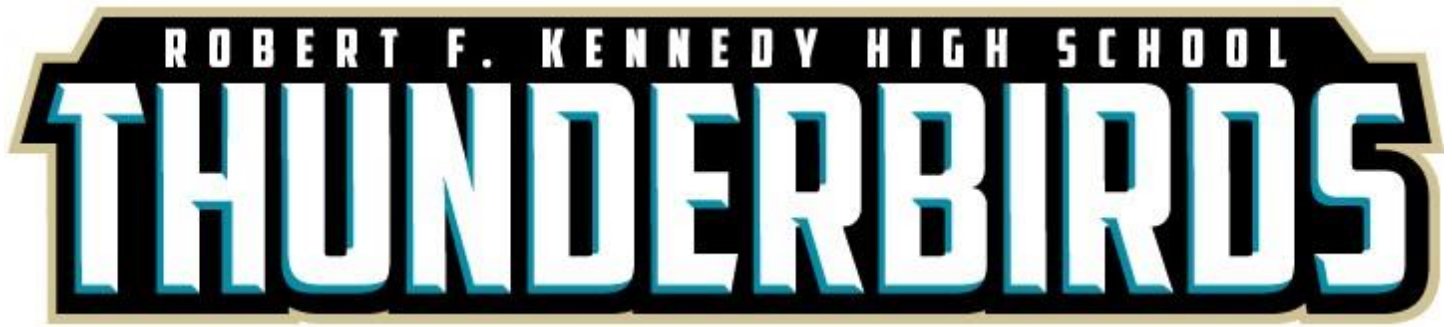


Home of the Thunderbirds

**PARENT/STUDENT
INFORMATION**

2023-2024



Dear Parent or Guardian,

As the principal of Robert F. Kennedy High School, it is my honor to welcome all of you for an exciting school year on campus. I am confident this school year will be one of the most memorable educational experiences for you and your student.

The Robert F. Kennedy family strives to provide a welcoming and stimulating environment where all students are actively engaged in the learning process. Our staff takes pride in a professional learning community where teachers regularly collaborate, develop assessments, analyze data, and plan instruction to ensure that students meet their full potential. Our staff of highly qualified professional educators and support personnel are committed to providing our students many opportunities inside and outside of the classroom. A variety of innovative courses are available to them that will prepare them as college and career ready and challenge them to be critical thinkers.

The Robert F. Kennedy family wants and values your involvement and support in your child's education. Your active participation is key to the success of your student. I invite and encourage parents to work in partnership with us to seize opportunities to prepare **GLOBAL** students:

Genuine – when contributing to their community

Legitimate – when using technology

Optimistic – toward self-improvement

Broad-minded – when considering career opportunities

Adaptable – when solving problems

Loyal – to the legacy of RFK

The information we have provided in this packet is very important. Please take the time to carefully review the enclosed information. The Admission Packet forms need to be returned to your student's 6th period class by the end of the 1st week of school. If you have any questions, please do not hesitate to contact Robert F. Kennedy High School at 661-720-5104. Thank you for your support and cooperation.

Be prepared to be actively engaged in a place that is alive with energy, enthusiasm, and a high standard of excellence. Together, **WE RISE!**

Sincerely,

Raudel Rojas
Principal

DELANO JOINT UNION HIGH SCHOOL DISTRICT

School Calendar 2023/2024

180 Days of Instruction

Board approved: 2/21/23

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

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

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

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

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

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

JANUARY 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						16

FEBRUARY 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
						19

MARCH 2024						
S	M	T	W	T	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						16

APRIL 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						21

MAY 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						22

JUNE 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						5

HOLIDAYS

July 4	Independence Day
Sept. 4	Labor Day
Nov. 10	Veterans Day
Nov. 23-24	Thanksgiving
Dec 25-26	Christmas Eve & Day (observed)
Jan 1-2	New Year's Eve & Day (observed)
Jan 15	M. L. King Jr. Day
Feb 12	Lincoln's Birthday
Feb 19	President's Day
March 29	Good Friday
April 1	In lieu of Admis. Day
May 27	Memorial Day
June 19	Juneteenth

Aug 10	New Staff Orientation
Aug 14 & 15	Staff Dev (Mandatory)
Aug 16	First Day of School
Oct 13	End of 1st Quarter (42 days)
Nov 20-24	Thanksgiving Break
Dec 13-15	Finals (minimum days)
Dec 15	End of 1st Semester (39 days)
Dec 18-Jan 5	Winter Break
Jan 8	Staff Dev (Mandatory)
Jan 9	Beginning of 2nd Semester
Mar 22	End of 3rd Quarter (51 days)

March 22	Minimum Day
March 25-April 1	Spring Break
May 30	Adult School Graduation
May 24	Minimum Day
May 31	Senior Grades Due
June 5-7	Finals (minimum days)
June 5	VHS & RPKHS Graduation
June 6	CCHS Graduation
June 7	DHS Graduation
June 7	End of 2nd Semester (48 days)

Instructional Days per month



Legal Holiday Local Holiday Non-School Day Staff Dev.

DATES OF INTEREST

DATE	EXPLANATION	DATE	EXPLANATION
August 16, 2023	First Day of School	January 9, 2024	Beginning of 2 nd Semester
September 4, 2023	Labor Day (No School)	January 15, 2024	M.L. King Jr. Day (No School)
TBD	Back-to-School Night (Min. Day)	February 12, 2024	Lincoln's Day (No School)
October 13, 2023	End of 1 st Quarter	February 19, 2024	President's Day (No School)
November 10, 2023	Veteran's Day (No School)	March 22, 2024	End of 3 rd Quarter
November 20-24, 2023	Thanksgiving Break (No School)	March 22, 2024	Minimum Day
December 13-15, 2023	Finals (Minimum Days)	March 25 – April 1, 2024	Spring Break (No School)
December 15, 2023	End of 1 st Semester	May 24, 2024	Minimum Day
Dec. 18, 2023 – Jan. 5, 2024	Winter Break (No School)	May 27, 2023	Memorial Day
		June 5 - 7, 2024	Finals (Minimum Days)
		June 5, 2024	RFK Graduation

ROBERT F. KENNEDY HIGH SCHOOL

BELL SCHEDULES

DOUBLE LUNCH SCHEDULE		
WARNING	7:53 A.M.	
1ST PERIOD	8:00 A.M.	8:58 A.M.
2ND PERIOD	9:05 A.M.	10:03 A.M.
3RD PERIOD	10:10 A.M.	11:08 A.M.
1ST LUNCH	11:08 A.M.	11:41 A.M.
4TH PERIOD/A	11:15 A.M.	12:13 P.M.
4TH PERIOD/B	11:51 A.M.	12:49 P.M.
2ND LUNCH	12:13 P.M.	12:46 P.M.
5TH PERIOD	12:56 P.M.	1:54 P.M.
6TH PERIOD	2:01 P.M.	3:00 P.M.
BUSES LEAVE		3:09 P.M.
7TH PERIOD	3:07 P.M.	4:05 P.M.
BUSES LEAVE		4:15 P.M.

DOUBLE LUNCH SCHEDULE		
WEDNESDAY (Bi-weekly)		
WARNING	9:53 A.M.	
1ST PERIOD	10:00 A.M.	10:40 A.M.
2ND PERIOD	10:46 A.M.	11:26 A.M.
3RD PERIOD	11:32 A.M.	12:12 P.M.
1ST LUNCH	12:12 P.M.	12:38 P.M.
4TH PERIOD/A	12:18 P.M.	12:58 P.M.
4TH PERIOD/B	12:48 P.M.	1:28 P.M.
2ND LUNCH	12:58 P.M.	1:24 P.M.
5TH PERIOD	1:34 P.M.	2:14 P.M.
6TH PERIOD	2:20 P.M.	3:00 P.M.
BUSES LEAVE		3:10 P.M.
7TH PERIOD	3:07 P.M.	4:05 P.M.
BUSES LEAVE		4:15 P.M.

MINIMUM DAY SCHEDULE		
WARNING	7:53 A.M.	
1ST PERIOD	8:00 A.M.	8:35 A.M.
2ND PERIOD	8:42 A.M.	9:17 A.M.
3RD PERIOD	9:24 A.M.	9:59 A.M.
4TH PERIOD	10:06 A.M.	10:41 A.M.
5TH PERIOD	10:48 A.M.	11:23 A.M.
6TH PERIOD	11:30 A.M.	12:05 P.M.
LUNCH	12:05 P.M.	12:35 P.M.
BUSES LEAVE		12:45 P.M.

FINALS SCHEDULE		
WARNING	7:53 A.M.	
1ST TEST	8:00 A.M.	10:00 A.M.
BREAK	10:07 A.M.	10:17 A.M.
2ND TEST	10:17 A.M.	12:17 P.M.
LUNCH	12:17 P.M.	12:35 P.M.
BUSES LEAVE		12:45 P.M.

FOGGY DAY SCHEDULE		
WARNING	9:53 A.M.	
1ST PERIOD	10:00 A.M.	10:40 A.M.
2ND PERIOD	10:46 A.M.	11:26 A.M.
3RD PERIOD	11:32 A.M.	12:12 P.M.
1st LUNCH	12:12 P.M.	12:38 P.M.
4TH PERIOD/A	12:18 P.M.	12:58 P.M.
4TH PERIOD/B	12:48 P.M.	1:28 P.M.
2nd LUNCH	12:58 P.M.	1:24 P.M.
5TH PERIOD	1:34 P.M.	2:14 P.M.
6TH PERIOD	2:20 P.M.	3:00 P.M.
BUSES LEAVE		3:10 P.M.

