



# 2024-2025 RANCHO SAN JUAN HIGH SCHOOL STUDENT HANDBOOK

 831-273-7700

 <https://rsjhs.salinasuhd.org/>

 1100 Rogge Road Salinas,  
93906

# RANCHO SAN JUAN HIGH SCHOOL

## 2024-2025 BELL SCHEDULES

### MONDAY, TUESDAY, FRIDAY

PERIOD	TIME	LENGTH
1	8:45 a.m. – 9:37 a.m.	52 minutes
2	9:43 a.m. – 10:35 a.m.	52 minutes
3	10:41 a.m. - 11:33 a.m.	52 minutes
4	11:39 a.m. – 12:34 p.m.	55 minutes
LUNCH	12:34 p.m. – 1:14 p.m.	40 minutes
ADVISORY	1:20 p.m. – 1:48 p.m.	28 minutes
5	1:54 p.m. – 2:46 p.m.	52 minutes
6	2:52 p.m. – 3:44 p.m.	52 minutes

### WEDNESDAY/COLLABORATION

School starts at 8:55 a.m., and teachers will meet for collaboration on Wednesdays.

<i>August 7, 14, 21, 28</i>	<i>November 6, 13, 20</i>	<i>February 5, 12, 19, 26</i>
<i>September 4, 11, 18, 25</i>	<i>December 4, 11</i>	<i>March 5, 12, 19</i>
<i>October 2, 9, 16, 23, 30</i>	<i>January 8, 15, 22, 29</i>	<i>April 2, 9, 16, 23   May 7, 14, 21</i>

PERIOD	TIME	LENGTH
TEACHER COLLABORATION	8:00 a.m. – 8:50 a.m.	50 minutes
2	8:55 a.m. – 10:39 a.m.	104 minutes
4	10:45 a.m. – 12:32 p.m.	107 minutes
LUNCH	12:32 p.m. – 1:12 p.m.	40 minutes
6	1:18 p.m. – 3:02 p.m.	104 minutes

### THURSDAY

PERIOD	TIME	LENGTH
1	8:45 a.m. – 10:29 a.m.	104 minutes
3	10:35 a.m. – 12:22 p.m.	107 minutes
LUNCH	12:22 p.m. – 1:02 p.m.	40 minutes
Advisory	1:08 p.m. – 1:53 p.m.	45 minutes
5	1:59 p.m. – 3:43 p.m.	104 minutes

### MINIMUM DAY SCHEDULE | Dec. 13, May 29

**\*Specific schedule varies. Start time will begin at 8:45 am and end at 1:30 pm.**

**The schedule will be shared closer to the date.**

**0 Period** - Monday, Tuesday, Thursday, Friday- 7:32 a.m.-8:39 a.m.

(No 0 Period on Wednesdays)

**7th Period**- Monday, Tuesday, Thursday, 3:50-4:57 p.m.

Wednesday 3:08-4:16 p.m.

(No 7 Period on Fridays)

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# Principal's Note



Greetings Rancho San Juan High School Community!

I am excited and honored to welcome all students, parents, and community members to the Rancho San Juan family. At Rancho San Juan our goal is to develop all of our students into resourceful learners, synergistic community members, and judicious decision makers. To start that process, we invite all to embrace our four core values; Community, Courage, Compassion, and Commitment. These values are the driving force behind all we do! They are the essential pieces we need to equip our students with to blaze their trail to success! Rancho San Juan High School students will graduate with all options on the table, and a clear idea regarding their post high school path. That is our vision. We look forward to working with each and every one of you in making that vision a reality!

These continue to be exciting times at Rancho San Juan High School as we continue to build our legacy. The journey is definitely not over. We now enter our 6th year in existence, and there are still so many opportunities to add to our collective history as a school. I encourage all students to contribute to our legacy by being as involved as possible in all the activities we have to offer. Make your high school experience one to remember! Let's continue to make every year the best year ever!



Go Trailblazers!!!!!!!!!!

# Phone List

## Salinas Union High School District

796-7000

Rancho San Juan High School 273-7700

1100 Rogge Road

Salinas, CA 93906

Website: [www.salinasuhsd.org](http://www.salinasuhsd.org)

**Principal: Anthony Hinton x.3401**

[anthony.hinton@salinasuhsd.org](mailto:anthony.hinton@salinasuhsd.org)

Senior Administrative Secretary: Brenda Roman

**Assistant Principal: Yolanda Campos-Martin  
x. 3403**

[Yolanda.campos@salinasuhsd.org](mailto:Yolanda.campos@salinasuhsd.org)

Administrative Assistant: Irene Sagun-Martinez

**Assistant Principal: Jemmalyn Peralta x. 3530**

[Jemmalyn.peralta@salinasuhsd.org](mailto:Jemmalyn.peralta@salinasuhsd.org)

Administrative Assistant: Tanya Ramirez

**Assistant Principal: Sky Becker x. 3405**

[Sky.becker@salinasuhsd.org](mailto:Sky.becker@salinasuhsd.org)

Administrative Assistant: Alida Chavarin

## Student Activities Office

Activities Director: **Sarah Burkhart x. 3407**

[Sarah.Burkhart@salinasuhsd.org](mailto:Sarah.Burkhart@salinasuhsd.org)

Finance Office: **Cynthia Padilla x. 3425**

[Cynthia.padilla2@salinasuhsd.org](mailto:Cynthia.padilla2@salinasuhsd.org)

## Athletics Office

Athletic Director: **Matt Briney x.3408**

[matthew.briney@salinasuhsd.org](mailto:matthew.briney@salinasuhsd.org)

## Attendance Office

Attendance Tech: **Monica Tapia x. 3409**

[Monica.tapia@salinasuhsd.org](mailto:Monica.tapia@salinasuhsd.org)

**x.3410**

[Alyssa.rodriquez@salinasuhsd.org](mailto:Alyssa.rodriquez@salinasuhsd.org)

## Registrar's Office

Registrar: Jesse Tamayo x. 3412

[Jesse.Tamayo@salinasuhsd.org](mailto:Jesse.Tamayo@salinasuhsd.org)

Registrar's Clerk: Paulina Alvarez

[Paulina.alvarez@salinasuhsd.org](mailto:Paulina.alvarez@salinasuhsd.org)

