • "0" on assignment, as determined by the classroom teacher • May result in "U" in citizenship for the grading period, as determined by the classroom teacher 	<ul style="list-style-type: none"> • Action Referral to Assistant Principal • Parent conference scheduled with Assistant Principal and teacher • Possible home suspension • "0" on assignment, as determined by the classroom teacher • Citizenship grade of "U" for the grading period, as determined by the classroom teacher • Behavior contract established with student, parent, and administration • If second offense is in same class as the first offense then: <ul style="list-style-type: none"> ▪ "Withdraw/Fail," as determined by the classroom teacher ▪ Removal from class to an appropriate setting 	<ul style="list-style-type: none"> • Action Referral to Assistant Principal • Parent conference scheduled with Assistant Principal and teacher • "Withdraw/Fail" and grade of "U" in citizenship in the class the infraction occurred, as determined by the classroom teacher. • Removal from class to an appropriate setting

***FURTHER VIOLATIONS OF THE ACADEMIC HONESTY POLICY MAY RESULT IN TRANSFER, SUSPENSION, AND/OR EXPULSION**

☐ **ACADEMIC HONESTY**

It is expected that students, parents/guardians, staff, and administrators shall be responsible for creating and maintaining a positive school climate that supports and encourages honesty. In support of academic honesty and the personal integrity of all students, the Poway Unified School District has established the following guidelines:

- Discipline rules and procedures for all violations of academic honesty will be conveyed to staff, parents, and students, in writing, at the beginning of each school year.
- Parents and students will be required to review and sign the Academic Honesty Policy and Procedures at the beginning of each school year.
- Teachers and staff will be responsible for providing safeguards that discourages acts of student dishonesty on tests and assignments.
- School staff (administrators/teachers) will enforce discipline rules and procedures as described in the school's discipline rules and procedures for all violations of academic honesty.
- Students found to be in violation of rules of academic honesty will be subject to disciplinary action outlined in the school's discipline rules and procedures.
- Teachers are encouraged to be the first point of parent contact at all levels regardless of frequency of offense.

Acts of academic dishonesty include, but are not limited to, the following:

- **Cheating on Tests**
Any giving or receiving of external assistance (either verbally, in writing, or using an electronic device) relating to an examination, test, or quiz, without expressed direction or permission of the teacher. This includes giving or receiving previously administered tests.
- **Fabrication/Falsification**
Any falsification or invention of data citation, or other authority in an academic exercise.
- **Forgery**
Falsifying or submitting academic work by forging another person's signature.
- **Unauthorized Collaboration**
Collaboration on an assignment between a student and another person, if such collaboration is not expressly directed or permitted by the teacher. This includes copying another student's work, allowing work to be copied or completing assignments for others, giving or "passing" old tests to other students for the following year, or receiving old tests from other students
- **Plagiarism**
Any use of another's ideas, words, or work, and crediting such, as one's own. Plagiarism includes the misuse of published materials, Internet information,

and the work of other students. This also includes copying another student's work, allowing work to be copied, or completing assignments for them.

- **Theft or Alteration of Materials or Equipment**

Any unauthorized taking, concealment, or alteration of student or teacher instructional materials or equipment, including, but not limited to, the District data network, internet, and other on-line resources.

Guidelines for consequences of Academic Honesty violations:

A system of **progressive discipline** shall be followed whenever practicable and the listed consequences shall serve as guidelines.

Consequences for academic honesty violations will be enforced in accordance with behavioral expectancies at the high school. Nothing in these procedural guidelines shall be construed to prohibit school administrators from imposing a more severe consequence based on the seriousness of the offense(s) at issue, including, but not limited to: leadership positions, co-curricular activities, and extra-curricular activities. Please see previous page for consequences to Academic Honesty Violations.

☐ **ATTENDANCE**

Compulsory attendance laws require that parents send their children to school. The law further states that students must attend every scheduled session of every class, even if failure is imminent. The law applies to all students until 18 years of age. Once students attain the age of 18 years they become guests and can be removed from school if their academic progress, attendance, or behavior is not acceptable.

ATTENDANCE OFFICE HOTLINE (24 hours/day)
858-485-4840

Clearing Absences

- Parents must call the Attendance Hotline at 858-485-4840 or email rbhsattendance@powayusd.com each day the student is absent or tardy. We do not accept notes.
- You may call to verify your child's absence up to two days/48 hours after your child has been absent. Absences that are not verified within the time allowed will be considered unexcused trancies.
- Twelve absences are considered excessive, unless there is a medical excuse.
- Medical Excuses – To medically excuse a tardy or absence, the State of California requires verification in writing, on official doctor's letterhead, showing student's name and date of appointment.

- Students who are more than 15 minutes late to school, including arriving between classes, during break, or lunch must check in with the Attendance Office before going to class. Five tardies are considered excessive and will be subject to disciplinary action.
- Students who have a 4½ period class must consider that part of their regular school day. They must not leave campus prior to the class without an Off-Campus Pass.
- Students who are attending off campus classes will be considered truant if they do not arrive to their RBHS class on time.

Off-Campus Passes & Leaving Campus During School Hours

- Students who need to leave campus during school hours must be excused by a parent or guardian prior to the time the student is released. Contact the Attendance Hotline at 858-485-4842 the day before or at least 3 hours in advance. All calls received with less than 3 hours’ notice will require a parent to come to the attendance office with ID. It is the students’ responsibility to pick up the off-campus pass at the Attendance Window (before school or during break or lunch). We do not interrupt the classroom by delivering passes. Leaving campus without a pass will result in truancy.
- The Health Attendant may issue Off-Campus Passes in case of illness.
- Students who leave campus without properly checking out of school as outlined above will be subject to disciplinary action. This includes students who leave for legitimate reasons such as medical appointments but fail to properly check out of school by picking up their pass from attendance.
- Parent phone calls to dismiss students for lunch are not accepted. Parents must come into the attendance office if they want their student to leave for lunch.
- **ABSOLUTELY NO FOOD DELIVERY SERVICES OR RESTAURANT DELIVERIES WILL BE ALLOWED ON CAMPUS AT ANY TIME.**

Two times a student MUST report to the attendance office:

- When arriving more than 15 minutes late to school
- When leaving before the end of the school day (this includes 4½ period classes)

ATTENDANCE REQUIREMENTS FOR PARTICIPATION IN SCHOOL ACTIVITIES

A student must attend a minimum of 2/3 of the day in order to participate in any school activity (such as an athletic contest, play, field trip, academic league, club activity, rehearsals, practices, etc.) that takes place that day. Parent knowledge of a student absence will not excuse the absence. In order for the student to be eligible

for participation, the principal must be consulted prior to the absence.

