

***STUDENT HANDBOOK 2021-2022***  
***RANCHO COTATE HIGH SCHOOL***  
5450 Snyder Lane  
Rohnert Park, CA 94928

# Rancho Cotate High School



<http://ranchocotate.org>

Twitter Feeds:  
[@RCHScougarcrew](https://twitter.com/RCHScougarcrew)  
[@RCHSAthletic](https://twitter.com/RCHSAthletic)

Dr. Louis Ganzler, Principal

Heather Ramme, Henri Sarlatte, Angela Scardina, Assistant Principals

707.792.4750 – Main Office  
707.792.4769 – Registrar  
707.792.4753 – Principal’s Office  
707.792.4760 – Assistant Principal’s Office  
707.792.4761 – Attendance Office  
707.792.4798 – School Psychologist  
707.792.4759 – Bookkeeper (ASB/Student Accounts)  
707.792-4715 – Spanish Direct Line

To contact any staff member by email: [firstname\\_lastname@crpusd.org](mailto:firstname_lastname@crpusd.org)  
To activate your parent portal account go to <https://crpusd.powerschool.com>;

## ***Important Dates 2021-2022 (subject to change)***

*Due to COVID- 19, these events will occur virtually or potentially be rescheduled, cancelled, or, depending on county health orders, take place in person with social distancing protocols in place as required.*

<b><i>First Semester</i></b>	<b><i>Second Semester</i></b>
August 17 <sup>th</sup> – First day of semester August 19 <sup>th</sup> – Senior Sunrise TBD– Senior Picture Days August 23 <sup>rd</sup> & 24 <sup>th</sup> -Picture Days TBD - SAT and ACT testing dates August 30 <sup>th</sup> -September 3 <sup>rd</sup> - Spirit Week August 31 <sup>st</sup> - Clubs’ Rush September 1 <sup>st</sup> - Back to School Night (Virtual) September 3 <sup>rd</sup> - Rally September 6 <sup>th</sup> – NO SCHOOL September 16 <sup>th</sup> - Blood Drive September 20-24 <sup>th</sup> - Ribbon Week September 24 <sup>th</sup> – Fall AP Test Registration Deadline October 22 <sup>nd</sup> – End of 1 <sup>st</sup> Quarter October 11 <sup>th</sup> – NO SCHOOL October 12 <sup>th</sup> -15 <sup>th</sup> - Spirit Week October 15 <sup>th</sup> -Homecoming Rally October 16 <sup>th</sup> - Homecoming Dance November 1 <sup>st</sup> – NO SCHOOL November 10 <sup>th</sup> -December 1 <sup>st</sup> - Canned Food Drive November 11 <sup>th</sup> – NO SCHOOL November 17 <sup>th</sup> - Blood Drive November 22 <sup>nd</sup> – 26 <sup>th</sup> - NO SCHOOL November 29 <sup>th</sup> -December 3 <sup>rd</sup> - Spirit Week December 3 <sup>rd</sup> - Rally December 17 <sup>th</sup> – Teacher Work Day December 20 <sup>th</sup> – December 31 <sup>st</sup> - NO SCHOOL	January 14 <sup>th</sup> - End of Semester 1 / End of 7 <sup>th</sup> Semester – Valedictorian Selection January 17 <sup>th</sup> – NO SCHOOL January 28 <sup>th</sup> - Spring AP Test Registration Deadline February 10 <sup>th</sup> – Blood Drive February 14 <sup>th</sup> – NO SCHOOL February 21 <sup>st</sup> – NO SCHOOL February 22 <sup>nd</sup> -25 <sup>th</sup> – Unity Week March 14 <sup>th</sup> -18 <sup>th</sup> - Spirit Week March 15 <sup>th</sup> – ASB Elections March 25 <sup>th</sup> – End of 3 <sup>rd</sup> Quarter March 21 <sup>st</sup> -25 <sup>th</sup> – NO SCHOOL March 30 <sup>th</sup> -April 19 <sup>th</sup> - Canned Food Drive April 18-22-Spirit Week April 22 <sup>nd</sup> - Rally April 23 <sup>rd</sup> – Prom April 27 <sup>th</sup> – Blood Drive TBD – TOP 20 Dinner May 2 <sup>nd</sup> – May 13 <sup>th</sup> – AP Testing TBD – Senior Awards Night May 30 <sup>th</sup> - NO SCHOOL June 2 <sup>nd</sup> – Senior Sunset June 3 <sup>rd</sup> - Graduation
Please check website for Sports Calendars	

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## ***ATTENDANCE***

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Perfect attendance at school should be the goal of every student. **State law requires children between the ages of 6 and 18 years** (except those exempted by law) to attend school **FULL TIME**. Night school cannot be substituted for regular schooling. Students who are 18 years old are still required to follow school rules, including those required while in attendance at school. All absences, due to illness, partial and/or full day, in excess of 14 occurrences in the school year will require a doctor's note. Continual attendance problems may result in disciplinary action, disenrollment (transfer to an alternative program), or referral to the District Attorney.

### ***Covid Symptoms***

Students are required daily to self certify that they are free of symptoms using the Safe2Speak app.

If symptomatic, you are required to stay home for 10 days and until the symptoms clear, or you have provided the school with evidence of a negative Covid test.

***Unexcused Verified Absences include, but are not limited to, the following:***

- Car Trouble
- Missed Bus
- Needed at home
- Out of town
- Vacation/Trips
- Work
- Personal Business/Appointments (hair, nails, DMV, Driving Lessons)
- Oversleeping
- Babysitting

***The following situations are considered class cuts:***

- Any absence not cleared in a manner consistent with the absence procedures.
- Leaving class or school during the school day without properly checking out (parent notification and signing out at the front office prior to leaving campus).
- Leaving an assigned area without permission of the teacher or the person in charge.

