



**ERNEST  
RIGHETTI  
HIGH SCHOOL  
PARENT/STUDENT  
HANDBOOK  
2021/2022**

*Righetti High School  
941 East Foster Road  
Santa Maria, CA 93455  
(805) 937-2051  
[www.righetti.us](http://www.righetti.us)*

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## SCHOOL VISION

### ERNEST RIGHETTI HIGH SCHOOL VISION STATEMENT

**Our vision at Righetti High School is to provide a healthy, safe, and engaging learning environment through relevant curriculum in order to promote academic achievement, college and career readiness, social responsibility, and emotional well-being for all students.**

<b>Warrior Code of ESLRs</b>	
<b>Academic Excellence</b>	<ul style="list-style-type: none"><li>▪ Read, write, listen, and speak critically and proficiently.</li><li>▪ Analyze, interpret, synthesize, evaluate, and use information and data from a variety of sources to confidently express ideas in verbal, written, or visual form.</li></ul>
<b>College and Career Readiness</b>	<ul style="list-style-type: none"><li>▪ Acquire core academic skills and College Career Readiness to provide the greatest number of post-graduation options.</li><li>▪ Explore resources beyond school to gain knowledge and solve problems in the real world.</li></ul>
<b>Socially Responsible Global Citizen</b>	<ul style="list-style-type: none"><li>▪ Respect individual differences and the global environment.</li><li>▪ Build personal and professional relationships.</li><li>▪ Actively engage in the community.</li><li>▪ Demonstrate personal integrity and assume responsibility for decisions and actions.</li></ul>
<b>Social Emotional Wellness</b>	<ul style="list-style-type: none"><li>▪ Display an ability to cope and be resilient in the face of challenges.</li><li>▪ Participate in self-care, health, and wellness.</li></ul>

### **Message from Your Principal**

Welcome Back Righetti Students and Parents,

I am excited to be starting my first year as Principal at Righetti. It is an honor to work here, and I am very lucky to be at a school with so many dedicated and committed educators. The last year and a half has been a challenge, but I am hopeful that this year will be better. I ask that you are patient as the school and its staff navigate new guidelines put forth by the state and county related to COVID-19. Current California Dept. of Public Health education guidelines require that all students wear masks indoors while on campus regardless of their vaccination status. Our goal is to get students back learning “in person” in the safest possible manner. If guidance changes, then the district and school will communicate the changes.

Student and parent activities are added to the school master calendar, which is located on our website ([www.righetti.us](http://www.righetti.us)). In addition, please sign up for ParentSquare if you have not already. This is the main way that the school communicates with parents and students.

Righetti High School’s motto is “Greatness Starts Here!” Our staff is committed to helping each of our students find their Greatness. This can come in many forms and the more a student is involved in activities here at school, the better they tend to perform academically. Clubs, sports, performing arts, and student government are some ways to get more engaged in school. We also look forward to building a partnership with our parents and have multiple ways for you to get involved in the school. These opportunities will be shared throughout the year and I encourage you to join in where and when possible.

With Warrior Pride,

Ted Lyon, Jr., Principal

## **PARENT INVOLVEMENT POLICY/TITLE 1**

Each school and LEA shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory students including providing information and school reports required under Section 6311 in a format and, to the extent practicable, in a language such parents understand. (20 U.S.C. § 6318 (f).)

To ensure that parents/guardians are consulted and participate in the planning, design, implementation and evaluation of Title I programs, each school receiving Title I assistance shall:

1. Invite all parents/guardians of eligible children to attend an annual meeting in order to inform them about the school's participation in Title I and their right to be involved.
2. Offer additional meetings for parents/guardians at convenient times, for which related transportation, child care and/or home visits may be provided.
3. Involve parents/guardians in an organized, ongoing and timely way in the planning, review and improvement of Title I programs and parental involvement policies.

Provide the parents/guardians of participating students all of the following:

1. Timely information about Title I programs.
2. School performance profiles and individual student assessment results, with an interpretation of these results.
3. A description and explanation of the school curriculum, forms of assessment used to measure student progress, and expected proficiency levels
4. Opportunities to meet regularly with other parents/guardians to formulate suggestions, share experiences and participate in decisions related to their children's education.
5. Timely responses to the suggestions of parents/guardians.
6. Submit to the Superintendent or designee any negative comments by parents/guardians related to school-wide programs.

Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, staff and students will work as partners and share responsibility for improved student achievement. This compact shall describe:

1. The school's responsibility for high-quality curriculum, instruction and learning environment.
2. Parental responsibilities for supporting their children's learning, such as monitoring attendance and homework completion, volunteering in the classroom and participating in decisions related to their children's education and use of extracurricular time.
3. Channels of ongoing communication between teachers and parents/guardians, including parent-teacher conferences, progress reports, reasonable access to staff, and opportunities to volunteer and observe classroom activities.

Help parents/guardians understand the national education goals, state content standards, state student performance standards, and related state responsibilities. Also help them understand how to participate in decisions related to their children's education, monitor student progress and work with educators to improve their children's performance.

Provide materials and training that will help parents work with their children to improve their achievement.

Educate teachers, principals and other staff in the value of parental involvement and ways to reach and work with parents/guardians as equal partners.

Insofar as feasible, coordinate and integrate parental involvement programs and activities with other programs.