CELLULAR TELEPHONES

(see Electronic Devices) Cellular phones are to be turned off and hidden from view during class time.

Videotaping using any type of device on campus without permission from an administrator is prohibited.

CITIZENSHIP

Striving for excellence is a tradition at Rancho Bernardo High School. This excellence comes as a result of hard work and sacrifice by many students in a variety of roles. It is essential that students who represent Rancho Bernardo High School exhibit behaviors both on and off campus which would not detract from, tarnish or mar the reputation of a team, program, or school. Our student leaders should act as meaningful, productive members of society, showing good citizenship toward all. They should, through their own degree of good citizenship, provide the role models necessary to maintain the high level of excellence and provide leadership for other student followers.

Failure to live up to these standards may result in students being removed from the positions they hold including all co-curricular activities such as team sports, clubs and ASB offices.

CLASSROOM BEHAVIOR

Inappropriate behavior in class is unacceptable and subject to disciplinary action. All students are expected to follow the Rancho Bernardo High School classroom rules which are posted in all classrooms.

COPYRIGHTED MATERIAL

It is the intent of the Poway Unified School District that all staff members and students shall adhere to the provision of copyright laws in the use of instructional materials. Copyright guidelines specify the appropriate use of printed materials; sheet and recorded music; computer software; audio recordings including records, disks and tapes; films, videotapes, filmstrips, overhead transparencies, or slide programs; off-the-air taping (radio and television); rental, purchase, and use of videotape. Copyright guidelines for specific materials are available in the RBHS library.

Source: PUSD Administrative Procedure. Educational Program, Use of Copyrighted Material. California Department of Education. Suggested Copyright Policy and Guidelines for California’s School Districts_ 1991. Policy Section 3.28

CONFLICT RESOLUTION

During the 1992-93 school year, the students created the following conflict resolution:

- Agree to avoid the use of derogatory names.

Core Values of RBHS are Exemplified as follows:	
HONESTY	Truthfulness; sincerity; candidness not stealing or cheating
INTEGRITY	Being virtuous; showing commitment behavior reflects beliefs
PROMISE KEEPING	Trustworthiness; reliability; being prudent about making commitments and scrupulous about meeting them
FAIRNESS	Objectivity; open-mindedness; being just and fair
CARE FOR OTHERS RESPECT FOR OTHERS	Kindness; compassion; sharing; acknowledging the rights of others, including personal consideration of their feelings, dignity, and privacy; being courteous and helpful
RESPONSIBLE CITIZENSHIP	Accepting social responsibility; being law-abiding
PURSUIT OF EXCELLENCE	Striving for excellence; persevering; being diligent, reliable, careful, prepared and informed
ACCOUNTABILITY	Accepting responsibility for actions
LOYALTY	Faithful devotion to obligations; maintaining confidences; fidelity
TEMPERANCE	Being patient, moderate, careful; self-restrained in conduct; thought preceding action
COURAGE	Bravery; taking appropriate risks; having the courage of one's convictions; being capable of self-sacrifice

- Agree to try to understand the intent of another person's actions before reacting.
- Agree to respect individuals as they are.
- Agree to educate and learn from each other.
- Agree that educators should be educated on culturally sensitive issues/themes.
- Agree that students want and need input on administrative decisions.
- Agree that students should be educated from a global perspective.
- Agree to listen to each others' perspective.
- Agree all cultural clubs are open to all students.
- Agree that only united as a student body can issues be resolved.
- Agree to request mediation between students and staff when necessary.

CORE ETHICS / NON-DISCRIMINATION

Rancho Bernardo High School is committed to being a community of thoughtful persons in the way we use our minds and the way we relate to one another. We are dedicated to developing character through a school-wide

effort of students and staff to examine and bring to life the following habits of mind:

Rancho Bernardo High School encourages all students to be respectful of others, including other students, faculty, staff, and parents. This would include being tolerant of differences as well. Racially or gender oriented offenses will not be tolerated and are subject to strict discipline.

NONDISCRIMINATION STATEMENT: The Poway Unified School District (PUSD) is an equal opportunity employer/program and is committed to an active Nondiscrimination Program. PUSD does not discriminate on the basis of race, color, national origin, sex, sexual orientation, ethnic group identification, ancestry, religion, gender, gender identification, mental or physical disability. For more information, please contact Associate Superintendent, Personnel Support Services, Poway Unified School District, 15250 Avenue of Science, San Diego, CA 92128-3406.

CYBERBULLYING

Any student engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed specifically toward a pupil or school personnel, as defined in California Education Code Section 32261 in subdivisions (d), (f) and (g), will be subject to District Discipline regulations.

DANCES AND DANCE POLICY

Dances at RBHS are a fun and exciting opportunity for students. To ensure students have a safe and enjoyable time, the following regulations are in place:

- Students must show an RBHS school ID card to purchase tickets AND enter the activity.
- Approved guests must show a driver's license or photo identification AND have an approved guest pass.
- Middle school students or guests over 20 years of age are not permitted to attend RBHS dances.
- Students must be at the dance by 10:00pm or they will not be admitted. Students may not exit and reenter the dance.
- RBHS students are responsible for both their own behavior and that of their guest.
- RBHS students and guests are expected to dress appropriately for the dance and follow dress code.
- Sexually explicit dancing (i.e. freaking, grinding, or dirty dancing) and dancing that may result in disruption or injury (i.e. slamming, moshing, etc.) are prohibited.
- Absolutely no use or possession of alcohol or drugs is allowed at any RBHS dance. PUSD discipline policies will be enforced.
- Students need to make arrangements in advance to be picked up immediately after the dance.
- Guests and students are subject to searches and/or random breathalyzer checks.

- Financial, disciplinary, and attendance obligations must be fulfilled to be eligible to attend the Prom.
- Students may not transfer or sell tickets to any other student.
- **Dance tickets are non-refundable.**

☐ DEFIANCE OF AUTHORITY

All school staff members are in a position of authority on campus and at any school-related activity. Direct challenges or verbal abuse toward a staff member will result in disciplinary action. If the challenge or verbal abuse is considered a threat of bodily harm to a staff member, disciplinary action could result in arrest and possible expulsion from the Poway Unified School District.

NOTE: By law, students are required to do what is reasonably asked of them as long as the request does not cause physical or mental danger to them. If a student feels he/she is being treated unfairly, the student should refrain from arguing with the staff member and take the appeal to an administrator. **School staff is defines as any and all adult personnel.**

☐ DRESS CODE

The administration, faculty, and staff at Rancho Bernardo High School are dedicated to the primary mission of “College & Career Readiness for All - A Pathway for Student Success.” Our efforts are made more meaningful when we have a campus climate that encourages high personal standards, academic engagement, individuality, and respect for self and others. The RBHS dress code helps to create this climate.