**If you cut school or class, you are subject to disciplinary action by your teachers or the school administration. Depending on the circumstances, this disciplinary action will vary.**

### ***Checkout Procedures: Permission to Leave School Grounds***

The governing board of the Cotati Rohnert Park Unified School District, pursuant to Section 44808.5 of the Education Code, has decided to permit the pupils enrolled at Rancho Cotate High School to leave the school grounds during the lunch period. School rules remain fully in force during

### ***Open Campus at Lunch Only***

Other than lunch, students **are not** permitted to leave school during school hours without permission from a parent/guardian and must obtain a pass from the Attendance Office. In special circumstances, a Counselor or Administrator may grant permission. **Violation of this rule will result in disciplinary action.** To get permission, report to the office. Permission may be given after your parent has been contacted by phone, or if you are in possession of a valid note.

### ***Reporting Absences***

If you are absent from school, your parents or guardian must verify the reason and the dates of absence within 72 hours. If not cleared within 72 hours, the absence will become unexcused.

Verification of excused absences may be in the form of a note or phone call to the attendance office.

**Parents may call anytime, 24-hours a day,** to the Attendance Office at **792-4761 or 285-0035**. Your absence will be considered a cut, until the attendance office receives verification.

**IT IS YOUR RESPONSIBILITY** to see that your parent or guardian provides verification for any absence to the attendance office.

Notification of all absences will be made to the home by the use of an automated phone system. Calls will go to the primary phone number listed for your student. You will be contacted the evening of an absence and informed that one or more periods were missed. You can also check attendance at any time using the parent portal.

Absences considered *Excused* by School Board Policy:

- Illness of student – Doctor note required after 14 occurrences.
- Appearance in court (with verification)
- Attendance at an employment conference
- Jury Duty
- Necessary visits to the doctor, dentist, counseling, etc. (with verification)
- Death in the immediate family
- Observation of a Religious Ceremony or holiday
- Attendance at a religious retreat for no more than four hours per semester

If you know you are going to leave school on a particular day or time, have your parent/guardian contact the attendance office in advance. **The attendance number is 792-4761 or 285-0035. You**

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the lunch period, and all policies herein will be strictly enforced regardless of the location of the violation. Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section. (EC 44808.5)

**must leave a message on the recorder, leaving a student name, time of departure, reason and date.**

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## ***ATTENDANCE***

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**State law requires all minors to be in school on a daily basis.**

### ***Truancy Policies***

Our computerized dialer will call home nightly each time a student is marked absent from any class if the parent has not already excused the absence. If you are not receiving these calls, please contact our Attendance office immediately at 707-792-4761 to verify your phone number.

**Truancy letter #1** will be mailed home to students without a valid excuse for increments of three period absences.

**Truancy letter #2** will be sent home to students without a valid excuse for increments of six period absences. The parent and student will be summoned to a school attendance group conference and sign an attendance contract.

**Truancy letter #3** will be sent home to students without a **valid excuse** for increments of nine period absences. Work permits and parking permits may be revoked/delayed. This privilege is awarded upon the condition that students have passing grades, good attendance and no discipline issues.

For each additional unexcused period absence after the third Truancy Letter, a formal SARB referral packet is compiled by administration. After the SARB packet is received by Student Services, a SARB hearing will be scheduled and the school will be notified. If a parent is a no show or SARB contract is violated, a citation to appear before a Judge in Superior Court may be issued.

### ***RCHS Tardy Policy during In-Person Classes***

A student who arrives to class following the tardy bell will be reported as tardy and will receive the following consequences:

- a) Teachers have the option to implement the school tardy policy or their own tardy policy. Teachers have the option to administer additional penalties for tardies on a class-by-class basis as well as a positive incentive for punctuality
- b) Students with excessive (ten or more) unserved hours of detention may be assigned Saturday School.
- c) Chronic tardiness will result in the loss of off-campus privileges or other administrative action.

### ***Illness at School***

If during the school day you are feeling ill, a student may go to the nurse's station in the medical tent with a pass from the teacher to rest for a 15-minute period. If the student is not feeling better after that time, they will call a parent/guardian. Permission to leave must be granted by the principal or designee according to each individual case. Attendance personnel will verify with your parent/guardian that you may be released to their care and issue an off campus pass. **If you leave school without receiving an off campus pass, your absence will not be excused and will count towards truancy.**

### ***Make Up Work and Planned Absences***

If you are going to be absent for 3 days or more, you should request homework from your teacher. You will have homework on a regular basis and your scholastic success depends on its completion. Plan to spend a specific amount of time each day for home study. Contact your teachers as soon as possible when you know you will be absent. For every day of excused absence, you get 1 day to make up the work assigned the day of your excused absence. Try to arrange with your teacher in advance.

### ***Off Campus Lunch Privilege***

Rancho Cotate High School is a closed campus during instructional time. During lunch, students are given the privilege of leaving off campus for lunch. Please note EC 44808 states a school is not responsible, or in any way liable for the conduct or safety of any pupil at any time when such pupil is not on school property.

All school rules are in effect to and from school. Infractions of the rules may result in the revocation of the privilege for a specific period of time, permanent loss of the privilege, assignment of detention, and suspension from school.

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School Tardy Policy:

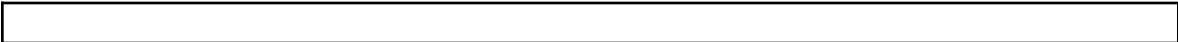
After 3 tardies in a row in the same class period, a student is to be issued a 1/2 hour of detention. A student is to be issued a ½ hour of detention for each subsequent tardy in a quarter.