Encourage community-based organizations and businesses to participate in parental involvement activities and work with parents/guardians and the schools.

Conduct other activities as feasible to help parents/guardians learn about child rearing issues.

Insofar as possible, provide full opportunities for the participation of parents with limited English proficiency or with disabilities, and provide program-related information and school profiles in the language used in the home.

Provide reasonable support for parental involvement activities as requested by parents/guardians.

At least one percent of the Title I funds received by the district shall be used for parental involvement activities. The parents/guardians of children receiving Title I services shall be involved in deciding how these funds are allotted. [20 U.S.C. 6319, BP/AR 6171]]

In addition to the required activities above, Title I funds may be used to support any of the activities listed below:

1. Involve parents/guardians in the development of training for teachers, principals and other staff.
2. Provide necessary literacy training when other reasonable available sources of funding for this purpose are exhausted.
3. Pay reasonable and necessary expenses associated with local parental involvement activities to enable parents/guardians to participate in school-related meetings and training sessions.
4. Train and support parents/guardians to enhance the involvement of other parents/guardians.
5. Arrange meetings at a variety of times to maximize opportunities for parental participation.
6. Arrange for teachers and other educators who work directly with participating children to conduct in-home conferences with parents/guardians who are unable to attend conferences at school.
7. Adopt and implement model approaches to improving parental involvement. [BP/ AR 6171].

## FAMILY SCHOOL COMPACT

### Shared Responsibilities for High Student Academic Achievement.

The school-parent compact shall be jointly developed with and distributed to parents of Title I students. The school-parent compact shall outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and describe the means by which the school and parents will build and develop a partnership to help children achieve the state content standards.

#### School Responsibilities

1. Provide leadership in creating a school vision and quality educational program.
2. Provide an integrated, comprehensive curricular program.
3. Maintain communication to parents through student progress reports, school newsletters, parent conferences, phone contacts, and informational meetings.
4. Maintain an atmosphere that fosters learning by providing opportunities for success for every student utilizing various instructional strategies, groups, and settings.
5. Provide necessary support services for students and families to address academic, physical, and emotional needs.
6. Facilitate an open communication policy with community members, parents, school staff and students, utilizing a shared decision making process.
7. Welcome cultural diversity by showing respect to every staff member, student, family, and community member.
8. Provide a safe school environment.

\_\_\_\_\_  
*School Representative*

#### Family Responsibilities

1. Participate with school staff and students in creating a school vision and quality educational program.
2. Provide adequate food and rest so my student is ready to learn.
3. Provide a time and place each evening for quiet study or reading at home and communicating with my student.
4. Actively monitor homework and my student's school attendance.
5. Maintain open communication with school staff to ensure the success of my student. Ask for support when needed.
6. Participate in school activities including parent education programs, parent/teacher conferences, and Open House.  
When possible serve as a volunteer for school committees and activities.
7. Welcome cultural diversity by showing respect to every staff member, student and family.
8. Support a safe school environment.

\_\_\_\_\_  
*Parent Signature*

#### Student Responsibilities

1. Participate with parents and school staff in creating a school vision and quality educational program.
2. Participate in school activities with my parents and teachers.
3. Complete all class work and homework to the best of my ability.
4. Attend school every day and be on time for classes.
5. Be a responsible learner. Ask for help with skills or concepts not understood.
6. Maintain two-way communication by telling my parents honestly what is happening at school.
7. Welcome cultural diversity by showing respect to other students, teachers and staff members.
8. Support a safe school environment.

\_\_\_\_\_  
*Student Signature*

## **CLOSED CAMPUS POLICY**

Righetti High School is a closed campus--*including lunchtime*. Students are required to remain on campus during and between classes. A student may not leave campus without school permission. If a student is found off campus during school hours he/she may be subject to a daytime curfew citation by the Santa Barbara County Sheriff.

## **BOUNDARY / ENROLLMENT INFORMATION**

### **ENROLLMENT AT ERNEST RIGHETTI HIGH SCHOOL**

- In order to enroll at Righetti High School, your physical address must fall within our attendance boundary. You can check to see if you live in our school boundaries by visiting <http://www.schoolworksgis.com/SL/SMJUHSD/schoollocator.html>
- All enrollment forms are now online! Please visit <https://www.righetticounseling.com/enrollment> to fill out our online enrollment form.
  - Birth certificate, immunizations, and proof of residence are required at the time of enrollment.

### **INTRADISTRICT LOTTERY PROCEDURE**

Please refer to the information in the District Handbook.

## **ACADEMIC INFORMATION**

### **IMPORTANT DIPLOMA INFORMATION**

High School Diplomas will not be mailed. Diplomas are available for pick up in August from the Guidance Office. Student must be present to sign for receipt of their diploma

### **GRADING APPEAL PROCESS**

Students/parents have the right to appeal grades for academics, citizenship or attendance records. This may be done first to the classroom teacher within 2 weeks for academics or attendance. If not satisfied, he/she may ask to meet with the assistant principal. Until the appeal is decided, a student who has lost privileges may not participate in extra-curricular activities.

### **STUDENT HOMEWORK**

Students who will be out of school for an extended time (3 or more days) due to an accident or illness may request homework by e-mailing or calling teachers directly, or check the teacher's Righetti Web page. Homework for students on school suspension (5 days) will be requested by the Administration Office.

