

Rio Hondo Preparatory School

Fully Accredited by the Western Association of Schools and Colleges

Student/Parent Handbook 2023-2024



Rio Hondo Preparatory School

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www.rhprep.org

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SCHOOL PHILOSOPHY

Rio Hondo Prep provides a college preparatory education in a safe and nurturing environment where students can thrive without being sidetracked by disrupting influences. Everyone gains from participating in a variety activities, including athletic teams, performing arts, and student government. Students are bound together by common experiences as they travel together on unique summer tours and class trips, gaining first-hand experience in history, government, science and fine arts.

RHP holds students to high moral standards in a Christian environment. Students receive devotions weekly with their teams and have opportunities to become involved in a student run worship team and FCA, "Fellowship of Christian Athletes". Rio Hondo focuses on leading by example, so students are also given the opportunity to give back to the community through volunteering at Kare Youth League as assistant coaches.

Rio Hondo Prep is a program of Kare Youth League. Our K-5 sister school is Pearl Prep.

GUIDELINES FOR RHP STUDENT BEHAVIOR

At RHP, our focus is training Christian leaders. We strive to have a positive school culture where students come ready to learn and participate with:

A CLEAN-CUT AND PROFESSIONAL APPEARANCE

Following the guidelines outlined in the RHP dress code

CLEAN LANGUAGE

Without swearing, slang that closely mimics swearing, or use of God's name in a disrespectful way

A POSITIVE AND LIMITED SOCIAL MEDIA PRESENCE

Celebrating friendships, achievements, and milestones

A FOCUS ON WHAT'S IMPORTANT NOW

Focusing on academics, athletics, and building friendships, and saving exclusive dating relationships until after high school

A HEALTHY MIND AND BODY

Committed to staying drug and alcohol free on and off campus

In order to remain in Rio Hondo Prep, students must stay in good standing with their team. All students are **expected to attend all team activities, camps, and trips.**

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.

COMPUTER TECHNOLOGY – ONLINE RESOURCES FOR PARENTS AND STUDENTS

Gradelink - ONLINE ACCESS TO RECORDS

Rio Hondo Prep uses Gradelink 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 can login at **Gradelink.com** and enter the school code (3204), username, 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.

GOOGLE CLASSROOM

The Google Classroom environment is used by many RHP teachers to create assignments and communicate with students. Students can “turn in” their assignments directly to their Google Classroom. The document management software is excellent and allows both students and teachers to stay organized through a paperless system. Students simply click on the assignment and choose to create a Google Doc, Google Sheet, Google Slide Presentation or other project and then attach that to the assignment when they submit their work. Students can also Share documents to collaborate with other class members on group assignments. This is a private web space for teachers to communicate directly with students. Parents can request access to view daily/weekly progress reports.

GOOGLE SUITE

Rio Hondo Preparatory School uses Google's G Suite for Education for with all students. G Suite is a core suite of productivity applications that Google offers to schools and educational institutions for FREE. These communication and collaboration apps include Gmail, Calendar, Drive, Docs and Sites, and a G Suite account unlocks access to dozens of other collaborative tools supported by Google. All of these applications exist completely online (or in the cloud), meaning that all creations can be accessed from any device with an Internet connection. More info can be found on the [G Suite for Education website](#).

MICROSOFT OFFICE 365

Rio Hondo Prep also offers access to Microsoft Office 365 to spark creativity, collaboration, and problem-solving with immersive and engaging apps. Office 365 offers some of the best productivity software available, including full installations of Word, Excel, PowerPoint, and more, for up to five Windows and Mac desktops. Students also get a number of mobile apps, 1 TB of online storage, and real-time collaboration.

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 some meals. In middle school, the students take educational trips to fine arts events (7th) and Sacramento (8th). Ninth graders go to Northern Arizona to study Geology.

Tenth, eleventh, and twelfth grade students go to Mount Kare for Natural History, Astronomy, and Survival Classes.

