



# **RUBIDOUX** **HIGH** **SCHOOL**

## **2022-2023** **STUDENT HANDBOOK**



**4250 OPAL ST**  
**JURUPA VALLEY, CA 92509**



**Integrity**  
**Perseverance**

**Respect**

**Dedicated**

**Rubidoux**

**to**

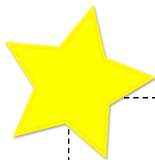
**Excellence**

**PRIDE**



**2022-2023**

4250 Opal Street  
Jurupa Valley, CA 92509  
Phone: 951.222.7700  
Fax: 951.222.7802  
[www.RubidouxPRIDE.com](http://www.RubidouxPRIDE.com)  
College Board school code: 052672  
School colors: Black & Gold



**This handbook belongs to:**

A dashed-line rectangular box intended for a student's name.

Jurupa Unified School District, Dept. of  
**PARENT INVOLVEMENT AND  
COMMUNITY OUTREACH (PICO):**  
Behavioral Health Division



3924 Riverview Drive  
Jurupa Valley, CA 92509  
Phone: 951-360-4175  
FAX: 951-788-0423

**CRYSTAL  
GARCIA RAUCHO**  
LCSW Clinical Supervisor

**JOSE  
CAMPOS**  
Program Director

**OFIR  
ADAMS**  
Outreach Worker

**SCAN QR CODES  
ON BACK TO  
LEARN MORE!**



- Individual Therapy
- Group Therapy
- Mentoring
- SAP Services
- And MORE!



**OUR MISSION**

PICO's mission is to strengthen the individual, family, and community by providing families with resources that will build resiliency, support positive parent-child relationships and support academic success for students by linking families to services and building supports and partnerships with local agencies and members within the community.

**LEARN MORE:**



Instagram: [jUSD\\_pico](#)



Facebook: [@jUSD PICO](#)



Website: <https://jurupausd.org/our-district/edserv/pico/Pages/Behavioral-Health-Services.aspx>

# 2022-2023 Student Handbook



## Rubidoux High School's Vision

To provide a safe and dynamic learning environment through collaboration with students, staff, parents, and the community. Our high expectations challenge all students to realize their full academic potential and become successful, contributing members of Rubidoux High School and society.

### Board of Education

Melissa Ragole, President  
Robert Garcia, Clerk  
Dr. Eric Ditwiler  
Karen Bradford  
Joseph Navarro

Dr. Trenton Hansen -Superintendent

### Administration

Principal, Kevin Corridan	416-1556
Principal's Secretary, Brenda McComb	
Assistant Principal, Todd Moerer—Student Activities and Facilities	222-7745
Assistant Principal's Secretary, Alicia Jones	
Assistant Principal, —Lisa Boschma—Curriculum and Instruction	416-1115
Assistant Principal's Secretary, Roxanne Valdovinos	
Assistant Principal— Jorge Galvan-Student Management & Accountability	222-7723
Assistant Principal's Secretary, Monica Regalado	
Assistant Principal, - Nancy Reyna—Student Services	222-7724
Assistant Principal's Secretary, Cynthia Lopez	

### **Guidance Coordinators:**

Kimberly Sanchez (A-Escobar)	222-7728
Franklin Marmolejo (Escoto-Lugo)	222-7733
Leticia Mellin (Luna-Renteria)	778-0054
Rosa Gonzalez (Renteria Rivas-Z)	222-7732

### **College and Career Counselor**

Rosio Merino/ Alyssa Garcia	222-7756
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### **Support Staff**

Main Office / Teacher Messages	222-7700
Bookkeeper	222-7747
A.S.B. Director	222-7774
Athletic Director	222-7734
Attendance (24-hour message)	222-7726
Career Center Clerk	222-7756
Adult Education	222-7739
Language, Speech and Hearing Specialist	222-7789
Long Term Independent Study	360-2660
Psychologist	222-7792
Registrar/Records	222-7737
School Nurse	222-7750
School Resource Officer (SRO)	275-0246
Library	222-7748

**RHS Administration Office Hours are Monday – Friday 7:45 a.m. – 4:15 p.m.**

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# RHS

## SCHOOLWIDE LEARNER OUTCOMES (SLOs)

### VISION

Rubidoux High School's Vision is to provide a safe and dynamic learning environment through collaboration with students, staff, parents, and community. Our high expectations challenge all students to realize their full academic potential and become successful, contributing members of Rubidoux High School and society.

**SOAR with PRIDE!**  
**Perseverance, Respect,**  
**Integrity, Dedication to Excellence**

## RHS FALCONS WILL SOAR!

### **S**eekers

- ⇒ Seek knowledge and new learning experiences.
- ⇒ Seek and evaluate multiple solutions to a problem.
- ⇒ Seek a variety of ways to communicate your thoughts and solutions.

### **O**utstanding Citizens

- ⇒ Demonstrate respect through compassion, tolerance, and integrity.
- ⇒ Respect yourself and others.
- ⇒ Work with others, respecting their thoughts and opinions

### **A**chievers

- ⇒ Challenge yourself to achieve your full academic potential.
- ⇒ Set and achieve worthwhile personal goals.
- ⇒ Achieve and maintain wellness.

### **R**esponsible Individuals

- ⇒ Responsible for your own life-long education and growth.
- ⇒ Responsible for your own choices.
- ⇒ Responsible for contributing to the advancement of your school, community, state, nation, and world.

# Rubidoux High School



## Expectations and Commitments

	Lunch Area/ Restrooms	Office	Computer Lab/Library	Hallways (Passing Period)
<b>Seekers</b>	Report any problems to an adult  Show appropriate identification when asked (i.e. Pass/ School ID)	Wait your turn to speak to an adult  Use each resource only when needed (i.e. Nurse's office)	Use the internet to search for appropriate material  Ask librarian/teacher for assistance when needed	Listen/ respond to adults appropriately  Use free time to communicate with teachers about any class concerns
<b>Outstanding Citizens</b>	Use school property appropriately  Wait your turn in line	Use appropriate language  Greet all office personnel before making a request	Report any misuse of equipment to an adult  Use school property appropriately	Follow all staff directions  Refrain from PDA
<b>Achievers</b>	Use the restroom during your personal time  Use time wisely to take care of any personal business	Ask for help when needed  Turn in all office-related forms on time	Use time effectively  Use sources appropriately to avoid plagiarism	Arrive to class on time  End personal conversations upon entering the classroom
<b>Responsible Individuals</b>	Dispose of trash  Return to class to promptly	Be mindful of your own business  Keep noise level to a minimum	Dispose of food and drinks before entering  Keep your space clean and neat	Only be in designated areas  Keep your belongings with you at all times

- ALL STUDENTS will come to class on time, prepared with supplies, and ready to learn.
- ALL TEACHERS will provide high-quality curriculum and instruction that promotes college and career readiness for all students.
- ALL PARENTS will make sure that their child attends school, completes assignments, and monitor their child's progress throughout the school year.
- RHS will enforce rules and expectations, communicate with all stakeholders, and provide a safe and positive learning environment.

# Rubidoux High School



## Anti-Bullying Rules

- We will not bully others.
- We will try to help students who are bullied.
- We will try to include students who are left out.
- If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

**SOAR with PRIDE**

Perseverance    Respect    Integrity    Dedicated to Excellence





**JURUPA UNIFIED SCHOOL DISTRICT**  
Academic Calendar 2022-2023

JULY							AUGUST							SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6						1	2	3							1
3	4	5	6	7	8	9	7	★	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30	31	25	26	27	28	29	30	23	24	25	26	27	28	29				
31																					30	31					

NOVEMBER							DECEMBER							JANUARY							FEBRUARY										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
					1	2						1	2	3	1	2	3	4	5	6	7							1	2	3	4
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11				
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18				
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25				
27	28	29	30				25	26	27	28	29	30	31	29	30	31	26	27	28												

MARCH							APRIL							MAY							JUNE									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
					1	2						1	1	2	3	4	5	6							1	2	3			
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10			
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17			
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24			
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	30							

HOLIDAYS			END OF SCHOOL MONTHS AND DAYS TAUGHT			IMPORTANT DATES		
July	4	Independence Day	School Month	Date	Days Taught	Aug.	3	New Teachers Report
Sept.	5	Labor Day	1	Sept. 2	20	Aug.	4	All Teachers Report
Nov.	11	Veterans Day	2	Sept. 30	19	Oct.	14	Minimum Instruction Day K-6
Nov.	23	Admission Day (Obs.)	3	Oct. 28	18/20	Oct.	20-21	ELEMENTARY Conferences (No Pupils)
Nov.	24	Thanksgiving Day	4	Nov. 25	14	Oct.	21	End of 1 <sup>st</sup> Trimester K-6
Nov.	25	Local Holiday	5	Dec. 23	15/14	Nov.	21-25	Thanksgiving Recess
Dec.	23	Local Holiday	6	Jan. 27	14	Dec.	16	SECONDARY Conferences (No Pupils)
Dec.	26	Christmas Day (Obs.)	7	Feb. 24	18	Dec.	19-Jan.6	End of 1 <sup>st</sup> Semester 7-12 Winter Recess
Dec.	30	Local Holiday	8	Mar. 24	15	Feb.	10	Minimum Instruction Day K-6
Jan.	2	New Year's Day (Obs.)	9	Apr. 21	20	Feb.	17	End of 2 <sup>nd</sup> Trimester K-6
Jan.	16	Dr. Martin Luther King Jr. Day	10	May 19	20	Mar.	20-24	Spring Recess
Feb.	13	Lincoln Day (Obs.)	11	May 31/30	7/6	May	26	Minimum Instruction Day K-6
Feb.	20	Washington Day (Obs.)				May	30	End of 2 <sup>nd</sup> Semester 7-12
May	29	Memorial Day	Total		180/180	May	31	Minimum Instruction Day K-6 End of 3 <sup>rd</sup> Trimester K-6 Planning Day 7-12 (No Pupils)

LEGEND	
	LEGAL HOLIDAY
	LOCAL HOLIDAY
	SCHOOL RECESS
	BEGINNING OF SCHOOL – K-12
	ELEMENTARY SCHOOLS NOT IN SESSION
	MIDDLE & HIGH SCHOOLS NOT IN SESSION
	END OF SCHOOL – K-6
	END OF SCHOOL – 7-12

Adopted: 3/8/21

LEARNING WITHOUT LIMITS

# RHS BELL SCHEDULES 2022-2023

First day of school is August 8, 2022

Last day of school is May 30, 2023

On regular school days, school begins at 8:30 a.m. and ends at 3:25 p.m.

