



RANCHO CAMPANA HIGH SCHOOL
STUDENT EXPECTATIONS HANDBOOK
2022-2023

4235 Mar Vista Dr. Camarillo



In addition to the District [Parent and Student Handbook](#), this handbook is designed to be clear about expectations for students at Rancho Campana High School. To see the most updated Student Handbook please visit our website: www.ranchocampanahigh.us



Table of Contents

| | |
|--|----|
| About Rancho Campana High School | 4 |
| Mission Statement | 5 |
| Vision Statement | 5 |
| SLO – Schoolwide Learner Outcomes | 5 |
| Return to School Plan | 7 |
| Bell Schedule | 7 |
| Calendar | 8 |
| Student Code of Conduct | 9 |
| Academic Honesty Policy | 10 |
| Dress Code | 11 |
| Consequences for not following the rules | 12 |
| Students may also be suspended for the following actions | 15 |
| Social Media Guidelines for Students | 16 |
| Technology Acceptable Use Policy | 17 |
| Absences | 18 |
| What absences are excusable? | 18 |
| How to excuse absences | 18 |
| Tardies | 19 |
| Truancy | 19 |
| Academies | 20 |
| Academy of Arts and Entertainment | 20 |
| Academy of Engineering | 20 |
| Academy of Medical Sciences | 20 |
| Academics | 22 |
| Schedule Changes | 22 |
| A-G Requirements | 23 |



About Rancho Campana High School

Rancho Campana High School (RCHS) is the newest comprehensive school in the Oxnard Union High School District. The school opened its doors for the first time in the fall of 2015. Rancho Campana High School is translated from Bell Ranch, the name of the family who owned the land purchased by our school district. The school sits on 28 acres of former farmland adjacent to the Camarillo Public Library and in partnership with the City of Camarillo. The school facility includes both indoor and outdoor learning spaces for all areas of coursework as well as a performing arts center that serves both the school and the community.

Before the school opened, students voted for the school colors and mascot. RCHS is a comprehensive, academy high school for grades 9 - 12. Because of only 210 spots available per grade level, a random selection or "lottery" process to gain admission was initiated. To apply to the lottery, students must reside within the boundaries of the Oxnard Union High School District. Rancho Campana High School strives to provide a high-quality public education for all of our students. The school concept is to implement a rigorous, project-based curriculum in the context of three enrichment themes: Engineering, Health Sciences, and Arts and Entertainment. Each student is offered an academic instructional program that provides the University of California A-G coursework required to meet both the California State University and the University of California eligibility requirements.

RCHS is designed to provide a digital, one-to-one environment where every student is provided a district laptop. The one-to-one campus comes with 56 WiFi access spots. Technology is used in every class. Each teacher is given a choice as to what Learning Management System they would prefer. Currently the choices for teachers are Google Classroom or Canvas. Additionally, a network of support services is provided to meet each student's individual academic and social needs.

RCHS has a complete academic program with AP and honors classes, visual and performing arts classes, world languages, physical education, and ROP courses. Each student is given access to a rigorous college prep curriculum. The expectation is that all students will challenge themselves with the rigorous curriculum as a wide range of advanced placement and honors courses are offered, along with dance, band, and exercise to meet the interests of our student body.

With a trimester system, students take 5 classes every 12 weeks with the ability to earn 75 credits each academic year. Students have academy courses and general education core requirements. The current AP classes offered include: Biology, Chemistry, Physics, Calculus AB, Calculus BC, Statistics, English Language, English Literature, European History, United States History, Studio Art, and Spanish Language. RCHS students may request to take an AP Exam for a course they are not enrolled in as well.

Students wishing to participate in sports are accommodated through agreements with their home schools, primarily Rio Mesa and Adolfo Camarillo High Schools for all athletic programs. Our district has continued to provide transportation for student athletes at RMHS and ACHS the best they can considering varying bell schedules.

When students apply to enter the lottery for admission, they are asked to select an academy track. Each academy offers electives for students to learn more about the careers available in that field. In engineering, students go on field trips and work site tours to businesses that focus on civil, chemical, and biomedical engineering. In health sciences, they go to the California Science Center and volunteer at local hospitals. In the arts and entertainment academy, students select an area of emphasis: visual arts or performing arts. This allows students to focus on what best interests them. Students also attend work site tours, hear from guest speakers, attend school-wide work-based learning events, and participate in internships for hands-on experience.



Mission Statement:

Through a digitally enhanced environment, RCHS students will pursue excellence through curiosity, participate in diverse learning opportunities, be creative thinkers, collaborative learners, and develop global perspectives to contribute in their community.