SINGLE LUNCH SCHEDULE		
WARNING	7:53 A.M.	
1ST PERIOD	8:00 A.M.	8:58 A.M.
2ND PERIOD	9:05 A.M.	10:03 A.M.
3RD PERIOD	10:10 A.M.	11:08 A.M.
4TH PERIOD	11:15 A.M.	12:13 P.M.
LUNCH	12:13 P.M.	12:46 P.M.
5TH PERIOD	12:56 P.M.	1:54 P.M.
6TH PERIOD	2:01 P.M.	3:00 P.M.
BUSES LEAVE		3:10 P.M.
7TH PERIOD	3:07 P.M.	4:02 P.M.
BUSES LEAVE		4:12 P.M.

1st Lunch: Buildings Gym, 100, 200
2nd Lunch: Buildings 300, 400, 500, 600, PA

FOGGY DELAY INFORMATION				
Kern County Alert Line:				
http://alertline.kern.org/				
AM:				
KAFY	550	Bakersfield	FM:	
KFRE	940	Fresno	KGFM	101.5 Bakersfield
KCHJ	1010	Bakersfield	KKXX	105.3 Bakersfield
KWAC	1180	Bakersfield	KUZZ	107.9 Bakersfield
KGEO	1230	Bakersfield		
KERN	1410	Bakersfield		
KNZR	1560	Bakersfield		
TV STATIONS: Channel 17, Channel 23, Channel 29				

2023-2024 Regular Bell Schedule

Regular School Day

0 PERIOD	6:52 A.M.	7:50 A.M.
WARNING	7:50 A.M.	
1ST PERIOD	8:00 A.M.	8:58 A.M.
2ND PERIOD	9:05 A.M.	10:03 A.M.
3RD PERIOD	10:10 A.M.	11:08 A.M.
1ST LUNCH	11:08 A.M.	11:41 A.M.
4TH PERIOD/A	11:15 A.M.	12:13 P.M.
4TH PERIOD/B	11:51 A.M.	12:49 P.M.
2ND LUNCH	12:13 P.M.	12:46 P.M.
5TH PERIOD	12:56 P.M.	1:54 P.M.
6TH PERIOD	2:01 P.M.	3:00 P.M.
BUSES LEAVE		3:09 P.M.
7TH PERIOD	3:07 P.M.	4:05 P.M.
BUSES LEAVE		4:15 P.M.

(If the student has a 4th period class in the 300, 400, 500, 600, & Auditorium they need to go to 4th period and report to 2nd lunch.) Subject to change.

(If the student has a 4th period class in the 100, 200, & Gym they need to report to 1st lunch and go to 4th period B) Subject to change.

Wednesday 2-Hour Late Start

0 PERIOD	9:10 A.M.	9:50 A.M.
WARNING	9:50 A.M.	
1ST PERIOD	10:00 A.M.	10:40 A.M.
2ND PERIOD	10:46 A.M.	11:26 A.M.
3RD PERIOD	11:32 A.M.	12:12 P.M.
1ST LUNCH	12:12 P.M.	12:42 P.M.
4TH PERIOD/A	12:18 P.M.	12:58 P.M.
4TH PERIOD/B	12:48 P.M.	1:28 P.M.
2ND LUNCH	12:58 P.M.	1:28 P.M.
5TH PERIOD	1:34 P.M.	2:14 P.M.
6TH PERIOD	2:20 P.M.	3:00 P.M.
BUSES LEAVE		3:09 P.M.
7TH PERIOD	3:07 P.M.	4:05 P.M.
BUSES LEAVE		4:15 P.M.

DATES: August 23rd, September 6th & 20th, October 4th & 18th, November 1st & 15th, December 6th, January 17th & 31st, February 14th & 28th, March 13th, April 3rd & 17th, May 1st & 15th

2023-2024 BUS ROUTES

RFK		AM	
Route 8 Jose Mendez	Route 10 Yniv Rivas	Route 22 Letty Ornelas (ALLENSWORTH)	
Zero Period Bus	Regular Route	Regular Route	
1. 10896 Hwy 43 @ 6:15 am	1. Cecil Ave & San Jose Ave. @ 6:14 am	1. Swap meet @ 6:20 am ***	
2. Kalibo Park @ 6:30 am	2. Cecil Ave & Lytle Ave. @ 6:15 am	2. Trailer Park (Ave 56) @ 6:25 am	
	3. Cecil Ave & Wasco Pond @ 6:16 am	3. 1748 Rd. 120 @ 6:28 am	
	4. 29106 Cecil Ave(concrete wall)@6:17am	4. Rd. 120 & Ave 72 @ 6:30 am	
	5. 29172 Schuster Rd. @ 6:20 am	5. Pink Trailer (Ave 56) @ 6:35 am	
	6. 11851 Benner St. @6:22	6. 10924 Ave 56 @ 6:37 am	
	7. 29794 Schuster Rd. @ 6:23 am	7. Dirt Lot (no house) @ 6:40 am	
	8. Pond Store @ 6:30 am	8. Allensworth School @ 6:50 am	
	9. 28194 Pond Rd. @ 6:35 am	9. Rd. 84 & Ave 32 @ 6:52 am	
	10. Garces & Magnolia @ 6:50 am	10. Dirt Alley on Rd. 84 @ 6:55 am	
	11. Magnolia & Wollomes @ 6:51 am	11. Trailer on Ave 24 @ 7:00 am	
	12. 11446 Palm Ave @ 6:52 am	12. Ave 16 @ 7:10 am	
	13. 10896 Hwy 43 @ 6:57 am	13. 415 Ave 128 @ 7:15 am	
	14. Metler & Quinones @ 7:05 am	14. 10025 Casey Ave @ 7:20 am	
	15. Kalibo Park @ 7:20 am	15.10259 Casey Ave @ 7:25 am	
	16. Castro Ave & Hiatt Ave @ 7:28 am		
RFK		PM	
Route 10 Yniv Rivas (Pond)	Route 22 Letty Ornelas (ALLENSWORTH)		
Regular Route	Valley Bus/ Regular Route		
1. Metler & Quinones @ 3:10 pm	9. 11446 Palm Ave @ 3:25pm	1. Avenue Castro & Hiatt Ave @ 3:10 pm	13. Trailer on Ave 24 @ 4:08 pm
2. Cecil Ave & San Jose Ave @ 3:12 pm	10. 28194 Pond Rd @ 3:30 pm	2. Kalibo Park @ 3:20 pm	14. Ave 16 @ 4:15 pm
3. Cecil Ave & Lytle Ave @ 3:13 pm	11. Pond Store @ 3:35 pm	3. Swapmeet @ 3:35 pm ***	15. 415 Ave 128 @ 4:20 pm
4. Cecil Ave & Wasco Pond @ 3:14 pm	12. 29794 Schuster @ 3:40 pm	4. Trailer Park (Ave 56) @ 3:38 pm	16. 10025 Casey Ave @ 4:25 pm
5. 29106 Cecil Ave(concrete wall)@3:15pm	13. 11851 Benner St @ 3:42pm	5. 1748 Rd. 120 @ 3:40 pm	17.10259 Casey Ave @ 4:27 pm
6. 28720 Garces Hwy @ 3:20 pm	14. 29172 Schuster Rd. @ 3:45 pm	6. Rd. 120 & Ave 72 @ 3:42 pm	
7. Garces & Magnolia @ 3:22 pm	15. 10896 Hwy 43 @ 3:50 pm	7. Pink Trailer (Ave 56) @ 3:45 pm	
8. Magnolia & Wollomes @ 3:24 pm		8. 10924 Ave 56 @ 3:47 pm	
		9. Dirt Lot (no house) @ 3:50 pm	
		10. Allensworth School @ 4:00 pm	
		11. Rd. 84 & Ave 32 @ 4:05 pm	
		12. Dirt Alley on Rd. 84 @ 4:06 pm	
4:00 PM Route			
Garces/Pond/Allensworth/Country areas			
*** Inter-District bus riders			



Robert F. Kennedy High School

ENTRANCE AND EXIT MAP

WELCOME

Buildings 100 – 600
Odd rooms to the right
Even rooms to the left



Principal – Dolores Rodriguez 661.720.5117
Assistant Principal – Les Lucas, Jr. 661.720.5103
Assistant Principal – Valeria Rodarte 661.720-5110
Learning Director – TJ Yasenchak 661.720.5113
School Nurse – Ana Hernandez 661.720.5296

Red Arrows indicate
Student ENTRY/EXIT Points

STUDENT DROP OFF LOCATIONS

1. Use the lecture hall center parking lot
2. Use the administration parking lot
3. Use the gymnasium parking lot
4. Late arrivals/early departures to the attendance window for assistance

