

# Fair Treatment Policy

## Rancho Pico Junior High

We the students of Rancho Pico Junior High agree to join together to ensure a positive climate for all people at our school. We believe that every person has the right to feel safe, secure, and accepted regardless of color, race, gender, sexual orientation, popularity, disability, athletic ability, academic ability, religion, or nationality. Rancho Pico administration and staff take incidents of discrimination, harassment, intimidation, or bullying of any kind seriously.

**“Joking” about the topics above is never an acceptable excuse.**

Civil rights laws prohibit discrimination and discriminatory harassment in K–12 public schools. Discrimination is the unfair or unequal treatment or harassment of a person because they are part of a group, defined by law, as a protected class. A protected class is a group of people who share common characteristics and are protected from discrimination and harassment under federal and state law (see Notice of Student and Parent Rights, Regulations & Responsibilities for a list of protected classes at [www.hartdistrict.org](http://www.hartdistrict.org)).

**Unfair treatment toward any person or group causes pain and stress and is never justifiable.**

Young people are continuously developing their social skills and often experience conflicts with one another. Every conflict between students is not an incident of bullying. Bullying is defined as aggressive behavior that involves the following factors:

1. The behavior must be intended to cause harm.
2. There must be a real or perceived imbalance of physical or psychological power between those involved.
3. The behavior must be repeated over time and include the use of hurtful words and/or acts.

Bullying can occur in many contexts, including, but not limited to: in person, on social media, through electronic devices, and on social networking websites.

### Consequences

Interventions for discrimination, harassment, and bullying include student conferences, mediation, counseling sessions, educational lessons, lunch and brunch detention, loss of participation in extra-curricular school activities, parent conference, discipline contract, Saturday School, suspension, and in extreme cases, arrest, school transfer and/or expulsion.

### Rancho Pico Junior High Guiding Principles

- We believe it is important to respect others' differences.
- We believe it is important to respect others' rights and responsibilities.
- We are able to identify what bullying is, and are willing to stop it from happening.
- We know the best way to get help if we are being bullied or if we see someone being bullied is to tell an adult.
- If the first person we go to does not help, we need to keep telling different adults until someone listens.

### By signing this contract, I, the student, agree to the guiding principles and to:

1. Accept student differences and treat others with respect.
2. Not become involved in incidents of unfair treatment.
3. Report honestly and immediately all incidents of unfair treatment to a Rancho Pico staff member.
4. If you wish to report anonymously, you may use one of our three complaint boxes located in the office, library, and counseling office. You can also send a confidential text to **Text-a-Tip at (661) 418-7426**.
5. Talk to parents, teachers, counselors and/or administrators about concerns and incidents of unfair treatment.
6. Be a good role model for other students and support them if unfair treatment occurs.

### Validation

My signature below verifies that I have read and understand the Fair Treatment Policy at Rancho Pico. By signing below, I will do my part to prevent and not engage in any behavior that leads to discrimination, intimidation, harassment, and bullying here at Rancho Pico Junior High. My parent's signature verifies that he/she has reviewed the information above with me.

\_\_\_\_\_  
*Student's Printed Name*

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Parent's Signature*

## **Rancho Pico Junior High School Student Dress and Grooming Code**

Our dress code is in place to promote student safety and reflects that of a professional student. Students are expected to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Schools are charged with preparing students for professional environments and our dress code reflects this goal. Our dress code is gender neutral and we will strive to enforce it consistently among all students.

Rancho Pico staff reserves the right to determine what is appropriate for the school setting.

**Shoes:** Safe shoes shall be worn at all times. Slippers, flip-flops, and high heels are not allowed. Steel-toed shoes and shoes with a rolling device are not allowed.

**Tops/Shirts:** Tops must have sleeves that conceal all undergarments, despite movement. No tank tops, low-cut tops, off-the shoulder shirts, or strapless garments of any kind are allowed, including under open jackets. Bare midriffs are prohibited and tops shall completely cover the torso and chest regardless of movement.

**Bottoms:** Bottoms must fit sensibly and shall conceal undergarments at all times. Excessively tight clothing is not appropriate for school. Pajama bottoms are not allowed. Pants, skirts, and shorts may not have rips or tears above the thumb that show skin or are revealing in any way. Pants/shorts must be worn at the waist and may not be rolled down.

