



# RIO NORTE

JUNIOR HIGH SCHOOL

*"Home of the River Hawks"*

## 2009-2010 BINDER REMINDER

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ASSISTANT PRINCIPAL

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COUNSELORS

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For the most up-to-date school information, log on to our website:

<http://www.RioNorteJuniorHigh.com>

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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# Rio Norte Bell Schedules

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## THE BLOCK SCHEDULE

| <u>TIME</u>         | <u>A1 DAY</u> | <u>B4 DAY</u> | <u>A2 DAY</u> | <u>B5 DAY</u> | <u>A3 DAY</u> | <u>B6 DAY</u> |
|---------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 7:45 AM - 9:20 AM   | Per 1         | Per 4         | Per 2         | Per 5         | Per 3         | Per 6         |
| 9:25 AM - 9:45 AM   | Advisory      | Advisory      | Advisory      | Advisory      | Advisory      | Advisory      |
| 9:45 AM - 10:05 AM  | Brunch        | Brunch        | Brunch        | Brunch        | Brunch        | Brunch        |
| 10:10 AM - 11:45 AM | Per 2         | Per 5         | Per 3         | Per 6         | Per 1         | Per 4         |
| 11:45 AM - 12:20 PM | Lunch         | Lunch         | Lunch         | Lunch         | Lunch         | Lunch         |
| 12:25 PM - 2:00 PM  | Per 3         | Per 6         | Per 1         | Per 4         | Per 2         | Per 5         |

*Rio Norte has a rotating block schedule. Rotating gives both students and staff an opportunity to be at their best for all classes. Classes are split into “A” days and “B” days, with students taking half their classes on each day. “A1” means that students take their “A” classes that day (Periods 1 through 3), and begin the day with Period 1; “B4” means that students take their “B” classes that day (Periods 4 through 6), beginning with Period 4 – and so on. Whether you do your best work in the early morning, in the middle of the day, or after lunch, the rotating schedule means that you will have the chance to do different things at different times each day. On full 7-period days (six classes plus advisory), the day will always begin with Period 1.*

*Advisory is a time for students to check in with and make contact with the same teacher on a daily basis. Advisory, more commonly called “Homeroom,” is a time for morning announcements, special video presentations, and sustained silent reading.*

## SPECIAL SCHEDULE DAYS

**“BLOCK” MINIMUM DAY** - *Minimum Days are necessary for a variety of reasons: Back-to-School Night, Open House, staff development days, and testing data review days. To minimize the disruption that minimum days cause, to give even more quality teaching and learning time, and because we believe in the success of block scheduling, Rio Norte has grouped many of its minimum days in two-day blocks. Whenever you see two minimum days back-to-back, they are likely designated as “Minimum Block Days.” Periods 1-3 (A) will be on one block minimum day, and Periods 4-6 (B) on the other.*

### Minimum A-Block - BACK TO BACK WITH -Minimum B-Block

| <u>TIME</u>        | <u>PERIOD</u> | <u>TIME</u>        | <u>PERIOD</u> |
|--------------------|---------------|--------------------|---------------|
| 7:45 AM - 8:48 AM  | Per 1         | 7:45 AM - 8:48 AM  | Per 4         |
| 8:53 AM - 9:04 AM  | Advisory      | 8:53 AM - 9:04 AM  | Advisory      |
| 9:04 AM - 9:19 AM  | Brunch        | 9:04 AM - 9:19 AM  | Brunch        |
| 9:24 AM - 10:27 AM | Per 2         | 9:24 AM - 10:27 AM | Per 5         |
| 10:32 AM- 11:35 AM | Per 3         | 10:32 AM- 11:35 AM | Per 6         |

### C- Day (attend each class)

| <u>TIME</u>         | <u>PERIOD</u> |
|---------------------|---------------|
| 7:45 AM - 8:32 AM   | Per 1         |
| 8:37 AM - 9:24 AM   | Per 2         |
| 9:29 AM - 9:42 AM   | Advisory      |
| 9:42 AM - 9:57 AM   | Brunch        |
| 10:02 AM - 10:49 AM | Per 3         |
| 10:54 AM - 11:41 AM | Per 4         |
| 11:41 AM - 12:16 PM | Lunch         |
| 12:21 PM - 1:08 PM  | Per 5         |
| 1:13 PM - 2:00 PM   | Per 6         |

