

Rio Hondo Preparatory School

Fully Accredited by the Western Association of Schools and Colleges

Student/Parent Handbook 2018-19



Rio Hondo Preparatory School

P.O. Box 662080

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Arcadia, California 91066-2080

www.rhprep.org

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RIO HONDO PREP STAFF

Principal Mrs. Leslie Orsburn

ADMINISTRATIVE STAFF

Administrative Asst.	Mrs. Dina Loomis	146
Receptionist	Staff	113
Business Manager	Mr. Randall Fullerton	109
Middle School Coordinator	Mr. Devon Drain	113
High School Director	Mr. Mark Carson	113
Admissions—Boys	Mr. Mark Carson	113
Admissions—Girls	Mrs. Kristy Horton	113

STUDENT SERVICES

College Counselor	Dr. Marsha Johnson	106
Tuition/Financial Aid	Mrs. Marla Hampton	121
Librarian	Mrs. Vicky Simpson	113
Athletic Director	Mr. Ken Drain	167

HOMEROOM TEACHERS

6 th Grade	Miss Tiffany Horton
7 th Grade	Mrs. Jeanette Martin
8 th Grade	Mrs. Christina Horton

SCHOOL PHILOSOPHY

Rio Hondo Prep seeks to provide a college preparatory education for those students who might otherwise be lost in the crowd. We believe that students of average academic abilities can succeed and indeed excel at the college level and in the vocations that follow if they are given personal attention and encouragement. We believe that the average student needs an approach to education where stimulus is provided to each student in an array of areas.

Rio Hondo Prep seeks to provide an atmosphere where average students can thrive, without being sidetracked by disruptive influences. We seek to give students a say by adhering to the democratic process; we believe that the best discipline is self-discipline; and we hold high moral standards based on the Judeo-Christian ethic. Rio Hondo Prep is a program of Kare Youth League. Our K-5 sister school is Pearl Prep.

**RHP SCHOOL CALENDAR 2018-19**

(Please check the RHP/KYL website calendar for updates)

FALL SEMESTER BEGINS - Monday, August 20

August	28	Tues	Back to School Night for Middle School Parents
	29	Wed	Back to School Night for High School Parents
	30	Thurs	School Picture Day
Sept	3	Mon	HOLIDAY—Labor Day
	10	Mon	Honor Roll Field Trip
	16	Sun	High School Presidential Inaugural
	17-21	M-F	HS Science Camps—Mount Kare and Arizona (9th)
	27	Thurs	Seniors & Parents College Information Night 7:30 p.m.
Oct	6	Sat	SAT Exams for Seniors
	10	Wed	PSAT Exam for 10th & 11th grades
	12	Fri	RHP Homecoming at Kare Park
	15	Mon	2nd Quarter Begins
	15-19	M-F	National Character Counts Week
Nov	1	Thurs	Make-up Picture Day
	5	Mon	Finance Registration Day - Winter Tuition Due
	12	Mon	HOLIDAY—Veteran’s Day Observed
	14	Wed	PreACT Exam 9th & 10th, Ads Selling 11th & 12th
	19-23	M-F	HOLIDAYS— Thanksgiving Vacation
	29	Thurs	RHP HS Information Night for 8th grade parents 7:30 p.m.
Dec	1	Sat	SAT Exam for Seniors
	6	Thurs	Monrovia Christmas Parade for MS Band & Drill Team
	11	Tues	RHP Christmas Dinner and Program, 6:30 & 8:00 Stivers Center
	17-21	M-F	High School Semester Final Exams/End of Fall Semester
	22	Sat	Christmas Vacation Begins

SPRING SEMESTER BEGINS - Monday, January 7

Jan	7	Mon	Classes Resume Spring Semester/ 3rd Quarter Begins
	21	Mon	HOLIDAY—Martin Luther King’s Birthday
	27	Sun	High School Presidential Inaugural
	31	Thurs	8th Grade Graduation Pictures
	31	Thurs	Juniors and Parents College Information Night 7:30 p.m.
Feb	2	Sat	RHP Community Open Campus
	5	Tues	Finance Registration Day - Spring Tuition Due
	9	Sat	ACT Exams for Juniors
	15,18	Fri, Mon	HOLIDAY—Lincoln’s Birthday, Washington’s Birthday
	21,22	Thurs, Fri	HS Girls Drama Production
	25-3/1	M-F	8th Grade Class Trip
	28	Thurs	RHP New Parent Information Night 7:30 p.m.
Mar	4	Mon	Honor Roll Field Trip
	7	Thurs	Sophomore and Parents College Information Night 7:30 p.m.
	9	Sat	SAT Exams for Juniors
	18	Mon	4th Quarter Begins
	21	Thurs	Spring Pictures
	28	Thurs	Pearl Prep/RHP Combined Spring Festival
Apr	1	Mon	In-N-Out Lunch Fundraiser at School
	4	Thurs	RHP Open House 7:00-8:30 p.m.
	8-11	M-Th	6th Grade Class Trip
	13	Sat	ACT Exams for Juniors
	15-19	M-F	Easter Vacation
	15-17	M-W	High School Class Retreats
	22	Mon	Classes Resume
May	4	Sat	SAT Exams for Juniors
	6-10	M-F	AP Exams on Campus (Week 1)
	9	Thurs	RHP HS Information Night for 8th Grade Parents 7:30 p.m.
	13-17	M-F	AP Exams (Week 2) and HS Final Exams on Campus
	17	Fri	Pam Martin Memorial School Picnic
	19	Sun	Baccalaureate Service for Seniors-All Invited
	20-24	M-F	9th Sci. Labs/10th College Prep/11th & 12th Sci. Camp
	27	Mon	HOLIDAY—Memorial Day
	28	Tue	Last Day of School - Noon Dismissal
	30	Thurs	MS Graduation 7:30 p.m./Senior Grad Day
	31	Fri	HS Graduation 7:30 p.m.