**Shorts/Skirts:** Skirts and shorts must fit sensibly and modestly. A student should be able to stand with their arms at their sides and shorts/skirts must come at least to their thumb, despite movement throughout the day. Wearing leggings or tights underneath a skirt or shorts does not change the length requirement.

**Clothing:** Clothing, jewelry, and accessories shall be free of writing, pictures, or any other insignias which are crude, vulgar, violent, profane, or sexually suggestive, or which advocate racial, ethnic, or religious prejudice. Items that advocate and/or portray weapons, drugs, gangs, alcohol, tobacco, or disruptive/gang activities are prohibited. Any attire that can be deemed dangerous to a student or others when worn, based on input from the sheriff's department, is not permitted.

**Headwear:** Hats and beanies/stocking caps must be free of offensive logos and be appropriate for junior high school. Hoodies should be worn only in inclement weather and not inside school buildings.

Violation of the above provisions of the student dress code will result in confiscation of inappropriate clothing item(s), and clean Rancho Pico attire will be provided. At the end of the school day, students will return back to the office to change into their original clothing. Repeat violations of dress code will be addressed through progressive discipline.

**Field Trip and School Activity Dress Code:** When students attend trips and school sponsored events they are expected to dress according to the above policy.

# Welcome to Rancho Pico Junior High School, home of the Mustangs!

Phone: (661) 284-3260

Text-a-Tip: (661) 418-7426

Web: [www.ranchojuniorschool.org](http://www.ranchojuniorschool.org)

Twitter: @rpmustangs

Welcome to Rancho Pico Junior High, a two time California Distinguished School. We are excited to begin another school year! Every member of the Rancho Pico staff is dedicated to helping students reach their highest potential. Our mission is to educate and support all students with high expectations academically, socially, and emotionally. Our vision is to create a passion for learning and life.

If you need assistance, please do not hesitate to call or email us. Our website is also an excellent resource for current information.

## OUR CORE VALUES

Each staff member is an integral part of Rancho Pico, and all are committed to the following core values:

- We will develop genuine and authentic relationships with all parents, students, and the community.
- We believe in the power and effectiveness of teaming to meet the needs of students through small learning communities, based on the principles of a school within a school.
- We believe all classes must have a defined and rigorous standards-based curriculum.
- We believe the best interest of our students must be the driving force in all of our decisions.

**PLEASE READ THE FOLLOWING INFORMATION TO HELP CLARIFY SOME OF THE PROCEDURES, POLICIES AND SERVICES THAT ARE IN PLACE AT RANCHO PICO.**

## STUDENT PLANNER

This planner is one of the most valuable tools that we can provide our students. It has been designed to help your child be more organized in his/her classes. If homework, assignments, and tests are recorded daily, we have achieved the first skill needed for a successful year! Students will be required to have their planners with them every day. We encourage parents to check the planner nightly. Please note that a teacher's signature or stamp in the planner is ONLY an indication

that the student has copied assignments correctly, and not that he/she has completed and/or turned in those assignments. If a student's planner is lost, damaged, or stolen, you may purchase a replacement for \$5.00, subject to availability.

## SCHOOL OFFICE HOURS

During the school year, our office hours are from 8:00 a.m. to 3:30 p.m. Supervision for students dropped off before 8:15 am or picked up after 3:30 p.m. will not be available.

## TRANSPORTATION

The William S. Hart Union High School District does not provide bus service to Rancho Pico. For information on city transit, you can reach Santa Clarita Transit at (661) 294-1287. You can purchase a monthly TAP card from the City of Santa Clarita.

For families who live in Stevenson Ranch, students should not use the hills adjacent to Rancho Pico as a route home. The hillside is not intended for pedestrian traffic. While this may be the shortest path, it is not supervised by school personnel and it is not safe. In addition to general safety concerns, the hills surrounding Rancho Pico are home to rattle snakes, coyotes, deer, and bobcats, which pose a general hazard to anyone hiking through these areas.

## STUDENT SUPPORT SERVICES

Rancho Pico counselors are assigned to teams and work directly with parents and staff to provide educational guidance and assistance to students. Counselors work closely with students to ensure their academic and educational development, as well as providing the skills for career, social, and personal development. We hope that you will get to know your child's counselor during the school year.