### Minimum Day (stand-alone)

| <u>TIME</u>         | <u>PERIOD</u> |
|---------------------|---------------|
| 7:45 AM - 8:14 AM   | Per 1         |
| 8:19 AM - 8:48 AM   | Per 2         |
| 8:53 AM - 9:22 AM   | Per 3         |
| 9:27 AM - 9:37 AM   | Advisory      |
| 9:37 AM - 9:52 AM   | Brunch        |
| 9:57 AM - 10:26 AM  | Per 4         |
| 10:31 AM - 11:00 AM | Per 5         |
| 11:05 AM - 11:35 AM | Per 6         |

## **INTRODUCTION AND MISSION STATEMENT**

Welcome to Rio Norte Junior High School, home of the River Hawks! The Rio Norte Junior High community is dedicated to providing a safe, flexible, positive, and nurturing learning environment in which all its members have the opportunity to experience a sense of belonging and personal growth, and all students have the opportunity to develop academic excellence.

### **★ATTENTION STUDENTS AND PARENTS: USE THIS BINDER REMINDER!!!★**

It has been designed to help you be more organized in your classes. Rio Norte ASB provides this valuable tool to help you get organized and be successful. Your first Binder Reminder is free to you; replacements are only \$10 and may be purchased at the ASB Window. We require students to have this book with them everyday at school, and **we encourage parents to check it every day.**

### **ACADEMIC INTEGRITY (CHEATING POLICY)**

At Rio Norte, there is a clear expectation that all students will conduct themselves with honor and integrity on all assignments. **YOU ARE CHEATING IF YOU:**

- Copy, fax, e-mail, exchange or duplicate assignments that will each be turned in as "original work."
- Use "cheat sheets" or have writing on your person or property during a quiz or test.
- Use programmed material in electronic devices when prohibited.
- Exchange answers with others (either giving or receiving answers).
- Take someone else's assignment and submit it as your own.
- Allow parents, family members, or friends to do work for you.

- Submit material created by someone else without giving the name of the author and the source, publication, or website (i.e., plagiarism).
- Do not follow additional specific guidelines on cheating as established by a particular teacher.

Students caught cheating may receive a zero (no credit) for that assignment, quiz or test. Subsequent offenses may result in one or more of the following: suspension, inability to participate in co-curricular activities, and/or other consequences determined by the school.

### **APPLICATION FOR ENTERTAINMENT PERMITS OR WORK PERMITS**

Students under the age of eighteen who are employed during the school year in the entertainment or any other industry are required by California state law to have a work permit. The school registrar provides proof of grades and attendance as required by law **only after** you have an offer for employment. Students are required to maintain a "C" average with no "F's" to qualify for a permit.

### **ASSEMBLIES/PERFORMANCES**

Students attending assemblies or performances are to behave in a courteous manner and follow directions of all teachers and staff. Poor behavior will result in removal from the assembly and possible loss of privileges from subsequent activities.

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

Students are represented by the student leaders of the Rio Norte Associated Student Body (ASB). Students should know their student representatives and should communicate their activity ideas and suggestions through them. ASB can then act as the voice of the student body. ASB is charged with providing the leadership necessary to create the atmosphere that

will help make our students proud of their school and eager to participate in its many activities.

Rio Norte ASB makes it its mission to promote the welfare of the school, to encourage loyalty and school spirit, and to develop leadership. If you are interested in finding out more about getting involved with ASB activities, see Activities Director.

### **ATTENDANCE AND TARDIES**

Parents are asked to call the school on the day of a student's absence. Parents may do so by calling the office between the hours of 7:30 a.m. and 3:00 p.m. A note sent on the day the student returns is also acceptable. Absences must be cleared within three days. Uncleared absences will be recorded as unexcused. District policy state that absences will be cleared for the following reasons: illness, medical or dental appointments, and funeral attendance.

#### Unexcused Absences

Absences for reasons other than those listed above will be recorded as unexcused. Teachers are not required to provide make-up work for unexcused absences or truanies.