In order to dress for success, school apparel should be neat, clean, appropriate for school activities, and follow standards of common decency and safety. Students are held responsible for dressing appropriately to ensure a professional learning environment. Appropriate clothing guidelines include the following:

- Tops completely cover chest, abdomen, and back.
- Shorts/skirts completely cover back side/buttocks.
- Undergarments are not visible (directly or indirectly).
- Footwear is worn at all times.
- Apparel does not disparage or marginalize any group (culture, religion, ethnicity, etc.)
- Apparel does not promote or mention violence, drugs, alcohol, profanity, sexual references, or gangs.

If students arrive to school dressed inappropriately, the following actions will be taken:

1st Offense: Student will need to change his/her clothing or will be given a change of clothes to wear for the remainder of the school day.

2nd Offense: Parent will be called. Student will need to change his/her clothing or will be given a change of clothes to wear for the remainder of the school day.

3rd Offense: Student will receive a Friday School. An administrator will call the parent. Student will need to change his/her clothing or will be given a change of clothes to wear for the remainder of the school day.

Let’s work together to make the learning environment at RBHS the best it can be.

☐ EARLY DEPARTURE POLICY

A written “request for early departure” is required. Students who leave school prior to the end of each quarter will take their finals upon their return. These students need to make arrangements with their teacher for their tests.

Students who leave school prior to final exams of Quarter 4 will take their finals upon their return. Students may call during the summer to make arrangements with the Registrar to take their finals in June or July. Students who do not take their finals during the summer months may take them after the start of school in August. In this case, the student will need to make arrangements with their teachers to take their finals.

Students that leave permanently prior to the end of the school year must refer to School Board Policy 3.6.2.

☐ ELECTRONIC DEVICES* (i.e. I-Pod, Cell Phones, Speakers, etc.)

Protecting instructional time in the classroom is essential for creating a productive learning environment. In order to maintain the integrity of the classroom, all electronic devices must be turned off and be out of sight before entering the classroom setting. The following Electronic Device consequences (cumulated annually) are in effect during the school day:

1st Offense: Device is confiscated and sent to the Assistant Principal’s office. A phone call is made to the parent informing them of the offense.

2nd Offense: Device is confiscated and sent to the Assistant Principal’s office. The parent/guardian must meet to retrieve the device. Student will receive 1 week of lunch detention.

3rd Offense: Device is confiscated and sent to the Assistant Principal’s office. The parent/guardian must retrieve the device. The student is given 1 week of lunch detentions, 1 Friday School and must meet with the Assistant Principal.

After the first offense devices will be released to parents/guardians ONLY. It is the responsibility of the parent to pick up the device during school hours.

*Videotaping on campus without permission from an administrator is strictly prohibited.

RANCHO BERNARDO HIGH SCHOOL AND POWAY UNIFIED SCHOOL DISTRICT ARE NOT LIABLE FOR THEFT OR LOSS OF ANY PROPERTY FROM CAMPUS AT ANY TIME, INCLUDING ALL EXTRA-CURRICULAR EVENTS.

EXPLOSIVES, WEAPONS, AND RELATED DEVICES

- Any weapons or simulated weapons brought on campus will be confiscated. The result could be possible arrest, prosecution, and expulsion. The list of prohibited weapons is, but not limited to: guns, air-powered guns, B-B guns, pellet guns, paint ball guns, stun-guns, zap, and zip guns.
- All types of knives regardless of size or design, and similar sharp or pointed objects, regardless of length, are considered weapons and are not to be brought on campus. Disciplinary action including suspension and/or expulsion will result.
- Look-alike weapons are prohibited. Students who bring look-alike weapons to school are subject to suspension and/or expulsion.
- Any student proved to be in possession of firecrackers or any other explosive device will be suspended with consideration of expulsion.
- Any student found guilty of setting off an explosive device, including firecrackers and “poppers”, will be suspended pending recommendation of expulsion.

California Education Code 49331: *Any certificated employee of any school district and any classified employee of a school district who is designated by the governing board for such purposes may take from the personal possession of any pupil upon school premises or while under the authority of school personnel any injurious object in the possession of the pupil.*

FACULTY ROOMS

Students are not allowed in the faculty workroom, faculty offices, staff restrooms, or faculty lunchroom. T.A.s may be in faculty rooms only when supervised by the faculty member to whom they are assigned.

FIGHTING/BATTERY

Rancho Bernardo High School is committed to being a Fight-Free Campus. Fighting is an unacceptable way to resolve conflict and will not be tolerated on this campus. Serious steps, which may include citation by the San Diego Police Department, will be taken toward anyone involved in verbal or physical aggression directed toward any other person. Furthermore, battery is illegal and anyone attacking another individual or joining or “jumping” into a

fight already in progress is subject to arrest as well as severe disciplinary action.

The faculty, counselors, and administrators are always willing to help students resolve conflicts. Utilize these resources when the situation warrants and before it becomes “physical.”

NOTIFICATION REGARDING VIOLENT STUDENT BEHAVIOR

The school district shall, in accordance with Education Code Section 49079, inform the teacher of each pupil who engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a

law enforcement agency, regarding a pupil described in this section.

FOOD AND NUTRITION CENTER

There are two options for purchasing high school lunches:

- Students may participate in the National School Lunch Program in which a complete lunch meal includes: choice of entree, fruits, vegetables, and milk for only \$3.50.
- Free and Reduced priced complete meals are available for all students who qualify. Lunch applications are available in the school office, the Food and Nutrition Department or online at <http://www.powayusd.com/Nutrition/FreeReduced.shtml>. New application must be completed each year, one per family.

Students may also purchase individual items from the Nutrition Center’s a la carte menu.

Both the complete Lunch menus and A La carte Menu can be accessed on line at www.powayusd.com/Nutrition (Selections vary by site).

PUSD has a no borrowing policy regarding school meals. Meals may be purchased with cash or by using the pre-payment option to establish or replenish a personal lunch account. Pre-payments can be made by check or cash and dropped off at the Nutrition Center or school office. Credit card payments may be made to your student’s lunch account through www.schoolpaymentsolutions.com Our computer system accounts for all school meals and maintains the confidential status and security of all students electronically. Students may be required to show their student picture ID in order to access their lunch account.

For further information, please visit the PUSD Food and Nutrition Department website at <http://www.powayusd.com/Nutrition>.