Vision Statement:

RCHS students and graduates will be innovative and excel academically and personally in the arts, engineering, and health sciences to succeed in a dynamic world.

SLO – Schoolwide Learner Outcomes

Graduates of Rancho Campana High School are:

Reliable

- Who accept individual and group responsibility while establishing and following standards of behavior
- Who prioritize and use time efficiently, setting realistic goals for the future
- Measured by: Suspension Rate; A-G completion; graduation rate; College acceptances

Effective Communicators

- Who listen, read, comprehend, and articulate with confidence and skill
- Who possess technological literacy
- Who cooperatively exchange ideas
- Measured by: Computer literacy scores; grades; Project Based Learning; collaboration

Innovative and Involved

- Who participate in school and community activities
- Who are actively engaged in the learning process
- Who participated in Project Based Learning on a regular basis
- Measured by: PBL; RCmakes; club membership; number of volunteer/community service activities

Global Citizens

- Who behave respectfully, ethically, and honestly
- Who interact with a diverse society and foster tolerance
- Who take care of the environment, make informed choices in the community, and show leadership
- Measured by: grades, UC a-g completion; college acceptances; involvement in activities

Navigators

- Who utilize 21st century skills to map out a plan for the future
- Who understand the implications of their decisions on future endeavors
- Measured by: UC a-g completion; college acceptances; grades; CAASPP scores



Alma Mater

WE STAND TALL AND BRAVE
WITH OUR GOALS IN SIGHT
WITH THE HEART OF A LION
WE WERE BORN TO FIGHT, FIGHT, FIGHT

FIGHT FOR CREATIVITY
FIGHT FOR WHAT WE LOVE
FIGHT FOR EQUALITY
AND WHAT WE DREAM OF

RANCHO CAMPANA
MONARCHS ARE WE
PRIDE IS OUR VIRTUE
LET'S MAKE HISTORY

WE MAY BE SMALL BUT
WE HAVE A GREAT BIG ROAR
WE'LL FIGHT FOR WHAT'S RIGHT
UNTIL THE DAYS ARE NO MORE

RANCHO CAMPANA
MONARCHS ARE WE
PRIDE IS OUR VIRTUE
LET'S MAKE HISTORY

WRITTEN & COMPOSED BY:
KARLYN HARTMAN, CLASS OF 2019



Return to School Plan

Instruction for the 2021-2022 school year will resume with daily in-person learning. We will continue to abide by any county and/or district safety mandates. We will continue to communicate with students and families about any safety precautions and protocols when necessary.

The first day of school is **Wednesday, August 17, 2022**. Students will have a Tutorial period every day with the exception of early release Fridays. Note that school will start at 8:30am every day with a release time of 3:33pm and at 2:40pm on early release Fridays.

Trimester Tutorial Schedule

| | | |
|------------------|---------------------|----------|
| Period 1 | 8:30 am – 9:34 am | (64 min) |
| Period 2 | 9:39 am – 10:43 am | (64 min) |
| Nutrition | 10:43 am – 10:53 am | (10 min) |
| Period 3 | 10:58 am – 12:02 pm | (64 min) |
| Tutorial | 12:07 pm – 12:39 pm | (32 min) |
| Lunch | 12:39 pm – 1:14 pm | (35 min) |
| Period 4 | 1:19 pm – 2:23 pm | (64 min) |
| Period 5 | 2:28 pm – 3:32 pm | (64 min) |

Friday Early Release

| | | |
|------------------|---------------------|----------|
| Period 1 | 8:30 am – 9:31 am | (61 min) |
| Period 2 | 9:36 am – 10:37 am | (61 min) |
| Nutrition | 10:37 am – 10:47 am | (10 min) |
| Period 3 | 10:52 am – 11:53 am | (61 min) |
| Lunch | 11:53 am – 12:28 pm | (35 min) |
| Period 4 | 12:33 pm – 1:34 pm | (61 min) |
| Period 5 | 1:39 pm – 2:40 pm | (61 min) |

As students return to campus it is important to continue to maintain safety with COVID-19:

- Do not come to school if you are sick or show signs or symptoms of COVID-19 – make sure to communicate with our Attendance Clerk on any school absences.
- Continue to sanitize and wash hands during the day.
- Students who are sick will be assessed by our school Nurse and may need to go home.
- If you test positive for COVID, please communicate with our school Nurse for return-to-school protocols.
- Students may continue to use masks in school even when not required.

* These protocols are subject to change during the school year.