SCHOOL DIRECTORY

ADMINISTRATION/SUPPORT STAFF

Principal, Raudel Rojas	720-5117
Assistant Principal-Discipline, Les Lucas, Jr.	720-5103
Learning Director, Uriel Robles	720-5113
Assistant Principal-Athletics, Michael Whipple.....	720-5110
Discipline Liaison, Ivan Sanchez	720-5108
School Psychologist, Claudia Rodriguez	720-4143
Head Counselor, Martha Munoz (10 th)	720-5106
Counselor, Art Cantu (11 th).....	720-5115
Counselor, Katie Carver (12 th)	720-4182
Counselor, Natalie Fragoso (9 th).....	720-5114
Activities Director, Tony Medina	720-5119
Director of Migrant Education, Ben DeLeon	720-4165
Technology Director, Cesar Ramirez	720-4543
Cafeteria Supervisor, Andrea Popoy	720-4305

DEPARTMENTAL SUPPORT STAFF

Principal's Secretary, Kim Nasca	720- 5101
Print Room, Elizabeth Rios	720- 5118
Attendance Secretary, Maricela Lizarraga ...	720-5105, 720-5130, 720-5351, 720-5104 (Attendance, registration, work permits, surgery, severe health problems, home teaching)
Counseling Office Secretary, Anabel Jasso.....	720-5111 (Transcripts, records, schedules, graduation, counseling appointments, make-up work)
Discipline Office, Gloria Herrera.....	720-5112 (Problems with other students, teacher/student conflict, expulsions, suspensions, transfers)
ASB Clerk, Teresa Maldonado	720-5201 (Student activities, prom, student pictures, sales)
Library Office, Nereida Franco	720- 5109 (Student Services)
Student Health Office, Celeste Medel.....	720-2608 (Student injuries/illnesses, immunizations)
Migrant Education Office, Angelita Chavez.....	720-4166 (Student Services)
Educational Services, Alicia Avalos.....	720-4126 (Student Services)
Special Education, Ana Villarreal.....	720-4146 (Student Services)

ATTENDANCE OFFICE SERVICES

HOW DO I CLEAR MY SON/DAUGHTER'S ABSENCE?

Call the Attendance Office the day of the absence with student name, ID#, and specific reason for absence and the date(s) of the absence(s). If you should get voice mail, please make sure to leave the student's name, ID#, specific reason and date(s) of the absence(s). If you would like someone to call you back, please leave your name and phone number where you can be reached.

Another option is to send a note with the student. The note should include the student's name, ID#, specific reason, date(s) of the absence(s) and parent/guardian signature. A home phone number should also be included on the note.

HOW DO I GET A MESSAGE TO MY SON/DAUGHTER

Call the Attendance Office and give the message to the Attendance Clerk/Secretary. If it is an emergency, please let the person taking the message know. Otherwise, for a non-emergency, the message may be sent to the classroom by messenger. Some teachers may hold the message until the end of the period. If you would like to pick up your son/daughter, you may call ahead in order to have the student ready for you in the Attendance Office.

WORK PERMITS

Work permits are issued to students who are enrolled in Robert F. Kennedy High School between the ages of 14-17 years of age. During school time, the work permit allows a student to work 4 hours per day/28 hours per week. During vacation hours, students can work up to 8 hours per day/40 hours per week. California State law requires that all students under eighteen (18) years of age who are employed or wish to be employed have a work permit. This work permit may be obtained in the Attendance Office. In order to obtain a work permit, the minor and his/her parent or guardian must provide the issuing authority with the minor's school record, evidence of age, and written statements from the prospective employer. A student may not work and attend school for a combined total of more than eight (8) hours on any school day. Students working too many hours a day or week and not having regular attendance can have their work permits voided by the site administrator in charge of attendance.

QUESTIONS/COMMENTS/CONCERNS

The following personnel will assist you with any questions, comments or concerns that you have in the areas of Attendance Office services/processes:

1. Attendance Secretary
2. Campus Discipline and Safety Liaison (for individual discipline/attendance matters)
3. Assistant Principal (Attendance)
4. Principal

STUDENT ATTENDANCE

COMPULSORY ATTENDANCE RULES: Compulsory education law states that every person between the ages of 6 and 18 years, not exempted, must attend school full-time (ref. **EC 48200**). Robert F. Kennedy High School may submit compulsory attendance laws paperwork to the Student Attendance Review Board against parents/students whose child is not attending school on a regular basis. Parents/students may be required to appear before the Delano-McFarland District Court.

ABSENCES - EXCUSED: The absence of a student from school/class shall be excused for only the following reasons (code = 1) (ref. **EC 46010**):

- A. Illness or quarantine.
- B. Medical, dental, optometrical, or chiropractic services.

- C. Funeral of immediate family member, limited to one day for services in California and three days for out-of-state (mother, father, grandmother, grandfather, brother, sister, any relative living in the immediate household of the student).
- D. Jury duty.
- E. Up to five days in order to obtain proper immunization; (ref. **EC 46010.5**).

ABSENCES - EXTENDED LEAVE: Students who wish to leave school before the end of the semester or prior to the school's scheduled vacation period must secure administrative approval and follow all conditions set by the school. Failure to do so will result in the student being dropped from Robert F. Kennedy High School. The student would then be required to re-enroll. Extended Leave Request forms are available in the Attendance Office. See Attendance Office Clerk at least a week before you plan to leave.

ABSENCES - RETURN: Students should bring their notes to the Attendance Office immediately upon arriving on campus after their absence. The Attendance Office is open at 7:30 a.m. Anytime a student is absent from a class or school for any reason, it is the obligation of the student to follow through on clarifying the reason for the absence.

Students who are not in line by 8:00 a.m. will automatically receive a late on their re-admit. The Attendance Office will also issue a re-admit at lunch and after school. It is the student's responsibility to get the re-admit and get to class on time. If a student arrives at school after first period begins, he or she needs to report to the Attendance Office to get a re-admit to class.

Students have three full days in order to clear their absence(s). If the absence(s) are not cleared within the three-day limit, teachers will send the student to the Discipline Office with a Student Attendance Referral. Consequences may include the following: First Offense - Warning. Second Offense - Detention. Third Offense - In-House Retention/Parent Contact.

Absences that go unaddressed for more than twenty school days after the date of absence will be changed from an unresolved status (code = A) to truant (code = 89). Parents will then be unable to excuse the absence. After the twenty-day rule is applied, absences can only be adjusted by administrative authority. Students may be required to serve detention or Saturday School to clear any absences beyond this twenty-day limit, in addition to the penalties associated with the failure to provide the teacher a re-admit within the three-day limit.

ABSENCES - UNEXCUSED: Some examples of unexcused absences (code = 9):

- A. Any personal business that could be handled on own time.
- B. Working for an employer.
- C. Oversleeping.
- D. Missing the bus.

ATTENDANCE SWEEPS/LOCKOUTS: Random sweeps and lockouts will be conducted in order to address late/truant students on the Robert F. Kennedy High School campus. Any student caught during a sweep/lockout without an authorized pass may be subject to any of the following: 1) Parent contact, 2) Detention, 3) Saturday School, 4) Behavior contract, and 5) In-House Retention. Repeat offenders will be subject to more severe consequences.

TRUANCY: Truancy occurs when a student is absent from any portion of class or classes without a valid excuse. The following is a list of consequences associated with being truant on an annual basis:

All periods truant must be cleared:

- 1 Single period —> 1 Detention
- 6 Single periods —> 1 Saturday School/In House Retention

In addition, the following consequences will occur:

TRUANT (STAGE 1): 3 DAYS TRUANT OR TOTAL OF 18 SINGLE PERIOD TRUANCIES

Consequences: letter mailed home, parent contact, appropriate referrals for remediation and Saturday School/After School Detention/Work Detail assigned.

TRUANT (STAGE 2): 6 DAYS TRUANT OR TOTAL OF 36 SINGLE PERIOD TRUANCIES

Consequences: letter mailed home, parent conference/home visit, Behavior Contract and Saturday School/After School Detention/Work Detail assigned.

TRUANT (STAGE 3): 9 DAYS TRUANT OR TOTAL OF 54 SINGLE PERIOD TRUANCIES

Consequences: letter mailed home, parent contact, possible referral to the School Attendance Review Board (SARB), and Saturday School/After School Detention/Work Detail assigned. If the SARB holds a meeting, the student for example may be placed on a SARB Contract, referred to support services and/or student/parent may be cited to appear in court.

OFF-CAMPUS PASS: Students are not allowed to leave campus without administrative authorization. If a student must leave the school campus during the day, the parent or guardian must contact the Attendance Office prior to the student leaving campus. Unless the school receives communication (written note or phone call) from a parent or guardian, the student will be charged with an unexcused absence. All students must stop by the Attendance Office to get an off-campus-pass for medical appointments or for any other permissible reasons. When returning to school, students are to present the off-campus pass at the Attendance Office and acquire a readmit to class.

LATE TO CLASS: Any student late to class over thirty minutes 3 times is considered legally "Truant" pursuant EC 48260(a). More severe penalties may be assessed than for an ordinary "Late" to class. If the student is not inside the classroom when the "Late" bell begins to ring, that student is "LATE!"