**Community Liaison: Veronica Hernandez  
x.3421**

[Veronica.hernandez@salinasuhsd.org](mailto:Veronica.hernandez@salinasuhsd.org)

## Career Center

ROP Counselor: **Sylvia Miranda x.3438**

[Sylvia.miranda@salinasuhsd.org](mailto:Sylvia.miranda@salinasuhsd.org)

Career Center Clerk: Mariana Becerra Mata x.  
**3490**

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## Counseling Department

Counseling Secretary: **Lori Luna x. 3414**

[Lori.luna@salinasuhsd.org](mailto:Lori.luna@salinasuhsd.org)

## Counselors

**Briana Avila x. 3519**

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**Dolores Christensen x. 3532**

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**Lorena Hale x. 3416**

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**Jenny Morales x. 3415**

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**Berenice Rico-Rocha x. 3418**

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**Ana Vega-Murillo x. 3420**

[ana.vergamurillo@salinasuhsd.org](mailto:ana.vergamurillo@salinasuhsd.org)

## Intervention Specialist

**Aurelia Garcia x. 3427**

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## Social Worker

**Rocio Quintero x. 3535**

[Rocio.quintero@salinasuhsd.org](mailto:Rocio.quintero@salinasuhsd.org)

## Library

Librarian: **Patrice Parks**

[patrice.parks@salinasuhsd.org](mailto:patrice.parks@salinasuhsd.org)

# Academic Honesty Policy

Academic honesty is extremely important. The teachers and administration will follow the policy outlined below when dealing with those students who are involved in cheating or plagiarism on tests or class assignments. The offenses accumulate over the entire four years while a student is attending High School. The following procedures will be followed: (Board Policy 5131.9)

## **First Offense**

1. Teacher will notify parents and counselor.
2. Teacher may fail the student on the assignment.
3. Student may receive an Unsatisfactory Citizenship Grade for the quarter.
4. Possible referral to an Administrator for documentation and counseling.

## **Second Offense**

In addition to the consequences outlined in First Offense, the following may occur:

1. Referral to an Administrator for parent contact and/or possible suspension.
2. Quarter Grade may be lowered.

## **Third Offense**

In addition to the consequences outlined in First Offense and Second Offense, the following may occur:

1. Referral to an Administrator for possible suspension.
2. The student may be ineligible for California Scholarship Federation and National Honor Society.

*Plagiarism is defined as the act of representing the work of another as one's own regardless of how that work was obtained and submitting it to fulfill academic requirements. Plagiarism at Rancho San Juan High School includes, but is not limited to, copying three consecutive words without proper citation.*

Academic clubs, such as National Honor Society (NHS) and California Scholarship Federation (CSF), may have different guidelines for admittance or to maintain membership. The organization sets these guidelines.

# Associated Student Body

## WHO WE ARE:

- Every student enrolled in at least one class at Rancho San Juan High School is a member of the Associated Student Body (ASB).
- Elected student body leaders represent and govern student affairs for the duration of one school year.
- The Student Senate is made up of representatives from each 1st period, meets monthly to discuss student issues and is run by the ASB Vice President and Secretary.
- The Activities Director oversees ASB Leadership Students, student clubs and organizations, the Student Senate and the Finance Office.
- The ASB Bookkeeper works with students, staff and parents regarding student and club finances.

## WHAT WE DO:

- Leadership students meet each day during 4th period in the Student Center to discuss and decide student issues. Guests and student representatives are always welcome; arrangements can be made with the Activities Director.

## HOW TO GET INVOLVED:

The student bodies government is elected by the students for the students. Concerns regarding student affairs should be directed to any of the elected student representatives, either in the student council or the senate.

Students who want to participate in a class competition, perform at a rally, help decorate at a dance, sell tickets at a sporting event, or do anything ASB related, should go to their class meetings, talk to their class president, or senate representative, or visit the ASB office.

## THE STUDENT COUNCIL:

The Student Council has many responsibilities. It charters clubs, regulates fundraisers, and pays all league fees for athletic teams. The Council also represents the student body's interest to the administration, school district, Board of Trustees, and the community. The Council determines how the student body's money is spent. All of the money goes back to current students in the form of athletic costs, lunchtime activities, rallies, etc. Students, clubs and sports teams receive financial help from the Student Council. The Student Council's voting members are comprised of the four Executive Officers, class Presidents and all Commissioners.

## THE STUDENT SENATE:

The ASB Vice-President and Secretary preside over the Student Senate. All Advisory classes elect members of the Senate. Each class elects a Senator and an alternate who serve a one-year term. The Senate meets at least once a month. The Senate, like the Student Council, plans activities for the student body and addresses student concerns to the school administration.



# Associated Student Body

## **CLUBS ON CAMPUS:**

The ASB Commission charters many types of clubs, Academic Clubs, Sports Clubs, Service Clubs, Culture Clubs and Interests Clubs. There is a club for everyone and students who want to be involved should attend the Club Rush, talk to the advisor, or attend one of the club's meetings. Information regarding various clubs can be found in the ASB office. All clubs must be accessible to all students. At the end of the year clubs must submit copies of all club minutes.

Active clubs must:

- Club constitution
- Elected student officers
- Certificated Adviser
- Meetings at least twice a month

## **ASB ID CARDS:**

All students are automatically members of the Salinas Union High School District Associated Student Body and will receive a free photo ID card when they pick up their schedule or register as a new student. There is a fee \$5.00 for replacement ID cards. **The ASB discount sticker costs \$50.** Students who purchase an ASB sticker are entitled to discounted prices on most purchases. The purchase of an ASB sticker is optional. A few benefits of the ASB Card are discounts on the following:

- Free entry to home sporting events (not CCS events)
- The Yearbook
- PE uniforms
- Dance tickets
- Student Store items

## **STARTING A NEW CLUB:**

Information on how to start a club can be found in the Student Center. The general steps for starting a new club are:

- Have at least 6 members.
- Find a teacher to act as an advisor.
- Elect student officers.
- Write a constitution and a mission statement. (Samples are available in the Student Center.)
- Fill out an application to charter a club.
- Create a budget and a list of activities.
- Submit all your paperwork to the Commissioner of Organizations to be voted on by the next ASB meeting.

