

Robertson High School

Student Handbook

Welcome!

The faculty and staff of Robertson High School welcome you as a new member of our school community. Our program is designed to assist you in earning a high school diploma, or to help you return to a traditional high school. We help students focus on learning and provide credit recovery. We have smaller class sizes, more personalized services, and accelerated courses. Our school is not based on a semester class schedule. We enroll students every nine weeks. We have four quarters, so you will be able to complete 16 courses or 80 credits in one year. In order to finish all of these classes in one school year, you must study hard, attend school, and take home extra work. Our school offers many opportunities and a fresh start. It is important that you take advantage of them. Robertson has much to offer, and we are confident that you will find success here.

You are encouraged to work on the following areas as you attend Robertson High School:

1. develop a positive attitude
2. improve your attendance
3. build your academic knowledge
4. establish goals for your future

WHO ATTENDS THE ALTERNATIVE EDUCATION PROGRAM?

The student body consists of young people, who because of unusual responsibilities or personal problems, find that the alternative school program more effectively meets their needs. Students who attend Robertson have often fallen behind academically and come here for a fresh start.

ROBERTSON IS AN INTERVENTION!

It is important to understand that Robertson is an intervention program for students to make-up credits and/or improve their attendance. Should a student continue to fall behind or is otherwise unsuccessful, he/she will be referred back to his/her home school.

ORIENTATION

The orientation meeting is designed to help you and your parent/guardian understand and appreciate our school. It is our desire that this meeting will help you gain a deeper understanding of the school's overall program.

Robertson High School

Student Handbook

EXPECTED SCHOOLWIDE LEARNING RESULTS

1. Demonstrate good citizenship and respect for diversity
2. Think critically and solve problems
3. Possess a post-high school transition plan
4. Communicate effectively in writing and speech
5. Demonstrate self-motivation and time management

MISSION

“Our mission is to engage, challenge, and nurture our students in an equitable educational environment where they develop the skills necessary to succeed in college and the professional workplace, as well as to become contributing members of society.”

VISION

Education (Curriculum, Instruction, Assessment)

We will:

- provide a rigorous standards-based curriculum with measurable daily lesson objectives
- focus on student mastery/learning
- embed technology into various aspects of the curriculum/instruction
- differentiate instructional strategies to engage our students
- have high expectations of ourselves and our students
- use a variety of formative and summative assessments to provide timely feedback and correctives to students and to refine our instructional practices
- collaborate in cross-curricular teams to co-plan/co-teach thematic units

School Environment (Safety, Culture, Climate)

We will:

- promote a safe and respectful school environment by modeling positive communication, exhibiting respectful behaviors, and developing a climate where all are welcome and safe
- provide effective character education classes, student leadership and peer advocacy programs
- ensure that there are multiple and varied events and programs that recognize and reward student growth and citizenship at school and in the community
- strongly advocate for improved nutrition on campus and emphasize healthy living by collaborating with experts from the school district, local businesses, and other organizations
- create and maintain a school garden and recycling program with a focus on sustainability, composting, and zero waste

Robertson High School

Student Handbook

- complete inclusive campus beautification projects at least twice per year that add color and enhance the physical environment of the school
- develop a safety plan and regularly train students and staff to implement it in the event of an emergency

Community Relations (All Stakeholders)

We will:

- create partnerships with all parents by regularly hosting parent educational workshops/seminars where childcare and interpreters are provided
- regularly communicate in a variety of ways with all stakeholders and actively seek their feedback via surveys, questionnaires, evaluation forms, etc.
- provide monthly opportunities for families to informally meet and chat with teachers and administrators
- ensure that all parent events take place at a time of day that is convenient for them to attend
- actively seek corporate sponsorships and community partnerships to enhance programs and to effectively collaborate with various stakeholders
- promote all of our successes, events, activities to the media via the district's Public Relations Officer, or through direct contact with local media outlets
- invite parents and students to advocate and promote the school by having them attend new student orientations and recruitment events at the local high schools

School Support Services

We will:

- provide a variety of on-site interventions including: social/emotional and substance abuse counseling, academic tutoring, mentoring, English Language Learner support, and an intensive reading intervention program
- partner with nearby elementary schools for our students to be tutors
- develop embedded and effective intervention time during the school day for targeted students

College and Career Readiness

We will:

- improve service learning opportunities both on and off campus during the regular school year and summer school
- provide career days and other college/career-related assemblies
- integrate real-world skills classes into the master schedule
- build partnerships with local business and community organizations to provide career and college preparatory opportunities for our students

Robertson High School Student Handbook



ROBERTSON POLICIES AND PROCEDURES

These pages are very important and must be read by both student and parent.