ABSOLUTELY NO FOOD DELIVERY SERVICES OR RESTAURANT DELIVERIES WILL BE ALLOWED ON CAMPUS AT ANY TIME.

GAMBLING

Gambling in any form is prohibited by law. Therefore, pitching or flipping coins, rolling dice and any other form of gambling will result in disciplinary action.

GANG POLICY

The Board of Education of the Poway Unified School District believes in a safe and orderly environment for students and desires to keep District schools free from the harmful influence of gangs and gang behavior. Therefore, the Board encourages activities that will allow students to pursue their common interests in a positive way and to resist peer pressure to become involved in gang activity. The Board prohibits behavior that provokes confrontation, violence, or disruption of the school environment (5.25 Gang Prevention Policy).

GRADUATION

Students may participate in the graduation ceremony if they have completed a minimum of 230 credits and all of the requirements for graduation. Seniors must have all financial and discipline obligations fulfilled to be eligible for senior activities and graduation ceremonies.

HALL PASSES

Students are required to have an authorized pass in their possession anytime they are outside of their classrooms.

- Special badges for the use of office aides, teachers' aides, and organizations will be supplied by the administration and counseling. The badges should be worn in plain view.
- Students must carry their restroom or hall passes in hand and present it to staff members when asked to do so.
- Students out of class without benefit of an approved hall pass will be subject to disciplinary action. Verbal authorization to be out of class without a pass will not be accepted.
- Students are not allowed to use soda, snack machines, or electronic devices during class times.

HARASSMENT/DISCRIMINATION

Harassment is unwanted and unwelcome behavior from others which interferes with another individual's life. When it is sexual in nature, it is "sexual harassment". When it is racial in nature, it is a "hate-motivated behavior" or sometimes a "hate crime".

Harassment on the basis of race, ethnicity, sexual orientation, religion, or gender is a violation of both federal and state employment discrimination laws as well

as District Policy and Administrative Procedures (Title VII of the 1964 Civil Rights Act, the 1991 Civil Rights, the Educational Amendments of 1972, Education Code Section 212.5 and Board Policy). The District is committed to providing students with an academic environment that is free from harassment and discrimination.

Discrimination is negative or unfair treatment toward an individual based on race, ethnicity, sexual orientation, religion, or gender.

These acts are prohibited:

- Vulgar letters, notes, posters, symbols or other writings offensive to students of a specific race, ethnicity, sexual orientation, religion or gender.
- Comments, gestures, or touches of a sexual nature that are deliberate and unwelcome.
- Any forced action such as pulling clothes down, blocking or cornering someone in a sexual way.
- Negative comments, slurs, or behaviors based on race, ethnicity, sexual orientation, religion, or gender.
- Vandalism to personal or District property.
- Force or threat of violence through outright actions, intimidation, or bullying.

NONDISCRIMINATION STATEMENT: District programs and activities shall be free from discrimination with respect to gender, race, color, religion, national origin, ethnic group, marital or parental status, and physical or mental disability.

There are several important things you should know about if you feel you are being harassed or are a victim of discrimination.

Tell someone you trust, such as a parent, teacher, counselor, or administrator. Complaints are required to be in writing and will include an interview with a site administrator. Any student who falsely accuses another student or staff member of sexual or racial harassment is subject to disciplinary action.

The policy governing sexual harassment is Article 5.24 of Board Policy, adopted August 17, 1992. The legal references for this policy are found in the Education Code, in the Title VII of the Civil Rights Act of 1964, and in Title IX of the Education Amendments of 1972.

HATE HARASSMENT and HATE BEHAVIOR

In order to foster a supportive environment for a diverse student body, the Poway Unified School District provides guidelines to assist in the reduction and/or prevention of hate harassment and hate behavior (School Board Policy 5.28.1). Report all hate behavior to staff and administration.

Definition of Hate-Motivated Behavior:

Poway Unified School District Board Policy, supported by the California statute, defines hate-motivated behavior as an act, or attempted act, motivated by hostility toward a victim's actual or perceived race, ethnicity, national origin, immigrant status, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic. Hate-motivated behavior is elevated to a

criminal act, defined as hate violence by the California Education Code Section 200.3 and section 422.55 of the California Penal Code.

HAZING

Hazing in any form, including initiation, which is degrading, is strictly forbidden by California State Law. No student shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or other person. Persons violating this policy shall be subject to District discipline, misdemeanor penalties, and forfeiture of entitlements.

I.D. CARDS

Student must be in possession of their I.D. card at all times during the school day. Students are required to show them to any staff member upon request. I.D. cards are necessary for admittance to athletic events, dances, and other school-sponsored activities. Students must present I.D.s when purchasing items on campus and checking out any library materials. Replacements for lost I.D. cards are processed in the main office for a \$5.00 fee.

LIBRARY

The RBHS Library is the academic hub of the school. It is open M-Th 7:00am - 4:00 pm and Fri 7:00am – 3:00pm. Students may check their library/textbook record online, search the catalog, access online databases, renew books, and checkout e-books by visiting the RBHS library webpage. To Login, students should use their Novell username and password. To renew materials, click on *Library, Book Catalog: Search, Login, and then Renew.*

Students may access magazines, academic journal articles, and eBooks by logging into our password protected online databases. Pick up a list of passwords at the circulation desk or on your My Connect library page..

Our library has over 43,000 books available for checkout. Students may check out up to 10 library books at a time for a period of 3 weeks. Reference materials may be checked out overnight. Fines will be charged for damaged or lost materials.

Over 2,400 eBooks and audiobooks are available 24/7 at <http://powayusd.lib.overdrive.com> or download the free app at <https://app.overdrive.com> .

The PUSD Technology Acceptable Use Agreement will be enforced. Library computers are to be used for school purposes only. Our 100 PCs provide students with internet access and are loaded with MS Office, Adobe CS3, Inspiration, and Moviemaker. Our iMacs enable students to edit videos and use other Mac productivity software.

Our goal is to provide a safe, welcoming, and respectful environment for all library users.

The following rules will be enforced to foster this environment:

- No eating and/or drinking. (Bottled water is permitted.)
- Library is primarily for schoolwork not socializing.
- Cell phone conversations are not permitted.
- Hall passes are required for students who come independently from classes.
- Off roll students must sign-in using their ID's and are permitted during the day provided space is available in the library.

LITTERING

Students are encouraged to keep Rancho Bernardo High School clean at all times. Students caught littering will be subject to disciplinary action, including campus clean-up.