### **INCOMPLETE GRADE**

An incomplete is 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 will become an F.

## ATTENDANCE INFORMATION

### REPORTING AND CLEARING OF ABSENCES

Parents or guardians are responsible for the enrollment and regular attendance of their children. Student attendance has a financial impact on the quality of education the school is able to provide. Students need to understand that school is their number one priority.

When notifying the school of your student's absence, please ensure you include the following when you call-in, email, or send a note to the school: Student's First Name, Last Name, Grade; ID Number; date and reason for absence, parent/guardian name and relationship to student; and a phone number where you can be reached in case of questions or follow-up.

With the exception of an unforeseen emergency, reporting and clearing of absences will generally be a two-step process.

#### **Step 1:**

Parents should notify the school the day that their student will not be attending school. Parents will be allowed to report absences via email (ERHS-Attendance@smjuhsd.org), note or phone call by accessing the attendance line providing the information as required.

#### **Step 2:**

The timeline for verifying and clearing absences will be the day their student returns to school or no more than 2 days after returning to school. Parents will be allowed to verify and clear absences by submitting a written note or via email, phone call by accessing the attendance line, attendance email address or submitting the website attendance form.

**Please note:** Students who have excessive excused absences, will NO LONGER be allowed to submit via email or phone call. They will be required to submit a written verification (a note). Per district policy, upon 14 or more days of *excused* absences, we request that any future absences for illness be verified by a physician.

**After 2 school days, the unverified absence will turn into a cut and remain unexcused per the California Ed Code.**

If your student is out 3 days or more, you may be required to bring a doctor's note to excuse the absence.

If a student needs to leave campus during the school day, they must check out of the attendance office or health office **with the prior approval of their parent**. Absences will not be cleared for students leaving campus without checking out or having parents sign them out.

If a student will be absent from school for more than 3 days due to reasons other than illness, parents should contact the Assistant Principal. There is an Extended Absence Notification Form for parents to fill out to give teachers prior notice of absence. Make up work is allowed at the discretion of the teacher.

Acceptable reasons for missing school per the California Education Code are: Illness, Funeral of a Family Member, Medical/Dental **verified** absence, Court Appearance and Religious Holiday (up to 4 hours per semester).



**MEDICAL AND FAMILY EMERGENCY MESSAGES WILL BE TAKEN ONLY FROM THE PARENT OR LEGAL GUARDIAN.**

**Tardy/Unexcused Absence**

(Education Code 48200)

A student is tardy if he/she is not in the room when the bell rings. It is the **teacher's prerogative** as to whether the student must be in their seat when the bell rings

**CLASSROOM INTERRUPTION POLICY**

Ernest Righetti High School is committed to preserving the integrity of the instructional process and classroom interruptions are considered a major disruption.

Interruptions not permitted include, but not limited to:

- Request for house keys
- Floral and/or balloon deliveries
- Food for class parties
- Jackets, sweaters, rain gear
- Transportation arrangements
- Lunches and/or lunch money
- PE or sports uniforms
- Homework/school projects

**CLUBS**

**Student Eligibility Policy**

Student must maintain a minimum 2.0 GPA and be passing 20 units concurrently, have satisfactory citizenship, no more than 18 period cuts/grading period, and be clear of debt in the library and business office to be eligible for participation in athletics and activities. This policy includes try-outs for all athletics and activities. The eligibility/ineligibility will take effect the following Monday of the new grading period.

**STUDENT ACTIVITIES**

Student activities are defined as any activity sponsored by ASB which include all campus clubs, organizations and spirit teams.

**ACTIVITIES & CLUBS ON CAMPUS**

Student activities and government are vital to the positive student culture at Ernest Righetti High School. Enhance your high school experience by getting involved at ERHS. There are several campus clubs to choose from. The Daily Grapevine will be posted on the ERHS website with club meeting information.

**I.D. CARD**

All students are required to take identification pictures. The I.D. card is free. It is used as a library card to check out books from the library, conduct business in the ASB Business Office, and ride the school bus.

## **ID CARD REPLACEMENT**

ID card replacements are \$3.00 and may be purchased in the Business Office.

## **TABLETS**

The SMJUHSD provides tablets to students in a 1:1 device initiative. While the tablet will remain the property of the SMJUHSD, students will possess and use them for instructional purposes. School staff and faculty will determine the appropriate curricular use of the tablets within classrooms and on campus.

## **ACTIVITIES INFORMATION**

**SPORTS & PE INFORMATION** (go to [www.righetti.us](http://www.righetti.us) for current Athletic/Sports information)

### **Student Eligibility Policy**

Student must maintain a minimum 2.0 GPA and be passing 20 units concurrently, have satisfactory citizenship, no more than 18 period cuts/grading period, and be clear of debt in the library and business office to be eligible for participation in athletics and activities. Eligibility is determined at each six-week grading period.

**Fall Sports**—Cross-country, Football, Girls Tennis, Girls Volleyball, Girls Golf, Girls Water Polo and Boys Water Polo

**Winter Sports**—Boys Basketball, Girls Basketball, Boys Soccer, Girls Soccer, Boys Wrestling and Girls Wrestling

**Spring Sports**—Baseball, Softball, Boys Volleyball, Boys Golf, Swimming/Diving, Boys Tennis, Track and Field

## **SPORTS SCHEDULES**

Sports schedules are available online at [www.righetti.us](http://www.righetti.us). Please remember, schedules are subject to change at anytime.

