

2021 – 2022

PARENT/GUARDIAN & STUDENT HANDBOOK



Designated a
California Model Continuation High School
 615 N. Lemon Street, Orange CA 92867 (714) 997-6167
<https://www.orangeusd.org/richland-continuation-high-school>

Facebook | Instagram | Twitter: @RichlandCondors

Notice of Non-Discrimination

Richland High School is committed to equal opportunity for all individuals in education. Richland High School programs and activities, including membership in student clubs, shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, actual or potential parental, family, or marital status, or the exclusion of any person because of pregnancy or related conditions, physical or mental disability, immigration status, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Richland High School does not discriminate in enrollment in or access to any of the programs available. Admission to these programs is based on age appropriateness, class space, interest, aptitude, and prerequisite coursework (where applicable). The lack of English skills shall not be a barrier to admission to or participation in the High School's activities and programs. Richland High School also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, and the California Code of Regulations Title 5, Chapter 5.3 Nondiscrimination. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the High School's compliance coordinators.

The following persons have been designated to handle inquiries regarding the non-discrimination policies: Office of the Assistant Superintendent
 1401 North Handy Street Orange, CA 92967

For assistance in translating this document, please contact Language Assessment Center at 714.628.5404

Welcome to Richland High School

HISTORY OF OUR PROGRAM Established in 1962, Richland High School is the only continuation high school in the Orange Unified School District (OUSD), where the entire school district serves under 28,000 students. Richland High School (RHS) has the distinction of being a 2017 & 2020 Model Continuation High School; a distinguished award for Richland and OUSD. RHS has been located next to the grounds of the historical Killifer Elementary School. Richland High School is also adjacent to the Friendly Center, a non-profit community resource center and community park. Within its facility infrastructure, a variety of student programs and student and parent resources pertaining to academic and vocational needs are available on site. Our programs serve students based on age and grade level status. Currently, students who are 16 years of age and older may be referred from any of our four OUSD traditional high schools along with the alternative education center when determined that students are credit deficient in academics.

RHS has adopted the district's mission statement: "The Orange Unified School District, being committed to planning for continual improvement, will offer a learning environment of excellence, with high expectations, to provide each student with the opportunity to be able to compete in the global economy."

The district's high school enrollment is approximately 9,000 students. In 2018-19, the enrollment at Richland High School was 220 students. In the 1960's, Richland High School was located in an industrial facility. That same industrial facility now houses the maintenance department for the school district. The school itself is located in a suburban industrial/residential area of Orange, serving students from the communities of Anaheim, Garden Grove, Orange, Santa Ana and Villa Park. The school community mirrors the district's widely diverse socio-economic population.

Richland High School certificated staff is comprised of a principal, 2-days per week school psychologist, 1 full-time credentialed librarian, and 16 certificated teachers. Additionally, the school is staffed with several classified support staff positions and an Orange Police Department Community Resource Officer. The district supplies one and a half campus security staff, two part-time food service positions, and one part-time nurse.

Richland High School, a source of pride and respect, has worked closely with the local Rotarian International Chapter to enhance the educational opportunities of its students. Additionally, the Orange Public Library, Friendly Center, the Orange Assistance League, and the Youth Center of Orange have become growing partners with RHS. Students have participated in field trips, college trips, guest speakers and competitions as well as other service tasks. The strongest partnership that RHS maintains, to date is with the Orange North Rotary. The Rotarians provide scholarship opportunities for students wishing to further their education. The district office is equally supportive of all other programs with growing partners in the community. Over the past few years, Richland has strengthened its Career and Technical Education Program with a focus on the Arts, Media and Film program as well as the Business Certification Industry.

Following a traditional calendar, Richland High School offers a bell schedule with students enrolled in 6 periods of 52-minute durations and a designated time for Academic Advisement. The school day also includes a 10-minute break and a 30-minute lunch.

Orientation Checklist and Information

Richland High School offers orientation for new students and parents at various times throughout the year. The orientation process is necessary for a smooth transition to the alternative education programs.

RHS orientations are designed to ensure students have the skills necessary for proper placement, the knowledge of what to expect from their new school environment, and an opportunity to meet with counselors as they transition into their new school setting. Parents/guardians should be prepared to attend the orientation together with their student to gain an understanding of the policies and other important information. New students will officially begin classes immediately following their orientation.

Important Registration Paperwork

The following paperwork is **required**. All paperwork will be paper-based and not online. Students will not be allowed to enroll until all paperwork is completed and received. In addition to completing the registration process, please bring the information below needed to the orientation:

- ✓ **Residency Verification** – includes OUSD residency verification form. Additionally, two items verifying residency are required to be submitted, i.e. utility bills, or other approved method of identification, plus parent photo identification (if new to the district)
- ✓ **Emergency Card** – Please fill in all information on both sides of card (part of registration packet)
- ✓ **Health Information** – Please indicate any specific health concerns (part of registration packet)
- ✓ **Behavior Contract and Expectations** – parent/guardian and student must sign and date

RHS Handbook, Policies and Procedures Acknowledgement- Please sign and date this sheet to acknowledge acceptance of Richland High School policies and procedures

I have received the 2021=2022 Parent/Guardian and Student Handbook. After becoming familiar with the contents of the document, I agree to adhere to the school and district rules, policies and procedures.

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Return this portion to the school.

Thank you and welcome to Richland High School!

Our Vision:

“Our mission is for the staff, students and parents to work in collaboration for the purpose of helping students graduate from Richland or return to their traditional high school to graduate with enhanced credits.”