LOCKERS

- **A locker is issued for the convenience of the student during the school day.** A P.E. locker is issued during the first P.E. class for those students taking P.E. A Rancho Bernardo High School issued lock, purchased at the ASB Student Store, can be used on all RBHS lockers. Students are responsible for purchasing the RBHS locks. Any lock other than the RBHS purchased lock will be cut off (at the student's expense) if the Administration needs access to the locker(s).
- Rancho Bernardo High School is not liable for personal property destroyed or stolen on campus. RBHS and PUSD are not liable for articles placed within lockers at any time. Articles placed within lockers, including textbooks, are the sole liability of the individual who has chosen to use the lockers. Students are responsible for payment of textbooks that are damaged, lost, or stolen from lockers.
- RBHS lockers are older and not very secure. It is recommended that lockers be used only during the school day. All articles should be taken home at the end of each day. Adherence to this recommendation will help prevent theft.
- Rancho Bernardo High School will not be responsible for maintaining the combinations for RBHS locks. Students who lose or forget their combinations may see the campus supervisors for instructions.
- **Students must use only their assigned locker.** Locks that are placed on lockers other than the assigned locker will be removed and will result in a Friday School.
- Any damage or needed repairs to lockers should be reported to the secretary in the administration office.

- Students who write on or deface lockers will be subject to disciplinary action. Defacing lockers is considered vandalism and restitution must be made.
- Items located in a student's locker or car are considered to be in the student's possession.
- Administration has the right to search lockers at any time without notice.

☐ LUNCH PASSES

- Lunch passes are available to senior students only, with parental permission. To be considered, a senior student must have a minimum of 170 credits at the beginning of the fall term (Adm. Procedure 3.6.5). In addition, the senior must have a minimum GPA of 2.0 and no attendance or disciplinary issues. This pass allows a student to leave campus during the lunch period only and to return for the afternoon session. The parent/guardian who wishes to have his/her student issued a permanent lunch pass must come to the office and complete the lunch pass contract. Parents /Administrators may revoke the pass at any time.
- Applicants must have satisfactory discipline and attendance records or the pass will not be issued.
- Any abuse of the lunch pass privilege or violation of the lunch pass contract will result in disciplinary action and/or loss of the lunch pass privilege. Abuses would be such things as loaning the pass to other students; failure to show pass when leaving; habitual tardies to class after lunch; misbehavior off campus during the lunch period; class cuts or truancies (whether or not related to the use of the lunch pass); discipline problems.
- Lunch passes are only valid during the scheduled lunch period. If a student does not return after lunch, a parent/guardian must call in that day or the absence will be considered a truancy, which cannot be cleared.
- ABSOLUTELY NO FOOD DELIVERY SERVICES OR RESTAURANT DELIVERIES WILL BE ALLOWED ON CAMPUS AT ANY TIME.

☐ MEDICATIONS

Poway Unified School District philosophy is that parents bear the primary responsibility in providing medication for their students. Whenever possible, medication should be administered at home. Parents have the option to personally administer medication to their child at any time during the school day. Health assistance can be provided to support student learning and attendance. Medication administration is provided under the direction and indirect supervision of the resource nurses in Health Services. If a student needs medication during the school day, the following procedure must be followed: According to Ed Code, **Complete an Authorization for Medication Administration form (H-26) for all prescriptions, over the**

counter, and herbal medication. The form requires signatures by both the parent and the student's physician. The physician must be licensed in the state of California.

- The completed form should be given to the Health Technician at the same time as you deliver the medication.
- The medication must be in a pharmacy-labeled container stating the student's full name, medication name, proper dosage, and time to be given. Over the counter medication must be in its original packaging, no baggies or pill boxes.

Please check the expiration date on all medication you provide to the school site and update this medication as needed.

- **Long term medication:** Provide no more than a 1 month supply and replenish the medication as needed.
- **Over-the-counter medication (i.e. Benadryl, Tylenol, or herbal medication):** Medication must be in original container clearly labeled with student's name.
Diabetics - Diabetic Management plan must be filled out and signed by parent and doctor. The diabetic management plan and all emergency medication (glucagon and glucose gel) should be given to the health tech.
- **Epipens and Epinephrine auto-injectors:** A Potential Anaphylactic Reaction form (H-58) should be completed and signed by physician and parent. (H-26 form is not necessary)
- **Asthma:** Please provide spacers for inhalers, if indicated, and review your child's use of the inhaler with the school site Health Technician.
- **Sports Teams and Medication:** Health Technician and Coaches can communicate and share forms. However, you must provide separate containers of medication for each location.

Note: Poway Unified School District has a "zero tolerance" drug policy for all students.

Do not put your child at risk of receiving disciplinary action! Don't send your child to school with any medication unless you have followed the medication procedure. Remember, even Tylenol or Advil are considered to be drugs.

The only medications that can be carried at school without a parent's and doctor's authorization are contact solution, lip balm, and cough drops.

Students may carry their own medication only if they are responsible and an Authorization to Carry Medication While at School form (H-26B) has been signed by the physician, parent, and student.

To find medical forms please go to www.rbhs.org under the parent tab and click on medical forms. This will take you to the district website for health services click on the blue highlighted link that says medication.

OFF LIMITS AREAS

During break and lunch students are required to eat in the covered lunch area adjacent to the cafeteria, the large quad area between the cafeteria and the Administration Building, or the small quad between the Library and Science building. All other areas of the campus are off limits for eating. **The following areas are off limits during break and lunch:**

- The parking lots
- Public streets adjacent to campus
- Bernardo Heights Middle School
- Stadium
- All athletic fields
- Stairway to gym by 700 building
- Sidewalks along the perimeter of the school
- Locker areas by the gym
- Locker areas at Performing Arts Theater
- Area behind the Gym/Locker Room

On rainy days students will be allowed to eat under covered areas throughout the school. Students who go on the Bernardo Heights Middle School campus are subject to disciplinary action.

OFF ROLL SCHEDULES

Students are expected to leave campus when their individual school day ends, unless other arrangements have been made with the administration.

If a student requests a minimum schedule during one or more quarters for the school year, parents and students must complete an Off-Roll Permission form with the counseling office. A minimum schedule is one that has your student enrolled in fewer than three courses in a quarter. Only students who are on track to graduate may request a reduction in their school schedule.

OTHER SCHOOL CAMPUSES

Rancho Bernardo High School students are not to be on the campuses of other schools in this District or other districts prior to, during, or after school hours. Students reported as being on other campuses will face serious discipline consequences.

PROFANITY OR VULGARITY

Use of profanity or vulgarity is offensive to good taste and will not be accepted or tolerated at school or at a school activity. Disciplinary action will result should a student use this type of language. According to the California Education Code, students may be home suspended for obscene acts or engaging in "habitual profanity or vulgarity".