#### Multiple Absences

Studies show that there is a direct relationship between good school attendance and student achievement. All students are required to attend school full time until they are 18 years old. Failure to attend school can result in serious legal problems for the student and their parents. Students should limit absences to 3 per quarter. Attendance letters will be sent after 5, 10, and 15 days of absence. If a student exceeds 10 absences in one quarter, a parent conference will be held. If attendance does not improve after the conference, the student will be referred to the student tardy and attendance review team.

#### Student Tardy and Attendance Review Team

S.T.A.R.T. is made up of an assistant principal, counselor, teachers, school health assistant, and when possible, a district nurse district attendance and welfare specialist and the school deputy. The panel will meet as needed to work with parents and students on attendance issues. An individualized attendance plan will be created for the student to address truancy and excessive absences and / or tardies. Students will be referred to the panel when other means of improving attendance have failed (i.e. parent conferences and / or school discipline consequences)

#### Long-Term Absences

Students who have health or other issues that require them to be out of school for longer than 3 weeks should discuss home study placement with their counselor.

#### Truancies

A student will also be considered truant if the student leaves class and/or the campus for any reason without obtaining prior permission from the teacher or the office. Such permission may only be obtained with phone or written authorization from the parent **in advance of the student's leaving campus.** No partial or full-day truancy will be cleared after the fact. A tardy becomes a truant after the tardiness exceeds 20 minutes. Students who aid other students in being truant will be disciplined.

**Tests, homework, or class work missed as a result of truancy cannot be made up. This could result in a lower grade for the class involved.**

#### Citations for Truancy

Students caught being truant from school may be cited (ticketed) by the Santa Clarita Sheriff's Department. Students may be required to appear in Juvenile Court for sentencing, which could involve a fine and/or

community service. Parents may also be cited if they are found to be allowing the truancy.

#### Tardies

Tardiness is a disruption to the total classroom learning process. Rio Norte's proactive policy is intended to encourage students to be on time and ready to learn when the bell rings. Each time a student is tardy to class, they will receive 2 demerits.

#### **BICYCLES AND OTHER VEHICLES**

Bicycles, skateboards, non-motorized scooters, and rollerblades may be ridden to and from school with the understanding that they be operated in a safe manner.

**Students are required to wear proper helmets** when using any of these items. None of these items may be ridden on school grounds. Bicycles and non-motorized scooters must be walked in and out of the bike racks. Bicycles and non-motorized scooters are to be locked. The school is not responsible for damaged or stolen bicycles, skateboards, non-motorized scooters, or rollerblades. Shoes with wheels ("Heelies") are not allowed. Any battery-powered or gasoline-powered vehicle requires the operator to be over 18 and have a license. These are therefore unlawful for any Rio Norte student at any time.

#### **CALENDAR AND INFORMATION**

In this Binder Reminder, you will find activities happening at Rio Norte throughout the school year. For the most up-to-date information, please log on to our website at [WWW.HARTDISTRICT.ORG/RIONORTE](http://WWW.HARTDISTRICT.ORG/RIONORTE). Also, we are very fortunate to have a Connect-ED Messaging System which delivers a recorded voice message to all Rio Norte families. If you are not receiving regular messages by September, please contact the school registrar, as we may not have your current phone number. This is important, since we will use the Connect-ED system to contact all families in the event of school closure or other emergency.

#### **CAMPUS CITIZENSHIP**

It is not possible in this short section to tell you all that we expect of you at Rio Norte. Here are some general suggestions to help you during the year:

- Be on time with your supplies to all classes, ready to work.
- Remain in class until excused by your teacher.
- Write your daily assignments in your Binder Reminder.
- Complete class work and homework daily.
- Follow directions.
- Carry a pass whenever you leave class.
- Respect others through your words and actions.
- Gum is not allowed on campus**
- "Horseplay" or "Roughhousing" are not appropriate and are not permitted on campus.
- To maintain a safe and orderly campus, students may not walk around in groups for the purpose of disrupting school activities or intimidating others.

#### **CELL PHONES**

Cell phones are a convenience and not a necessity. Cell phones may be used before school, at brunch, at lunch, or after school only. They must be turned off during class time. The first time a student's cell phone rings, vibrates, or is at all visible in class; the cell phone is confiscated and given back at the end of the day. The second time, the cell phone will be confiscated and will only be returned to a parent, with loss of merits. Any subsequent violations will be considered defiance and may result in a Saturday School, school suspension, and/or additional loss of merits. The school does not take any responsibility for lost or stolen cell phones.