*Passes from Class*

You are not to be out of class at any time without a pass. If you are out of class without a pass, you are subject to a disciplinary consequence.

**College and Career Ready**

- **Mature and Organized Learners**
- **Critical Thinkers**
- **Reflective Learners**
- **Responsible Members of the Student Community**
- **Civic Contributors.**



**RANCHO COTATE HIGH SCHOOL**  
**BELL SCHEDULE**  
**2021-2022**

	<b>Monday, Tuesday, Thursday, Friday</b>	
0 Period	7:40 AM – 8:25 AM	45 min
1 <sup>st</sup> Block	8:30 AM – 10:00 AM	90 min
2 <sup>nd</sup> Block	10:10 AM – 11:45 AM	95 min.
<b>Lunch</b>	<b>11:45 AM – 12:25 PM</b>	<b>40 min</b>
3 <sup>rd</sup> Block	12:30 PM – 2:00 PM	90 min.
4 <sup>th</sup> Block	2:10 PM – 3:40 PM	90 min.

	<b>PLC Day Wednesday</b>	
0 Period	7:40 AM – 8:25 AM	45 min
1 <sup>st</sup> Block	8:55 AM – 10:20 AM	85 min
2 <sup>nd</sup> Block	10:30 AM – 11:55 AM	85 min.
<b>Lunch</b>	<b>11:55 AM – 12:35 PM</b>	<b>40 min</b>
3 <sup>rd</sup> Block	12:40 PM – 2:05 PM	85 min.
4 <sup>th</sup> Block	2:15 PM – 3:40 PM	85min.

	<b>Minimum Days (2 per quarter)</b>	
0 Period	7:40 – 8:25 AM	45 min
1 <sup>st</sup> Block/3 <sup>rd</sup> Block	8:30 – 10:00 AM	90 min
<b>Break</b>	<b>10:00 – 10:20 AM</b>	<b>20 min.</b>
2 <sup>nd</sup> /4 <sup>th</sup> Block	10:25 AM – 11:55 AM	90 min.

# DISCIPLINE

## *Philosophy*

*Students have the opportunity to learn according to their capabilities. Teachers have the right to teach. In order to achieve this, no student will be allowed to cause any unsafe condition or act which hinders the opportunity to learn.*

## *School-Wide Discipline Policy*

Rancho Cotate High School is committed to providing a safe and orderly environment for the benefit of our students. Students are subject to school disciplinary action for improper or unsafe behavior 1) while on school grounds, 2) while going to or coming from school, 3) during the lunch period, whether on or off the campus, 4) during or going to or from any school sponsored activity. (ED Code 48900) *By clearly communicating our policies to students and parents, we hope to minimize the need to impose disciplinary action. However, persistent or severe misbehavior can lead to expulsion. Rancho Cotate High School has adopted this school-wide discipline policy with the goal of changing student behavior.*

## *Range of Disciplinary Actions*

### *\*Action will not occur during Distance Learning*

**Conference** – Student meets with teacher, campus supervisor, or administrator. Warning is given of potential consequences of a student's action and school policy is reviewed.

**\*Detention** – Students may be required to attend lunch, before or after-school detention for conduct violations or truancy. Detention must be served to be eligible for activities, including graduation. Teachers may also assign their own detentions and designate dates and times when students must appear.

**\*Work Detail** – Students may be assigned monitored work assignments at the discretion of the Administration.

**\*Saturday School** – Students may be assigned to Saturday School at the discretion of Administration.

**Contract** – A contract may be used for improving behavior or attendance in an agreed upon manner.

**Suspension**–A suspension is the temporary removal of a student from school or from class for violation of school rules as defined in the California Education Code, 48900. There are two forms of suspension: suspension from class (EC 48910) and suspension from school. Any teacher may suspend a student from his/her class for a maximum of 2 days per incident. Teachers must contact parents to inform them of the incident. Students may not be suspended from school for more than 5 days at a time, nor more than 20 days per school year without school board approval. Students approaching 20 days of suspension may be considered for expulsion or alternative education under a restricted behavior contract.

**A student who is suspended (in-school or at home) is not allowed to attend any school sponsored event, activity, or sport the day(s) he/she is suspended.**

## **Grounds for Suspension and/or Expulsion: Education Code 48900, 48915 48900.**

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.

(2) Willfully used force or violence upon the person of another, except in self-defense.

(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, 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.

(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

(d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

(e) Committed or attempted to commit robbery or extortion.

(f) Caused or attempted to cause damage to school property or private property.

(g) Stole or attempted to steal school property or private property.

(h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of the pupil's own prescription products.

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(i) Committed an obscene act or engaged in habitual profanity or vulgarity.

(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

(k) (1) 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.

(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph is inoperative on July 1, 2020.

(3) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.

(4) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2025.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means 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, 287, 288, or 289 of, or former Section 288a 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 a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of

recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with the pupil's academic performance.

(D) Causing a reasonable pupil to experience substantial interference with the pupil's ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the creation or transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network internet website, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.



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initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) (I) An act of cyber sexual bullying.

(II) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(III) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the internet or is currently posted on the internet.

(3) “Reasonable pupil” means a pupil, including, but not limited to, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil’s exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes, that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.

(w) (1) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

(2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.

#### **48915.**

(a) (1) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

(A) Causing serious physical injury to another person, except in self-defense.

(B) Possession of any knife or other dangerous object of no reasonable use to the pupil.

(C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:

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(i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.

(ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.

(D) Robbery or extortion.

(E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

(2) If the principal or the superintendent of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the pupil does not lose instructional time.

(b) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a school district may order a pupil expelled upon finding that the pupil committed an act listed in paragraph (1) of subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel a pupil for any of those acts shall be based on a finding of one or both of the following:

(1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

(1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.