("LATE" = 1 second to 29 minutes late)

("TARDY" = 30 minutes or more late)

Students who are late to class will receive a 30 minute after school detention that is to be served on the same date as the infraction. Work detail may be assigned as part of the 30 minute detention per (CCR. 353). Continued violations of the tardy policy may result in additional consequences, such as: Break, Lunch or After School Detention, In-House Detention, Parent Contact, Saturday work, referral to the District Transfer Committee, referral to the School Attendance Review board and Loss of Privileges (examples: school dances, assemblies, music, athletics, etc).

HALL PASSES: Students are not permitted to be outside of their assigned classroom or work station without an appropriate school authorized pass during class time.

MAKE-UP WORK: It is the student's responsibility to initiate arrangements for make-up work upon returning from an absence or suspension. It is understood that if a student is absent due to participation in a school related activity, he/she will be allowed to do make-up work. If a student is to be absent for a prolonged period of time due to illness, arrangements for his/her assignments may be made by contacting the Counseling Office Secretary, (661) 720-5111.

PERFECT ATTENDANCE: Students must be in school for a minimum of four (4) periods on a daily basis to qualify for a perfect attendance plaque upon graduation.

EIGHTEEN-YEAR-OLD STUDENTS: When students reach their eighteenth birthday, they assume the responsibility of following the appropriate procedures for the verification of absences. Abusing this responsibility and privilege can lead to being dropped from Robert F. Kennedy High School. Upon reaching their eighteenth birthday, each student will sign an eighteen-year-old agreement form.

GRADING AND POINT AVERAGE

INCOMPLETE (I): An Incomplete shall be given only when a student's work is not finished because of illness or other excused absence. If not made up within six weeks, the incomplete shall become an F.

GRADE POINT AVERAGE (GPA): For grade 9-12, grades for achievement shall be reported for each grading period as follows: A = 4.0 grade points, B = 3.0 grade points, C = 2.0 grade points, D = 1.0 grade points, and F = 0 grade points. Because of the more rigorous nature of AP, Honors, and concurrent postsecondary courses, students receiving a grade of A, B, or C in those courses shall receive

extra grade weighting as follows: A = 5.0 grade points, B = 4.0 grade points, and C = 3.0 grade points. P.E. classes and courses receiving letter grades of passing (P) are not included in the GPA formula.

ATHLETIC LETTER

Athletic Block "K" - 250 points: Varsity 90 points (manager 45 points)
 JV 75 points (manager 35 points)
 Frosh/Soph 60 points (manager 30 points)

ACADEMIC LETTER

The academic "K" is awarded to students who meet the following criteria:

Must be a graduating senior who earned a 3.5 G.P.A. and scored Advanced on the SBAC in English and Math during tenure at Robert F. Kennedy High School.

CLASS CHANGE PROCEDURE: Students may request a class schedule change only during the first two instructional weeks of each semester. A student is required to attend all classes until a final authorization for a class change is received.

OFFICE AIDES AND TUTORS: Only SENIOR students may enroll as an office aide or tutor. A student must have 3.0 GPA or higher to be an office aide or tutor. NO student will be allowed to earn credits in more than one office and/or teacher aide class in his/her senior year.

STUDENT SERVICES

FOOD SERVICES: The school cafeteria serves a breakfast, a hot lunch, and after school meal daily. All students must complete an LCFF form and return to the school office or student's 6th period teacher. A student may be required to present a Robert F. Kennedy High School I.D. card in order to purchase a lunch.

HEALTH CENTER and ISOLATION ROOM: The School Health Center, located adjacent to the Attendance Office, provides health information and first aid to students. You must ask your teacher for a pass to come to the health office. Exceptions can be made for emergencies or extenuating circumstances. The Attendance Office must be consulted before a student leaves campus due to illness. Administering medicine is **FORBIDDEN BY LAW!** Any prescribed or over-the-counter medication must be checked in with the nurse and must have physician instructions. The Isolation room is located in 608.

STUDENT INJURY: All injuries must be reported immediately to a teacher, administrator, classified health aide, or other school personnel.

BOOKS: If a textbook is lost, stolen, destroyed, or damaged, **IT MUST BE REPLACED!** (Refer to the following "liability" statement printed below.)

LIABILITY FOR USE OF SCHOOL PROPERTY, BOOKS AND EQUIPMENT: According to Education Code 48909, the parent or guardian shall be liable to the school for all property belonging to the school, loaned to the minor, and not returned upon demand. Furthermore, the school has the right to withhold grades, diploma, and transcripts of the pupil who is responsible for the loss or damage. Liability may total up to \$25,000.00. The student is responsible for replacement costs of these items if they are lost, stolen or damaged, whether lost, stolen or damaged at school or elsewhere. Textbooks and all supplementary books will be computer coded and each student is responsible to return each properly coded book at the end of the school year.

GENERAL INFORMATION

STUDENT RECORDS: The records of district students are confidential. The release of student records will be in compliance with California statutes and all applicable federal laws. Further information is available in the counselor's office.

ENROLLMENT: All students must enroll for six classes each semester. Seniors who have met all graduation requirements may enroll in at least five classes for their second semester.

REPORT CARDS: Report cards are issued each quarter. Scholarship warnings are issued approximately 4 weeks before quarter grades/semester grades.

PROGRESS REPORTS (SCHOLARSHIP WARNINGS): Scholarship warnings are issued in the fifth and fourteenth week of each semester and at various other times during the year. The purpose of the report is to notify parents/guardians and students of misconduct and academic or attendance deficiencies, and to notify athletes and student body officers of eligibility status.

LOST AND FOUND: Students who have lost/found articles of value on campus are to turn them into the Student Affairs Office. Any lost articles may be claimed at the Student Affairs Office.

VISITORS: Parents are invited to visit the school at any time. Any parent desiring to visit the school must obtain permission from the Principal at least 1 day in advance, state the reason for the visit, and sign the visitor's log. A visitor pass will be issued, which is to be worn by the visitor at all times while on campus. Student visitors or outsiders (as defined under California State law) are **NOT ALLOWED ON CAMPUS**.

CAMPUS: Students are not to bring out-of-town guests or other friends on campus. Students are not permitted to bring small children on campus to visit.

PARKING: Vehicles driven to school by students are to be parked in the student parking lot located directly south of the gymnasium and cafeteria buildings. Student vehicles parked in unauthorized areas may be cited and/or towed away at the owner's expense. A parking sticker is required to park on campus and may be obtained free of charge at the Student Affairs Office.

IDENTIFICATION CARDS: I.D. cards are issued to all students. The I.D. card is to be **carried at all times** while the student is on campus and when the student is attending school activities, including dances. In addition, a student may be **required to show a sticker** on the I.D. card in order to **exit the campus prior to the extended day period, use of the internet, or to purchase a lunch in the cafeteria**. Replacement I.D. cards are issued in the Student Affairs Office. A student may be **required to show their I.D. cards to board the bus**. A student may be required to show their I.D. card upon demand by a teacher, administrator, security officer, secretary, or any other school employee while on campus.

STUDENT LOCKERS: Students enrolled in physical education classes will be assigned physical education lockers at the start of the school year. These lockers are school property, assigned to students for their use. The school reserves the right to open any locker for reasonable cause. Periodic checks of lockers may take place under the Principal's or designee's supervision.

BUS TRANSPORTATION:

Students are expected to behave in a safe and orderly manner on a Delano Joint Union High School bus at all times. The bus conduct rules are as follows:

1. Use only the bus and stop assigned to you.
2. Remain seated, facing front, when the bus is in motion.
3. Talk quietly and make no unnecessary noise.
4. Eating, drinking and gum chewing on the bus is not allowed.
5. For the safety of all students, unnecessary conversation with the driver or the creation of any disturbance is not permitted.
6. Students must conduct themselves as to contribute to the safe transportation of the whole group.
7. No live animals, birds, fish, reptiles, or insects may be carried on the bus.
8. Orderly behavior is required at bus stops.
9. Arrive at bus pick-up five to ten minutes before the bus is due, no earlier.
10. Cross in front of the bus if living on the opposite side of the street.
11. Keep head and arms inside of the bus at all times.
12. Littering the bus or throwing anything out of the bus is not permitted.
13. Do not play or tamper with the bus or bus equipment.
14. Be quiet when the bus is crossing the railroad tracks.
15. Wear shoes on the bus -- no bare feet allowed. (Special Attention: track, football, soccer, baseball, or any other "specialty" athletic shoe **must not be worn on the bus as they damage the floor.**)
16. Pupils transported in a school bus shall be under the authority of and held directly responsible to the driver of the bus.

17. No balloons will be allowed on any school bus.

Consequences: Temporary loss of transportation privileges, detention, Saturday School, In-House Retention, suspension or possibly transfers to an alternative education program.

GUESTS ON CAMPUS: Non-students are not allowed to come on campus during the school day. All visitors, regardless of the reason for being on campus, must obtain proper authorization from the Principal prior to visiting the campus.

DISCIPLINE/EXPULSION INFORMATION

DISCIPLINE

The Principal may recommend a pupil's expulsion for any of the acts enumerated in Section 48900 of the Education Code. Upon recommendation by the Principal or by a hearing officer or by administrative panel appointed pursuant to subdivision (d) of Section 48918 of the Education Code, the Governing Board may order a pupil expelled upon finding that the pupil violated Section 48900, and that other means of correction have repeatedly failed to bring about proper conduct or due to the nature of the violation the presence of the pupil causes a continuing danger to the physical safety of the pupil or others and that other means of correction are not feasible (**EC 48915**).