Bell Schedule

Trimester Tutorial Schedule

| Period: | Start Time: | End Time: |
|----------------------|-------------|-----------|
| Period 1 | 8:30 am | 9:34 am |
| Period 2 | 9:39 am | 10:43 am |
| NUTRITION | 10:43 am | 10:53 am |
| Period 3 | 10:58 am | 12:02 pm |
| Tutorial (Period 10) | 12:07 pm | 12:40 pm |
| LUNCH | 12:40 pm | 1:15 pm |
| Period 4 | 1:20 pm | 2:24 pm |
| Period 5 | 2:29 pm | 3:33 pm |

Friday Early Release

| Period: | Start Time: | End Time: |
|-----------|-------------|-----------|
| Period 1 | 8:30 am | 9:31 am |
| Period 2 | 9:36 am | 10:37 am |
| NUTRITION | 10:37 am | 10:47 am |
| Period 3 | 10:52 am | 11:53 am |
| LUNCH | 11:53 am | 12:28 pm |
| Period 4 | 12:33 pm | 1:34 pm |
| Period 5 | 1:39 pm | 2:40 pm |

Minimum Day

| Period: | Start Time: | End Time: |
|-----------|-------------|-----------|
| Period 1 | 8:30 am | 9:14 am |
| Period 2 | 9:19 am | 10:03 am |
| Period 3 | 10:08 am | 10:52 am |
| NUTRITION | 10:52 am | 11:12 am |
| Period 4 | 11:17 am | 12:01 pm |
| Period 5 | 12:06 pm | 12:50 pm |

Finals Day 1

| Period: | Start Time: | End Time: |
|----------------|-------------|-----------|
| Period 1 FINAL | 8:30 am | 10:30 am |
| NUTRITION | 10:30 am | 10:41 am |
| Period 2 | 10:46 am | 11:45 am |
| Period 3 | 11:50 am | 12:49 pm |
| LUNCH | 12:49 pm | 1:24 pm |
| Period 4 | 1:29 pm | 2:28 pm |
| Period 5 | 2:33 pm | 3:33 pm |

Finals Day 2

| Period: | Start Time: | End Time: |
|----------------|-------------|-----------|
| Period 2 FINAL | 8:30 am | 10:30 am |
| NUTRITION | 10:30 am | 10:45 am |
| Period 4 FINAL | 10:50 am | 12:50 pm |

Finals Day 3

| Period: | Start Time: | End Time: |
|----------------|-------------|-----------|
| Period 3 FINAL | 8:30 am | 10:30 am |
| NUTRITION | 10:30 am | 10:45 am |
| Period 5 FINAL | 10:50 am | 12:50 pm |



Calendar



| 2022 | | | | | | | 2023 | | | | | | |
|--------|----|----|----|----|----|----|------|----|----|----|----|----|----|
| August | | | | | | | June | | | | | | |
| M | T | W | TH | F | S | S | M | T | W | TH | F | S | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 26 | 27 | 28 | 29 | 30 | 31 | 32 |
| 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | | |

2-Staff Meeting
5-Finals Day 1
6-7 Finals-Minimum Days
4-Graduation 2023 12:00pm

2-4- Winter Break
13-Staff Meeting-Early Release
16-MIL-HS School
27-Dept. Meeting-Early Release

| 2022 | | | | | | | 2023 | | | | | | |
|-----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| September | | | | | | | February | | | | | | |
| M | T | W | TH | F | S | S | M | T | W | TH | F | S | S |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 26 | 27 | 28 | 29 | 30 | | | 27 | 28 | | | | | |

3-Collaboration-Early Release
10-Staff Meeting
17-Minimum Day
20-24-District Reces

| 2022 | | | | | | | 2023 | | | | | | |
|---------|----|----|----|----|----|----|-------|----|----|----|----|----|----|
| October | | | | | | | March | | | | | | |
| M | T | W | TH | F | S | S | M | T | W | TH | F | S | S |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 27 | 28 | 29 | 30 | 31 | | |

3-Dept. Meeting
7-9 Finals (6 and 9 min days)
9-End Tr 2
10-Teacher Prep Day
13-Begin Tr 3
17-Staff Meeting-Early Release
24-Collaboration-Early Release
31-Minimum Day

| 2022 | | | | | | | 2023 | | | | | | |
|----------|----|----|----|----|----|----|-------|----|----|----|----|----|----|
| November | | | | | | | April | | | | | | |
| M | T | W | TH | F | S | S | M | T | W | TH | F | S | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 28 | 29 | 30 | | | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |

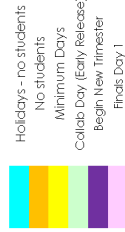
3-7-Spring Break
14-Staff Meeting-Early Release
21-Dept. Meeting-Early Release
28-Minimum Day

| 2022 | | | | | | | 2023 | | | | | | |
|----------|----|----|----|----|----|----|------|----|----|----|----|----|----|
| December | | | | | | | May | | | | | | |
| M | T | W | TH | F | S | S | M | T | W | TH | F | S | S |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 26 | 27 | 28 | 29 | 30 | | | 22 | 23 | 24 | 25 | 26 | 27 | 28 |

1-12-AP Testing Window
19-Staff Meeting-Early Release
26-Minimum Day
29-Memorial Day

TRIMESTER TIMELINE

Trimester 1 : August 17 to November 18
Trimester 2: November 28 to March 9
Trimester 3: March 13 to June 7



Schedule is subject to change.

Visit us at:
<https://www.ranchocampanahigh.us/>
7/15/2022 Edit



Student Code of Conduct

At Rancho Campana High School we expect students to follow our PRIDE acronym:



- Students will be responsible for following all established classroom and campus rules. By following the rules, students can be certain that their rights and the rights of others as well as their own safety are honored and protected.
- Students will be respectful toward all faculty and staff members, parent volunteers, business partners and other students. Students will refrain from: fighting and/or provoking others, using profane or obscene language, responding to others in a defiant manner, and disturbing classes.
- Students will be respectful of and responsible for using school equipment (including technology) and facilities in an appropriate manner. Students will refrain from purposeful destruction or theft of another person's or school property. Students and/or their parents are expected to make restitution for lost books or damaged property.
- Students will be punctual and in attendance of all scheduled classes unless excused by a parent or guardian. A phone call made to the school explaining the student's absence is required from the parent or guardian. Parents must make contact with the attendance office before their child can be released during the school day. Students cannot be released to a friend or a neighbor unless they are listed on the emergency card.
- Students will honor school as a place for academic and social learning. Students will refrain from using skateboards, bicycles, while on campus.
- Students will follow all school rules for behavior when traveling to and from school or while involved in an off-campus school activity such as a field trip, concert, or athletic event, etc.
- Students will follow all school rules for behavior when attending assemblies or evening activities and will exhibit appropriate audience skills.
- Students will stay within the campus' designated boundaries during school hours. Students with dismissal 1st or 5th period do not have to be on campus at those times.
- Students follow the [Acceptable Use Policy](https://www.oxnardunion.org/acceptable-use-policy/) (found at: <https://www.oxnardunion.org/acceptable-use-policy/>) when using technology.



Academic Honesty Policy

Many students have come to believe that their grade, not their learning is the key to success. As a result, students have resorted to cheating, copying and other forms of academic dishonesty.

A student is in violation of our school policy on Academic Honesty when (s)he participates in any of the following activities, including but not limited to:

- ☐ Copying other students' answers on a quiz, test, homework assignment or project.
- ☐ Supplying the answers to another student. **Note:** All assignments are considered individual assignments unless specifically stated otherwise by the teacher.
- ☐ Securing a copy of a class quiz or test beforehand or taking a quiz or test to pass on to other students.
- ☐ Getting answers or questions from students who already took the quiz or test.
- ☐ Giving answers or questions to students who will take the quiz or test.
- ☐ Copying homework or any class assignments from any source (including the Internet) or allowing another student to copy one's own work.
- ☐ Presenting other's work as one's own research or work.
- ☐ Having unauthorized test aids and not following test or assignment protocol. Note: Any use of a cell phone during a test may be considered a violation of the academic honesty policy.
- ☐ When taking a quiz online using another tab to look up answers.

* When absent and making-up a Science Lab, if permitted by the teacher, students can copy the data portion of the lab. Students must do the analysis of the data on their own.

The teacher's professional judgment in consultation with administration shall determine whether or not the student has cheated. It is the responsibility of the student to avoid any situation or action that may cause teachers to believe that this policy has been violated. The teacher will also determine whether the assignment is minor or major.

