

STUDENT HANDBOOK 2020-2021
RANCHO COTATE HIGH SCHOOL
5450 Snyder Lane
Rohnert Park, CA 94928

Rancho Cotate High School



<http://ranchocotate.org>

Twitter Feeds:

[@RCHScougarcrew](#)

[@RCHSAthletic](#)

Dr. Louis Ganzler, Principal

Heather Ramme, Henri Sarlatte, Angela Scardina, Assistant Principals

707.792.4750 – Main Office

707.792.4769 – Registrar

707.792.4753 – Principal's Office

707.792.4760 – Assistant Principal's Office

707.792.4761 – Attendance Office

707.792.4798 – School Psychologist

707.792.4759 – Bookkeeper (ASB/Student Accounts)

707.792-4715 – Spanish Direct Line

To contact any staff member by eMail: firstname_lastname@crpusd.org

To activate your parent portal account go to <https://crpusd.powerschool.com>;

Important Dates 2020-2021 (subject to change)

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

<i>First Semester</i>	<i>Second Semester</i>
August 12 th – First day of semester TBD– Senior Sunrise August 17 th -21 st – Senior Picture Days August 18th – Frosh Class Council Election TBD - SAT and ACT testing dates August 25 th – Club Rush/ASB election August 31st - Spirit Week September 4 th – Welcome Back Rally September 7th – NO SCHOOL September 10th– Back-2-School Night September 14 th – 18 th – Ribbon Week TBD – Blood Drive September 25 th – Fall AP Test Registration Deadline September 30 th – Student of Month lunch October – Breast Cancer Awareness Pink Month October 9 th – End of 1 st Quarter October 12 th – NO SCHOOL October 13th – Spirit Week TBD– Homecoming Game/Rally/Dance October 30 th – Student of the Month lunch October 31st - Halloween Carnival November 2 nd – NO SCHOOL November 9th - Student of the Month Nov/Dec November 9th - Canned Food Drive Begins November 11 th – NO SCHOOL November 23rd – 27 th - NO SCHOOL November 30th - Spirit Week December 2nd– Canned Food Drive Ends December 4th – Spirit Week December 4 th – Winter Rally December 17th - End of Semester 1 December 17 th – End of 7 th Semester – Valedictorian Selection December 18 th – Teacher Work Day December 28 th – January 1 st - NO SCHOOL	January 4 th – First day of semester January 8 th – Fall Spirit Point Award TBD – Electives Fair/Video January 13th – Showcase Night January 13th & 14th– 8 th Grade Step-Up Days January 18 th – NO SCHOOL January 27 th – Student of the Month January 29th - Spring AP Test Registration Deadline TBD – Blood Drive February 8 th – NO SCHOOL February 15 th – NO SCHOOL February 22nd - 26th – Unity Week February 24 th – Student of the Month February 26th – Unity Week Assembly March - Leukemia/Lymphoma – Purple Month March 2nd – ASB Commissioners Rush March 5 th – Band Winter Concert March 9 th – ASB Elections March 12 th – End of 3 rd Quarter March 15th -19th - Spirit Week March 22nd-26th – NO SCHOOL March 31st– Student of the Month April 9th – Rancho Talent Show April 13 th – Class Council Elections April 19 th – 23rd – Spirit Week April 23rd – Move Up Rally April 24 th – Prom April 28th - Student of the Month TBD – Blood Drive TBD – TOP 20 Dinner May 3rd – May 14th – AP Testing May 17 th – Spring Spirit Point Award May 19th – Senior Awards Night May 19th - Student of the Month TBD - Tailgate Spring Spirit Awards May 24th- NO SCHOOL May 27th– Senior Sunset May 28th - Graduation
Please check website for Sports Calendars	

ATTENDANCE

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

Distance Learning Attendance/Camera Policy

Attendance

A student is considered tardy if they arrive late within the first 10 minutes.

A student is considered absent if they arrive later than 10 minutes.

If a student misses class because of technology related issues, please inform the teacher and we will code and excuse the absence accordingly.

Cameras

A student is to turn on their camera in order for attendance to be taken.

If a student's camera is off and they are not answering a question, and not responding to the teacher, they will be marked absent.

If a student has legitimate reasons for turning off their camera, please speak with your teacher about concerns about turning your camera on.

