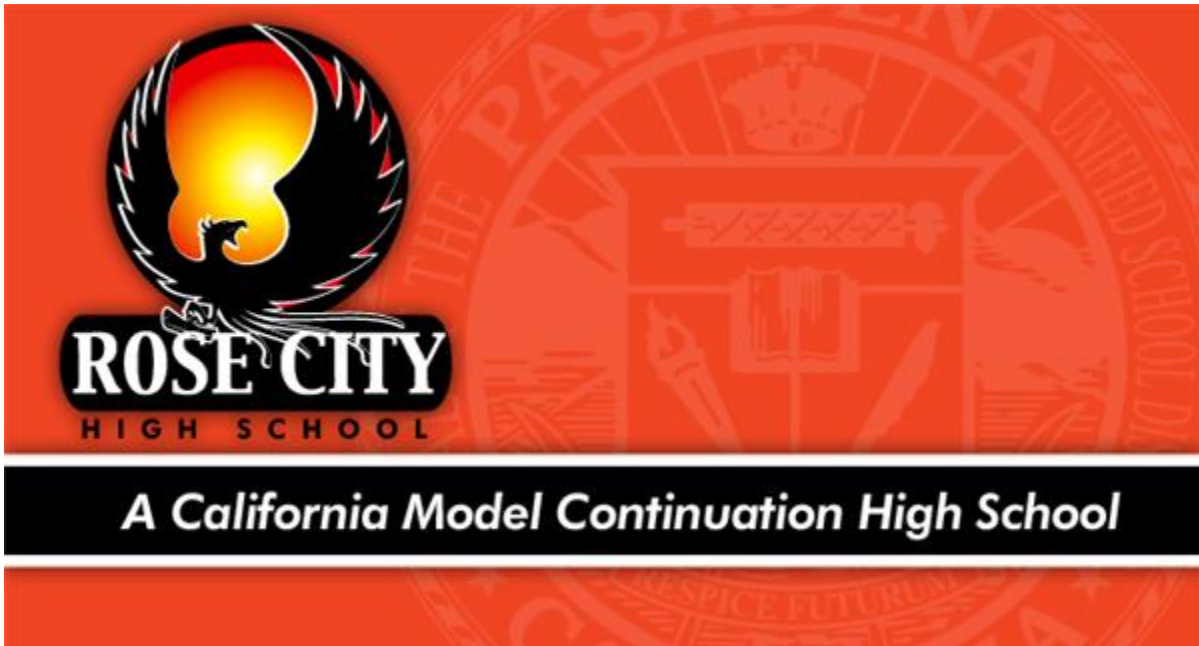


Pasadena Unified School District
Rose City High School
351 South Hudson Avenue
Pasadena, CA 91101

Brian Stanley
Principal



2019-2020 STUDENT HANDBOOK

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PRINCIPAL'S MESSAGE

WELCOME TO ROSE CITY HIGH SCHOOL! IT IS OUR STAFF'S COMMITMENT TO YOUR EDUCATION AND GRADUATION THAT GIVES ROSE CITY HS ITS PURPOSE. IT IS ALSO OUR CONTINUED COMMITMENT TO PROVIDE A LEARNING ENVIRONMENT THAT IS SUPPORTIVE, CHALLENGING AND WELCOMING. WE STRONGLY SUPPORT YOUR EFFORTS TO SUCCEED!

OUR PROGRAM CONTINUES TO GET STRONGER AS WE ARE BETTER ABLE TO MEET THE NEEDS OF OUR DIVERSE ACADEMIC COMMUNITY. WE ARE TOTALLY COMMITTED TO A POSITIVE SCHOOL CLIMATE FOR EACH AND EVERY STUDENT WHO IS ADMITTED TO ROSE CITY HS. OUR TEACHERS ARE WELL PREPARED WITH AN INNOVATIVE BLENDED LEARNING CURRICULUM TO ENGAGE STUDENTS. AS A DIGITAL SITE, ROSE CITY HS BRINGS RELEVANT AND INTERACTIVE TECHNOLOGY TO THE CLASSROOM THROUGH THE USE OF CHROMEBOOK DEVICES AND THE POWER LEARNING LMS.

WE WILL CONTINUE TO PROVIDE SUPPORT AND OPPORTUNITIES FOR ALL OUR STUDENTS TO ACCOMPLISH THEIR GOALS BY OFFERING BOTH EDUCATIONAL AND CAREER OPTIONS TO OUR STUDENTS. WE FEEL THAT BLENDED LEARNING WILL EXPAND THE STUDENTS' TECHNOLOGICAL AWARENESS AND PREPARE THEM FOR HIGHER EDUCATION WHILE ALLOWING THEM TO BE MORE COMPETITIVE IN THE CURRENT JOB MARKET. IN ADDITION, CEO PATHWAYS WILL ALLOW STUDENTS TO MAKE REAL WORLD CONNECTIONS THAT WILL ASSIST THEM IN APPLYING LEARNED CONTENT BEYOND THE CLASSROOM AND IN THE COLLEGIATE ENVIRONMENT.

I PERSONALLY HOPE TO SEE YOU SOON AND TO TALK WITH YOU AND YOUR PARENTS ABOUT YOUR FUTURE AT ROSE CITY HIGH SCHOOL.

SINCERELY,

BRIAN STANLEY
PRINCIPAL

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PASADENA UNIFIED SCHOOL DISTRICT

**Superintendent's Office
Education Center
351 South Hudson Avenue
Pasadena, California 91109
Board Office (626) 568-4501**

BOARD OF EDUCATION 2019-2020 Members

Kimberly Kenne District 1 (626) 794-0325	Roy Boulghourjian District 2 (626) 720-2425
Michelle Richardson Bailey District 3 (626) 720-2429	Patrick Cahalan District 4 Vice president (626) 720-2440
Elizabeth Pomeroy District 5 (626) 720-2471	Lawrence Torres District 6 President (626) 720-2484
Scott Phelps District 7 Clerk (626) 720-2470	Brian McDonald Superintendent Secretary to the Board mcdonald.brian@pusd.us

Schedule of Board Meetings

The Board of Education holds one regular meeting per month at 5:30 p.m. in the Elbie J. Hickambottom Board Room (Room 236), 351 S. Hudson Ave, Pasadena. Study sessions and/or special meetings will be scheduled as needed on the 2nd Thursday of the month.

