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MISSION STATEMENT
Supported by a rich tradition of family and community participation, Casa Roble Fundamental High School ensures that each student will graduate as an exceptionally educated, socially responsible citizen through engagement in our diverse, challenging, and relevant learning experiences.

ESLRs
Expected Schoolwide Learning Results

Casa Roble fosters self-directed, life-long learners who:
• Display Initiative, Curiosity, and Creativity
• Think Critically and Problem Solve
• Communicate Skillfully
• Collaborate Effectively
• Produce Quality Work
• Demonstrate Social Responsibility

STRATEGIC PLAN
Objective 1: By 2016, all students will demonstrate the 21st Century Skills referenced in our Expected Schoolwide Learning Results (ESLRs).
Objective 2: We will increase the percentage of students performing at the proficient and advanced levels annually in all subject areas, with a goal to achieve at least 80% rate of proficiency and advanced levels in all subject areas by 2016.
Objective 3: By graduation all students will develop and demonstrate the character traits necessary to be college, career and citizenship ready.
Objective 4: By 2016, we will increase the number of students who are eligible to attend a 4-year college by 20%.
Objective 5: By 2016, 25% of Casa Roble students will demonstrate social responsibility through the implementation of specifically designed eco-friendly programs that benefit the campus, our students, and our community.
STUDENT RIGHTS:

Students have rights, as do all citizens, under the Constitution, as well as state law and district policy. Their rights include:

a. The right to be heard. Students are encouraged to voice constructive criticism through student government, student advisory committees, school newspaper, teachers, counselors, administrators, and any other channels of communication as long as that process does not substantially disrupt the orderly operation of the school (California Education Code 48916, San Juan Unified School District Policy 5137 and San Juan Unified School District Policy 5161).

b. The right to an education in a safe, clean environment, (San Juan Unified School District Policy 3621).

c. The right to full use of class time for receiving instruction and for learning.

d. The right to fair, consistent and respectful treatment by staff members and other students.

e. The right to offer his/her version of the incident to school authorities before a penalty is imposed. (San Juan Unified School District Policy 5161).

f. The right to seek redress of grievances through the district grievance procedure (San Juan Unified School District Policy 5161). Should you believe that a violation of laws, policies, or procedures has infringed on your legal rights, there are two avenues by which to seek redress. The time limit for filing a grievance shall be no later than ten (10) days after discovery of the alleged violation. To seek redress of the grievance first discuss the problem with the principal, and then file a written grievance with the principal, if necessary. Normally, an academic or citizenship grade cannot be grieved since Education Code 1073 states that no one other than the teacher can change a grade, academic or citizenship. However, a student may file a grievance if the student believes that the process of arriving at the grade has involved mistake, fraud, bad faith, or incompetence. Forms for grievance are available from the principal. Details of these grievance procedures are available in the main administration office and in the attendance office.

g. Continuous Non-Discrimination Notice
Casa Roble High School is committed to equal opportunity for all individuals in education. School programs, activities and services shall be free from unlawful discrimination based on actual or perceived sex, race, color, national origin, religion, age, sexual orientation, sexual preference, ancestry, ethnic group identification, gender, physical or mental disability, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or sexual harassment in any district service, program and/or activity that receives or benefits from state financial assistance. The school shall promote programs which ensure that unlawful discriminatory practices are eliminated in all school activities.

Any student who engages in discrimination may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in unlawful discrimination may be subject to disciplinary action up to and including dismissal.
CASA ROBLE FUNDAMENTAL HIGH SCHOOL
GRADUATION REQUIREMENTS

<table>
<thead>
<tr>
<th>SUBJECTS</th>
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</tr>
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<tbody>
<tr>
<td>English</td>
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<tr>
<td>Mathematics</td>
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<tr>
<td>Algebra 1</td>
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<td>Economics</td>
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<td>Speech/Communications</td>
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<td>Physical Education</td>
<td>20</td>
</tr>
<tr>
<td>Visual/Performing Arts #</td>
<td>10</td>
</tr>
<tr>
<td>Community Service +</td>
<td>10</td>
</tr>
<tr>
<td>Required Elective Credits</td>
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</tr>
</tbody>
</table>

**TOTAL CREDITS REQUIRED FOR GRADUATION** 280

**SENIOR PROJECT:** Successful completion of a Senior Project is required for graduation from Casa Roble Fundamental High School.

+ Students may choose to fulfill the Community Service requirement by either:
  - Passing a 10 credit Community Service class or
  - Fulfilling 60 hours of pre-approved service outside the school day with prior permission from Community Service Man.

# 10 credits of Second Language reduce the required 10 credits of Visual/Performing Arts to 5 credits.

Open Period (Seniors only) – Seniors with 220+ units at end of their Junior year may choose an Open Period each grading period.

**I.W.E. (Inside Work Experience):** Only 20 credits of I.W.E. may be counted towards meeting graduation requirements. Open to Juniors and Seniors ONLY.
# CALIFORNIA PUBLIC FOUR-YEAR COLLEGE ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>UC</th>
<th>CSU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Casa Roble High School courses which meet the A-G University of California requirements for admission are as follows:</td>
<td>Casa Roble High School courses which meet the A-G California State University requirements for admission are as follows:</td>
</tr>
</tbody>
</table>

### 1. HISTORY/SOCIAL SCIENCE
- **2 YEARS (2 terms)**
  - (20 credits) Two years (2 terms) of history/social science, including one year (1 term) or one-half year (1 grading period) of civics or American government; and one year (1 term) of world history, cultures & geography.
  - 1. SOCIAL STUDIES **2 YEARS (2 terms)**
    - (20 credits) U.S. History/Government

### 2. ENGLISH
- **4 YEARS (4 terms)**
  - (40 credits) Courses must be college preparatory English.
  - 2. ENGLISH **4 YEARS (4 terms)**
    - (40 credits) Courses must be college preparatory English.

### 3. MATH
- **3 YEARS (3 terms)**
  - (30 credits) three years (3 terms) of mathematics – algebra 1, geometry & algebra 2. Four years (4 terms) recommended.
  - 3. MATH **3 YEARS (3 terms)**
    - (30 credits) College preparatory mathematics courses are: Algebra 1, geometry & algebra 2.

### 4. LABORATORY SCIENCE
- **2 YEARS (2 terms)**
  - (20 credits) Two years (2 terms) of laboratory science providing basic knowledge in at least two of the fundamental disciplines of biology, chemistry & physics.
  - 4. LABORATORY SCI **2 YEARS (2 terms)**
    - (20 credits) IS 2, biology, chemistry, or physics, or other acceptable laboratory science.

### 5. SECOND LANGUAGE
- **2 YEARS (2 terms)**
  - (20 credits) Two years (2 terms) of a second language, three (3 terms) recommended.
  - 5. SECOND LANGUAGE **2 YEARS (2 terms)**
    - (20 credits) Two years (2 terms) of a second language (subject to waiver for non-English speaking students demonstrating equivalent competency).

### 6. VISUAL/PERFORMING ARTS
- **1 YEAR (1 term)**
  - (10 credits) From UC approved list.
  - 6. VISUAL/PERF ARTS **1 YEAR (1 term)**
    - (10 credits) Art, dance drama/theater, or music.

### 7. COLLEGE PREPARATORY ELECTIVES
- **1 YEAR (1 term)**
  - (10 credits)
    - One year (1 term) in addition to those required above, chosen from the following areas: Advanced levels of visual or performing arts, history, social science, English, advanced mathematics, laboratory science, and language other than English (a third year in the language used for the second language requirement or two years (2 terms) of another language).
  - 7. ELECTIVES **1 YEAR (1 term)**
    - (10 credits)
      - One year (1 term) of college preparatory courses from the following fields: history, English, agriculture, advanced math, laboratory science, second language, social studies, and the visual/performing arts.
GENERAL INFORMATION:

ADMIT/TARDY POLICY: Students must clear absences within 5 days of absence to receive makeup work for days missed.