***All clubs must be accessible to ALL students at Rancho San Juan High School. At the end of the school year, clubs must submit a copy of their minutes from their club meetings and a copy of their financial records to the Finance Office.***



# Athletics

We have a professional team of coaches who work tirelessly with our student athletes to make them good athletes and positive role models for our society. Rancho San Juan High School has signed on with the California Interscholastic Federation (CIF) as a school that is committed to good sportsmanship and high moral values. We believe in essential elements of character building (Character Counts) and the six pillars of caring, fairness, citizenship, respect, responsibility, and trustworthiness. Good sportsmanship is the corner stone of what we teach our student athletes.

## **Sportsmanship:**

Is winning graciously and losing without complaint.

Combines positive, spirited support of one's school.

Is treating opponents and officials with generosity, fairness, courtesy, and most importantly respect.

Is the responsibility of everyone involved in an athletic contests; players, coaches, officials, cheerleaders, students, parents and spectators.

While every game is important to our student-athletes, we all need to remember that it is just that: a game.

## **Rules for Fans:**

As an organization of educationally-based athletic programs and, therefore, an extension of the classroom, the following behavior is unacceptable at all CIF/CCS high school contests:

1. Berating an opponent's school or mascot;
2. Berating opposing players;
3. Obscene cheers or gestures;
4. Negative signs or artificial noise-makers;
5. Complaining about officials' calls (either verbally or by gestures);
6. Actions by a school and/or team that are intended to embarrass or humiliate their opponent and/or show a lack of respect for their opponent or the integrity of the sport.
7. "Body-painting" that either would or would not necessitate the removal, or partial removal, of what a reasonable person would consider to be normal clothing (Does not include "face-painting").

## **Athletic Eligibility**

1. Maintain a 2.0 GPA w/ no more than 1 F
2. Receive no more than one unsatisfactory citizenship grade during a single grading period.
3. We encourage our athletes to purchase ASB sticker and the Herd sticker as it will get them into all home games for free (except for CCS games)
4. Get a physical
5. Complete an eligibility clearance card.
6. Sign and abide by a sportsmanship and drug-free contract.
7. Must follow the student-athlete attendance requirements.
8. Not owe any debt (textbooks, library, etc.)
9. Take the baseline concussion test every two years.

## **Athletic Attendance Policy**

Athletic participation is privilege and school attendance is of extreme importance.

1. If a contest occurs on a school day, the student-athlete must attend all of his/her classes during that day to be eligible to participate in the contest.
2. In the event, a student-athlete must be absent for a full or partial day on the day of the contest, the Principal or designee of the school may allow the student to participate if prior arrangements are made.
3. For Saturday contests or non-school days, the previous school day's attendance will be considered
4. Student athletes may attend school sponsored events on the day of the contest to remain eligible to compete (examples include, but are not limited to, academic and activities fieldtrips, AG/FFA, Fine Arts & Performing Arts activities, etc.)

# Athletics

## Seasons of Competitions

### Fall

Boys and Girls Cross Country  
Football  
Girls Volleyball  
Girls Tennis  
Girls Golf  
Sideline Cheer

### Winter

Boys and Girls Basketball  
Boys and Girls Soccer  
Boys and Girls Wrestling  
Sideline Cheer

### Spring

Baseball  
Softball  
Boys Tennis  
Boys/Girls Track & Field  
Boys Golf  
Boys Volleyball



## **High School Core Courses (Division I) Necessary to receive an athletic scholarship and attend a four-year college:**

- At least 4 years of English (communication);
- At least 3 years of math (at the level of Algebra 1 or above);
- At least 2 years of natural or physical science (including 1 lab course, if offered by any high school you attended);
- At least 1 year of additional courses in communication, math, or natural or physical science;
- At least 2 years social science; and
- At least 4 additional year-long academic courses in any of the above areas, or foreign (world) language, philosophy or non-doctrinal religion.

## **High School Core Courses (Division II):**

Same as above except 3 years of English, 2 years of additional English, math, or natural or physical science, and 3 years of additional courses.

## **NCAA Clearing House**

**When should I register?** You should register with the NCAA whenever you decide you would like to participate in athletics as a college freshman. It generally is best to register after your junior year grades appear on your transcript. Although you can register any time prior to participation, if you register late, you may face delays that will prevent practicing and competing.

For more information, go to:

<http://www.eligibilitycenter.org>

# General Information A-Z

## **Attendance**

Good attendance directly affects a student's performance by providing consistency in instruction, access to teacher support, and mastery of the curriculum. Board Policy requires that a student maintain at least 85% attendance for the days enrolled each year of high school to graduate and receive a diploma. All schools are CLOSED CAMPUSES during the entire school day. A student must receive a *Permit to leave* at any time during the school day from the Attendance Office or the absence may be marked invalid.

## **Clearing Absences:**

- Parent or Guardian to contact the attendance office to verify the absence.
- If you are going to leave campus during the day a note from your parents must be turned in to the attendance office first thing in the morning and a pass will be issued.
- Excessive excused absences may require a parent conference.

## **AVID**

- AVID is an acronym that stands for Advancement Via Individual Determination. A national program that supports all students in their academic endeavors.
- AVID is an It is an in-school academic elective support program that prepares students for college eligibility and career planning from grades seven through twelve. success.
- AVID supports all students in their four-year journey in high school and especially levels the playing field for minority, rural, low-income, and other students without a college-going tradition in their families.
- The program supports the whole student, academically, emotionally, and builds community within their class and among other students in the program.
- For applications, please see the AVID Coordinator or AVID Counselor.

## **Bulletin**

A student and staff bulletin is produced each school day by the ASB. Each teacher receives a copy via e-mail and is read over the loudspeaker each morning following the Pledge of Allegiance. All bulletins must:

- Be less than 40 words
- Have a staff member's signature/be sent through a staff member's email account
- Be submitted 48 hours in advance.

## **Bulletin Boards**

The school hallways are covered with bulletin boards. Reading these posters and signs helps students stay informed of current events. All posters or signs placed on bulletin boards (outside of classrooms) must be pre-approved by the Activities Director. Flyers that are commercial advertisements are not permitted, however, educational or career-oriented posters are permitted with appropriate approval. This includes all walls/areas around campus.