PUBLIC DISPLAYS OF AFFECTION

Inappropriate displays of affection are not acceptable in the school setting. Students will be expected to exercise good judgment and restraint when showing affection.

REPORT CARDS / PROGRESS REPORTS

Report cards are mailed home quarterly from the district office. Progress reports are issued four times a school year for students receiving a C or below. These reports are distributed directly to the student. It is the student's responsibility to bring the progress report home. Progress reports will be issued in September, November, February, and May. Students who receive an F in any quarter will receive an automated call and email.

SEARCH AND SEIZURE

School officials have a duty to protect students from the possible dangers of contraband, such as weapons or controlled substances. While the rights of students are a high priority, when situations of reasonable suspicion warrant, searches of vehicles, lockers, backpacks, purses, pockets, and other personal belongings will be performed. Our goal is to maintain a safe and orderly environment free of weapons, drugs, or paraphernalia which can negatively influence the climate of our school. In an effort to enforce its policy of zero tolerance for drugs, the District may use specially trained non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or District policy. The above inspections shall be unannounced.

SEXUAL HARASSMENT (PUSD BOARD POLICY 5.24)

The Poway Unified School District recognizes that harassment on the basis of sex is a violation of both Federal and State employment discrimination laws as well as District Policy and Administrative Procedures. The District is committed to providing all students with a school environment free from sexual harassment and will not tolerate such conduct on the part of any student or District employee. Any student with a complaint of sexual harassment should implement the complaint process contained in the Administrative Procedures. No individual will suffer reprisals for reporting incidents of sexual harassment or making any complaints. (Copies of the Administrative Procedures may be obtained from the office.) The District will promptly and thoroughly investigate any complaints of sexual harassment and will take immediate action to resolve such complaints.

SKATEBOARDS and SCOOTERS

Skateboards and scooters are not to be ridden on campus. A general rule is for the wheels not to be touching the ground at any time.

SMOKING/USE OF TOBACCO/VAPING

State law prohibits smoking, possession or use of tobacco, or any product containing tobacco (including chewing

tobacco, Nicotine and Vaping devices), by students while on campus or while attending school-sponsored activities. Tobacco use is prohibited before and after school, in the parking lot, in or out of cars, and outside school entrances and areas adjacent to and around school property. Possession of lighters, matches, and other smoking paraphernalia is prohibited.

First tobacco violation may result in Friday school or suspension. Repeated violations will result in suspension.

❑ SPORTS EQUIPMENT/TOYS ETC.

Athletic equipment and toys such as baseball bats, basketballs, tennis balls, rackets, Frisbees, skateboards, dice, etc., are not allowed on campus during regular school hours. Water pistols, water balloons, and other similar devices are considered a very disruptive influence and are not allowed.

❑ STEROIDS

Steroids are recognized as dangerous drugs. Use, possession, or sale of steroids on campus or at school-sponsored activities will not be tolerated and will result in disciplinary action, including suspension, transfer, or expulsion.

❑ STUDENT PARKING (JUNIORS & SENIORS ONLY)

- Senior and Junior students **MUST** read the parking Power Point on rbhs.org and take the required test to obtain a parking permit.
- Students must also attend a Start Smart course, provided free of charge several times a year, **WITH** a parent/legal guardian in order to request a parking permit.
- RBHS has reserved parking spots for senior students who choose to purchase one in the student lot. The spots are painted blue and numbered. These spaces are reserved from 5:00 a.m. to 3:00 p.m.
- The staff lot is off limits to all students from 7:00 a.m. to 3:00 p.m.
- **Students may park in the student parking lot only.** Due to a very limited number of parking spaces in the student lot, parking is available only to Juniors and Seniors, based on the following criteria:
 - On track for graduation with credits (Seniors = 170 and Juniors = 110 at the start of the school year)
 - In good standing with regards to academics, discipline, and attendance.
- The use of the student parking lot and bicycle rack is at the students' own risk. Neither Rancho Bernardo High School nor the Poway Unified School District assumes any responsibility for loss, damage, or theft. For everyone's protection,

it is advised that all students keep their vehicles locked.

- There is a \$5.00 fee for replacement parking stickers and/or an additional sticker.
- All motor vehicles must be registered with campus security. Each driver will be required to complete a registration form with parent signature, present current registration from the California Department of Motor Vehicles, current vehicle insurance, a valid California driver's license, and a current RBHS ID card in order to obtain a parking permit. All students who park in the lot must have a student parking permit. **Vehicles without permits will be cited.**
- Any student who drives to school using a different car, must have a valid parking permit in effect to park in the student lot. These vehicles are to be registered with the Attendance Office before the morning break. The vehicle will be cited for that day if the student does not have a parking permit on file or fails to sign in.
- Vehicles parked on campus must display a valid parking permit on the front left driver's side window. All permits must be affixed directly onto the window. Taping a sticker to the window will result in a citation. No permits will be honored if they can be moved from one vehicle to another.
- Vehicles parking in unauthorized areas, including the staff parking lot, or vehicles not displaying the approved permit will be subject to a parking violation citation. This may result in a fine and/or loss of on-campus parking privileges for a specified period of time.
- Students may not loiter in any parking area during any part of the school day.
- Park inside marked stalls only. Do not park on or over the stall lines. Vehicles that use two or more stalls are subject to being cited.
- Students should not park on the public streets near the campus as most streets are posted with limited parking. Also, the local residents have requested that the students not park on the streets.
- Parking permits are valid for the current school year only. Students must get a new permit and sticker from the office each year. The first sticker is free. Subsequent stickers are \$5.00/year.
- The following areas are off-limits to student parking; cars parked in these areas will be cited: faculty parking areas, fire lanes, Performing Arts Center, the gym, pool, or athletic fields, the bus lane, or Bernardo Heights Middle School. Students are to park in the student lot only.
- **PARENTS PLEASE NOTE:** Parking anywhere at Rancho Bernardo High School is by permit only. All visitors, regardless of length of visit, must register with the receptionist to avoid being

issued a parking citation. Specially marked visitor spaces are available in the staff lot for short visits to campus.

- Students should be aware that ALL contents of their vehicles are considered “in their possession” and fall under the guidelines and policies of Poway Unified School District. The vehicle driven to school by the student is considered his/her vehicle for that day.

The RBHS Administration reserves the right to revoke a parking sticker as a discipline response to any inappropriate behavior.