BICYCLES/SKATEBOARDS/ROLLER BLADES, SCOOTERS, ETC: Bicycle parking is provided next to the tennis courts, behind D wing. Bicycles are not permitted in any other area. It is strongly recommended that expensive bicycles not be ridden to school. Bicycles, scooters, roller blades, skateboards, etc., are not to be ridden on campus at anytime. The school is not responsible for the safety and/or security of these items.

BULLETINS: On Tuesdays and Fridays, closed circuit television broadcasts present important information needed by all students. Students need to pay close attention; if they miss this information, students should read the bulletins posted in their classroom.

CAFETERIA: CRHS provides breakfast and lunch services for students. Students who eat in the Cafeteria are expected to assist in keeping it clean. Free and reduced price lunches are available for students who qualify. Application forms are available in the Cafeteria.

CAMPUS VISITORS: All persons having business to conduct on campus must first report to the Main Office and sign in. Friends and relatives are not allowed to visit with students during the school day.

COUNSELING: The Counseling Office will assist students in making meaningful educational and career decisions. Each year the counselors present to 9th, 10th, 11th and 12th grade students information to guide them in selecting appropriate classes to meet graduation requirements, completing college applications, and transitioning into the world of work. Parents or students who need information regarding student progress overall or in an individual class should contact the Counseling Office at 971-5465.

DANCE REGULATIONS: All Casa Roble students must present student ID card to enter a school dance. Students may invite one friend from another school for select dances, by getting a guest pass from the Administration Office during the week the dance is being held. Guest Passes are due back on the Wednesday before the dance. Guests must have a current photo ID to enter the dance. Students over the age of 20 and those students not yet in high school may not attend a Casa Roble dance. Dancing must be appropriate and, if deemed inappropriate by staff, students will be asked to leave the dance. School dress code is enforced at dances.

DELIVERIES: Flowers, balloons, gifts, etc., will not be delivered to students during the school day.

FIELD TRIPS: Whenever students are on a field trip, they represent Casa Roble Fundamental High School by their behavior, actions and dress. School rules are in effect at all school activities including field trips. Students must receive permission from all their teachers before they board the bus. Teachers may deny a student the right to go on such a trip, in which case the student may not participate. Students must have written permission from their parents prior to leaving on a field trip, and may be asked to donate for the bus.
FINANCIAL OFFICE: The Finance Office is located in the Administration Office. This office takes care of payment for lost textbooks, shop cards, fines for lost or damaged equipment. Checks are accepted for the exact amount of purchase ONLY and must be made payable to Casa Roble High School. This applies to all purchases. Persons having checks returned for insufficient funds will be charged a handling fee.

FINES: Failure to pay fines may result in Social Probation. Diplomas and transcripts may also be withheld until fines are paid or payment arrangements are made.

FLYERS: All flyers, whether school sponsored or outside organization sponsored, must be approved by the administration prior to posting or distributing.

HALL PASSES: Students are not permitted out of class without a valid pass. Students are to travel to and from the designated destination only. Students out of class without a pass or abusing the use of a pass may be referred for discipline.

HEALTH SERVICES: If a student needs immediate medical attention, 911 will be called. If a student becomes ill at school, he/she will report to the Attendance Office where the parent/guardian will be notified. Students who are required to take any type of medication during school hours, must have on file in the Attendance Office, a CONSENT AND REQUEST FOR ORAL MEDICATION DURING SCHOOL DAY signed by a physician and parent or guardian. This applies to over the counter medicine, as well as prescription medicine. (The prescription label is not considered to be an order from a physician to allow school personnel to administer medication). All medication must be contained in its original container. The amount of medication that will be kept at school will be determined by the student’s physician. Any change in type, frequency or amounts of medication will require a new CONSENT AND REQUEST FOR ORAL MEDICATION DURING SCHOOL DAY form.

In the event that it is impossible to obtain a physician’s order i.e., family is new to community; and it is deemed imperative that a child have the medication, it will be given for two (2) days only, upon a written or telephone request by the parent or guardian to the Attendance Secretary only. It is required that continued medication can be provided only upon following the above-stated procedure with the physician’s order. Please note all medications on the emergency card.

INSURANCE (STUDENT): State law requires that students participating in interscholastic athletics, Drill Team and Cheer Squad or other student body activities be covered by insurance. The school can provide a policy at nominal charge.

LIBRARY: The Library provides materials to supplement classroom assignments in hard copy text and software as well as recreational reading. The library contains computers that allow students to access the Internet, word processing and other educationally appropriate software. There are also computers in the Library for students to use for doing research.

LOST AND FOUND: is located in the Library. The school is not responsible for lost or stolen items.

P.E. LOCKERS: Students choose lockers in the P.E. locker room if enrolled in P.E. Students are to provide a lock for their lockers. Students are reminded not to give the lock’s key/combination to anyone else. Students are not to share lockers. The school will not be held responsible for lost or stolen items.
**P.E. UNIFORM:** A uniform may be purchased from the P.E. Department or the student may provide their own. The shorts must be a solid navy and the shirt must be plain white, without pictures or lettering unless purchased from the P.E. Department. Gym shoes are to be worn to class, no boots, sandals, or street shoes.

Non-suits: A student may not participate as a non-suit.
- 1st non-suit the student is warned and loses points.
- 2nd non-suit the student is warned and loses points.
- 3rd non-suit the student is assigned one Tuesday School.
- 4th non-suit the student is assigned one Tuesday School.
- 5th non-suit the student is assigned one Tuesday School and one class suspension.

If a student does not have their P.E. uniform, they may borrow one from the department. Students may borrow a uniform up to 3 times in a nine-week period. After the third time, a loaner becomes a non-suit.

**PARENT VISITATIONS:** Parents are welcome to visit their student’s classes. Parents should contact the administration at least 24 hours in advance to arrange a visitation.

**PARENTAL LIABILITY:** Parents/guardians are held responsible for any personal or property damage done by their student(s).

**STUDENT PARKING/DRIVING:** Students must park only in designated student parking. Violators will be given a consequence beginning with a Saturday School. Students driving in an unsafe manner on campus (speeding, other students riding on the outside of car, peeling out, etc.) will receive consequences. Safety is a primary issue on a school campus and students can lose their driving/parking privilege if they practice unsafe driving.

**REPORT CARDS:** Report cards are given to students every 4 - 5 weeks and mailed home with a copy of transcript in January and June. Semester report cards are final grades which become part of the student’s official transcript. Progress reports are issued mid semester. Progress reports are given to students and if they have a D or below they also are mailed home. Grades are also available online (see Casa Roble website for updates).

**REGIONAL OCCUPATION PROGRAM (ROP):** R.O.P. programs offer students an opportunity to experience on the job training in various career fields while earning school credit. The R.O.P. Office, located in the Counseling Office, will be open as posted. Students must provide their own transportation to off-site programs. R.O.P. students are required to carry their R.O.P. identification cards when on any high school campus.

**HARRASSMENT:** Any student who feels that he/she is being harassed must immediately contact any staff member. The Uniform Complaint Procedure (AR1312.3) is available in the Administration Office and can be filed in accordance with these procedures.

**SALES/EXCHANGES/BARTER:** Students may not sell, exchange or barter any goods or services except for fundraisers authorized by administration and Student Government.

**SCHOLARSHIPS:** Information concerning scholarships and scholarship applications can be obtained from the Counseling Office or from the College Career Corner in the Library. See the counseling page of the school webpage for more information.
Casa Roble Fundamental High School

SCHOOL PICTURES: Students will have their pictures taken during schedule pick up in August. These pictures are used for student body cards, student I.D. and yearbook.