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 a minimum of 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. 21, for more information on Merits). Students may also be ineligible for competition if they do not turn in their homework (see Homework, p. 6). Middle School students not in good standing may become ineligible.

FINAL EXAM POLICIES (HIGH SCHOOL COURSES)

- No cell phones, tablets, smart watches or other devices that can access the internet will be allowed in the testing rooms. Approved TI calculators may be used for math and science with teacher approval, but formulas may not be programmed in the calculators for exams. International students may only use translators (but not Tablets or iPads) 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 made by the teacher. If an exam is retaken for this reason, the highest grade a student may receive in the course is a C-.

- 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 = Good	C = Satisfactory
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 be eligible for RHP high school**, students must receive at least a C- in the following courses:

FOR GRADUATION FROM 8TH GRADE*

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

*Math 3 and participation on one Summer Trip (if available between 7th and 8th grade) are required for continuation into High School at Rio Hondo Prep but not for graduation from 8th grade.

**Exceptions to the graduation requirements and acceptance into RHP high school may be made on a case by case basis for students with documented learning differences or other special circumstances.

FOR GRADUATION FROM 12TH GRADE

English	4 years
History	3 years including HS Summer Trips
Math	3 years including Integrated Math III and demonstration of Computer Literacy
Science	2 years of a lab science including Biology and either Chemistry or Physics (Students may appeal to replace one lab science with Physical Science)
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. 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 1 ½ to 2 hours per night (20-30 mins. per class, longer for test days). Students who work at a slow pace, and students taking AP or Honors courses may 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 quarter for middle school and semester for high school. These are the official grades used for Graduation Requirements, Honor Roll, Transcripts, etc. 2) In addition, all assigned grades can be viewed through Gradelink 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 an online program (see Eligibility, p. 3).

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.

- Spiral notebook of lined paper (5 subject)
- Spiral notebook or 3-ring binder of graph paper
- Pens with blue or black ink
- Pencils and Erasers
- TI 30-XA (Math 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/ paper bags may be used) Please do **NOT** use Book Sox.
- Glue Stick, Correction tape, Ruler, Protractor, Highlighters

Note: “TI” stands for Texas Instruments. These graphing calculators cost around \$125.00, 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, athletic shoes and socks.

HIGH SCHOOL CHROMEBOOKS

High school students are also required to have their own Chromebook or other laptop computer for use at school. Chromebooks are available with a large range of features and prices. If you are purchasing a Chromebook for your student, we recommend the following minimum specifications:

- Intel Celeron 1.6 GHz Processor
- 4 GB RAM
- 16 GB SSD
- 11.6” Screen

Additional Tips

- A larger SSD size may be useful.
- Some students may prefer the larger screen but it comes at the price of portability.
- If you have a STEM student (planning to take advanced math and science classes) you will want a Chromebook that supports Android apps.
- Don't buy the business versions of the Chromebook. They charge a lot more money for additional processor power and graphics. This is not necessary for a student to do their schoolwork.

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. Final exams are required for all AP courses.

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 middle school or high school director 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. The test day schedule is subject to change.

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

ACADEMIC HELP

If a student is struggling in a particular subject, there are several steps that can be taken to help.

1. Check Gradelink regularly to monitor classwork and missing assignments.
2. Contact teachers for specific strategies for improvement.
3. In some cases it may be necessary to hire a tutor. Teachers may be able to recommend a tutor upon request, or provide materials or suggestions to use. The school does not provide tutoring.

STUDENT/PARENT SERVICES

ATHLETIC COMPETITION

Rio Hondo Prep Middle School students compete on school teams as a member of the Independent League, as well as in intramural programs. High School students compete with other private schools as a member of the Prep League in the Southern Section of the California Interscholastic Federation. All RHP students participate in athletics and other team activities, and have the opportunity to strive for excellence while learning the value of teamwork, self-discipline, and sportsmanship.

