

**Ron Hockwalt Academies**  
Innovation Art & Design  
“Where Students Succeed”

Dear Students, Parents, and Guardians,

Welcome to a new school year! Ron Hockwalt Academies Staff is committed to providing the very finest alternative instruction program possible for our students. Please read the following information very carefully and sign at the end of the document. Your signature means you agree to follow the principles and procedures stated below!

**Attendance Policy**

Absences need to be cleared by a telephone call from a parent/guardian the day of each absence, or a note brought by the student the next school day. Students should clear their absence(s) immediately, so a phone call by parent is preferred.

Students who arrive late or miss school due to doctor/dentist appointments must bring verification of that appointment from the doctor or dentist.

All students coming to school late or leaving early must sign out through the Attendance Office.

**Class Attendance**

Students are expected to be on time to class with appropriate study materials (pencil, paper, notebook, textbook, etc) and ready to begin work when class begins. Tardies, absences, and truancies may result in one or more of the following actions:

- Student conference
- Parent notification
- Parent/administrator conference
- Detention
- Suspension/placement in alternative school setting

**Student Behavior**

At Ron Hockwalt Academies students are expected to be responsible for their personal behavior. Students will respect the rights of all school community members; students who choose not to respect others or maintain self-control will be subject to school discipline, including possible suspension.

California Education Code 48900 lists behaviors and activities that students may not engage in. Please consult this list, which is included in your Registration Packet for specific incidents and details. **Please note the “Furious Five.”** These are the five violations of EC 48915 that mandate automatic suspension with recommendation for expulsion:

- 1. Possessing, selling, or furnishing a firearm**
- 2. Brandishing a knife at another person**
- 3. Unlawfully selling a controlled substance**
- 4. Committing or attempting to commit a sexual assault**
- 5. Possession of an explosive**

### **Appropriate Language**

A hallmark of respect is appropriate language. Students are expected to use appropriate language while at school, both inside the classrooms and all common areas.

- Use of profanity is not permitted. Profanity toward a staff member may result in school suspension.
- All students are expected to use respectful language; no student shall taunt, bully, or harass any other student. Students may be suspended for harassing or intimidating other students.

### **Smoking**

Students are not to have cigarettes or other smoking products in their possession, nor may students smoke anywhere on or near the Ron Hockwalt campus. California Ed. Code states tobacco products are not allowed on any educational facility or any school function.

Tobacco in a student’s possession or use of tobacco on school premises or school sponsored events is a violation of state law and Walnut USD School Board Policy. Students who violate this policy are subject to disciplinary actions deemed appropriate by the GLC/Principal.

### **Cars and Parking**

Students are expected to drive responsibly and observe proper driving procedures while in the Ron Hockwalt Academies’ parking lot. Students may park in the designated student parking area. A school parking permit is required. Students, remember to leave valuables at home, and to lock your car-you are responsible for any and all items left in your car!

- The parking lot area is off-limits during the school day.
- Students must obey seatbelt, speed, and rules of common courtesy, or face loss of school parking privilege.

### **Student Work/Examinations**

Students will make productive use of time and work with the assistance of the classroom teacher on all assignments. At Ron Hockwalt Academies, cheating is not tolerated, and may result in several consequences:

- Withholding of credit until work or an alternative assignment is completed.
- Re-taking the examination
- Parent conference

### **Computer Lab(s)**

Use of RHA's computer labs is a privilege. Certain rules must be followed in order to protect the computer equipment and to maintain a productive experience for all students working in the labs. Students are expected to follow posted rules when using the computer labs:

- Students and parents must agree and sign the Internet User's Agreement Form in order to access the lab.
- **There is no eating or drinking at any lab station.**
- Students are expected to follow all posted lab rules. Failure to do so may result in loss of computer lab privileges and/or other disciplinary action.

### **Health and Safety**

Students are expected to observe all health and safety policies of RHA. This includes wearing appropriate clothing.

### **Drug and Alcohol Abuse**

Ron Hockwalt Academies is very concerned about the health, safety, and welfare of all its students. For this reason, abuse of alcohol and drugs will not be tolerated.

In the case of suspected student use, parent will be notified and student will be sent home.

In the case of student use or possession of illegal substances:

- Substance will be confiscated.
- Police will be notified and arrest may occur.
- Parents will be contacted.

- Student will be suspended and reviewed by principal for recommendation of expulsion.
- In the case of “sales,” California Ed Code requires a recommendation for expulsion.

### **School Dress**

We are very proud of RHA and of our students, and we are committed to providing the very best learning environment we can; the dress code is established to support this commitment. RHA’s expectation is that each of our students is dressed appropriately for the weather and in proper school attire.