Our Mission:

“Richland is dedicated to providing a disciplined and nurturing environment to each student to be Personally and Socially Responsible, a Skilled Communicator and Academically Prepared for the 21st Century.”

Student Learning Objectives:

● **Every student is expected to be PERSONALLY RESPONSIBLE, as demonstrated by**

- ✓ Limited Tardies
- ✓ Limited Truancies
- ✓ Being prepared for learning daily
- ✓ Giving great effort

● **Every student is expected to be ACADEMICALLY PREPARED, as demonstrated by**

- ✓ Enhancing credits to return to their home school
- ✓ Meeting graduation requirements
- ✓ Problem solving/critical thinking ability
- ✓ Being on task and actively engaged in learning

● **Every student is expected to be SOCIALLY RESPONSIBLE, as demonstrated by**

- ✓ The use of appropriate language
- ✓ Involvement in community outreach
- ✓ Keeping the school free from litter and vandalism

✓ **Every student is expected to be a SKILLED COMMUNICATOR, as demonstrated by**

- ✓ Effective oral communication
- ✓ Active listening
- ✓ The ability to collaborate with others

Administration

Principal, Lisa Ogan

logan@orangeusd.org

Office Manager, Mary Esparza

mesparza@orangeusd.org

Community Liaison, Nancy Torres

ntorres@orangeusd.org

Counseling & Attendance Staff

Counselor, Lindsey Church

lchurch@orangeusd.org

School Psychologist, Susan Casey

scasey@orangeusd.org

Registrar, Alicia Lomeli-Jalali

aliciaj@orangeusd.org

Attendance Clerk, Jackie Gomez

jgomez@orangeusd.org

Library / Career Technical Education Staff

Library Media Specialist – Daisy Gutierrez

dgutierrez@orangeusd.org

Career Technician – Midge Knox

mknox@orangeusd.org

Santiago Canyon College Career Coaches

Guillermo Vega Vega_Guillermo@sccollege.edu

Alejandra Viana Viana_Alejandra@sccollege.edu

Guide to Enhance Student Success

The education of students requires a continuous partnership between parents, teachers, and community. Parents are critical parts in helping students receive an education. The staff at Richland High School have provided ideas to assist parents in this vital task:

- Meet the school support personnel involved with your teen's education such as Principal, Counselors, Nurse, Psychologist, Librarian or Campus Security Officers, and Orange Police Department School Resource Officer. Find out how they can help you and your teen.
- Request a conference to discuss any problems and follow up on referrals offered

Who to Contact?

Information and/or Concerns	Contact Name	Title	Ext.
Attendance Issues	Jackie Gomez	Attendance Clerk	6426
School Nurse	TBD	Nurse Health Clerk	6416
Counseling Support	Susan Casey	School Psychologist	6417
Guidance & Counseling	Lindsey Church	Counselor	6425
Counseling Support	TBD	Counselor (Mental Health)	6416
Records & Transcripts	Alicia Lomeli-Jalali	Records Clerk	6424
Campus Security	Maritza Hernandez	Campus Security Officer	6167
Orange Police Support	Officer Alex Kovac	SRO (School Resource Officer)	5452

Resources for Success

In order for your student to be successful, please take the time to consider these valuable points:

- Know the school rules and regulations – they are included in this handbook
- Know when report cards are due, review the information available on Parent Portal regularly, attend "Back to School Night", and participate in Parent Groups/School Site Council
- Attend individual family counseling referrals or request information on parenting classes and community counseling
- Maintain regular contact with the Attendance Office if regular attendance is a concern
- Provide a quiet place for your student to complete work and attend study halls as needed
- Utilize the library/media center for resources, materials, digital devices and/or hotspots
- Contact the CTE office for more information regarding career exploration and pathways

Teacher Conferences

Teachers have time each day to meet with parents and students. Students, please use this opportunity to better communicate with your teachers when class time isn't a good time, when you need some extra help or when you want to talk about an extra-credit project related to the course. Please contact teachers directly to schedule an appointment/conference.

Richland High School Bell Schedule

REGULAR DAY SCHEDULE

Period 1	8:30am -	9:22am
Period 2	9:25am -	10:17am
Period 3 *Advisement/SSR	10:17am -	10:37am
BREAK	10:37am -	10:47am
Period 4	10:50am -	11:42am
Period 5	11:45am -	12:37pm
LUNCH	12:37pm -	1:07pm
Period 6	1:10pm -	2:02pm
Period 7	2:05pm -	2:57pm

EARLY RELEASE/STAFF DEVELOPMENT (*Wednesdays*)

Period 1	8:30am -	9:03am
Period 2	9:06am -	9:38am
Period 3 *No Advisement	-	-
Period 4	9:41am -	10:13am
BREAK	10:13am -	10:23am
Period 5	10:26am -	10:58am
Period 6	11:01am -	11:33am
Period 7	11:36am -	12:12am

High School Diploma Pathways

All high school diplomas require students to pass these minimum courses and credits:

Credits	Course	Credits	Course
40	English	5	American Government
20	Math	5	Economics
20	Science	5	Health
10	World History	10	Foreign Lang/Art/CTE
10	United States History	20	Physical Education
80	Elective courses		
Total Credits = 230			

Students who complete all required courses and all required credits, prior to the date of graduation, are invited to participate in the commencement ceremony. Students who need to meet one or more requirements may earn an OUSD diploma by following one of the plans below:

Type of Diploma	Minimum Required Credits*	Minimum Required Courses*	Required Timeline for Courses and Credits	Other Requirements
• Earn a Diploma from your OUSD home high school	230 Credits	All course requirements	Finish all required course work as determined by the district	
• Earn a Diploma from Richland High School	230 credits	All course requirements	Finish all required course work as determined by the district	Student must be referred to Richland High School by school counselor or administrator
• Adult School Diploma from OUSD	165 Credits	All course requirements; however, 20 credits of electives may be waived for adult diploma students	Flexible. Coursework is completed through OUSD Adult Ed Program or Santiago Canyon College	Students must be 18 or older

College/Career Support

Our Mission is to provide a comprehensive, coordinated counseling program addressing the academic, college/career, personal and social development of all students. We advocate for all students and believe that every student can achieve his or her maximum potential. In partnership with the Orange Unified School District, parents, or guardians, and the community, the school counselors at Richland High School ensure that all students have access to the skills and knowledge required to become productive and successful members of society. Our school counselors are dedicated professionals who are well-versed in assisting students explore post-secondary options. Counselors meet regularly with students and parents to research options and offer workshops to support college and career planning. For additional information concerning college credits, college entrance requirements and applications, please make an appointment with your student's counselor.

Earning Credits at Richland High School Completion of course requirements that earn credits towards graduation and meet Student Learning Objectives is required of all students. Additionally, accelerating the pace of earning credits is a hallmark of alternative school programs and available at Richland High School. Consistent attendance is a necessity for success and cannot be overemphasized. By accelerating course credit through APEX and Power Reading, students are able to catch-up, get ahead, and even graduate early from high school. However, students need to be reminded that there are deadlines and due dates, expectations of attendance, and expectations of performing in, and outside, of school. Consistent, diligent work on a daily basis is how students earn regular and accelerated credits. This requires meaningful long and short-term goals, responsible planning, consistent monitoring, and personal commitment to earn up to 30 credits per quarter. It can and does happen, but it takes effort and work.

Earning Regular Credits – (30 credits per quarter, 5 credits per class) In order to receive class credit, a student is expected to:

- 1) attend all classes daily with few absences and follow the ATTENDANCE POLCY
- 2) arrive to class on time, with no tardies or truanicies
- 3) work diligently using class time wisely – participation and productivity is part of your grade
- 4) complete daily classroom assignments thoroughly and accurately and make up work missed due to an excused absence
- 5) meet class/course, curriculum, and teacher-designed objectives based on California Curriculum Standards
- 6) Pass the class with a D- or above (or Credit/No Credit) when applicable

Grading System

All courses at RHS are graded on an A to D- scale for the earning of credits. The grade of F receives no credit. Note these exceptions: Teacher's Asst., Student Asst. Letter grades measure student performance to prescribed standards.

A = well above minimum standard

B = above minimum standards **C** = meets minimum standards **D** = below minimum standards

F = does not meet minimum standards

For more information about course expectations, please refer to the class syllabus or contact the teacher.

Repeat Credit Policy

Our intention is to follow the current UC practice, whatever that may be at the time. This is in part due to our district goal of providing students with rigorous A-G course opportunities. Currently, if a student earns a "D" or an "F", and earns a "C" or higher in the repeat course, the repeated grade is used in calculating the GPA. If a student repeats a class in which the original grade of "C" or higher was earned, the repeated grade is **not** used in calculating the GPA.

Citizenship

Citizenship is the term used to describe student conduct in the classroom, on campus, and at school functions. Two distinctions are made in evaluating citizenship.

Satisfactory indicates contributing in a positive way as to enhance the learning process

Unsatisfactory indicates negative attitudes that deter progress of the student and the class. Examples: academic honesty violations, off-task behaviors, excessive tardies or absences, coming to class unprepared, inattention and misconduct. In addition, an unsatisfactory citizenship grade may affect participation in school co-curricular activities and events, as well as restricted enrollment in certain courses. In severe cases, it may result in a shortened school day.

Career Technical Education Program (CTE) CTE is a unique educational program designed to provide students with the opportunity to explore, discover or confirm their career interests. Choosing the right job, the right college or the right career path can be a long and difficult endeavor. Education, experience and exposure can make this process easier. Early exposure, preparation and experimentation by taking classes specific to a career pathway are solid steps toward future success. CTE classes are offered in each of the five career pathway areas: Arts and Communication, Business, and Science and Technology through our Paxton Patterson STEM Lab. Classes are held at various high school throughout the district. Students are responsible for their own transportation, including to and from internship sites. For additional information, contact the CTE Career Technician, Midge Knox in the College and Career Center.

RICHLAND HIGH SCHOOL CTE CLASSES OFFERED – may be subject to change ARTS, MEDIA AND ENTERTAINMENT

Digital Photographs Computer Graphic Design Video Production

BUSINESS (Information, Communication, Technology)

Tech Certification in MICROSOFT OFFICE Principles of Business

Coding

Video Game Design

Return to Traditional High School from Richland High School

In order to be eligible to return to traditional high school the following credit threshold should first be earned:

GRADE	TIMELINE	TOTAL NUMBER OF MINIMUM REQUIRED CREDITS
12	Start of Fall Semester	180
11	End of Spring/Summer semester	180

Attendance Policy and Guidelines – Richland High School

1- Hour Attendance Hotline (714) 997-6252

Regular attendance is associated with success in school. Prospective employers, colleges, and branches of the armed services all ask for attendance information on students. Students attending school consistently is vital.