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

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

Open Campus at Lunch Only

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

Reporting Absences

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

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

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

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

Absences considered *Excused* by School Board Policy:

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

The following situations are considered class cuts:

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

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

Checkout Procedures: Permission to Leave School

Grounds The governing board of the Cotati Rohnert Park Unified School District, pursuant to Section 44808.5 of the Education Code, has decided to permit the pupils enrolled at Rancho Cotate High School to leave the school grounds during the lunch period. School rules remain fully in force during the lunch period, and all policies herein will be strictly enforced regardless of the location of the violation. Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section. (EC 44808.5)

If you know you are going to leave school on a particular day or time, have your parent/guardian contact the attendance office in advance. **The attendance number is 792-4761 or 285-0035. You must leave a message on the recorder, leaving a student name, time of departure, reason and date.**

ATTENDANCE

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

Truancy Policies

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

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

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

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

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

RCHS Tardy Policy during In-Person Classes

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

- a) Teachers will inform students when they are tardy, and may assign teacher detentions. Teachers have the option to administer additional penalties for tardies on a class-by-class basis as well as a positive incentive for punctuality
- b) Students with excessive (ten or more) may be assigned Saturday School.
- c) Chronic tardiness will result in the loss of off-campus privileges or other administrative action.

Passes from Class

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

Illness at School

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

Make Up Work and Planned Absences

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

Off Campus Lunch Privilege

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

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

College and Career Ready

- **Mature and Organized Learners**
 - **Critical Thinkers**
 - **Reflective Learners**
 - **Responsible Members of the Student Community**
 - **Civic Contributors.**
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BELL SCHEDULES
DISTANCE LEARNING
BELL SCHEDULE

	Monday	
1 st (Live)	8:30 AM – 9:00 AM	30 min.
2 nd (Live)	9:15 AM – 9:45 AM	30 min.
3 rd (Live)	10:00 AM – 10:30 AM	30 min.
Work Completion	10:30 AM – 12:15 PM	105 min.
4 th (Live EL/SpEd Support)	10:45 AM – 11:45 AM	60 min.
Lunch	12:15 PM – 12:55 PM	40 min.
Work Completion	1:00 PM – 1:45 PM	60 min.
Work Completion	1:45 PM – 3:30 PM	105 min.
0 Period	2:45 PM – 3:30 PM	45 min.

	Tuesday/Thursday	
1 st (Live)	8:30 AM – 9:00 AM	30 min.
2 nd (Live)	9:15 AM – 9:45 AM	30 min.
3 rd (Live)	10:00 AM – 10:30 AM	30 min.
Work Completion	10:30 AM – 12:15 PM	105 min.
4 th (Live EL/SpEd Support)	10:45 AM – 11:45 AM	60 min.
Lunch	12:15 PM – 12:55 PM	40 min.
Work Completion (Tutorial by appointment)	1:00 PM – 1:45 PM	60 min.
Work Completion	1:45 PM – 3:30 PM	105 min.
0 Period	2:45 PM – 3:30 PM	45 min.

	Wednesday/Friday	
1 st (Live)	8:30 AM – 9:00 AM	30 min.
2 nd (Live)	9:15 AM – 9:45 AM	30 min.
3 rd (Live)	10:00 AM – 10:30 AM	30 min.
Work Completion	10:30 AM – 12:15 PM	105 min.
4 th (Live EL/SpEd Support)	10:45 AM – 11:45 AM	60 min.
Lunch	12:15 PM – 12:55 PM	40 min.
Work Completion (Live Assessment as Needed)	1:00 PM – 1:45 PM	60 min.
Work Completion	1:45 PM – 3:30 PM	105 min.
0 Period	2:45 PM – 3:30 PM	45 min.

SPECIAL SCHEDULES

Hybrid Bell Schedule - TBA if applicable
Regular Bell Schedule - TBA if applicable



ALL STUDENTS
ARE ENTITLED TO
A SUCCESSFUL
EDUCATION.

OUR FOCUS
IS LEARNING.

WE ARE A TEAM.

DISCIPLINE

Philosophy

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

School-Wide Discipline Policy

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

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

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

By State law, students may be suspended from school and recommended for expulsion from the school district if they commit any of the following offenses:

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

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

(b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of such object, the student had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal/designee.

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

Range of Disciplinary Actions

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

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

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

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

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

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

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

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

(e) Committed or attempted to commit robbery or extortion

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

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

(h) Possesses or used tobacco or nicotine products.

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

(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.

(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

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

(m) Possessed an imitation firearm.

In addition to school discipline, any student who uses threatening speech, images or writing (including references to guns, bombs, shooting, etc.) risks being reported to law enforcement and may be subject to a home search and/or legal investigation or prosecution.

DISCIPLINE

Grounds for Suspension and/or Expulsion: Education Code 48900, 48915 (cont.)