BEFORE AND AFTER SCHOOL POLICY

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 students are to go home after their scheduled activity or remain on campus **ONLY** with their leader's permission. Parents are to make arrangements to pick up their children promptly at the end of their activity, give them written permission to walk home, or have them take the Kare Youth League bus at 3:40 (Monday-Thursday) to Kare Park, Wingate Park, or the Pacific Christian Center. Parent cooperation on this matter of supervision is mandatory.

COMPUTER POLICY

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 athletic training 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 a 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 \$7.00 each. Students can pay for lunches in the Rio Hondo Prep Office or online via the RHP website using their student member ID number. 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 the snack period.

PARENT/TEACHER COMMUNICATION

Parents of all students should feel free to email teachers with questions or concerns, or to make appointments to meet with the teachers of individual subjects at any time. At the end of each quarter, report cards or progress reports are sent home, along with a sheet for parents to write comments back to teachers. Parents can also request teacher conferences at this time.

STUDENT GOVERNMENT

Student government and activities are incorporated into our House system and part of the Rio Hondo Academy. The high school Academy has a Student-body President and committees that organize events. A Formal Inaugural Dinner is held to celebrate and install the Student-body President in September. Both middle school and high school students participate in activities organized during house meetings each week.

TELEPHONE

The school will attempt to deliver phone messages to students from parents if they are called in to the office 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 8:00 a.m. and the end of the school day. Eighth grade and high school students turn in their phones to the office at the beginning of each school day and pick them up after their last class or activity. Phones will be confiscated and returned to parents if they are used by the student during school hours without permission.. Parents should text or call student cell phones only after school.

TRANSPORTATION

Parents who bring their children to school are reminded to arrive at least ten minutes before school begins and can drop students off in either the upper or lower parking lots. Families that carpool are ultimately responsible to be sure their own children arrive at school on time. Students are to be in their classroom at 8:00 a.m. in order to avoid tardies. (Remember that school starts at 8:45 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 pickups 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 3:40 bus on Monday-Thursday, which goes to Kare Park, Wingate and the Pacific Christian Center, 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 Gradelink 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, once a month the student will bring home a large paper envelope with information and forms for parents. Parents will read the material, sign the front of the brown envelope, and give to students to return 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.

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, textbooks, 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 an email or phone call the morning of the absence (or earlier).

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 the 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 after-school program director (if the absence will extend past 2:00), and the office. Students will then need to talk to each of their teachers to get their signatures and assignment information.

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.

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) email or 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 allowed three tardies per quarter to allow for traffic problems and unavoidable delays. Demerits will not be given unless the student is more than 10 minutes late to school.

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.

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, or fail to sign out and check back in on the days they leave, 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 skort
Red polo shirt

High School

Uniform black long pants, skort or plaid skirt
White Oxford shirt
Black V-neck sweater
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 new and used uniform sale is held on campus at the end of the school year.

MIDDLE SCHOOL UNIFORM

- 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
- Tennis shoes, dress shoes - any color or style **(no extreme platform shoes or heels)**

HIGH SCHOOL UNIFORM

- Uniform pants/shorts/skirts/skorts
- Uniform red, white, black, or grey 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
- Tennis shoes, dress shoes or girls' sandals with backs **(no extreme platform shoes or heels)**

ALL STUDENTS

- Clothing is to be neat, clean and in the appropriate size.
- Girls' skirts, skorts, and shorts must be of a modest length. **Skirts must hang no shorter than four inches above the crease of the back of the knee.**
- Traditional hairstyles are expected. Specific guidelines for boys' haircuts are available in the office. Excessively trendy hairstyles, color, or cut are inappropriate. (Check with leader beforehand if there is a question about what is acceptable).
- 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.
- Non-uniform rain jackets are allowed on rainy days only.
- Uniform polos must be worn under jackets and sweatshirts.
- **Boys are to be clean shaven each Monday, and for all school performances and public events.**

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, body piercings other than earrings for girls, jewelry for boys, facial hair and sideburns (boys are to be clean shaven each Monday, and for all school performances and public events)

On "Free Dress" days students must wear appropriate clothing: No sweatpants, short shorts, crop tops, tank tops, or ripped or torn clothing.