Truancy

Truancy is the absence from school from one or more class periods without **legal** excuse. Truancy is a violation of California law. If you do not present a note after an absence or your parent does not call the attendance line (714) 997-6252 to excuse the absence, you are considered truant. If you arrive in class 30 minutes after the start of school, you are also considered truant.

Students who are truant may be referred to the School Attendance Review Board (SARB), an official panel who may recommend “other” service, i.e., counseling, JADE and/or other interventions (County Probation referral).

Tardiness

All students who arrive after the 8:03 AM morning bell has rung must check in through the Attendance Office. Unless you are seated in the classroom when the final bell rings, you are tardy. You must be on time to earn full credit. Teachers will note when you are late, and may call home to discuss continuing tardiness. Habitual tardiness will be referred to Administration.

Reporting and Clearing Absences

Richland parents/guardians should call the Attendance Line - (714) 997-6252 – to report any absence. **All absences MUST be cleared immediately (within three days).** Students may also submit a note from home to the Attendance Clerk

explaining the reason for absence. The note can only be signed by a parent or guardian and must contain the **student's name, the reason for the absence, and the date of the absence.**

Excused Absences

Students can only be excused from school for the following reasons:

- Illness
- Quarantine
- Medical or Dental appointment
- Immediate family member's funeral (bereavement)
- Court Appearance
- Jury Duty
- Religious Holiday

Other reasons are not categorized as “legally excused” absences. In every case however, excused or not excused, students must still bring notes or have a parent or guardian call to clear an absence.

Leaving Campus

Students are not allowed to leave campus without permission. Students must present a note signed by a parent/guardian to the attendance clerk **before** leaving campus in order to be excused. Parents are encouraged to schedule doctor/dentist appointments after school hours. Students who do not follow these procedures and leave campus without permission are considered truant and will be subject to disciplinary measures.

Richland High School is a CLOSED CAMPUS. Once students arrive on campus, they are expected to stay for the duration of the school day, including nutrition and lunch. Any student who leaves campus without permission will be subject to disciplinary measures, including suspensions.

A Final Note to Students

Your parents work together with staff members to develop the best possible circumstances for your success. Your attendance demonstrates whether you are serious about earning a high school diploma to prepare for your future after high school. You cannot demonstrate productivity unless you are here, on time, every day.

This is a fact of life whether you are in school or on a job. Absent/tardy employees lose jobs. Absent students cannot make up deficient credits, obtain and retain a work permit, earn credits through community experience or continue to earn graduation requirements. We encourage you, and will hold you accountable, to uphold your responsibilities. Depending on the needs of the student, a student may be placed on a behavior/attendance contract to help set the student up for success.

Student Attendance Review Board (SARB) Policy

The School Attendance Review Board was created by an act of the California Legislature due to Municipal Courts being overloaded with criminal cases. School Attendance Review Boards now operate under very specific rules outlined in the California Education Code. Prior to the formation of SARB, a school district would make a direct referral to the District Attorney's Office who would review the complaint and, if appropriate, take the case to court.

A serious attendance problem often begins with a few unexcused, or excessive excused absences. District counselors, teachers, nurses, school police officers and a school attendance review team are then brought in to help students at the school site level. When the school has exhausted all resources and a student's attendance has not improved, then the family may be referred to a SARB hearing.

Purpose of SARB

- Process to deal with attendance issues that site staff have been unable to correct

Pre-court mediation

- First step in the legal process
- A process that may lead to additional services such as counseling

What SARB is

- A function of the school district
- A legal hearing
- A mediation process between district personnel, site staff, offending student(s) and their parent(s), in an attempt to find avenues and options to help the child be successful
- To inform parents of the laws and their legal responsibilities
- The last step before the school site refers the student's case to the District Attorney's Office to file a criminal complaint against the parent

What SARB is not

- A magic wand that will automatically cure the problem meant to be used as a punishment
- A criminal proceeding
- A scare tactic
- A function of the Probation Department

SARB Hearing

- The SARB panel is made up of representatives from the school district, along with members of public, health services, and community agencies that serve youth and families, such as police and probation officers, social workers, and others
- The panel examines the attendance situation and develops an individual contract with the student and family to end absences
- The contract is legally-binding, and the panel does have the authority to recommend a citation to court or referral to the Department of Probation for further attention

Referral to Orange County Probation

- If attendance does not improve after SARB, parent and student may be referred to Orange County Probation

General School Policies

The Richland High School schools are like other schools within the Orange Unified School District in that they have a responsibility to students and families to establish and maintain a safe and secure learning environment. Any behavior that causes any student to feel unsafe or intimidated will not be tolerated and appropriate actions will be taken. Students are expected to be on their best behavior and will be held accountable for the choices that they make should their behaviors be called into question.

Academic Honesty

Students are expected to demonstrate honesty and integrity while in attendance at school. Each student is expected to do his or her own work on individual assignments. This includes test taking, homework, classwork, and the original creation of essays, compositions, term papers, and scientific research. A student who shares his or her work with another student, other than in a cooperative learning situation, will be considered an accessory. All work submitted by a student should be a true reflection of his or her own effort and ability. If submitted work is not, then the student has manifested unacceptable academic behavior. The following criteria are considered cheating:

- Using notes, documents, online documents providing or having access to information such as formulas or calculations, receiving or providing answers during a test
- Copying completed assignments or allowing another to do the same
- Copying of or allowing another student to copy an assignment or electronic file. Never "lend" another student your assignment nor borrow your electronic file.
- Unauthorized use of electronic devices during tests.
- **Plagiarism** (v.) To use and pass off as one's own (the ideas or writings of another). Or American Heritage Dictionary, 3rd Ed.