Expelled students shall be excluded from all school-related extracurricular activities during the period of expulsion (**BP 5144.1(a)**). A student may be expelled only by the Board. The Board shall expel, as required by law, any student found to have committed certain offenses listed below under "Mandatory Recommendation and Mandatory Expulsion" (**EC 48915**). The student is entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within thirty (30) school days after the Principal or designee determines that one of the acts listed under grounds for suspension and expulsion has occurred (**EC 48918 (a)**).

JURISDICTION (EC 48900):

A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

1. While on school grounds,
2. While coming to or going from school,
3. During the lunch period whether on or off the campus.
4. During, or while going to or coming from, a school sponsored activity.

MANDATORY RECOMMENDATION OF EXPULSION (EC 48915) The principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts:

- (c1) Possessing, selling, or otherwise furnishing a firearm.
- (c2) Brandishing a knife at another person.
- (c3) Unlawfully selling a controlled substance.
- (c4) Committing or attempting to commit a sexual assault or committing a sexual battery.
- (c5) Possession of an explosive (Any explosive, incendiary, poison gas, projectile, etc.).
- (a1) Causing serious physical injury to another person.
- (a2) Possession of any knife or other dangerous object.
- (a3) Unlawful possession of any controlled substance as defined by the Health and Safety Code.
- (a4) Robbery or extortion.
- (a5) Assault or battery upon any school employee.

SUSPENSION: Suspension from school means removal of a student from ongoing instruction for adjustment purposes (**EC 48925**). A suspended student may be removed from school for up to five days at a time. While a student is under Out-of-School Suspension, he or she is expected to be at home and is not allowed to be on the school grounds or the area surrounding the school at any time during school hours. Students are not allowed to attend or participate in school activities while under Out-of-School Suspension.

GROUND FORS SUSPENSION OR EXPULSION (EC 48900):

Violation of Ed Code 48900 Sections (A-R) and 48900.2-48900.7

FIGHTING (48900 Section A): (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or (2) Willfully used force or violence upon the person of another, except in self-defense.

Consequences:

1st offense: suspended from school from 1-5 days.

2nd offense: suspended for 1-5 days and possible referral to an alternative education program.

Students who commit an assault, battery, or cause severe injury are subject to arrest and/or referral to the Governing Board for expulsion. In addition, Education Code 48902 requires the Principal of a school to notify the appropriate law enforcement authorities of any acts of assault by a student which may be a violation of Section 245 of the Penal Code.

DANGEROUS OBJECTS (48900 Section B): Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless the pupil had obtained written permission to possess the item from a certificated school employee, with concurrence by the Principal or designee. *Consequences:*

The consequences range from In-House Retention or Suspension to a possible referral to the Governing Board for expulsion on the first offense. In addition, law enforcement may be contacted.

CONTROLLED SUBSTANCES (48900 Sections C & D):

Consequences:

Alcohol: Students found in possession of alcohol or who use alcohol while under the school's jurisdiction will be suspended for five (5) days. If this is the student's first alcohol-related incident while enrolled at a Robert F. Kennedy High School, the student will also be referred to the appropriate intervention service. If the student has committed a previous alcohol-related infraction, he/she may be referred to the Governing Board for expulsion.

Other Controlled Substances: Students who possess, use, furnish, or sell, or are under the influence of any controlled substance will be suspended from school and shall be referred to the Governing Board for expulsion on the first offense (selling is a mandatory recommendation). In addition, law enforcement may be contacted.

ROBBERY (48900 Section E): Students may not commit or attempt to commit robbery or extortion.

This includes the theft of any property not belonging to the student or any attempt made to force or create fear in others while attempting to steal or while stealing another's property.

Consequences:

The consequences for robbery or extortion will range from suspension to referral to the Governing Board for expulsion. The student and/or parent will be responsible for returning the stolen property or for full payment. In addition, law enforcement may be contacted.

DAMAGE TO PROPERTY (48900 Section F):

Consequences:

The consequences for attempting to cause or causing damage to other's property will range from suspension to referral to the Governing Board for expulsion. The student and/or parent will be responsible for payment for the damage. In addition, law enforcement may be contacted.

THEFT (48900 Section G): Students may not commit or attempt to commit theft.

Consequences:

The consequences for committing or attempting to commit theft will range from suspension to referral to the Governing Board for expulsion. The student and/or parent will be responsible for returning the stolen property or for full payment of the property. In addition, law enforcement may be contacted.

TOBACCO (48900 Section H): Students may not possess or use tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, smokeless tobacco, snuff, chew packets, and betel.

Consequences: **First offense:** the student will receive detention and/or Saturday School. **Second offense:** the student will receive In-House Retention and a behavior contract. **Third offense:** the student may be referred to an alternative education program.

OBSCENITY, PROFANITY AND VULGARITY (48900 Section I): Consequences: Students who engage in obscene acts or engage in habitual profanity or vulgarity will range from detention to referral to the Governing Board for expulsion.

PARAPHERNALIA (48900 Section J):

Consequences:

Students who possess, offer, arrange or negotiate to sell drug paraphernalia will receive consequences ranging from Saturday School through referral to the Governing Board for expulsion.

DEFIANCE AND DISRUPTION (48900 Section K):

Consequences:

Students who defy the directions of a school employee or disrupt the orderly operation of any school-related activity will receive consequences ranging from a detention, suspension through referral to the Governing Board for expulsion. In addition, students who run from or attempt to evade a school official may be referred to alternative education on the first offense.

RECEIVING STOLEN PROPERTY (48900 Section L):

Consequences:

Students who knowingly receive stolen property will be suspended and may be referred to the Governing Board for Expulsion. In addition, law enforcement may be contacted.

POSSESSED AN IMITATION FIREARM (48900 Section M):

Consequences: Students who lead a reasonable person to conclude that the replica is a firearm will be suspended and maybe referred to the Governing Board for expulsion.

COMMITTED OR ATTEMPTED TO COMMIT A SEXUAL ASSAULT OR SEXUAL BATTERY (48900 Section N): Committed or attempted to commit sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

Consequences: Mandatory expulsion.

HARASSED, THREATENED OR INTIMIDATED A WITNESS (Section O):

Consequences:

Students who harass, threaten or intimidate a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both, may be suspended or referred to the Governing Board for expulsion.

OFFERED, ARRANGED TO SELL, NEGOTIATED TO SELL, OR SOLD THE PRESCRIPTION DRUG SOMA. (48900 Section P):

Consequences for students, who unlawfully offer, arranged to sell, negotiated to sell, or sold the prescription drug Soma may range from suspension through a referral to the Governing Board for expulsion. In addition, law enforcement may be contacted.

ENGAGED IN, OR ATTEMPTED TO ENGAGE IN, HAZING (48900 Section Q):

Consequences for students who engaged in, or attempted to engage in, hazing may range from Suspension to a possible referral to the Governing Board for expulsion on the first offense. In addition, law enforcement may be contacted.

BULLYING (48900 Section R): Any student who engages in an act of bullying, including, but not limited to, bullying committed by means of an electronic act (cyber bullying) directed specifically toward a pupil or school personnel will receive consequences ranging from detention, suspension through referral to the Governing Board for expulsion.

SEXUAL HARASSMENT (48900.2): Students may not engage in conduct constituting sexual harassment such as, but not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature or severe enough to have a negative impact upon another student's academic performance or to create an intimidating, hostile, or offensive educational environment. Any student wishing to make a complaint of sexual harassment should immediately report it to an administrator.

Consequences:

The consequences for sexual harassment will range from a warning through referral to the Governing Board for expulsion. The consequences for sexual battery will range from suspension through referral to the Governing Board. In addition, law enforcement may be contacted.

HATE VIOLENCE (48900.3): This includes, but is not limited to, any violent behavior associated with anger toward other persons based upon race, gender, ethnicity, or religious preference.

Consequences:

The consequences for hate violence will range from suspension through referral to the Governing Board for expulsion.

HARASSMENT, THREATS, AND INTIMIDATION (48900.4): Students may not intentionally engage in harassment, threats, or intimidation directed against any other student(s), that is severe enough to disrupt class work, create disorder, and invade the rights of the other student(s) by creating an intimidating or hostile educational environment.

Consequences:

The consequences for harassing, threatening, or intimidating behavior will range from suspension through referral to the Governing Board for expulsion.

TERRORISTIC THREAT (48900.7): A pupil may be suspended or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both. "Terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety.

ELECTRONIC DEVICES (EC 48901.5, 51512): To ensure the safety of all students, to protect personal property, and to ensure the educational process is not disrupted, except with prior consent for health reasons, students shall not possess or use on school campus personal electronic signaling devices including, but not limited to, pagers and cellular/digital telephones as well as other mobile communications devices including, but not limited to, digital media players, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, and laptop computers.

Consequences:

Items will be confiscated. **First Offense:** Confiscated items will be released by the Assistant Principal after school hours to the parent or guardian. **Second Offense:** Students will receive a disciplinary referral for the infraction and the confiscated item will be released to the parent or guardian.

NOTE: DJUHSD, Robert F. Kennedy High School or its personnel are not responsible for lost, stolen, or damaged electronic devices whether in the possession of the student or site personnel.