**RIO HONDO PREPARATORY SCHOOL
SCHOOLWIDE LEARNER OUTCOMES**

- 1. Read and think critically.**
Students discover, analyze, evaluate, and interpret information and ideas as critical readers, thinkers, and problem solvers.
- 2. Communicate clearly and effectively.**
Students express ideas and knowledge using writing, speaking, listening, technological, and artistic skills.
- 3. Demonstrate personal, moral, and social responsibility.**
Students are honest, accept responsibility for their actions, and show respect and concern for their spiritual life, others, and self. Students develop positive leadership qualities as they support and work effectively within a group.
- 4. Develop skills to be lifelong learners.**
Students establish goals for the future and become motivated, self-directed learners beyond the classroom and throughout life.

SCHOLASTIC CONSIDERATIONS**CLASS TRIPS**

All students at Rio Hondo Prep take a class trip during the school year. The main expenses for these trips are included in the tuition, although students may be asked to bring money for eating out. In Middle School, the students take educational trips to places such as Ventura, Sacramento, or fine arts events.

Tenth, eleventh, and twelfth grade students go to Mount Kare for Natural History, Astronomy, and Survival Classes. Ninth graders go to Arizona to study Geology.

InformationNow (I-NOW) - ONLINE ACCESS TO RECORDS

Rio Hondo Prep uses I-NOW to provide teachers with grade book software and parents/guardians (hereafter referred to as “parents”) with secure online access to grades, attendance, and assignments. Parents and students go to the **I-NOW link under Resources at rhprep.org**, and enter the login information and password provided by the school. This is further explained at Back To School Night. Students and parents can log in at any time to obtain attendance, discipline, and academic information



in order to track student progress and send messages to the teacher. Copies of report cards and unofficial transcripts are also available. Parents are encouraged to sign up to receive email attendance, discipline, and grade alerts.

ELIGIBILITY FOR ATHLETIC COMPETITION

In order to be eligible for school and CIF games, all High School students are to meet the minimum CIF standards of eligibility by passing twenty semester units (including three of their five academic classes) and by maintaining a 2.0 GPA in all enrolled classes. They must also be on track for graduation and in good standing for merits (see Merits, p. 16 for more information on Merits). Students may also be ineligible for competition if they do not turn in their homework (see Homework, p. 5). Middle School students not in good standing may become ineligible.

FINAL EXAM POLICIES (HIGH SCHOOL COURSES)

- No cell phones or tablets will be allowed in the testing rooms. International students may use translators (but not tablets or i-Pads) with the teacher's approval.
- All final exams count for 25% of the course grade.
- Students must receive a score of 50% or higher on the final exam to pass the class, regardless of their grade going into the final.
- Students who do not score 50% will have one opportunity to retake the exam during the week following finals (exact day and time TBA).
- Students who score higher than 50% on the final but end the semester with a grade below 70% may petition to retake the final. The decision to allow a student to retake an exam is up to the teacher.
- Students who are absent for any reason on the day of a final exam will be charged a \$25 fee to make up the test at the end of the week. (Date and time for make-up exams TBA.)

GRADES

A=Excellent	B=Above Average	C=Average
D=Unsatisfactory	F=Failure	CR=Credit
NC=No Credit	W=Withdrawal	I=Incomplete

'D' grades do not meet graduation requirements, and the semester must be repeated. A 'D' in the first semester of Math and Foreign Language courses, however, will be accepted for graduation if the second semester is a 'C-' or higher. Transfer units are given for 'D' grades but not for 'F', 'I' or 'W'. *In order to remain on the "advanced track" in math, students must receive at least a 'B-' in the preceding course.*



GRADE POINT AVERAGES (GPA)

The GPA is based on the following numerical equivalents:

	A	4.00	A-	3.67	
B+	3.33	B	3.00	B-	2.67
C+	2.33	C	2.00	C-	1.67
D+	1.33	D	1.00	D-	0.67
	F	0.00			

In the calculation of grade point averages (GPA), the numerical equivalents for the academic courses are multiplied by the course units and then averaged. In calculating the GPA for the Rio Hondo Prep honor roll, all courses are counted. Honors and A.P. courses are weighted with one additional point. For example, a C+ would be 3.33. The cumulative GPA is calculated in the same manner, but all of the academic courses taken during M.S. or H.S. are included. When students leave M.S. and enter H.S., their cumulative GPA starts over again.

GRADING POLICY

The teacher is the final authority on the assignment of grades. When reported to the School Office, Official Report Card grades represent the teacher's final decision as to a student's achievement. Grades are not given as a warning, punishment, or reward and are not subject to revision for purposes of determining eligibility, honors, transfer, college entrance, or for any other reason except the subsequent discovery that an error has been made. A change of grade can only be made by the teacher of the course, and an official grade change form must be filed.

GRADUATION REQUIREMENTS

Diplomas are given for graduation from eighth and twelfth grades. Graduation requirements are based on grades, not on units of credit. One 'Year' of a subject refers to two semesters (four quarters) of a course. To receive a diploma, students must receive at least a C- in the following courses:

FOR GRADUATION FROM 8TH GRADE*

English/Literature	3 years
History/Social Studies	3 years
Math	Math 3 (Pre-Algebra)
Science	2 years
Arts	3 years
P.E.	3 years

*Pre-Algebra, completion of Foreign Language 1AB, and participation on one Summer Trip (between 6th and 8th grade) are required for continuation into High School at Rio Hondo Prep but not for graduation from 8th grade.

**FOR GRADUATION FROM 12TH GRADE**

English	4 years
History	3 years including HS Summer Trips
Math	3 years including Algebra II and demonstration of Computer Literacy
Science	2 years of a lab science including Biology and either Chemistry or Physics
Language	2 years in High School
Arts	2 years
P.E.	4 years

HOMEWORK

Learning to turn in homework on time is an important part of education. Demerits are issued to all students who fail to meet this responsibility. By the end of Middle School, students are expected to have learned this important lesson. Consequently, students in High School who miss a homework assignment will automatically be ineligible to participate in their athletic competition the following week. Two warnings are given per quarter—on the third and subsequent “No Homework” the student will sit out from one game.