## REGULAR SCHEDULE

0 period	7:15-8:22
1st Period	8:30-9:26
2nd Period/ Advisory	9:32-10:45
3rd period	10:51-11:47
4th period	11:53-12:49
Lunch	12:51-1:21
5th period	1:27-2:23
6th period	2:29-3:25

## RALLY SCHEDULE

0 period	7:15-8:22
1st period	8:30-9:15
2nd period	9:21-10:06
Rally A	10:12-11:02
3rd Period	10:12-11:22
3rd Period	11:08-12:18
Rally B	11:28-12:18
Lunch	12:20-12:52
4th period	12:58-1:43
5th period	1:49-2:34
6th period	2:40-3:25

## Late Start Day Schedule

1st Period	10:00-10:41
2nd Period	10:47-11:45
3rd Period	11:51-12:32
4th period	12:38-1:19
Lunch	1:21-1:51
5th Period	1:57-2:38
6th Period	2:44-3:25

## Final Exam Schedule Day 1

1st Period	8:30-10:07
3rd Period	10:14-11:50
Lunch	11:55-12:25
5th Period	12:31-2:08

## Final Exam Schedule Day 2-

2nd Period	8:30-10:07
4th Period	10:14-11:50
Lunch	11:55-12:25
6th Period	12:31-2:08

## HOLIDAYS

Labor Day  
Veterans Day  
Thanksgiving Recess  
No School (end of 1st semester)  
Winter Recess

September 5  
November 11  
November 21-25  
December 16  
December 19- January 6

Dr. Martin Luther King, Jr. Day  
Lincoln Day  
Washington Day  
Spring Recess  
Memorial Day

January 16  
February 13  
February 20  
March 20 - March 24  
May 29

## LATE START DAYS

On late start days, school begins at 10:00 a.m. and ends at 3:25 p.m.

August 11, 19, 26  
September 1, 8, 15, 22, 29  
October 6, 13, 20, 27  
November 3, 10, 17  
December 1  
January 12, 19, 26  
February 2, 9, 16, 23  
March 2, 9, 16, 30  
April 6, 20

## Parent Empowerment

September 08, 2022  
October 13, 2022  
November 10, 2022  
February 09, 2023  
March 09, 2023  
April 13, 2023

## AP TESTING

First two weeks in May  
dates TBD

## ELPAC Testing Window

February—March

## CAA\$PP and CA\$T Testing Window

April

## FINALS

1st Semester:  
December 14 & 15

2nd Semester:  
May 25 & 26

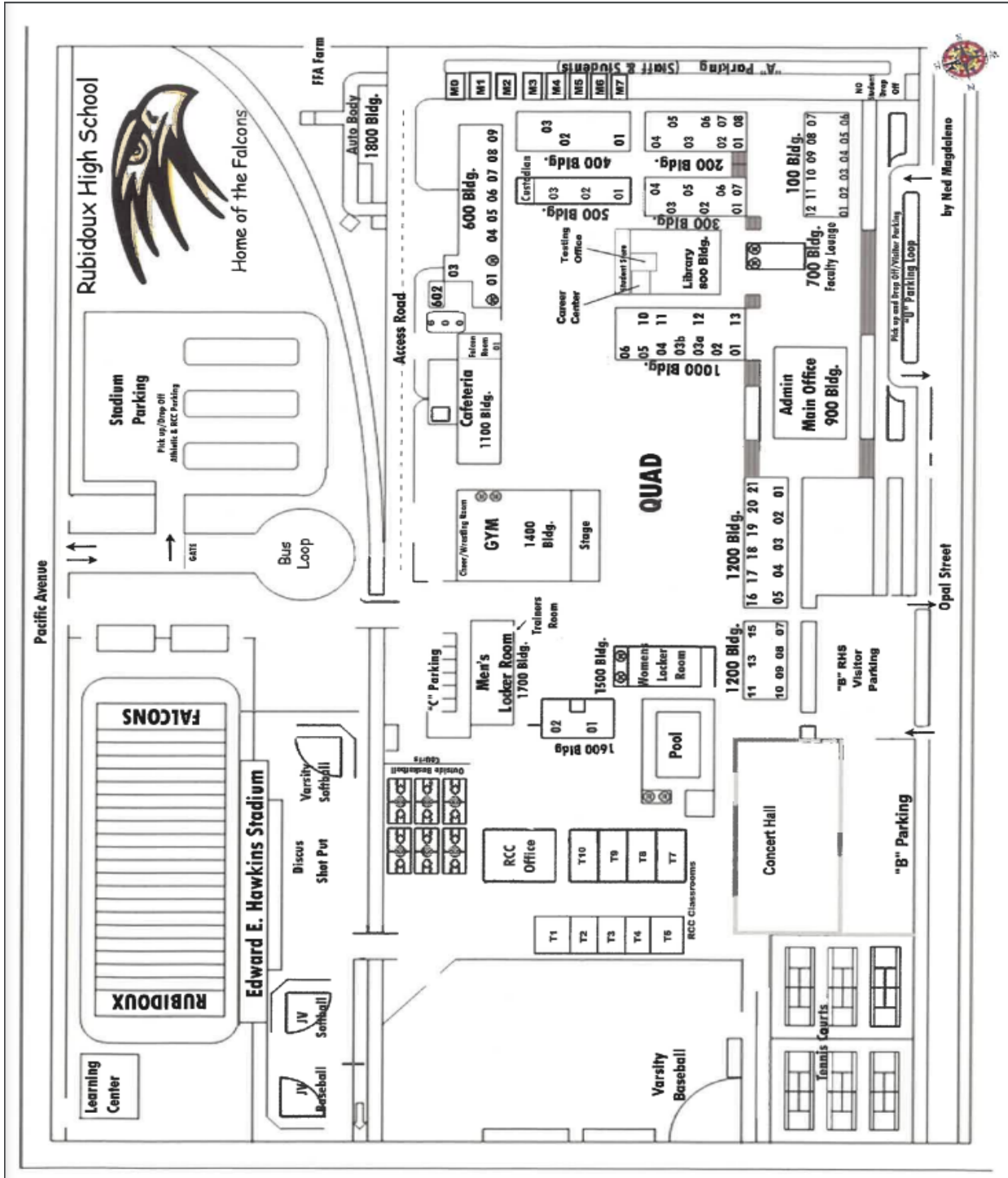
## MARK REPORTING

### December 16

End of 1st semester

### May 30

End of second semester





# RHS Graduation Requirements

## NUMBER OF CREDITS NEEDED TO BE ON TARGET FOR GRADUATION

Students must also meet the course requirements listed below.

Grade Level	Credits Earned
Freshman (9 <sup>th</sup> )	0 - 50
Sophomore (10 <sup>th</sup> )	50 - 100
Junior (11 <sup>th</sup> )	100 - 155
Senior (12 <sup>th</sup> )	155 - 220

Required Courses	Credits
English Language Arts	40
Mathematics (This applies to class of 2019 and beyond)	30
Life Science	10
Physical Science	10
World History	10
U.S. History	10
Government	5
Economics	5
Healthy Living	5
Physical Education	20
Fine Arts or Foreign Language	10
Career Technical Education	5
Elective	60
<b>Total Credits Required to Graduate</b>	<b>220</b>

**\*Students must pass a year of Math 1 plus two (applies to 2019 and beyond) additional math courses to graduate**



## NUMBER OF CREDITS NEEDED TO BE ON TARGET FOR GRADUATION

Students must also meet the course requirements listed above

GRADE LEVEL	CREDITS S1	CREDITS S2
Freshmen	30	60
Sophomores	90	120
Juniors	150	180
Seniors	210	220+

*\*Physical Education credits: ALL students must complete two years of PE. PE credits can be obtained through participation in PE 1, PE 2, Advanced PE, Horsemanship, Marching Band or ROTC. If a student is enrolled and passes ROTC during their 9th grade year, they will be awarded 5 PE credits and 5 Health credits only.*

### **GRADE POINT AVERAGE (G.P.A.)**

GPA is determined by 4 points for an "A," 3 points for a "B," 2 points for a "C," 1 point for a "D," and zero points for an "F" grade. Advanced Placement (AP) and some Honors (UC approved) courses can earn 1 point higher for each grade earned.

### **AVID**



AVID The AVID program assists students in planning for life after high school. The main goal of AVID is to support students in meeting the A-G requirements that are required by most universities in order to gain acceptance. The program helps develop everyday skills that are necessary to succeed in college, such as organization, note-taking techniques, and collaboration. AVID students also experience college life through interaction with college tutors, college representative, and college field trips. Additionally, tutors come in twice a week and lead study groups. AVID helps students prepare for college eligibility by preparing them for exams such as the SAT and ACT which are necessary to gain acceptance to four-year universities. AVID also assists students in their search for scholarships and filling out financial aid forms.

### **RUBIDOUX EARLY COLLEGE HIGH SCHOOL PROGRAM (RECHS)**



Rubidoux High School houses small learning academies and an on-site Rubidoux Early College High School Program (RECHS) in partnership with Riverside Community College (RCC). Its mission is to provide an innovative learning environment that supports and meets the needs of students in an environment which prepares students for college success by starting them in college courses during their junior and senior years. Students earn their high school diplomas while concurrently earning college credits that transfer to their college degree requirements. RECHS students earn up to a year of college credit by the time they graduate from high school.

Students are admitted through an application after an observation process in which the RECHS team observes students in the high school setting to determine if they are likely candidates. Limitations are imposed only insofar as seats are available in the program and based on the student's reasonable likelihood of success in college coursework and specific degree requirements for minors. To remain in the program, students must remain in good standing both in their high school and college coursework. The high school component of the RECHS program is rigorous, requiring that students pass all required core courses at the satisfactory level ("C" or above) with an ongoing overall GPA minimum of 2.80. Grades lower than a "C" (Ds or Fs) are not granted for credit in the RECHS program. Therefore, students may not earn high school credit for college courses unless they attain grades of "C" or better.

### **RUBIDOUX COLLEGE AND CAREER ACCESS PATHWAY PROGRAM (CCAP)**

The College and Career Access Pathway (CCAP) program at Rubidoux High School is a joint initiative of the California Community Colleges Chancellor's Office and the California Department of Education which allows high school students to participate in Community College course while attending Rubidoux High School. The CCAP program is designed to provide students with a pathway to college and to provide them with additional support to give them the best chance for success. This program is blended with our AVID program and students are automatically enrolled in an AVID 10 class while taking their first community college course in the 10th grade. The CCAP students can take up to 6 college courses while attending Rubidoux High School. The goal of the program is to develop seamless pathways from high school to community college for career technical education (CTE) or general education transfer, improve high school graduation rates, and help students to become college and career ready.

## **CAREER CENTER**

The Career Center is a valuable resource to help students as they prepare for their future. Students may access career interest and aptitude surveys, research various career options, and explore post-secondary education programs, schools, and majors. Students can also learn more about ROP/CTE and complete financial aid applications. You can reach the Career Center at 951-222-7756.