- August 1, 2019
- August 29, 2019
- September 26, 2019
- October 24, 2019
- November 21, 2019
- December 12, 2019
- January 30, 2020
- February 27, 2020
- March 26, 2020
- April 23, 2020
- May 21, 2020
- June 25, 2020

LEADERSHIP TEAM

(626) 396-3600
FAX (626) 795-5309

Superintendent of Schools and Secretary to the Board of Education
BRIAN MCDONALD.....626-396-3619

Chief Academic Officer
DR ELIZABETH BLANCO..... Ext 88605

Chief Human Resources Officer
DR. STEVEN MILLER..... Ext 88776

Chief Facilities Officer
NELSON CAYABYAB Ext 89178

Chief of Technology
TENDAJI (TJ) JAMAL..... Ext 88981

Chief Business Officer
LESLIE BARNES..... Ext 88151

Assistant Superintendent, School Support Services
DR ERIK SAHAKIAN..... Ext 88238

Assistant Superintendent
DR JULIANNE REYNOSO..... Ext 88217

FACULTY and STAFF

Administration

Mr. Jack Loos (Director of Alternative Education Programs).....626-396-5883 Ext: 84721
Mr. Brian Stanley (Principal)626-396-5620 Ext: 86001

Teachers

Mr. Epifanio CruzSocial Studies
Mr. John HowardIndependent Study/Math
Mr. Eric Gothold.....Art/Photography
Ms. Karina Gutierrez.....English/LDRT
Mr. Richard Lightner.....Career Planning
Mr. Adriana Lopez Biology/RISE
Mr. Michael McNeelyEnglish/Physical Education
Ms. Carolina Obregon.....Math/Empowerment
Ms. Kathleen Sander.....Resource Specialist
Mr. Christopher Tolosa.....Physics/RISE
Mrs. Sophia Valadez English Curriculum Coach

Support Staff

Mrs. Mahrokh Afshar (Data Clerk)396-5620 Ext: 86001/86000
Mr. Eric Bailey (Custodian).....396-5620 Ext: 86136
Mrs. Bertha Benitez (Office Manager)396-5620 Ext: 86009
Mr. David Brooks (Security)396-5620 Ext:
Mr. Belva Hamilton (Custodian).....396-5620 Ext: 86136
Mr. Gary Johnson (Probation Officer)396-5620 Ext: 86020
Ms. Jane Leong (Counselor).....396-5620 Ext: 86021
Mrs. Angelica Mayoral (Child Advocate)396-5620 Ext: 86212
Ms. Wilma Ramirez (IA Spec Ed/Project Aide Behavior)396-5620 Ext: 86102
Mrs. Kathy Watson (Substance Abuse Intervention Specialist)396-5620 Ext: 86126
Mr. Daniel Yi (Psychologist)396-5620 Ext.: 86112





2019-2020 SCHOOL YEAR CALENDAR

August 7	Faculty Returns/No School For Pupils
August 12.....	Beginning of The First Quarter/First Day of School
September 2 (Monday).....	Labor Day Holiday
September 25.....	Back To School Night/ Minimum Day
October 10.....	End of the First Quarter/Short Day
October 11.....	Staff Development Day /Pupil Free Day
October 14.....	Beginning of the Second Quarter
November 11 (Monday)	Veteran’s Day Holiday
November 25-29 (Monday - Friday)	Thanksgiving Day Holiday
December 17.....	Shortened Day(Banked day)
December 18-19	Finals (Shortened Day)
December 19.....	End of the Second Quarter
December 20-January 3.....	Winter Break
January 6 (Monday)	First Day of The Third Quarter
January 20 (Monday).....	Martin Luther King Holiday
February 10 (Monday).....	Lincoln’s Birthday
February 17 (Monday).....	President Day
March 13.....	End of the third Quarter Finals (Short/Banked Day)
March 16.....	Beginning of the Fourth Quarter
March 20.....	Staff Development Day /Pupil Free Day
March 25.....	Open House (Minimum Day)
March 27.....	Shortened Day/Banked Day
March 30-April 3.....	Spring Break
TBA.....	Grad Night
TBA.....	Graduation
May 25 (Monday).....	Memorial Day Holiday
May 27 & 28.....	Finals (Shortened day)
May 28 (Thursday)	End of the Fourth Quarter/Last day for students