# General Information A-Z

## **Bus Policy**

Students are expected to behave in accordance with district policy on all school buses. Riding the bus is a privilege, not a right. Failure to abide by rules and show a lack of courtesy and cooperation may result in one of the following:

- Removal from the bus
- Disciplinary action (Suspension / Expulsion)
- Bus privilege revoked for a specific period of time / the remainder of the year

Students are required to have a school ID to ride the bus and allowed to only use the bus for their designated home area.

## **Cafeteria**

Breakfast, Lunch, and Snacks are available to all enrolled students at no cost regardless of income under the Community Eligibility Provision. Students will receive one serving per meal, any second meal will be charged to the student's account.

Food Service provides free breakfast every morning to all students from 8:00- to 8:30 a.m. Free Lunch is served every day from 12:30 to 1:06 p.m. Free snacks are served to everyone from 3:30 to 4:00 p.m. Students should follow the following guidelines:

- Students may NOT use another student's ID card!
- Students are encouraged to carry their ID card!
- Form lines in a single file; do not cut in line and do not purchase food for others.
- Put trash in the trash containers.
- The cafeteria does not accept bills larger than \$20.
- Customers should treat others with respect.

## **College and Career Readiness Center**

The College and Career Readiness Center(CCR) is an accessible hub for all SHUSD students that support and provide college and career readiness information. SUSD students have access to learning about the different sectors available to them such as Post Secondary Services. This includes counseling for selecting a two-year community college, four-year university, apprenticeship programs, technical schools, or entering the workforce. Along with post-high school information, the center coordinates enrollment for Career Technical Education(CTE) classes offered at the Mission Trails ROP Center. Students have the opportunity to take hands-on courses and potentially receive college credit for the designated courses through the dual enrollment program.

Throughout the school year, students have the opportunity to engage and collaborate with the Career Counselor, Work Coordinator, and Career technician. The CCR team guides students through their needs, and post-high goals and connects students with community members and partners from various sectors. Each member has a specific focus:

# General Information A-Z

- Career Counselor focuses on the major aspects of the career counseling and college planning/placement process. The main component is for students to discover their strengths and interests, explore career alternatives, and find institutions of higher learning that will meet these interests, strengths, and values.
- The Work Experience Coordinator provides students with work-based learning services including employment opportunities in the area, work permit processing, community service, job application support, and internships.
- Career Technician assists students with their career-related activities, work permits, and community service needs.

The College and Career Readiness Center is open Monday - Friday during school hours.

## **ROP and Work Experience**

CO-OP and Work Experience are classes for students to earn up to 10 credits through their jobs by working and extending the permissible hours of employment. These classes typically meet once a week and satisfy the career technical education requirement.

## **Work Permits**

All employed minors under the age of 18 must have a Work Permit (Education Code 49141). Work Permits must be renewed every year at the start of each new school year or at the time the student obtains a new job. Work Permits are required all year, not just when school is in session. It serves as an age certificate and states the maximum hours a minor may work. To be eligible, minors must attend school full-time and have good attendance. Work Permit applications are available online at the Virtual Career Center and in person at the College and Career Readiness Center. Students must meet all requirements.

## **Community Service**

Every student must complete a minimum of 40 hours of community service to graduate. Community Service forms must be completed and submitted to the Work Experience Coordinator at least one week before the activity requested for prior approval. The form must be taken to the event so that the representative of the sponsoring organization can verify participation. The following is a sample of what must be done before you start your community service activity.

Pick up a form in person at the College and Career Readiness Center or online by going to the SUHSD website and keep in mind the following:

- The community service must be with a non – profit organization (not at a business where someone could be hired to do what you are doing).
- A community service form must be filled out completely. The student and parent must sign the form, and then bring the form to the Work Experience Coordinator for their signature. If a prior approval signature is not obtained, the hours do not count. Once the hours are completed, the representative of the sponsoring organization must sign the form at the bottom of the page and indicate the total hours worked. The student then returns the form to the Career Center.

# General Information A-Z

- Students must do at least 10 hours in at least two categories.
- Students can do a maximum of 10 hours in the career development category.
- The “school-related” category is for community service performed at Rancho San Juan. You may do up to 20 hours of service in the school-related category.
- If you volunteer as a science camp counselor during the school year, you will receive a maximum of 24 hours of credit.

## Community Service Recognition

Pick up a list of pre-approved places to do community service at the Career Center office and get started towards meeting your graduation requirements. If you complete over 100 hours of community service you will be recognized at the commencement ceremony and get to wear a blue colored cord to represent your service to the community. At 200 hours you get to wear a medal and a cord, at 300 hours you will get to wear a white stole, a medal, and a cord and at 500 hours you will get to wear a peacock color stole, a medal, and a cord. The student who earns the most community service hours receives an award.

## Counseling

All students are encouraged to consult with their counselors regarding life-planning issues: courses of study, career choices, colleges, technical schools, test preparation and results, course requirements, goal setting through academic planning, personal concerns, and crisis intervention. The counseling department’s primary focus is to encourage students to become fully capable of making life decisions through productive problem solving. Located on the school site counseling web page, is the contact information to reach your assigned school academic counselor and request an appointment either by phone, via email, or by scanning a QR code that directly links to the counselor’s Calanderly account. Parents are encouraged to contact their student’s counselor by calling the counseling secretary for an appointment at 273-7700 x.3414. **Students also make appointments through the counseling secretary.**

### **Making An Appointment with Your Counselor:**

Step 1: Bring your photo ID to the counseling department before school, during lunch, or after school to make your appointment.

Step 2: Show up at the scheduled appointment time with your photo ID.

Note: Counselors will not take appointments during the first five weeks of the school year. Directions for changing your schedule the week before school starts and the week after will be posted in the counseling office. Student appointments can only be made for the current week.

Parents and students can obtain their login and password for the Parent/Student Vue online by bringing their photo ID to the counseling office.

Counselors are available during school hours. In a crisis, drop-in visits can be arranged through the secretary. During the first two months of your senior year, you must complete a “Senior Evaluation” to finalize your plan for a successful senior year. A review of graduation and college requirements is required.