## **COLLEGE ADMISSIONS TESTING**

Students planning to enroll in a 4-year college or university upon graduation need to take the SAT Reasoning Test or the ACT by December of their senior year. **Our College Board school code is 052672.** We encourage students to take the practice tests for the SAT (known as the PSAT) no later than their junior year. This test is given in the fall at RHS. Registration and practice materials are available in the Career Center as well as online at [www.collegeboard.com](http://www.collegeboard.com). The application filing period for the California State University System (CSU) is October 1 - November 30 each year. Students MUST apply online at [www.csumentor.edu](http://www.csumentor.edu). There are 23 campuses and each campus requires an online application. The application filing period for the University of California (UC) is November 1 - November 30 each year. Students MUST apply online at [www.ucop.edu/pathways](http://www.ucop.edu/pathways). There are 9 undergraduate campuses and there is a single online application for all campuses.

## **COMMUNITY COLLEGE/PRIVATE COLLEGE REQUIREMENTS**

Community colleges offer many technical/vocational classes as well as a transfer program that allows students to advance to a four-year college. Any student may be admitted who is either a high school graduate or 18 years of age or who has passed the California High School Proficiency Exam (CHSPE). There are no specific subject requirements. See college catalogues for specific private college admission requirements.

### **University of California/California State University a-g Admission Requirements**

*Courses at RHS are offered based on student interest and may not be offered every year. ([www.ucop.edu/agguide](http://www.ucop.edu/agguide))*

#### **A U.S. HISTORY/GOVERNMENT – 2 years required**

American Government  
AP European History  
AP U.S. History  
AP U.S. Government & Politics  
U.S. History  
World History  
Honors World History  
World Geography

#### **B ENGLISH – 4 years required**

AP English Language & Composition  
AP English Literature & Composition  
English 9  
English 9, Pre--AP  
English 10  
English 10, Pre--AP  
English 11  
English 11  
Expository Reading & Writing Course (ERWC/English 12)

#### **C MATHEMATICS – 3 years required, 4 years recommended**

Intro. Math 1B w/Robotics  
Mathematics I  
Mathematics II  
Honors Math II  
Math III  
Honors Math III  
AP Calculus AB  
AP Calculus BC  
AP Statistics  
Pre-Calculus  
Honors Pre-Calculus

#### **D LAB SCIENCE – 2 years required, 3 years recommended**

Agricultural Biology  
Agricultural Chemistry  
AP Biology  
AP Chemistry  
AP Physics  
Earth and Space Science  
Biology  
Honors Biology  
Chemistry  
Honors Chemistry  
Physics  
Honors Physics  
Anatomy Physiology & Careers

#### **E FOREIGN LANGUAGE – 2 years of the same language required, 3 years recommended**

AP French Language  
Honors French  
French I, II, III  
AP Spanish Language  
AP Spanish Literature  
Honors Spanish 1 for Spanish Speakers  
Honors Spanish 1  
Spanish I, II, III  
Spanish II for Spanish Speakers  
Spanish III for Spanish Speakers

#### **F VISUAL/PERFORMING ARTS – 1 year required**

Advanced Ceramics  
Art Fundamentals I  
Advanced Drawing  
Ceramics  
Digital Photo I  
Digital Photo II  
Ballet Folkloric  
Chamber Singers  
Concert Band  
Concert Choir  
Marching Band  
Mixed Choir  
Percussion Ensemble  
Strings  
Symphonic Band  
Treble Choir  
Women's Ensemble  
Theater I  
TV Production  
Video Production



#### **G ELECTIVE – 1 year required, 3 years recommended**

Agricultural Government and Economics  
Auto Body Essentials  
Culinary Arts  
Advanced Culinary Arts  
Business Math  
Ethnic Studies  
Psychology  
AP Psychology  
AVID 9/10/11  
AVID Senior Seminar  
Economics  
Publications and Design I  
Sociology  
Veterinary Science



## **TRANSCRIPTS**

Currently enrolled students receive free official transcripts. Duplicating transcripts requires a 48-hour notice, and all charges must be cleared before transcripts are made. For alumni and former students, please visit [jurupausd.scribborder.com](http://jurupausd.scribborder.com)

## **DID YOU KNOW?**

1. Students may either add or drop a class, but they must make an appointment to meet with their guidance coordinators. Students who stop attending a course will receive an "F." Withdrawal deadline is the end of the third (3rd) week of the semester. Teachers WILL NOT drop or add a student until they are notified by the appropriate guidance coordinator. Appropriate class changes will be made during the 1st week of school.
2. While students choose the courses they wish to take, teachers and period assignments are selected randomly by the computer. **Schedule changes for period or teacher preferences cannot be made.**
3. Students who wish to repeat any course to improve their grade may do so with teacher/parent/guidance coordinator approval. However, additional credit will not be granted for a repeated course. There are some advanced courses in special areas that may be repeated for credit. See your guidance coordinator for additional information.
4. Students who are interested in earning credits through a private accredited institution must see their guidance coordinator for more information.
5. Specific information regarding college scholarships and financial aid may be announced in the daily bulletin. More information may be obtained in the Career Center.
6. Advanced Placement classes count an extra grade point for A, B and C grades. (A=5, B=4, C=3; D and F grades do not qualify for an extra grade point.)
7. During the year an academic awards assembly or rally may be held to recognize RHS students who have excelled in school or improved their grades. An ASB card may be required for some awards. Awards that may be available to students who have a current ASB card include a letter for two consecutive semesters of a 3.3 GPA and a bar for additional semesters of 3.3 GPA..

## **WORK PERMITS**

Work permit applications are required for all working students under the age of 18. General summary of Minors' Work Regulations: If federal laws, state laws, and school district policies conflict, the more restrictive law (that which is most protective of the employee) prevails. Generally, minors must attend school until age 18 unless they are 16 years or older and have graduated from high school or received a State Certificate of Proficiency. Employers of minors required to attend school must complete a "Statement of Intent to Employ Minor and Request for Work Permit" (Form B1-1) for the school district of attendance for each minor. Employers must retain a "Permit to Employ and Work" (Form B1-4) for each minor. Work Permits (B1-4) must be retained for three years and open at all times for inspection by sanctioned authorities. A Work Permit (B1-4) must be revoked whenever the issuing authority determines the employment is illegal or is impairing the health or education of the minor. For more information on Minors' Work Regulations, please visit [www.ca.gov](http://www.ca.gov). Information/forms regarding work permits can be obtained in the office. A 2.0 GPA and good attendance is required.

## **ACADEMIC INTEGRITY POLICY** (based on California Ed Code 48900, sections G, K, and U)

Each student must take personal responsibility for his/her academic performance and act with integrity. It is always understood that all work represents each individual's own efforts and ideas, unless a teacher specifically authorizes a group assignment.

### **Academic dishonesty includes, but is not limited to:**

- Cheating
- Cheat sheets or using notes without permission
- Forging, altering, or duplicating school or teacher documents and/or teacher or parent signatures
- Fabricating information or citing non-existent sources
- Plagiarism by copying part or all of another person's work and submitting it as your own, giving or getting improper assistance on an assignment meant to be individual work, failing to properly cite paraphrased or quoted materials with footnotes or a bibliography, copying from other sources such as charts, graphs, test, or notes.
- Text messaging exam data or information.

Consequences will be determined by individual teachers and may include the following: receiving zero points on the assignment(s), a failing grade for the six-week grading period and/or for the semester, and on-campus suspension (OCS). Consequences may also include further disciplinary action as determined by the guidance coordinator and/or school administration. Please note that per California Education Code 49066, the final grade for each student is determined by the teacher and cannot be changed without the teacher's consent.

## **ACCIDENT POLICY**

A student accident insurance policy is available each school year. This is an individual policy offered by a private firm to students in Southern California. You may inquire about this in the Guidance Office. **It is the student's and parents' responsibility to apply for insurance through this policy or other personal means.**

## **ASSOCIATED STUDENT BODY (ASB)**

Patterned after the administrative government of the United States, Rubidoux's Associated Student Body (ASB) serves Rubidoux High School as the center of student government. Organization and execution of all activities, fundraising, and events concerning the students at RHS must be approved by ASB. Any concerns or recommendations are to be directed to an ASB representative who will share them at the next ASB meeting. Rubidoux's ASB hopes all students will participate in the functions ASB hosts, making their time at RHS the best that it can be.

## **STUDENT IDENTIFICATION (ID) CARDS**

**All students are required to have in their possession a current Rubidoux High School ID card.** **All transactions with the bookkeeper will require an RHS ID** and ID cards must be presented at all school functions and students may be asked to present it during the course of the day for a variety of reasons. **Lost IDs may be replaced for a cost:**

**1st time \$1.00**  
**2nd time \$2.00**  
**3rd time \$3.00**  
**4th time \$4.00**  
**5th time \$5.00**

### **ASB CARDS**

ASB cards are available all year long. These cards are good for free or discounted admission to school games, dances, and activities. All RHS athletes must purchase their ASB card to receive a free athletic letter. Adding ASB membership to the ID card will save students a significant amount of money throughout the year. Funds generated by ASB cards go toward pep rallies, academic rallies, dances, other incentives, and athletic needs.

### **DANCE ROYALTY**

Students may be a candidate for royalty at any school-sponsored dance once per year. They must hold an ASB card, have at least a 2.0 GPA, are free of all charges with the bookkeeper, any attendance, suspensions or behavioral issues related to our core values (Perseverance, Respect, Integrity, and Dedicated to Excellence) in the current school year may affect eligibility, and have administrative approval prior to voting. This applies to all grade levels.

### **CLUBS**

Students can choose among a wide variety of clubs and organizations to pursue special interests and participate in extracurricular activities. Only chartered clubs may officially meet and function as a Rubidoux High School organization. To be chartered, a club is required to have a faculty sponsor, constitution, membership list, and be approved by the ASB secretary. All club expenditures must follow the accounting procedures outlined in the administration. All club expenditures must follow the accounting procedures outlined in the Handbook for Sponsors. See your sponsor before planning any fundraising projects. A sponsor must be present at all meetings. Minutes must be kept and turned in to the Club Advisor by the end of the year.

### **SELLING NON-SCHOOL ITEMS**

Students may not sell any items at school unless they are participating in a school-approved fundraiser. Items will be confiscated and will require parent pick-up. Violators will be subject to disciplinary action.

### **BEHAVIOR AT SCHOOL EVENTS**

Students or guests who exhibit serious behavior problems at an athletic event or an extracurricular activity (dance, play, concert, etc.) may be prohibited from attending other events for the remainder of the school year. This means that those caught drinking or under the influence of alcohol or a controlled substance, fighting, in possession of a weapon or fireworks, or any other serious violation of *Education Code 48900* in addition to the immediate consequences (arrest, suspension and/or expulsion), may be banned from future school events during the year. **All school rules and regulations apply to both student and guest of student at any school-sponsored events including off-campus events.**

### **GUESTS AT SCHOOL-SPONSORED EVENTS**

Rubidoux students wishing to bring a guest to school-sponsored events must present a completed guest pass when purchasing tickets. Tickets must be purchased before the end of lunch on the last day of ticket sales. Events needing guest passes will be determined by the administration. All guest passes needing approval must be turned in to the appropriate office no later than five (5) school days prior to the event. No guest pass will be approved for individuals 21 years of age and older. **All students and guests entering the event must show current photo ID (a class schedule will not suffice).**

### **TEXTBOOKS**

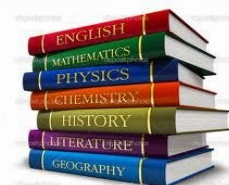
All textbooks remain the property of the Jurupa Unified School District. They are freely checked out (loaned) to students who need them. There is no charge for this loan service, but students are responsible for all textbooks that are checked out to them. Students are encouraged to cover their books.