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.

MERIT SYSTEM

Demerits are given for misbehavior, for not bringing required assignments, books or uniforms to class, not reporting to the office after an absence, or other violations of the RHP behavior guidelines (see p. 2). A Merit Report with reasons for demerits is available in Gradelink. Demerits and Consequences (per quarter)

3	Demerit record sent home to be signed by parent
5	Morning detention
8	Morning detention
10	In school suspension + Demerit Probation
12	Morning Detention
14	Morning Detention
15	In school suspension + faculty committee review
16	Morning detention
18	Morning detention
20	Suspension/Dismissal

- The demerit record is a demerit summary that is sent home as a warning. Record must be signed by a parent/guardian and returned to school the following day.
- Morning detention takes place Wednesday morning at 7:30am. Students will check in their phones and must work quietly on school work or can read. Students will not have access to computers. A detention notice will be sent home Tuesdays in envelopes and must be signed and returned the following day.
- In school suspensions are **1 day or 2 days**, depending on the severity of demerits. Students serving an in school suspension will work on classwork and homework assigned to their classes and/or read. Students will not have access to computers. Students must bring their own snack and lunch and may only leave the room for bathroom use.
- Demerit probation places the student under contract with the school to remain in good standing. Terms of the contract include, but are not limited to, completing coursework on time, a limit on demerits, detention(s), suspension, and others. Under probation, the student also loses privileges granted to them by the school (honor roll trips, free dress, etc). A faculty committee will review the student's record to determine their current/future enrollment status.

- Incomplete/missing homework will result in a demerit. **Additionally, students with 3 or more homework demerits must complete the assignment BEFORE their extracurricular activity or BEFORE they go home.** Administrators and coaches reserve the right to sit out students from practices/games for missing homework.

Students and parents can review all merit activity in Gradelink.

Students who are placed on probation twice during the school year are reviewed to see if they may continue in the school.

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.
7. The use of an artificial intelligence program to produce part or all of a student's assignment.

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 cite 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 citations or 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 15 demerits in two or more quarters, or 3) suspension or administrative decision.

GROUND 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 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." This includes behavior that occurs off campus or on social media platforms.

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, fireworks, or drones. 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.

All students will turn in cell phones at the beginning of the school day, and pick them up when school is out. High school and eighth grade student phones will be stored in the office and middle school phones will be stored in their homerooms.

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.* Funding may be limited for applications submitted after March 1st.

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. Tuition can also be paid online via the RHP website using the student's member ID number with an additional 3% convenience charge.

For those on a monthly payment plan, payments are due on the 15th of each month and delinquent if not received within 15 days. 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.

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.

GENERAL INFORMATION

ADMISSION PROCEDURES

Rio Hondo Prep seeks students who are serious about their education and want to improve themselves mentally, physically, and spiritually. Parents are encouraged to learn about Rio Hondo Preparatory School by scheduling a tour on the RHP website, by calling the school office, or by emailing rhp@rhprep.org. After touring, families will receive a preliminary application. If approved, students will be invited to complete the application process. There is a \$75 fee for the application.

Students can also schedule a shadow day to experience RHP firsthand. Parents are also encouraged to attend the Middle School Parent Information Night in February, or the High School Information Night in May (see calendar for dates).

INTERNATIONAL STUDENT PROGRAM

We have hosted international students from many countries around the world since the 1970s. These students add 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 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-20s 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>
8:00-3:00	8:45-3:00

Academic classes end by 2:00, followed by P.E. and other team activities. Participation in extracurricular activities is required, and activities typically go beyond 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. Requests for transcripts can be made in the school office during school hours or by emailing dloomis@rhprep.org.

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 6/2023

NOTES

Rio Hondo Preparatory School

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