(2) Brandishing a knife at another person.

(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

(4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

(5) Possession of an explosive.

(d) The governing board of a school district shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:

(1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.

(2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.

(3) Is not housed at the schoolsite attended by the pupil at the time of suspension.

(e) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a school district may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:

(1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(f) The governing board of a school district shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study that meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive

middle, junior, or senior high school, or at an elementary school.

(g) As used in this section, “knife” means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than

3½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

(h) As used in this section, the term “explosive” means “destructive device” as described in Section 921 of Title 18 of the United States Code.

***Please note the following:***

All school rules are enforceable on the way to school; leaving school, during school, at lunchtime, during the period, that school is in session when the student is truant from school, at school activities, to and from school activities on or off campus. The area of school supervision includes the campus, the perimeter of the campus and sidewalks on both sides of the streets adjacent to the school. All school rules are also in effect at ALL SCHOOL events and activities.

The Student Conduct Code provides an indication of the types of behavior violations and potential consequences that may occur. Please be aware that behavior consequences incurred at any of the Cotati-Rohnert Park Unified School District Schools are cumulative, regardless of the fact that they pertain to different offenses.

***Corrective Procedures***

In the event a student violates school attendance and/or discipline regulations, the administration can impose work detail, in school suspension, Saturday school, out of school suspension, before school or after school detention, behavior or attendance contracts, expulsion recommendations, parent/guardian conferences, or revocation of the Student’s privilege to attend and/or participate in school activities.

***Right to Due Process***

Students have a right to a hearing with the assistant principal for the purpose of:

- a) receiving an oral or written notice of charges;
  - b) an explanation of the evidence leading up to the decision to suspend a student from school;
  - c) an opportunity to present the student’s side of the story.
- Students and parents have the right to request a conference with the assistant principal. If you and your parents appeal or desire a further review of the case, you may request a meeting with the principal, followed by the district superintendent or designee.

In addition, the school may contact your parents to request a conference, and will inform you and your parents of the length of the suspension and will mail a letter with the details of the incident and subsequent suspension.

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***Categories of Offense & Discipline Consequences***

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**LEVEL A OFFENSES (Least Serious)**

- Violation of class rules
- Out of class without a pass
- Non-directed profanity
- Loitering
- Talking/disruptive
- Not prepared for class/missing work
- Public Display of Affection
- Minor Misbehavior
- Intentional Disruption
- Littering
- Eating/Drinking in class (except with permission from the teacher)
- Not on task
- Possessing any object considered disruptive to the educational process
- In-class cell phone use without permission

**LEVEL A range of consequences:**

**First Offense:** Warning, possible teacher administered consequence, parent notification.

**Second Offense:** Detention, teacher suspension, referral to Assistant Principal 1-5 day suspension, parent notification, behavior agreement.

**Third Offense:** Teacher suspension, referral to Assistant Principal, 1-5 day suspension, possible recommendation to alternative program.

**NOTE: All Level A offenses require teacher intervention steps prior to referral to the Assistant Principal.**

**LEVEL B OFFENSES**

- Leaving school without checking out
  - Leaving class early or without permission
  - Cheating of any kind
  - Computer/Internet violation
  - Failure to follow staff directions
  - Forged note
  - Failure to serve detention
  - Possession of a lighter
  - Obscene or vulgar act
  - Failure to identify yourself to school personnel
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- Sexual Harassment
  - Knowingly receiving stolen property
  - Reckless driving
  - Profanity to staff
  - Dangerous/Reckless Behavior
  - Bullying/Hazing
  - Possession or use of vapor pens/vaporizing paraphernalia
  - Possession or use of Tobacco/tobacco products

**LEVEL B range of consequences:**

**First Offense:** Parent notification, Detention, Teacher suspension, referral to Assistant Principal, behavior agreement, 1-5 day suspension. Report to law enforcement agency and confiscation of item(s).

**Second Offense:** Referral to Assistant Principal, 3-5 day suspension, possible recommendation to alternative program or recommendation for expulsion. Report to law enforcement agency and confiscation of item(s).

**Third Offense:** Referral to Assistant Principal, 3-5 day suspension, possible recommendation to alternative program or recommendation for expulsion. Report to law enforcement agency and confiscation of item(s)

**LEVEL C OFFENSES (Most Serious)**

- Possession or use of alcohol/controlled substances
- Possession, providing, or use of a firearm
- Possession or brandishing a knife or dangerous object
- Selling a controlled substance
- Use or possession of explosives or fireworks
- Robbery/Extortion
- Theft or knowingly receiving stolen school or private property
- Profanity/Vulgarity/Obscene Act
- Vandalism
- Gambling
- Fighting
- Assault/Battery
- Water bottle throwing
- Threats or Threatening Behavior
- Terror Threats
- Sexual Harassment/inappropriate unwelcome touching
- Sexual Assault/Battery
- Or attempt thereof of the above

**LEVEL C Range of Consequences:**

**First Offense:** Referral to Assistant Principal, 3-5 day suspension, possible recommendation to alternative program or recommendation for expulsion. Report to law enforcement agency

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**Any level B & C Offenses could result in a report to law enforcement agencies. The decision to contact law enforcement will be based upon the requirements of the law and the severity of the action.**

**Students disciplined for a B or C offense may not be eligible for participation in ASB and student leadership for 1 full year.**

***Drug and Alcohol Policy:*** Students are prohibited from using any drugs or consuming any alcohol or being under the influence of any drugs or alcohol or intoxicant of any kind while on school property, during school-sponsored activities and under school jurisdiction. Possession of drugs and/or alcohol (which includes both marijuana and tobacco) or intoxicant of any kind by students on school property, during school-sponsored activities, or under school jurisdiction is also expressly prohibited. Possession of drugs, alcohol or intoxicant of any kind includes, but is not limited to, actual physical possession or control of such substances, possession in a student's car, locker, desk, and backpack or other container or being in close proximity to such substances with the intent to use or possess.