A SHARED RESPONSIBILITY

To carry out the district's discipline policy and to establish standards of behavior, the following responsibilities are assigned by the Board of Education.

RESPONSIBILITIES OF ROBERTSON STAKEHOLDERS

It is the right of every eligible pupil to enroll in school. The privilege of remaining in school may be denied to pupils whose poor academic progress, attendance, or behaviors make their continued enrollment inadvisable. Robertson is a school of choice, not a student's home high school. It is a privilege to attend here. Administrators, teachers, parents and students are all responsible for academic achievement. In order to ensure success, we ask all stakeholders to sign the following Parent-School Compact for Learning:

Robertson High School

Student Handbook

This compact outlines how Robertson parents, the entire school staff, and the students will share the responsibility for improved student academic achievement. By doing so, the school and parents will build and develop a partnership that will help our students achieve the state's high standards for the school year.

	Administrative Responsibilities	Teacher Responsibilities	Family Responsibilities	Student Responsibilities
R 	RESPECT and REINFORCE a positive school culture that allows for collaborative decision making with staff, families, students, and the community, aligned to the school's vision.	REITERATE and REAFFIRM a positive school culture that encourages parent and student participation and is aligned the school's vision	RECOGNIZE and REACT positively to the school culture and participate in the activities and events that promote the school's vision.	REACT positively to members of the school community to help REAFFIRM and REINFORCE a positive school culture that promotes the school's vision and enhances your learning.
E 	ESTABLISH AND maintain high EXPECTATIONS for quality instruction and high standards. ENSURE that both teachers and students can be successful.	ENDEAVOR to motivate my students to learn. ENSURE appropriate and varied classroom instruction that actively involves students, and maintains high standards.	EMPHASIZE the value of education, and ENSURE home support and monitoring of my student's academic work and progress in school.	ENGAGE in the classroom instruction and EXHIBIT quality work that meets the high standards of each class.
B 	BUILD and maintain a safe, orderly and positive teaching/learning environment.	BUILD a safe, orderly, and caring classroom environment conducive to learning.	BUILD and maintain a home environment that supports my student's learning. Ensure a quiet space/time for my student to study and emphasize the importance of homework/schoolwork.	BUILD and maintain a successful school attitude-attend regularly, on time, and with completed homework. BEHAVE and follow home/school rules.
E 	ESTABLISH parent nights once per quarter. EMPHASIZE and require frequent communication from school to home via phone calls, e-mails, Schoolloop, newsletters, website, etc.	ESTABLISH frequent lines of communication with parents via phone calls, e-mails, Schoolloop, and by keeping gradebooks and other information up-to-date.	ENGAGE in school events/activities, attend parent nights, ESTABLISH and frequent monitor a Schoolloop account, E-MAIL or call the school whenever you have a question, idea or concern.	ENGAGE in school activities, ENCOURAGE my parents/guardians to attend, be honest and open with both teachers and parents about how each class is going.
L 	LISTEN to all stakeholders, focus on LEARNing, keep LAUGHter and LOVE at the center of leadership	LISTEN to students and parents, create the best possible LEARNing environment in the classroom, LAUGH with the students, LOVE to teach	LISTEN to my student and other members of the school community, remember that we are all still LEARNing, LAUGH with and LOVE my student	LISTEN to my parents and teachers, focus on LEARNing, keep LAUGHing, LOVE myself and others

Robertson High School

Student Handbook

IMPORTANT TELEPHONE NUMBERS

Robertson High School	657-9155	Education Service	792-4964
Adult School or GED Info.	793-6465	Second Chance	792-4357
Regional Occupation Program	657-1865	VISTA (Independent Study)	657-7028
Community Counseling and			

Administration Extension

Principal, Salvador Herrera, Jr.	49105
Vice Principal, Heidi McFadden	49107
Title I Coordinator, Amy Perez	49111
Child Welfare and Attendance, Mai Ye Vang	49206
Counselor, Annabel Chai (A-L)	49109
Counselor, Michael Hellerud (M-Z)	49112
School Resource Officer, Zach Dexter	49108

Office Staff Extension

Secretary, Mrs. H.	49101
Librarian/Career Ctr., Suzanne Creek	49022
Registrar, Roxsan Agront	49113
Attendance Clerk, Mary Barrs	49104
Receptionist, Alma Ureno Saldivar	49103
Office Assistant II, Gwen Norstrom	49110