(n) Committed /attempted to commit a sexual assault.

(o) Harassed, threatened, or intimidated a pupil who is a witness.

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

(q) Engaged in, or attempted to engage in, hazing (Section 245.6 of the Penal Code).

(.2) Engaged in sexual harassment as defined in Section 212.5.

(.3) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

(.4) Engaged in harassment, threats, or intimidation against school district personnel or pupils.

(.7) Made terrorist threats against school officials or school property, whether written or oral.

(r) Engage in an act of **Bullying**, including, but not limited to, bullying committed by means of electronic act directed specifically toward a pupil or school personnel. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity

Videotaping a fight, running to a fight or not intervening by calling an adult is considered bullying and aiding and abetting a fight. (48900(s))

Mandatory Recommendation For Expulsion

Education Code 48915(c) requires the principal to immediately suspend and recommend for expulsion any student who is determined to have committed any of the following acts at school or at a school activity off school grounds:

(C)(1) Possessing, selling, or furnishing a firearm.

(C)(2) Brandishing a knife at another person.

(C)(3) Unlawfully selling a controlled substance.

(C)(4) Committing or attempting to commit a sexual assault or a sexual battery.

(C)(5) Possession of explosives.

Further, ***Education Code 48915(d)*** requires the governing board of the school district to order a student expelled upon finding that the student committed an act listed in subdivision (c) of E.C. 48915, listed above, and refer the student to a program to study that meets the following requirements:

or attendance that occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period whether on or off the campus.
- (4) During, or while going to or coming from, a school sponsored activity.
- (5) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension.

Bullying: All students have a right to a safe and healthy school environment. The district, schools, and student community have an obligation to promote mutual respect, tolerance, and acceptance. Rancho Cotate High will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation. Rancho Cotate High School expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying will be promptly investigated. This policy also applies to **cyberbullying** which involves bullying over electronic media. Students engaged in cyberbullying will be subject to discipline regardless of where or when the cyberbullying took place. Any student who bullies another is in violation of this policy and is subject to disciplinary action up to and including expulsion.

- 1) Is appropriately prepared to accommodate pupils who exhibit discipline problems;
- 2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school;
- 3) Is not housed at the school site attended by the pupil at the time of suspension.

Education Code 48915(a) requires the principal to recommend the expulsion of a student for any of the following acts committed at school or at a school activity off school grounds, unless due to the particular circumstance, the principal finds that expulsion is inappropriate:

- (a)(1) Causing serious physical injury to another person.
- (a)(2) Possession of a knife or other dangerous object.
- (a)(3) Unlawful possession of any controlled Substance (except for the first offense for possession of not more than one avoirdupois ounce of marijuana).
- (a)(4) Robbery or extortion
- (a)(5) Assault or battery upon any school employee.

Further, Education Code 48915(b) grants the governing board discretion in regards to a final decision to expel. If expulsion is ordered, the decision to expel must be based upon a finding of one or both of the following: 1) other means of correction are not feasible, or have repeatedly failed to bring about proper conduct; 2) due to the nature of the act, the presence of the student causes a continuing danger to the physical safety of the student or others.

DISCIPLINE

Please note the following:

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

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

- Public Display of Affection
- Minor Misbehavior
- Intentional Disruption
- Littering
- Eating/Drinking in class (except with permission from the teacher)
- Not on task
- Possessing any object considered disruptive to the educational process
- In-class cell phone use without permission

LEVEL A range of consequences:

First Offence: Warning, possible teacher administered consequence, parent notification.

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

Corrective Procedures

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

Right to Due Process

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

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

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

Categories of Offense & Discipline Consequences

LEVEL A OFFENSES (Least Serious)

- Violation of class rules
- Out of class without a pass
- Non-directed profanity
- Loitering
- Talking/disruptive
- Not prepared for class/missing work

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

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

LEVEL B OFFENSES

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

DISCIPLINE

LEVEL B range of consequences:

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

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

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

LEVEL C OFFENSES (Most Serious)

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

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

Drug and Alcohol Policy: Students are prohibited from using any drugs or consuming any alcohol or being under the influence of any drugs or alcohol or intoxicant of any kind while on school property, during school-sponsored activities and under school jurisdiction. Possession of drugs and/or alcohol (which includes both marijuana and tobacco) or intoxicant of any kind by students on school property, during school-sponsored activities, or under school jurisdiction is also expressly prohibited. Possession of drugs, alcohol or intoxicant of any kind

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

LEVEL C Range of Consequences:

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

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

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

includes, but is not limited to, actual physical possession or control of such substances, possession in a student's car, locker, desk, and backpack or other container or being in close proximity to such substances with the intent to use or possess.