Approximate CA State Testing Dates

April – May	ELPAC
April – May	CAASPP

RCHS STUDENT LEARNER OUTCOMES

	<p>RESPONSIBLE ACADEMIC LEARNER</p> <p>Who is prepared to successfully enter college and the work force</p>		<p>OUTSTANDING COMMUNICATOR</p> <p>Who communicates clearly, effectively, and with reason.</p>		<p>SERVICE ORIENTED CITIZEN</p> <p>Who shows civic responsibility, & compassion and empathy towards others</p>		<p>EFFECTIVE 21ST CENTURY LEADER</p> <p>Who uses digital environments & media to create & communicate ideas effectively & work collaboratively</p>
<p>Analyze and evaluate complex issues, problems, and events based on reliable data.</p> <p>Demonstrate mastery of the basic skills of reading, language arts, and math.</p> <p>Demonstrate perseverance, and effectively solve problems by identifying and utilizing appropriate resources.</p> <p>Demonstrate the ability to make choices based upon well reasoned strategies.</p>	<p>Use digital environments & media to communicate, and work safely, collaboratively, & appropriately.</p> <p>Using oral and written communication that is appropriate and differs depending on the audience.</p> <p>Actively Listens, and demonstrates that listening by being able to paraphrase.</p> <p>Demonstrate proficiency in all skills necessary to acquire, process, and communicate information through the use of technology.</p>	<p>Demonstrate a commitment to service beyond self.</p> <p>Demonstrates understanding of the environmental, social, and economic impacts of decisions.</p> <p>Behave with integrity and take responsibility for actions & choices.</p> <p>Take action to ensure that the community remains a safe, wholesome & beneficial environment.</p> <p>Model strong citizenship within local and global community.</p>	<p>Utilize technology to collaborate, research, plan, create and present innovative ideas.</p> <p>Collaborate with others to design and revise high quality products.</p> <p>Utilize critical thinking to make sense of problems based on valid data, and persevere in solving them.</p> <p>Develop and maintain education and career plans aligned with personal S.M.A.R.T. goals.</p>				

RCHS GENERAL INFORMATION

Programs of Study

Students who are recommended and accepted into Rose City High School have the following options available to them based on their age, credits, and individual needs. Credit deficient students may recover their credits and return to the comprehensive high schools or they may choose to graduate from Rose City High School once they have met graduation requirements.

Direct Instruction (Regular Day)

Designed for students who are sixteen years old or above and who are credit deficient. Students may attend up to five classes per quarter and earn as much as one hundred credits in a school year.

Independent Studies

Independent Studies is for students who, for some external reason, cannot attend school on a daily basis and require a flexible schedule to meet their individual needs. Independent studies students work independently, according to a written agreement and under the general supervision of a credentialed teacher. The student and teacher meet at a minimum one-day per week. Space for this program is limited to 10% of the student population as a full time option. Students must demonstrate the ability to work independently and must attend all appointments with teachers. Students who fail to show for two appointments with the teacher or who miss two contracts will be at risk of being removed from independent studies and placed into another program.

Twilight

The twilight program is an evening program designed for students who are eighteen years or older, fifth year seniors, or working students. Twilight offers the following components:

- GED/CHSPE Programs
- Career Training
- A 170-unit diploma, granted that specific course requirements are met. This option is coordinated with the Community Education Center (CEC) at Pasadena City College.

RISE

RISE is a computer based program where students complete their course work online in a computer lab on campus with the assistance of a teacher assigned to the lab. Students work at their own pace and must demonstrate the ability to work independently and complete a minimum of three courses per quarter.

Academic/Career/Personal/Social Counseling

The academic counselor is committed to helping all students graduate from high school, be ready for college and preparing for a career. The academic counselor is available between 7:30 a.m. and 4:00 p.m. daily to advise students regarding academic requirements for graduation, preparation for college, preparation for career, work permit applications, brief personal and social counseling, and crisis counseling. The office is closed for the counselor's lunch between 1:10 p.m. and 1:40 p.m. daily. The counselor will regularly teach guidance lessons and workshops regarding students' progress towards graduation, career preparation, college admission requirements, college admission test applications, college admission applications, financial aid applications, etc. Field trips to colleges will also take place. The counselor also regularly coordinates student study team meetings and 504 Plan meetings, and participates in Individual Education Plan meetings, Student Attendance Review Team meetings, staff meetings, and conferences. Because duties such as these take the counselor away from the office, it is best that

parents make an appointment. Students may see the counselor before school, during nutrition, lunch, after school and by appointment. When entering the Counseling Office, students that want to make an appointment should write their first and last names on the clipboard. During class time, students should remain in class for instruction until the counselor is ready to call upon them.

Attendance

Pupils are required by law to attend school punctually and regularly. Pupils' absences shall be classified as follows:

TYPES OF ABSENCE

1. **Excused Absence:** Absence for proper causes is listed in the State Educational Code for illness, medical, dental, or optometry appointments
2. **Unexcused Absence:** Absence which occurs with the knowledge and approval of parents or guardian but for reasons which, though not acceptable under State Law, are not classed as truancy.
3. **Truancy:** Absence which is an intentional and planned violation of State attendance laws.

EXCUSING AN ABSENCE: Pupils are *required* to bring a note from their parent/guardian the day he/she returns to school after an absence. The note must list the date of absence, specific reason for absence, and be signed by the parent or guardian. No absences will be excused 5 days after the absence date. In addition, it is recommended to call School Main Office 396-5620 ext.86001 if your child is absent. If the reason is illness after and student has had 10 absences verified by the parent, any further absences for illness shall be verified by a physician.

LEAVING SCHOOL: Parent/ guardian must report to the front office to sign a student out of school for any portion of the day. The person signing the student out of school **MUST** be on the student's Emergency Card.

TARDINESS: If late to school, go to the main office for a tardy slip. Excessive tardiness is considered willful defiance and will result in parent contact/ transfer to another program/ and or shortening of schedule.

Cars/Parking Lot

Students may park their vehicles in the North parking lot (on Del Mar) and South parking lot (across from McKinley Middle School) during school hours. They may **ONLY** park in the following reserved numbers: In the South parking lot: 98, 99, 100, 101 and 111 and in the North parking lot: 73-87. The parking lot is **OFF LIMITS** to all students during the school day, including break and lunch. Students are not permitted to sit in or stand around cars in the parking lot except upon immediate arrival or departure.

Chromebooks

The majority of students are issued Chromebooks to be used for instructional purposes at school and at home. The use of Chromebook devices is a vital part of the school's plan to provide students with high quality learning opportunities at school and at home.

The focus of the Chromebook program at Rose City High School is to provide tools and resources for the 21st century learner. Increasing access to technology is essential to build upon college and career readiness skills and empower students to maximize their full potential and to prepare them for college and the workplace.