Teachers Extension

Mr. Barry, Art	49021
Mr. Bravo, PE and Health	49031
Ms. Diaconis, English	49016
Mr. Fish, English	49017
Ms. Guajardo, Social Science	49029
Mr. Honsowetz, Resource	49014
Ms. Hurst, ROP	49028
Ms. Jemo, Mathematics	49211
Mr. Lam, Science	49013
Mr. Law, Mathematics	49214
Ms. Miranda, Social Science	49129
Ms. Monte, English	49018
Ms. Musto, English	49019
Ms. Puklus, Mathematics	49213
Dr. Shah, Mathematics	49212
Ms. Shepherd, ROP	49024
Mr. Waller, Science	49011
Ms. Weinhardt, Social Science	49025

Robertson High School

Student Handbook

MEDICATION

Students who must take medicine at school must leave it with the secretary after having the required medical form completed by their doctor. A signed parent note must be attached to the container. It should explain when, how, and under what circumstances the medicine must be taken. Students may not carry any medication with them. Medical release forms for inhalers and other self-administered medication can be picked up from the office.

How Robertson Works

All Robertson students enter our program deficient in credits. We have designed a program to meet their needs. Robertson is based on a quarter system, meaning that students may complete four sets of four classes. At the end of the year, if students complete all 4 classes each quarter, they can earn up to 80 credits. At a traditional high school, students earn approximately 60 credits per year.

Quarter 1

Class A x 5 credits
Class B x 5 credits
Class C x 5 credits
Class D x 5 credits
Total: 20 Credits

Quarter 2

Class A x 5 credits
Class B x 5 credits
Class C x 5 credits
Class D x 5 credits
Total: 20 Credits

Quarter 3

Class A x 5 credits
Class B x 5 credits
Class C x 5 credits
Class D x 5 credits
Total: 20 Credits

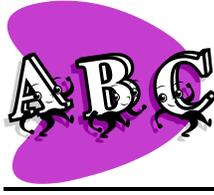
Quarter 4

Class A x 5 credits
Class B x 5 credits
Class C x 5 credits
Class D x 5 credits
Total: 20 Credits

Total Credits Per Year: 80

Robertson High School

Student Handbook



THE ABCs of “GOOD STANDING”

Good standing is an important aspect of being a student at Robertson. There are three areas of “good standing:”

a) **A**ttendance, b) **B**ehavior, and c) **C**redit completion. A student who has poor performance in two of the three areas is in jeopardy of being referred back to his/her home school or another program at the end of a semester. In order to remain at Robertson, students must attend school regularly, complete classes in a timely manner, and not have excessive behavioral referrals or other disciplinary actions.

A) ATTENDANCE

The first aspect of “Good Standing” is attendance.

According to California law, you must attend school until you are 18 years-old, pass the California High School Proficiency Exam, the GED, or graduate.

It is also important to note that any student who misses **more than three full days** of school during a school year is considered a truant.

EC Section 48260 (a): Any pupil subject to compulsory full-time education or compulsory continuation education who is absent from school without a valid excuse three full days or tardy or absent 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, is a truant and shall be reported to the attendance supervisor or the superintendent of the school district.

Absence Procedure

If you have been absent for any reason, you are to come to the office for clearance. You are to do this in all cases, even if your absence has been cleared by your parent or guardian. Any student who comes to school after 8:45am must come to the office for an admittance slip.

A parent or guardian should inform the school by telephone (510) 657-9155 (**To access the absent line, press 7 after inputting the main number**) when a student will be absent. A call between 7:30am and 9:00am on the day of the absence is greatly appreciated.

If the parent/guardian cannot phone, the school must have a note explaining the absence. **This is state law.** The student can bring a note verifying an absence to the attendance clerk before school begins on the date of his/her return. The note should include:

1. The student’s name.
2. The date(s) of the absence.
3. The reason for the absence.
4. The parent’s/guardian’s signature.

Robertson High School

Student Handbook

Tardies

Students who are tardy to school must obtain an admit slip from the office in order to enter class. Students who are habitually tardy to class seriously interfere with class work and inconvenience teachers as well as fellow students.

Continued unexcused tardies will result in progressive discipline.