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

Probation

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

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

DISCIPLINE & SCHOOL POLICIES

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

- Graduation & award ceremonies**
- Junior/Senior prom**
- Senior picnic & breakfast**

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

Car-Permits

Driving to school is considered a privilege. Failure to abide by the following rules may result in the

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

Dress Code/Grooming Policy

Students are expected to wear clothing that is appropriate and does not interfere with the learning

loss of this privilege and/or disciplinary measures imposed by the school. These regulations are subject to change as deemed necessary by the Administration.

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

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

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

*The student must purchase a parking permit

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

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

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

*Parking permits must be displayed as prescribed by the school, but not in violation of the California M.V.C. Permits are \$20.00 for first issue, \$20.00 for replacement.

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

Parking

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

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

environment. No student shall wear articles of clothing, jewelry, or accessories that, in the opinion of school administration, pose a disruption to the educational process or a threat to the physical well-being and safety of the student or others. State law requires footwear to be worn at all times during school hours. The dress code is in effect while on school grounds, during the lunch period (whether on or off campus), or while going to or coming from a school sponsored activity.

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

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

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

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

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

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

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

SCHOOL POLICIES

School Dances and Other Events

1. You will need your current student body card for admittance to any school dance.

Assistant Principals

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

2. You may not attend a dance if you have an overdue/unserved detention.
3. Once you have left a dance, you will **not** be readmitted.
4. Any behavior deemed inappropriate or dangerous by any staff member will result in the student being dismissed from the dance.
5. **Guest Policy:** If you wish to invite a guest to a school dance, this guest must be in high school, or a high school graduate under 21 years of age. *Pre-high school age students are not allowed to attend.* You need approval from the Assistant Principal to invite a guest. Your guest must have a guest pass and some other form of picture identification to attend. Lack of proper ID will be grounds for denial of entry. Obtain a guest pass application from the main office, fill out both portions and submit the form to the front office no later than end of day p.m. on the previous Friday preceding the dance. The guest pass will be time stamped when you turn it in.
6. Students must be in attendance at school the day of the dance, unless it is a Saturday event.
7. Students who are on the "Bill List," have an unserved detention, and/or academically ineligible cannot attend school dances.
8. Parents are responsible for picking up their student promptly at the end of the dance.
9. All dress code policies are in effect to get into the dance and to remain at the dance. The only exceptions are for the formal and prom. The exemption allows girls to wear evening dresses and blouses that have spaghetti straps or that are strapless as long as they "do not draw attention to cleavage" as excessive cleavage is "deemed lewd."

Participation in Athletics*

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

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

Participation in Student Body or Class Office*

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

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

Angela Scardina Angela Scardina Heather Ramme Henri Sarlatte	A – FEQ Phoenix & El Co FER - OM ON -Z
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Staff E-mail

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

Firstname_Lastname@crpusd.org

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

Tutoring

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

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

Parent and Student Portal

You may activate and access your parent/student portal through the www.crpused.org website and click on the my.crpused link.

Sexual Health and HIV Prevention

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

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

next school year. If a student is in danger of not receiving their advisor's recommendation to continue in Student Body or Class Council, parents will be notified quarterly.

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

Drones

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

Inter-District Transfers

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

General Eligibility Requirements for Athletics

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

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

Electronic Device Policy

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

Unless directed otherwise by a staff member, all electronic devices (*music/audio players, mobile phones, laptops, and tablets*) when used, displayed, or turned ON **during instructional time** will be confiscated, and students will be required to pick them up from the Assistant Principal's Office, on FRIDAYS ONLY. There will be a \$5.00 donation to student activities for any electronic device returned before Friday. **Cell phones may be used for schoolwork in the classroom ONLY with teacher permission.**

- **1st Offense:** staff confiscates electronic device to be logged in to Assistant Principal's Office; student may pick up the device from the Assistant Principal's Office at day's end on Friday.
- **2nd Offense:** staff confiscates electronic device to be logged in to Assistant Principal's Office; only a parent/guardian may pick up the device from the Assistant Principal's Office at day's end on Friday.
- **3rd Offense:** staff confiscates electronic device to be logged in to Assistant Principal's Office. Student is assigned one hour of after school detention. Only a parent/guardian may pick up the device from the Assistant Principal's Office at day's end on Friday, AFTER the student has successfully served the detention.
- **4th Offense +:** staff confiscates electronic device to be logged in to Assistant Principal's Office. Student is assigned four hours of after school detention. Only a parent/guardian may pick up the device from the Assistant Principal's Office at day's end on Friday, AFTER the student has successfully served the four hours of after school detention.