# General Information A-Z

When an absence occurs your assigned school site academic counselor may assist if needed. Students are to reach out to their instructor either via Google email or Google Classroom. Please allow 24 hours for teachers to prepare lessons or check your classroom online platform using your assigned student Chrome book. Information regarding school records may be obtained through the Registrar's Office. College, scholarship, and financial aid information is available in the Counseling Office and/or the Career Center. Request for official transcript may be obtained through your school site Registrar. Any transcript evaluation can be done with an appointment with your assigned site counselor. Also, unofficial transcript information can be provided to check the status of your A-G graduation requirement completion.

Counselors also provide educational planning, senior evaluations (required of all seniors), consultations for alternative programs, crisis drop-in counseling, college financial aid and scholarship information, concurrent enrollment into Hartnell, Summer School, Edgenuity opportunities for remediation, course prerequisites and requirements, graduation status, assistance in academic decisions, and Student Study Team evaluations. Please visit your school site web online counseling service page for site-specific counseling department program mission statements and roles that align with the American School Counseling Association model standards.

**Parents and students can obtain their login and password for the Parent/StudentVue online by bringing their photo ID to the counseling office.**

## Testing

For information on college required exams please visit the following websites:

SAT: [www.collegeboard.org](http://www.collegeboard.org)

ACT: [www.ACT.org](http://www.ACT.org)



# General Information A-Z

## Graduation Requirements for the Salinas Union High School District

<u>Course Requirements</u>	<u>Years</u>	<u>Credits</u>
English	4	40
Mathematics	3	30
Science: Integrated Science or FFA Ag. Pathway Science	2	20
Physical Education	2	20
Social Science (History, Gov/Econ)	3	30
Visual and Performing Arts (VAPA) Or Vocational Education/ Career Technical Education (CTE): Choose ONE option:		
1 Year of VAPA and 1 Year of CTE	2	20
2 Years of VAPA		
2 Years of CTE		
World Language (Same Language)	2	20
Health Science / Ethnic Studies	1	10
Electives	3	30

**Total Credits 220**

**Other Requirements:** Grade Point Average (GPA) minimum must be a 2.0 and attendance rate 85%.



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## Dance Policy

- Students are ineligible if they have more than one (1) unsatisfactory citizenship mark or more than one (1) F or have any unpaid debts.
- Students must show an 85% attendance record to be eligible to buy a dance ticket.
- Eligibility is based on the most recent grading period.
- Dance tickets are non-refundable and non-transferable.
- Formal Dance tickets will not be sold at the door.
- All students and guests attending dances must show photo identification at the door.
- All students and guests will be checked for alcohol with a Breathalyzer before entry.
- A Rancho San Juan High student may bring a guest to a dance with a guest pass. Purchase a guest pass in the Finance Office prior to purchasing a dance ticket; one guest per student. **Guests 21 years or older are not allowed.**
- Rancho San Juan High students are responsible for their guests and all of his or her actions.
- All students and guests will have their bags checked before entering the dance.
- If a guest is asked to leave, the student who accompanied them must also leave. No refunds.
- All school and district rules apply at the dance.
- Doors to all dances close 1 1/2 hours after the start of the dance. No person may enter after this time.
- In and outs are not allowed and for the protection of our students and their guests, once they enter the dance they will not be allowed to leave until one hour before the end of the dance. Students who leave early must be signed out by a parent.
- Students attending dances where transportation is provided must go and return on busses.

## Dance Behavior:

Proper attire and behavior are important to ASB Leadership. The student government organizes dances for a safe place to have appropriate fun. All district rules apply. Inappropriate dancing may lead to removal from the dance.

## Dress and Appearance

The Governing Board requires that student's clothing shall not be unsafe either for the student or those around the student (e.g., long, loose sleeves or long hair while the student is operating power machinery or working with open fire) nor be disruptive of school operations and education process in general, not to be contrary to law. (Board Policy 5132)

## Electronic Signaling and Media Devices

Unauthorized use or possession of electronic signaling and media devices and other portable electronic or communication devices disrupts instructional programs and distracts from the learning environment. Therefore, unauthorized use or possession of such devices may be grounds for disciplinary action per board policy 5131.8

# General Information A-Z

## Electronic Signaling and Media Devices Continued

District teachers and employees are expected to provide appropriate supervision to enforce District rules and regulations. If a district teacher or employee observes or becomes aware of a violation of the rules and/or regulations, the teacher or employee may:

- Direct student to turn device off
- Confiscate the device and return it to the student at the end of the instructional period
- Confiscate the device and turn it into the school office at the end of the instructional period; or
- Notify the principal or designee of violation and request that the principal or designee take disciplinary action, as appropriate.

## Health Services

The Health Office is located in the Administration building. Only students who have been given written permission or have been escorted by a teacher may go into the Health Technician's Office. Students are not permitted to have medication on campus without a signed order from a healthcare provider. The form to use is below:

Order for Administration of Medications at School:

[https://drive.google.com/file/d/1VI26wau-6IVYu5nyeCiZs\\_zPS5SGe1at/view?usp=sharing](https://drive.google.com/file/d/1VI26wau-6IVYu5nyeCiZs_zPS5SGe1at/view?usp=sharing)

## Immunizations

Students must meet state immunization requirements when enrolling in transitional kindergarten (TK) through 12th grade. Parents must show their child's immunization record as proof of immunization. Students who don't meet the immunization requirements may be excluded from school until the parent or guardian provides documentation of compliance with the requirements.

## Language (racist, biased, sexist, gender slurs, and other unacceptable slurs)

***The SUHSD is committed to recognizing, addressing, and eradicating all forms of racism, gender discrimination, and ethnic oppression.*** We condemn racism, discrimination, and bigotry in all forms. All members of the SUHSD community—students, staff, faculty, administration, trustees, alumni, and families—will use non-discriminatory language. Those not in compliance with our language norms will be addressed and instructed on our language norms. Students using unacceptable language will be disciplined according to our school board policies, and California Education Code, resulting in loss of privileges.

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## **Library**

The Library has books from favorite authors for recreational reading through non-fiction for reports and reference resources for research. The Library is open from 7:30 am to 4:30 pm, Monday through Friday. All freshmen receive an orientation to the Library during the first semester of school.