This progressive discipline plan is cumulative, and points will accrue for the student throughout the entire four years. The student will also receive a zero for the assignment in addition to a consequence.

| Points | Description of Assignment | Consequence |
|--------|--|---|
| 1 | Minor assignments Minor assignments may include: homework, quizzes, and labs. | Zero on assignment Referral to Administration |
| 2 | Major Assignments Major assignments may include: essays, quizzes, projects, or tests. | Zero on assignment Discipline Referral- Saturday School |
| 3 | Incidents involving major distribution of answers | Zero on assignment Discipline Referral- 2 Saturday Schools |
| 4+ | Incidents involving theft and distribution of tests or answers | Zero on assignment Discipline Referral-Suspension (maximum of 5 days) Rescission of letters of recommendation Report to colleges |



Dress Code

The expectations of RCHS students is that they will be participating in Work Based Learning activities where they will potentially interact with future employers. Keeping within the guidelines of board policy, students are expected to dress in the following manner at school and related events:

- Clothing may not depict advertise or advocate the use of alcohol, tobacco, marijuana or other controlled or illegal substances. In addition, the clothing may not be vulgar, obscene, depict weapons or violence, or be sexually suggestive.
- Clothes, apparel, or attire must be sufficient to conceal undergarments. No strapless attire; shirts must have straps or sleeves.
- Clothing may not use or depict hate speech based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Any attire deemed to disrupt the school environment may be considered a violation of the dress code.

Students who fail to follow the dress code may be asked by any adult on campus to change, cover up, or not wear that item to school again. Refusal to do so may result in a disciplinary action.



Consequences for not following the rules

All students are expected to follow each teacher's classroom rules. If students are not following classroom and school rules, below are the consequences.

| Teacher Managed Behaviors | Teacher Managed Response |
|---|---|
| Attitude Defiance Disrespect Disruptions Dress Code Inappropriate use of Electronic Devices Inappropriate Language Lack of Materials/Preparation Motivation PE Non-Suits Physical Contact (Non-aggressive) Property Misuse | 1st offense: Discuss behavior with student. Enter into Synergy and mark no administration response required. 2nd offense: Discuss behavior with student. Enter into Synergy and mark no administration response required. Make contact with the parent. |
| A third offense or an extreme offense of any of the above behaviors becomes an administratively managed behavior. | 3rd offense: Enter referral into Synergy and administration calls parent. Administration determines the appropriate consequence (see flow chart below) and provides follow up. Teachers: if you are sending a student to the office please contact Administration and their secretaries. |



| Administration Managed Behaviors | 1 st Consequence | 2 nd Consequence | 3 rd Consequence |
|---|--|---|----------------------------------|
| 3rd Offense of any teacher managed behavior | Lunch Detention or Saturday School | <ul style="list-style-type: none">Parent Conference with teacher2 Saturday Schools | Suspension |
| Dress Code | <ul style="list-style-type: none">WarningChange Clothes | <ul style="list-style-type: none">Call homeChange Clothes | Saturday School |
| Failure to serve Saturday School | Re-assign Saturday School | Re-assign plus another Saturday School (total of 2 Saturday Schools) | Varying up to Suspension |
| Hate speech: abusive or threatening speech or writing that expresses prejudice against a group, especially based on race, religion, or sexual orientation. | <ul style="list-style-type: none">At least 3 days of suspensionCounselingParent Contact | 5-day suspension that could lead to expulsion | |
| | Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations. | | |
| Harassment/ Bullying/ Taunting: Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption Cyberbullying: includes the transmission of communications, posting of harassing messages, direct threats, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming a person's identity to damage that person's reputation. | <ul style="list-style-type: none">At least a warning, but may include suspension or expulsion in accordance with district policies and regulations.CounselingParent contact | 5-day suspension | 5-day suspension up to expulsion |
| | Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations. | | |



| Administration Managed Behaviors | 1 st Consequence | 2 nd Consequence |
|--|--|---|
| Tardies: any student that is late to class 12th Tardy – Any student who has received twelve tardies will remain in the assigned class. Should the student become a discipline problem, the student will be removed from class. Students who receive twelve (12) tardies may end up failing the class due to non-participation. | At 6 tardies per class per trimester: <ul style="list-style-type: none"> ▪ Saturday School ▪ Parent Contact | Every additional 6 Tardies within the same class per trimester: <ul style="list-style-type: none"> ▪ 2 Saturday Schools ▪ Possible Parent Conference |
| Truancy: student missing more than 30 minutes of class without an excuse for a total of 3 school days or 15 cumulative periods. Any absence not cleared by parents within 72 hours becomes a Truancy. | <ul style="list-style-type: none"> ▪ L1/L2 Truancy Letters are mailed home ▪ L2 Student/Parent Conference | <ul style="list-style-type: none"> ▪ L3 Truancy Letters are mailed home ▪ SARB Student/Parent Conference with District Attorney panel ▪ Place on Attendance Contract |
| Tobacco & Marijuana products (which includes nicotine vaping products and wax pens) | <ul style="list-style-type: none"> ▪ Saturday School ▪ Counseling ▪ Confiscation of paraphernalia ▪ Parent contact | Suspension |
| Weapons/Dangerous Objects | A student possessing or threatening others with any weapon, dangerous instrument, or imitation firearm shall be subject to suspension and/or expulsion in accordance with law, Board policy, and administrative regulations. | |