NOTE: All electronic devices brought to school will be at the owner's own risk. RCHS assumes no responsibility for lost or stolen student electronic devices. **The school is not responsible for loss or damage to any confiscated item.**



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

GORANCHO is your Access Code

SCHOOL POLICIES & COUNSELING

Skateboards, Wheelies, Scooters, Rollerblades and Bikes:

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

No Loitering: In an effort to maintain timely and safe movement of people around campus, students are not allowed to loiter in hallways or in front of drinking fountains or restrooms in a manner that impedes the free movement of others. Continued loitering and/or failure to leave an area when directed by Administration or staff will be considered defiance and result in disciplinary action.

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

No solicitation or implied solicitation is allowed on campus.

Counseling Services

Throughout the school year, there will be times when you will need assistance and information in dealing with some of your classes, concerns, or problems. **The counseling staff exists for those**

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

Schedule Changes

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

1. Scheduling error
2. Incomplete schedule

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

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

Report Cards will be mailed home to parents periodically during the year. Only the semester grades are part of official school records and are entered on transcripts. **Additionally, all grades are available online through the Power Schools Parent Portal.**

Service Hours

Students are required to complete 10 hours of community service each year they attend RCHS. These hours must

primary reasons. To see your counselor, [SIGN UP IN THE COUNSELING OFFICE.](#)

Counseling Office: 792-4763

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

Leonor Goff	A – FEQ
Helene Erler	FER - K
Helene Erler	Phoenix & El Co
Erin Lane	L – RAU
Sandra Brito	Rav – Z
Jess Hazelwood College & Career	

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

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

be for a non-profit, service, community, or academic organization. Students submit their documentation of these hours to the counseling office throughout the year.

Recognition of Scholastic Achievement and Academic Excellence

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

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

RANCHO COTATE HIGH SCHOOL GRADUATION REQUIREMENTS

Subject	Title	Semester(s)	Credits
English	English Classes (Grades 9-12)	8	40
Mathematics	Algebra I (mandatory)	2	10
	2 other Mathematics courses	4	20
Science	Physical Science	2	10
	Life Science	2	10
Social Science	World History	2	10
	United States History	2	10
	Government/Economics	2	10
Fine Art/Language	Art, Choir, Band, Spanish, French	2	10
Physical Education	P.E. 9 (required)	2	10
	Elective P.E. (May include athletics)	2	10
Electives	Any Elective Courses	14	70
		Minimum Total	220

Diploma Requirements:

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

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

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

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

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

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

RANCHO COTATE HIGH SCHOOL TITLE IX POLICY

Rancho Cotate High School does not accept any form of discrimination harassment, intimidation, or bullying, based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, political affiliation, marital or parental status, mental or physical disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other basis protected by federal, state or local law, ordinance or regulation, in its educational program(s) or employment. No person shall be denied employment or participation in any program solely because of any impairment, which is unrelated to the ability to engage in activities involved in the position, or program for which application has been made. If you need a reasonable accommodation to participate in the hiring process, Cotati Rohnert Park Unified School District will provide you with one upon notice. Direct any complaints to: Office of Assistant Superintendent, 7165 Burton Ave, Rohnert Park, CA 94928. (707) 792-4700.

TEACHING ASSISTANTS AND EARLY RELEASE POLICY

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

RANCHO COTATE HIGH SCHOOL AP/HONORS PARENT/STUDENT CONTRACT

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

- Parents and students recognize that AP/Honors courses are college-level courses taught on a high school campus. The work and time required to complete the courses successfully are equal to the collegiate level.
- The purpose of the AP course is to prepare students to take the AP Exam with an opportunity to earn college credit in addition to receiving honor's credit. **Students enrolled in an AP course are EXPECTED to take the exam on the assigned date.** This requirement has proven successful for many of our students who otherwise would not have chosen to take the exam. **Students enrolled in multiple AP courses are expected to take the AP examination for a minimum of two examinations for each year that they take multiple AP courses.** Students may select which two examinations they take.
- Advanced Placement Exam is **\$100 per exam.** Financial assistance is available for students whose families qualify. All Advanced Placement Exam fees must be submitted by September 25th, 2020 for Fall courses and January 29th, 2021 for Spring courses.
- **No exits from any course will be permitted after the first two weeks of school.** At the end of the first quarter, the teacher may recommend that a student, who has earned a D or F, should transfer to the equivalent college prep course. The following must occur for a student to be eligible for such a transfer:
 - Parents must have made contact with the teacher to set up a plan to help the student become successful (i.e. student meeting with the teacher each week to review essays/notes, extra time during the week and/or weekends on studying, etc.).
 - Students must show full effort in following this plan including no missing homework, projects, quizzes, or tests.
 - Failure to complete homework, disliking the class, and/or laziness are not acceptable reasons for transferring out of the class.