EXCESSIVE DISPLAYS OF AFFECTION:

Consequences:

Students who continue to engage in excessive displays of affection after being warned may be assigned detention, Saturday School, In-House Retention or referral to an alternative school program. In addition, parents may be contacted about the infraction(s).

FORGERY: The act of falsely or fraudulently making or altering a document.

Consequences:

First Offense: Parent contact and penalties ranging from detention to suspension. Second Offense: Possible transfer to an alternative educational program.

GAMBLING: The use and/or possession of gambling paraphernalia is not permitted on campus at anytime. This includes playing cards, dice, pogs, or tossing coins.

Consequences:

The paraphernalia will be confiscated, only to be released to the parent/guardian. The penalty will range from detention to suspension.

GANG-RELATED ACTIVITIES: Gang related activities will not be tolerated on the campus or in the immediate vicinity of the campus.

Consequences:

The consequences range from detention to recommendation for transfer to an alternative education program.

BULLYING: Robert F. Kennedy High School is committed to keeping all students and staff safe at school. In order to provide a safe environment, RFKHS has adopted an antibullying policy, together with procedures to prevent and stop bullying.

All staff is trained in recognizing and stopping bullying behaviors. The school has an incident report form (Bully Stopper) available for staff, parents/guardians, and students in the counseling office and at the Robert F. Kennedy High School's web site (<http://www.djuhsd.org/Robert/43312-Anti-Bullying-Information.html>).

Reports of bullying are addressed in a confidential manner. All bullying reports are documented and investigated. Students who are involved in bullying acts will receive consequences and follow up meetings with staff. Consequences for bullying behaviors are developmentally appropriate and dependent upon frequency and severity of the incident.

Additional information regarding bullying, Anti-Bullying forms, and related topics are available through the Robert F. Kennedy High School Student Affairs Office 661-720-5112.

BICYCLES, SKATEBOARDS, AND ROLLER SKATES: To ensure the safety of all students, bicycles, skates and skateboards are not to be ridden on campus. All skateboards or skates must be checked into the Discipline Office before the start of school. Students may request a lock from the Discipline Office to secure their skateboard in the racks located at gate entrances.

Consequences:

Students who refuse to cooperate may have their bicycle, skates, or skateboard confiscated and held until a parent can claim them. Continued non-cooperation may result in detention, Saturday School, In-House Retention, suspension, or possibly transfer to an alternative education program.

BOMB THREAT, FALSE FIRE ALARM, AND FALSE 911 CALLS:

Consequences:

Students will be suspended and law enforcement may be contacted. Depending on the circumstances, students may be recommended for transfer to an alternative school program or expulsion from the Delano Joint Union High School District.

CHEATING: Acts of academic dishonesty, which will not be tolerated at Robert F. Kennedy High School are listed below:

1. Cheating on tests.

2. Fabrication (any intentional falsification or invention of date, citation, or other authority in an academic exercise).
3. Unauthorized collaboration.
4. Plagiarism.
5. Theft or alteration of materials.

Consequences:

First Offense: The student will lose all credit for the assignment or test with no make-up permitted. The student will be referred to the Student Affairs Office and the parent will be contacted. Detention, Saturday School, In-House Retention or suspension may be assigned. **Second Offense:** The student will be referred to the Student Affairs Office and the parent will be contacted. Suspension and/or transfer to an alternative education program may occur.

CLASSROOM BEHAVIOR: Unacceptable classroom behavior is not tolerated at Robert F. Kennedy High School. Students are expected to do the following:

1. To behave in a safe and orderly manner.
2. To treat all members of the school community with respect.
3. To follow all school and classroom rules.

Consequences: Students will be referred by the teacher to the Student Affairs Office for discipline. The penalties for unacceptable behavior range from detention to a recommendation to the Governing Board for expulsion.

CLEAN CAMPUS: Students are expected to participate in maintaining a clean campus. Trash should be deposited in receptacles. No gum will be allowed on campus. Students caught chewing gum will be subject to disciplinary consequences.

Consequences: Students observed throwing trash on the grounds or in possession of gum on school grounds will receive detention, In-House detention, out of school suspension, or work detail.

COMPUTER/INTERNET ETHICS: Students are expected to use the Internet to acquire resources and to pursue intellectual activities. The Internet may not be used for any purpose which conflicts with the goals of the Internet policy of the Delano Joint Union High School District or for illegal or unethical purposes (**BP 6163.4(a)**).

You must not:

1. Use the system without signing the Internet User Agreement.
2. Send or receive messages that are likely to be obscene, pornographic, racist, sexist, illegal, unethical or inappropriate in language for the school environment. The district reserves the right to determine according to district standards whether any message is in violation.
3. Send a message with someone else's name as author or send a message that is inconsistent with the school's code of conduct or practices.
4. Send any material in violation of any federal or state law or regulation. This includes non-exclusively copyrighted material, threatening or obscene material, or material protected by secret.
5. Impair or damage district system operations or disrupt the use of the system by another user.
6. Share your individual account and/or password.

Consequences:

Any violations may include, but are not limited to, suspension/revocation of Internet access, suspension, or referral to the Governing Board for expulsion.

DRESS CODE POLICY

1. The top of pants must be worn around the waist and belts need to be secured in the belt loops. Shirts worn on the outside may not exceed below the normal pocket line. All clothing should be appropriately sized to the body. Pants and shorts must fit at the waist, hips, crotch, and thighs.
2. Sweatshirts or t-shirts of a neutral color that depict college logos or professional sports teams may be worn if not affiliated with any gangs and if pockets are not concealed. Administration reserves the right to ban any apparel that can be depicted as gang related.

3. Jerseys and replicas are prohibited unless approved by site administration for a specific school activity.
4. Sunglasses may be worn outside of classrooms.
5. Any clothing worn as pants or bottoms that are of inappropriate size or length that pose a disruption to the educational environment are prohibited.
6. Hair shall be clean and neatly groomed. Haircuts or hairstyles that draw undue attention to the student or detract from the educational process are not acceptable.
7. Attire, which advocates, advertises, denotes, pose a danger to any student, or is recognized as affiliated with a gang, criminal activity, alcohol, and/or drugs are not allowed. This may include any of the following apparel such as jackets, jerseys, T-Shirts, etc.
8. Attire that can be used as a weapon, such as steel-toed shoes or boots, multi-finger rings, or items that have spikes or studs, and wallet chains are prohibited.
9. Standard ear piercings are permitted. Other ear and body piercings shall be prohibited if it is a safety concern.
10. Footwear must be appropriate for normal school activities. Open-toe footwear is prohibited; footwear must have straps.
11. Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures of any insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
12. Students may wear sun-protective clothing such as hats with school logo for outdoor use during the school day
13. Any see-through apparel or attire that does not conceal undergarments is prohibited.

Site Administration at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

Student Dress or Grooming Practices Which Are Unacceptable:

1. Present a hazard to the health or safety of the student or others in the school.
2. Materially interfere with schoolwork, create disorder, or disrupt/distract the educational program.
3. Cause excessive wear or damage to school property.
4. Prevent a student from achieving their own educational objectives because of blocked vision or restricted movement.

In Addition, The Following Also Applies to The School Dress Code:

1. No grade of a student participating in a physical education class shall be adversely affected because a student does not wear standardized physical education apparel when the failure to wear such clothing items arises from circumstances beyond the student's control. (Education Code 49066)
2. Site administration reserves the right to ban any apparel that can be depicted as dangerous and/or creates a distraction to the general learning environment.
3. Exceptions to the dress code may be made for special days or special events with administrative approval. The dress code shall be in effect at all school-related activities.

Consequences

Progressive discipline model will be followed to address dress code violation infractions. Progressive discipline model seeks concurrent accountability and behavior change. Parents and/or guardians will be expected to be active participants in this process.

Detention, Saturday School, Intervention, and Work Detail

DETENTION: Pupils may be detained in school for discipline or other reasons. Detention shall consist of at least a thirty-minute period. Thirty-minute detentions will be used to address "lates" and certain disciplinary actions.

It is the student's responsibility to serve detention. He or she must provide his or her own transportation when necessary. Failure to report to detention will result in further penalties up to and including Intervention, suspension, or transfer to an alternative education program/site.

Sample causes for detention being assigned include, but are not limited to, late to class, class cut, failure to bring necessary materials for class participation, and continued disruptive classroom behavior. If students cannot serve detention as assigned, it is their responsibility to contact the Discipline Office to make other arrangements prior to the serving date assigned.

If detention is not served when scheduled or is not cleared ahead of time with an Assistant Principal, one or more of the actions will result:

1. Detention will be doubled.
2. Intervention will be assigned.
3. Saturday School will be assigned.
4. A parent/guardian conference will be held and an Out-of-School Suspension assigned.
5. Transfer to an Alternative Education Program/Site.

Detention minutes are assigned for various violations of behavior standards as listed in Education Code 48900 and the Delano Joint Union High School District rules and regulations.

DETENTION RULES:

1. Detention may be served in the room(s) assigned for that purpose Monday through Friday.
2. Individuals earning detention must begin serving them within the assigned dates or further penalties may be assessed.
3. Each student must sign in with the Detention Supervisor when entering the room. This list will be checked by the Detention Supervisor and immediately submitted to the discipline office by that supervisor at the completion of that detention segment.
4. Each student will be assigned a seat and will remain in the assigned seat for the entire detention period.
5. Restroom breaks will not be permitted except in rare emergencies.
6. There will be no talking.
7. Each student must check out before leaving the detention room.