STUDENT GOVERNMENT: The Student Government at Casa Roble seeks to involve all students and give them a voice in student affairs. Student body and class elections are held each spring, with the exception of Freshmen who will have elections in the fall. Student Government members are responsible for approving the calendar, budget, running elections, and directing student activities approved and promoted by student government.

Any student desiring to run for class representative or student government office can obtain a petition for candidacy in room B 1 / B 2 . Students seeking office must meet the following qualifications:

- Possess a current student body card
- Have and maintain a 2.0 GPA with no “F”s in academics and no grade less than a “C” in citizenship, with no more than 6 periods of truancies prior to running for office.
- Suspensions – No suspensions for the previous term

Student Government is responsible for planning rallies and spirit weeks, organizing and decorating for dances, developing fund-raisers for Student Body as well as each class, forming and keeping track of the Student Body budget, advertising and publicizing school functions and events, and helping to maintain a positive atmosphere on campus.

STUDENT IDENTIFICATION CARDS: Students are required to carry current Casa Roble ID cards at all times. Students with student body sticker get free admission to all home athletic contests and receive discounts for dances, other school activities and yearbook purchases.

STUDENT STORE – RAM SHACK: The Student Store is student operated as a project of the Student Government program. Students may purchase school items at the store which is located next to the Library by Senior Square. As soon as the store is open in the fall, the specific time of operation will be announced in the student bulletin.

TELEPHONE: Only emergency messages from parents will be delivered to students. Students calling home for permission to leave school for illness or appointments must call from the Attendance Office. A school phone is available in any school office for students to use.

TEXTBOOK/EQUIPMENT LOSSES: Students and parents are responsible for the safekeeping and return of all textbooks, library books and equipment or uniforms that have been checked out to the student. Students and parents are financially responsible for lost, stolen or damaged books or equipment. Fines can be paid in the finance office.

TRANSCRIPTS: Transcripts are mailed with report cards in January and June. The transcript reflects grades and credits for the semester and is part of each student’s permanent record. Please retain all transcripts and report cards. Students may request official copies of transcripts to be mailed to colleges.

WORK PERMITS: Students may pick up a work permit application in the Round House. Work permits will be issued each quarter to students who meet and maintain the following conditions:

- Academic grades must be 2.0 or better with no F’s.
- Attendance must be 85% or better attendance in the last 9 weeks.
- No outstanding fines.
ATTENDANCE PROCEDURES
Casa Roble Fundamental High School
A CALIFORNIA DISTINGUISHED SCHOOL

Absences:
When a student is absent a parent, or legal guardian must excuse his/her absence with a note, email or phone call to the Attendance Office at 971-5484. The note must include the student’s first and last name, the reason for absence, the exact date(s) and number of periods of absence, a phone number where the person signing the note can be reached, and the signature and relationship of the parent/guardian verifying the absence.

The Attendance Office opens at 7:00 a.m. to give students ample time to bring their notes to clear absences or get their Early Dismissal slips. **Please do not call during the day if possible for Early Dismissals.** We try very hard not to interrupt our teachers during class time. If your student is more than 20 minutes late, please have your student check in the attendance office preferably with their note.

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San Juan Unified School District & CRFHS Attendance Policy
In accordance with State law only absences for the following reasons are considered excused: Illness, medical appointments, the funeral of an immediate family member, and certain religious observances. All other absences, whether phoned in by a parent or not, are considered truancies and are indicated by either an X or C on a student’s weekly attendance report. Students and parents should get a password from the school secretary and look online and check attendance every 5 days. It is the responsibility of the student and his or her parent(s) guardian(s) to verify the accuracy of the attendance weekly and to clear unresolved absences and/or contact the school regarding any errors within 5 days. Attendance marks are permanently recorded five school days after the teacher has indicated an absence. **Unresolved absences automatically roll to cuts (y) after five days and cannot be changed even if it is an error. Students need to fix errors within 5 days of the absence. Parents cannot clear periods 2-4. Students need to get a clearing form from the Attendance office and have these periods cleared with their teacher.**

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Students who receive 24 periods of truancy in a school year may be transferred from Casa Roble for habitual truancy. Truancy letters from the SJUSD will be mailed home after 12, 20 and 24 periods of truancy. Any student who accumulates 24 periods of truancies who is not transferred will be placed on social probation for the rest of the year.

**Note for seniors:** Social probation means you will not be allowed to participate in graduation, Senior Ball, etc.

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Early Dismissals:
Once a student arrives on campus, he/she must get an early dismissal to leave for any reason. Have your student bring a note, signed by their parent/guardian (Emergency Contacts cannot request Early Dismissals) to the Attendance Office which states the reason as well as the dismissal and anticipated return times. **The appropriate time to get an early dismissal is before school, at lunch or afterschool.** Please do not call during class time for an early dismissal unless it is an emergency. We do not want to interrupt our teachers and students during this time. Early dismissals are for medical appointments, illness, or family emergencies only. Please try to make these appointments outside of the school day. **Parents cannot clear early dismissals after the fact.** Students must have their approved early dismissal slip before leaving campus. Students who leave campus without an early dismissal will receive a consequence. It will be documented as an off-campus violation and truancy.
MIDDLE SCHOOL/HIGH SCHOOL ATTENDANCE NOTIFICATION

Positive attendance supports your student’s achievement. Every day a student misses school, he/she is at risk of falling behind academically. Not only is the missed day lost, the return day is spent catching up. Every day a student attends school is also a lesson in responsibility and commitment.

Chronic absenteeism is defined as missing 10 percent or more of the school year which is equivalent to 18 days out of a 180-day school year regardless of whether absences are excused or unexcused.
Below are the District’s policies and procedures for providing notification of a student’s absences to the school. Please review and follow the reporting procedures. Please sign and return this document as directed by your student's school.

1. REPORTING ABSENCES:
❖ Student safety will always remain our number one concern, so always notify the Attendance Office 24 hour line when your child will not be at school.

2. CLEARING ABSENCES:
❖ Parents must clear all absences within 5 school days.
❖ To clear your child’s absence call the automated attendance number. This line is available 24 hours a day. A Parent can also send a note with their child, or notify the school through email (email address must be on file with the school).
❖ If you do not notify the school of your child’s absence the school will contact you to clear your child’s absence. You need to respond to the schools request/communication in order to clear your child’s absence.
❖ If an absence is not cleared within 5 days it will be recorded as a cut.
❖ Verification of Illness:
San Juan Unified School District allows each parent to excuse up to 10 days without verification of illness from a medical professional or school employee. Anytime your child has a doctor’s appointment and/or documentation requiring them to stay home from school, provide this verification immediately to the attendance office when your student returns to school. These absences will be recorded as verified and will not take away from the 10 day parent excused limit.

3. LEGALLY EXCUSED ABSENCES
❖ Illness
   o The District allows 10 days (or the equivalent number of periods) of ‘all day’ illness without doctor’s verification. Absences after that will be recorded as unexcused.
   Thus whenever you have a doctor’s verification it should be submitted.
❖ Quarantine under the direction of a county
❖ Medical, dental, optometry, or chiropractic services rendered
❖ Attendance at funeral services for a member of immediate family (one day in state, three days out of state)
❖ Jury Duty in the manner provided by law.
❖ Pupil is a custodian of a child who is ill or has a medical appt during school.
❖ Religious holidays
❖ The following may be excused by the principal with advance approval:
❖ Court appearance
Employment interview
Religious retreats
Family emergencies
Additional days for funerals of immediate family members.