**The following are Rubidoux High School's rules of financial responsibility and payment for missing or damaged textbooks.**

1. Each student is responsible for any and all textbooks issued to him/her.
2. Each student must return the same textbook (same barcode number) that was issued to him/her.
3. Textbooks which are not returned for any reason (lost, borrowed, stolen, destroyed) or which are damaged beyond normal use must be paid for by the student or the student's parents (*Ed. Code 48909*). This includes textbooks that are damaged by water. The cost will be determined by the replacement cost of the books.
4. If a book is missing for any reason during the instructional term, the student may go to the library to get a replace, the record must be cleared by the end of the school year.
5. If a missing book is paid for and later recovered, the amount paid will be refunded to the student. (Students have a 24-hour period to report damage to a textbook that has been checked out to them.)
6. Any textbooks that contain gang affiliated graffiti, symbols or obscenities will be removed from circulation and the student will be charged.
7. Failure to pay any charges will result in loss of participation in school activities and withholding of report cards/transcripts until amount owed is paid.

#### **Fees for damages**

- |   |   |
|---|---|
| A. Defacement (or other minor damage)                                       | \$2.00 per usable page<br>\$3.00 per non-usable page<br>Cost of textbook for 10 or more damaged pages |
| B. Damaged cover  | 10-25% of cost of textbook  |
| C. Damage to book preventing future use (binding, water damage, mold, etc.) | Cost of textbook/library book   |
| D. Barcode removal or defacement  | \$5.00 per barcode sticker  |



## **Student Use of Technology** (refer to BP 6163.4)

Jurupa Unified School District recognizes that access to technology in school gives students greater opportunities to think critically, problem solve, research, create, communicate, and collaborate. Given the integration of these technologies with California State Standards instruction and state mandated annual testing, acceptance of these policies is no longer optional for students. Parents who are concerned about the use of these technologies or the application of these policies should contact the district or school administration to discuss whether reasonable adjustments may be required for a student's particular needs. This acceptable use policy outlines the guidelines and behaviors that users must follow when using school technologies or personally-owned devices on the school campus. School technologies may include internet access, desktop, virtual desktop or laptop computers, Chromebooks, iPads, video conferencing, online collaboration, email and message boards. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed. All activity over the network or using district technologies may be monitored and retained. No use of the district network or equipment is private. Users are expected to communicate with the same appropriate, safe, mindful courteous conduct online as offline. Users should be careful not to share personally-identifying information online or attempt to open files or follow links from an unknown or untrusted origin. A K-12 district Internet safety program, based on the Common Sense Media curriculum, has been implemented at each school. Teachers will reinforce the learned Common Sense Media concepts when appropriate to developing student information literacy skills through the core curriculum. The Common Sense Media curriculum focuses on cyber community citizenship in the primary grades; citizenship and safety, and cyber predator identification in the upper elementary grades; cyber bullying, negative networking, and predator identification, in the middle grades; and cyber harassment, cyber relationships, security – malicious codes, and social-networking risks at the high school level. Every student and teacher will have the opportunity to participate in the Common Sense Media curriculum. Common Sense Media provides free education for parents, students, and schools about online student safety. This quality education resource helps minors be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

One of the adopted goals of the Jurupa Unified School District is to assist in advancing the use of technology to enhance student learning. Access to Jurupa Unified School District technology is a privilege, not a right, and students enrolled in District programs or activities must follow District guidelines and procedures regarding acceptable use of technology. All Jurupa Unified School District students and their parents/guardians shall sign the Acceptable Use of Technology Agreement prior to using District technological resources. The Jurupa Unified School District shall make a diligent effort to filter the inappropriate or harmful matter accessible through the Internet, and students shall also take responsibility not to initiate access to inappropriate or harmful matter while using District technology. Violation of this policy may result in disciplinary action and the loss of the privilege to use the technology and/or civil or criminal liability.

## **CHROMEBOOK USE POLICY (DIGITAL GATEWAY)**

The Jurupa Unified School District (JUSD) 1:1 Chromebook program is designed to provide students with the opportunity to enhance their learning through the use of 1:1 device technology. A district Chromebook will be checked out to each student who participates in the 1:1 Chromebook program. The Chromebooks are the property of the school district. Similar to other district property assigned to students, i.e., textbooks, students and parents are responsible for the care and return of the Chromebook.

JUSD collect data to establish how and to what degree the Chromebook program affects student achievement. Collection of data may include the administration of a teacher, parent and student survey.

### **Before Receiving the Chromebook**

- A. Parents and students must sign and return the Chromebook Distribution Form agreeing to be responsible for the Chromebook. In the event that the device is lost (stolen, not returned, missing, etc.) the student/parent will be responsible to pay \$270 for the replacement cost of the Chromebook. This is very similar to the existing textbook replacement policy in use at JUSD and many other school districts. If the device is damaged and/or inoperable, the student will be responsible for returning the device to the school site for repair and will be charged a \$50 fine if there is no insurance. A replacement Chromebook will be issued upon return of the damaged device.

### **Receiving Your Chromebook**

- A. Each Chromebook will be checked out to the student through JUSD's Textbook Management system in your school library.

### **Care of Your Chromebook**

- A. The Chromebook is school property and all students must follow Board Policy 5131 prohibiting student conduct that results in damage to or theft of property belonging to the district, staff or students.
- B. Under no circumstances should Chromebooks be left in unsupervised areas, such as, the school grounds, lunchroom, library, PE rooms, unlocked classrooms, or outdoor walkways.
- C. Use a soft clean and dry cloth to clean the screen. **Do not** use water or cleaning solutions.
- D. Students are responsible for keeping the Chromebook battery charged for class each day.
- E. Parents may choose to purchase a protective case.
- F. When carrying you Chromebook in a backpack or other carrying case, avoid placing too much pressure and weight on the Chromebook screen.
- G. Chromebook screens are particularly susceptible to damage. Do not lean on the Chromebook cover. Do not place anything heavy on the Chromebook that could put pressure on the screen. Do not bump the Chromebook against walls, car doors, floors, etc.
- H. Stickers are NOT permitted on Chromebooks. Failure to comply will lead to a \$10 fine for stickers.

### **Using Your Chromebook at School and Home**

- A. Students are responsible for bringing the Chromebook and power cords to school each day.
- B. To prepare the Chromebook for use during school, students should charge the Chromebook each evening.
- C. Inappropriate media, graphics, or language may not be used as a screensaver or background photo. Any drug, alcohol, or gang related symbols, pornographic images or inappropriate language will result in disciplinary actions.
- D. Students are allowed to set up their home wireless network on the Chromebook. JUSD's GoGuardian filter contains filter options that meet the Children's Internet Protection Act (CIPA).

**Acceptable Use Policy**

- A. Students are responsible for adhering to the rules and internet use guidelines outlined in the JUSD Acceptable Use Policy.
- B. Use of Jurupa Unified School District network systems/technologies is a privilege, not a right. Inappropriate use may result in a cancellation of those privileges.
- C. Students shall not engage in vandalism. Any attempt at deliberate damage to the hardware, software, or information stored on any computer/device within the lab, classroom, and library including the introduction of computer viruses or attempts at hacking, will be subject to disciplinary actions, including suspension.
- D. Students/parents will be held responsible for any and all damage to the Chromebook that is checked out to the student. Damage includes, but is not limited to: broken screens, cracked plastic pieces, inoperability, etc.
- E. If the Chromebook is damaged and able to be repaired, students/parents are responsible for the repair costs. Should the cost of repair exceed the cost of purchasing a new device, the student/parent will be charged the full replacement value (approximately \$270.00).



## **STUDENT DEBTS**

Students are responsible for paying all school-related debts including course fees, vandalism, damage to any school equipment, damaged or lost library books and textbooks. Payment for these items must be made with cash only and should be promptly submitted to the ASB Bookkeeper's office window. Failure to settle these matters will lead to the loss of:

- Senior activities including graduation and Senior Night
- Off-campus lunch permit
- Running for an ASB or class office
- Dances

## **ACADEMIC STANDARDS FOR ATHLETES**

1. A student participating in a high school athletic program shall meet all California Interscholastic Federation (CIF) eligibility requirements.
2. The eligibility date for all high school activities will be the same as that determined by CIF and League ruling. Students should clear early to avoid long lines and possible delays in eligibility.
3. Six-week grades shall be the basis for determining the grade point average (GPA). The grade point average shall be determined by dividing the accumulated grade points from all classes in which the student is enrolled during the grading period by the number of classes attempted.
4. The student shall obtain at least a 2.0 GPA the 6 weeks prior to participation. A probationary period of 6 weeks shall be in effect for students who fall below the 2.0 GPA, whether or not they have previously participated in an activity. A student whose 6-weeks GPA remains below 2.0 at the end of the probationary period shall go into "ineligible status" until she/he obtains at least a 2.0 GPA at the subsequent 6-weeks grading period. High school freshmen shall be exempt from this standard until the end of their first 6 weeks. Athletes must pass four classes (with a maximum of 1 PE course) or they are automatically ineligible **regardless** of previous GPA.
5. Except to rectify errors, grades, once issued, may not be changed. Incomplete grades become complete in accordance with school practice. Athletes become eligible or ineligible when grades are returned from the County Data Center. Eligibility status is determined within 5 days after grades are received as a hard copy from the Registrar.
6. The second semester GPA of students on probationary or ineligible status may be recalculated to include summer school grades to determine eligibility for fall activities. Credit for courses taken at an accredited college or university may be used to raise quarter or semester GPA's if students received approval from their high school principal or designee prior to attending classes. Each semester unit equals three and one-third (3 1/3) high school credits.
7. Transfer students must meet the same requirements as non-transfer students along with meeting CIF requirements.
8. While under suspension, students shall be ineligible to participate in any activities.
9. Appeals or exceptions to these standards shall be determined by a district administrator designated by the Superintendent. The decision of the administrator shall be final.