## **SCHOLAR ATHLETE AWARDS**

These awards are given to student/athletes who maintain a 4.0 GPA or higher during their season of sport. Grades from the following grading periods will be used in this determination: Fall Sports – 1st quarter grades; Winter Sports – Semester grades; Spring Sports – 3rd quarter grades.

## **P.E. UNIFORM POLICY**

The following items are acceptable as a P.E. uniform:

Black shorts and grey t-shirt.

Grey fleece sweats and gray fleece sweatshirt.

Athletic tennis shoes.

PE uniforms may be purchased online at [www.agpestores.com/allamerican/groups.php](http://www.agpestores.com/allamerican/groups.php) for \$10.00 – shirt/ \$10.00 – short. All items must be marked with the student's name. Students arriving to class without proper P.E. attire may be issued a loaner uniform for that day. A refusal

by any student to wear the loaner uniform will result in a non-participation for that day. Students who accumulate 12 or more non-participation days may fail. Non-participation days include non-suits, unexcused absences (cuts may not be made up) and refusal to participate in the daily activity. Legitimate reasons (illness, injury or other health problems) for excusing non-participation in P.E. will be accepted for a maximum of three days with a note from the parent. Excuses for a longer period will require a doctor's note. A STUDENT WITH A DOCTOR'S NOTE MUST DRESS OUT, but will not be required to participate (unless otherwise directed by a doctor).

### **PE MEDICAL EXCUSE PROTOCOL**

The following protocol will be used to manage students who are medically excused from PE by a doctor's note. The doctor's note should be specific with the physical limitations of the students and provide activities that students can physically perform. This will allow the PE teachers to make modifications for the students. Students are required to participate within their physical education courses for at least 400 minutes for each 10 schooldays (EC Section 51222[a]). Students who are medically excused from PE will be handled in the following ways:

1. Medically excused for 1-5 days: Students will be able to physically participate with modifications. Students will have to make-up physical work that they were not able to complete during the medically excused time period. Failure to make-up physical work will result in lowering the student's grade. Students are to dress for PE class, with modifications if necessary.
2. Medically excused for 1-4 weeks: Students will be able to physically participate with modifications. Students will have to make-up physical work that they were not able to complete during the medically excused time period. Failure to make-up physical work will result in lowering the student's grade. It is at the discretion of the teacher to give "CR/NC" (Credit/No Credit) instead of a letter grade during this time period. Students will have to complete physical make-up work to receive a letter grade. Students are to dress for PE class, with modifications if necessary.
3. Medically excused for 4+ weeks: Students will be able to physically participate with modifications. Students will receive "CR/NC" (Credit/No Credit) instead of a letter grade for the semester. Students are to dress for PE class, with modifications if necessary.
4. If students cannot physically participate with modifications per doctor's note then the students will be referred to the California Education Code 51241 for temporary exemption. Thus students will have to complete the PE course during another semester.

EC Section 51241 states:  
Temporary Exemption:

"The governing board of a school district or the office of the county superintendent of schools of a county may grant a temporary exemption to a pupil from courses in physical education, if the pupil is one of the following:

- Ill or injured and a modified program to meet the needs of the pupil cannot be provided.
- Enrolled for one-half, or less, of the work normally required of full-time pupils" (*EC* Section 51241[a][1][2]).

## **SUPPORT SERVICES/RESOURCES**

### **ASB Office**

Anything financial is to be turned in to the Business Office **ONLY** and the student will be issued a receipt at that time. Collection of any monies in the classroom is not permitted. Because bar codes record all transactions, students must have current *ID cards to conduct business in the Business Office*. For safety and business reasons, students should carry these cards with them each day. All transactions from May 1<sup>st</sup> through the end of the school year handled by the Business Office will be on a **cash only basis**. This applies to all fundraisers, textbooks and library charges, yearbooks, and all student body and senior activities.

### **AVID Program**

Advancement Via Individual Determination (AVID) is a nationally recognized program to prepare students to meet the requirements for admission to 4-year colleges and universities. Students take a rigorous college preparatory schedule and are provided with academic instruction, tutoring and support services (college trips, SAT preparation, coping skills, career awareness, college application information, and financial aid). Students who are selected participate in AVID all four years of high school.

### **Booster Club**

The Righetti High School Booster Club supports all athletic teams. Persons interested in more information should visit the Booster website at [www. http://rhsboosterclub.info/default.aspx](http://rhsboosterclub.info/default.aspx).

### **Cafeteria Meal Program**

Our district participates in the National School Lunch Program and the School Breakfast Program **which provides breakfast and lunch daily at no cost to enrolled students**. Daily offerings include a variety of fresh, made-to-order, seasonal, and ethnically diverse cuisine. Menus include fresh salads, homemade sandwiches, pizza, daily specials, and favorites such as burgers and fries. We collaborate with local businesses and farmers to provide fresh baked goods and seasonal produce.

**Although families do not need to submit an application to receive meals at no cost, we are requesting that they complete a Household Income Data Survey no later than October 31, 2021. This survey will ensure that high school student have access to all eligible resources, including waivers for college admissions test and applications, discounts on home internet,**

and it generates additional State and Federal funding to support supplemental education programs and services.