#### **COUNSELORS**

Rio Norte counselors are assigned to teams and work directly with parents and staff to provide educational

guidance and assistance. To schedule an appointment with your counselor, fill out a request form in the office.

## **DANCES**

ASB plans dances for Rio Norte students. All school rules apply to these dances and **ONLY** Rio Norte students are allowed to attend. The dress code will be strictly enforced at all dances. Students must maintain at least 75 citizenship merits to be eligible to participate in dances and all other extracurricular activities.

**A student ID card and a ticket are required to enter each dance.** Students will be admitted up to 30 minutes after the beginning of the dance only. Once admitted, each student is required to stay until the end of the dance unless a parent comes to the door of the dance to take him/her early. This is to ensure the safety of all our students.

Behavior on and off the dance floor must be socially acceptable. Movements that depict or suggest private, sexual acts are inappropriate. They are a distraction and an embarrassment to others. Individuals or couples engaging in such acts will be removed from the dance and parents will be contacted. Also, slam-dancing, "moshing," crowd-surfing, and any other dangerous acts are prohibited.

## **DRESS CODE**

The Governing Board for the William S. Hart Union High School District has adopted the following "Dress Code Policy" BP 51321. It states: "Appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process." Here is the Rio Norte Dress Code in TEN easy steps:

1. The only **HEAD COVERINGS** allowed are blank "Gilligan-style" bucket hats or Rio Norte logo hats, which may be worn outdoors only. No other hats are allowed. Sweatshirt hoods may only be worn outdoors and only in cold weather.
2. **ACCESSORIES AND JEWELRY** must be safe for the wearer and to others, and may not distract from the educational process. Spikes, chains, and wallet chains are not allowed. Sunglasses may be worn outside only. Students must have a doctor's note (submitted to the health office) to wear sunglasses inside.
3. Students must wear **MODEST CLOTHING**. Excessively tight clothing, bare midriffs, backless or racer-back outfits, plunging necklines, spaghetti straps, tube tops, halter tops, strapless tops, sheer clothing, cut-outs on clothing, oversized overalls, or any items that allow the wearer's undergarments to show are not allowed. Shoulder straps on clothing must be at least 2" in width (you can not combine straps to equal a total of 2 inches). Additionally, boys are not to wear tank-top style undershirts.
4. The length of **SKIRTS AND SHORTS** should be finger tip length when the skirt or shorts are worn at the waist and the student's arms are relaxed at the side. Wearing leggings underneath a skirt or shorts does **not** change the length requirement, and leggings are not a substitute for pants.
5. Students may not wear clothing or other items that present a **GANG APPEARANCE**, including: chains, handkerchiefs, socks pulled up to meet shorts, cut-off pants, oversized t-shirts, sporting or flying colors, bandanas, and do-rags.

6. **MESSAGES ON CLOTHING** that include alcohol, tobacco, drugs, sexual activity, obscenity, weapons, or anti-social behavior are not allowed. Messages connected to skin groups, hate groups, or racial-pride groups are not allowed. Messages that have an inappropriate “double-meaning” are not allowed.
7. **PANTS AND SHORTS MUST FIT** at the waist and may not reveal underwear. Sagging pants and pajama bottoms are not allowed.
8. **TATTERED, RIPPED, or TORN** clothing is not acceptable.
9. **SAFE SHOES** shall be worn at all times. Flip-flops and slippers are not allowed. Sandals are acceptable if they meet one of two criteria: they have a strap around the back of the foot OR if they have a strap over the top of the foot that is at least 1-1/2” wide. Steel-toed shoes and shoes with a rolling device are not allowed.
10. **PE UNIFORMS** are to be worn in PE and Dance classes only, and may not be worn at any other time on campus.

*Consequences of dress code violations:*

**First Offense:** The student is warned and parent/guardian is contacted by letter. There will be a change of clothing.

**Additional Offense:** The student is warned and parent/guardian is contacted by letter. There will be a change of clothing and loss of merits.