- For every 3 tardies, a student must serve a 30-minute after school detention (with parent contact).
- Ongoing tardies will result in a referral to the Child Welfare and Attendance Office. (See EC Section 48260 under “Attendance”)

Your progress in school, credits, and eventual graduation depend upon your accomplishments and time in class. To get full credit for every class, you must be in class when the first bell rings and be ready to work when class begins. Punctuality is one of our major objectives. Hopefully, this will carry over into the “world of work.” Assume responsibility for your actions!

Cuts and Unexcused Absences

A cut will result in parent notification and a referral to the Assistant or Vice Principal for an after school detention. Ongoing cuts will result in parent conferences and a referral to Child Welfare and Attendance.

Absences and Course Completion

Students may complete classes at Robertson faster than at the traditional high schools. Since the classes are shorter than normal, but the same material must be covered, any student who does not attend at least 75% of the quarter will be **INELIGIBLE** to pass the class, will receive an F and 0 credits.

Passes

If a student must be absent for any part of the school day, a parent/guardian must notify the attendance office with a note or phone call. The office needs such notification by the end of first period. When a student leaves, he/she must sign out and get an off-grounds pass from an attendance clerk. Failure to follow these procedures will result in a cut being filed with the Vice Principal.

Daily Schedule

Mon/Tues/Thurs/Fri

Period 1	8:45-10:00
Period 2	10:05-11:20
Lunch	11:20-11:50
Period 3	11:55-1:10
Period 4	1:15-2:30

Robertson High School

Student Handbook

Wednesday Schedule* (except as noted under Minimum Days)

Period 1	8:45-9:40
Period 2	9:45-11:00
Lunch	11:00-11:30
Period 3	11:35-12:30
Period 4	12:35-1:30



Schedule Changes

Grading periods at Robertson take place every nine weeks. Student schedules will not be changed during this time unless any of the following errors have occurred:

An error is defined as:

- The student already completed the class per updated transcript.
- A level change in the same subject area is academically necessary (ie, a student has not completed Algebra I, but is taking Geometry).

Closed Campus

Robertson is a closed campus. Students must remain on campus during school hours. Failure to abide by the closed campus policy will result in student discipline.

Loitering on Other Campuses

Robertson students are not allowed on any other Fremont Unified School District campuses at any time during the day. If you have business at another school, you must obtain prior permission from the school's administration. You are subject to disciplinary action and/or police action for loitering at other schools.

Visitors

Student visitors are not allowed on campus during the school day. Parents and guardians may visit the school after checking in at the office. There are no other visitor passes given for family or friends.

Robertson High School

Student Handbook

B) BEHAVIOR

The second aspect of “Good Standing” is behavior.

Your Success

Success here depends largely on YOU! The staff urges you to forget past failures or negative school experiences. This is an opportunity for a fresh start. Our school is designed to help you maintain a positive attitude as you complete your high school education.

School Authority/ Discipline Policy

Under the California Education Code, the school staff is authorized to exercise guidance and control of students as necessary, both in and out of the classroom. Defiance of school authority or disruption of school activities will result in disciplinary action.

Any violation of school rules, District policies or the California Education Code will be followed by counseling, detention, suspension, expulsion, or other means deemed necessary to alter the offending behavior. Specific actions, which call for no less than suspension with a mandatory parent conference include any violation of the State Penal Code, disruption of school activities, or failure to follow the directions of Robertson staff. Smaller infractions are remediated by counseling or detentions as noted in other specified sections including the Fremont Unified School District’s guidelines for disciplinary action.

Student Rights and Responsibilities

It is the right of every eligible pupil to enroll in school and to learn in a safe environment free from distraction. All pupils shall comply with regulations, pursue the required course of study, and respect the authority of teachers. Students must assume responsibility for their own actions and accept any consequences that follow.

Tobacco, Alcohol, and Drugs

State law forbids tobacco, alcohol, and drugs at school. Possession or use is grounds for suspension, recommendation for expulsion, and/or police contact. Citations by the Fremont Police Department may be issued. The selling of any illegal substance will result in a recommendation for expulsion.

Gambling

Gambling in any form is prohibited and grounds for disciplinary action.

Damage to Property

Students who willfully deface or cause damage to school property or the property of others are required to pay for the damages they cause.