Possession or use of drugs and/or alcohol or intoxicant of any kind, by students on school property, during school-sponsored activities, or under school jurisdiction will result in a 3-5 day suspension, probation, outside agency referral, report to law enforcement, and possible recommendation for expulsion. This does include vaping on campus. **Students may also be placed on probation for 45 days.**

***Probation***

**The conditions of probation include a forty-five (45) school day restriction from all social and extracurricular activities.** The student will not be permitted to participate, practice, or play in any extra/co-curricular activity. The student's probationary period shall extend from one school year to the next when needed to complete the prescribed amount of restriction. For example, if a student violated the Alcohol or Drug Code during the last week of school, he/she would be required to complete the restriction the

Second Offense: Referral to Assistant Principal, 5-day suspension, recommendation to alternative program or recommendation for expulsion. Report to law enforcement agency

Third Offense: Referral to Assistant Principal, 5-day suspension, recommendation for expulsion. Additionally, a 45-day probation on all school activities may be enacted for Level B or C offenses, based on the severity of the offense.

following regular school year. Counseling will also be a recommendation of the student's probation. Violating this probation could result in increased disciplinary action up to and including expulsion.

Violations for drugs and alcohol are cumulative throughout a student's high school career. If a second offense occurs less than 12 months from the first offense, expulsion may be recommended.

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## ***DISCIPLINE & SCHOOL POLICIES***

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**Any SENIOR on probation may NOT participate in ANY senior activity, including but not limited to, the following:**

- a. Graduation & award ceremonies**
- b. Junior/Senior prom**
- c. Senior picnic & breakfast**

*Posters and Flyers* for school events require prior approval from ASB or an administrator before being placed on campus and must be hung with painter's tape only.

### ***Car-Permits***

Driving to school is considered a privilege. Failure to abide by the following rules may result in the loss of this privilege and/or disciplinary measures imposed by the school. These regulations are subject to change as deemed necessary by the Administration.

\*The student must possess a valid California driver's license.

\*The student and vehicle must be covered by insurance, which meets California law for financial responsibility.

\*The student and his/her parents or guardians must assume liability for damage to school property. The school cannot be responsible for damage or loss to any vehicle brought to school.

\*The student must obtain a parking permit

\*The student must park in the prescribed parking areas in the spaces designated for students.

**\*Vehicles are to be parked and not used during the school day except when prior approval has been granted by the parent or guardian, and by the school.**

\*Vehicles may not be used to transport other students off campus for school activities.

\*Parking permits are free.

\*A student driver must abide by the California Motor Vehicle Code and the Rancho Cotate High School parking regulations

\*While respecting the desire of responsible students to drive their cars to school with parental permission, the school's primary responsibility is to ensure the safety and welfare of all students and staff. Therefore, during the school day on or around the school grounds, and at all school-related functions, students who drive recklessly, break traction, or speed will be penalized. All student vehicles must be registered with the front office. Penalties for not having the vehicle registered, parking illegally, or not displaying the permit include detentions, fines and the possible revoking of the student permit.

### ***Dress Code/Grooming Policy***

**Students are expected to wear clothing that is appropriate and does not interfere with the learning environment.** No student shall wear articles of clothing, jewelry, or accessories that, in the opinion of school administration, pose a disruption to the educational process or a threat to the physical well-being and safety of the student or others. State law requires footwear to be worn at all times during school hours. The dress code is in effect while on school grounds, during the lunch period (whether on or off campus), or while going to or coming from a school sponsored activity.

Clothing or adornment that advertises or otherwise promotes the consumption of drugs, alcohol, tobacco or tobacco products, or controlled substances is prohibited.

Clothing or adornment which promotes harassment directed at a pupil or group of pupils or is sexually derogatory is prohibited.

Clothing or articles of clothing that depict violent images and weapons are not permitted.

No clothing or articles of clothing (they may include, but not limited to gloves, bandannas, shoestrings, wristbands, belts, and jewelry) related to a group or gang, which may provoke others to acts of violence, shall be worn on campus or at any school activity.

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### ***Parking***

Student parking is allowed in the student parking lot by the stadium and on other streets as allowed by city ordinance. Parking outside of lines or in unauthorized areas (such as the staff parking lots) will result in disciplinary action or referral to Rohnert Park Public Safety if appropriate.

\*There are no reserved parking spots, and students are not allowed to mark any parking spots.

Excessive exposure of skin and/or revealing shirts, shorts, or skirts are inappropriate for school and are not permitted.

No writing on clothing, hats, backpacks, or binders that is gang-affiliated, crude, vulgar, profane, sexually suggestive, racially, ethnically, or religiously intolerant, which promotes the use of drugs and alcohol, or which in the opinion of the Rancho Cotate High School administration is disruptive to the learning environment, will be allowed. The same rules also apply to any writing on the skin.

Coaches and teachers may impose additional guidelines for special needs and safety.

## **PLAGIARISM**

### **Plagiarism is...**

copying word-for-word from a source without enclosing the material in quotation marks and indicating the source.

copying ideas and other content without correctly indicating the source, even if you have abstracted, summarized, or paraphrased the material.

changing only a few words, phrases, sentences, or sections, but otherwise copying directly from a source and passing it off as your own.