SATURDAY SCHOOL: Saturday School is mandatory for any student deemed truant pursuant to **EC 37223 and EC 48260**. Saturday School is an educational program, and the student shall be subject to the following rules in order to receive appropriate credit:

SATURDAY SCHOOL RULES:

1. Saturday School is from 7:45 a.m. until 12:00 noon.
2. All school rules apply.
3. A Saturday School contract is signed.
4. Any student who does not attend on the assigned day and has not made prior arrangement will be assigned Intervention or have other disciplinary action will be imposed.
5. When you enter the assigned room you will be assigned a seat by the instructor. You will be expected to sit in that seat for the entire period, unless you are permitted to move by the instructor.
6. You are expected to bring your books, paper, and writing implements (pen, pencil, etc.).
7. If you are late, you may be referred back to the Student Affairs Office for further disciplinary action.
8. Talking, sunglasses, radios, foods, caps, or drinks, will NOT be permitted.
9. Only one person will be allowed to go to the bathroom at any given time. Time limits may be placed on bathroom usage.
10. Insubordination, fighting, or aggressive behavior of any kind will not be tolerated and will result in your being immediately dismissed from Saturday School. A report will be made and further disciplinary action may be taken.

INTERVENTION: The Intervention Program is a means the administration will use to discipline students who have violated school behavior standards and is an alternative to Out-of-School Suspension. Therefore, the students will be under school supervision during their "Intervention", rather than being sent home. Suspension of a student from school is used only as a last resort to enforce existing rules and policy.

The Intervention teacher will have the daily responsibility to supervise students in a classroom setting, from a single period up to five (5) consecutive days, normally during 8:00 a.m. until 3:00 p.m. Students assigned full days to this disciplinary program will only be provided a 30-minute lunch break and will not be permitted to leave the campus. Students may bring a sack lunch to be eaten in the cafeteria or eat cafeteria food. Students will not be allowed to eat food, chew gum, or bring drinks to the class during their retention time.

The Intervention teacher shall instruct students on individual assignments from their regular classes and provide assistance to students completing various basic skills remediation tasks. While attending the Intervention Center, students will find their time and method of working to be highly structured and strictly enforced. These rules may be adjusted to meet the needs of certain students. Upon completion of the time assigned to Intervention, and the demonstration by the student of his ability to control his behavior and to complete work assignments, the student may be returned to the regular school program.

ADDITIONAL DISCIPLINARY TOPICS

SEARCH AND SEIZURE (BP & AR 5145.12):

Individual Searches: School officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the district or the school.

Student Lockers: Because lockers are under the joint control of the student and the district, school officials shall have the right and ability to open and inspect any school locker without student permission when they have reasonable suspicion that the search will disclose evidence of illegal possessions or activity or when odors, smoke, fire and/or other threats to student health, welfare or safety emanate from the locker. **Any items contained in a locker shall be considered to be the property of the student to whom the locker was assigned.**

WORK DETAIL: Work detail may be assigned as a consequence for the violation of school rules and regulations. Work will be supervised by custodial, classified, maintenance, or certificated staff. Only an administrator or designee (student affairs specialist) may authorize work detail.

STUDENT SUPPORT SERVICES

Robert F. Kennedy High School offers a variety of staff and student support service programs for students who are in need of assistance.

Assistant Principal – Les Lucas, Jr.

720-5103

Discipline Liaison– These individuals are responsible for dealing with your child’s discipline and will be meeting with your son/daughter if they develop an attendance or behavioral problem. The Discipline Liaison know that the parent is a very important part of student success, therefore, much of their time involves telephone communication, sending correspondence, and meeting with the parent(s) as well as the student in order to improve their progress.

Discipline Liaison – Ivan Sanchez

720-5108

Associated Student Body Office - The Student Activities Program at Robert F. Kennedy High School is designed to support the instructional program by helping to create a positive atmosphere for learning. When a student participates in student activities, he or she will also be developing many valuable skills, such as cooperation, organization, financial planning, leadership, and personal responsibility. The activities program also provides students with many opportunities for friendship and recreation in a positive, well-supervised environment.

ASB Director – Tony Medina

720-5119

Athletic Department – Robert F. Kennedy High School has a large diverse athletic program involving various types of sports for all eligible students of all grade-levels throughout the school year. For information or any questions regarding the Athletic program, please contact the Athletic Director.

Assistant Principal-Athletics – Michael Whipple

720-5110

School Psychologist – Robert F. Kennedy High School has an on-site school psychologist who can meet with any student that should be in a need of psychological assistance. Our school psychologist is also available to test students to see if they qualify for special education services.

Tutorial Program – For those students who are in need of extra help in a particular subject. The Tutorial program offers tutoring after school in the areas of Math, History, Science, ELD, Special Education, and English. These services are offered from 3:07 p.m. – 4:05 p.m. Students have the opportunity to address individual concerns that they may have within a certain subject.

GUIDANCE AND COUNSELING (720-5111)

The guidance department provides a very important service to the total school population. Guidance and counseling involves the process of consulting, providing information and coordinating services for all students. Students, parents, and teachers are encouraged to use the services provided by the counselors. Counselors work with students to:

Provide information or point out sources of information; sort out what decisions need to be made or identify what problems need a decision while exploring various alternatives. Students often want to see their counselor about their current classes, test interpretations, school, peer, or family problems, educational planning, and vocational information. Robert F. Kennedy High students consult with counselors about:

School or Educational Issues---grades, attendance, course selection; schedule changes, test scores, graduation requirements, various school programs, progress reports, teachers, study habits, conferences, and progress toward graduation.

Career Planning---job market, vocational aptitude results, ASVAB scores, SAT/ACT scores, making choices, interest, four-year plan, college majors, college entrance requirements (exams, grades, etc.) cost of college, trade schools, military, which schools are best.

Personal matters---self-image, drugs/alcohol/physical abuse, fear/hopes, peer problems, family changes, pregnancy, motivation, depression, gang affiliation, drop-out prevention, grief, community resources, values and conflicts.

A student needing to see his/her counselor should fill out a “Request to See Counselor” form. These forms are available in Mrs. Jasso’s workstation located across from the counseling offices. The counselors are all available before and after school and during lunchtime.

Counselors (Administration Building):

The guidance counselors will continue to develop the potential of each students “unique” educational, career, personal/social needs.

Head Counselor	Mrs. Munoz	720-5106
Counselor	Mrs. Fragoso	720-5114
Counselor	Mrs. Carver	720-4182
Counselor	Mr. Cantu	720-5115

Course Placement:

Students are given various achievement tests to determine current level of academic ability. This is used in addition to teacher recommendations when considering course selection. The student’s individual career plan and personal needs are also considered.

Sophomore Counseling:

The counselors set up appointments with the 9th and 10th grade parents and students to work on a four-year high school plan. At this conference, counselors explain educational options after high school, academic progress toward graduation, and proficiency results. A career goal is also explored.

Testing Information:

PLAN test – This test was formerly called the P-ACT. It was preliminary ACT test for college admissions. All college prep sophomores are encouraged to take this test. It is administered only once a year in October. The sophomore counselor has the information and practice test. There will be a fee.

PSAT – This is the preliminary test for the SAT. It’s a short version of the S.A.T. designed for juniors. Also, the PSAT qualifies students to be considered for various scholarships, such as the National Merit Scholarship program. The test will be administered by the junior counselor in October. It is only given once a year. There will be a fee. We encourage all college prep juniors to take the test. Practice tests are available in the career center.

ASVAB – The Armed Services Vocational Aptitude Battery is for Juniors and Seniors. The ASVAB is not only for those thinking of entering the military, but it's an excellent assessment of a regular student's vocational skills. There is no fee, and the test is usually administered on campus by military personnel. The sign-up sheet is in the Counseling Office with Mrs. Jasso (661-720-5111). The test lasts all morning.

California Assessment of Student Performance & Progress (CAASPP) – This test is given every spring to juniors. It is a state test measuring academic achievement in core content areas (English & Math). The results of these tests are put on the student's transcript. The district compiles individual and group data to affect change in curriculum and instruction. All students are tested over a 4 to 5 day period at no charge. Students are encouraged to do their best since the scores go on their permanent record and are used for placement in some courses.

Advanced Placement – The A.P. program offers courses which are college-level subjects in which students can earn both high school and college credits. Four-year colleges and universities give special consideration to students who enroll in A.P. courses by awarding an extra point to the G.P.A. for grades of C or higher. The A.P. program is nationally recognized. Students are expected to take the A.P. exam in the late spring. Scores of 3 or higher result in college credit at most institutions. Check with the senior counselor for the various A.P. exams that are offered.

LIBRARY POLICIES & PROCEDURES (720-5109)

The Robert F. Kennedy High School Library is committed to ensuring that all staff and students are effective thinkers and creators of ideas and information

Library General Information:

- Library Hours are as follows unless otherwise noted: Open 7:30am to 4:00pm most school days.
- Students are allowed access to the library during class time only with a signed pass from their teacher. Before school, at lunch and after school, all students have access
- The library is staffed by one full-time librarian
- The library may be closed when reserved by classes, testing, or for any other official school business. If this is the case signs will be posted
- Library will be open during both lunches most school days.