Students may go to the counseling office at any time during non-class time. During a class period, a student will need a pass from their teacher to see a counselor. Additionally, a parent may schedule an appointment with their child's counselor at any time via phone or email.

## PROGRESS REPORTS/REPORT CARDS

Progress reports and report cards are your legal notification of grades. They will be posted online and can be accessed by logging into Infinite Campus. If you prefer a hard copy of your child's grades, you may request this through the registrar.

## **PROMOTION REQUIREMENTS**

A student who successfully completes a minimum of 107.5 credits in grades seven and eight will be considered one who promotes to high school. Students who do not complete these credits may be assigned to summer school and other programs at the high school, as available, to assist them in acquiring the necessary skills to complete high school. A student who does not meet promotion requirements will not be eligible to participate in end of year activities at the culmination of 8<sup>th</sup> grade.

## **ATTENDANCE**

Student success is directly related to attendance. Parents are encouraged to plan vacations and appointments in coordination with the school calendar.

- Students are allowed on the campus at 8:15 a.m. and supervision is provided at this time.
- Students arriving late to school must report to the attendance office for an admit slip.
- When a student is absent, a parent or legal guardian must call the Attendance Office each morning of the absence. If this is not possible, the student needs to bring a note to the attendance office upon returning to school. This note should include the date(s) and reason for absence. You can also call and leave a message at (661) 284–3260, extension 1103. Illness or unavoidable medical or dental appointments are the only absences that are excused. Other absences, even with parental permission, are classified by the State of California as warranted or unexcused. Parents must clear absences within 3 school days of the absence. After three days, the absence may become a truancy.
- If a student must leave school early during school hours, he/she is to bring a note to the Attendance Office before school starts. The student will receive an off-campus pass for the time indicated in the note and will be instructed to report to the office at the appointed time to meet his/her parent. If the student returns to school that day, he/she must check in through the Attendance Office.

If a parent takes a student off campus without first going through the office, that student will be considered truant.

## **TARDY POLICY**

Students are expected to be in class on time. When students arrive late, class instruction time is disrupted. Late students must report to the attendance office for a tardy pass. Please help your child to understand his/her responsibility in arriving on time to each class.

Students who develop a pattern of habitual tardiness will be subject to school consequences. Consequences include, but are not limited to:

- Student warning by the teacher
- Parent contact by the teacher
- Referral to counselor
- Referral to an administrator
- Detention at brunch and/or lunch
- Loss of campus privileges (i.e., school dances, team activities, field trips, etc.)

## **PROCEDURES TO REQUEST STUDENT WORK**

When your child is absent for THREE OR MORE days, inform the attendance secretary, then follow the procedure below to request homework:

1. Please email your student's teachers for homework assignments.
2. State the period of time you expect your child to be absent.
3. Allow 24 hours for the homework to be collected.
4. Pick up your student's homework from the attendance secretary.
5. Homework for extended absences should be discussed with a counselor.

## **MESSAGES, LUNCH MONEY, P.E. CLOTHES, AND PROJECTS**

The administrative and clerical staff in the main office provide a variety of support services. We ask families to partner with us to minimize deliveries of homework, projects, P.E. clothes, money, and food to the main office in efforts to limit interruptions to instructional time. Rancho Pico assumes no responsibility for lost, stolen, or damaged items.

## **BIRTHDAYS/CELEBRATIONS:**

We celebrate each student's birthday with an announcement on RPTV. In an effort to minimize school disruptions, please save balloons, flowers, and parties for outside of school time.

## **LUNCH**

Rancho Pico is a closed campus all day, including lunch. Rancho Pico has a full service cafeteria, where Class A hot lunches and a-la-carte items are available. Students may bring a lunch or purchase hot food from the food service area. Money may be added to your student's lunch account for your convenience by visiting [www.myschoolbucks.com](http://www.myschoolbucks.com) or contacting the cafeteria manager at x1110. Students may not order pizza or other takeout food items for delivery at any time during the school day. Additionally, Rancho Pico is not able to accept fast food or beverage deliveries from parents on behalf of students. This includes food items such as smoothies, sodas, coffee drinks, lattes, etc.

With regard to birthdays, please do not provide any food, including, but not limited to: cupcakes, sheet cakes, candy, and food items such as tacos, pizza, etc. that is intended to be consumed by either your child or their friends.