To complete this annual survey, please click this link which is also located on the District and high school websites. Surveys are also available at each school site's community liaisons' office and at the District Support Services Center. Students that are registered as Migrant, Homeless or that receive services through CalFresh, CalWorks, or FDIPIR DO NOT NEED TO COMPLETE the survey.

Our Foods Services Department maintains strict compliance with the Policy of the SB 19 Bill that mandates nutritional standards for our students' meals. The District's Wellness Policy is available for viewing on this website under the Board Policies, BP 5030.

Please contact the Righetti High School Community Liaison, Patty Lopez Barriga at (805) 937-2051 X2751 or email at [pbarriga@smjuhsd.org](mailto:pbarriga@smjuhsd.org).

### **College/Career Center**

The Career Specialist provides career guidance as well as college/university information and guidance. They will help you set goals and priorities and help you take the best advantage of Righetti High School and the courses offered. The Career Center can help you prepare yourself for your future, whether it's straight to work, into the Military or off to more schooling. Come take a look at the catalogs and talk your plans over with her. The Career Center also distributes work permits and child labor law information. Please contact the Career Center at extension 2736 for more information.

### **SUPPORT SERVICES/RESOURCES**

#### **Health Office**

All students starting 7<sup>th</sup> through 12<sup>th</sup> grades will need proof of an adolescent whooping cough booster shot (Tdap) given on or after the 10<sup>th</sup> birthday before starting school in August. By law, students who do not have proof of receiving a Tdap booster shot will not be able to start school until proof is provided.

The Health Office is open from 7:30 a.m. to 3:30 p.m. Our registered nurse and health technician assist students or staff who become ill or are injured during the school day. The personnel in the health office will contact parents of a student regarding any health issues, will oversee students who take prescription medication, and will coordinate care with other medical professionals and staff.

**By law, all prescription and non-prescription medication must be left with the Health Technician.** Students are to report to the Health Office to take prescribed doses. **A District Medical Release form must be filled out by a physician and the parent/guardian before medication is taken unless indicated otherwise by the prescribing physician.** These forms may be obtained in the Health Office and must be updated once a year. The medication must be in the original labeled container and accompany the form to be stored and dispensed in the Health

Office. Medication taken during the school day is given by the Health Technician, or other designated school personnel, under the supervision of the School Nurse. It is the student's responsibility to come to the Health Office to take their medication. Some students may carry emergency medications (i.e., insulin, glucagon, Epi-pen and inhalers) with approval of the parents, physician and School Nurse. All medications must be taken home at the end of the school year. Please direct any questions to the Health Technician or School Nurse.

**What to do when a student is ill and needs to go home during the school day.**

Students must report to the Health Office when they need to go home because of illness. Students are not to contact their parents to pick them up before reporting to the Health Office. The student must obtain a hall pass from their teacher before they will be admitted to the Health Office. Contact will be made with the parent or guardian. When permission is obtained from the parent or guardian for the student to leave campus, a pass will be given to leave school. ***The student will be allowed to leave ONLY with permission from the people listed on the student's Emergency Card. It is imperative that you have an updated emergency card on file and you list a trusted relative or friend, in the event we are not able to reach you during a medical situation.***

**What if it's necessary for a student to leave campus for a medical appointment?**

When it is necessary for a student to leave campus for medical or dental appointments, they must first check out through the Attendance Office. The parent or guardian may call the Attendance Office in advance for medical or dental appointments. Students may bring in notes from their parents.

All students in 10<sup>th</sup> grade, and students with Triennial IEP's, will have a vision and hearing screening. If the student does not have vision insurance for follow-up care, the school nurse may be able to help obtain vision care and glasses.

**The CHC clinic on the Santa Maria High School campus is open to all students in our district. Siblings of our students, who are 12 and over can also be seen. The clinic will accept Medi-Cal, Healthy Families and private insurance, with no co-pay charged. Free medical care will be provided for students who do not have any insurance.**

**Textbook Information**

Textbooks must be handled with care. Marking or in any other way damaging textbooks is prohibited. **Students will be charged for lost or damaged books.** Please **do not** use self-adhesive book covers as they damage the books. Students will be charged for any damage to books due to self-adhesive covers. All library charges will be paid in the ASB Business Office.

All textbooks are due the last day of school. Books that are not returned will be charged to the student and bills will be mailed to homes in August. Please call 937-2051 extension 2251 if you have any questions regarding textbooks.

**English Language Advisory Committee (ELAC)**

The English Language Advisory Committee (ELAC) is comprised of parents of Limited-English Proficient (LEP) students. Any parent is welcome to become a member of the ELAC committee. The committee examines issues surrounding English Language Development, including the needs

assessment for English Learner students. Persons who would like more information should contact Mr. Jose Pereyra at 937-2051, extension 2703.

### **Community Liaison**

The Community Liaison works with all students and staff, acting as the liaison between administration, students, parents, and the community. Home visits are made by the Community Liaison regarding school policies, truancy intervention and the academic progress of students. The liaison also works closely with community agencies to provide medical and financial assistance to students and families in need. Bilingual services are provided. Please contact the Community Liaison at extension 2751 for more information.