Rules for the Library and Textbook Room:

- No food, drink head coverings, or electronic devices are allowed.
- Students must have their student IDs or schedules with them to check out books from the library, including textbooks.
- Students will use usual Library manners: quiet voice, clean up after themselves, push chairs in, respect others, etc.
- Students are welcome with their classes or with a pass during class time. The library is open to students before and after school as well as during lunch.
- Students are allowed to check out 3 Library books that are due 3 weeks after check out. If a book is needed longer, it must be renewed.
- If a Library or Textbook is lost or damaged it must be paid for. Late books will result in students becoming ineligible and they may not participate in sports, field trips, extracurricular events, or check out Library books.

## **Life Pass**

The Student Council awards a Life Pass for free entry to some Associated Student Body sporting activities and activities to graduating seniors or retiring staff who have achieved any one of the following criteria:

- Valedictorian or Salutatorian.
- Served as ASB President.
- Served four years as an elected officer in ASB
- Staff retiring with at least 15 years of service to Rancho San Juan High.

## **Lockers**

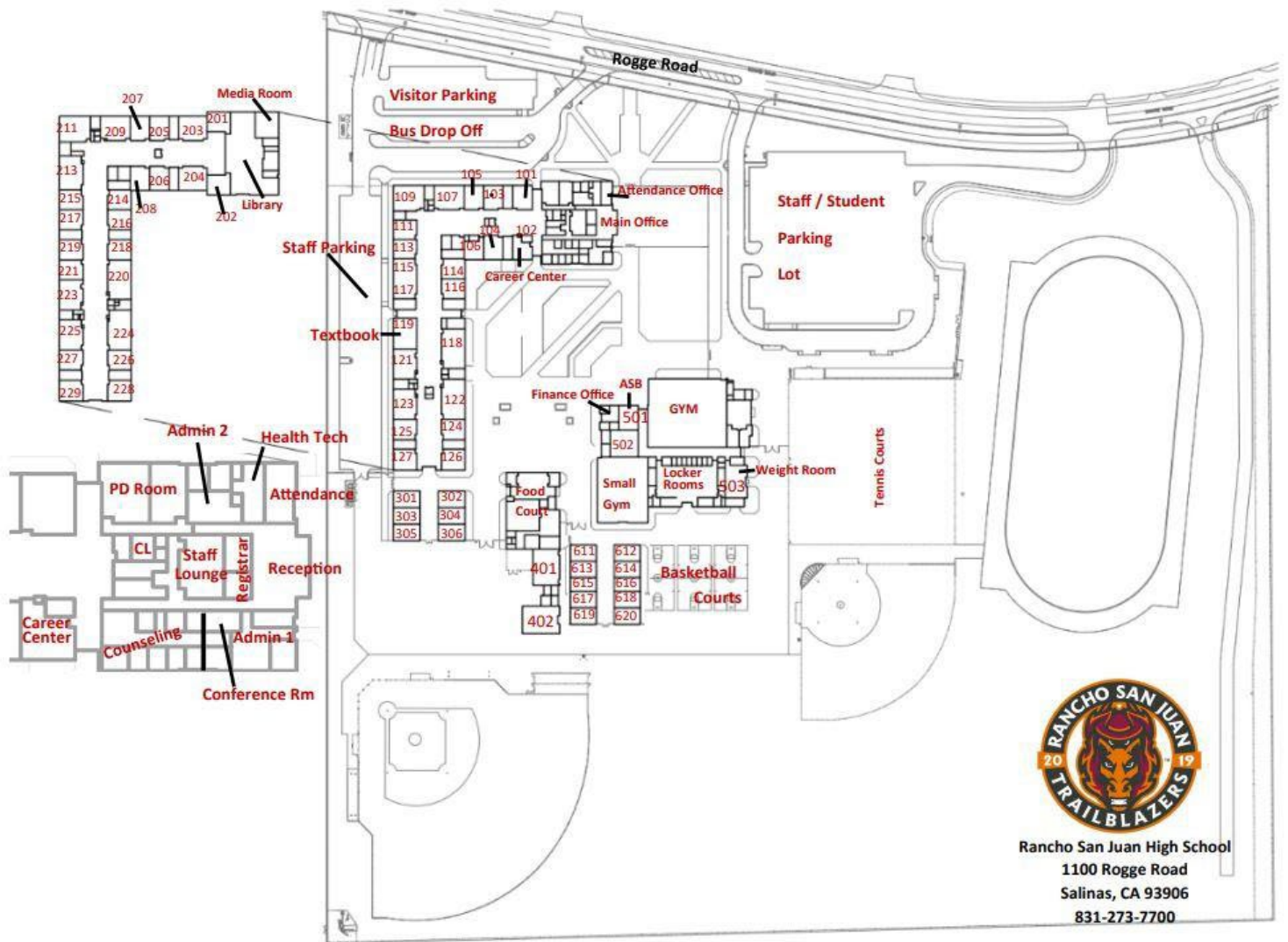
Students may be assigned lockers during the Schedule Distribution. If students do not receive a locker during Schedule Distribution, they may sign up for one in the ASB office.

- Lockers and locks are assigned to students. Students may not use a personal lock on school lockers.
- It is recommended that students not share lockers.
- Lockers are a privilege and may be taken away for several reasons including intentional damage, graffiti, improper use, etc.
- Students who leave items in lockers do so at their own risk.
- To report problems regarding lockers, visit the ASB or Finance Office.

## **Lost Book Policy**

The typical student at Rancho San Juan High is issued several hundred dollars' worth of textbooks. A student and his/her parents are responsible for these books and any library materials checked out. When a student loses or damages a book, the cost of the item is added to the student's financial bill. Students who owe money may be excluded from certain extra-curricular activities. Students will not participate in commencement exercises, nor will they receive their diploma until their financial obligations have been cleared.

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## **Mascot**

Rancho San Juan High School's mascot is the Trailblazer riding Fuego Fred, the fiery stallion. The official colors are orange and maroon. Both boys and girls teams are Trailblazers.