In order to be issued a Chromebook, all students at RCHS must:

1. Returning students must resolve any issues or fines from the previous academic year.
2. New Students must enroll a mandatory Empowerment class for a quarter.
3. Agree to bring the Chrome Book to class each and every day. Bringing Chromebooks to class will count heavily towards class participation. Students who repeatedly do not bring their Chrome books to class are at risk of not passing the course. Handouts will not be provided to students who have checked out Chromebooks and do not bring

them to class.

4. Students are responsible to take care of their Chromebooks and for any damages that occur.

Device Insurance

There is a financial liability associated with taking home the Chromebooks, much like a textbook. However, unlike textbooks, insurance can be obtained for the Chromebook. PUSD has brokered an insurance deal with the Worth Ave. Group to obtain a policy for the Chromebooks. Parent/guardians who opt-in for the insurance will incur the cost of the insurance policy. There are insurance policies that span 1, 2, or 3 years. If at the end of the policy if the student is still in the district and wishes to continue insurance coverage the policy will have to be renewed. Please note:

- The district will charge 100% of the cost for any replacement of a Chromebook checked out to the student that is not insured.
- If, while using a loaner Chromebook, a student intentionally damages the device the district will charge a fine of 100% of the cost for any repair to or replacement of the Chromebook.
- ***Insurance is not a requirement to participate in the program.***
- When insurance is not purchased for the Tech Equity devices individuals are assuming full financial responsibility for their devices and will need to check the appropriate box on the Insurance/Liability Form and return it to their school site before checking out the device(s).
- Please go to the Main Office for information regarding device insurance.

Device Repair

If your device is not working correctly, please see Mr. Cruz in room 13 during the school year. If your Chromebook is not working properly during the summer, please follow the steps to get your Chromebook repaired:

Step 1:

Call the PUSD helpdesk at (626) 396-3699 to get a ticket created for your Chromebook. If needed, while on the phone, the Help Desk will schedule an appointment for you to come into the ITS department and drop off your Chromebook for repairs.

Step 2:

Go to 351 South Hudson Ave room 111A at your appointment time and drop off your Chromebook. Please note that without an appointment, ITS will not be able to service your device.

Step 3:

Once ITS completes the repairs, they will call you to schedule a time when you can come pick up your device.

Payment of Fines Associated with Damaged or Lost Devices

Please go to 351 South Hudson Avenue, room 111A to pay for any device fines.

Healthy Start

The Healthy Start Program is a district-based family support center. The program is an available resource serving our school community. With the support and partnership of community organizations and agencies, the program is able to assist and support families in ways that help them overcome barriers and achieve goals. Some of the ongoing programs and services offered by Healthy Start include, but are not limited to, the following:

- **Social Services, Resources and Referrals:**
Food, clothing, housing, utility assistance and more
- **Family Case Management:**
Personal and private assistance for students and families' concerns
- **Referrals for Mental Health Care:**
Counseling for individual or group
- **Parent Education:**

Programs to enhance families parenting skills

- **Health Insurance Outreach:**

A service for uninsured children, documented or undocumented; Low to moderate income

Contact: Please visit pusd.us for the latest information regarding Health Programs

Homework

Homework is mandatory. Students will be **required** to complete one and a half to two hours of homework per class per week. Homework will make a significant portion of the class grade and failure to complete required assignments may result in earning only partial credit.

Lunch

Meals are available to purchase during the student lunch period for \$2.50 or breakfast for \$1.00 in the morning. Free and reduced lunch applications are available in the main office. In addition, applications can be submitted through the website, applyforlunch.com. NOTE: IT MAY TAKE UP TO TEN DAYS FOR FREE AND REDUCED LUNCH APPLICATIONS TO BE PROCESSED.

Progress Reporting/Report Cards

- Progress reports will be mailed home during the fifth week of each quarter.
- Report cards will be mailed home the week proceeding each quarter.

Main Office Hours

The main office is open from 7:30 AM to 3:30 PM.

Returning to a Comprehensive School

Students may return to the comprehensive high school at the beginning of each semester only if the following criteria have been met:

- 1) Students must be caught up on credits at their grade level and on track to graduate.
- 2) Must maintain at least ninety percent attendance for each quarter (excluding serious illness that is verified by a physician).
- 3) Complete eighty hours of community service, work based learning, or vocational training.
- 4) Completion of one career/ college readiness course.

Student Leadership Class Students who are interested in participating in a Student Leadership class are to inquire with Mr. McNeely in room 15 so they can enroll in the leadership class during 5th period.

Substance Abuse Intervention Class

Students that are referred to IMPACT attend 5 consecutive sessions for violation of the district substance abuse policy or as voluntary placement. The meetings are held by the district Substance Abuse Interventionist and a community bilingual substance abuse assistant. This is a safe place for the students to work on critical life issues such as decision-making, self-esteem, and support in staying sober. Parents are required to attend two half hour meetings. There is drug testing available for \$6.00. Referrals are also provided for out-patient and inpatient services. Anger Management Groups are available upon request. For more information, contact Kathy Watson, the Substance Abuse Interventionist, who directs and manages these classes and is on call 24/7 at 626-367-2635.

Tutoring

Teachers are available for tutoring at 7:50 AM each school day. Tutoring is mandatory for students not receiving a grade of C or better for the course.

Work Permits

Applications for work permits can be picked up in the main office and returned to the counselor. Students will then

be contacted by the district ROP office with the status of their permit.