Students may also be suspended for the following actions:

- Caused, attempted to cause, or threatened to cause physical injury.
- Willfully used force or violence on another person, except in self-defense.
- Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- Possessed, used, sold, furnished, or been under the influence of any controlled substance, alcohol, or intoxicant.
- Offered, arranged, or negotiated to sell a controlled substance, alcohol or intoxicant and then provided a replica substance.
- Attempted or committed robbery or extortion.
- Attempted or caused damage to school or private property.
- Attempted or stole school or private property.
- Possessed, or used a tobacco product.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Possessed, offered, arranged, or negotiated to sell drug paraphernalia.
- Disrupted school activities or willfully defied valid authority.
- Knowingly received stolen school or private property.
- Possessed an imitation firearm.
- Attempted or committed sexual assault or committed a sexual battery.
- Harassed, threatened, or intimidated a student complainant or witness in a school disciplinary matter.
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Engaged in, or attempted to engage in, hazing.
- Engaged in an act of bullying, including but not limited to, bullying by means of an electronic act.
- Aided or abetted in the attempted or infliction of physical injury to another. Committed sexual harassment.
- Attempted, threatened, caused, or participated in hate violence.
- Harassment, threats or intimidation creating an intimidating or hostile educational environment.
- Made terroristic threats against school officials or property.

Act must be related to a school activity or school attendance occurring within RCHS, under the jurisdiction of our district, including but not limited to: while on school grounds, while going to or coming from school, during the lunch period on or off campus, during or while going to or from a school-sponsored activity.



Students may be expelled for the following actions in accordance with EDUCATION CODE SECTION 48915 - Expulsion

- Causing serious injury to another person, except in self-defense.
- Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- Unlawful possession of any controlled substance except for the first offense for the possession of not more than one avoirdupois (by weight) ounce of marijuana, other than concentrated cannabis, or the possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
- Robbery or extortion.
- Assault or battery on any school employee.

Social Media Guidelines for Students

Rancho Campana High School is a 1-to-1 school that is immersed in technology. Our mission is to teach through technology and integrate it into the culture of RCHS. These social media and technology guidelines are to keep students safe, secure, and help them focus on their education. We strongly believe in the power of technology to teach; however, we want to educate students about online etiquette and how behavior in the digital world can affect the school world.

Social Media includes but is not limited to: blogs, online chat rooms, discussion boards, wikis, photos, video sharing sites, etc.

1. Follow Rancho Campana's Student Code of Conduct when interacting and writing online. What is inappropriate to say in a classroom is inappropriate to say online.
2. Be mindful about what you post online. Everything that you post online does not go away, it leaves a digital footprint. Do not post anything you wouldn't want your family, friends, teachers, or future employers to see.
3. It is always acceptable to disagree with someone's opinion. However, be respectful when writing online and give constructive criticism.
4. Never give out personal information online. Be careful about communicating with people you have never met.
5. Plagiarism is a serious offense, make sure to cite resources that were used. Copying and pasting from a website is not allowed. In addition, pictures are also protected under copyright laws.
6. If at any time you feel uncomfortable with what is happening online, please report it to administration, counselor, teacher, or anonymously through WeTip online: <https://www.wetip.com/submit-a-tip/> OR call (800) 78-CRIME | (800)-782-7463.



Technology Acceptable Use Policy

Each year, students and parents must sign the [Acceptable Use Policy](#).

Per Board Policy and the Acceptable Use Policy:

- Students that misuse technology will be disciplined.
- The Student Acceptable Use Policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for the district to monitor and enforce a wide range of social values in student use of the Internet. Further, the district recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. The district will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the district system.
- Search and Seizure
 1. System users have a very limited privacy expectation in the contents of their personal files on the district system.
 2. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the Internet Acceptable Use Policy, the Student Discipline Code, or the law.
 3. An individual search will be conducted if there is reasonable suspicion that a user has violated the law or the Student Discipline Code. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.



AbsencesWhat absences are excusable?