Basic Library Rules:

- Speak quietly and behave in a manner consistent with study
- During class time students are required to have a pass from their assigned teacher and must sign in on the daily log before entering the study area
- No food, candy, gum, or drinks are allowed in the Library
- Pass through the security system in a quiet orderly manner
- Be responsible and respectful to items that you are checking out
- All items taken from the Library must be checked out

Library Policies and Procedures:

- Students may check out two (2) books at a time for a three-week period and are allowed to renew the book as long as another student has not requested it.
- Students who owe and overdue book will not be allowed to check out any new library materials until all overdue books are returned
- There is a \$.25 cents/a day fee for all overdue library books
- Current magazines on display may not be checked out
- Reference books are for use in library and may not be checked out
- All lost items must be paid for. There may be a replacements cost, service charges, and fines.

What services are Available:

- Provide instruction and assistance in the use of library information, materials and equipment through a library orientation
- Provide a quiet, safe, clean, and orderly place that nurtures learning
- Provide basic and essential support for all RFKHS students' personal and academic growth
- Provide recreational books, information, and materials
- Promote literacy and enable students to achieve academic standards and become lifelong learners.
- A photocopy machine is available at no charge to students.

- 2-computer printers are available to students for printing documents, less than ten pages, and relating to school assignments.
- 28 computer workstations
- Our Library catalog is accessible from any computer workstation on campus that is connected to the network. Launch the Internet Explorer Icon and find the Library system link in your favorites and click on Robert F. Kennedy High School.

Computer Policies and Procedures

- To use a computer, students must sign in on the daily computer log. Log in with user name (6digit UID number) and password. Students may not use another student's log-in or log on for another student, or allow student to use the keyboard/mouse under their log-in.
- Students with school related work have priority use. Students using the computers for recreational purposes or personal interest may be asked to log off so that students with school work may log on.
- Students with school related work may use the printers without cost for one copy of any document less than 10 pages. If there is a question or a problem, please bring it to the attention of the Library staff before pressing the print command
- Only one student may use/view a workstation at a time. Exceptions may be made with Library staff when students have evidence of group projects or written request from the teaching staff
- Students must log off when they are finished with their workstation
- Students must not attempt to alter system folders, icons, or make any changes on the system.
- Students must follow the Internet Student Code of Conduct for the Delano Joint Union High School District.
- If there is a password problem, bring it to the attention of the Library staff.

ADDITIONAL SERVICES

Homework Assignments during prolonged illness/injury – If a student is absent for ***a week or more***, it is possible to have the students assignments picked up by a family member from Erica Ledesma, Educational Services Office Secretary you may call 661-720-5128 to make the necessary arrangements. Please allow the secretary at least 2 days to receive the homework from the teachers. If the student will be absent for ***less than a week***, please contact Anabel Jasso, Counseling Secretary at 661-720-5111 to request the missing assignments. Please give the Counseling Secretary at least-two days to gather the assignments from teachers.

Home Teaching – (661) 720-5105 – Maricela Lizarraga – if a student is seriously injured or ill and knows he will be out for a long length of time, he may request home schooling. A doctor must confirm the extent of the illness/injury. The home teacher that is assigned to the student picks up assignments/tests from the teachers the student has and brings them to the student. The home teacher administers tests, helps tutor, and brings the assignments and test back to the regular teacher.

Summer School – (661) 720-5111 - Grade level counselor in Administration Building – summer school is a six-week program available to students who wish to take courses for enrichment, re-mediation of basic skills (proficiency classes) or make-up credits from course failure. Areas of instruction includes: math, social studies, science, keyboarding/computer literacy, health, driver's ed/first aide, and SAT prep. The summer school enrollment forms are available in the counseling offices in late spring.

Scicon Counselor – Selected juniors and seniors may spend a week at Scicon as counselors for the sixth graders. Robert F. Kennedy High will offer counselor training in the fall. Leadership, responsibility and communications skills can be increased. The student must have teacher permission for the trip. The forms are in the Counseling Office Career Center.

Credit Recovery – Counselors - Administration Building – Students that are behind on credits may transfer to this academy if space permits.

Delano Adult School – (661) 720-4171 - Adult education classes are open to adults 18 or older. Juniors and seniors can be concurrently enrolled in high school and the adult school. See your counselor for course offerings and times.

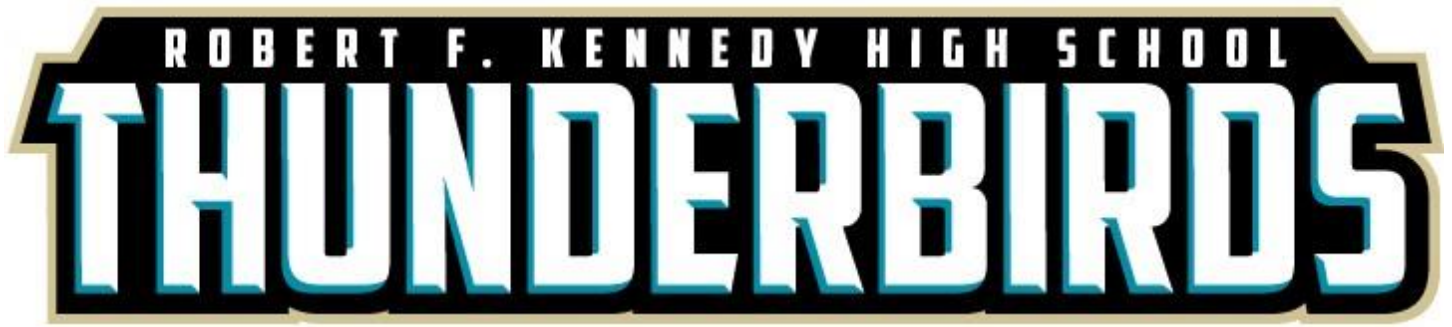
Bakersfield College (Delano Center) – (661) 725-8020 - Juniors and seniors may enroll in classes with permission from their counselor and parent/guardian. The schedule of classes changes every semester. Schedules are available at the center for \$.50.

Valley High School – (661) 720-4181 – Valley High is the district's continuation alternative high school. It provides an effective, challenging, pragmatic, and realistic alternative educational environment that's characterized by flexibility, creativity, and concern for the student. Opportunities are provided for positive change, development, and success. The staff is committed to personalizing each students program of instruction. Students must be referred by an Administrator.

Community Connections – 1842 Norwalk Street, 721-7036 - The Delano Community Connections Center is the clearinghouse for services to families in Delano. A resource network has been established so that services can be better coordinated to avoid duplication. Services they assist with are: immunizations, health screening, pregnancy testing, HIV testing, sports physicals, parenting skills, drug awareness counseling, child and family counseling, medi-cal eligibility information, Americorps tutoring, food and clothing.

STOPit is an online reporting tool designed to deter and mitigate bullying, cyber abuse, and other inappropriate behaviors, consisting of an app and a back-end incident management system for school administrators. Our students will have access to the STOPit mobile app or can click on the STOPit reporting tab on the RFKHS website to report.





RE: TEACHER QUALIFICATION and MILITARY RECRUITERS – PARENT NOTIFICATION REQUIREMENT

Dear Parent(s)/Guardian(s):

In January, 2002, a new federal law, the No Child Left Behind Act of 2001, was passed by Congress. The purpose of this letter is to inform you about a provision in this new law that requires all districts to notify parents regarding qualifications of their student's classroom teacher and military recruiters. Every district that receives Title I funds must ensure that all teachers teaching in "core academic subjects" are highly qualified.

This means that any teacher who was hired to teach prior to the first day of the 2002-03 school year, has four years to obtain the necessary credential. This letter is to inform you that, according to federal law, parents have the right to request information regarding the professional qualifications to their child's teacher, including:

- **Whether the teacher has met state credential or license criteria for grade level and subject matter taught.**
- **Whether the teacher is teaching under emergency or other provisional status.**
- **The baccalaureate degree major of the teacher and any other graduate certification or degree held.**
- **Whether the child is provided services by paraprofessionals, and, if so, their qualifications.**

Parents must also be notified if their child is taught by a teacher who is not "highly qualified" for four (4) consecutive weeks. One of the most important goals of the Robert F. Kennedy High School Faculty/Staff is to achieve academic success for each and every student. Our school program is composed of dedicated, professional, men and women with the same common goal to do what is best for the students.

The following regarding military recruiting is an additional item that is part of the "Annual Notice to Parents" regarding the No Child Left Behind Act of 2001. **Federal law permits military recruiters access to names, addresses, and telephone numbers of secondary school students.**

Parents may request that this information not be released without prior written parental consent. A request that this information not be released without prior written parent consent must be submitted, in writing, to the Delano Joint Union High School District Office, 1720 Norwalk Street, Delano, CA 93215.

If you have any questions, concerning the education and instruction your child is receiving from any one of our staff members, please do not hesitate to contact Jeanne Bumatay at (661) 720-4103 or Elsa Jauregui at (661) 720-4101 at the District Personnel Office.

Sincerely,

Raudel Rojas
Principal