ROSE CITY HIGH SCHOOL COURSE OFFERINGS

<p style="text-align: center;"><u>ENGLISH</u></p> <p>English 1 English 2 English 3 English 4</p>	<p style="text-align: center;"><u>MATHEMATICS</u></p> <p>Algebra 1 Algebra 2 Geometry Career Math</p>
<p style="text-align: center;"><u>SCIENCE</u></p> <p>Earth Science Biology Physics</p>	<p style="text-align: center;"><u>SOCIAL STUDIES</u></p> <p>World History US History Economics American Government</p>
<p style="text-align: center;"><u>PHYSICAL EDUCATION</u></p> <p>PE Independent Studies PE (Only for students who maintain at least 90% attendance or who are enrolled in independent studies full time). Dance Weightlifting</p>	<p style="text-align: center;"><u>ELECTIVE COURSES</u></p> <p>Academic Language Development (ALD) Algebra Skills and Concepts Geometry Skills and Concepts Speech and Debate Student Leadership Empowerment Humanities (RISE Only) World History Geography (RISE Only).</p>
<p style="text-align: center;"><u>CAREER AND TECHNICAL EDUCATION</u></p> <p>Graphic Design Building and Design Health Careers Career Essentials</p>	<p style="text-align: center;"><u>VISUAL AND PERFORMING ARTS</u></p> <p>Graphic Arts Art History Art Dance</p>
<p style="text-align: center;"><u>WORLD LANGUAGE</u></p> <p>Spanish 1 Spanish 2 French (RISE ONLY)</p>	

STANDARDS OF CONDUCT

To assist students and parents in identifying positive behaviors that are encouraged and expected, the following are established

A SUCCESSFUL RCHS STUDENT

1. Attends school daily, on time, and actively participate in all classes
2. Produces quality work that meets the highest classroom standards
3. Brings all necessary materials to class including completed assignments and homework
4. Sets aside time every day for homework
5. Knows and follow all classroom rules
6. Respects themselves, the school, classmates, staff, family and community
7. Uses appropriate language at all times when communicating with others
8. Avoids negative peer pressure and activities
9. Regularly communicate with their parents, teachers, and counselors about their progress in school
10. Commits to remain in school with a commitment to graduate on time
11. Believes they can learn and will learn

ROSE CITY HGH SCHOOL DISCIPLINE

Every discipline case will be considered individually within a context of consistent fairness. Factors considered in determining appropriate action will include the student's prior record and the severity of the behavior. The following are some of the actions that may be taken in dealing with discipline problems:

- Discussion/warning from staff
- Counseling
- Parent conference with administration and parent
- Parent shadowing
- SART/SARB
- Home suspension
- Alternative placement to another program
- Expulsion recommendation

ROSE CITY HIGH SCHOOL BASIC RULES

Attendance

Students are expected to maintain at least ninety percent attendance to be enrolled in full day classes and/ or independent studies courses. Students must be on time to class. Students with multiple tardies and absences in a quarter will be at risk of failing the course.

Bicycles/Skateboards

Bicycles and skateboards must be walked onto and off campus. Students are responsible for providing their own locks for bicycles. Rose City high School is not responsible for stolen or damaged bicycles.

Cell Phone Policy

In order to ensure that the educational process is not disrupted, cell phones are **not** to be used inside the classroom at any time. However, cell phones may be used **outside** at these times only: 1) before and after school, 2) at break and at lunch. They are **not** to be used during the passing periods. Teachers will confiscate any phone that is visible during class, e.g., on the desk, in a student's hand, etc., whether or not it can be proved that the student was using the phone. **The school assumes no responsibility for loss, damage, or theft of electronic devices that have been brought to school or confiscated. Students who have their cell phones stolen often have them out during class and find out later that they are missing. It is the responsibility of the students to keep their cell phones put away during class.**

- **First violation:** Confiscation of device (returned at end of the school day).
- **Second violation:** Confiscation of device (returned to parent).
- **Subsequent violations will be considered willful defiance and will result in disciplinary action.**

Classroom Conduct

Student behavior within or outside of the classroom, that disrupts the instructional process will **NOT BE TOLERATED**. Students have the right to learn and teachers have the right to teach. Violations will result in a referral/suspension from class and a parent conference. Continual disruptions will be considered willful defiance and will result in further disciplinary action.

Closed Campus Policy

Rose City High School has a closed campus policy. This means that students are to remain on campus until the end of their school day. Do not leave campus for break or lunch. Failure to follow this rule is considered willful defiance and will be grounds for disciplinary action. Students are not permitted to leave these grounds without first clearing through the office. Only a parent or guardian listed on the Emergency Card may sign the student out from school.

Contraband Items

These items are not allowed on school grounds and will result in disciplinary action:

- Lighters: Lighters are prohibited on school grounds. If a student is found to be in possession of a lighter, it will result in disciplinary action on the **first offense**
- Gambling paraphernalia, including dice, cards, etc.
- Grinders, torches, rolling papers, eye drops (without medical note), pipes
- Pornographic material
- Permanent Markers of any kind
- Pepper spray, laser pointers
- Chains, studs, spikes
- Glass containers

Defacing Property/Vandalism

Defacing of any school property is prohibited (i.e. buildings, furniture, books, Chromebooks, folders, etc.).

Possession of permanent marking pens, paints, spray paints, or other devices commonly used in street graffiti are not allowed. In addition to normal discipline procedures, police will be notified and violators will pay for damages and clean-up costs

Public Displays of Affection (PDA)

Although RCHS recognizes that genuine feelings of affection may exist between two students, the administration, students, and staff have the responsibility of maintaining a school environment in which everyone feels comfortable. What may be appropriate for older students may not be for younger students. Please be mindful of this in your public and private behavior. With the exception of hand holding, students shall refrain from Public Displays of Affection (PDA) while on campus or while attending and/or participating in a school-related activity. Being overly affectionate at school can be offensive and is generally in poor taste. The expression of feelings towards one another is a personal concern between the two individuals and should not be shared with others in the general vicinity. PDA includes any physical contact that may make others in close proximity uncomfortable or serves as a distraction for themselves as well as innocent onlookers. Some specific examples of PDA include but are not limited to:

- Kissing
- Holding Hands
- Fondling
- Cuddling
- Inappropriate Touching
- Rubbing/Massaging
- Caressing/Stroking/Petting
- Excessive Hugging

Inappropriate Public Displays of Affection (PDA) will not be tolerated. Students caught engaging in such practices are subject to the following disciplinary actions.