## **VISITORS**

We are proud of our campus and instructional program. Parents or legal guardians who would like to conference with a teacher, counselor, an administrator, or for a classroom visitation, should call ahead for an appointment to ensure availability. In an effort to maximize safety, all visitors, guests, and parents must sign in at the Main Office and receive a badge to be worn during the visit. Please be sure to sign out upon leaving campus. We are a closed campus, and as such do not allow students to visit from other schools.

## **EMERGENCY INFORMATION**

All students must have a current, up-to-date emergency card on file in the office. Please report any changes immediately so that we have the most current information in case of an emergency. Students will only be released to persons listed on the emergency card.

## **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. Students who are ill will be sent home after parent contact is made. Our services are limited to first aid, short rest periods, and parent notification.

Students must report to the Health Office if sick. Students should not call a parent directly without first

reporting to the Health Office. The Health Assistant will assist with parent contact.

All medications that need to be taken at school must have a "Request for medication to be given at school" form on file in the health office. The Health Assistant cannot dispense medication without the proper medical authorization. Students that are required to use an inhaler for asthma may carry and use their inhaler with the proper authorization form. No medications of any kind are allowed in a student's possession during school hours. This includes, but is not limited to, Tylenol, Advil, and cough drops. Authorization forms can be requested by contacting the school Health Assistant.

## **ID CARDS AND PICTURES**

Each year all students are photographed for purposes of records and identification. Each student will receive a student ID card free of charge. Students are expected to have their card with them at all times, including off-campus field trips. Pictures will be taken during student check-in. If you lose your card, you will be charged a \$2.00 replacement fee. Students must have an ID card to attend school functions and when checking out library materials.

## **LOST AND FOUND**

If you find something on campus, please bring it to the administration office. If you lose something, check immediately with the office to see if your lost item has been turned in and fill out a lost item report. All unclaimed items may be given to charity at the end of each month.

## **PHYSICAL EDUCATION INFORMATION**

Excuses from P.E. for reasons of health require a note from a parent or doctor. A doctor must verify more than three class periods of non-participation in P.E., in writing. All doctor/parent notes must be submitted to the Health Assistant before school.

It is very important that all students enrolled in P.E. participate in appropriate clothes suited for strenuous exercise. For your convenience, appropriate P.E. uniforms with the school logo will be available for purchase at registration or in the ASB office. As an alternative, students may opt to wear a plain light heather grey tee-shirt and navy blue shorts. Garments may have no graphics other than the school logo. No logos or other print will be allowed on PE clothes. Additionally, students are not allowed to write on, draw on, deface, or alter their PE clothes in any way. Spirit wear may not be worn during P.E.

Uniforms are to only be worn while participating in P.E. class and should not be worn at any other time during the school day.

### **STUDENT BEHAVIORAL EXPECTATIONS**

- Be prepared: Bring the appropriate materials to each class.
- Be on time and in your seat when the bell rings.
- Write your daily assignments in your student planner.
- Assignments and personal belongings will be free of inappropriate writing, pictures, and symbols.
- Complete class work and homework on the day it is assigned.
- Food, candy, and beverages other than water may not be consumed in class.
- Students may not chew gum on campus.
- Students who deface school property, including desks, books, and walls, may receive school consequences and may be prosecuted by the law.
- Any behaviors or actions that are unsafe or that disrupt classroom activities are unacceptable.
- Permanent marking pens, any spray or aerosol cans, laser pens, cameras, etc., are to be left at home. These items are disruptive, may be destructive, and if brought to school, will be confiscated. Students in possession of these items may be subject to disciplinary action.

### **BICYCLES/SKATEBOARDS/SCOOTERS/ROLLERBLADES**

Bicycles may be ridden to and from school with the understanding that they be maintained and operated in a safe manner and be securely locked in the bike rack. Students are required to wear helmets.

Bicycles may not be ridden on school grounds. The school is not responsible for damaged or stolen bicycles or helmets.

Skateboards, roller blades, scooters, and shoes with wheels are not allowed on school grounds at any time and will be confiscated for parent pick-up.

### **STUDENT HORSEPLAY**

To ensure the safety of all students and staff, Rancho Pico enforces a “hands-to-yourself” policy. Students are expected to refrain from pushing, chasing, grabbing, poking, punching, kicking, kneeling, and/or any other physical acts that encroach upon another person or personal space. While most of these physical acts are conducted between friends, they nevertheless present unsafe conditions at school. Examples include “dead-arms”, “birthday punches”, and “body shots”.