Students are to record the homework assignments given in class in their notebook or homework book. Students who have a serious problem, which would prevent them from completing their homework assignment, are to contact the teacher the night before the assignment is due to discuss arrangements for possible postponement. Each evening, Middle School students are expected to spend 60 to 80 minutes doing homework. High School students should spend 2 to 2 1/2 hours per night (30 mins. per class, longer for test days). Students who work at a slow pace will need to spend longer.

Parents are asked to provide a quiet place for study in the home where there are no phone, T.V., music, or computer distractions (i.e. texting, social networking). Parents are encouraged to set aside a particular time in the home for all the family when the T.V. and music are turned off, the phone is not answered, and everyone studies or reads.

HONOR ROLL

Students who receive a 3.33 GPA or above on their report card are placed on the Rio Hondo Prep Honor Roll. Students receiving a 3.00-3.32 GPA are listed as Honorable Mention on the Honor Roll.

Students who receive at least a 3.67 GPA and also have no more than four demerits per quarter are placed on the Principal’s List. Students who have a 3.33 or higher cumulative GPA for their grades in Middle or High School receive ‘Honors’ upon graduation.

**REPORT CARDS AND PROGRESS REPORTS**

There are three types of reports given to parents to help track their child’s academic progress. 1) The most important grades are on the *Report Cards* issued at the end of each term. These are the official grades used for Graduation Requirements, Honor Roll, Transcripts, etc. 2) In addition, all assigned grades can be viewed through I-NOW as soon as teachers post them. 3) In the middle of the semester, High School students will have a *Progress Report* sent home. The official *Report Card* and the *Progress Report* are used to determine CIF eligibility. Yearlong courses contain two semesters. A passing grade in the final semester is required to move to the next year’s level. A failing grade in either the first or second semester may need to be repeated in summer school or online program (see Eligibility, p. 4).

RHP SCHOOL SUPPLY LIST

All students are to have the following items for classes throughout the school year. Items in *italics* may be purchased from the school office during snack and lunch periods. Teachers may request additional items for individual classes.

- Three-ring loose-leaf binder (smaller than 2”)
- *Lined notebook paper*
- Spiral notebook of graph paper
- *Pens with blue or black ink*
- *Pencils and Erasers*
- TI 30-XA (Math 1 and 2)
- TI-83+ or TI 84 Graphing Calculator (Math 3 and higher math courses)
- *Book covers* for Textbooks (books MUST be covered at all times. Wrapping paper or paper bags may be used) Please do NOT use Book Sox.
- *Glue Stick, Correction tape, Ruler, Protractor, Highlighters*
- *Daybook for English Class* (9th Grade - purchase from the school office)
- *Grammar Workbook* (6th, 7th and 8th grade - purchase from the school office)
- Homework Book (provided for 6th,7th, and 8th graders)
- Spiral Notebook may be required for some Math and Language classes

Note: “TI” stands for Texas Instruments. These graphing calculators cost around \$100.00, but shop around for the best price. PLEASE ETCH NAME ON BACK.

Please mark all items with student’s name, especially calculators.

P.E. in Middle and High School

Black RHP Shorts and tops purchased from Sportline, tennis shoes and socks.

SENIOR EXEMPTION

During the second semester, seniors can earn exemption from their final exams. To be eligible for exemption from any classes, students must be in good standing (no demerit probation or suspensions, faithful



attendance at team activities, all fees paid). If these requirements are met, students must have a B- or better and no more than five absences and tardies from a class to be excused from the final exam for that class.

SUMMER TRIPS

Rio Hondo Prep offers educational summer trips around the US and Europe. Going on one of these trips is a **prerequisite** for High School.

High School students are required to go *on all available Summer Trips* during their High School years including trips in the summer they graduate from 8th grade. Hardship appeals may be submitted to the Principal for consideration before the first payment is due.

TEST DAYS

Teachers are directed to give tests on a primary or secondary day—so that students should have tests spread equally.

TUTORS

If a student is struggling in a particular subject, it is often necessary to hire a tutor. Teachers may be able to recommend a tutor upon request. The school does not provide tutoring.

	High School		8 th Grade	
	Primary	Secondary	Primary	Secondary
Monday	2 nd Period	1 st Period	Math	English
Tuesday	3 rd Period	Math	Science	Language
Wednesday	1 st Period	7 th Period	English	History
Thursday	Math	3 rd Period	Language	Science
Friday	7 th Period	2 nd Period	History	Math

STUDENT/PARENT SERVICES

ATHLETIC COMPETITION

High School students compete with other private schools as a member of the Prep League in the Southern Section of the California Interscholastic Federation. Rio Hondo Prep High School athletics are supported by local businesses who annually purchase ads in the football “Line-Up.” Rio Hondo Prep Middle School teams compete as a member of the Independent League. Students in grade 6 are assigned to a Kare Youth League team, while 7th & 8th graders compete either in intra-mural programs or on school teams. All students participate in athletics and have the opportunity to strive for excellence while learning the value of teamwork, self-discipline, and sportsmanship.



BEFORE AND AFTER SCHOOL POLICY (Also *Prep Club*, p.11)

For safety and insurance reasons, we ask that no student arrive at school before 7:00 a.m. All students who remain on campus after school must attend a scheduled activity. All High School students are to go home after a scheduled activity or remain on campus **ONLY** with the Leader’s permission. All Middle School students are required to go home or attend Prep Club within fifteen minutes of the end of their activity. There is a charge for Prep Club except when students are waiting for a scheduled activity. Parents are to make arrangements to pick up their children promptly at the end of school, give them written permission to walk home, have them take the first Kare Youth League bus home, or pay for after school care. Parent cooperation on this matter of supervision is mandatory.