## **PHYSICAL EDUCATION DRESS CODE**

The P.E. staff at Rubidoux High School is committed to improving the quality of physical education for our students. In order to do this, we have established these procedures:

- (a) P.E. Uniform: Regulation P.E. clothes are required and available through the P.E. Department. **Students must have P.E. clothing to receive full credit for the day.**
- (b) Rubidoux PE uniforms, black shorts, grey shirts (plain), white socks and athletic shoes, are required. No altered clothing is permissible. No logos except RHS are permitted.
- (c) As the weather gets cooler, sweats are acceptable. They must be worn over the P.E. uniform and only black or gray sweats are permitted.
- (d) White t-shirts are **not** approved wear in P.E.
- (e) All P.E. shirts must have sleeves.
- (f) RHS dress code **will** be enforced in Physical Education.
- (g) Must have appropriate swimwear. No cotton blend attire allowed in the pool.
- (h) **MUST HAVE A RHS ISSUED COMBINATION LOCK.** NO personal or non-RHS locks allowed

### **PRICES:**

T-SHIRTS (Dri-fit or Cotton)	S—XL	\$12.00
	2XL—4XL	\$14.00
SHORTS	S—XL	\$12.00
	2XL—4XL	\$14.00
RHS LEGGINGS	XS—XL	\$20.00
SWEATPANTS	S—XL	\$25.00
	2XL—3XL	\$30.00
SWEATSHIRTS	S—XL	\$30.00
	2XL—4XL	\$35.00



PE uniforms can be purchased the first two weeks of school. Purchases should be made during your scheduled PE class period. Students must use a school provided locker that will be assigned for their use. Absolutely **no sharing** of combinations and/or lockers is allowed. To ensure a secure environment of property, all valuables should be locked in the student's personal locker or Long Lockers (**period use ONLY**). **Unauthorized locks will be removed.** If Long Lockers are used over night the contents will be removed.

## **ATTENDANCE POLICY**

Parents and students should attempt to schedule all medical appointments outside of school hours to obtain the maximum benefit from the education provided at RHS. In the event of an emergency during the school day that requires the release of a student from school, parents must check the student out in person and must present current photo identification in order for the school to release the student.



**The name of the person to whom the student is released must be listed on the student's emergency contacts and photo identification is mandatory. Keep your parent connect information current!** We cannot accept calls for students to be released. If you cannot or do not want to come in person to sign your students out, or if they drive, please send a note with them (include complete name, date of birth, time to be released, signature of parent and phone number for verification) and have them present it to the Attendance Office window before school starts on the day they are to leave.

Attendance is compulsory in California until high school graduation or the age of eighteen. Punctuality and regular attendance are essential to success in school as well as on the job. Any student who is absent must present a written excuse upon returning to school, or the parent must personally call the attendance office the day of the absence. State law accepts only 4 reasons for "excused" absences (1) illness/medical; (2) religious absences; (3) bereavement and (4) court appearance. Failure to attend Saturday School or continued truancies may lead to disciplinary action. Telephone calls are received 24 hours a day at **951-222-7726**. If you reached a voicemail message, speak slowly and distinctively. Please spell the student's first and last name and provide the date of birth, give the date(s) he/she was or will be absent, the reason for the absence, your own name, and your relationship to the student (mother, father, legal guardian). This must be done on each day the student is absent from school. If you do not notify the Attendance Office of the student's absence, please send a note with the student and have him/her take it to the Attendance Office window the day he/she returns to school. A note should contain the full name and date of birth of the student, the date of the absence, and the reason for the absence. Only a parent or legal guardian may sign a note or clear an absence.

### **ATTENDANCE VERIFICATION FORMS**

Any forms requiring attendance verification (e.g. DPPS, CalWorks, Social Security, etc.) will need a **72-hour period** to verify information.

### **CUSTODY ISSUES**

Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to his/her child and/or school records. The only exception is when signed restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, law enforcement will be contacted and an officer requested to intervene. Parents are asked to make every attempt not to involve school sites in custody matters. The school will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.

### **EDUCATION FOR HOMELESS CHILDREN** (refer to BP617)

The Governing Board desires to ensure that homeless students have access to the same free and appropriate public education provided to other students within the district.

Homeless students shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way.

The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.

### **EDUCATION FOR FOSTER YOUTH** (refer to BP 7173.1)

The Governing Board recognizes that foster youth may face significant barriers to achieving academic success due to their family circumstances, disruption to their educational program, and their emotional, social, and other health needs. The Board desires to provide foster youth with a safe, positive learning environment that is free from discrimination and harassment and that promotes students' self-esteem and academic achievement.

The Superintendent or designee shall ensure that placement decisions for foster youth are based on the students' best interests as defined in law and administrative regulation. To that end, he/she shall designate a staff person as the district liaison for foster youth to help facilitate the enrollment, placement, and transfer of foster youth. The Foster Youth Liaison for JUSD is the Director of Pupil Personnel Services. They may be contacted at (951) 360-4140.

### **EARLY DEPARTURE and PROCEDURES FOR LEAVING CAMPUS DURING THE SCHOOL DAY**

Each student MUST have permission prior to leaving campus at ANY TIME during the school day. Students that are 18 years of age must have written authorization from a parent stating that the student is responsible for him/herself to excuse absences or to leave campus. While it is strongly suggested that medical and dental appointments and personal business be conducted after school hours, this is not always possible. If it is necessary for you to leave campus during the day, your parents must send a note with you to this effect to be given to the attendance office. The Attendance Office will provide you with a pass to leave campus. **STUDENTS WHO LEAVE CAMPUS WITHOUT PERMISSION ARE CONSIDERED TRUANT UNDER THE LAW.** Students who do not adhere to the required procedures and who are found off campus are subject to citation by the Sheriff's Department (Riverside Co. Ord. 339.2(3) (a)). **Students who return to campus after being truant that same day are subject to search.** Students who are ill must get a pass from their classroom teacher before coming to the guidance office or the nurse's office.

On special sales days sponsored by ASB (such as Food Week), students who wish to leave campus prior to lunch for errands involving the sales must follow these procedures:

1. Check out with Attendance Office.
2. Must have a written note from sponsor.
3. Must have a written note from parent.

### **VISITOR POLICY**

Rubidoux High School is a closed campus to all but enrolled students and staff. All visitors must sign in at the main office and receive a visitor's pass.

The pass must be worn on the shoulder area at all times while on campus. Failure to follow these procedures may lead to police intervention.

**Students may not bring relatives or friends to school as visitors (P.C. 626.8 & .6).** Non-students may not be on campus at lunch time, before or after school to visit friends.

### **RAPTOR VISITOR MANAGEMENT SYSTEM**

As part of the District's effort to provide a safe and secure learning and working environment the use of the Raptor Visitor Management System is being used. All visitors/volunteers will need to check in and out of the office through the Raptor system. All visitors/volunteers will be asked to present a valid government issued identification (ID) which will be scanned into the system. Please make sure to have a valid identification.

## RUBIDOUX HIGH SCHOOL ATTENDANCE POLICY

During Period 1, students arriving on campus after 8:30am must report to the Attendance Office to be checked in.

Students are to report directly to class periods 2-6. Students found roaming campus will be taken to OCI for consequences. Each student truant or tardy may be subject to, but is not limited to, the following consequences:

### TRUANCY POLICY

Number of Truancies	Consequence
<b>1-3 Unexcused Absences</b>	The student is marked truant, an automated phone call home is made to notify parent/guardian, Other Means of Correction will be given
<b>4th Unexcused Absence</b>	Student marked truant, an automated phone call home is made, student may be sent <i>First Notification of Truancy or Excessive Absences</i> (Truancy Letter 1) notifying them of their excessive truancies and the possible need for a SART Contract to be established.
<b>Unexcused Absences After Truancy Letter 1</b>	*Truancy Letter 2 will be sent and Student Attendance Review Team (SART) conference may be scheduled and held. *If Attendance does not improve <b>Third Notification of Continued Truancy</b> may be sent and Student Attendance Review Board Referral may be made. If you have any questions please contact <b>Student Services at (951) 222-7724</b>

### TARDY POLICY

## RUBIDOUX HIGH SCHOOL TARDY POLICY

### TARDY POLICY - CUMULATIVE (Will Reset Each Semester)

- 1-4: Students are marked tardy in Q by their classroom teacher.
- 5-8: Students to serve detention and phone notifications
- 8+ Students marked tardy and student may be placed on the *\*NO GO List* may include, but is not limited to:  
Pep Rallies, Dances, Senior privileges (Prom, Grad Night, etc.), and off campus passes, participation in practices or rehearsals for athletic teams or performing arts groups.
- \*\*\*Tardy before 8:45 report directly to class. After 8:45 report to Attendance Office
- \*\*\*Tardy to class during periods 2-6 report directly to class
- How to clear Tardies
- Saturday School= 8 Tardies per visit
- Detention= 1 Tardy per visit
- Tutoring 1 hour = 2 Tardies



### **PROCEDURE FOR SHADOWING STUDENTS**

Parents/guardians will need to contact the guidance coordinator at least 2 days in advance to notify teachers and arrange for the on-campus shadowing. Parents/guardians will sign-in when they arrive to receive a visitor's badge and will be directed to the appropriate classroom. Parent/guardian will only be an observer in the class, not a participant or evaluator. Questions or comments should be written down and left with the teacher and the teacher will contact the parent within 24 hours to discuss. At the end of the observation, parent/guardian will need to sign out and return the visitor's badge to the office.

### **OFF-CAMPUS PROCEDURES FOR LUNCH**

Rubidoux High School is a closed campus. Students must have an off-campus pass to leave the campus for lunch. Only 11th and 12th grade students that reach their testing goals will be allowed to obtain an off campus lunch pass. Visit the Student Accountability office for more information. Freshmen and sophomores are not eligible for off-campus privileges.

The criteria are as follows:

- **No D's or F's at the end of prior semester (not including summer school)**
- **GPA of 2.5 or above from prior semester**
- **No trancies from prior semester**
- **No suspensions from prior semester**
- **No academic integrity violations from previous semester**
- **On track to graduate (credits as established in HS course guide)**

**PARENT/GUARDIAN** must sign the off-campus application in front of a school official. Students will be considered truant if they leave campus without an off-campus pass. **Off-campus passes MUST be carried at all times.** Students may only go to the areas designated on the off-campus pass by their parents. Students out of area will lose their off-campus privilege and will be subject to disciplinary action. Students may be requested to show passes to school officials when leaving or returning to campus. Off-campus passes will be revoked for violation of the school attendance policies

### **TELEPHONES FOR STUDENT USE**

There are no pay telephones on campus. Students will need to make other arrangements. Emergency calls can be made in the main office until approximately 4:00 p.m.

### **LOST AND FOUND**

The "Lost and Found" is located in the library. Students who have lost items should check the library each quarter as unclaimed items may be donated to local charities.

### **DELIVERIES DURING SCHOOL HOURS**

**All instruction related items must be dropped off at the main office lobby.** Person dropping off **must** have an ID and **must** be listed on the student's emergency contact. Students can pick up these items during passing periods (if time permits), during lunch, or after school. Students will **NOT** be called out of class nor will the items be delivered. We are not liable for items not picked up. **Items such as food, money, cellphones, flowers, balloons, etc. will not be accepted for delivery or drop-off.**

### **STAFF/STUDENT SURVEYS**

All surveys (whether for informational or instructional purposes) must be approved by Administration before they can be distributed. The purpose for the survey and how the results will be used must be clearly stated. Submit surveys to the Assistant Principal for Curriculum and Instruction for approval.