Any behavior that can be defined as cheating represents a violation of mutual trust and respect essential in an educational environment. Students who cheat should expect a meeting with their teacher and be subject to the following penalties:

- zero on the assignment and a reflective essay from an assigned prompt to be submitted to the Principal
- establishment of a dishonesty file in the Principal's office
- notification of parents by teacher, including explanation of consequences of second offense

If a student is found to have violated the academic honesty policy a second time (in any class), the student will be referred to a Counselor and/or Administrator.

Consequences will include:

- Student referred to Administrator by teacher and teacher contacts parents
- Student will be dropped from the class with an "F" unless student completed the following:
 - Reflective letter to Principal within one week including why the student violated the academic honesty policy and what the student would do in the future.
 - When successfully completed, student receives a "0" on assignment.
 - If not successfully completed, student may be dropped from the class with an "F".
- A notation in the student's permanent file

Any subsequent offenses (in any classes) will result in the following:

- Student referred to Principal by teacher and teacher contacts parents

- Student may be dropped from class with “F”
- A notation in the student’s permanent file

Cell Phone/Electronic Signaling Device Policy

The Orange Unified School District and Richland High School acknowledges the importance of electronic communication between students and parents, particularly in school-wide emergency situations. Further, the District recognizes that instructional time is precious and must be protected from unnecessary disruption.

Therefore, students shall be permitted to have in their possession a privately owned electronic signaling/recording device on campus during the school day, while attending school-sponsored activities, or while under the supervision and control of a school district employee. Their use shall be prohibited on campus during the instructional day, as defined by the designated bell schedule for the day, **except:**

- During an emergency affecting the school or community
- Upon direction from a licensed physician and surgeon, if carrying such a device is essential to, and the use is limited specifically to, the health of the student
- Within a classroom environment where the teacher gives specific permission to use a specific capability of a device

Students may carry cell phones or other electronic signaling devices on campus during the school day, with the following rules that apply:

- Phones/electronic devices may be used outside of the instructional day. This includes breaks, lunches, before and after school
- Teachers are to use discretion and will be responsible for monitoring cell phones in their classrooms

If your cell phone or device is confiscated, there will be no excuses for release. The electronic device discipline matrix will be applied, as outlined below.

Electronic Devices – For example, iPod’s/Radios/Stereos

Electronic signaling devices include any device that operates through the transmission or receipt of radio or infrared waves, including, but not limited to cellular telephones, two-way radios, PDAs, and cameras (still or video). Students are encouraged not to bring such devices on campus. They are easily stolen and can create disciplinary problems in classes.

Points of Emphasis

Cell phones/electronic devices are to be deactivated during school instructional hours. Cell phones/electronic devices will be confiscated upon wrongful use. Consequences include:

- 1st Offense** – Teacher/staff member secures the device until the end of the period
- 2nd Offense** – Device will be secured in the office until the end of the school day. 2nd Violation to be entered into discipline record
- 3rd Offense** – Second offense discipline applies and device will only be released to parent or guardian.
- 4th and subsequent Offenses** – Third offense discipline applies and may include in-house or off campus suspension for willful defiance of school authority

Please Note

Failure to give up electronic device to district representative, including teachers or campus security officer, may result in disciplinary action and a parent conference. Richland High School is not responsible for the loss/theft of any electronic device.

Dress Code

Dress is a form of personal expression that may affect a student’s behavior and self-image. A dress code policy is necessary in order to protect the health and safety of the school environment and to foster students’ success in a positive manner.

To create a safe and appropriate learning environment, students shall not wear any clothing, attire or accessory that by its manner of appearance, arrangement, trademark, fit or any other attribute, is unsafe, disruptive, unhealthful, obscene, profane, ethnically, racially or sexually degrading, libelous or slanderous. Clothing should not expose student undergarments, nor be provocative or revealing, contain sexual innuendos, or advocate unlawful behavior or illegal substances. Clothing which is extremely brief, excessively form fitting or low-cut (including plunging neck lines, bare midriffs, exposed undergarments, and very short skirts or shorts). Students shall not wear clothing suggesting or promoting any affiliation with any street gang or any group that commits unlawful acts. Students are reminded to wear clothes in a manner appropriate for an educational setting.

Campus Safety

The primary goal of the Orange Unified School District to educate each student. To do so, it is necessary to provide a safe environment conducive to that learning process. In order to take part in that teaching/learning process, all participants must show respect for themselves, others and their environment, take responsibility for their actions and conduct, and maintain a safe environment without infringing upon the rights of others. The following discipline plan has been devised to ensure that unacceptable behavior is identified and addressed in a timely and impartial fashion.

School Personnel Authority

The principal, administrative designee and all other employees of the school have the responsibility to assess and implement the Supervision Plan on campus. In an emergency situation the principal or designee may remove a student from campus, place a student in a temporary alternative educational program and/or suspend a student in accordance with district policy guidelines.

All school personnel have the right to take action any time the educational process is threatened with disruption or when the safety of people or property becomes an issue. It is up to the discretion of school personnel to exercise their best judgment in choosing consequences for particular situations or infractions. Students whose presence poses a danger to persons or property are considered to be a disruption to the educational process and may be removed immediately from school or school sponsored events. The police or other legal authority may participate in removal if necessary.