### **Consequences...**

inadvertent plagiarism may be determined on a case-by-case basis, but may require that the student write an entirely new paper on a related topic.

intentional plagiarism will result in a zero for the assignment and no opportunity to retrieve credit for that assignment. In addition, the teacher will contact the student's parent or guardian and an administrator regarding this and any subsequent instance of plagiarism.

repeated intentional plagiarism will result in a failing grade for the semester and escalating disciplinary consequences which could include suspension and expulsion.

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## ***SCHOOL POLICIES for EVENTS***

### ***School Dances and Other Events***

1. You will need your current student body card for admittance to any school dance.
2. You may not attend a dance if you have an overdue/unserved detention.
3. Once you have left a dance, you will **not** be readmitted.
4. Any behavior deemed inappropriate or dangerous by any staff member will result in the student being dismissed from the dance.
5. **Guest Policy:** If you wish to invite a guest to a school dance, this guest must be in high school, or a high school graduate under 21 years of age. *Pre-high school age students are not allowed to attend.* You need approval from the Assistant Principal to invite a guest. Your guest must have a guest pass and some other form of picture identification to attend. Lack of proper ID will be

### ***Assistant Principals***

Assistant Principals are assigned by alphabet based upon last name of student:

<b>Angela Scardina</b>	<b>A – FA</b>
<b>Angela Scardina</b>	<b>Phoenix &amp; El Co</b>
<b>Heather Ramme</b>	<b>FE - ON</b>
<b>Henri Sarlatte</b>	<b>OR -Z</b>

### ***Staff E-mail***

All staff members have an e-mail account. These are listed on the school website and follow this format:

[Firstname.Lastname@crpusd.org](mailto:Firstname.Lastname@crpusd.org)

Students and parents are encouraged to e-mail teachers with questions or concerns. Teachers will make arrangements to meet and/or answer questions via e-mail or phone.

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grounds for denial of entry. Obtain a guest pass application from the main office, fill out both portions and submit the form to the front office no later than end of day p.m. on the previous Friday preceding the dance. The guest pass will be time stamped when you turn it in.

6. Students must be in attendance at school the day of the dance, unless it is a Saturday event.
7. Students who are on the "Bill List," have an unserved detention, and/or academically ineligible cannot attend school dances.
8. Parents are responsible for picking up their student promptly at the end of the dance.
9. All dress code policies are in effect to get into the dance and to remain at the dance. The only exceptions are for the formal and prom. The exemption allows girls to wear evening dresses and blouses that have spaghetti straps or that are strapless as long as they "do not draw attention to cleavage" as excessive cleavage is "deemed lewd."

#### ***Participation in Athletics\****

In order to participate in events or activities representing the school all students must meet the following criteria:

1. Maintain at least a 2.0 grade point average.
2. Not on probationary status
3. Not have a B or C suspension in the past 12 months

#### ***Participation in Student Body or Class Office\****

In order to participate in events or activities representing the school all students must meet the following criteria:

1. Maintain at least a 2.5 grade point average.
2. Not have an A, B or C suspension in the past 12 months
3. Secure 2 letters of recommendation from teachers
4. If a current ASB or Class Council member is unable to secure their advisor's recommendation for the following school year, they will be unable to run for office the next school year. If a student is in danger of not receiving their advisor's recommendation to continue in ASB or Class Council, parents will be notified quarterly.

***\*Participation in a fight, provoking a fight, threats, bullying, or intimidation may result in loss of eligibility for up to the entire school year.***

#### ***Drones***

Drones are not allowed to be on campus @ any school events.

#### ***Tutoring***

**If you are ever struggling in a course, speak to your teachers as soon as you experience frustration and/or confusion.** Everyone at Rancho Cotate High School is dedicated to seeing you succeed, and often getting a little help after school or at lunch can make all the difference in your success and understanding.

Your counselor is also an excellent resource if you are struggling academically.

#### ***Parent and Student Portal***

You may activate and access your parent/student portal through the [www.crpused.org](http://www.crpused.org) website and click on the my.crpused link.

#### ***Sexual Health and HIV Prevention***

California state law, the California Healthy Youth Act, requires that comprehensive sexual health education and HIV prevention education be provided to students at least once in middle school or junior high school and once in high school, starting in grade 7. Instruction must encourage students to communicate with parents, guardians or other trusted adults about human sexuality. Instruction must be medically accurate, age-appropriate and inclusive of all students.

If you do not want your student to participate in comprehensive sexual health or HIV prevention education, please give a written request to your Assistant Principal.

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### ***Inter-District Transfers***

Students on an inter-district transfer agreement must be in good standing to remain at Rancho Cotate High School. A student in good standing achieves a quarterly grade point average of 2.0 or higher, has an attendance rate of 90% or higher and avoids school suspensions. Failure to meet these minimum standards constitutes a violation of the agreement and will result in the revocation of the IDT.

### ***General Eligibility Requirements for Athletics***

In order to be eligible to participate in interscholastic athletics the athlete must comply with all California Interscholastic Federation (CIF), North Coast Section (NCS), North Bay League (NBL), Rancho Cotate High School (RCHS), and Cotati- Rohnert Park Unified School District (CRPUSD) regulations and policies.

There are exceptions to CIF / NCS policies and regulations. Appeals can be made to waive certain regulations. If a student is involved in a special or unusual situation he/she should contact the Athletic Director for further information about the policy and for possible assistance in making an appeal. Please refer to the Rancho Cotate Athletic Packet for eligibility requirements.

### ***Electronic Device Policy***

***Board Policy 5131 – When a student uses any prohibited device, or uses a permitted device in any unethical or illegal activity, a district employee may confiscate the device. The employee shall store the item in a secure manner and may either return it at the end of the class period or school day or keep it until the principal or designee has consulted with the student’s parent/guardian.***



Don't be a bystander. With **STOP!T** you have the power to protect yourself and others from harmful, inappropriate or unsafe behavior.