4. UNEXCUSED ABSENCES
Missed the bus
Out of town
Family vacation
Any illness other than the student’s illness
Accompany parent to a parent’s appointment, etc.

5. INDEPENDENT STUDY
If a child will be out of school for five or more days for an unexcused absence (including family vacations), parents need to contact the office at least two weeks in advance of the absence to inquire about an independent study contract. However, an independent study contract is a privilege, not a right.

6. CHRONIC ILLNESS
If your student has a diagnosed chronic illness, you may receive a physician’s authorization to excuse absences for your child. The form requires the treating physician to verify the diagnosis and list symptoms that would not necessitate an office visit, but require the student to remain home from school. With this authorization, the parent sends a note when the child returns to school listing one or more of the symptoms the physician has identified. These absences will be considered doctor verified (excused).

7. TARDY AND EARLY DISMISUAL PROCEDURES
Students should arrive to school in a timely manner. See school site tardy policy.
- Un-excused tardies over 30 minutes count toward truancy.
- (Excused tardies=verified medical appointment, late SJUSD bus, SARB, or illness).
- Students leaving school during the day must acquire an early dismissal and obtain permission to leave campus.

8. TRUANCY
State law defines a truant as a student who has an unexcused absence or is more than 30 minutes tardy three or more days in one school year or a combination of unexcused absences and over 30 minutes or more.
- Written notices of truancy and excessive absences are required by law. Parents will receive a letter if their child has been absent from school without a valid excuse three full days in one school year or tardy or absent for more than any 30 minute period during the school day without a valid excuse on three occasions in one school year or any combination thereof. A second truancy letter will be sent if the child has two additional unexcused absences. The parent will receive a third truancy letter if a child has one additional unexcused absence. In addition to the letters a parent conference will be required with the school administrator and/or the School Attendance Review Team (SART) member to discuss the child’s absence and how the school can work with the family to ensure the child’s success in school.
9. EXCESSIVE ABSENCE NOTIFICATIONS
If a student has 5 days of excused absences that are not verified by a medical professional or school employee, the parent will receive a Child Welfare & Attendance letter reminding them they have 10 days of parent verified absences available in one school year. When 10 days of parent verified excused absences are recorded, the parent will receive a second Child Welfare & Attendance letter requiring them to provide doctor/dentist etc. verification of illness for any absence or tardy over 30 minutes. Thereafter when the student is too ill to attend school or had a medical appointment, absences without verification from a medical professional or school employee will be recorded as unexcused.
10 days of excused (by parent or guardian) absences are allowed each school year. Child Welfare and Attendance (CWA) letters are sent as a notification to the parent/guardian that absences are reaching (or have met) the 10 day limit.

**CWA Letter 1** sent after 5 parent/guardian excused absences.

**CWA Letter 2** sent after 10 parent/guardian excused absences.

After the CWA 2 letter, all absences require a doctor’s note. Any periods missed without bringing a doctor’s note will be unexcused and will count towards truancy. Notes must be submitted no more than 5 school days past an absence.

**Truancy Letters (TRU 1, 2, and 3) – UNEXCUSED**

**TRU 1 Letter** is sent when a student has 3 days with 1 or more periods coded as X,Y,C or B.

**TRU 2 Letter** is sent when a student has 5 days with 1 or more periods coded as X,Y,C or B.

**TRU 3 Letter** is sent when a student has 6 days with 1 or more periods coded as X,Y,C or B.

**Tardiness**

**Code B** is 30+ minutes late and counts toward truancy. Code B tardies result in TRU letters.

**Unexcused Absences**

**Code X** includes: Missed bus/no transportation Family vacation

Out of town Overslept, personal problems

Needed at home Any illness other than student’s

**Code C** is a Cut/Truant, unexcused absence verified by either staff or parent/guardian.

**Code Y** counts towards truancy, and is coded after 5 school days have passed and the student has not produced a medical note excusing an absence (Code A becomes Y after 5 school days).
GRADING POLICY:
Teachers and others who issue grades will use the following codes when marking student achievement for the purpose of reporting to parents:

**ACADEMIC**
A – Outstanding Achievement  
B – Good Achievement  
C – Satisfactory Achievement  
D – Minimum Achievement  
F – Failure Due to Unsatisfactory Achievement  
I – Incomplete: Grade reverts to “F” after 10 days.

**CITIZENSHIP**
A – Outstanding  
B – Above Average  
C – Satisfactory  
D – Needs Improvement  
F – Unsatisfactory

The student earns a grade in citizenship as well as academic achievement. Citizenship grades are based on attendance, behavior, cooperation, participation, leadership, respect, courtesy, and responsibility as determined by the individual teacher.

WEIGHTED GRADES;
Honors level and advanced placement courses use the “weighted grading” system. This system grants 5.0 grade points for an “A”, 4.0 for a “B” and 3.0 for a “C” (“D” grades are not weighted.) The intent of this system is to encourage students to take more rigorous and challenging academic courses.

DROP/F POLICY:
Students that drop a course after ten regular school days will receive a drop “F” grade for that class, and five units of drop “F” will appear on their transcript.

HOMEWORK POLICY:
Casa Roble Fundamental High School policy prescribes homework as an integral part of the students’ total school program. Our faculty believes purposeful homework will significantly advance the educational progress of the student. Also, it will provide continuity for students to develop good study habits and enhance their skills and knowledge.

DRESS CODE POLICY:
The major responsibility for dress and grooming is placed upon the student and the student’s parents. Inappropriately dressed students will be expected to change clothing. Multiple infractions will result in increased consequences. The following guidelines shall apply to all regular school activities.

1. All garments must fit and be worn in the manner in which they are designed. Pants must be worn at or above the hip point and be able to stay up without a belt. Pajama pants are not appropriate.  
2. Footwear must be worn at all times. No house shoes or slippers.  
3. Tops shall be sufficient to conceal undergarments at all times. Halter tops, off-the-shoulder or low-cut, are midriffs are not allowed.  
4. “Short” shorts/skirts are prohibited (fist length is a good rule of thumb).
5. Clothing, accessories, jewelry, backpacks and binders shall be free of writing, pictures, logos, patches or any other insignia which are crude, vulgar, profane, sexually suggestive or depict drugs or alcohol are not allowed.
6. Clothing, accessories, jewelry, backpacks and binders that are considered by school officials or law enforcement to denote gang affiliation, cult affiliation, satanic reference, or are considered inappropriate or racially offensive are not allowed.
7. No hats are allowed to be worn in the classroom.

CRFHS Staff and Administration have final say on acceptable attire.

DISCIPLINE POLICY:

Points to Remember:

1. Students are not allowed to leave the campus during the school day without obtaining an early dismissal from the Attendance Office.
2. Smoking, vaping or possession of tobacco are against school and district policy.
3. Possession or use of drugs, drug paraphernalia, vaping paraphernalia or alcohol on or around school before, during or after school violates school and district policy. 1st offense mandates a 5 day suspension and 2 calendar months of social probation. Additional violations may result in a request for expulsion.
4. Possession of any weapon or explosive, including fireworks, is grounds for expulsion.
5. First fight results in a three day home suspension and 2 calendar months of social probation. A second fight in results in a five day home suspension and transfer to an alternate placement.
6. Running toward a fight, watching a fight, or being disruptive in the vicinity of a fight, may result in suspension.
7. In addition to other consequences, some offenses result in Social Probation. Social probation prohibits students from participating in extra-curricular activities such as sports, sports practices, clubs, dances, plays, performances, and ceremonies. Offenses for which Casa Roble assigns social probation include but are not limited to vandalism, fighting, drug/alcohol use/possession, fines and theft.
8. All rules apply not only during the school day but also at any San Juan Unified School District activities and athletic contests.