## **SUPPORT SERVICES / RESOURCES**

### **COUNSELING & GUIDANCE**

#### **School Counselors**

Personal, academic and career-related counseling. Provides counseling for students and coordinates the Student Study Team and 504 Plans. Please contact the counselor below if your student is experiencing academic and/or personal problems.

Erin Consorti	(A-Ca)	Ext. 2740
Julie Santoyo	(Ce-F)	Ext. 2738
Norma Hernandez	(G-I)	Ext. 2735
Natallie Trujillo	(J-Mc)	Ext. 2744
Eric Blanco	(Me-Q)	Ext. 2734
Tanya Dias	(R-Sh)	Ext. 2737
Saira Diaz	(Si-Z)	Ext. 2741
Raul Reyes		Ext. 2746

#### **Guidance Technicians**

Guidance Technician services include scheduling, credit recovery, attendance, registration, and summer school.

Dayna DeBernardi-Watson	9-12	(A-L)	Ext. 2726
Robin Rocco	9-12	(M-Z)	Ext. 2728

#### **Consultants**

Hillary Colvin	Crisis Intervention Consultant	Ext. 2202
CJ Johnson	FBSMV Consultant	Ext. 2524
Lisa Coker	FBSMV Consultant	Ext. 2754

### **Locker Information**

Unfortunately, we do not have lockers for every student. Not every student will receive a locker. The lockers are distributed in the following order: Seniors, Juniors then Sophomores. Freshman and all new students may sign up on a waitlist in the library.

*Students that are issued lockers must provide their own lock. We recommend anti-shim locks. Abuse of lockers may result in loss of the locker.*

*Do not keep valuables in your locker.*

*Students are responsible for all books, and school property issued to them.*

Students must empty all locker contents at the end of each school year and take their lock home. All locker contents remaining after the last day of school will be discarded.

**All lockers are subject to search.** Lockers are the property of the school. The student assigned to a locker should be the only student using that locker. If other students have access to a locker, the chances of theft are increased. Do not keep valuables in your locker (money, cameras, candy sales, school tablets etc.). Students are reminded that they are responsible for books and tablets issued to them. If a book or tablet is stolen, the student to whom the book was issued will be responsible for paying for that item. If a stolen book is found at a later date, the student will receive a refund. Please call the library at extension 2250 if you have any questions regarding library books. **(No phone calls will be taken for lockers – students must come in and sign up on the waitlist.)**

### **Parent Portal (Aeries Information)**

Parents are able to view their student's information through our Parent Portal. For more information please contact our Data Specialist at extension 2743.

## **SUPPORT SERVICES / RESOURCES**

### **Transcripts**

Transcripts are available through the Data Specialist. On-campus students may fill out a form for transcripts online at <http://www.righetti.us/>

### **Psychologist**

School Psychologists act as primary mental health professionals on campus. Establish & maintain effective/healthy relationships between: students, teachers, parents, administration, and related support personnel at ERHS. Confer directly with classroom instructors, administration, and support personnel to ascertain and develop action plans which will result in successful student progress. Participate in/with Student Assistance services which pertain to: Student Study Team reviews, 504 strategies and accommodations, mediation support, suspension/pre-expulsion consults, drug and alcohol referrals, and Safe School Committee advisement. Conduct Psycho-educational Assessments/Evaluations for: suspected Learning Disabilities and prescribed reviews for Special Education eligibility. Interpret pre-existing Psychological, Behavioral, Academic, and Vocational data for prescriptive planning. Provide school-based coordination of Mental Health professions during 'Crisis' events & post event



delivery of services following episodes. Consult with community agencies or private practitioners who are providing 'therapeutic' services to ERHS students/families. Interface with community-based Medical Services and ERHS. Please contact Mr. Eybel at ext. 2711 or Ms. Darnell at ext. 2713.

### **PTSA**

The PTSA facilitates an ongoing partnership between parents, teachers and students within the ERHS community. Fundraising activities include an annual spring banquet, Albertson's community partner card and scrip sales. All funds benefit the ERHS community in the form of scholarships, campus beautification, and teacher grants. The PTSA also coordinates parent volunteer program for ERHS. Volunteers through PTSA are always welcome and needed. Please join us in supporting ERHS and your student.

### **ROP (Regional Occupational Program)**

The Regional Occupational Program offers state-of-the-art occupational training classes to students who are 16 years of age or older. All R.O.P. classes count for high school graduation credit and many provide students with community college credit. Some classes meet the A-G requirements for admission. Program graduates receive a certificate that details the occupational skills they have mastered during their course of study. Please contact the main ROP office at 925-2567 Ext. 3719.

### **Migrant Education**

Migrant Education is a federally funded program created to supplement district programs for migrant students. A student is eligible for migrant education services when his/her parents are employed in seasonal occupations such as agriculture, timber, or fishing. Services received by migrant students include: recognized independent study material for unit-deficient students (PASS Program); academic counseling by the migrant advisor; health services, monthly parent meetings, scholarships, and excursions to academic institutions. For more information please contact Mrs. Martinez at extension 2752.

### **RULES / RIGHTS / RESPONSIBILITY**

#### **Righetti High School is a CLOSED CAMPUS including LUNCH time.**

These rules are intended to promote a safe and supportive educational environment for all students.

#### **SENIOR OFF-CAMPUS LUNCH TIME PRIVILEGE POLICY**

Seniors may be permitted to leave campus if they have met **ALL** the criteria below.