### **PUBLIC DISPLAY OF AFFECTION (PDA)**

Behaviors which are not appropriate for public places make other people uncomfortable, show poor judgment, and are demeaning to the individuals involved. Students are expected to demonstrate respect for themselves and others by behaving in an appropriate manner for a public place. Students are to avoid the practice of having arms around one another, sitting on each other’s laps, or various other degrees of affection. Additionally, there is to be no kissing and/or groping at any time during the school day. Failing to respect this policy will result in disciplinary consequences.

### **CELL PHONE USE**

Students wishing to carry a cell phone on campus must have a signed cell phone agreement on file. Cell phones must be turned off during class time or before entering any school building. Students are not to call or text-message friends during class time. In cases of cell phone misuse, including any type of electronic bullying, the phone will be confiscated until a parent retrieves it, and the student will be subject to disciplinary consequences.

### **STUDENT ELECTRONICS**

We encourage students to leave their electronic devices (i.e., iPods, electronic games, electronic readers, etc.) at home. Rancho Pico assumes no responsibility for lost, stolen, or damaged items. Use of these items during class time is strictly prohibited and will be enforced with disciplinary consequences. Items will be confiscated and returned to parents.

The use of cell phones during class time is strictly prohibited and will be enforced with disciplinary consequences. Items will be confiscated and returned to parents. Any type of audio and/or video recording device is not allowed on campus without permission.

Students may not photograph, voice, and/or video record others without their consent. This includes site staff, teachers, counselors, and administrators. Recording others without their consent is a crime and as such, a student will be subject to consequences.

Cell phones and cameras may not be used or seen in locker rooms at any time, as this creates an unsafe environment for all students and staff. There will be severe disciplinary consequences for any camera use in locker rooms. This includes cell phones with cameras.

## **ACADEMIC INTEGRITY**

At Rancho Pico, there is a clear expectation that all students will conduct themselves with honor and integrity. Academic integrity means not cheating, plagiarizing, or using information unethically in any way.

Plagiarism includes:

- Submitting someone else's work or idea as your own, including that of tutors, friends, parents, siblings, and/or paraphrasing without giving credit to the source.
- Turning in purchased papers or papers from the Internet written by someone else.
- Copying assignments that are turned in as original work and/or allowing others to copy your work.
- Helping others plagiarize by giving them your work, even if you do not think it will be copied.

Cheating includes, but is not limited to:

- Trading assignments with other students, even if you do not think they will be copied.
- Using unauthorized notes or technology during a quiz or test.
- Sharing answers on assignments before, during, or after quizzes or tests.
- Students must be responsible for their own papers and make sure others cannot copy their work.

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: Detention, Saturday School, Suspension, inability to participate in co-curricular activities, and/or other consequences determined by the school.

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

Smoking: Smoking and possession of tobacco are not permitted on or near school activities on or off campus. Possession of tobacco paraphernalia, such as lighters, eCigs, rolling papers, etc. is also not permitted. Students found to be in possession of these items are subject to disciplinary action by school officials and law enforcement.

Drugs and Alcohol: Schools in the WSHUHSD strictly enforce penalties for students who have possession of, sell, furnish, purchase, use, or are under the influence of illegal drugs, alcohol or drug paraphernalia. Besides suspension, these penalties may include arrest, transfer to another school, or a recommendation for expulsion from all schools in the William S. Hart Union High School District.

Electronic Nicotine Delivery Systems (ENDS): 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.

## **WEAPONS**

Students possessing a firearm, knife, or facsimile, or any other dangerous or explosive objects are subject to expulsion from the district and arrest by law enforcement.

## **SEXUAL HARASSMENT**

The Wm. 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 Wm. S. Hart Union High School 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 of harassment.

## **EXPULSION**

Expulsion from the William S. Hart Union High School District will be recommended to the Governing Board for the following:

- Causing serious physical injury to another person.
- Possession of a firearm, knife, or other dangerous object or weapon.
- Unlawful sale of any controlled substance.
- Robbery or extortion.

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, handicap, religion, or other belief be denied benefits of, or be subjected to discrimination, related to programs or opportunities within the District. Complaints related to discrimination may be directed to the Principal and then the Administrator of Student Services for the District.