- All students are expected to be well groomed and neatly dressed
- Students on or about school property shall not wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which may be considered gang related. (District Policy, Reg. 5740). Belt buckles with initials can only represent the students first or last name.
- Students may not wear clothing with offensive or obscene logos, graphics, lettering, or handwritten wording including the advertising of illegal substances or alcoholic beverages. (District Policy Reg. 5740)
- Spikes and chains used as an article of clothing or as part of an article of clothing will not be permitted.
- Tank shirts (boys underwear, muscle tees, or “wife beaters,”) girls tube tops, any garment revealing the midriff, swim wear, or any clothing that is too revealing, is not to be worn.
- Hats may not be worn or carried at RHA unless there is a designated ASB “hat day.” Hats may be dropped off in the morning with our security officer, administrator, or GLC, or may be put away in student backpacks upon arriving on campus. No hats are allowed to be out during the day under any circumstances with the exception of the above Leadership/ASB “hat day” events.
- Headbands, bandannas, or hairnets are not to be worn on campus by males or females.
- Any attire deemed gang-related or identifies a person with a particular group is not permitted.
- Shoes must be worn at all times. Slippers are not permitted at RHA. Sunglasses may be worn inside the building only with a doctor’s note.

- Pants must fit at the waist, the crotch of the pant must be at an appropriate level, and the pants must stay up without belt or suspenders.
- Oversize or excessively baggy pants may not be worn, and may not be altered to fit the waist, i.e., size 54 pants being “tucked” to fit a 28” waist. “Sagging” is unacceptable for school.
- Pajamas may not be worn at school unless Leadership/ASB designates a school-wide “pajama day.”
- Shorts or cut-offs worn in combination with socks that meet the hem or cuff of the shorts may not be worn at RHA
- Students arriving at school inappropriately dressed will be sent to the office and required to call home. Students wearing inappropriate hats, head bands, etc will be sent to the office. The GLC/Principal will retain the item for the day after which the student can pick up the item. Parents will be notified. Should this occur a second time, the parent will be called to come in and pick up the item; it will not be released to the student.

***Look Sharp,  
Be Sharp,  
Act Sharp!!***

### **Electronic Devices and Cell Phones**

During break and lunchtimes, phones and other electronic devices may be used; they may not be used during passing periods or during class, unless the instructor has given special permission. All headphones, ear pieces, and cell phones must be put away when students enter the building. Staff will confiscate electronics that are not put away when students enter the building. Students, remember that electronics are yours, not the school’s responsibility!

- Students using electronics in class will be sent to the office. The office will keep the items until the end of day, when the student may come and pick up the item.
- The second time the item is confiscated; the parent must come to school and pick it up.

### **Vandalism of School Property**

All of us are very proud of RHA and our students. Therefore, marking, defacing, drawing, or marking any school property is not allowed. Students who vandalize school property may be required to clean the damage, replace the damaged item or make other restitution. In some cases a student may be suspended for

vandalism and other disciplinary action taken as deemed necessary by the GLC/Principal.

### **Visitors on Campus**

- Students must not encourage and/or bring outsiders to school events without permission from principal/GLC.
- Students may not bring someone on or near the campus for the purpose of threatening, attempting to cause, or causing physical injury to other students.
- *The above is a very serious situation.* The student will be suspended and a recommendation for expulsion may be considered.
- Depending on the age of the non-student and the situation, the police may be notified and an arrest may occur.

### **Sexual Harassment**

Sexual harassment is a serious issue. RHA students respect each other and do not engage in activities that are considered sexually harassing. Sexual harassment may include:

- Unwelcome sexual advances
- Visible, verbal or physical conduct of a sexual nature
- Physical abuse (unnecessary touching, pinching, etc.)
- Verbal abuse (lewd comments, sexual insults, jokes, etc.)
- Pressure applied for sexual favors (subtle or overt threats)

Any student who engages in sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion.

### **Return to Comprehensive High School**

Involuntary transfers are here for the semester of the referral and the following semester. All students must formally request to return to the comprehensive high school. Transfer will only occur prior to first semester (fall) and second semester (spring). To be considered for return the following criteria must be met:

- Must have the appropriate number of credits to be considered at “grade level” as described in District Regulation R5815. Credits must be earned in the appropriate subject area.
- Student must have satisfactory attendance, including no excessive tardies.

- Must demonstrate positive school behavior. All suspensions and disciplinary records will be reviewed
- If applicable, all contract stipulations must have been met.
- To graduate from a comprehensive campus, the student must be in attendance at that campus during the final semester of high school.

I/We are looking forward to a very positive experience at Ron Hockwalt Academies! I/We have read RHA School Standards and are aware of the rules, expectations, policies and behavior standards. I/We understand the consequences of not meeting these expectations.

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Parent Signature

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Student Signature

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Parent E Mail Address (Please print very carefully)

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Parent phone number during the day

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Date