## **Off Campus Privilege**

Rancho San Juan High School has a CLOSED CAMPUS policy to ensure students' safety, to focus on learning and place emphasis on academics pursuits. Junior and Senior Students can, however, earn the privilege to go off-campus at lunch. Students must apply for the of-campus privilege each semester. The privilege may be denied or revoked if the student violates the contract, loses eligibility or abuses the privilege. The off campus sticker must be shown exiting and entering during the lunch period.

### **District Criteria for Off-Campus Privileges:**

- Have a 2.0 GPA or above.
- Be on track for graduation with regards to academic credits (Juniors 120+, Seniors 180+) and community service hours.
- Juniors must have completed a minimum of 20 hours for Semester 1 and 25 hours for Semester 2.
- Seniors must have completed a minimum of 30 hours.
- Unsatisfactory citizenship grades during the prior semester.
- No more than 5 tardies per quarter.
- No class trancies or whole day trancies.

### **The privilege will be revoked for any of the following reasons:**

- If a student returns to campus late three or more occasions for 5th or 6th period in the same semester.
- If a student does not return from lunch and is considered truant.
- If a student alters, manufactures, shares or misrepresents the off-campus lunch privilege, the privilege will be revoked the remainder of the school year. Parents will be notified, and a referral will be processed.
- Other behavior problems, which may result in the revocation of the off-campus privilege, including suspension, excessive tardiness, and irregular attendance.

**NOTE: The Administration has the right to revoke the off-campus privilege when deemed necessary and appropriate. Probationary contracts for off-campus lunch privilege are NOT available.**

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## **Parent Involvement**

Parents play an important role in the success of Rancho San Juan High School. There are several organized groups through which parents are invited to participate.

### **ELAC (English Language Learners Advisory Committee):**

The ELAC committee consists of parents of English Learners who met monthly to support their children in academics. The group, at their monthly meetings, monitor and review services provided by school programs.

### **School Site Council:**

State law requires the School Site Council to ensure that students, parents, teachers, staff, and community members are part of the school decision-making process. Members are elected for a two-year term. Meetings are held once a month at 4 pm and are open to the public. Contact the Main Office for exact dates.

## **ParentVUE**

ParentVUE allows you to see your student's grades, assignments, attendance and discipline, in real-time using the Internet. To access ParentVUE, you will need to:

Go to the Rancho San Juan High School website at <https://ca02208720.schoolwires.net/Page/35>

- Click on the ParentVUE link
- Click on "I am a parent"
- You will need to enter your username and password. Usernames and passwords are unique to each parent. Your personal information will be given to you at the beginning of the school year.

We are excited to offer our parents the opportunity to follow their students' progress at Rancho San Juan High School.

## **PE Uniforms**

Students taking physical education classes must wear PE approved clothing. All students taking PE must wear a gray t-shirt or sweatshirt, free of ANY logo or writing and maroon shorts or gray sweats, free of ANY logo or writing. As a convenience, uniforms are also sold in the Student Store all year long in the ASB student center. The uniform consists of a t-shirt (\$17), shorts, (\$15), sweatshirt (\$22) and sweatpants (\$17). Prices are discounted if the student has the ASB Discount Sticker!

## **Proactive K9s**

To provide a safe and secure environment that is conducive to learning, Rancho San Juan High School uses a canine intervention program for the detection of illegal drugs, ammunition, weapons, and alcohol. Random and regular searches of classrooms, parking lots, vehicles, lockers, and other personal belongings of students are performed in conjunction with the school safety team.

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## PBIS *The Trail (Resourceful-Synergistic-Judicious)*

As part of our district initiative, we work with students to promote positive behavior school-wide. Students have the opportunity to earn incentives and specific praise for their positive behaviors. Teachers and staff are always on the lookout to acknowledge students positively for appropriate behaviors.

PBIS is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success.

PBIS emphasizes teaching behavioral expectations in the same manner as any core curriculum subject. It focuses on preventing inappropriate behavior through clear expectations, teaching, and positive reinforcement. The goal of PBIS is to create a positive school climate where all students can thrive and succeed.

*What is The Trail?* The Trail is an approach to building school climate and culture through the implementation and ongoing enforcement of school wide behavior expectations. Understanding how these important behaviors impact lives both in and out of the school community is important to student's social-emotional development. Additionally, when students engage in positive behaviors, it ensures that learning can take place for all students in a positive environment. At Rancho San Juan High, the expectation is that all people in our school community demonstrate Resourceful, Synergistic and Judicious Behaviors.

*What are Resourceful, Synergistic and Judicious behaviors?* There are many ways that students can exemplify behaviors that are resourceful, synergistic and judicious. Simple personal actions such as throwing away one's own trash, recycling, protecting school property such as Chrome books, and respect to adults, peers, and self can pave the way for a healthy and productive school environment. When everyone on campus engages in ways that honors others and self, the school climate and culture is both positive and productive.

*How will students learn about these expected behaviors?* Ongoing lessons that target areas of need occur throughout the school year. Students engage in activities and lessons that reinforce what RSJ is all about. Many expectations for students have been outlined here in the handbook. Students need to familiarize themselves with the school expectations both academically and behaviorally. Remembering that to be #RSJ is simply engaging in ways that are considered important human behaviors. These expectations of being Resourceful, Synergistic and Judicious apply not only while in school but also when out in the community.



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## **Recognitions**

### **Golden State Seal of Merit Diploma:**

The Golden State Seal Merit Diploma (GSSMD) recognizes public school graduates who have demonstrated their mastery of the high school curriculum in at least six subject areas, four of which are English language arts, mathematics, science, and U.S. history, with the remaining two subject areas selected by the student. The GSSMD is awarded jointly by the California State Board of Education (SBE) and the State Superintendent of Public Instruction (SSPI).

### **Renaissance**

The Renaissance program encourages academic excellence, academic improvement, and excellent citizenship. At Rancho San Juan we have several Renaissance events each year that encourage this academic participation. Gifts are given for students to wear to show their commitment to academic success. Do your best in your classes to receive this academic recognition.

### **State Seal of Bi-Literacy**

The Seal will be awarded to graduating seniors in the Salinas Union High School District who has mastered standard academic English and any other language. The District shall present the State Seal of Biliteracy to each graduating high school student who has attained a high level of proficiency in speaking, reading, and writing in one or more languages in addition to English. Students wishing to receive the Seal must submit an application form to their home school and meet certain requirements.