Per [Ed Code \[EC 48205\]](#), valid or excused absences are:

1. Student illness
2. Student medical/dental appointment
3. Illness or medical appointment during school hours of a child to whom the student is the custodial parent
4. Quarantine under the direction of a county or city health officer
5. Attendance of funeral of an immediate family member:
 1. One day – Within California
 2. Three days – Outside of California or the country
6. Specific religious activities, court orders, and limited visits with immediate family members called to or returning from military combat duty

How to excuse absences**Return your child to school with a written note stating the following:**

1. Student Name
2. Student ID Number
3. Date and Reason for the absence
4. Your contact number
5. Your signed name as the parent/guardian.

This note is to be submitted to the Attendance Clerk in the Attendance Office. You may also call the RCHS Attendance Hotline at (805) 394-4754 to leave a message with the same information required on the written note.

Per State Law and Board Policy, you must verify each absence within 72 hours of the absence. After 72 hours, unverified absences are considered unexcused.

All notes and call logs received are stored in your student's attendance file. Please do not leave messages on any other phone line or leave notes in any other location on campus.

You can monitor your child's attendance on [ParentVUE](#).

Important to note:

- ☐ Anytime a student is picked up for a Doctor's appointment, a Doctor's note must be brought back upon returning to school.
- ☐ Only a parent or guardian can pick up a student from school, unless a note is given to the Attendance Clerk in advance.



Tardies

- ☐ School begins each day at 8:30am, plan for traffic and arrive early
- ☐ 6 tardies will result in 1 Saturday School, the next 6 will result in 2 Saturday Schools, with counts re-setting at every trimester.
- ☐ Students can be dropped-failed from class if they receive 12 tardies in one period.

Truancy

By law [EC 48260-48273], any pupil who misses 30 minutes or more of three or more school days without a valid excuse, whether it's one period each day or three whole days, is considered truant.

Letters are automatically generated approximately every two weeks alerting you of your child's attendance. You will receive a "First Notification of Truancy" after your child's 3rd unexcused absence. You will receive a "Second Notification of Truancy" after your child's 5th unexcused absence.

Depending on the severity of absences, you will be asked to attend a meeting with the school staff to discuss how to improve your child's attendance.

If your child's attendance doesn't improve after the conference and the 10th unexcused absence occurs, you may receive a "Third Notification of Truancy" and could be scheduled for a School Attendance Review Board meeting. This team of educators and members of the community, including the District Attorney, will review your child's attendance record and situation to provide support and intervention to encourage improved attendance. Should attendance continue to be an issue after this meeting, penalties may be issued.

More information can be found at: <https://www.ranhocampanahigh.us/students-parents/attendance-policies-procedures/>



Academies

Academy of Arts and Entertainment

Welcome to the Rancho Campana High School Arts & Entertainment Academy! Students in the Arts and Entertainment Academy follow a pathway in [Design, Visual & Media Arts](#) or [Performing Arts](#). Students must complete a three-course pathway by the end of their high school career to meet the academy requirements (more detail provided in links above.)

Each career pathway is designed to provide students with curricular and co-curricular experiences that are modeled after the arts industry. In the classroom, students gain technical skills in their chosen discipline, and engage in project-based learning, where they develop as communicators, collaborators, critical and creative thinkers.

Students also participate in [work-based learning activities](#) where they develop career skills, hear from guest speakers in their industry, attend field trips, attend job-shadowing events, and explore internship opportunities for their senior year.

Academy of Engineering

The goal of the Academy of Engineering (AOE) is to prepare students for college and careers, while letting students explore their career interests. There is a vital need for future engineers and computer scientists and the Academy of Engineering creates a pathway to promote this STEM field.

The [Academy of Engineering staff](#) has created opportunities for students to explore various Engineering disciplines through [academy curriculum](#), projects, work site tours, guest speakers, job shadow opportunities, opportunities with our [business partners](#), and internships. These work-based learning events on campus help students gain critical career knowledge. Students can explore the following engineering careers: mechanical, chemical, electrical, computer scientist, or computer programming. Students have the ability to design projects according to their career interests.

In addition to the student's high school course work, students take engineering electives and complete [work-based learning](#) events. Students must complete course work and work-based learning events to complete the [Academy of Engineering Graduation Requirements](#). To understand how Academy courses fit within the school day: [Academy of Engineering Resources](#).

Academy of Health Sciences

Whether students dream of being doctors, nurses, dentists, psychologists, veterinarians, athletic trainers, physical therapists, medical researchers, or medical engineers, in the Academy of Health Sciences (AOHS) each student has the opportunity to explore the various facets of the medical and health fields while learning more about themselves and their community around them. The Academy of Health Sciences addresses the critical achievement gap in STEAM fields and develops a pipeline of students prepared to pursue health-related degrees and professions in one of the fastest growing sectors of the economy.