- *1st Offense* = Verbal Warning.
- *2nd Offense* = Support staff conference with student on the issue.
- *3rd & Subsequent Offenses* = Parent conference on the issue.

Dress Code Standards

In cooperation with teachers, students and parents/guardians, the Principal shall establish school rules governing student dress and grooming which are consistent with law, Governing Board Policy and Administrative Regulations. Students must be dressed and groomed in a manner that does not adversely affect the instructional program or violate reasonable standards of cleanliness, safety, and/ or decency.

The following dress standards apply to all articles of clothing including hats, socks, and backpacks.

- 1) Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5) All hats worn at school must adhere to individual school site dress code requirements. Acceptable hats include baseball or wide-brimmed hats with the school logo, plain hats with school colors, or plain hats with no logo. All other head coverings must be approved by the school Principal as meeting the site dress code and/or health/religious requirements of individual students.
- 2) No sexually related, obscene, or explicit logos that promote the use of drugs and/or alcohol.
- 3) No gang related apparel, as determined by the school based on recommendations from Pasadena Police Department. District-wide, all school sites will have a dress code prohibiting gang-related attire at school or school activities. The Principal, faculty, staff and others participating in the development of the school safety plans shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 35294.1)
*Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each quarter and updated whenever related information is received.
- 4) No explicit clothing that promotes or contributes to the creation of a hostile, offensive, or intimidating environment.
- 5) Shoes must be worn at all times. Sandals must have heel straps. Thongs or backless shoes or sandals are permitted in Grades 7-12 only.
- 6) Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
- 7) Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, spaghetti straps, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
- 8) The Principal and staff at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities (e.g. graduation, internships, School Board meetings, Grad-Night, etc.).

Consequences

1st Violation- Phone call home. Conference with student and student will be asked to correct

the violation and in some instances, a parent will need to bring a change of clothing.
2nd Violation- Student will be sent home from school.

Any further violations will be considered willful defiance & will result in disciplinary consequences.

Field Trips

Students must be in good standing academically and behaviorally to attend any off campus school functions.

Language

Every student at RCHS has the right to learn in a safe and orderly environment. Obscene language will not be tolerated on the campus and in the classrooms. Continued use of obscene language will be considered willful defiance.

Smoking

No smoking or possession of tobacco and/or marijuana in any form [including chewing tobacco, electronic cigarettes and/or edibles] is allowed at Rose City High School. This includes the school itself, the parking lot, the sidewalk and streets in front of school, and the vicinity around school, including the bus stops across the street and on Lake Avenue.

Visiting Other School Sites

During the school day, students are not allowed to loiter on or around other school sites. After dismissal, students are to go directly home, to a job/internship or another educational program. Violations will result in suspension.

GROUNDS FOR SUSPENSION OR EXPULSION

E.C. 48900 & 48900.2: A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:

- a) Caused, attempted to cause or threatened to cause physical injury to another person.
- b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal. (*A dangerous object as used in this policy is defined to include, but not limited to any instrument or weapon of the kind commonly known as blackjack, Billy, slingshot, chain, dart, metal knuckles, nunchakus, sand club, sandbag, dirk, dagger, revolver, or any other explosive device, any knife, folding knife with a blade that locks into place, and razor with an unguarded blade, and any metal pipe or bar used or intended to be used as a club, which can be used to injure others, pepper spray, mace or laser pen*): (School personnel may take from the personal possession of any pupil while under the authority of the school, any object capable of inflicting substantial damage, when such object has no academic purpose for the pupil. Such objects must be turned into the principal, or principal's designee.)
- c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, as defined in Section 11007 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, as defined in Section 11007 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

- e) Commit robbery or extortion.
- f) Caused or attempted to cause damage to or the defacing of school property or private property.
- g) Stolen or attempted to steal school property or private property.
- h) Possessed or used tobacco, except as provided in Section 48901.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11364 of the Health and Safety Code.
- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l) Knowingly received stolen school property or private property.
- m) Possession of an imitation firearm. An imitation firearm is "a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm."
- n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

E.C. 48900.3: Hate Violence - In addition to the reasons specified in Section 48900 and 48900.2, a pupil in any one of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 330.32.5.

E.C. 48900.4: Additional grounds for suspension or expulsion: Harassment, threats, or intimidation.

E.C. 48900.7: Making Terrorist Threats

SEXUAL HARASSMENT

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when: (Education Code 212.5)

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations or propositions.

2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Purposefully limiting a student's access to educational tools.
9. Cornering or blocking of normal movements.
10. Displaying sexually suggestive objects in the educational environment.
11. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Reporting Sexual Harassment

Students are expected to report incidents of sexual harassment to the school principal to another district administrator, or to the Deputy Superintendent for Administrative Services and District Compliance Officer at (626) 568-4506. Students are also alerted that local law remedies, mediation Centers, legal assistance agencies, and private legal counsel are other options available to them.

Upon receipt of a complaint by the compliance officer, the compliance officer shall promptly convene the Investigative Team members to identify and implement investigative procedures which shall include contacts with the complainant, the accused and witnesses. A written summary of findings will be communicated to the complainant within 30 days of completion of the investigation but no later than 45 days of reporting of the incident. Students also have available all local law remedies, mediation centers, legal assistance agencies, and private legal counsel for assistance in the resolution of complaints.

Pasadena Unified School District (PUSD) Acceptable Use Policy (AUP) for Students

The District's Acceptable Use Policy ("AUP") is designed to outline the technology resources available and establish guidelines and limitations of their use in order comply with the Children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using direct electronic communications or equipment provided by the District.

The District will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are obscene, pornographic, and harmful to minors over the network. The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including email which may be accessed by the district for the purpose of ensuring proper use including encrypted traffic.