### **DISTRIBUTION OF NON-SCHOOL MATERIALS**

No flyers, pamphlets, or any other materials will be passed out on any Jurupa Unified School District site without the prior approval of the Superintendent's office (*Ed. Code 40041, 51520, 51521*).

### **AUTOMOBILES, MOTORCYCLES AND STUDENT PARKING**

Students who drive automobiles or motorcycles to school may park only in designated marked stalls in the student parking lot. Parking permits must be affixed to the rear view mirror and must be visible to campus supervisors. A parking permit can be obtained during registration or from the ASB Bookkeeper for \$5. **Replacement permits are \$50.00.** Motor Vehicle Code V.C. 21113-C and all posted vehicle codes will be strictly enforced. Vehicles without parking permits issued by RHS as well as vehicles that are improperly parked are subject to Riverside Sheriff Department citation.

**Students must possess a valid California Driver's License, current California Vehicle Registration, and proof of insurance when applying for a student parking permit.**

Only vehicles that are "street legal" and have a valid California registration for operation on the highways may be parked on campus. The parking lot has limited supervision. Parking is done at the student's own risk; therefore, students should keep vehicles locked at all times. Jurupa Unified School District accepts no responsibility for damage to any vehicle, vandalism, or theft of its contents. Students may not park in the staff designated parking areas. ***Speed limit in the parking lot is 10 MPH.***

Irresponsible or reckless driving on the part of any student or failure to comply with any of the above requirements will result in the suspension of parking and may also result in other corrective action appropriate to the offense. Administrative approval must be received before going to the parking lot at any time other than arrival on, and leaving from, campus. Violators will be subject to disciplinary action. Cars are not to be used as lockers! Students may not access cars during class periods or passing periods. **Any vehicle entering the school-parking facilities may be subject to search if there is reasonable suspicion by school administration, trained dogs or police officers. A search of a motor vehicle is defined as any inspection of the interior or storage space of the vehicle (JUSD Regulation 5166).**

### **Annual Information Update**

It is necessary that each student has their parent connect information and submit their Annual Information Update yearly. The Annual Information Update is available during the summer for updates. To access the Annual Information Update, parents must log into their parent connect. If you do not have your log in information, please contact our office at (951) 222-7700. **If changes need to be made during the year, parents must physically come into the office with a valid identification card to make changes.**

- Log into parent connect
- On the right hand side you will see in bolded red **Annual Information Update**, click to make changes.
- You will then select the edit button to change Contact Demographics and Student Demographics. If needed. If no changes need to be made, make sure to click at the way to the end to submit.
- Select the student you want to update. If multiple students are in the household parents must individually input each student information, including emergency contacts.

### **DISASTER PREPAREDNESS**

In the event of a disaster, or during a disaster drill, the Rubidoux High School Disaster Plan calls for all students and staff to evacuate to a pre-determined area. In the evacuation area students are to report for roll call to the teacher of the class from which they evacuated. Evacuation procedures and a map of the evacuation sites are posted in all classrooms. If a drill or disaster occurs during a time when students are not in class such as lunch or passing period, students are to report to the closest safe classroom/building. Students will receive further instructions as necessary to ensure their safety.

### **STUDENT RELEASE IN CASE OF DISASTER**

In an emergency situation, emergency procedures at the Rubidoux High School and Jurupa Unified School District will be enforced. Rubidoux High School will use an established checkout procedure for releasing students. **Students will only be released to parents, legal guardians, and other persons designated on the student's demographics.** Parents are advised to update student's emergency contact information when changed so that school personnel can contact the appropriate party to ensure student safety. Parents/guardians must report to the **stadium parking lot** from the Pacific Avenue entrance to officially check out a student. The student will be called from the evacuation area from his/her teacher's class. Be sure to review this procedure with students to ensure they know this process and the importance of following it carefully.

Staff will remain with students at the site until such time as parents/guardians or people specifically listed on the student's emergency card are able to pick up the student. Be sure the emergency card is updated and accurate!

### **FIRE ALARMS**

Penal Code 148.4 states that it is unlawful to interfere with fire alarm apparatus or to give false alarm, punishable by up to one year of jail and a \$1,000.00 fine. Students responsible for false alarms will be punished to the fullest extent possible under school disciplinary and criminal proceedings.

### **RESTRICTED AREAS**

The front of the school, parking lot "B", Opal Street; bus lane Pacific Avenue entrance; access road east of the 600 buildings, student farm areas, behind gymnasium, cafeteria, and men's locker room; P.E. asphalt area, and all athletic fields are OFF-LIMITS during class hours (8:30 – 3:30). Students arriving at school in the morning are to go directly to campus and stay within the boundaries of the classroom buildings. Students should park their vehicles in the student parking lot "A", proceed onto campus, and not loiter around the cars. **NO SKATEBOARDS, NO BICYCLES, NO MOTORIZED VEHICLES, NO ROLLER SKATES/ROLLER BLADES, and NO SCOOTERS** are allowed on campus at any time. **See map on page 9. Shaded areas are off limits to students when not supervised by RHS staff.**

### **RULES FOR SCHOOL BUS PASSENGERS** (District Policy #3500)

1. Remain seated.
2. Refrain from loud conversation and boisterous conduct.
3. Keep all parts of body inside the bus.
4. Do not throw items inside or out of the bus.
5. Refrain from using profanity.
6. Do not eat or smoke on the bus.
7. Do not wear athletic footwear equipped with cleats or spikes.
8. Watch for traffic when crossing the street in front of the bus and keep away from the side of the bus as it leaves a stop.
9. Students will be held accountable for their conduct at bus stops.

Violations of rules will be reported to the school administration by the driver. Serious offenses will mean suspension of bus privileges no matter how many tickets have been received and may also result in suspension from school. The consequences of bus referrals as established by the JUSD Transportation Department are:

- |             |  |
|-------------|--|
| 1st Ticket: | Counseling/Parent contact with after-school detention.             |
| 2nd Ticket: | Suspended bus privileges for 1-5 days and parent contact.          |
| 3rd Ticket: | Bus privileges may be suspended for 2 weeks.                       |
| 4th Ticket: | Suspension of bus privileges for the remainder of the school year. |

### **STUDENT DROP-OFF AND PICK-UP ZONES**

Student drop-off and pick-up zones are marked along Opal Street and Pacific Avenue. The curbs painted white are designated drop-off and pick-up zones. The curbs painted red are restricted by County Transportation as no parking, no stopping areas. **No student drop off in school parking lots on Opal Street.** Bus loading zones are also no parking, no stopping areas. Student safety is our primary concern and it is critical that parents do not park in the designated red zones blocking traffic and/or obstructing crosswalks. Our school resource officer will enforce these regulations. Please do not exit cars from traffic lanes.

## **JURUPA UNIFIED SCHOOL DISTRICT DRESS STANDARDS**

PLEASE REFER TO THE 2022-2023 DISTRICT PARENT GUIDE FOR FULL COPY OF DRESS CODE.

## **DISCIPLINE**

PLEASE REFER TO THE 2022-2023 DISTRICT PARENT GUIDE FOR FULL COPY OF DISCIPLINE PROCEDURES.

## **CLASSROOM EXPECTATIONS**

Teacher will instruct students on rules and consequences for their class. **Teachers will acknowledge and correct inappropriate behavior.** Students and parents must sign and return the acknowledgment that they read and understand the Rubidoux High School, Jurupa Unified School District's and teacher's rules.

**Exception: Syllabus, which may include department expectations.**

*The Assertive Discipline Plan does not apply to defiant, dangerous, or illegal behavior. In these cases, major infractions may lead to suspension, involuntary transfer to an alternative program, or expulsion. Law enforcement agencies may be contacted, which could lead to a citation to appear or arrest.*

## **CONFISCATED ITEMS**

Confiscated items are not the responsibility of the school if they are lost, stolen, or vandalized. Note: Students may pick up items on Tuesdays or Thursdays from 3:20 p.m. until 4:00 p.m. in the SMA office. **Any item not claimed within one month from date of receipt in the office will be discarded.**

## **ADMINISTRATIVE DISCIPLINE INTERVENTIONS**

### **Rubidoux High School Discipline Policy EC 51100 and Board Policy 5131**

Every student shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of teachers and other staff; observe good order and propriety of deportment; be diligent in study; be respectful to teachers and other staff in authority; be kind and courteous to school mates; and refrain from the use of profane and vulgar language. (Section 300, California Code of Regulations, Title 5)

### **On-Campus Intervention (OCI)/Reflection Room**

1. Students may be assigned to OCI as a consequence for not following school rules, regulations, and procedures. They may be assigned to OCI for one or more periods to full days.
2. Students will be allowed restroom and lunchtime privileges under supervision.

### **Saturday Intervention**

1. Students may be assigned Saturday School as a consequence for not following school rules, regulations, and procedures. Any truancy may result in assignment to Saturday School.
2. Saturday School is to be served on the date assigned.
3. If a student is late to or does not attend Saturday School he/she will be considered a no-show. This MAY result in additional consequences.
4. Habitual Saturday Schools assignments MAY require a parent conference with the assistant principal.

### **Suspensions & Expulsions**

A pupil may be suspended or expelled regardless of whether:

- The student is on school grounds.
- The student is going to or coming from school.
- The student is on or off the campus.
- The student is attending a school-sponsored activity.
- The student is coming from or going to a school-sponsored activity.

### **Other Means of Correction (OMC)**

1. Detentions
2. Loss of Privileges
3. Youth Court
4. Seeking Safety
5. Lunch Detention
6. Period Suspension

## **UNIFORM COMPLAINT PROCEDURE**

PLEASE REFER TO THE 2022-2023 PARENT GUIDE FOR FULL COPY OF THE UNIFORM COMPLAINT PROCEDURE.



### **SUSPENSION APPEAL PROCEDURE**

**Note:** During the appeal of suspension to the principal, the student shall remain suspended for the length of the appealed suspension. Because the appeal process is a challenge to student records, only the student's Educational Rights Holder may appeal a suspension.