COMPUTER LAB AND LIBRARY

The computer lab is available outside of class to students with computer passes. Laptop computers are also available in the library. The library is open after school on Monday, Tuesday, and Thursday from 3-4 p.m. The librarian is available to help students.

Rio Hondo Prep provides internet access for students in class under teacher supervision. Each student will be asked to sign a computer contract, and parents will be provided with Google classroom agreements. Students who break these agreements will not only receive demerits, but may lose their privilege to internet access or face more serious discipline. During the school day, students may not use personal devices or school computers unless under direct staff supervision.

HEALTH SERVICES

When a student does not feel well, he/she should go first to the school office. All health problems should be brought to the attention of the office staff. Minor first aid will be administered through the office. The Health Office is available for students who are ill and wish to lie down. In case of fever or other signs of severe illness, parents will be called and asked to take their child home. The school is to be notified immediately when emergency numbers change, so that parents can be contacted when necessary.

IMMUNIZATIONS/MEDICATIONS

Students entering our school for the first time are to bring an immunization record of four DPT (or DT), three Polio, three Hepatitis B, three MMR, and Tdap (to enter 7th grade). The month, day and year of these immunizations are to be furnished to the school office before the student can attend classes. The State of California requires two varicella and a tuberculosis test for any student entering California. Please contact the school office for information.



All medications are to be taken to the school office and a Medication Permission Request Form is to be filled out. Students may not have any medications in their possession or in their lockers except epi-pens and inhalers with prescription label. Rio Hondo Prep will not issue any medications (including Tylenol) unless written permission is provided by the parent. Medications are to have prescription label, be placed in a Ziploc bag, and marked with the student's name and directions for use. Rio Hondo Prep cannot be responsible for reminding students to take their medications, but the Rio Hondo Prep staff will be happy to assist them in this matter.

LOCKERS

Lockers are the property of Rio Hondo Prep and are subject to searches by the administration. Combination locks will be issued to students on the first day of school. Students are responsible to **KEEP THEIR LOCKERS LOCKED** and clean, both inside and out. Any damages or malfunctions are to be reported to the office promptly. Nothing is to be written inside or outside of the locker. No stickers or glue may be used on the locker. Students will be charged for damages to lockers that are due to over-stuffing, kicking, or other misuse of property. All lockers must be cleaned out on the last day of school.

Opening another student's locker without their permission is a serious offense and may result in suspension or loss of locker privileges. Students are cautioned not to reveal combinations to each other if they expect their property to be safe. **MONEY OR OTHER VALUABLES SHOULD BE BROUGHT TO THE OFFICE FOR SAFE-KEEPING AND NOT KEPT IN LOCKERS, ESPECIALLY OVERNIGHT.**

Rio Hondo Prep is not responsible for loss of valuables.

LUNCH PROGRAM

There is a snack period for students, with snacks available for purchase, and hot lunches are available during lunch period. Daily lunches are \$4.75 each (\$47.50 for 10). Students can pay for lunches in the Rio Hondo Prep Office. Students **must** be current in their lunch accounts to stay on the lunch sign-up list. Menus are sent home monthly. Only 12th graders with written parent permission are allowed to purchase food off campus. All other students either buy the school lunch or bring lunch from home. Students sign up on a day to day basis for lunches—and must sign up by the end of snack.

PARENT/TEACHER CONFERENCES

Parents of Middle School students will be scheduled for a conference with the homeroom teacher. In addition, parents of all students should feel free to make appointments with the teachers of individual subjects whenever they wish.



PREP CLUB (MIDDLE SCHOOL AFTER-SCHOOL PROGRAM)

Prep Club is a supervised program for middle school students who are not able to go home after school. Activities consist of a one-hour mandatory homework/reading period followed by other supervised games and activities. Students may prefer to extend the homework period for a longer time. Students must be picked up in the main parking area next to the office by 6:00 p.m. Failure to pick up by 6:00 p.m. will result in an additional \$1.00 per minute billing.

STUDENT GOVERNMENT

The Middle School has a President and student council made up of representatives from each class.

The High School student government and student activities are part of the Rio Hondo Academy. The Academy has a Student-body President, a Character Board, and government committees. A Formal Inaugural Dinner is held to celebrate and install the Student-body President twice a year, in September and January.

TELEPHONE

The school will attempt to deliver phone messages to students from parents if they are called in before 1:30 p.m. Students are allowed to use the school office phone in an emergency, but they are not to use cell phones for texts or calls between 7:50 a.m. and the end of the school day. Cell phones are to be stowed during the school day and will be confiscated if they are used by the student. Phones will be returned to parents. Parents should text or call only after school.

TRANSPORTATION

Parents who bring their children to school are reminded to arrive at least ten minutes before school begins and to drop students off at the **top of the hill**. Students dropped off in the lower parking lot will receive a demerit. Families that carpool are ultimately responsible to be sure their own children arrive at school on time. Students are to be in line for Flag Salute at 7:50 a.m. in order to avoid tardies. (Remember that school starts at 8:35 a.m. on Wednesdays.)

As a courtesy to our neighbors, drive slowly and obey traffic signs. Please do not use Miloann Street when driving to school. Use the wider Freer Street. **DO NOT PARK ON NEIGHBORING STREETS FOR ANY KARE OR RIO HONDO PREP ACTIVITIES.** We appreciate the support of Rio Hondo Prep Parents in helping us respect those residents adjacent to our property. Please carpool whenever possible, and use marked parking spaces on school property.