Acceptable Uses of the PUSD Computer Network or the Internet

Schools must verify each year that parents who wish for their student to **NOT** have access to the computer network and Internet for that school year have a signed AUP on file. The Acceptable Use Policy and signature page is found in the Parent/Student Handbook and on-line on the District website. Students who are under 18 must have their parents or guardians sign this page and schools must keep it on file for all families who opt out of allowing their student's access to the Internet. Once signed that permission/acknowledgement page remains in effect until revoked by the parent.

Even with a signature, all users must follow this policy and report any misuse of the network or Internet to a teacher, supervisor or other appropriate District personnel. Students shall use the District's Network responsibly and primarily for educational purposes. If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a teacher, supervisor or other appropriate District personnel.

Unacceptable Uses of the Computer Network or Internet

These are examples of inappropriate activity on the District web site, but the District reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for the District, students,

employees, schools, network or computer resources, or (2) that expend District resources on content the District in its sole discretion determines lacks legitimate educational content/purpose, or (3) other activities as determined by the District as inappropriate.

- Violating any state or federal law or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
- Criminal activities that can be punished under law;
- Selling or purchasing illegal items or substances;
- Obtaining and/or using anonymous email sites; spamming; spreading viruses;
- Causing harm to others or damage to their property, such as:
 1. Using profane, abusive, or impolite language posting, submitting, publishing or displaying harmful or inappropriate content that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.
 2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
 3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 4. Using any District computer to pursue "hacking," internal or external to the District, or attempting to access information protected by privacy laws; or
 5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
- Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
 1. Using another's account password(s) or identifier(s);
 2. Interfering with other users' ability to access their account(s); or
 3. Disclosing anyone's password to others or allowing them to use another's account(s).
- Using the network or Internet for Commercial purposes:
 1. Using the Internet for personal financial gain;
 2. Using the Internet for personal advertising, promotion, or financial gain; or
 3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

Student Internet Safety

1. Students under the age of eighteen should only access PUSD accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use;
2. Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others;
3. Students shall not meet in person anyone they have met only on the Internet.
4. Students must abide by all laws, this Acceptable Use Policy and all District security policies.
5. Students will receive district supported digital citizenship instruction.

Penalties for Improper Use

The use of a District account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including suspension, expulsion, dismissal from District employment, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

Disclaimer

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

**SIGNATURES REQUIRED TO REVOKE ACCESS
ACCEPTABLE USE POLICY**
Return to your child's school.

Student Name (please print): _____ I.D.# _____

PARENT OR GUARDIAN

Students who are not being permitted to use Pasadena Unified School District's electronic devices and networks must have the signature of a parent or guardian who has read this contract. As the parent or guardian of the student, I have read the contract in this handbook and understand that it is designed for educational purposes.

Parent or Guardian Name (please print): _____

I hereby **DO NOT** give my permission to issue an account for my child.

Signature _____ Date _____

*Please return this form to your school where it will be kept on file.
This form is required for students that will **NOT** be using a computer network and/or Internet access.*

**FIRMAS REQUERIDAS PARA RETIRAR ACCESO
POLÍTICA DE USO ACEPTABLE**
Regrese a la escuela de su hijo.

Nombre del estudiante (por favor escribe): _____ I.D. # _____

PADRE O GUARDIÁN

Los estudiantes a quienes no se les permite usar los dispositivos electrónicos y las redes del Distrito Escolar Unificado de Pasadena deben tener la firma de un padre o tutor que haya leído este contrato. Como padre o tutor del estudiante, he leído el contrato en este manual y entiendo que está diseñado para propósitos educativos.

Nombre del Padre o Tutor (por favor escriba): _____

PORQUE NO doy mi permiso para emitir una cuenta para mi hijo.

Firma _____ Fecha de firma _____

Por favor devuelva este formulario a su escuela donde será guardado en el archivo.
Este formulario es requerido para estudiantes que **NO** usarán una red de computadoras y / o acceso a Internet.

Pasadena Unified School District (PUSD) **GUIDELINES AND CONSENT FOR STUDENT E-MAIL**

Web-based student e-mail accounts are made available to Pasadena Unified School District's students for instructional reasons. Student access to e-mail is a privilege with a consequent degree of responsibility for the user. As an instructional tool, student e-mail accounts are monitored and controlled by the Innovative Technology Services Department.

As administrators of the student e-mail system ITS will:

1. Enable and disable student accounts as needed for instructional reasons.
2. Access and read student e-mail for the purpose of monitoring appropriate student use.
3. Supervise student use of the e-mail system and report incidents to the appropriate District administrator for action.

Student responsibilities include:

1. Students must not use e-mail in an inappropriate or offensive manner and adhere to the PUSD Acceptable Use Policy.
2. Students should never put personal information in their e-mail messages (name, phone number, age, home address, social security number etc.).
3. Students are responsible for returning a signed parental consent form before e-mail accounts will be issued.

The Student e-mail system has been configured with the following constraints:

1. To prevent the spread of computer viruses the ability of the system to send and receive attachments will be controlled.
2. Student e-mail accounts can only send or receive emails within the pUSD.us domain.
3. All student e-mails will be archived for 10 years.

STUDENT GUIDELINES FOR SCHOOL EMAIL

By default, students in grades TK - 5 will require signed parent/guardian consent to be granted access to email, and secondary students (6th - 12th) will be given access to email and will require a parent/guardian's signature to revoke this privilege. This is a privilege extended to you to aid your learning and it may be withdrawn or modified by the Innovative Technology Services Department **AT ANY TIME** if it is misused. By signing this document to use school provided e-mail you become responsible for your actions and will be held accountable for them. This e-mail account is provided as a support to the instructional process and consequently any and all messages are open for review by ITS and District Administrators. In maintaining and securing the system, ITS will have access to ALL message traffic.