In addition to studying [career-focused curricula](#) and working on collaborative projects, AOHS students gain critical career knowledge through a series of [work-based learning](#) activities both inside and outside of the classroom including job shadowing events, mock interviews, guest speakers, field trips, and internships.



How to switch Academies

If during or after the 9th grade year, students are interested in switching academies, please make sure to follow this process:

1. The student makes an appointment with their counselor.
2. The counselor will see if there is room in the academy through the school's Registrar.
3. The student takes home the "Academy Change Request" form to be signed by their parent and both Academy Leads.
4. The counselor/academy lead will explain what needs to be done in order to "catch up" in the academy.

*Students cannot change academies after the first trimester of their 10th grade year. They will not have enough time to complete academy requirements.



Schedule Changes

A student can request for their schedule to be changed by filling out a "Schedule Change Request" form located in the Admin Classroom/College and Career Classroom with our Guidance Tech.

This request can be placed during the first week of the trimester. Students are called into the counselors office, in the order that the "Schedule Change Request" forms are submitted.

Schedule changes may ONLY be made during the first week of the trimester for the following reasons:

- Error in schedule
- Wrong class assigned
- No class assigned
- Duplicate class assigned
- Senior student requires a class to meet graduation requirements
- Course prerequisites were not satisfactorily met
- Prior approval, as required, was not obtained
- Student previously did not pass a class
- Balance class sizes (a counselor or administrator may change a student's program to balance class size to ensure an optimum learning environment within a class)
- Class change requests will not be granted for the sole purpose of changing teachers or class periods

***All schedule changes are subject to administration approval and class availability.

Level Changes

Level changes may be made without a grade transfer within the first 2 weeks of the trimester. After that, a student may level change up to 6 weeks with the current grade transferring to the new course.

Class Withdrawals

A student must be enrolled in at least four classes per trimester. A student who withdraws from a course without transferring to another course during the first six weeks of the grading period may do so without any entry on his/her permanent transcript. A student who withdraws from a course after the first six weeks of the grading period without transferring to another course shall receive an Incomplete grade on their transcript.

Administrative Withdrawals

Students may also be administratively removed from a class for behavioral, attendance or other disciplinary reasons if counseling or other corrective measures have failed to be effective. The removal may be posted as a "F" on the student's transcript based on the Administrator's decision.



A-G Requirements

To be eligible to attend a 4-year public college (either in the UC system or California State Colleges) in California students must meet a series of course requirements referred to as A-G courses. The A-G courses are the minimum courses that are required to enter a 4-year university.

Graduation Requirements: The total credits required for graduation are 230. There are various courses that are needed to graduate.

The chart below blends the Graduation and A-G requirements.

At RCHS we encourage each student to complete the UC A-G requirements, as well as their academy coursework. Use the checklist below to verify your progression towards OUHSD graduation requirements and UC/CSU A-G subject requirements.

| TOTAL CREDITS REQUIRED FOR GRADUATION: 230 | | | | | | | | |
|--|-----------------------|---|------------------------|---|------------------------|---|------------------------|---|
| Each box = 1 Trimester / 5 Credits | | | | | | | | |
| Grade must be a C- or better to receive: | | | | | | | | |
| <ul style="list-style-type: none"> UC A – G Subject Requirements (light shading) UC A – G Subject Recommendations (dark shading) | | | | | | | | |
| Grade must be a D- or better to receive: | | | | | | | | |
| <ul style="list-style-type: none"> OUHSD Graduation Requirement | | | | | | | | |
| | 9 TH Grade | | 10 TH Grade | | 11 TH Grade | | 12 TH Grade | |
| A World History (10 th Grade) | | | 5 | 5 | | | | |
| A US History (11 th grade) | | | | | 5 | 5 | | |
| A Gov't/ Economics (12 th grade) | | | | | | | 5 | 5 |
| B English | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| C Math | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| D Lab Science (Biology/ Chemistry/ Physics) | 5 | 5 | 5 | 5 | 5 | 5 | | |
| E Language other than English | 5 | 5 | 5 | 5 | 5 | 5 | | |
| F Visual Performing Arts | 5 | 5 | | | | | | |
| G College Elective | 5 | 5 | | | | | | |
| Health | 5 | | | | | | | |
| Ethnic Studies | 5 | | | | | | | |
| Physical Education | 5 | 5 | 5 | 5 | | | | |
| Electives / CTE Courses | 5 | 5 | 5 | 5 | | | | |