RANCHO COTATE HIGH SCHOOL WORK PERMIT POLICY

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

Academic Eligibility

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

Attendance Eligibility

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

RANCHO COTATE HIGH SCHOOL PREGNANT STUDENT POLICY

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

RANCHO COTATE HIGH SCHOOL SUPPORT SERVICES

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

RANCHO COTATE HIGH COLLEGE AND CAREER CENTER

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

COTATI ROHNERT PARK CHARGE POLICY – FOOD SERVICES

CHARGE POLICY

• The meal program is a pre-pay program. Students and their parents/guardians shall be notified whenever their account has a zero balance. Whenever a student's account has an unpaid balance parents/guardians shall be notified in writing that full payment is due within seven school days from the date of the notice. Students are allowed to charge.

In cases of repeated nonpayment by a student, the Superintendent or designee may contact parents/guardians to discuss the reasons for the nonpayment. The Superintendent or designee may evaluate individual circumstances to determine if the student's parents/guardians need assistance completing an application for free or reduced-price meals or need referral to social services.

CORNELL NOTES: RECOMMENDED FORMAT FOR RCHS NOTES

Name: _____
Date: _____
Period: _____
Class: _____

Topic for the notes is written here

Questions/Main Points

**Written during review, within 24 hours of notes being taken, for best recall.*

**Focuses content of right-hand column*

**Can be used as a study tool.*

*Example Questions:
– What are some techniques for making note taking manageable?*

Traditional Notes

Statements, Explanations, Problems, Diagrams are located here on the right. These are written during lectures, textbook reading discussions, completing a handout, labs and films.

The information needed to formulate an answer to that question is found here in your notes.

	Summary of the Lesson (3-5 sentences)

S = Set Up Paper

- a. Put name, class, and date in the upper left-hand corner.
- b. All notes need a title.
- c. Draw a line down the length of the paper about one-third of the page and another one three inches above the bottom

T = Take Notes

- a. PARAPHRASE the text or lecturer in the right-hand column.
- b. Use selective listening to decide important information. If the lecturer strays from the topic, do not be fooled.
- c. Use whatever it takes to cue your own memory system. You may, for example, use capitals, printing, underlining, arrows, or even pictures.
- d. Don't get hung up on spelling. If you know what you meant, that is all that counts. Later, if you include this information in an essay or other type of work, you will check a reference for proper spelling.
- e. Use abbreviations that work for you. Develop your own shorthand.

A = After Class

- a. Within 5 minutes of class (or as soon as possible) edit your notes. Reread them looking for places to make additions, deletions, or clarifications.
- b. Work with a PARTNER whenever possible.
- c. Use a highlighter or underlining to emphasize important points.
- d. Note any points that need to be clarified with the lecturer the next session.
- e. NOW fill in the LEFT-HAND COLUMN with QUESTIONS, ICONS (SYMBOLS and PICTURES), and/or MEMORY KEYS.

R = Review Notes

- a. Review notes regularly: *After class, At least weekly, Before the test*
- b. Cover the right column with blank paper. Either rewrite the right column, or review ALOUD.
- c. PARAPHRASE answers.
- d. REFLECT – summarize, relate the subject to your personal experience.

Constructive Conversation Skills

Create

Prompt starters:

- What is your idea?
- How can we combine these ideas?
- What do we need to do?
- What are other points of view?
- What do you think about...?
- Why...How...I wonder...

Response starters:

- One idea could be ...
- My hypothesis is...
- That reminds me of...
- I noticed the pattern of...
- I think it depends on...

Evaluate & Compare (2 ideas)

Prompt starters:

- How can we decide which is the more ___ idea?
- How does evidence for your argument compare to mine?
- What criteria do we use to evaluate the weight of the evidence?
- How do we compare “apples” of ... to the “oranges” of ...?
- Which has the heaviest/ strongest evidence?
- What is your opinion? Why?
- How might we take the best from both ideas?
- How is that evidence stronger than this evidence?

Response starters:

- I think we should use the criteria of ... because... ___ is very strong evidence because...
- A point of disagreement that I have is...
- Even though it seems that ..., That is a valid point, but...
- I think the negatives of... outweigh the positives of ...