When a parent or guardian wishes to appeal the suspension (without recommendation for expulsion), the following procedure shall be followed:

1. The pupil's parent or guardian shall have the right to submit a written statement that shall be attached to the suspension notice.
2. The parent or guardian shall submit a written statement outlining the reasons for requesting an appeal **within five (5) school days of the date the student was suspended** to the principal or designee.
3. Upon receipt of a written appeal of a suspension, the principal or designee shall have five (5) school days to consider the appeal. After considering the appeal, the principal or designee will notify the parent or guardian of the decision.
4. If the principal or designee agrees to alter the suspension after considering the parent or guardian's appeal, and the parent or guardian agrees with the change, the appeal process shall end.
5. If the principal or the designee does not agree to change the suspension, or if the parent or guardian does not agree with the change offered by the principal, the parent or guardian may then appeal the suspension to the Superintendent's Designee.
6. The Superintendent's Designee shall hear appeals only after the appeal has been heard by the principal or designee.
7. The parent or guardian shall submit the written reason for appealing the suspension to the Superintendent's Designee within five (5) school days after being notified by the principal.
8. The Superintendent's Designee will contact the parent or guardian as soon as possible but **within five (5) school days** of receipt of the written request.
9. The Superintendent's Designee shall confer with the principal to determine if there is sufficient evidence to find that the alleged violation occurred, whether the penalty imposed is appropriate for the violation, and whether the pupil has been afforded due process of law.
10. The Superintendent's Designee shall make a finding of fact and shall render a decision.
11. The Superintendent's Designee will then inform the parent and the principal first verbally and then in writing, of the decision.
12. If the Superintendent's Designee determines that no violation occurred, all records regarding the suspension shall be immediately destroyed.
13. If the Superintendent's Designee determines that the penalty imposed was inappropriate for the violation, all records concerning the suspension shall be revised to indicate the penalty imposed by the Superintendent's designee.
14. If the Superintendent's Designee determines that the violation did occur and that the penalty was appropriate, the suspension shall stand.
15. In all cases, the decision rendered by the Superintendent's Designee shall be final and shall end the appeal process.
16. The appeal of suspension with a recommendation for expulsion is terminated with the Superintendent's Designee meeting. [EC 48911(g)]



### **WILLIAMS COMPLAINT PROCEDURES**

PLEASE REFER TO THE 2022-2023 PARENT GUIDE ON OUR DISTRICT PAGE FOR FULL COPY OF THE WILLIAMS COMPLAINT POLICY

## **NON-DISCRIMINATION POLICY**

*EC 220; Section 504 of the Rehabilitation Act of 1973; Title II of the American with Disabilities Act; Title VI and Title IX of the Education Amendments of 1972*

The Jurupa Unified School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services, and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Transgender students shall be permitted to participate in gender-segregated school programs and activities (e.g. athletic teams, sports competitions, and field trips) and to use facilities consistent with their gender identity. The district assures that lack of English language skills will not be a barrier to admission or participation in District programs. Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained.

## **SAFE PLACE TO LEARN ACT**

*EC 234 and 234.1*

The Jurupa Unified School District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the PC and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the district's anti-discrimination, anti-harassment, anti-intimidation and anti-bullying policies, please contact the office of Pupil Personnel Services at (951) 360-4140 .

## **SEXUAL HARASSMENT-EC 48980 (g) and 231.5 and Board Policy 5145.7**

The Jurupa Unified School District is committed to maintaining a learning and working environment that is free from sexual harassment. Any student who engages in sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits, engages in, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. For a copy of the district's sexual harassment policy or to report incidences of sexual harassment, please contact Human Resources.

## **Sexual Harassment Annual Notification to Students and Parents**

### **SEXUAL HARASSMENT INVESTIGATION AND COMPLAINT PROCEDURE**

1. The Principal or designee ("investigator") shall promptly investigate all complaints of sexual harassment. In so doing, the investigator may speak individually with:
  - a. The student or other person who raised the complaint ("complainant")
  - b. The person accused of harassment
  - c. The alleged victim(s)
  - d. Anyone who saw the harassment take place
  - e. Anyone mentioned as having related information or any other person
2. The complainant shall have an opportunity to describe the incident, present witnesses and other evidence of the harassment, and put his/her complaint in writing.
3. The investigator will only discuss or share the complaint with necessary persons on a need-to-know basis. When necessary to carry out his/her investigation or for other good reasons that apply to the particular situation, the investigator may discuss the complaint with the following persons:
  - a. The Superintendent or designee
  - b. The parent/guardian of the student who complained
  - c. The parent/guardian of student accused of harassment
  - d. A teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth
  - e. Child protective and/or law enforcement agencies responsible for investigating child abuse reports if appropriate
  - f. Legal counsel for the district
4. When the complainant and the person accused of harassment so agree, the district may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator or trained mediator. A complainant will not be required to work out a situation directly with the accused person.
5. The investigator shall inform a student complainant that he/she has the right to file a formal complaint at any time in accordance with the district's student complaint policy (5161).

If the student wishes to file a formal complaint, the principal or designee shall assist the student in doing this.
6. In reaching a decision about the complaint, the principal or designee may take into account:
  - a. Statements made by the persons identified above;
  - b. The details and consistency of each person's account;
  - c. Evidence of how the complaining student reacted to the incident;
  - d. Evidence of past instances of harassment by the accused person;
  - e. Evidence of past harassment complaints that were found to be untrue.
7. To judge the severity of the harassment, the principal or designee may take into consideration:
  - a. How the misconduct affected one or more students' education;
  - b. The type, frequency and duration of the misconduct;
  - c. The number of persons involved;
  - d. The age and sex of the person accused of harassment;
  - e. The subject(s) of harassment;
  - f. The place and situation where the incident occurred;
  - g. Other incidents at the school, including incidents of harassment that were not related to sex.
8. The principal or other district representative shall inform the student complainant and the person accused in writing of the findings of the investigation at its completion.
9. The principal or designee shall give the Superintendent or designee a written report of the complaint and investigation. If he/she verifies that sexual harassment occurred, this report shall describe the actions he/she took to end the harassment, address the effects of the harassment on the person harassed, and prevent retaliation or further harassment.

## **Enforcement**

The Superintendent or designee shall take appropriate actions to reinforce the District's sexual harassment policy. As needed, these actions may include any of the following:

1. Removing vulgar or offensive graffiti;
2. Providing staff in-service and student instruction or counseling;
3. Taking appropriate disciplinary action. In addition, the District may take disciplinary measures against any person who is found to have made a complaint of sexual harassment which he/she knew was not true.

Any violation of District policies prohibiting sexual harassment by students and/or staff may result in appropriate disciplinary action, up to and including expulsion of student(s) and/or termination of staff. In addition, violation of these policies may also expose the District, individual officer's employees, and/or student(s) to civil liability. If the complainant is not satisfied with the District processing of a complaint of discrimination, the complainant may also seek remedies with the following other state or federal agencies which may have jurisdiction:

**U.S. Department of Education - Office of Civil Rights**  
**California Department of Education - Superintendent of Public Instruction**  
These agencies are listed in the white pages of the telephone book and on the Internet.

### **ALTERCATION/FIGHTING**

Altercations, either physical or verbal, are disruptive to the educational process. All students involved may be subject to disciplinary actions. Students involved in physical altercations may be suspended from school. Repeat offenses (for example, two fights), injury to another person, or gang related altercations could be a recommendation for expulsion. This includes running to watch a fight and obstructing staff from getting to the combatants by crowding around. Always move away from a fight or confrontation. **Middle school discipline history may be considered in all reviews of behavior.**

### **CYBER BULLYING and SEXING**

Cyber bullying and sexting is prohibited. In addition to the **Internet User Agreement** which is signed by every student, students must adhere to the following rules regarding the use of the Internet: students will not engage in cyber bullying or sexting; no inappropriate, sexually explicit statements or photos shall be shared, sent from, or saved on a student's social networking site, cell phone, or camera. Students who post anything on public internet websites that is perceived as bullying, intimidation, a threat to students or school staff, or results in the disruption of school activities, may be subject to disciplinary action. Seniors who will or may turn 18 may be prosecuted as adults for sexting.

### **HARASSMENT, THREATS, BULLYING, INTIMIDATION, and HAZING**

Students are to make every effort to get along with others and are to refrain from behavior that degrades, insults, teases, harasses, taunts, mocks, bullies, or challenges. Harassing, making threats, mad dogging, or intimidating any student or group of students is a suspendable offense. This includes behavior characterized as horseplay or "messing around." Students conspiring to engage in or cause a disruption, disorder, hazing, and/or invading the rights of a student or group of students, may be subject to disciplinary action (*Ed. Code 32051, 48900.4*).

### **PUBLIC DISPLAYS OF AFFECTION (P.D.A.)**

Students must not engage in public displays of affection, including kissing, sitting on laps, and inappropriate touching. Disciplinary action may be taken.

### **FOOD or DRINK**

Students are not to take any open containers of food or drink into classrooms during class time. Students may eat in class during lunch with the permission of their teacher.

### **GAMBLING**

Gambling is illegal in public schools throughout the State of California; therefore, it is not allowed on our campus. Violators are subject to disciplinary action. Playing cards, dice, or any gambling item or game of chance will be confiscated.

### **LITTERING**

Students are to dispose of trash and litter in a proper manner. Littering is a violation of Penal Code 374.46 (a) and may be ticketed. Please help to keep our campus clean by using the trash receptacles placed throughout the campus.

### **HANGING OUT/LOITERING**

Students are not to loiter on private or public property or on any of the city streets surrounding our campus during the school day. Students are not to loiter in the parking lot before or after school. Students should park their cars upon arriving on campus and not loiter in the parking lot. **Students are not to loiter on campus after school.** Students may wait for their parents in front of the school. Appropriate disciplinary action may be taken for those students who choose to violate this policy. All students, unless under the supervision of the RHS staff, should depart campus within 30 minutes of the end of the school day.

### **LASER POINTERS-PC 417.27**

It is a crime for any student to possess a laser pointer on any elementary or secondary school campus, unless possession is for a valid instructional purpose. Directing the beam of a laser pointer into the eyes of another or into a moving vehicle or into the eyes of a guide dog is also prohibited. A pupil may be suspended or expelled for acts which are enumerated in this section and are related to a school activity or attendance which occur at any time, including but not limited to: 1) while on school grounds, 2) while going to or coming from school, 3) during the lunch period, whether on or off the campus, or 4) during, or while going to or coming from a school sponsored activity. Law enforcement may be contacted.

### **PERMANENT MARKERS, WHITE OUT PENS, ETCHING TOOLS, SPRAY PAINT, and LASER PENS**

These items are **not** allowed at school and will be confiscated. Students bringing these items on campus may be subject to disciplinary action, including suspension from school. Parents may be held liable for any damage committed by their student (*Ed. Code 48900, 48904, 48980*).

### **TAGGING/GRAFFITI ON PERSONAL PROPERTY**

Tagging/graffiti or gang-related writing is prohibited on campus. Students are not allowed to have it in their possession or in their personal items. This includes but is not limited to notebooks, books, backpacks, cell phones, cell phone cases and clothing. Students may be subject to disciplinary action and may be held accountable for any damage and monetary remuneration for damages that occur on school property.

### **SKATEBOARDS, ROLLER BLADES/SHOE SKATES, SCOOTERS, BICYCLE and MOTORIZED VEHICLES**

Due to the insurance liability, skateboards are not to be ridden or carried on campus at any time. Students bringing skateboards to school must lock up their skateboards in the skateboard rack prior to the start of class. (Students must bring their own lock). Skateboards that are carried around will be confiscated and must be picked up by a parent or guardian. Heelys (shoes with rollers in heels), scooters, and roller blades/skates are not to be brought to campus at any time. Bicycles should be properly locked in designated areas and not ridden on campus. RHS will not be responsible for these items if lost, stolen, or vandalized. Students riding on campus are subject to suspension from school. In addition to Law Enforcement referral. V.C. 21212 requires all persons under the age of 18 to wear a helmet when operating a bicycle. No motorized vehicles, motorcycles, or motorbikes may be brought on campus, except to be parked in designated student parking areas.