DISCIPLINARY DEFINITIONS:

TUESDAY SCHOOL: Tuesday School is an alternative to home suspension. Students are assigned Tuesday School by an administrator for minor disruptive behavior or attendance related infractions (multiple tardies, truancies).

1) Tuesday School begins promptly at 3:00 PM. No student is admitted to the Tuesday School room after 3:00 PM.

2) Students assigned Tuesday School must bring homework and a book to read. Newspapers, cell phones, mp3 players, and magazines are not allowed.

3) Tuesday School ends at 6:00 PM.
4) A student who fails to serve Tuesday School will be assigned PASS (Positive Alternative to School Suspension) to be served the following Thursday. If a student fails to attend this then another day of PASS or a Home Suspension may occur.

SUSPENSION: A suspended student is not allowed on any San Juan Unified School District campus for the duration of the suspension. This includes any and all dances, sporting events, etc.

SOCIAL PROBATION: Social probation prohibits students from attending or participating in all non-mandatory school functions, activities and events. Non-mandatory school functions, activities and events include, but are not limited to, participation on athletic teams including practices, dances/proms, athletic events, drama and musical productions, student club activities and activities related to graduation, including the graduation ceremony. Social probation begins on the first day of suspension. Casa Roble students can be placed on social probation for committing certain offenses, including but not limited to, fighting, use of drugs or alcohol, vandalism, fines, theft and truancy. Violation of social probation will extend the social probation for two months, may include a home suspension, and the student loses the ability to petition for early end of social probation. Students who owe $100.00 or more in fines to the school may be placed on social probation for an on-going basis until payment is made.

Social Probation will not exceed 2 calendar months per episode or infraction. At the end of one calendar month students may file a petition to be removed from social probation if they can show that they meet the following criteria:

- 2.0 GPA
- 90% attendance with no truancies during the Social Probation period
- B or better in citizenship in all classes
- No discipline offenses

It is the student’s responsibility to complete the petition. Petitions may be picked up from the Vice Principals’ secretary in the Round House.

EXPULSION: The maximum penalty for any disciplinary violation may result in a recommendation for expulsion. A student who is expelled shall not attend any school or alternative instruction program within the San Juan School District for the duration of the expulsion.
The K-12 Pupil Behavior Guidelines are designed to allow school administration to assess incidents on an individual basis, and to issue pupil discipline that is age appropriate and based on a progressive discipline model.

California Education Code section 48900.5(a) states, “Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil’s record, which may be accessed pursuant to Section 49069. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil’s presence causes a danger to persons.”

School site administrators may use discretion when warranted to provide other means of correction to suspension and/or expulsion.

<table>
<thead>
<tr>
<th>Education Code</th>
<th>Other Means of Correction</th>
<th>May Suspend</th>
<th>May Recommend Expulsion</th>
<th>Contact Safe Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>48900(a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.</td>
<td>Threats</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
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<td></td>
<td>Fight</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>48900(a)(2) Willfully used force or violence upon the person of another, except in self-defense. [Reference: 48915(a)(1)(A) and 48915(a)(1)(E)]</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Required</td>
</tr>
<tr>
<td>48900(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal. [Reference: 48915(a)(1)(B), 48915(c)(1), 48915(c)(2), and 48915(c)(3)]</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Required</td>
</tr>
<tr>
<td>48900(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.</td>
<td>Under the influence</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
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<td></td>
<td>Possession</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
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<td>Furnishing</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
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<td>Sale [Reference: 48915(a)(1)(C) and 48915(c)(3)]</td>
<td>Not considered</td>
<td>Required</td>
<td>Required</td>
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<tr>
<td>48900(d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Optional</td>
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<tr>
<td>Education Code</td>
<td>Other Means of Correction</td>
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<td>May Recommend Expulsion</td>
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<td>48900(e) Committed or attempted to commit robbery or extortion. (Reference 48915(a)(1)(D))</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Required</td>
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<tr>
<td>48900(f) Caused or attempted to cause damage to school property or private property.</td>
<td>Minimal damage May be considered</td>
<td>Yes</td>
<td>No</td>
<td>Optional</td>
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<td>Extensive damage May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Required</td>
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<tr>
<td>48900(g) Stole or attempted to steal school property or private property</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Optional</td>
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<td>48900(h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.</td>
<td>May be considered</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
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<td>48900(i) Committed an obscene act or engaged in habitual proflanity or vulgarity.</td>
<td>Obscene act May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Optional</td>
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<td>Habitual Proflanity May be considered</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
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<td>48900(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Optional</td>
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<tr>
<td>48900(k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties; (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.</td>
<td>Cheating/Plagiarism Must be considered</td>
<td>Yes</td>
<td>(K-3) No</td>
<td>No</td>
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<td>Forgery</td>
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<td>Dress code violation</td>
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<td>Gang affiliation or behavior</td>
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<td>Gambling</td>
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<td>Defiance of authority</td>
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<td>Unauthorized parking</td>
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<td>Failed to serve Saturday detention</td>
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<td>Electronic device violation</td>
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<td>Closed campus violation</td>
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<td>Initiating a false fire alarm</td>
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<td>Inappropriate computer access</td>
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<td>Reckless driving</td>
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<td>Trespassing</td>
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<td>Verbal alteration</td>
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<td></td>
<td>Other disruptive or defiant behavior</td>
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<tr>
<td>48900(l) Knowingly received stolen school property or private property.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Optional</td>
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<tr>
<td>48900(m) Possessed an imitation firearm. As used in this section, &quot;imitation firearm&quot; means 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.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Optional</td>
</tr>
<tr>
<td>48900(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code. (Reference 48915(c)(4))</td>
<td>Not considered</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>48900(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Optional</td>
</tr>
<tr>
<td>48900(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Required</td>
</tr>
<tr>
<td>Education Code</td>
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<td>48900(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, &quot;hazing&quot; means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, &quot;hazing&quot; does not include athletic events or school-sanctioned events.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Optional</td>
</tr>
<tr>
<td>48900(r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act. ** Effective January 2015 - 48900.9 regarding victims - See last page</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Optional</td>
</tr>
<tr>
<td>48900(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Optional</td>
</tr>
<tr>
<td>48900.2 In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purpose of this chapter, the conduct described in Section 212.5 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 education environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Optional</td>
</tr>
<tr>
<td>48900.3 In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Required</td>
</tr>
<tr>
<td>48900.4 In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidations, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Optional</td>
</tr>
<tr>
<td>48900.7 In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terrorist threats against school officials or school property, or both.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Required</td>
</tr>
<tr>
<td>48915(a)(1)(A) Causing serious physical injury to another person, except in self-defense.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Required</td>
</tr>
<tr>
<td>48915(a)(1)(B) Possession of any knife or other dangerous object of no reasonable use to the pupil.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Required</td>
</tr>
<tr>
<td>Education Code</td>
<td>Other Means Of Correction</td>
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<td>May Recommend Expulsion</td>
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<tr>
<td>48915(a)(1)(C)</td>
<td>Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following: The first offense for the possession of not more than one avoidavpos ounce of marijuana, other than concentrated cannabis. The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>48915(a)(1)(D)</td>
<td>Robbery or extortion.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>48915(a)(1)(E)</td>
<td>Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>48915(c)(1)</td>
<td>Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.</td>
<td>Not considered</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>48915(c)(2)</td>
<td>Brandishing a knife at another person.</td>
<td>Not considered</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>48915(c)(3)</td>
<td>Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.</td>
<td>Not considered</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>48915(c)(4)</td>
<td>Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (o) of Section 48900.</td>
<td>Not considered</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>48915(c)(5)</td>
<td>Possession of an explosive.</td>
<td>Not considered</td>
<td>Required</td>
<td>Required</td>
</tr>
</tbody>
</table>

**School District Responsibilities**

A pupil shall not be disciplined, suspended, or recommended for expulsion unless the superintendent, a designee or the principal of the school in which the pupil is enrolled determines the pupil has violated one or more parts of the California Education Code. A pupil may be disciplined, suspended or expelled for acts enumerated in the California Education Code that are related to school activity or school attendance occurring at any district school or within any other school district, including, but not limited to, any of the following: while on school grounds; while going to or coming from school; during the lunch period whether on or off campus; during, while going to or coming from a school-sponsored activity.