<p style="text-align: center;">Fortify/Support</p> <p style="text-align: center;"><i>Prompt starters:</i></p> <p>Can you give an example from the text? Where does it say that? What are examples from other texts? What is a real world example? Are there any cases of that in real life? Can you give an example from your life? What is the strongest support for...? How does it support the idea?</p> <p style="text-align: center;"><i>Response starters:</i></p> <p>For example, In the text it said that... Remember in the other story we read that... An example from my life is One case that illustrates this is... Strong supporting evidence shows....</p> <p style="text-align: center;">Build ideas using: KNOWLEDGE AGREEMENT SOLUTIONS</p>	<p style="text-align: center;">Clarify</p> <p style="text-align: center;"><i>Prompt starters:</i></p> <p>Can you elaborate on the...? What does that mean? What do you mean by...? Can you clarify the part about...? Say more about... Why.. How... What... When... How is that important? I understand the part about..., but I want to know... Can you be more specific? Is what I just said clear? Does that make sense? Do you know what I mean? What do you think? I'm not sure if I was clear.</p> <p style="text-align: center;"><i>Response starters:</i></p> <p>I think it means... In other words, More specifically, it is ... because... An analogy might be... It is important because... Let me see if I heard you right... To paraphrase what you just said, you... In other words, you are saying that... What I understood was... It sounds like you think that... It all boils down to... A different way to say it...</p>
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ACADEMIC VOCABULARY

Analyze break down • deconstruct • examine	break something down methodically into its parts
Argue claim • persuade • propose	provide reasons or evidence to support or oppose
Compare/Contrast delineate • differentiate • distinguish	identify similarities or differences between items
Describe illustrate • report • represent	report what one observes or does
Determine establish • identify • resolve	consider all possible options, perspectives, results
Develop	improve the quality or substance of

formulate • generate • elaborate	
Evaluate assess • figure out • gauge	establish value, amount, importance, or effectiveness
Explain clarify • demonstrate • discuss	provide reasons for what happened or for one's actions
Imagine anticipate • hypothesize • predict	form a picture in one's mind; speculate or predict
Integrate combine • incorporate • synthesize	make whole by combining the different parts into one
Interpret conclude • infer • translate	draw from a text or data set some meaning or significance
Organize arrange • classify • form	arrange or put in order
Summarize outline • paraphrase • report	retell the essential details of what happened
Support cite • justify • maintain	offer evidence or data in order to illustrate your point
Transform alter • change • convert	change in form, function, or nature to reveal or emphasize

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DEPTH OF KNOWLEDGE

How deeply are you thinking?

Depth of Knowledge 1: Remember & Recall

What is the knowledge?

Who? What? Where? When? How?

Recall

Depth of Knowledge 2: Understand skills and concepts

How can the knowledge be organized?

How does/did it happen?



How does/ did it work?
How is/was it used?
How can the knowledge be categorized?
What observations can we make?

Depth of Knowledge 3: Strategic Thinking

How can the knowledge be applied?

Formulate and hypothesize why?
Why did it happen?
How can you use it?
What should we further investigate?
What conclusions can be drawn?

Depth of Knowledge 4: Extended Thinking

What else can be done with the knowledge?

What would happen if...?
What could happen if...?
What do you believe/ feel/ think?
What can you create/ design/ develop?
What if..?

Innovate

Webb's Depth-of-Knowledge model

MLA FORMATING BASICS

- Double space throughout paper, with no extra spaces between paragraphs.
- Do not right justify.
- Top, bottom, and side margins should be one inch.
- Indent the first word of each paragraph by 1/2 inch or 5 spaces.
- Do not use a title page for the research paper: instead simply type your name, instructor's name, course number, and date. This should be flush with the left margin.
- Center the title of the paper. Do not underline the title, or put in "quotation marks," or set in ALL CAPITALS.
- Number all pages consecutively in the upper right-hand corner, 1/2 inch from the top and flush with right margin. Type your last name before the page number, and do not use "p." before the number.

Josephson 1

Laura Josephson

Professor Barnett

Examples of Citations

MLA style requires that the list of Works Cited start on a new page at the end of your paper. Center the title “Works Cited,” one inch from the top. Alphabetize entries by the author’s last name. If no author, alphabetize by the title (ignore A, An, The). Use a hanging indent.

Book with one author:

Steele, Timothy. *The Color Wheel: Poems*. Baltimore: Johns Hopkins UP, 1994. Print.