Robertson High School

Student Handbook

Suspension

The following acts committed while under the jurisdiction of the school may constitute good cause for suspension as provided in Education Code 48900:

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense.
(Education Code 48900(a))
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any 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.
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stolen or attempted to steal school property or private property.
8. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove, cigarettes, smokeless tobacco, snuff, chew packets, and betel.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia
11. 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.
12. Knowingly received stolen school property or private property.
13. Possessed an imitation firearm.
14. Committed or attempted to commit a sexual assault.
15. Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
17. Engaged in, or attempted to engage in hazing.
18. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
19. 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, 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 shall be subject to discipline pursuant to subdivision (a).
20. Committed sexual harassment as defined in §212.5. (Grades 4-12)
21. Caused, attempted to cause, threatened to cause or participated in an act of hate violence as defined in §233(e). (Grades 4-12)
22. Intentionally engaged in harassment, threats or intimidation directed against any staff, pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of any

Robertson High School

Student Handbook

staff, pupil or group of pupils by creating an intimidating or hostile educational environment. (Grades 4-12)

23. Made terroristic threats, written or oral, against school officials or school property, or both.

A pupil **may not be** suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil **may be** suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period whether on or off the campus.
- (4) During, or while going to or coming from, a school sponsored activity.

In addition to the above, any violation of the following rules may result in disciplinary action such as suspension, detention, parent conference, etc.

1. No gang related activities, clothing, colors, symbols, gestures, or incidents.
2. Cell phones, pagers, i-Pods, walkmans or any other electronic devices **may not be used** during instructional time. There are two simple words to follow, “**off**” and “**away.**” Per district policy, a teacher or other school staff member may confiscate any electronic device on the first occurrence. Failure to abide by the district policy will result in losing the privilege of carrying an electronic device on campus.
3. No loitering or visiting on other school campuses (within 1000 feet) during school hours.
4. No reckless driving while entering or leaving the campus or around the school parking lot.
5. No cheating, copying, forgery, or falsification of school work, notes or documents.
6. No gambling of any kind.
7. No use of public phone during class time.
8. No riding skates, skateboards, bicycles or scooters on the school campus at any time.
9. No littering or throwing of food or other objects.
10. No loitering in the parking lot or on campus during school hours.
11. No loitering in the City Park (behind school) between 7:30am-3:00pm.
12. No name calling, racial or ethnic slurs, sexual harassment, or disrespect of other students.
13. No violation of school dress standards (see next column).
14. NO CUTTING of classes.

Student Bullying and Harassment

The Fremont Unified School District Board Policy 5114.3 states the following regarding student bullying and harassment:

The Fremont Unified School District is committed to providing all students with a safe educational environment in which all members of the school community are treated with dignity and respect and are free from harassment, intimidation or bullying. Bullying and harassment of

Robertson High School

Student Handbook

students by students, school employees, volunteers and visitors will not be tolerated in the Fremont Unified School District. The school district prohibits harassment, bullying, hazing, or any other victimization based on but not limited to any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

This policy is in effect during the school day, while students are on property within the jurisdiction of the school district; going to or coming from school, on school-owned and/or school-operated vehicles, attending or engaged in school sponsored activities; and/or away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Harassment and bullying mean any electronic, written, verbal, visual, or physical act or gesture, or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates a hostile school environment that means one or more of the following conduct:

- Places the student in reasonable fear of harm to the student's person or property,
- Has a substantially detrimental effect on the student's physical or mental health
- Has the effect of substantially interfering with the student's academic performance, or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, personal digital assistant (PDA), wireless hand held device, electronic text messaging or similar technologies.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment.

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment, intimidation or bullying may range from behavioral interventions up to and including suspension, expulsion, or dismissal.

Dress and Grooming

The Fremont Unified School District, Board Policy 5132 “Dress and Grooming” has outlined the following specific minimum dress code for each school:

1. Shoes must be worn. No thongs, sandals, or shoes without a heel strap may be worn while students are participating in physical education classes/activities.