Follow these guidelines and apply common sense to evaluate your actions in using the system:

1. Messages will not contain profanity, obscene comments or sexually explicit materials.
2. Messages will not contain racist, sexist, religious or generation derogatory content.
3. User identity will be accurately reflected in all message traffic.
4. No virus, program, or addition will be introduced into the system, which alters its operation, destroys or damages data or renames or relocates files.
5. Passwords, or other access identifiers, are not to be shared by student users. No student is authorized to use any other person's password or e-mail account.

Distrito Escolar Unificado de Pasadena (PUSD)

NORMAS Y AUTORIZACIÓN PARA CORREO ELECTRÓNICO ASIGNADO AL ESTUDIANTE

Cuentas de correo electrónico de estudiantes basados en la Web están disponibles para los estudiantes del Distrito Escolar Unificado de Pasadena por motivos didácticos. El acceso de los estudiantes a e-mail es un privilegio con el consiguiente grado de responsabilidad por parte del usuario. Como una herramienta de instrucción, las cuentas de correo electrónico de los estudiantes son monitoreadas y controladas por el Departamento de Servicios Tecnológicos Innovadores.

Como administradores del sistema de e-mail de los estudiantes, el TAA estudiante podrá:

1. Activación y desactivación de cuentas de los estudiantes, según sea necesario por razones de instrucción.
2. Ingresar a y leer los correos electrónicos de los estudiantes con el fin de monitorear el uso apropiado de estos.
3. Supervisar el uso que los estudiantes le dan al sistema de correo electrónico e informar de incidentes al administrador del Distrito apropiado para la acción correspondiente.

Las responsabilidades de los estudiantes son:

1. Los estudiantes no deben usar el correo electrónico de una manera inapropiada u ofensiva, y se adhieren a la política de uso aceptable PUSD.
2. Los estudiantes nunca deben poner información personal en sus mensajes de correo electrónico (nombre, número de teléfono, edad, dirección, número de seguro social, etc.)
3. Los estudiantes son responsables de devolver un formulario de consentimiento firmado por los padres antes de que se emitieron las cuentas de correo electrónico.

El sistema de correo electrónico del estudiante se ha configurado con las siguientes limitaciones:

1. Para evitar la propagación de los virus informáticos se controlará la capacidad del sistema para enviar y recibir archivos adjuntos.
2. Las cuentas de correo electrónico de los estudiantes sólo podrán enviar o recibir mensajes de correo electrónico en el dominio pUSD.us.
3. Los correos electrónicos de los estudiantes se archivarán durante 10 años.

DIRECTRICES DEL ESTUDIANTE PARA EL CORREO DE LA ESCUELA

Por defecto, los estudiantes en los grados TK-5 requerirán el consentimiento firmado de los padres / guardianes para tener acceso al correo electrónico, y los estudiantes secundarios (6^o-12^o) tendrán acceso al correo electrónico y requerirán la firma del padre / guardián para revocar este privilegio. Este es un privilegio extendido a usted para ayudar a su aprendizaje y puede ser retirado o modificado por el Departamento de Servicios de Tecnología Innovadora **EN CUALQUIER MOMENTO** si es mal utilizado. Al firmar este documento para usar el correo electrónico proporcionado por la escuela, usted se hace responsable de sus acciones y será responsable por ellas. Esta cuenta de correo electrónico se proporciona como apoyo al proceso de instrucción y, en consecuencia, todos y cada uno de los mensajes están abiertos para su revisión por parte de los STI y los Administradores del Distrito. Al mantener y asegurar el sistema, ITS tendrá acceso a TODO el tráfico de mensajes.

Siga estas instrucciones y aplique el sentido común para evaluar sus acciones en el uso del sistema:

1. Los mensajes no deben contener groserías, comentarios obscenos o material sexualmente explícito.
2. Los mensajes no deben incluir contenidos que sean irrespetuosos, despectivos, racistas, sexistas, o anti religiosos.
3. La identidad del usuario se reflejará con precisión en todo el tráfico de mensajes.
4. Ningún virus, programa, o además se introducirán en el sistema, de tal forma que altere su funcionamiento, destruya o dañe los datos o cambie el nombre o reubique archivos.
5. Las contraseñas u otras claves de identificación de acceso, no deben ser compartidos por los estudiantes usuarios. Ningún estudiante está autorizado a utilizar la contraseña o cuenta de correo electrónico de otra persona.



ROSE CITY HIGH SCHOOL
A California Model Continuation High School

Quarter Calendar 2019-2020

FIRST QUARTER

August 12 – October 10

SECOND QUARTER

October 14 – December 19

THIRD QUARTER

January 6 – March 13

FOURTH QUARTER

March 16 – May 28



ROSE CITY HIGH SCHOOL
A California Model Continuation High School

Bell Schedule 2019-2020

REGULAR SCHEDULE (TUESDAY-FRIDAY)

MONDAY SCHEDULE

7:50-8:30	Tutoring	7:50-8:21	Tutoring
8:30-8:35	Nutrition	8:21-8:26	Nutrition
8:35-8:38	PASSING PERIOD	8:26-8:29	PASSING PERIOD
8:38-9:25	PERIOD 1	8:29-9:03	PERIOD 1
9:25-9:28	PASSING PERIOD	9:03-9:06	PASSING PERIOD
9:28-10:15	PERIOD 2	9:06-9:40	PERIOD 2
10:15-10:18	PASSING PERIOD	9:40-9:43	PASSING PERIOD
10:18-11:05	PERIOD 3	9:43-10:17	PERIOD 3
11:05-11:25	LUNCH	10:17-10:37	LUNCH
11:25-11:28	PASSING PERIOD	10:37-10:40	PASSING PERIOD
11:28-12:15	PERIOD 4	10:40-11:14	PERIOD 4
12:15-12:18	PASSING PERIOD	11:14-11:17	PASSING PERIOD
12:18-1:05	PERIOD 5	11:17-11:51	PERIOD 5
1:05	RELEASE	11:51	RELEASE