Book with two or three authors:

Broer, Lawrence R., and Gloria Holland. *Hemingway and Women: Female Critics and the Female Voice*. Tuscaloosa: U of Alabama P, 2002. Print.

Print journal article:

Levine, June Perry. “Passage to the Odeon: Too Lean.” *Literature Film Quarterly* 14.3 (1986): 139-50. Print.

Website:

Bio. A&E Television Networks, 2009. Web. 7 July 2009.

Parenthetical Citations

In most cases, providing the author’s last name and the page number is sufficient:

Medieval Europe was a place both of “raids, pillages, slavery, and extortion” and of “traveling merchants, monetary exchange, towns if not cities, and active markets in grain” (Townsend 10).

NEED HELP? Go to <https://owl.english.purdue.edu/>

RCHS CLOSE READING PRACTICES

Close reading is thoughtful, critical analysis of a text that focuses on significant details or patterns in order to develop a deep, precise understanding of the text's form, craft, meanings, etc. It is a key requirement of the Common Core State Standards; close reading slows the reader down and allows the reader to think more critically and interpret difficult passages.

1. Number the paragraphs.

The Common Core asks students to be able to cite and refer to the text. One simple way to do this is by numbering each paragraph, section or stanza in the left hand margin. When students refer to the text, they can state which paragraph they are referring to.

2. Chunk the text.

When faced with a full page of text, reading it can quickly become overwhelming. Breaking up the text into smaller sections (or chunks) makes the page much more manageable. Students do this by drawing a horizontal line between paragraphs to divide the page into smaller sections.

3. Underline and circle... with a purpose.

What you circle and underline may change depending on the text type.

For example, when studying an argument, underline **claims**. Claims are belief statements that the author is making. These are often followed by **supports**. Supports are examples, research and other evidence that makes your claim true.

When studying poetry, underline the **imagery** or **poetic devices** found throughout the poem.

Circle **key terms**, which are words that:

1. Are defined.
2. Are repeated throughout the text.
3. If you only circled five key terms in the entire text, you would have a pretty good idea about what the entire text is about.

4. Left margin: What is the author SAYING?

This is where the chunking comes into play. In the left margin, **summarize** each chunk in 10-words or less.

5. Right margin: Dig deeper into the text

In the right-hand margin, for each chunk:

Use a power verb statement to describe what the author is DOING. (For example: Describing, illustrating, arguing, etc..) Note: It isn't enough to write "Comparing" and be done. What is the author comparing? A better answer might be: "Comparing the character of Montag to Captain Beatty".

Represent the information with a picture.

Ask questions.

RCHS QUOTING, PARAPHRASING AND SUMMARIZING

These three ways of incorporating other writers' work into your own writing differ according to the closeness of your writing to the source writing.

Quotations must be identical to the original, using a narrow segment of the source. They must match the source document word for word and must be attributed to the original author.

Paraphrasing involves putting a passage from source material into your own words. A paraphrase must also be attributed to the original source. Paraphrased material is usually shorter than the original passage, taking a somewhat broader segment of the source and condensing it slightly.

Summarizing involves putting the main idea(s) into your own words, including only the main point(s). Once again, it is necessary to attribute summarized ideas to the original source. Summaries are significantly shorter than the original and take a broad overview of the source material.

Why use quotations, paraphrases, and summaries?

Quotations, paraphrases, and summaries serve many purposes. You might use them to:

- Provide support for claims or add credibility to your writing
- Refer to work that leads up to the work you are now doing
- Give examples of several points of view on a subject
- Call attention to a position that you wish to agree or disagree with
- Highlight a particularly striking phrase, sentence, or passage by quoting the original
- Distance yourself from the original by quoting it in order to cue readers that the words are not your own
- Expand the breadth or depth of your writing

PLAGIARISM

Plagiarism is...

- copying word-for-word from a source without enclosing the material in quotation marks and indicating the source.
- copying ideas and other content without correctly indicating the source, even if you have abstracted, summarized, or paraphrased the material.
- changing only a few words, phrases, sentences, or sections, but otherwise copying directly from a source and passing it off as your own.

The consequences...

- inadvertent plagiarism may be determined on a case-by-case basis, but may require that the student write an entirely new paper on a related topic.
- of intentional plagiarism will result in a zero for the assignment and no opportunity to retrieve credit for that assignment. In addition, the teacher will contact the student's parent or guardian and an administrator regarding this and any subsequent instance of plagiarism.
- of repeated intentional plagiarism will result in a failing grade for the semester and escalating disciplinary consequences which could include suspension and expulsion.