The Supervision Plan as well as the Student Code of Conduct is in force:

- During regular school hours anywhere on school property
- During district-provided transportation of students, including designated school bus stops
- At all times and places where school personnel have jurisdiction, including school-sponsored events, field trips, athletic functions and other school related activities

Any public school official or designated chaperone is authorized to take action when a student's conduct has a detrimental effect on other students, staff members or on the orderly educational process.

School Resource Officer (SRO)

OUSD has a trained law enforcement officer (SRO) that is assigned to support our high school. The SRO is placed for safety, prevention, and education through positive and effective problem solving by students, school staff, parents, community/business organizations, and law enforcement personnel.

Our SRO is a trained full-time police officer who has been selected to work pro-actively with the students, staff, parents and the community. The SRO may provide services as a mentor, youth advisory and law enforcement officer. The SRO's presence on campus will contribute to the education process by providing a safe, secure and positive learning environment.

Campus Security Officer (CSO)

CSO's are unarmed security personnel hired by the district to assist with safety and security of OUSD students and staff. Failure to follow the direction of a CSO will result in severe disciplinary action up to and including suspension. Every CSO is to be treated with courtesy and respect.

Expected Student Behavior

RHS students are expected to respect themselves, others, and their property. The rules and regulations expressed in this code are established to maintain a climate conducive to learning. Students who fail to comply with these rules and regulations shall be subject to disciplinary action.

All school personnel and parents have a shared responsibility to enforce school rules and regulations and take the necessary action to correct school behavior that is inappropriate or interferes with the functioning of the school.

Avoiding Conflicts

In order to promote a safe and healthy learning environment, it is important to understand how to avoid and resolve conflict.

What students can do to avoid/resolve conflict with staff:

- Follow directions and respond politely to adult requests. When you have a concern, ask for a meeting with the staff member in question to discuss the concern.
- If you need assistance to help resolve a conflict, ask your counselor to be present with you during the meeting.
- If a resolution cannot be reached, please contact the principal for next steps. The goal is to find a mutually agreeable resolution.

What to do to avoid a conflict/fight with fellow students:

- Let an administrator, counselor, teacher, CSO, SRO, or other campus personnel know if you are feeling unsafe, threatened, or harassed.
- Avoid listening to and spreading gossip.
- Adopt the attitude "If I didn't hear the information myself, directly from the source, it did not happen or was not said, and therefore does not deserve a response".

Do not confront anyone in front of others or when you are angry; the other person may react defensively, unsure of what you might do. If you are unable to "let it go", ask for help from a teacher, counselor, or administrator.

- Remember, your counselor is a wonderful resource to help you talk through any conflicts, or arrange for conflict mediation

Closed Campus Policy

For the safety and protection of all students, Richland High School is a closed campus during school hours. Once a student has entered the school parking lot or the sidewalk in front of the school they are considered to be on-campus. Students may not leave campus before the end of the school day, except with an authorizing note from their parent/guardian, in the case of an emergency or with the approval of a school administrator. No exceptions will be made for students obtaining permission by the use of a cell phone. In all instances, students **must** check out with the attendance clerk in the front office. Violators are subject to student discipline action and any absences will be considered truanancies

Additionally:

- ✓ Richland High School students are not permitted on elementary, junior high or other high school campuses during the school day without written permission of that school's administration
- ✓ The parking lot and all park areas are off limits except when students are arriving or leaving school. Nearby apartment complexes/residential areas are off limits before, during, and after school hours unless you are going to and from your place of residence
- ✓ Student visitors are not allowed. Parents visiting the campus must check in with the front office

Campus Guests - Student guests are not allowed on campus during the school day. Please do not bring friends or relatives to school; they will not be allowed to attend classes or remain on campus.

Bicycles/Skateboards/Skates

Bicycles and skateboards can be used for transportation to and from school only. Once on campus, these forms of transportation must be placed away from the classroom and stored in the proper location. These are modes of transportation and are not to be used once students have arrived at school.

OUSD prohibits riding of bicycles, skateboards, roller skates/blades on any campus at any time. Skateboards are not allowed in student possession during school hours. In addition to disciplinary action, items will be confiscated. Consequences include:

- ✓ 1st confiscation - returned at the end of the day
- ✓ 2nd confiscation - returned to a parent or guardian only
- ✓ **3rd (and subsequent) confiscation – possible disciplinary action**

Dangerous Behavior on Campus

Throwing objects or other behavior that could create injury or interfere with the educational process is not allowed. Individuals who behave or create a situation that could be dangerous to others will receive appropriate consequences, which may include suspension.

Deliveries to Students

Please limit messages and deliveries to students for absolute emergencies only. Taking the time to communicate at home limits interruptions to classes for messages regarding doctor appointments, transportation, meeting times/places, and other personal messages. This also includes delivery of forgotten lunches, assignments, etc. Please label any emergency items you leave for student pick-up. Office staff will not be held responsible for any items left for pick-up and please note that office staff may not accept money to hold for students. **Only parents or guardians may drop off items to students – this includes, but is not limited to, food deliveries.** Please note that any food items delivered will only be released to students during the designated nutrition and/or lunch period. Any item is not allowed to be delivered to students through any unsupervised area such as a gate or fence at any time.

Emergency Preparedness

Richland High School staff is doing everything reasonably possible to protect your children against any threat that may occur while they are in our care. Although we are hopeful that emergency situations such as an earthquake, fire, terrorism, chemical spills, etc. will not affect our schools, we firmly believe that our schools are among the safest places for students to be. We have worked diligently to plan and practice safety and security measures. Each school has been directed by the Board of Education to develop and implement an Emergency Preparedness Plan. Students and staff practice emergency procedures at regular intervals. Schools have limited emergency supplies such as water, food, and first aid equipment on site. Additionally, each site has staff members trained in First Aid/CPR/AED, as well as, staff members who are part of emergency teams such as Search and Rescue, Security, and Student Accountability.