**<https://appweb.stopitsolutions.com/login>**

**GORANCHO is your Access Code**

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## ***SCHOOL POLICIES & COUNSELING***

### ***Skateboards, Wheelies, Scooters, Rollerblades and Bikes:***

Students are allowed to use these items for transportation to and from campus; however, these items must be stored in one of the racks available on campus. Repeated offenses will be considered defiance and will result in progressively more serious discipline.

***No Loitering:*** In an effort to maintain timely and safe movement of people around campus, students are not allowed to loiter in hallways or in front of drinking fountains or restrooms in a manner that

- Whatever else you need to know to assist in your educational career.
- Program and class changes (see below).

### ***Schedule Changes***

All changes to a student's schedule are handled in the Counseling Office. A counselor will help you to change classes if you are placed at the wrong ability level or if you are repeating a class you have already passed. **A counselor will not permit you to switch from one teacher to another teacher for the same class.** Register for your classes wisely. Changes to schedules that require immediate attention take priority. **These include:**

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impedes the free movement of others. Continued loitering and/or failure to leave an area when directed by Administration or staff will be considered defiance and result in disciplinary action.

**The Student Parking Lot** is off limits to students during instructional time, however during lunch students may go to their cars to **retrieve items** (lunches, books, etc.), **but may not loiter in the parking lot. Vehicles are to be parked and not used during the school day except when prior approval has been granted by the parent or guardian, and by the school.**

**No solicitation** or implied solicitation is allowed on campus.

**Counseling Services**

Throughout the school year, there will be times when you will need assistance and information in dealing with some of your classes, concerns, or problems. **The counseling staff exists for those primary reasons.** To see your counselor, **SIGN UP IN THE COUNSELING OFFICE.**

Counseling Office: 792-4763

Counselors are assigned by alphabet based upon last name of student:

<b>Amber Bowman</b>	<b>A – FA</b>
<b>Helene Erler</b>	<b>FE - KIM</b>
<b>Helene Erler</b>	<b>Phoenix &amp; El Co</b>
<b>Erin Lane</b>	<b>KIN – RAM</b>
<b>Sandra Brito</b>	<b>RAN – Z</b>

**Jess Hazelwood College & Career**

**Your counselor is able to provide you with Assistance and information regarding:**

- Higher education and other plans.
- College and University requirements.
- Grants, scholarships, student loans, etc.
- Your high school course of study.
- Vocational interest, aptitude and other testing, such as PSAT, SAT, ACT, etc.
- Graduation requirements

1. Scheduling error
2. Incomplete schedule

A student who drops a course after the first six weeks of the semester or four weeks of the trimester shall receive an F grade on his/her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances. CRPUSD AR 5121(a). (Extenuating circumstances include extreme, unusual and/or significant emotional or health challenges which are verified with a physician’s note.)

**Course Catalog**, which describes classes or programs, is available on the Rancho Cotate Website.

**Report Cards** are available via the parent portal. Only the semester grades are part of official school records and are entered on transcripts. **Additionally, all grades are available online through the Power Schools Parent Portal.**

**Service Hours**

Students are required to complete 10 hours of community service each year they attend RCHS. These hours must be for a non-profit, service, community, or academic organization. Students submit their documentation of these hours to the counseling office throughout the year.

**Recognition of Scholastic Achievement and Academic Excellence**

Students who show scholastic achievement and excellence may also be eligible to receive RCHS Academic Awards. Students may also participate in academic clubs including the National Honors Society on campus. Details in the counseling office.

**Equal Access.** It is the policy of Rancho Cotate High School to provide all students (physically challenged, disadvantaged, ESL, accelerated and others) equal access to all education in the areas of recruitment, enrollment, and placement activities.

<b>RANCHO COTATE HIGH SCHOOL GRADUATION REQUIREMENTS</b>			
<b>Subject</b>	<b>Title</b>	<b>Semester(s)</b>	<b>Credits</b>
<b>English</b>	English Classes (Grades 9-12)	8	40
<b>Mathematics</b>	Algebra I (mandatory)	2	10
	2 other Mathematics courses	4	20
<b>Science</b>	Physical Science	2	10
	Life Science	2	10
<b>Social Science</b>	World History	2	10

	United States History	2	10
	Government/Economics	2	10
<b>Fine Art/Language</b>	Art, Choir, Band, Spanish, French	2	10
<b>Physical Education</b>	P.E. 9 (required)	2	10
	Elective P.E. (May include athletics)	2	10
Electives	Any Elective Courses	14	70
		<b>Minimum Total</b>	<b>220</b>

**Diploma Requirements:**

- **Minimum of 220 Credits (150 Subject requirements plus 70 credits).**
- **Four years of high school enrollment.**
- **Completion of Algebra I**
- **10 hours of community service for each year in attendance at RCHS (40 Total)**

**A-G REQUIREMENTS TO ENTER ANY UNIVERSITY OF CALIFORNIA (UC) or CALIFORNIA STATE UNIVERSITY (USC)**

- ✓ Complete a minimum of 15 college-preparatory courses (a-g courses), with at least 11 finished prior to the beginning of your senior year. **The 15 courses are:**

a. History/social science	2 years
b. English	4 years
c. Mathematics	3 years
d. Laboratory science	2 years
e. Language other than English	2 years- same language
f. Visual and performing arts	1 year
g. College-preparatory elective (chosen from the subjects listed above or another course approved)	1 year

- ✓ Earn a grade point average (GPA) of 3.0 or better in these courses, no grade lower than a C.
- ✓ Meet the examination requirement by taking the ACT Plus Writing or the SAT Reasoning Test by December of your senior year.