Seniors with a 3.0 GPA for the six-week grading period.

Seniors with no outstanding fees.

Seniors with no discipline within the six-week grading period.

Seniors with no cuts within the six-week grading period.

### **STUDENT RULES**

No tobacco, alcohol or other drugs are allowed on campus or during school activities.

No gum chewing is allowed on campus.

Skateboards, roller blades, scooters, and bicycles are not to be ridden on campus at any time.

Student parking is available to qualifying seniors in the west senior lot only. Students must have a parking permit to park there during periods 1-6. Only forward parking is allowed.

Students are responsible for any books or materials issued to them by the school. If the materials are damaged, lost or stolen, the student will be billed for their damage or replacement.

Students must check out from the Health Office and/or Attendance Office before leaving school for any reason during the school day.

RHS is not the right place for students to engage in public displays of affection (e.g., kissing, lap-sitting, standing with bodies in contact or walking with arms wrapped around each others' waist, etc.) During school hours, this becomes a distraction from learning, and at times, an extremely embarrassing situation for both students and adults.

## **SCHOOL SAFETY**

### **STUDENTS OUT OF CLASS**

Students sent out of class for any reason must have a school pass visibly displayed. **No students will be allowed out of class without a pass and identification.**

### **STUDENT RIGHTS**

All students in the District have the right to:

A free education until the age of 18 or until they graduate from high school.

Equal educational opportunity without being disturbed by the misbehavior of other students or by people who do not belong on campus.

Freedom from discrimination on the basis of race, color, religion, sex, national origin, ancestry, physical or mental handicap, age or medical condition in the education programs, activities or admission policies or their schools.

Due process rights will be afforded to all students facing disciplinary action including suspension expulsion or removal from a class.

### **STUDENT RESPONSIBILITIES**

Respect, cooperation, and responsibility are the basics of a successful program for your high school career. No one can give you an education, only an opportunity. So, take your responsibilities seriously, for your school's sake and your own.

#### **Students in the District have the responsibility to:**

Protect the rights of others to study and to work.

Attend classes daily unless legally excused.

Be on time for all classes.

Obey school, district, and state rules.

Dress appropriately for school.

Cooperate with school personnel at all times.

Complete all class work and homework, participate in class and meet deadlines.

Respect public and private property.

Pay for any lost books, materials, fines, or equipment prior to picking up semester schedules.

Provide a current photograph for I.D. purposes.

## **CHEATING POLICY**

We expect the highest level of academic integrity from our students. Cheating is dishonest, immoral and unethical, and will not be condoned nor tolerated at Righetti High School. Many behaviors may be categorized as cheating. They include, but are not limited to, plagiarism, copying another's test or assignment, allowing another student to copy your work, selling exams, altering grades, taking pictures of tests, posting quiz or test information on social media, etc.

The following actions will be taken when a student cheats:

1<sup>st</sup> Offense:

- Student receives a zero on assignment.
- Teacher contacts parent
- Teacher refers student to counselor

2<sup>nd</sup> Offense:

- Teacher contacts parent
- Discipline Referral
- One day ISI (In-School-Intervention) (On-campus suspension)
- Referral to counselor

3<sup>rd</sup> Offense:

- 3 -5 Day Suspension

## **NO LITTER POLICY**

Students are required to dispose of all litter in trash cans provided on campus. After breakfast, snack, or lunch breaks, each student is responsible for cleaning up his or her eating area, including tables, walkways, or other facilities used. Any teacher, staff member, or administrator may assign a detention to a student who litters or doesn't clean up the area where they have eaten. Students asked by school personnel to pick their trash are required to do so without protest.

Students found littering on school campus may face on-campus suspension, and/or school community service with progressive discipline action if repeated offenses occur.

**Parents or guardians who want to visit classrooms must get prior approval from the Assistant Principal of Student Affairs. We must have a 24-hour notice to allow notification to the teacher/s affected before allowing the visit.**

**Classroom Presenters that have made prior arrangements with teachers must check in at the front desk and obtain a visitor's badge and parking permit.**

## **ELECTRONICS POLICY**

Electronic devices as defined in the Parent/Student Handbook (E.C.48900 (k), Major Discipline Policy) are proven to be a major disruption on the Righetti High School campus. Their use at school may be detrimental to the academic climate because they take away valuable instructional time and create disciplinary problems. Electronic devices are used to cheat on quizzes and tests by storing data in memory, text messaging and camera usage. Additionally, a substantial amount of time is spent by teachers, security, and administrators investigating lost or stolen electronic devices. Therefore, Righetti High School has established the following declarations and rules regarding their use on campus.

**Righetti High School is not responsible for lost, stolen or broken electronic devices.**

All electronic devices (including any and all accessories) and cell phones brought to school must be turned off and put away during class time. All electronic devices that are used for any reason, or are visible during the restricted time may be confiscated from the student. Once confiscated the following consequences will be imposed in accordance with the Major Discipline Policy Matrix on page 29 of the District Parent Handbook E.C. 48900(k) Electronic Devices.

The Electronics Policy will be discussed with your student on multiple occasions to avoid any problems or misunderstanding. The Electronic device may not be available for pick up until the end of the following school day. If a student needs to be contacted during the class time, you may leave a message in the office. If the message is urgent, it will be immediately delivered to the student.