Schools are a priority when services are needed from fire, police, or other agencies. OUSD and the Richland High School have established communication systems with local law enforcement that will be used as needed. Parents should know that access to schools during an emergency incident might be restricted for a variety of reasons. In such instances, parents should remain aware of public notices on radio, television, and the internet about emergency procedures and updates. Student and staff safety is our first priority. All procedures are designed for their protection.

Illness, Injury or Accidents at School

Any student feeling ill should inform their teacher and ask for a pass to the Health Office. Students feeling weak or faint will be accompanied to the office. Current phone numbers **MUST** be listed on the Emergency Card at all times and updated, as needed.

Every effort is made to provide for your child's safety and comfort at school. If your child should have an accident or injury at school, first aid will be given immediately to make the child as comfortable as possible. If an injury is more serious than a simple bruise or a scrape, parents will be called. If parents are unavailable, and/or in the judgment of the school administrator emergency treatment is needed, paramedics will be called.

Following a severe injury or serious illness, a note must be received from the family physician stating that the child is cleared to return to school. The physician must also order the use of wheelchairs, crutches or other activity limitations or restrictions.

Health and Safety

Richland High School utilizes a registered nurse and health clerk to oversee the operation of the health office. Health clerks have received training in CPR and first-aid. They take care of health records, medication administration and minor injuries that may occur during school hours. In case of an accident or illness at school, a qualified person, such as the health clerk or front office staff will administer first-aid, and parents will be notified.

PLEASE NOTE: Except for first-aid at the time of a school injury, the health clerk cannot treat, diagnose or provide on-going medical care for chronic or severe injuries or conditions. Please seek the advice of a medical doctor for this.

If it is necessary for a student to go home because of an illness or injury, it will be the responsibility of the parent or guardian to pick the child up from school as soon as possible. Please see check out procedures in attendance section of this handbook

Student Medication Policies and Procedures

Medication, both prescription and over the counter, may be given at school when it is deemed absolutely necessary by the health care provider that such medication be given during school hours. The parent/guardian is urged, with the help of the health care provider, to work out a schedule of giving medication outside school hours whenever possible.

In order for school staff to administer any medication (prescription or over-the-counter) to any student, specific orders must be written and signed by the student's physician and parent and kept on file in the Health Office located in the Administration building.

This request must **clearly** specify:

- ✓ The name of the medication
- ✓ The reason for the medication
- ✓ The dose, time, and/or frequency (New orders are required any time the medication, the dosage, or the time is changed)
- ✓ Parent signature giving authorization to administer the medication is also required on the form

Medication is to be delivered to, and taken home from, the school by a parent or another responsible adult. A parent/adult and a school staff member will sign for receipt and release of medication. Each medication must be in the original container with pharmacy labels matching the written orders exactly including: the student's name, the doctor's name, the name of the medication, dosage, and the time of administration. A parent may request two containers from the pharmacist, one for school and one for home. If the student gets more than one medication at school, each medication must have separate doctor's orders and be in a separately labeled container. Envelopes, zip-lock bags, or other types of containers will not be accepted.

Inhalers must have a pharmacy label on them or must be in the labeled box. A student may only carry an inhaler only if the Medication Administration form is in the Health Office and the doctor has specified the need to carry the inhaler on the medication order form. If a doctor has provided a sample, it must have a handwritten label with the student's name, date, medication, dose, time and doctor's signature attached.

Parents are strongly advised to teach the student to assume responsibility for coming to the Health Office to receive his/her medication at the appropriate time. Medication orders are valid for the current school year only, and must be renewed annually at the beginning of each school year.

Harassment/Bullying/Cyberbullying

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

1. All forms of bullying and cyber bullying by school district students are hereby prohibited. Anyone who engages in bullying and cyber bullying in violation of this policy shall be subject to appropriate discipline.
2. Students who have been bullied or cyber bullied shall promptly report such incidents to any staff member.
3. Complaints of bullying and cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

"Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that have or can be reasonably predicted to have, the effect of one or more of the following:

- (a) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property
- (b) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health
- (c) Causing a reasonable pupil to experience substantial interference with his or her academic performance
- (d) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school

"Cyberbullying" includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

"Electronic act" means the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet Web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer or pager.

"Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

A violation of this policy shall subject the offending student to appropriate disciplinary action, consistent with the student discipline code, which may include suspension, a recommendation for expulsion and/or notification to the appropriate authorities.

Internet "Technology Acceptable Use" Policy

We are pleased to announce that electronic information services are available to students and teachers in our District. The District strongly believes in the educational value of such electronic services and recognizes their potential to support our curriculum and student learning in our district. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The district will make every effort to protect students and teachers from any misuses or abuses as a result of their experiences with an information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service. Using the network is a privilege, not a right, and the privilege may be revoked at any time for unacceptable conduct. Disciplinary and/or legal action may also be taken.

The "Rules and Regulations for Acceptable Use of Electronic Resources" is provided to every student as part of the registration process. This form must be read and accepted by both parent and student. By completing the form, the student will be approved for electronic information access. Students who do not receive this document during registration or would like another copy can pick up a "Rules and Regulations for Acceptable Use of Electronic Resources" in the front office before school, after school, or during break.