**NOTE:** Serious single or first-time offenses may result in immediate suspension. Repeated violations of the dress code may also result in Saturday School and/or suspension from school. Dress code guidelines are designed to help reduce potential problems on campus and provide a positive learning environment. Thank you for your attention and cooperation

regarding these matters. **The school dress code will be in effect from the first day of school through the last day of school, during the school day, and at all school activities.**

**EXPULSION**

Expulsion from the William S. Hart Union High School District will be recommended to the Governing Board for certain offenses (additionally, the student may also be subject to arrest by law enforcement).

These offenses are:

1. Causing or threatening to cause serious physical injury to another person.
2. Possession of a firearm, knife, facsimile of a weapon, or other dangerous object or weapon.
3. Unlawful sale of any controlled substance.
4. Robbery or extortion.
5. Continued willful defiance or disobedience.

**EIGHTH GRADE DISNEYLAND TRIP**

The Eighth Grade Disneyland Trip at the end of the school year is a Hart District tradition that has lasted over 20 years now, and is a privilege earned by promoting members of the eighth grade class. On this trip, the Buddy System is very important. Unlike regular field trips (where students are escorted in small groups), teachers and students freely circulate throughout Disneyland during the day. Prior to going on the Disneyland trip, all students will need to identify at least two buddies with whom they will spend the day. We ask that parents find out, in advance, which buddies will be accompanying their child before signing the permission slip. If any parent feels their child cannot attend Disneyland without direct adult supervision throughout the day, and would still like for their child to attend, parents may purchase an adult ticket to Disneyland and may drive down separately, or (depending on space) ride down

on the bus. Parents should contact the ASB Secretary in the front office if interested in attending.

### **ELECTRONIC DEVICES**

Students may not carry or listen to portable music players during the school day (including breaks).

### **EMERGENCY CARDS**

For your safety, an emergency information card will be collected from each student. Please complete all personal information requested. It is extremely important for you to report any CHANGE OF INFORMATION in writing to the registrar's office. In case of a natural disaster or other emergency, this card could be vitally important to the safety of your child.

### **EMERGENCY DRILLS**

Fire and earthquake preparedness drills are conducted regularly on campus to help ensure student safety in the event of a real emergency. Emergency supplies are kept in a large storage container and replenished as needed. Monetary donations for emergency supplies are always welcome, and are tax-deductible.

### **EQUAL-ACCESS POLICY**

It is the policy of the William S. Hart Union High School District that no person shall, on the basis of race, national origin, sex, handicapping condition, religion, or other belief be denied benefits of, or be subjected to discrimination, related to programs or opportunities within the district. The Governing Board recognizes that the district is responsible for ensuring that it complies with state and federal laws and regulations governing educational programs. The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, age, gender, color, or physical or mental disability in any program or activity that receives or

benefits from state financial assistance. More information on these uniform complaint procedures is available in the Rio Norte front office, or by clicking on the "Governing Board" link at [HTTP://WWW.HARTDISTRICT.ORG](http://www.hartdistrict.org).

### **FOOD SERVICE**

Hot lunches and a la carte items are available for purchase. Cold drinks and snacks can also be purchased. Specialty food items from local restaurants are available on designated days of the week. Students are expected to deposit all trash in the campus trash bins. Let's keep our campus beautiful, River Hawks!

### **GAMBLING**

Cards, dice, and other games of chance involving the exchange of money or valuables are prohibited.

### **GRADE CHANGES AND AWARDS**

Any student who believes a grade has been recorded incorrectly on their quarter report card should contact the teacher immediately to file a Petition for Grade Change. Legally, a student may petition for a grade change at any point in time, even after they have left Rio Norte. However, in order for a grade change to affect the outcome of any academic recognition program or ceremony, the grade change must have been filed no later than two weeks beyond the end of the quarter in question. All grade change requests made after this two-week period will be reflected in the student's legal record only, and not in any academic recognition program or ceremony.

### **HEALTH SERVICES**

A health assistant is available during school hours. If you feel ill or injure yourself during class time, notify your teacher immediately. He/she will give you a pass to the health office. If a problem occurs during brunch or lunch, you may report directly to the health office. Our services are limited to first aid, short rest periods, and parent notification. We cannot dispense

any over-the-counter or prescription medication without proper medical authorization on file in the office. Authorization forms can be requested by contacting the school health assistant. Students on any medication must submit it to the health office. Additionally, students are not to carry any medication to school. The health assistant will supervise the administration of all medication.