School pick ups are available for students who live within the eastern Kare Youth League bus service area. There is a special fee for this



service and it should be requested by Registration Day. Students who add on after the route is mapped will need to go to one of the predetermined bus stops. Requests can be made by calling the school office. In an emergency, a student may go to one of the existing school stops and ride the bus for \$5.00 **per student** payable to the bus driver upon boarding. All students may ride the KYL buses home on the regular scheduled runs at no extra charge. Transportation is paid through tuition billing. Students are not permitted to use UBER, Lyft, or other taxi services.

WEBSITE

Rio Hondo Prep maintains student information through I-NOW and a general website at www.rhprep.org. This site is filled with information for students and parents including school and sports' calendars, school schedules, course descriptions, links to external resources, etc.

The Rio Hondo Prep homepage at www.rhprep.org has a link to the KYL Calendar, which provides the most up-to-date event information.

WEEKLY COMMUNICATION/ENVELOPE

In an effort to be more efficient by saving paper and time, an e-mail communication system is used. Parents will receive a weekly RHP email each Tuesday, including announcements, current news, and school notices. In addition, the student will bring home a large paper envelope with information/forms for parents. Parents will read the material and will sign the front of the brown envelope before school on Wednesday to notify the office that the information has been read. This envelope must be **signed and dated by the parent** and returned on Wednesday or a demerit will be issued for missed materials.

YEARBOOK

The yearbook will be issued to students during the last week of school. To receive a yearbook, a student must have 1) good standing for merits 2) lunch account balance paid in full 3) Library and AR books returned 4) verification that all sports and arts equipment have been returned 5) financial clearance 6) required forms returned for re-enrollment, text-books, and lost and found 7) book and gym lockers clean and emptied.

ATTENDANCE

Parents are expected to stress to their children the importance of education by being sure all absences meet the criteria below for excused absences. Students are not to miss school for vacations, visits to relatives or outings. (Please read section on unexcused absences to avoid penalties.)



EXCUSED ABSENCES

For every absence, a parent must clearly state the reason for the absence through a phone call from a parent the morning of the absence or in a note signed by the parent submitted to the school after the absence.

An absence must meet one of the following criteria in order to be excused:

1. Personal illness
2. Quarantine directed by a health official
3. Medical, dental or optometric services (*not physical therapy*)
4. Death of a relative or close friend
5. Petitioned absence signed before and after an absence

PETITIONED ABSENCES

The form for a petitioned absence can be obtained in the school office. To be considered for approval, this form is to be signed first by the parent, then by the leader and office. Each teacher will sign before and after the absence.

Teachers will only sign a petitioned absence when they feel the student is able to make up the work and will not suffer academic consequences when they miss the class. Teachers are to write down the homework on the form so students can return prepared for class. After meeting these requirements and turning in the homework, the student will ask the teachers to initial the form and then submit it to the school office for final approval.

UNEXCUSED ABSENCES

When an absence does not meet the criteria under Excused and Petitioned Absences, a student receives an 'unexcused absence' for each period missed. Unexcused absences are serious offenses and affect grades issued in courses. Students will not be able to make up assignments and/or tests for full credit and will receive **two demerits for each class missed up to a maximum of five demerits.**

STEPS TO FOLLOW WHEN ABSENT:

1. Have the parent (not the student) phone the school and inform the office of the absence before 9:00 a.m. each day the student is absent. No note is necessary if phoned in.
2. When a student is absent, the parent should call the school office in the morning and request that assignments be in the school office for pickup or contact a fellow student.
3. Have the student report to the office before school on the day of return and obtain an 'Official Admittance Slip' for class or a 'Temporary Admittance Slip.'
4. If the parent did not phone in advance, as outlined in step #1 above, the student is to bring a note, signed by the parent, explaining the absence. The reason for the absence is to be clearly stated in the note.



5. If the student should forget a note, the office will provide a Temporary Admittance Slip for that day. An absence will be recorded as unexcused until it is verified. Parents must verify the absence that same week. Please read the section on ‘Unexcused Absences.’

TARDIES

Promptness to school and class is very important. Students are to be in their seats and ready to work when class begins. Students are to be in line for flag salute at the start of the day. Students are allowed three tardies per quarter to allow for traffic problems and unavoidable delays. ***Students are assigned to the “Latecomers Lunch Table” each day they are “late to Flag” tardy over this number.*** Demerits will not be issued for “late to Flag” tardies unless the student is more than 10 minutes late to class.

MAKE – UP WORK

Students at Rio Hondo Prep are responsible for their class work when they are absent. They are not to be more than one day behind when they return. Parents can call the school office to have assignments placed in the Rio Hondo Prep office for pick-up later in the day. Students should have a “homework buddy” to keep up with assignments. If students cannot do the homework, they are to make arrangements with the teacher before returning to school. This can be accomplished through voicemail or email.

LEAVING CAMPUS

If it is necessary to leave school for any reason, students are to be checked out by a parent or have written consent from a parent AND sign out in the school office before leaving.

Seniors have the privilege of leaving campus for lunch if they have no more than four demerits per quarter and written permission from a parent on file in the school office. All other students are to remain on campus for lunch. Seniors who leave campus without permission will lose the lunch privilege.



STUDENT CONDUCT

RHP DRESS CODE

All students wear uniforms selected from the list below. Both middle school and High School are required to have one set of Kare Dress for field trips and special activities. Kare Dress is as follows:

Middle School – Uniform khaki long pants, shorts, or skorts, red polo shirt.

High School – Uniform black long pants or skorts, or plaid skirt, white oxford shirt, black V-neck sweater with Rio Hondo Prep school tie (for boys).

All items listed as uniform are from **NORMAN’S UNIFORMS** (www.normansuniforms.com - School Code: 5150)

The Norman’s store is located at 371 West Sixth St. San Pedro, CA 90731 - phone (310) 832-8342. A special “used uniform” sale is held on campus at the end of the school year.