### **State Seal of Civic Engagement**

The Superintendent or designee shall present the State Seal of Civic Engagement to each student who demonstrates excellence in civics education and participation and has demonstrated an understanding of the U.S. Constitution, the California Constitution, and the democratic system of government.

### **Block Letter Program**

Block letters can be requested for the varsity athletics once during the high school career. A pin can also be purchased to signify achievement in this area every year after the block is earned. If you have earned a block in one of the following areas please see the Athletic Director to pick up/turn in a request form for your block.



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## Senior Eligibility

The senior year has the potential to be a student's best year of high school! There are numerous fun and exciting activities culminating with graduation. Participation in senior activities is a privilege, not a right. Caps and gowns will only be distributed during the Senior Meeting in April. Seniors who do not attend will automatically be considered to be nonparticipants in prom, Grad Night Trip and graduation. Information will be given out at the senior meeting, as well as posted on the marquee, the website, and sent through the auto-dialer. Seniors will lose the privilege to participate in prom, Grad Night Trip, Sober Grad and the graduation ceremony if any of the following happens during the second semester:

- The student is suspended for five days during the 4th quarter.
- The student is suspended twice during the 4th quarter.
- The student has more than ONE UN in citizenship or an F
- The student has un-cleared truancy, either a full day or partial truancy.
- The student owes money to the textbook, library, or finance office.
- The student falsifies information during enrollment.

The student commits a serious violation of the behavior code, including a senior prank.

*PLEASE NOTE: If a senior becomes ineligible for the Grad Trip for any reason or is simply unable to go due to personal reasons, the deposit or the full cost of the trip WILL NOT be refunded.*

## Student Parking

The parking lots are provided as a convenience to the School District's employees, students, and visitors. **The District is not responsible for fire, theft, damage, or loss to your automobile or for any article left in it. In effect, you use the parking lot at your own risk.**

Rancho San Juan High has separate parking lots for staff and students. Rancho San Juan High School takes no financial responsibility for towing or ticketing fees. There is marked visitor parking at the front of the school. The student parking lot is located off Rogge Road on the Natividad Road side. Students wishing to park in this lot must show a valid Driver's License and proof of insurance before being able to purchase a parking permit in the ASB Office. Permits are for the school year and will be revoked if the student violates the Parking Lot Rules. This does not guarantee a parking space! **The ASB only sells permits for the number of parking spaces available.** Permits are for the school year and will be revoked if the student violates the Parking Lot Rules.

## Parking Lot Rules:

- All California State Vehicle Code Sections apply to all drivers.
- All District & school rules extend and apply to the parking lots.
- Park only in designated parking sections.

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## **Parking Lot Rules Continued:**

- Any object considered a weapon in accordance with National/California State Law and/or the Student-Parent Handbook is strictly prohibited on school premises, even inside a vehicle.
- All vehicles are subject to searches by the Proactive K-9s and the school administration.
- Permits must be mounted or visible to be considered valid.
- Students parked in non-spaces will lose driving privileges.

## **Tardy Policy**

We expect ALL students to arrive to class on time. Timeliness allows for fewer classroom disruptions and demonstrates respect, trustworthiness, and dependability. Being on time is an important habit to develop, preparing students for success in a college or career environment. We need to ensure that students are in class, safe and accounted for.

A student is tardy if they are not in their assigned seat when the final bell rings. Per district policy, teachers issue an unsatisfactory citizenship grade (UN) to students who accumulate 5 or more tardies during a quarter. Students with two or more unsatisfactory citizenship grades in one quarter will lose privileges (sports, off campus, school functions) for the following quarter.

Students with tardies are subject to the following consequences:

- 1-3 Tardies: Warning from teacher
- 4-5 Tardies: Teacher-parent contact, lunch detention assigned
- 6-10 Tardies: Referral to school administrator, admin-parent contact, detention and/or campus beautification
- 11+ Tardies: Referral to school administrator, contact with the Tardy Intervention Team, detention and/or campus beautification.

## **Textbook/Chromebook**

All textbooks and Chrome books have barcodes. The school requires that all students must have a school photo I.D. to check out any resources (ex. Chromebook, textbook, calculator, etc.). Lost, damaged, or textbooks without barcodes will result in a fine ranging from \$10.00 to \$120.00 for each book. Lost or damaged Chrome books will result in a fine of up to \$300.00. Students with fines will be ineligible for extracurricular activities until the fine has been paid. Books from prior years must be returned or paid for before the new school year begins.

## **Trash**

Students are expected to throw away waste in appropriate trash and recycling containers while on campus.

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## Visitors

Rancho San Juan High School is a closed campus. All visitors must check in at the Security Station or Main Office and obtain a visitor's pass. Appointments are necessary to visit departments except for the main office, counseling, and finance offices.

## Wellness Center

The Wellness Center provides prevention and short-term intervention for all students facing social and emotional challenges that impact academic performance, attendance, and behavior at school. They are safe, supportive environments on the school campuses where students can go to discuss a variety of concerns. Through both on-campus programming and community-based partnerships, students receive coordinated health education, assessment, counseling, and other support services to maximize student engagement and success.

## Yearbook

The yearbook, with personalization options, goes on sale at schedule distribution; the price is yet to be determined; however, prices will increase as the year progresses. Purchasing your yearbook early saves you money! Payment plans are available through the finance office and online at [www.herffjones.com](http://www.herffjones.com). If you want personalization, you MUST purchase online. Students with the ASB discount card will save \$5.00 but only through the month of August. NO REFUNDS will be given for yearbook purchases.

## Senior Pictures

Senior Yearbook Pictures: All students will receive a FREE FORMAL yearbook picture, taken at your photographer's seating or at Vanzantes in watsonville. If you need to make an appointment because you have missed yours, contact them at [Vanzantes.com](http://Vanzantes.com). Seniors can use any photographer for their personal use, but only our single photographer under contract will be used for the yearbook headshot photo. The dates and times of your personal photoshoot will be scheduled by the photographer or done during schedule distribution. See the school website for more details or e-mail: [Sarah.Burkhart@salinasuhsd.org](mailto:Sarah.Burkhart@salinasuhsd.org)