**DRESS CODE POLICY**

The dress code complies with District and State policies and applies to all school activities. These policies require that student attire be neat, clean, and non-disruptive. Interpretation of this policy rests with the individual classroom instructor, site administrators or any staff member while students are on campus. Any attire that disrupts the instructional learning process shall be prohibited. Requirements apply to all students, as provided in the Education Code and/or District Policy. They are:

1. No attire including clothing, jewelry, hats or personal items:
  - may promote or advertise drugs, alcohol or tobacco use.
  - depict obscenity or lewdness.
  - be inflammatory with regard to race, religion, gender preference or heritage.
  - may promote gang affiliation.
2. Feet must be covered, minimally, providing protection to the bottom of the foot.
3. The upper torso must be covered. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, spaghetti straps (must be two inches wide), off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid- thigh are prohibited.
4. Pajamas and slippers are not appropriate school apparel.
5. New hat policy effective 10/1/18 - "sport team hats, college or professional, will no longer be allowed."

Students who are not in compliance with this dress code will:

1. be referred to an assistant principal.
2. have their parents contacted by the school.
3. not be permitted to return to class until the dress code infraction is corrected.
4. repeated non-compliance may result in on or off-campus suspension.

**Senior Portrait Information & Dress Code**

The Board of Education of the Santa Maria Joint Union High School District has approved the following dress code for senior portraits to be included in the yearbook. Please give this list to your photographer.

Not considered suitable for publication are, but not limited to, the following:

- Attire which is not neat, clean and non-disruptive.
- Hats or any head covering. (Ladies...that means you too)

- Clothing that does not cover the chest and upper torso (strapless tops & spaghetti straps are not acceptable).
- Any apparel with rips or holes.
- Visible tattoos.
- Others in the picture with the senior: No children, spouses, friends, relatives or pets.
- Weapons of any kind.
- Anything that promotes, advertises, implies or suggests the use of drugs, alcohol or tobacco.
- Obscenity, lewdness or lack of respect.
- Anything that is inflammatory to any race, religion or heritage.
- Anything that identifies, promotes or relates to gangs or gang affiliation.

Seniors and their parents may choose any photographer they wish. However, please choose a reputable photographer and give them the following specifications:

- Photo size 2x3/Photo dpi 300

### **LOST AND FOUND**

All found items are to be taken to **Maintenance** or security office, room 211. All lost items are to be reported and a written lost/stolen report filled out in room 211.

### **FIELD TRIPS**

School personnel will accompany and supervise students on all Field Trips. A trip itinerary flyer will be given to students to take home to parents prior to departure with all pertinent trip information. Any student leaving the school under a sanctioned trip must return the **Release of Liability** form signed by a parent or guardian **prior** to the trip. The 24-hour field trip cell phone number or a personal cell phone number will be included on the trip itinerary. Parents should expect to provide a signature for permission to attend the field trip as well as receive an itinerary form prior to the trip. Upon return from the field trip, the coordinator will turn in an updated list of all students who were in attendance. Students must have a 2.0 gpa to be eligible.

### **PARKING REGULATIONS**

Student parking is available, only in the senior lot, on a first come, first served basis, to seniors who meet the criteria listed below. There is no fee for permits. Parking decals/hang tags are the property of the school. All vehicles are required to have a permit to park on campus. Parking Permit Applications may be obtained from the ASB Business Office.

Permits may be issued to **seniors** who meet the following criteria:

Maintain a 3.0 - grade point average

Have good citizenship

No outstanding school debt

No more than 12 period cuts per grading period. Eligibility is determined by the most recent grading period and attendance information.

The following items must be turned in with parking permit application:

Photocopy of valid driver's license

Photocopy of proof of insurance

Photocopy of vehicle registration

Completed application form

Parking hang tags must be displayed from the rearview mirror.

Use of the school parking lot is a **privilege** that may be revoked at any time at the discretion of school authorities. Parking permits remain the property of Ernest Righetti High School and are issued for the sole use of the applicant and must be surrendered upon demand.

**Permits are not transferable.** School buses and pedestrians **always have the right of way.**

## **PARKING POLICY**

All parking on campus is by permit only.

Staff with permits must park in designated staff lots.

Visitor spots are reserved for all persons conducting temporary business on campus. Visitors just check in at the office and obtain a parking permit for the time they are on campus.

### **SENIORS**

Parking on campus without a valid permit:

1<sup>st</sup> offense \$25

2<sup>nd</sup> offense \$50 (car may be towed at owner's expense; on-campus parking privileges may be revoked)

3<sup>rd</sup> offense \$75

### **PARKING ON CAMPUS WITHOUT PERMIT DISPLAYED:**

1<sup>st</sup> offense \$25

2<sup>nd</sup> offense \$50 and loss of permit for the remainder of the semester

3<sup>rd</sup> offense \$75 and loss of permit for the remainder of the year.

### **SHARING PERMITS:**

Permit holder will lose permit for remainder of the semester

Borrower (senior) will receive a ticket for \$25.

Borrower (underclassman) \$25 ticket and restriction of parking permit in senior year for 1<sup>st</sup> grading period

### **UNDERCLASSMEN:**

1<sup>st</sup> offense \$25

2<sup>nd</sup> offense \$50

3<sup>rd</sup> offense \$75 and restriction of permit in senior year for 6 weeks once eligible.