MIDDLE SCHOOL

- Tennis shoes, dress shoes - any color or style
- Uniform khaki Pants/Shorts/Skorts/plaid Skirts
- Uniform red, white, or black polo shirt, or white oxford shirt
- Uniform V-neck sweater, sweatshirts, or jackets
- Socks must be worn
- RHP Sweatshirts, Jackets and PE clothes (purchase from Sportline)
- Kare Youth League Team Sweatshirts are allowed

HIGH SCHOOL

- Tennis shoes, dress shoes or sandals with backs (girls only)-any color
- Uniform Pants/Shorts/Skirts/Skorts
- Uniform polo shirt, shells or white oxford shirt
- Uniform V-neck sweater, sweatshirts or jackets
- Socks must be worn (except with girls’ sandals)
- RHP Sweatshirts, Jackets and PE clothes (purchase from Sportline)
- Kare Youth League Team Sweatshirts are allowed

ALL STUDENTS

- Clothing is to be neat, clean and in the appropriate size. Girls’ skirts, skorts, and shorts must be of a modest length.
- Traditional hairstyles are expected. Excessively trendy hairstyles, color, or cut are inappropriate. (Check with leader beforehand if there is a



- question about what is acceptable—boys see special haircut handout.)
- Sunglasses are not to be worn during school hours unless a doctor’s note is provided.
 - Pants may not be worn low on the hips.
 - Outerwear, such as jackets and sweatshirts, must be purchased from Sportline.
 - **Uniform polos must be worn under jackets and sweatshirts**

All students are to be responsible in their dress and grooming by avoiding extremes and manifesting self-discipline with regard to regulations. Dress should never distract from or interfere with the learning environment of the school. The following are not acceptable: shoes without backs, flip-flops, baggy pants, tattoos, jewelry for boys, tattoos, facial hair and sideburns (boys are to be clean shaven daily), ripped or torn clothing on “Free Dress” days. Cooperation of parents is essential. The school administration is the final interpreter of dress code.

HONOR CODE

Integrity and Honor are highly regarded at Rio Hondo Prep and it is policy to suspend a student one day for breaking the Honor Code.

Rio Hondo Prep students are expected to:

1. Share ideas with fellow classmates but never copy their homework, tests, or other assignments.
2. Get help from parents and others, but never allow the work to be done for them.
3. Type their own papers or write them out themselves.
4. Avoid plagiarism and give credit where it is due.
5. Be fair and never reveal to others what will be on a test or quiz.
6. Be honest, and never copy or forge a parent's signature.
7. Uphold the honor and integrity of Rio Hondo Prep by not aiding, concealing, or condoning dishonesty in other students. (Whenever a student is guilty of cheating, the teacher will collect the student’s paper, mark a zero for the work, and notify the principal immediately.)
8. Be truthful to all teachers, leaders, and administrators.

Cheating is not limited to tests and includes copying another student’s assignments, answers, or homework in or out of the classroom. Students who knowingly permit others to copy their papers are guilty of cheating.

KARE YOUTH LEAGUE STANDARDS AND LANGUAGE

In order to remain in Rio Hondo Prep, students must maintain their good standing in Kare Youth League, including summertime, and keep the promise and laws printed on the back of their membership card. All students are **expected to attend all team activities, camps, and trips**.



Language on campus should be clean and free from the use of slang, coarse words, and negative/racial epithets.

MERIT SYSTEM

Demerits are given for misbehavior, or for not bringing required assignments, books or uniforms to class, or for not reporting to the office after an absence, etc. A Merit Report with reasons for demerits is available in I-NOW. All students begin the year with 20 merits and are expected to drop no more than 5 merits per quarter to be in good standing (minimum of 15 for Q1, 10 for Q2, 5 for Q3, 0 for Q4). Those who fall below these numbers are to work one hour for each demerit in order to get back up to the quarter minimum.

Merit work needs to be verified on the proper form 1) by timing in and out of the work period and 2) by obtaining the signature of the staff person responsible for the work completed.

All students must have the required minimum for the quarter in order to attend classes in the new quarter. Students have one week after the end of the quarter to raise the final quarter total up to that minimum. If that minimum is not met, they become ineligible to attend classes and participate in school events.

Any student who receives 10 demerits during a single quarter (even though they are earned back through the merit work program) are placed on Merit Probation and may be required to attend a special conference with members of the faculty. Students and parents can review all merit activity on I-NOW, and should be careful that this does not occur.

Students who are placed on probation twice during the school year are reviewed to see if they may continue in the school. They will not be considered for continuation until they pass this review.

There are two goals for students: 1) to receive less than 10 demerits during a quarter so they stay off of probation and 2) to continually work off their demerits so that the merit total stays at the quarter minimum. Students who allow their merits to go below zero may automatically be dismissed from the school.

Students who receive no more than four demerits all year earn the privilege of attending a special recognition outing at the end of the school year.

PLAGIARISM

Plagiarism is the use of ideas or words belonging to another person without giving credit to that person’s contribution. Plagiarism is a serious offense at Rio Hondo Preparatory School. All of the following are considered plagiarism:

1. Borrowing another student’s paper and using it or any part of it as your own.



2. Buying a paper and submitting it or any part of it as your own.
3. Letting someone else write your paper or any part of it and passing it off as your own.
4. “Cutting and pasting” material from the internet unless quotation marks are used and the source is properly footnoted.
5. Copying “word-for-word” unless properly footnoted. This includes paragraphs, sentences, phrases, etc.
6. Paraphrasing someone else’s material unless properly footnoting it.

In order to avoid plagiarism, a student needs to carefully distinguish between his/her own ideas and those of another. This means the student must give credit where it is due by rigorously footnoting all sources used for the paper. Writers should use other peoples’ ideas and/or words to support and augment their own ideas. The reader should clearly be able to distinguish between the source’s and the writer’s work and the sources must be credited for their contributions by using footnotes.

PROBATIONARY POLICY

Probation is a specified length of time during which students are given the opportunity to demonstrate that they are able to meet the minimum Rio Hondo Prep standards in conduct or academic requirements. Parents are notified when a student is placed on probation.