ALL PE notes must be turned into the health office before school each day. PE notes SHOULD NOT be taken directly to the PE teachers. A parent may write a note excusing student from PE for one to three days, maximum. If a student is not able to participate in PE in excess of three days, a note from a physician is mandatory. If a student can participate in MODIFIED PE, (e.g. walking instead of running, no upper body conditioning, etc.), a note from a physician is also mandatory and must state the duration of the modification.

If a student is suspected of being infected with a communicable disease, (e.g., conjunctivitis, chickenpox, head lice) the student must leave school and cannot return without a signed release from a physician.

### **HOMEWORK REQUESTS**

Parents of students who have been absent three days or more may request homework assignments by calling the attendance office. At least twenty-four hours is needed in order to contact the academic teachers involved. Students missing one or two days must contact their teachers when they return for make-up work. Parents may also find out current information from their student's teachers via teachers' email or by calling the school. Students are also encouraged to get the names and numbers of at least three "homework buddies" on your team to find out about missed work during an absence.

### **HONOR SOCIETY (CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION)**

CJSF is a statewide organization founded for the purpose of fostering high standards of scholarship, service, and citizenship in the middle school grades. To qualify for CJSF students must earn academic points based on their grades. The number of points earned must be twice the number of academic subjects taken. Membership is not based on GPA. Also, membership is not automatic-- students must apply to become a member of CJSF.

Applications are taken in early September (for 8th graders only) and in early February (for all students).

Information regarding the application process will be announced in the daily bulletin and will be located on the CJSF webpage [www.hartdistrict.org/rionorte/rionortehtml/cjsf.htm](http://www.hartdistrict.org/rionorte/rionortehtml/cjsf.htm).

Students pay a \$5 membership fee and are invited to a formal induction ceremony. Members are also eligible to attend special events and field trips. If you would like more information, please see the "Frequently Asked Questions" link on the CJSF webpage.

### **ID CARDS AND PICTURES**

Each year all students are photographed for purposes of records and identification. Each student will receive their first student ID card free of charge. Pictures will be taken during Summer Check-In. \$10.00 will be charged for ID card replacements. Students must carry their ID card at all times while on campus, including all after-school activities, dances, and field trips.

### **IN LOCO PARENTIS**

The Latin phrase *in loco parentis* literally means "in place of the parent," and this principle applies to the relationship the school has with each student at Rio Norte. According to the state of California, students are considered under the care of the school from the time they leave home until the time they return home after school. Any inappropriate behaviors by a student on the way to or from school can mean

disciplinary action at school. Please make wise behavior choices to and from school, or risk consequences at school.

## **LIBRARY**

For complete library information, log onto the Rio Norte website at [www.hartdistrict.org/rionorte](http://www.hartdistrict.org/rionorte) and click on **Library** on the sidebar. On the homepage, you will find a link for a complete listing of all **AR** (Accelerated Reader) tests owned by the library.

Library Hours are 7:15 a.m. to 3:15 p.m. Monday through Thursday, and 7:15 a.m. to 3:00p.m. on Fridays. The library is closed afternoons on minimum days and after school the third Wednesday of each month for faculty meetings.

### **Circulation Policies:**

1. An ID card is required to check out books or use library computers.
2. All books, except reference books, can be checked out for 3 weeks; books can be renewed once for another 3 weeks.
4. Students may have up to 3 books checked out at once.
5. Overdue fines of 10 cents per school day are charged for overdue books.
6. Having a book overdue or owing the library a fine will result in the student's name being placed on the Loss of Privilege list.

**Library Computers:** The library has 23 computers available for student use. Every student must present his/her I.D. card to use a computer. Internet access, word processing, PowerPoint, Excel, Dreamweaver, Photoshop, student e-mail, and the Student Resource Center are available to students on the library computers.

**Student Resource Center:** This is a database that is a digital library of reference books as well as newspaper and journal articles and multimedia items such as pictures, maps, flags, etc. It is a wonderful resource for students needing to do research at home. This database is available for students from home. On the

Library website, click on **Students**, then on **Resources**, then on **Student Resource Center**, and then click on the **Infotrac** icon. Should a password be requested, use the word **remote**.