Lighters, Matches, and Other Combustible Items

Students may not possess lighters, matches, or any other combustible items on campus. Possession of any of these items will result in disciplinary action. The item(s) will be confiscated. Students also face possible citation from Orange Police Department.

Loitering on School Grounds

The law requires everyone who visits any campus to get permission from an administrator. Students should be aware that if they are on any site other than their own school of enrollment without approval of that site's administration, they can be classified as loiterers and arrested for school trespassing. They are also subject to suspension from their school of enrollment for repeated violations. Students who have no official business at school should leave campus immediately.

Lost and Found

Students often misplace items while at school. We make every effort to return items with identification to students as soon as possible. By marking the student's name on backpacks, clothing, notebooks, calculators, etc., they have a much better chance of finding an article that has been lost. If a student feels that an item has been stolen, a Missing Property report should be filed out.

RICHLAND HIGH SCHOOL IS NOT RESPONSIBLE FOR LOST, MISPLACED, OR STOLEN ITEMS~

Parking for Students

- ✓ All student vehicles must park in properly marked stalls within the areas designated for student parking
- ✓ Students may not use any of the staff parking areas at any time when school is in session
- ✓ Students are not allowed to park in visitor parking or the handicapped spaces at any time
- ✓ Parking spaces are on a first come basis
- ✓ Students are only allowed in the parking lots to arrive or depart campus. They may not loiter, eat, change clothes, or "hang out" in any parking lot
- ✓ Parking regulations are enforced by the Orange Unified School District and/or Administration Office. Violators are subject to traffic citations issued by the Orange Unified School District Public Safety Department, Orange Police Department and/or school discipline including loss of driving/parking privileges on campus
- ✓ All vehicles are subject to search by school officials and/or police officers at any time
- ✓ The Orange Unified School District and Richland High School are not responsible for items lost, stolen or any damage done to vehicles parked in school parking lots
- ✓ To reduce theft and vandalism, parking lots are out-of-bounds for students unless they are arriving or leaving school

Parking for Visitors

Any visitor to the Richland High School campus may park in any spot designated "Visitor" in the front parking lot. The Security Office or Campus Police will ticket anyone parking in a "Staff" parking lot without a Staff parking permit. All rules are strictly enforced and failure to follow rules could result in citation.

Drop-off and pick-up of students

Morning drop-off and after-school pick-up of students is a safety concern. Parents and students need to be aware that all school policies and procedures should be followed for the safety of all students. Parents are encouraged to use caution in the parking lot.

Traffic/Parking - A 10 M.P.H. speed limit is in force on campus at all times. Parking regulations are posted and enforced by the IUSD and Orange Police Department. Violators are subject to school discipline procedures and the revocation of the privilege to park and/or operate a motor vehicle on campus. Please note that all areas of the Richland High School are subject to the California Vehicle Code Enforcement.

Student ID Cards

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All students receive Richland High School identification cards at registration or upon enrollment. The card is required to check out textbooks and to attend school events. Students are required to carry their student ID card at all times. The cost to replace an ID card is \$5.00

In addition, RHS staff retains the right to ask students to identify themselves and/or show their ID card. If a student is asked to surrender their School ID card, they are to do so without hesitation. Failure to carry and/or surrender their School ID card will result in disciplinary action.

Supervision Areas

Students may not be out of the lunch area while eating. Students must remain in the supervised areas during school hours unless going to or coming from school or classes (students must exit or enter through a supervised area), with a staff member, or on school business.

Teacher rooms and phone extensions

Please note that teacher phones are silenced during class time to avoid interruption to the educational process. The most effective way to reach a teacher is to call before school, after school, during lunch or conference period, or leave a short voice mail message. Please contact us at our main number, (714) 997-6167, or check the website for updates. All staff is also available through e-mail at any time.

Textbooks

Textbooks that are lost must be paid for before graduation or issuance of diploma. In the course of the year, if a textbook is stolen, damaged beyond repair or is otherwise not useable, the student must pay for the text before a second one is

issued. If a lost or stolen book is recovered, the student will be reimbursed for the amount he/she paid. Graduating seniors must turn in all textbooks and/or pay for lost/damaged books prior to graduation.

Theft Prevention

Students must be on guard to prevent the theft of their property while attending school. If a theft has occurred during a specific class, immediately report it to your teacher.

The following preventative actions will help reduce the likelihood of theft on campus:

- ✓ Do not bring items to school that are not needed for school
- ✓ Do not bring large sums of money or valuables to school, especially jewelry
- ✓ Do not leave any items unattended in a classroom
- ✓ Do not leave any items unattended anywhere on campus

What to do in case of a suspected theft:

If a theft has occurred during a specific class, immediately report it to your teacher. Report all thefts to the Campus Supervision Office by filling out a Voluntary Statement report. This is very important, even if we cannot retrieve the item; it is helpful to us to keep track of any patterns that may be occurring.

Visitor Registration

All visitors, except District employees, must register in the administration office before coming on campus during school hours, 7:30am – 4:00pm. Please make sure to have a driver's license, passport card, or other acceptable forms of government ID in order to register. The only exception to required registration is for individuals attending an event open to the public during non-school hours.

RAPTOR SYSTEM

The district is pleased to announce that we will begin using the Raptor Visitor Management System in all schools to strengthen the district's program of campus safety for students and faculty. Part of keeping students safe is knowing who is in the building at all times. The Raptor system will allow us to better track visitors in our schools and provide us with a safer environment for all students and staff.