Probationary students are reviewed by a faculty committee at the end of the specified time period and either recommended for continuation, denied permission to re-enroll the following semester, or asked to withdraw from the school. Students are placed on probation because:

1) their Rio Hondo Prep GPA drops below a 2.0, 2) they receive 10 demerits in two or more quarters, or 3) suspension or administrative decision.

GROUNDS FOR SUSPENSION OR EXPULSION

A student will immediately be expelled or suspended from school for one to ten days if it is determined that the enrolled student has engaged in any of the following acts described below at any place or time. *Not inviting the student back for the following school year is not considered expulsion and may occur for multiple reasons which need not be divulged.* All expulsions and suspensions that are for three days or more are placed on a student’s permanent record.

Double Probation – Upon recommendation of the Review Committee after earning double academic or double merit probations.

Honor Code – Breaking the Honor Code. Cheating is not limited to tests and includes copying other student’s assignments, answers, or homework



in or out of the classroom. Students who knowingly permit other students to copy their papers are also guilty of cheating.

Physical injury – Threatening or causing physical injury to another person, attempting to do so, or willfully using force or violence except in self-defense.

Robbery or extortion – Taking part in robbery, extortion, or attempting either.

Dangerous weapons – Possessing, selling, using, or supplying any firearm, knife, explosive or other dangerous object, unless written permission is obtained from a certificated school employee and approved by the principal or principal’s designee.

Imitation firearm – Possessing a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

Alcohol and drugs – Possessing, using, selling, supplying, or being under the influence of any alcoholic beverage, intoxicant, or controlled substance. This includes substances represented to be alcohol, drugs, or other intoxicants.

Smoking – Possessing or using tobacco, vape pens, or any products containing tobacco or nicotine.

Damaging school or private property – Causing or attempting to cause damage to school or private property. This includes defacing or destroying such property. A student’s refusal to return school property loaned to him or her would also constitute an offense.

Stealing school or private property – Stealing or attempting to steal school or private property, or knowingly receiving stolen property.

Profanity or obscenity – Committing an obscene act or engaging in profanity or vulgarity. Possessing, creating, providing, or sharing obscene materials with other students. This includes knowingly opening or failing to immediately exit pornography on the internet.

Disruption or defiance – Disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, or other school personnel performing their duties.



Sexual activity – Being sexually active.

Sexual harassment – Making “unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature.” The alleged conduct “must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment.”

Intimidating a student witness – Harassing, threatening, or intimidating a student who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing the student from being a witness, or retaliating against him/her for being a witness, or both.

Hate violence – Causing, attempting to cause, threatening to cause, or participating in an act of hate violence may be subject to suspension or expulsion. Hate violence is a specific crime that is committed because of the victim’s race, color, religion, ancestry, national origin, disability, gender or sexual orientation, or because the defendant perceives that the victim has one or more of those characteristics.

Harassment/Bullying – Intentionally harassing, threatening, or intimidating another student or group of students, severely or pervasively enough to disrupt class work, cause substantial disorder, or threaten student rights by “creating an intimidating or hostile educational environment.”

Terrorist threats – Making terrorist threats against school officials or school property, or both. A terrorist threat is defined as “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 \$1,000 with the specific intent that the statement is to be taken as a threat, even if there is no 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 an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her own immediate family’s safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.”



SUSPENSION PROCEDURES

Suspension from school is not an ordinary punishment. It is used when other corrective measures have failed or a serious offense is committed. Before a student is suspended, the Principal or the Principal’s Designee will meet with the student to allow them to present their side of the story. If a suspension is deemed necessary, the parent will be notified by a hand carried letter specifying the length of the suspension and the reason for the suspension. This letter is to be returned the next morning with the parent’s signature. At the parent’s request, a hearing will be scheduled before the suspension or expulsion is enacted.

Depending on the offense, the student may be asked to stay home until the hearing occurs.

Parents may appear at the hearing to present additional information to the steering committee before a decision is made. After being notified of the decision, parents have one week in which to appeal the decision.

The teachers will provide a student with class assignments to work on during the suspension and the Principal will give an additional assignment related to the offense. The student will not attend school on the assigned suspension days. For make-up work, the suspension is treated as an excused absence. *A student will receive two demerits and will automatically be placed on disciplinary probation for a suspension.*

UNACCEPTABLE ITEMS

The following items are not to be on campus during school, on field trips, camps, or school buses: **gum, laser devices, skateboards, scooters, or fireworks.**

Cell phones, tablets, iPods, and other entertainment devices are not to be used during school hours or on school trips (certain exceptions for electronics may be made by the leader or teacher for off campus events). All of these items will be confiscated and may be retrieved by parents from the school office.

Students may bring cell phones to school but they must be stowed in the student’s locker or the school office during school hours. Cell phones will be confiscated when a student does not follow the above guidelines.

During school hours students are not to use cameras of any kind. This includes team practices and team meetings. The only exception to this policy is when a teacher has required the use of a camera.

No food or drinks may be consumed, carried, or left in Hampton Hall or Stivers Center classrooms or locker rooms, including its hallways or stairs, without the Principal’s permission.

**FINANCES****BOOK AND BREAKAGE DEPOSIT**

All students pay a book and breakage deposit of \$100. This fee is due at the beginning of each school year but is generally carried over from one year to the next. Deductions are made from this deposit for lost books, damages to property, or other outstanding debts. When a student graduates or transfers to another school, refunds will be made after the student has been cleared by the school office, the librarian, the arts teacher, and the physical education teacher.

FINANCIAL AID

Financial Aid in the form of reduced tuition is available to a limited number of students based on family need. Applications and additional information on this program are available in the school office. *Students awarded financial aid must reapply by March 1st* for the following year.* Applications submitted after March 1st may be accepted but funding may be limited (*Date subject to change).