If you are a California resident who has met the minimum requirements and are not admitted to any UC campus to which you apply, you will be offered a spot at another campus if space is available, provided you rank in the top 9 percent of California high school students. For more information: <http://admission.universityofcalifornia.edu/>

***RANCHO COTATE HIGH SCHOOL TITLE IX POLICY***

Rancho Cotate High School does not accept any form of discrimination harassment, intimidation, or bullying, based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, political affiliation, marital or parental status, mental or physical disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other basis protected by federal, state or local law,

ordinance or regulation, in its educational program(s) or employment. No person shall be denied employment or participation in any program solely because of any impairment, which is unrelated to the ability to engage in activities involved in the position, or program for which application has been made. If you need a reasonable accommodation to participate in the hiring process, Cotati Rohnert Park Unified School District will provide you with one upon notice. Direct any complaints to: Office of Assistant Superintendent, 7165 Burton Ave, Rohnert Park, CA 94928. (707) 792-4700.

### ***TEACHING ASSISTANTS AND EARLY RELEASE POLICY***

Under AB1012 no student can repeat a course, enroll in a Teaching Assistant course, or sign up for Early Release unless: A) the pupil (who has reached the age of majority) or the pupil's parent, guardian or educational rights holder consents in writing to the assignment for the purpose of improving the pupil's course grade; (B) a school has determined that the pupil will benefit from the assignment; and (C) the school's principal or assistant principal files a written document with the school providing that pupils will not be assigned to a course period without educational content unless conditions (A) and (B) are previously satisfied.

### ***RANCHO COTATE HIGH SCHOOL AP/HONORS PARENT/STUDENT CONTRACT***

Due to the nature of Advanced Placement classes, students must make specific commitments to enroll in these courses. After reading the following responsibilities, indicate your agreement to these requirements.

· Parents and students recognize that AP/Honors courses are college-level courses taught on a high school campus. The work and time required to complete the courses successfully are equal to the collegiate level.

· The purpose of the AP course is to prepare students to take the AP Exam with an opportunity to earn college credit in addition to receiving honor's credit. **Students enrolled in an AP course are EXPECTED to take the exam on the assigned date.** This requirement has proven successful for many of our students who otherwise would not have chosen to take the exam. **Students enrolled in multiple AP courses are expected to take the AP examination for a minimum of two examinations for each year that they take multiple AP courses.** Students may select which two examinations they take.

· Advanced Placement Exam is **\$100 per exam**. Financial assistance is available for students whose families qualify. All Advanced Placement Exam fees must be submitted by September 24th, 2021 for Fall courses and January 28th, 2022 for Spring courses.

· At the end of the first grading period, the teacher may recommend that a student, who has earned a D or F, should transfer to the equivalent college prep course. The following must occur for a student to be eligible for such a transfer:

- Parents must have made contact with the teacher to set up a plan to help the student become successful (i.e. student meeting with the teacher each week to review essays/notes, extra time during the week and/or weekends on studying, etc.).
- Students must show full effort in following this plan including no missing homework, projects, quizzes, or tests.
- Failure to complete homework, disliking the class, and/or laziness are not acceptable reasons for transferring out of the class.

## ***RANCHO COTATE HIGH SCHOOL WORK PERMIT POLICY***

Before accepting employment, a student under the age of 18 who is subject to the state's compulsory attendance law, including students who have not yet graduated from high school, must obtain a work permit.

### **Academic Eligibility**

1. To obtain a work permit, a student must have a 2.0 grade point average or better. (The most recent progress grade report is used to evaluate students for eligibility.)
2. A student must pass 20 or more credits in the current semester to maintain eligibility for a work permit for the following semester.

### **Attendance Eligibility**

1. Students who have been sent a first truancy notice in the current school year will not be issued a work permit or their work permit will be revoked for 9 weeks.
2. Students who have been sent a second truancy notice in the current school year will not be issued a work permit or their work permit will be revoked for 18 weeks.
3. Students who have been sent a third truancy notice in the current school year and/or have been referred to the Student Attendance Review Board (SARB) will not be issued a work permit or their work permit will be revoked for the remainder of the school year.

## ***RANCHO COTATE HIGH SCHOOL PREGNANT STUDENT POLICY***

By law, the Superintendent or designee may grant a student a leave of absence due to pregnancy, childbirth or abortion for as long as it is deemed medically necessary. At the conclusion of the leave, the student shall be reinstated to the status she held when the leave began. A pregnant or parenting student also may request exemption from attendance because of a physical or mental condition or because of personal services that must be rendered to a dependent. Information relating to rights and options for pregnant students are on the district webpage and brochures are available in the counseling office.

## ***RANCHO COTATE HIGH SCHOOL SUPPORT SERVICES***

Rancho Cotate High School houses many programs to support and assist student needs including: Team SUCCESS, Support Our Students (SOS) and Drug Abuse Alternatives Center (DAAC). Contact your counselor to get more information about any of these services. Student's discussions of a personal nature with counselors are deemed confidential. The information shall not be released without permission unless the counselor has a reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the pupil or others. Further, counselors must reveal information related to a crime, which will be or has been committed. This policy does not include routine, objective information related to academic and career counseling. (See EC 49602)

## ***RANCHO COTATE HIGH COLLEGE AND CAREER CENTER***

Rancho Cotate College and Career Counseling Center is open daily to assist students with establishing careers and designing academic pathways. Drop in, or make an appointment with the Career Counselor to get support and guidance with your career pathway. There is also assistance for applying for part-time employment and writing your resume.

## ***COTATI ROHNERT PARK CHARGE POLICY – FOOD SERVICES***

### **CHARGE POLICY**

- All students have access to a free breakfast and lunch during the 2021-22 school year regardless of income.