**Student Responsibilities**

All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools - California Education Code section 48908.

**Parent/Guardian Home Interventions - When Pupil Is Suspended**

Please make the home suspension a teachable moment for your student. Consider the following strategies: Request homework and missed assignments for the period of suspension (it may take teachers a day or two to put this work together for you). Make sure the pupil completes any missed assignments. During the suspension, try to make this time as boring as possible so they won't want to be on suspension again. Provide adult supervision on the day(s) of suspension. Limit or restrict access to television, phone, internet, video games, and friends. Help the pupil think of other ways they could have dealt with the situation. Pupils are less likely to get into trouble when they are involved in positive activities. Find something the pupil likes and get them involved (sports, arts, youth groups, drama, etc.). Connect with community resources to help the pupil - see www.211sacramento.org or ask a school counselor/administrator. The goal of suspension is for the pupil to learn from their mistakes and not repeat them.
Definitions

Suspension: is the removal of a pupil from the classroom for disciplinary reasons for a defined period of time. A principal or designee may suspend a pupil for up to five days. A suspension may be extended under certain conditions. Pupils placed on home suspension are not permitted on or near the school campus, nor are they allowed to participate in any school activities during suspension.

Expulsion: as ordered by the Board of Education, is the removal of a pupil from all schools in the San Juan Unified School District for violating California Education Code. The expulsion is for a defined period of time not to exceed one calendar year.

Brandishing: is to wave a weapon menacingly.

Assault: is an unlawful attempt, coupled with present ability, to commit a violent injury on the person of another.

Battery: is any willful and unlawful use of force or violence upon the person of another.

Serious bodily injury: means a serious impairment of physical condition, including, but not limited to, the following: loss of consciousness; concussion; bone fracture; protracted loss or impairment of function of any bodily member or organ; a wound requiring extensive suturing; and serious disfigurement.

Self-defense: to establish the defense, the person must be free from fault or provocation; must have no means of escape or retreat; and there must be an impending peril.

Terroristic threat: shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars ($1,000), with the specific intent 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 immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

Bullying: any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Education Code section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

• Placing a reasonable pupil or pupil in fear of harm to that pupil’s or those pupils' person or property.
• Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
• Causing a reasonable pupil to experience substantial interference with his or her academic performance.
• Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

Electronic act: the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

1. A message, text, sound, or image.
2. A post on a social network Internet Web site including, but not limited to:
   a) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in the definition of bullying.
   b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in the definition of bullying. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed that the pupil was or is the pupil who was impersonated.
   c) Creating a false profile for the purpose of having one or more of the effects listed in the definition of bullying. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

Notwithstanding an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet. "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

**Section 48900.9**
The superintendent of a school district or the principal of a school may refer a victim of, witness to, or other pupil affected by, an act of bullying, as defined in paragraph (1) of subdivision (r) of Section 48900, committed on or after January 1, 2013, to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling, as appropriate.
SENIOR PROJECT:

DEFINITION: The student selected year long PROJECT includes a 5-7 page research paper, 20+ hours of work on a product and a 10 minute oral presentation. This project cannot be part of an R.O.P. position, high school class or job. The senior's parents are not to be the mentor for this project. The mentor for the senior must be 23+ years of age, qualified in the field of study and willing to spend the amount of time needed to supervise and guide the senior.

RESEARCH PAPER: This is an academic research paper of 5-7 pages. It must follow the MLA guidelines, incorporate at least four sources meaningfully, and have parenthetical citations with an accurate work cited page. These research papers are scored by a core of qualified teachers trained to use a rubric. The senior must receive a “3” on a scale of “6” to successfully pass this first step in the project. This research serves as both a component of the Senior Project as well as the English 4 class. The senior must therefore write a passing paper to successfully complete both his/her Senior Project and English 4 class. The English 4 teacher assists each senior with this research paper, editing as well as encouraging the pursuit of academically rigorous subject choices.

PRODUCT CATEGORIES AND DESCRIPTIONS: Each senior is responsible for creating a product that represents 20+ hours of work outside the classroom and relates to an aspect of his/her research paper. Due to the variety of subject matter, the final products vary also; therefore, the finished products have been divided into four categories:

PHYSICAL PRODUCTS: products resulting from manufacturing, building, designing, original web pages, videos of various types, CD’s, etc.

PERFORMANCE: products resulting from lessons, classes, art, drama, music, martial arts, dance, etc. This is a live performance at the boards.

JOB SHADOW: products resulting from shadowing professionals, coaching, tutoring, etc. A job shadow review is a standard product for this category.

 VOLUNTEER: Products resulting from volunteering ones time at a not for profit organization. A volunteer review is a standard product for this category.

ALL product categories require at least TEN chronological photos including a reflection and description.

PORTFOLIO: Approximately 10 days before the student gives his/her presentation, he must have a completed portfolio containing evidence of the seniors progress towards his goal. Should the product and/or mentor change for whatever reason during the course of the project, the senior must have it approved and signed by the English 4 teacher or supervisory teacher on indicated due date. If applicable, the job shadow or volunteer review must also be included at this time. Failure to submit this completed portfolio ON TIME may result in not walking at graduation. This completed portfolio should be submitted to one’s current English 4 teacher or delivered directly to the project coordinator, no later than 3:00 P.M. on the due date.

PRESENTATION: The senior is given specific guidelines for this presentation of 10 minutes. An unprepared speech under the 10 minutes will not meet the requirement. The senior is asked to weave together the information gained from his research paper to the completion of the project. This process will be related in terms of information as well as self discovery. The panel of three or four judges is instructed to look for evidence of new learning, personal insight, application of real life skills and sincere effort.

DEADLINES: Senior Project Deadlines as well as a Student Handbook can be viewed at the Casa Roble High School website:

http://www.sanjuan.edu/casaroble.cfm
RENAISSANCE

The Casa Roble RENAISSANCE PROGRAM provides meaningful incentives to students who reach specific levels of academic excellence and improve their grade point average. Students who meet Renaissance criteria receive certificates. We encourage all students to review the criteria for Renaissance and begin today to be the best you can be. Selection is by application only. Applications will be made available annually.

CRITERIA FOR CASA ROBLE STUDENT RENAISSANCE PROGRAM

Gold Cards. Students who have a 4.0 and above GPA with a “B” average in citizenship with no “F’s” receive Gold Cards. No suspensions or truancies are allowed.

Silver Cards. Students who have a 3.0-3.9 with a “B” average in citizenship with no “F’s” receive Silver Cards. No suspensions or truancies are allowed.

Blue Cards. Students who have raised their previous terms’ GPA by .25 and who have a “C” average in citizenship with no “F” grades in citizenship or academics receive Blue Cards. No suspensions or truancies are allowed.

Academic Block. Fall Renaissance - 10th, 11th, and 12th grade students who had a 3.5 or better GPA for the preceding semester. No suspension or truancies are allowed. B average citizenship grades with no “F”s”. If Academic Block has been previously earned, a Lamp of Learning is awarded.