**Textbook Inspection** - A short inspection of all textbooks is done in the library during Check-In. A more thorough inspection should take place at home, and additional damages should be reported to the library by September 11th. Damages not reported by that date will be considered to be the responsibility of the current student. Students entering school after check-in will be allowed two weeks after their starting date to report damages. After two weeks, the student becomes responsible for the condition of the books.

## **LOST AND FOUND**

If you find something on campus, please bring it to the office. If you lose something, check immediately with the office to see if your lost item has been turned in. All unclaimed items are given to local charities at the end of each semester.

## **MAIN OFFICE**

The office cannot handle all the requests to deliver messages and items to students. PLEASE understand that we DO NOT have the staff available to deliver messages, lunch money, lunches, fast food orders, PE clothes, forgotten permission slips, forgotten homework, forgotten projects, etc. Birthday balloons and flowers are not allowed on campus. Junior high is a GREAT time for students to learn to be responsible for themselves and for remembering all items before they leave home for the day. The best way to help your child is to let them experience the natural consequences of forgetting that lost item.

## **MERIT POLICY**

All students at Rio Norte begin the year with 100 merit points. If a student violates school rules they will lose merits. At the end of each semester all merit points reset

to 100. Students are given one warning each semester for minor offenses before they begin to lose merits.

**Students will receive demerits for the following violations:**

Minor Offenses

|                              |            |
|------------------------------|------------|
| Tardy:                       | 2 demerits |
| Gum:                         | 5 demerits |
| Food or drink in class:      | 5 demerits |
| Electronic device:           | 5 demerits |
| Dress code:                  | 5 demerits |
| Class Disturbance:           | 5 demerits |
| Detention/ Class Suspension: | 5 demerits |

Severe Offenses

|  |             |
|--|-------------|
| Behavior resulting in a Saturday School: | 10 demerits |
| Behavior resulting in a Suspension:      | 10 demerits |

**Consequences for loss of merits each semester:**

**20 demerits:** Saturday School

**25 demerits:** Saturday School and loss of dances

**30 demerits:** Saturday School, loss of dances and loss of all non-academic field trips (including Disneyland), & loss of school wide activities (such as Turkey Bowl)

**35 demerits:** Saturday School, loss of dances, loss of all non-academic field trips, loss of school wide activities, and loss of 8<sup>th</sup> grade promotion ceremony

**Note: Teams and teachers may have additional rules and requirements.**

**OFF-CAMPUS POLICY**

Rio Norte is a closed campus. This means that students may not leave the campus during the school day without an off-campus pass issued upon the WRITTEN REQUEST of a parent or guardian. Students are to bring notes to the attendance secretary (**not the teacher**) before school, between classes, at brunch or lunch to secure off-campus passes. Parents/guardians need to sign students out.

**PHYSICAL EDUCATION**

All students must wear a PE uniform. Uniforms will be sold for \$25.00. Health-related excuses from PE for one to three days must be in writing and signed by a parent. More than three days of non-participation in PE must be verified in writing by a physician. All doctor/parent notes must be submitted to the health assistant before school. No child will be denied the opportunity to participate in physical education due to financial hardship. If you need assistance in paying for your PE uniform, please notify your PE teacher or any school personnel in the front office.

**PROHIBITED ITEMS**

Permanent markers (Sharpies, etc.), CD players, MP3 players, iPods, portable music devices, electronic games, laser pens, **aerosol products** (i.e. hair spray or deodorant), etc., are to be left at home. If brought to school, these items are disruptive and will be confiscated. Additionally, the school takes no responsibility if these items are lost or stolen at school. Students in possession of these items are subject to disciplinary action that could include Saturday School.

**PTSA**

PTSA (the Parent/Teacher/Student Association) newsletters will be published quarterly, reflecting team and student accomplishments and activities, upcoming events and other pertinent information. PTSA holds its association meetings the first Thursday of every month beginning in September. Please plan to be a part of this group so you can hear what is coming up first-hand.