SCHOLARSHIPS

In addition to regular financial aid, Rio Hondo Prep offers a limited number of merit and needs-based scholarships for continuing and new applicants. Scholarship descriptions and applications may be picked up in the school office after February 1st. Applications are due by March 1st. Students who receive scholarships are expected to remain in good standing for grades, merits, and KYL membership standards. Students who have been suspended may become ineligible. *All scholarships are one-year awards, and must be applied for annually.* Applications submitted after March 1st may be accepted but funding may be limited.

TUITION AND FEES

Tuition information is available in the school office. There is a discount for additional children in a family. Accounts must be current in order for students to begin and continue in classes. A late fee of \$25.00 is charged for delinquent payments. If preferred, Visa, MasterCard, Discover and American Express are accepted with an additional 3% convenience charge to cover costs.

For those on a monthly payment plan, payments are due on the 5th of each month and delinquent if not received by the 20th. The late fee is assessed on payments due August 5th through May 5th. Delinquent accounts may require financial clearance for students to continue attending classes. A ‘Note of Financial Clearance’ can only be obtained from the Business Manager in the Finance Office. Financial Clearance is required in order for High School students to take finals.

**TUITION AND FEES (continued)**

Parents who have questions or problems concerning financial matters should call the school at (626) 444-9531 and contact the Business Manager, Mr. Randall Fullerton or Mrs. Marla Hampton.

GENERAL INFORMATION**ADMISSION PROCEDURES**

Rio Hondo Prep seeks students who are serious about their education and want to be the best that they can be. Information packets may be picked up in the school office or will be mailed upon request. All parents are encouraged to learn about Rio Hondo Preparatory School at the ‘Parent Information Night’ in February (see calendar for date). Call (626) 444-9531 to make a reservation. There is a \$50 fee for the application form.

INTERNATIONAL STUDENT PROGRAM

We have hosted international students from many countries around the world since the 1970s. These students add a lot to the diversity of our student body, and are frequently among our top students academically. By joining Rio Hondo Prep, they experience a warm and friendly campus with a lot of school spirit and traditional values. They participate in all of the school activities, including school sports, camping, summer tours, performing arts, and more. Our goal is for all our international students to be integrated into our complete program just like the local students.

We do issue I-20’s to qualifying applicants. Rio Hondo Preparatory School is authorized under federal law to enroll non-immigrant alien students to its programs. For more information on our international student program, contact Randall Fullerton at randall@rhprep.org.

NON-DISCRIMINATION STATEMENT

Rio Hondo Prep admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. The school does not discriminate on the basis of race, gender, color, national or ethnic origin in the administration of its education policies, admission policies, financial aid, or other school administered programs.

PARENTS’ RIGHTS STATEMENT

Parents of currently enrolled or former students have the right to access any and all student records related to their children. If a parent would like to review their child’s record, they are to submit a request in writing to the school office. The records will be made available to the parent within



twenty four hours. Copies will be made upon request and the parent has a right to request a hearing to challenge the content of the record.

PARENTAL ROLE IN EDUCATION

Parents have the primary responsibility for the education of their children. This includes establishing a home environment which teaches the moral values, religious habits, social skills, self discipline, and commitment to learning upon which schooling is based. They should take the time to make a wise and informed choice of schools for their children to attend and support the schools of their choice after keeping in mind that each school has its own unique character, tone, and strength. The education of RHP students should be a cooperative effort of parents, faculty, and staff. Parents are encouraged to take an active interest in the homework and education of their children.

RELIGIOUS STATEMENT

Rio Hondo Preparatory accepts students of all religions and denominations with the understanding that the school has a strong Christian tradition that includes a devotional component in the required co-curricular and Kare Youth League programs.

SCHOOL INSTRUCTIONAL HOURS

	<u>MTThF</u>	<u>Wednesday</u>
Middle School	7:50-2:55	8:35-2:55
High School	7:50-3:00	8:35-3:00

SEXUAL HARASSMENT STATEMENT

Sexual harassment, like all other forms of harassment, will not be tolerated at Rio Hondo Prep. The kind of behavior that constitutes sexual harassment includes unwelcome verbal or physical conduct, or request of a sexual nature. It may occur when behavior or remarks unreasonably interfere with a student or employee’s work performance or create a hostile or offensive environment.

If someone believes they are being subjected to sexual harassment, they are to advise the principal, a leader, a teacher, or a counselor. The concerns will be responded to promptly and with as much confidentiality as possible. All allegations of sexual harassment will be investigated. Employees or students who are found to have engaged in this type of behavior and/or administrators, teachers, or leaders who tolerate it will be subject to disciplinary action, including possible termination.

TRANSCRIPTS

Report Cards issued at the end of each term indicate the grades that will appear on official transcripts. It is important to review these regularly and to bring any mistakes to the attention of the school office before a transcript is requested. When a student transfers, the new school will mail an official request for the student’s records and RHP will mail them directly to that school. The official transcripts can also be forwarded to designated schools or individuals upon request. Such requests must be made in writing at least five working days prior to the date on which they are to be sent. There is no charge for the first three transcripts issued. There is \$1.00 charge for each additional transcript, a \$10.00 charge for accelerated handling, and a \$25.00 charge for next day service. A ‘Request for Transcripts’ form can be obtained from the school office during school hours or by mailing a self-addressed, stamped envelope to Rio Hondo Prep. We are unable to handle transcript requests by phone.

ALMA MATER

A charge to keep I have,
A God to glorify,
A never-dying soul to save,
And fit it for the sky.

Arm me with jealous care
As in thy sight to live,
And oh, Thy servant,
Lord, prepare a strict account to give!

-Charles Wesley (1762)

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All material presented in the Student Handbook is designed to be of assistance to students and parents. The administration of Rio Hondo Prep reserves the right to modify, add, or subtract information at any time. The administration is the final authority on the interpretation of school policy. Rev 8/2018



NOTES



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