These cards allow students to enter home athletic events, dances and other events at a reduced price.
# Athletic Programs

## Fall Sports:
- **Football**
  - Practice Begins: August 8, 2016
  - Head Coach: Norm Ryan
- **Volleyball**
  - Practice Begins: August 8, 2016
  - Head Coach: Ariana Habibeh
- **Cross Country**
  - Practice Begins: August 8, 2016
  - Head Coach: Robert Campagnone
- **Girl’s Golf**
  - Practice Begins: August 8, 2016
  - Head Coach: Kurt Pellman
- **Girl’s Water Polo**
  - Practice Begins: August 8, 2016
  - Head Coach: Hannah Benett
- **Boy’s Water Polo**
  - Practice Begins: August 8, 2016
  - Head Coach: Jason Holley
- **Girl’s Tennis**
  - Practice Begins: August 8, 2016
  - Head Coach: Joe Alves

## Winter Sports:
- **Boy’s Basketball**
  - Practice Begins: November 7, 2016
  - Head Coach: TBA
- **Girl’s Basketball**
  - Practice Begins: November 7, 2016
  - Head Coach: James Bunton
- **Boys Wrestling**
  - Practice Begins: November 7, 2016
  - Head Coach: Rene Delgado, Jr.
- **Girls Wrestling**
  - Practice Begins: November 7, 2016
  - Head Coach: Torean Tyus
- **Boys Soccer**
  - Practice Begins: November 7, 2016
  - Head Coach: Juan Fresquez
- **Girls Soccer**
  - Practice Begins: November 7, 2016
  - Head Coach: David Nolen

## Spring Sports:
- **Baseball**
  - Practice Begins: February 6, 2017
  - Head Coach: Ed Tupper
- **Softball**
  - Practice Begins: February 6, 2017
  - Head Coach: Rich Reynolds
- **Track**
  - Practice Begins: February 6, 2017
  - Head Coach: Jeff Gallero
- **Boy’s Golf**
  - Practice Begins: February 6, 2017
  - Head Coach: John Desmond
- **Boy’s Tennis**
  - Practice Begins: February 6, 2017
  - Head Coach: Joe Alves
- **Boy’s Swim**
  - Practice Begins: February 6, 2017
  - Head Coach: Yvette Bedford
- **Girl’s Swim**
  - Practice Begins: February 6, 2017
  - Head Coach: Karalee Langton
- **Boy’s Lacrosse**
  - Practice Begins: February 6, 2017
  - Head Coach: JR Stowers
- **Girls’ Lacrosse**
  - Practice Begins: February 6, 2017
  - Head Coach: Anne Cooper
- **Boys Volleyball**
  - Practice Begins: February 6, 2017
  - Head Coach: Ariana Habibeh

Athletic Director: Aaron Marlette
Athletic Office: 971-5468
ATHLETIC ACADEMIC ELIGIBILITY:

A STUDENT IS ACADEMICALLY ELEGIBLE IF:
- Currently enrolled in at least 15/20 credits.
- Maintaining at least minimum progress toward high school graduation requirements as prescribed by the governing board.
- Earning at least a 'C' average for the previous grading period in scholarship and 'C' average in citizenship.

A STUDENT WHO DOES NOT MEET THE ABOVE CRITERIA:
- Is declared ineligible and suspended until they meet the requirements at the end of a grading period (they may practice but can't play in games).
- The first time each school year that an athlete becomes ineligible, they may be placed on probation (they continue playing), rather than suspension, provided they attend 3 study periods each week until the next grading period. After 3 weeks a grade check is done and if the athlete is eligible, they may continue competing, if not they are ruled ineligible until the next grades are published.
- The second time each school year that an athlete becomes ineligible, they are placed on suspension for at least 3 weeks and must attend study hall until the next grading period. After 3 weeks of study hall there will be a grade check and if the athlete is eligible, they may begin competing as long as they continue to attend study hall.
- Forgery of grade checks is suspension from athletics for one year.

ATTENDANCE:
To participate in an athletic contest all regularly scheduled classes must be attended the day of competition. Medical or dental appointments may be a valid excuse for partial attendance. The Athletic Director must clear any other exceptions. Truancy or class cuts can result in the athlete being ineligible for the next interscholastic contest.

SUSPENSION:
- Any athlete, suspended from school, will be ineligible for practice and competition during the suspension. The coach may take additional action.
- Any athlete that possesses and/or uses alcohol and/or drugs will be declared ineligible for interscholastic competition as per school/district policy.
- Any athlete placed on social probation shall be ineligible for athletic participation and practice during the probationary period.

ADMINISTRATIVE DISCIPLINE:
After a conference with the coach, the administration may for valid reasons, declare an athlete ineligible at any time.
# Casa Roble Fundamental High School

*California Distinguished School*

**Bell Schedules**

2016-17

<table>
<thead>
<tr>
<th>Regular Schedule</th>
<th>Period 1</th>
<th>7:45 – 9:15</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mondays and Wednesdays</strong></td>
<td>Period 2</td>
<td>9:25 – 10:55</td>
</tr>
<tr>
<td></td>
<td>Lunch</td>
<td>10:55 – 11:25</td>
</tr>
<tr>
<td></td>
<td>Period 3</td>
<td>11:35 – 1:05</td>
</tr>
<tr>
<td></td>
<td>Period 4</td>
<td>1:15 – 2:45</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bulletin Schedule</th>
<th>Period 1</th>
<th>7:45 – 9:10</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuesday and Friday</strong></td>
<td>Period 2</td>
<td>9:20 – 11:00</td>
</tr>
<tr>
<td></td>
<td>Lunch</td>
<td>11:00 – 11:30</td>
</tr>
<tr>
<td></td>
<td>Period 3</td>
<td>11:40 – 1:10</td>
</tr>
<tr>
<td></td>
<td>Period 4</td>
<td>1:20 – 2:45</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Staff Development Schedule</th>
<th>Period 1</th>
<th>7:45 – 8:55</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Thursdays</strong></td>
<td>Period 2</td>
<td>9:05 – 10:25</td>
</tr>
<tr>
<td></td>
<td>Period 3</td>
<td>10:35 – 11:45</td>
</tr>
<tr>
<td></td>
<td>Lunch</td>
<td>11:45 – 12:15</td>
</tr>
<tr>
<td></td>
<td>Period 4</td>
<td>12:25 – 1:35</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Final Exam Schedule</th>
<th>Period 1/3</th>
<th>7:45 – 9:55</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>October 13, 14</strong></td>
<td>Break</td>
<td>9:55 – 10:05</td>
</tr>
<tr>
<td>December 22, 23</td>
<td>Period 2/4</td>
<td>10:15 – 12:25</td>
</tr>
<tr>
<td>March 23, 24</td>
<td>Revised 6-22-16</td>
<td></td>
</tr>
<tr>
<td>June 6, June 7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Modified Schedule Days</th>
<th>Period 1</th>
<th>7:45 – 8:45</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Back to School Nights</strong></td>
<td>Period 2</td>
<td>8:55 – 9:55</td>
</tr>
<tr>
<td>September 6</td>
<td>Break</td>
<td>9:55 – 10:10</td>
</tr>
<tr>
<td>January 19</td>
<td>Period 3</td>
<td>10:10 – 11:10</td>
</tr>
<tr>
<td>Senior Boards: May 23, 24</td>
<td>Period 4</td>
<td>11:20 – 12:20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rally Schedule</th>
<th>Period 1</th>
<th>7:45 – 9:00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Friday</strong></td>
<td>Period 2</td>
<td>9:55 – 11:25</td>
</tr>
<tr>
<td></td>
<td>Lunch</td>
<td>11:25 – 11:55</td>
</tr>
<tr>
<td></td>
<td>Period 3</td>
<td>12:05 – 1:20</td>
</tr>
<tr>
<td></td>
<td>Period 4</td>
<td>1:30 – 2:45</td>
</tr>
</tbody>
</table>
Calendar of Events 2016-2017