### **SEARCHES and USE OF TRAINED DOGS**

Per JUSD Board Regulation 5166: "Whenever it is determined that a **reasonable suspicion** exists that a student may be in violation of the law or school rules, school administrators or certificated discipline designees, per *Education Code 48911 (i)*, may conduct a search of the student. School officials may call upon a law enforcement officer to conduct or assist in any search, and when deemed appropriate, a metal detector may be used to assist with a search." School administrators may conduct random searches in a classroom at any time. PE lockers and personal items such as backpacks, purses, and cars are subject to search by a school administrator who has reasonable grounds or suspicion. In an effort to keep the school free of drugs and firearms, the district may use specially trained non-aggressive dogs to alert staff to the presence of substances prohibited by law or district policy. The dogs may sniff the air around lockers, desks, bags, items, or vehicles on district property or at district sponsored events (*Ed. Code 35160, .1, 35294-35294.5, 49050-49051, 493320-49334, P.C. 626.9 & .10, Board Policy*).

### **SMOKING/TOBACCO PRODUCTS**

The possession or use of tobacco products, matches, lighters, electronic cigarettes etc. are not allowed. This includes possession of batteries and/or chargers. Violation will be subject to disciplinary action which may include suspension (*Ed. Code* 48900, 48901, 48915, Board Policy).

### **ELECTRONIC NICOTINE DELIVERY SYSTEMS (ENDS)-Health and Safety Code 119405 and 11014.5**

The Jurupa Unified School District prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products on all district property and in district vehicles at all times. ENDS are often made to look like cigarettes, cigars and pipes, but can also be made to look like everyday items such as pens, asthma inhalers and beverage containers. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroin. Section 119405 of the Health and Safety Code prohibits the sales of e-cigarettes to minors which means that students should not be in possession of any such devices. Students using, in possession of, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action, particularly because ENDS are considered drug paraphernalia, as defined by 11014.5 of the Health and Safety Code.

### **ELECTRONIC DEVICES, CELLULAR PHONES, CD PLAYERS, IPODS, PAGERS, VIDEO CAMERAS, ELECTRONIC GAMES, and RADIOS**

Students may possess but not use radios, tape, or CD players, iPods, MP3 players, ear buds, pagers, or cellular phones in any class. **These items must not be in use during designated instructional minutes (class time).** No recording or pictures of any conversation, school activities, conferences, or classroom presentation may be made without prior consent of all parties to include video or still cameras. **THE JURUPA UNIFIED SCHOOL DISTRICT AND RHS STAFF WILL NOT BE RESPONSIBLE FOR THESE ITEMS IF CONFISCATED, LOST, STOLEN OR DAMAGED NOR WILL THEY DEDICATE RESOURCES TO INVESTIGATE LOSS, THEFT OR DAMAGE OF THESE DEVICES.** Any item not claimed within one month from the date of receipt in the office will be discarded. Students must surrender the item to any school official when asked. Students who violate this rule will be referred to the office for defiance. Possession of an electronic device is a privilege, not a right, and any electronic device that is confiscated at any time will result in an automatic confiscation of the electronic device and will be subject to the discipline measures listed below:

- First Offense:** Device will be confiscated and held in the office. Note: Students may pick up property on Tuesday or Thursday from 2:15 p.m. until 3:00 p.m. in the Main Office.
- Second Offense:** Device will be confiscated and held in the office to be returned only to the student's parent or guardian.
- Third Offense:** One day OCS/SS and device will be confiscated & picked up by parent/guardian. Behavior Contract.
- Fourth Offense:** 2 day OCS and device will be confiscated and picked up by parent/guardian. Review Behavior Contract.
- Fifth Offense:** 1-3 days OCS & device will be confiscated and picked up by parent/guardian. Review Behavior Contract.

### **LOST, STOLEN, or DAMAGED ARTICLES**

Jurupa Unified School District or Rubidoux High School assumes no responsibility for personal property lost, stolen, or damaged on campus or at any school activity (including ALL electronic devices, i.e. cell phones, iPods, & etc.). When a book is lost, a replacement will not be issued until the lost book is paid for. Lost books and other obligations may be paid to the bookkeeper located in the administration building.

### **JUSD GUIDE TO STUDENT FEES**

Public education must be provided to students free of charge, including free access to all educational programs and extra-curricular activities. Free access also includes any prerequisites to participation in education programs and extra-curricular activities, such as the purchase of a uniform. Fees may only be imposed when they are specifically authorized by law.

Participation in an activity is different from attending an activity as a spectator. Attendance fees may be charged to students (unless the attendance is for instruction or extra curricular purposes, when a fee may not be charged); participation fees may not.

#### Points of Law:

- The California Constitution provides for "a system of common schools" by which a free school is supported. This provision entitles children to be educated at the public's expense and is known as the "free-school guarantee."
- Title V of the California code of Regulations provides that enrolled pupils shall not be required to pay any fee, deposit or other charge unless specifically required by law.
- The California Supreme Court has held that the free-school guarantee extends to all programs that are "educational in character", whether they are curricular or extra-curricular, including, but not limited to:
  - Athletic programs;
  - Dramatic productions;
  - Vocal groups and musical activities.
- An activity need not result in course credit to be educational in character.
- Providing financial assistance to enable needy students to participate in the activity does not cure the violation.

#### The California Attorney General Addressed the Issue of "Donations" in a 1998 Opinion:

- The "voluntariness" of the donation is the critical factor in resolving the question presented. We conclude that as long as the private funds are raised voluntarily, the school district would not have to pay for these expenses with school funds." (81 Ops. Atty. Gen. 153 (1998).)
- It is to be noted that donations for participation in many of the extra-curricular activities may be solicited. While voluntary donations are permissible, you are cautioned that the practice of asking every student for a specific dollar amount may be characterized as an improper fee.
- Likewise, fundraising efforts must not be mandatory. Fundraising may be encouraged of all students, but it may not be required.

#### Fundraising

- Schools may offset the cost of extra-curricular activities through fundraising. Keep in mind:
- Private fundraising is permissible.
- Public fundraising may not be a mandatory student activity.
- The District encourages donations to its schools. However, the District discourages students (or their parents) from donating funds solely for the purpose of avoiding participation in a fundraising activity.

**A student who does not actively raise funds may not be denied participation in extra-curricular activity.**

# Rubidoux Counselors

The Guidance Office maintains a Personal Learning Plan (PLP) for each student. The PLP contains a complete record of each student's educational progress, standardized test scores, schedule, grades, etc. Guidance coordinators are trained to assist the student in developing his/her educational objectives. Students may not ask to see their guidance coordinator during class time. Bulletin boards may carry notices of scholar-ships, college visitations, vocational programs, advanced placement and other pertinent information, or students may also visit the Career Center located inside the library.

Need to speak with your counselor? Do you have questions regarding your schedule? Do you just need someone to talk to? Our counselors are available to speak with you! Schedule your next visit by scanning the QR code for your counselor.



**Ms. Sanchez  
A-Engelauf**



**Mr. Marmolejo  
Enriquez- Lucatero**



**Mrs. Mellin  
Luedtke-Reynal**



**Mrs. Gonzalez  
Reynaud - Z**

Find the latest news by following their IG page: [rubidoux\\_counselors](#)







# RHS Clubs



STUDENTS CAN CHOOSE AMONG A WIDE VARIETY OF CLUBS AND ORGANIZATIONS TO PURSUE SPECIAL INTERESTS AND PARTICIPATE IN EXTRACURRICULAR ACTIVITIES. ONLY CHARTERED CLUBS MAY OFFICIALLY MEET AND FUNCTION AS A RUBIDOUX HIGH SCHOOL ORGANIZATION. TO BE CHARTERED, A CLUB IS REQUIRED TO HAVE A FACULTY SPONSOR, CONSTITUTION, MEMBERSHIP LIST, AND BE APPROVED BY THE ASB SECRETARY. ALL CLUB EXPENDITURES MUST FOLLOW THE ACCOUNTING PROCEDURES OUTLINED IN THE ADMINISTRATION. ALL CLUB EXPENDITURES MUST FOLLOW THE ACCOUNTING PROCEDURES OUTLINED IN THE HANDBOOK FOR SPONSORS. SEE YOUR SPONSOR BEFORE PLANNING ANY FUNDRAISING PROJECTS. A SPONSOR MUST BE PRESENT AT ALL MEETINGS. MINUTES MUST BE KEPT AND TURNED IN TO THE CLUB ADVISOR BY THE END OF THE YEAR.

ASB	Steven_bier@jUSD.k12.ca.us
AVID	Bryan_klotszche@jUSD.k12.ca.us
Art Culture Club	Corina_yoval@jUSD.k12.ca.us
Band	Sarah_choi@jUSD.k12.ca.us
Choir	Jeffery_lin@jUSD.k12.ca.us
Dance	Erin_smith@jUSD.k12.ca.us
eSports Club/Tech Crew	Todd_chard@jUSD.k12.ca.us
FFA	Kelsey_finnicum@jUSD.k12.ca.us
French Club	Arlette_ogiamien@jUSD.k12.ca.us
Grub Club	Fernando_arjon@jUSD.k12.ca.us
History Club	Brett_roble@jUSD.k12.ca.us
Journalism club	William_stanford@jUSD.k12.ca.us
Mathletes	Christine_martin@jUSD.k12.ca.us
MAAP/HOSA	Vickey_martinez@jUSD.k12.ca.us
M.E.C.H.A Club	Maria_campos@jUSD.k12.ca.us
National Honor Society	Rosio_merino@jUSD.k12.ca.us
RECHS	Delia_toscano@jUSD.k12.ca.us
Route 66 Car Club	Herb_weber@jUSD.k12.ca.us
Rubidoux Video Production	Ryan_bailey@jUSD.k12.ca.us
Spanish Club	Daniel_guzman@jUSD.k12.ca.us
Yearbook	Autumn_holden@jUSD.k12.ca.us
Youth Empowerment	Amber_geldien@jUSD.k12.ca.us
Baseball	Coach Joe Galvan
Boys Basketball	Coach Roberto Corella
Girls Basketball	Coach Rigo Olazaba
Cheer	Coach Brian Jones
Cross Country	Coach Steven Bier
Football	Coach Patrick Thompson
Boys Soccer	Coach Brian Miller
Girls Soccer	TBD
Softball	Alicia Jones
Boys/Girls Swim	Coach Steve Bier
Boys/Girls Tennis	Coach Paul Janeway
Track and Field	Coach Reggie Hampton
Boys Volleyball	Coach D'Sunte Wilson
Girls Volleyball	TBD
Wrestling	Coach Jimmy Rodriguez