SUSPENSIONS

- In the event of an at home suspension, students are not permitted on school property or at any school related events, including but not limited to sporting events, performances, and school dances. This is in effect until the first school day following their suspension.
- In school suspensions (ISS) are assigned for the entirety of the school day, i.e. 7:30am-2:30pm, regardless of the student’s scheduled classes. Students must communicate with their teachers in advance about their assigned ISS and should come prepared with classwork/homework, projects, and/or study materials for each class.

TARDIES/UNEXCUSED CLASS TARDINESS

See “Attendance”

TECHNOLOGY—APPROPRIATE USE

The use of the PUSD computer system is a privilege for which all users (students, staff and community members) accept responsibility. The computer system is intended to provide:

- Support for learning
- Additional resources for general information
- Increased opportunities for communication
- Increased opportunities for personal growth

The PUSD computer system must be shared and available to all users. The computer system then may not be used in such a way as to disrupt or interfere with its use by others. Inappropriate conduct in the use of the system includes, but is not limited to:

- Damage, vandalism, or theft of equipment.
- Theft, privacy, or altering of software.
- Theft of services.
- Use of the system to communicate unlawful information or to transmit computer viruses.
- Sending information which is pornographic, obscene, sexist, racist, or abusive.
- Plagiarism of ideas or information.
- Violation of copyright law.
- Use of the system for commercial purposes or for political campaigning.
- Other conduct deemed objectionable by PUSD:

Inappropriate computer use, including hacking and/or the introduction of a computer virus violates school rules and will result in disciplinary action. Disciplinary action includes restitution, suspension, being dropped from computer classes with a W/F (withdraw/fail) and the filing of a report with the police. Computer “hacking” is illegally entering a computer system. A computer “virus” is a program that once entered into a computer will destroy software and computer memory (Penal Code, State of California, Section 502 [A-C]).

All students will be asked to sign a PUSD Acceptable Use Agreement, Technology, and Telecommunications Resources.

TEXTBOOKS

- Students will be issued one copy of the textbook required in each of their classes.
- Students may check their library/textbook record online by visiting the RBHS Library website. Click *Book Catalog: Search, Login, Renew*. Click *Login*. Username and Password are the same as Novell/Windows credentials.
- Students are responsible for returning the exact book issued in good condition by the due date. It is recommended that students not store textbooks in lockers as lockers can leak. Students are responsible for books stored in lockers, including theft and/or damage.
- Fines may be charged for lost or damaged textbooks.
- Seniors must clear all library and textbook obligations by the last day of senior finals.
- Upon course completion, textbooks must be turned in to teachers along with a signed textbook form.
- A \$10/book processing fee will be charged for refunds made for library books and textbooks.

THEFT/PROPERTY DESTRUCTION

Theft and property destruction may result in police action and possible prosecution. Restitution will be required and disciplinary action will be taken. The parent/guardian is legally responsible to pay for any losses due to proven theft/damage to public property caused by the student.

TRUANCY/CLASS CUTS

Students who miss from 15 minutes to a full class period without an approved excuse will be considered to have cut the class and will be subject to disciplinary action. Students who fail to return to class or leave without permission, regardless of the time missed, will also be considered to have cut class.

If a teacher fails to show up by the time the tardy bell rings, students are to remain by the door until the teacher or administrator arrives. Students who fail to do so will be considered to have cut class.

Students who miss an entire day of school without a legitimate excuse are considered truant from school and are subject to disciplinary action. Excessive absences/truancies may be referred to the School Attendance Review Board (S.A.R.B.).

☐ UNSAFE BEHAVIOR

Your physical safety at Rancho Bernardo High School requires that you make mature and appropriate decisions regarding your own behavior. Being involved in aggressive “mock fighting,” horseplay, or dangerous activities such as scaling fences or sitting “on” moving vehicles can be extremely hazardous. Students are asked to use common sense and good judgment to avoid putting themselves at risk.

In addition, students involved in throwing ANY objects at other students or into crowds will be subject to severe disciplinary action.

☐ VISITORS

- Students are not permitted to bring visitors on campus. Visitor passes will not be issued.
- In order to ensure campus security and protection to students, the campus policy regarding the presence of non-students on campus is enforced.
- Any non-student on campus during regular school hours is subject to arrest under Penal Code Section 626.8.
- Only students registered and attending Rancho Bernardo High School may be on campus during school hours. Students who have been assigned home suspension are considered non-students during the term of their suspension and their presence on campus or at any school sponsored event makes them subject to Penal Code Section 626.8.
- Parents and guardians wishing to see a student during regular hours must check into the office. Non-emergency interruption of classes is not permitted. Items delivered to school will not be delivered to the classroom. It is the student’s

responsibility to check at the front office for dropped off items. Parents entering to see and/or sign a student out of class must be prepared to show proper identification. Students may not be released to any person other than the parent/guardian without the parent’s/guardian’s authorization.

PENAL CODE, STATE OF CALIFORNIA, SECTION 626.8

Any person who comes into any school building or upon any school ground, or street, sidewalk, or public way adjacent thereto without lawful business thereon, and whose presence or acts interfere with peaceful conduct of the activities of such school or disrupt the school or its pupils or school activities, and who remains there, or who re-enters, or comes upon such place within hours after being asked to leave by the school official is guilty of misdemeanor and is punishable by a fine of not exceeding \$500 and/or imprisonment in the county jail not exceeding six months.

☐ WORK PERMITS

All students under 18 who hold a job are required to have a work permit. Work permit applications may be obtained from the secretary in the Counseling Office. No work permits will be issued to a student with less than a 2.0 GPA. Work permits may be revoked as a result of poor academic performance.

THE RULES OF THIS STUDENT HANDBOOK WILL BE ENFORCED DURING THE SCHOOL DAY AND AT ALL CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES.

RANCHO BERNARDO HIGH SCHOOL Citizenship Assessment Scale

Outstanding (O)	Good (G)	Satisfactory (S)	Needs Improvement (N)	Unsatisfactory (U)
<p>Shows a <i>high</i> degree of self control</p> <ul style="list-style-type: none"> • Talks appropriately in class, at appropriate times. • Stays on task consistently 	<p>Shows a <i>good</i> degree of self-control</p> <ul style="list-style-type: none"> • Talks appropriately in class most of the time, and at appropriate times. • Stays on task most of the time. 	<p>Shows <i>some</i> degree of self-control</p> <ul style="list-style-type: none"> • Usually talks appropriately in class, at appropriate times • Stays on task regularly 	<p>Shows a <i>limited</i> degree of self-control</p> <ul style="list-style-type: none"> • Talks inappropriately and/or at inappropriate times. • Displays off-task behavior, needs teacher intervention 	<p>Rarely shows self-control</p> <ul style="list-style-type: none"> • Makes little attempt to control inappropriate talking • Makes minimum attempt to stay on task, requires frequent teacher