August 8  Sports Clearances Due
August 8  Fall Sports Begin
August 12  Schedule Pick-up Day All Grades 8:00 - 2:00
August 18  First Day of School/RAMTASTIC!
August 19  Back To School Social 6-9pm
August 26  Back to School Rally
Aug. 25- Sept. 2  RAM PRIDE week
August 31  Club Day
September 1  AVID Welcome Swim
September 5  Labor Day NO SCHOOL
September 6  Picture Retakes/Make-Ups – ID Card Make-Ups
September 6  Back to School Night, 6:30
September 15  C.C.R. Scholars Program
September 15  Sr. Project Interviews
September 16  Progress Report grading period ends
September 20  Talent Show, 7:00 – 9:00
September 23  Progress Reports distributed to students
Sept. 29 - Oct. 2  SCORE to SoCal College Tour
September 30  Powder Puff 6:00 – 9:00 stadium
October 4  Student Leadership Conference in Woodland
October 8  CRHS PARENTS NIGHT OUT-Divine Savior Church 8pm
October 13  Finals 1st & 2nd per. – MINIMUM DAY – 12:25 dismissal
October 13  Food Fest
October 14  Finals 3rd & 4th per. – MINIMUM DAY -12:25 dismissal
October 15  Beautification Day 8am-11am
October 17  2nd Qtr. Begins
October 17-21  HOMECOMING week
October 19  PSAT Test 7:30 – 11:30
October 19, 20  Float Building, 3:00 – 8:00
October 20  Oktoberfest, 6:00
October 21  Report Cards distributed to students
October 21  Homecoming Rally/Football vs. Mira Loma
October 22  Homecoming Dance
October 27-29  Fall Play
October 28  Renaissance
October 29  Boo Bash
Oct. 31 – Nov. 4  RED RIBBON week
November 3-5  Fall Play
November 7-18  Canned Food Drive
November 7  Winter Sports Begin
November 8  Election Day
November 10  Staff Development Day – NO SCHOOL FOR STUDENTS
November 11  Veteran’s Day - NO SCHOOL
November 14  International Faire
November 16  Casa Open Enrollment Parent Info Night
November 17  College Knowledge Night
November 18  Progress Report grading period ends
November 21-25  Thanksgiving Recess
December 2  Progress Reports distributed to students
December 5-9  Aware Week
December 5-21  Giving Tree
Dec 5 – Jan 20  Open Enrollment
December 9  Switch Dance Rally
December 9  Switch Dance
December 15  Sr. Project Midterm Boards
December 22  Finals 1st & 2nd per. – MIN DAY – 12:25 dismiss
December 23  Finals 3rd & 4th per. – MIN DAY -12:25 dismiss
Dec 26 – Jan 6  Winter Recess
January 9  Teacher Work Day – NO SCHOOL FOR STUDENTS
January 10  3rd Qtr. Begins/Students Return from Winter Break
January 13  Report Cards distributed to students
January 16  ML King Day  NO SCHOOL
January 18  Clubs Day
January 19  Back to School Night
January 25  PSAT Review Night, 6:00 – 8:00
January 26  Senior Project Interviews
January 26-28  Drama Club – Melodrama, 7:00
February 3  Blood Drive
February 6  Spring Sports Begin
February 10  Progress Report grading period ends
February 10  Casade Rally
February 11  Casade Dance
February 13-17  FFA Week
February 15-17  AVID SoCal College Field Trip
February 17  Progress Reports distributed to students
February 20-24  Presidents’ Week Recess
March 10  Renaissance
March 14  Course Registration Info Night (grades 10-12)
March 15  Cheer parent Info Night – EF café 6:30
March 17  RAM-O Rally
March 17  RAM-O Night
March 18  Car Show 9:00 – 2:00
March 23  Finals 1st & 2nd per. – MINIMUM DAY – 12:25 dismissal
March 23  Food Fast after school
March 24  Finals 3rd & 4th per. – MINIMUM DAY -12:25 dismissal
March 27  4th Quarter Begins
March 30, 31, April 1  Spring Play
April 6, 7, 8  Spring Play
April 10-14  Report Cards distributed to students
April 17-21  CAASPP Testing
April 20  AVID Trip
April 20  Sr. Project finished portfolios due
April 21  Junior Prom Rally
April 22  Junior Prom
April 24-26  Cheer Clinic
April 27  Cheer Tryouts
May 1-5  Teacher Appreciation Week
May 1-5  Hispanic Week
May 3  Dance Team Parent Meeting
May 5  Blood Drive
May 5  Progress Report grading period ends
May 12  Progress Reports distributed to students
May 19  Yearbook Distribution Day
May 22-24  Dance Clinic
May 23-24  Senior Boards – MINIMUM Day
May 24  Senior Awards
May 25  Dance Tryouts
May 26  Senior Rally
May 27  Senior Ball 8:30 - 12:00
May 29  Memorial Day  NO SCHOOL
May 31  Undergrad Awards
May 31  Senior Finals
June 1-2  Senior BBQ (during lunch)
June 2  Senior Check-Out
June 5  Senior Breakfast
June 6  Graduation
June 6  Finals Periods 1 and 2 (minimum day)
June 7  Finals Periods 3 and 4 (minimum day)
June 8  Last Day of School End of Semester (min day)
**ROTC EVENTS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 16</td>
<td>Reno Air Races (ROTC)</td>
</tr>
<tr>
<td>October 8</td>
<td>ROTC Orienteering Meet (OV Park)</td>
</tr>
<tr>
<td>October 15</td>
<td>ROTC No Cal Softball Meet (Valley HS)</td>
</tr>
<tr>
<td>November 5</td>
<td>ROTC Titan Drill Meet</td>
</tr>
<tr>
<td>November 11</td>
<td>ROTC Vet Parade – Folsom</td>
</tr>
<tr>
<td>November 12</td>
<td>ROTC Nor-Cal Basketball</td>
</tr>
<tr>
<td>December 3</td>
<td>ROTC Bowling @ Travis AFB</td>
</tr>
<tr>
<td>January 20</td>
<td>Military Ball (ROTC)</td>
</tr>
<tr>
<td>January 28</td>
<td>ROTC Drill Meet</td>
</tr>
<tr>
<td>February 4</td>
<td>ROTC Drill Meet – East Union HS</td>
</tr>
<tr>
<td>March 4</td>
<td>ROTC Fun Olympics @ Casa Roble</td>
</tr>
<tr>
<td>March 18</td>
<td>ROTC Baton Death March – 15 mile hike</td>
</tr>
<tr>
<td>April 22</td>
<td>ROTC Drill Meet @ Hiram J. HS</td>
</tr>
<tr>
<td>April 29</td>
<td>ROTC Volleyball @ Highlands HS</td>
</tr>
</tbody>
</table>

**AG/FFA EVENTS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 1</td>
<td>FFA Leaders Conference</td>
</tr>
<tr>
<td>November 3</td>
<td>FFA Opening &amp; Closing Contest</td>
</tr>
<tr>
<td>December 5</td>
<td>Admin Night FFA</td>
</tr>
<tr>
<td>December 7</td>
<td>FFA/AG Parent Info Night 6:00</td>
</tr>
<tr>
<td>January 28</td>
<td>FFA Speech Contest</td>
</tr>
<tr>
<td>February 13-17</td>
<td>FFA Week</td>
</tr>
<tr>
<td>March 21</td>
<td>FFA State Degree Ceremony</td>
</tr>
<tr>
<td>April 24-25</td>
<td>FFA State Conference</td>
</tr>
<tr>
<td>May 25-27</td>
<td>FFA County Fair</td>
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