**PUBLIC DISPLAY OF AFFECTION**

Public displays of affection (PDA) are not acceptable. Students violating the "PDA" regulation are subject to disciplinary measures including parent contact and loss of merits. This regulation is in effect at all school activities. Students caught in any area of the campus or at a school event engaging in any type of sexual

activity and/or lewd/obscene conduct will be subject to suspension and/or expulsion.

### **RESTROOMS**

Restrooms are to be used only for their intended purpose. Students are asked to leave the restrooms immediately after using them. Loitering in restrooms is not allowed.

### **RETURNED CHECKS**

Returned checks hurt everyone. Returned checks must be paid for in cash or money order, plus an additional \$10 bank fee. Until re-paid in full, your child will lose extra-curricular school privileges.

### **SCHOOL SUPPLIES**

Each teacher will list required supplies in his or her course syllabus.

### **SEXUAL HARASSMENT**

The William S. Hart Union High School District will maintain a learning and working environment that is free from sexual harassment. Sexual harassment, including same-sex harassment, is a form of sexual discrimination under Title IX of the Education Amendments of 1972 and is prohibited by both federal and state laws. According to Board Policy 5145.7, behavior that constitutes sexual harassment is prohibited. It is a violation of this policy for any member of the Hart District staff to harass another staff member or student through conduct or communications of a sexual nature. It is also a violation of District policy for students to harass other students or staff through conduct or communication of a sexual nature. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature when made by a member of the school staff to a student, or to another staff member, or when made by a student to another student or staff member, or when submission to the conduct is a condition of receiving benefits in employment or academic status,

or is sufficiently severe or pervasive enough to create an intimidating, hostile or offensive working environment. Parents, students, teachers, and staff can do a great deal to eliminate sexual harassment by behaving in a manner that encourages respect for all individuals. Any student who feels that he/she is being harassed should immediately contact a teacher, counselor, or administrator to file a complaint.

### **SMOKING, NARCOTICS, AND ALCOHOL**

Smoking and possession of tobacco is prohibited in the following places: on the way to school, at school, at or near any school activity, and on the way home from school. Penalties may include immediate suspension from school and/or Saturday School. According to our district: "Use or possession of narcotics, controlled substances, narcotics paraphernalia, alcohol, or facsimile thereof, on school premises, or appearing at school or school functions under the influence of narcotics or alcohol, will result in an immediate suspension from school and transfer to another junior high school or alternative program within the district."

### **STANDARDS BASED INSTRUCTION**

The State of California has established standards for what students should know in each curricular area. Content standards describe what students should know and what they should be able to do in any given content area. If you are interested in accessing the California State Standards go to: [HTTP://WWW.CDE.CA.GOV/BE/ST/SS](http://www.cde.ca.gov/be/st/ss)

### **TEXTBOOKS**

Textbooks will be issued to all students. A student who loses a book must make arrangements with the library for the payment or replacement of that book. If the lost book is found later, the amount paid by the student for the lost book will be refunded. Found textbooks are to be turned in to the library. The school is not responsible for textbooks or personal property

stolen from a student. STUDENTS WILL NOT BE ISSUED A NEW TEXTBOOK UNTIL THEY HAVE PAID FOR THEIR LOST OR STOLEN BOOKS. Payment must be made to the library. Copies of all textbooks are available for student use in the library until payment can be made. There is no writing permitted on backpacks other than to identify ownership.

### **VISITORS AND VOLUNTEERS**

For the safety of all our students, all visitors and volunteers must be cleared by the office before entering the campus. All visitors must sign in and out at the front desk and wear a visitor's badge while on campus.

### **WEAPONS POLICY (SEE "EXPULSION")**

### **YEARBOOK**

The Rio Norte yearbook will be distributed to students just before the end of school. Receipts should be kept in a safe place to show proof of purchase. Yearbooks are sold at the following prices:

|                               |                |
|-------------------------------|----------------|
| Before Winter Break           | \$48           |
| After Winter Break            | \$58           |
| After yearbooks are delivered | \$60 cash only |

A final number is given to the yearbook publisher just before Spring Break. Ordering a yearbook before Spring Break guarantees that a yearbook will be ordered for you. After we return from Spring Break, yearbooks are only available while supplies last. You can order your yearbook from or ASB Secretary in the front office, or at [jostensyearbooks.com](http://jostensyearbooks.com)