			<ul style="list-style-type: none"> Ethics policy 	<p>intervention.</p> <ul style="list-style-type: none"> Ethics policy
<p>Consistently is an asset to class:</p> <ul style="list-style-type: none"> Provides leadership Takes part in class discussions Takes initiative to help others Maintains positive relationships with peers 	<p>Often (frequently) contributes to the class</p> <ul style="list-style-type: none"> Frequently provides leadership Often volunteers to take part in discussions Often takes initiative to help others Maintains good relationships with Peers 	<p>Contributes to class</p> <ul style="list-style-type: none"> Takes leadership role when assigned Participates in class discussion when called on Willing to help others when asked Maintains satisfactory relationships with peers 	<p>Makes a limited contribution to class</p> <ul style="list-style-type: none"> Takes infrequent leadership role Volunteers to take part in discussion infrequently, may disrupt others Helps others infrequently, tends to distract others Engages in negative peer behavior 	<p>Rarely makes a contribution to class</p> <ul style="list-style-type: none"> Takes no leadership role Does not volunteer in class discussion; frequently disrupts class discussion Does not help others; distracts others and/or disrupts the learning environment
<p>Has an exemplary attitude</p> <ul style="list-style-type: none"> Is positive and enthusiastic about school Demonstrates a strong connection between school and future performance Contributes to the benefit of others in the class, school and/or community 	<p>Has a good attitude about school</p> <ul style="list-style-type: none"> Is generally positive and enthusiastic about school Demonstrates a good connection between school and future performance Contributes to the benefit of others in the class, school and/or community 	<p>Has a satisfactory (generally good) attitude</p> <ul style="list-style-type: none"> Usually displays a positive and enthusiastic attitude about school Makes some connection between school and future performance Makes some contribution to the benefit of others in the class, school, and/or community. 	<p>Has a poor attitude</p> <ul style="list-style-type: none"> Occasionally displays a negative attitude about school Makes a limited connection between school and future performance Makes a limited contribution to the benefit of others in the class, school and/or community 	<p>Generally has a negative attitude</p> <ul style="list-style-type: none"> Displays a consistently negative attitude about school Makes no connection between school and future performance Makes no contribution to the benefit of others in the class, school, and/or community. Attitude/contribution is counter-productive.
<p>Consistently comes to class on time with no tardies and absences.</p>	<p>Regularly comes to class on time with a few tardies and absences</p>	<p>Usually comes to class on time with several tardies and absences.</p>	<p>Occasionally comes to class tardy and occasionally absent.</p>	<p>Rarely comes to class on time. Excessive absences.</p>

RANCHO BERNARDO HIGH SCHOOL

Work Habits Assessment Scale

Outstanding (O)	Good (G)	Satisfactory (S)	Needs Improvement (N)	Unsatisfactory (U)
<p>Consistently completes and submits assignments as required (homework, classwork, parent signatures)</p> <ul style="list-style-type: none"> Consistently completes assignments in and out of class without prompting Consistently plans ahead to meet assignment due dates. 	<p>Regularly completes and submits assignments as required (homework, classwork, parent signatures)</p> <ul style="list-style-type: none"> Regularly completes assignments without prompting Regularly plans ahead to meet assignment due dates 	<p>Usually completes and submits assignments as required (homework, classwork, parent signatures)</p> <ul style="list-style-type: none"> Usually completes assignments without prompting Usually meets assignment due dates 	<p>Frequently fails to complete or submit assignments as required (homework, classwork, parent signatures)</p> <ul style="list-style-type: none"> Needs prompting to complete assignments Often fails to meet assignment due dates 	<p>Rarely completes or submits assignments as required (homework, classwork, parent signatures)</p> <ul style="list-style-type: none"> Rarely completes assignments even with prompting Rarely meets assignment due dates
<p>Carefully follows directions at all times and often goes beyond expectations</p>	<p>Carefully follows directions, occasionally going beyond expectations</p>	<p>Follows directions most of the time</p>	<p>Often fails to pay attention to or follow directions</p>	<p>Rarely follows directions</p>
<p>Consistently uses class time wisely</p> <ul style="list-style-type: none"> Stays on task consistently Frequently asks clarifying and/or insightful questions Seeks assistance when needed 	<p>Regularly uses class time wisely</p> <ul style="list-style-type: none"> Stays on task most of the time Often asks clarifying and/or thoughtful questions Seeks assistance when needed 	<p>Usually uses class time wisely</p> <ul style="list-style-type: none"> Usually stays on task Asks clarifying questions Seeks assistance when needed 	<p>Often does not use class time wisely</p> <ul style="list-style-type: none"> Displays off-task behavior, needs teacher intervention Rarely asks clarifying questions Does not seek assistance when needed. 	<p>Generally uses class time poorly</p> <ul style="list-style-type: none"> Makes no attempt to stay on task, requires frequent teacher intervention Does not ask relevant questions Resists assistance
<p>Consistently brings required materials/tools to class (textbooks, writing tools, paper, and other necessary supplies)</p>	<p>Regularly brings required materials/tools to class (textbooks, writing tools, paper, and other necessary supplies)</p>	<p>Usually brings required materials/tools to class (textbooks, writing tools, paper, and other necessary supplies)</p>	<p>Often fails to bring required materials/tools to class (textbooks, writing tools, paper, and other necessary supplies)</p>	<p>Rarely brings required materials/tools to class (textbooks, writing tools, paper, and other necessary supplies)</p>
<p>Student's work products are outstanding in appearance/presentation</p> <ul style="list-style-type: none"> Exemplary resourcefulness Products are clean and neat Use of space shows relevance purpose, and is organized. 	<p>Student's work products are good in appearance/presentation</p> <ul style="list-style-type: none"> Good resourcefulness Products are clean and neat Use of space is purposeful and organized. 	<p>Student's work products are satisfactory in appearance/presentation</p> <ul style="list-style-type: none"> Adequate resourcefulness Products are clean Use of space is organized 	<p>Student's work products are in need of improvement in appearance/presentation</p> <ul style="list-style-type: none"> Limited resourcefulness Products are blemished/messy Use of space is ineffective 	<p>Student's work products are unsatisfactory in appearance/presentation</p> <ul style="list-style-type: none"> Lack of resourcefulness Products are torn, dirty or otherwise cared for poorly
<p>Consistently attends tutorial.</p>	<p>Regularly attends tutorial.</p>	<p>Usually attends tutorial.</p>	<p>Occasionally attends tutorial.</p>	<p>Rarely attends tutorial.</p>