## **ASSOCIATED STUDENT BODY**

Students are encouraged to participate in the governing of Rancho Pico. This participation is expressed through the Associated Student Body (ASB). Students should know their representatives and should communicate their wishes and desires through them to the rest of the Rancho Pico community. The student council can then act as the voice of the student body. Our student council 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.

Faculty and students share in the government of Rancho Pico. The purpose of ASB is to promote the welfare of the school, to encourage loyalty and school spirit, and to develop leadership.

## **SALES AND GAMBLING**

All fundraising must be associated with an ASB-sanctioned activity and have approval of the Associated Student Body. Additionally, it is illegal for students to sell any items on-campus for any type of profit or charity without the express permission of ASB and the Rancho Pico Administration. Information on the approval process can be obtained from the ASB office. Violating this policy can result in serious consequences.

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

## **SCHOOL DANCES**

ASB plans dances for Rancho Pico students. All school rules apply to these dances and only Rancho Pico students are allowed to attend. The dress code will be strictly enforced at all student dances and extracurricular activities. Behavior on and off the dance floor must be socially acceptable. Dance movements and mannerisms must fall within the standards of acceptable behavior and good taste. Provocative dancing and other inappropriate actions on the dance floor are not permitted. Students who engage in inappropriate dancing will be subject to consequences which could result in a student being sent home.

A student ID card and a ticket are required to enter the dance. Students are not permitted to leave the dance early without a parent to check them out. A student's privilege to attend a dance can be revoked due to unacceptable behavior, low grades, or poor attendance.

## **EMERGENCY DRILLS**

Fire, lockdown, and earthquake preparedness drills are conducted on campus to help ensure student safety in the event of a real emergency. Emergency supplies are kept in a large storage container and are replenished as needed. More safety information is provided on our website.

## **PARENT ADVISORY COUNCIL**

The Parent Advisory Council (PAC) is the group on campus that helps keep parents informed. All parents are invited to join and attend meetings to receive the most recent updates on what is happening at Rancho Pico. PAC holds its first meeting in the fall. All other dates will be determined by the membership. Please plan to be a part of this important group!

## **WORK PERMITS**

Students under the age of eighteen who are employed during the school year are required by State law to have a work permit. See the Registrar to complete the work permit only after you have an offer of employment. For entertainment work permits, students are required to maintain a "C" average with no "D's" or "F's" on the most recent progress/report card to qualify for a permit.

## **RESTROOMS**

Restrooms are to be used only for their intended purposes. Loitering in and around the restrooms creates an inconvenience for others and will not be allowed.

## **LIBRARY**

All students are welcome to come and explore the resources of the library.

- Students must have a current ID card to use the library.
- Computers are available for school work only. No games are allowed on the computers.
- Return books to the library promptly as others may be waiting for them. Do not ignore library notices. Delinquent fines will result in loss of participation in extra-curricular activities.
- A pass from your teacher is necessary if you wish to visit the library during class time.
- The library is open before school, at brunch and lunch, and after school.

## **TEXTBOOKS**

Textbooks will be issued to all students. Students must keep books covered at all times. 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.

## **TEXTBOOKS AND PERSONAL PROPERTY THEFTS**

The school will not reimburse textbooks and personal property stolen from a student. Stolen books remain the responsibility of the student to whom they were issued and charges for replacements will be required of that 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 in the library for student use until payment can be made.

## **ELECTRONIC LOGON INFORMATION**

School computers are to be used for schoolwork only. No games allowed.

### **Desktop Computers**

Username: ID number (example: 98031111)

Password: first name initial, last name initial, "dot", 6-digit birthday (example: js.010199)

### **Gmail & Chromebooks**

Username: IDnumber@my.hartdistrict.org

(example: 98031111@my.hartdistrict.org)

Password: first name initial, last name initial, "dot", 6-digit birthday (example: js.010199)

### **Infinite Campus**

Username: ID number (example: 98031111)

Password: Initials, 6-digit birthday (example: js010199)

## **SCHOOL CONTACT INFORMATION**

Phone: (661) 284-3260

Text-a-Tip: (661) 418-7426

Web: [www.ranchopicojuniorhigh.org](http://www.ranchopicojuniorhigh.org)

Twitter: @rpmustangs