Robertson High School

Student Handbook

2. Pupils must wear shirts/blouses. Tank tops or off-the-shoulder or short blouses/shirts, which show the torso, stomach, or midriff are not allowed. Clothing which reveals the torso, such as see-through or fishnet fabrics, halter-tops, muscle shirts, tube tops, spaghetti strapped clothing (except at formal events), off-the-shoulder or low-cut tops, are prohibited. Pupils may not wear short shorts (daisy dukes) or mini-skirts that are higher than mid-thigh. Undergarments must not be worn over outer clothing and undergarments are not to be visible. The torso and buttocks must be covered completely.
3. The Governing Board has determined that the wearing of gang-related clothing on school premises or at school-sponsored activities poses a danger to students and disrupts instruction. Students may not wear, possess, use, distribute, or display any clothing, jewelry, emblem, badge, symbol, colored bandanna, or sash, which represents or evidences membership or affiliation with any gang.
Clothing which has been deemed by local law enforcement or other experts to be gang-related is prohibited, such as hair nets, bandannas, or shower caps; gang-associated red or blue belts and jackets; t-shirts with creased sleeves, or creased down the front; and split pant cuffs, red or blue shoe laces, and solid red or blue oversized T-shirts unless it includes school insignia/logo. Students are prohibited from wearing colors, artifacts or display gestures, which represent or condone affiliation/ membership with any gang. These restrictions are subject to periodic review. Upon consultation with local law enforcement agencies, or other experts, additional rules, which restrict gang-associated dress may be instituted by the school principal at any time with notice to students and parents.
4. Students may not wear hats in class. However, each school site shall allow for articles of sun-protective clothing, including, but not limited to hats, for outdoor use during the school day.
Students may only wear hats outdoors with their school insignia/logo. This applies to all secondary schools.
5. Students may not wear any clothing, jewelry, emblem, badge, symbol, or other insignia that:
 - A. Advocates or encourages the use or abuse of drugs, tobacco, or alcohol;
 - B. Expresses or advocates prejudice or discrimination against people based on race, ethnicity, gender, religion, national origin, or sexual orientation;
 - C. Advocates or encourages illegal activity.
6. Sunglasses may only be worn outdoors (indoors only with a doctor's written medical permission).
7. Taps and heel plates which may damage school property may not be worn.
8. Other inappropriate clothing accessories or body markings, determined by the school administration to be a deterrent to safety or to detract from the educational process, are prohibited.
9. Chains, spikes on jackets/pants or other potentially dangerous objects may not be worn on school sites (E.C. 48900(b)).
10. Students are to be neat and clean.

Robertson High School

Student Handbook

The State Administrative Code (California 64, Title 5) reads: “All pupils who go to school without proper attention having been given to personal cleanliness, or neatness of dress, may be sent home to be properly prepared for the school room before entering.

Dress and Grooming Procedures:

1. The dress code policy is to be followed except for medical reasons verified by a physician.
2. Students will be instructed to change, add, or remove clothing if in violation of BP5132.
3. A referral will be made to the School Resource officer (high school students only) if gang clothing is worn to school. Parents will be contacted by the school.
4. Pupils who violate the Board policy will be disciplined at school and schools may consider the following:
 - a. First offense: dress change, parent notified, and possible referral to SRO officer (high school students only).
 - b. Second offense: dress change, parent notified, and either detention or suspension. Referral to SRO-officer if gang-related clothing is involved.
 - c. Third offense: dress change, parent notified, and possible suspension/expulsion(s) for defiance of school authority/school rules. Referral to SRO officer if appropriate.

Sexual Harassment

Pursuant to law and per Board Policy (5114.10), unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature constitute sexual harassment. The conduct must be considered by a person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment.

In general, the following conduct is considered sexual harassment:

- a. sexual assault
- b. physical abuse (unnecessary touching, pinching, or cornering)
- c. verbal abuse (propositions, lewd comments, or sexual insults)
- d. visual abuse (leering, lustful, obscene, pornographic intent) or display of pornographic material designed to embarrass or intimidate; or
- e. subtle or overt pressure for sexual favors accompanied by an implied or overt threat.

Any student, preschool to adult, who feels that he/she has been the victim of sexual harassment either by another student or staff person should:

1. Report this violation of Board Policy to any staff member immediately.
2. Tell the harasser his/her words and/or actions are offensive and to stop
3. Avoid being alone with the harasser.
4. Record the incident in writing. Write down what happened, where it happened, when it happened, who else was present, who saw or heard it, and how you reacted. Save any notes or pictures you receive from the harasser.

Robertson High School

Student Handbook

5. Ask any witnesses to write down what he/she heard without any help from you or anyone else. Write dates and times if possible.

Any student who engages in the sexual harassment of anyone in the school setting, preschool to adult, may be subject to disciplinary action up to an including expulsion.

Prom Guest Passes

Each year, students are eager to attend Prom or other dances at various high schools. In order to attend these events as a guest, a student must have an administrator sign a guest pass. The signature on the student's guest pass implies that the student is in "good standing."

Any student wishing to attend a prom or other event in which a guest pass is required, must be in "good standing" in order to have the pass signed by an administrator.

Excessive absences (more than 2 unexcused absences per month), behavioral referrals, and/or poor academic performance (more than one failed class on a current progress report will place a student in "poor standing" and an administrator will not sign the guest pass.

Bicycles and Skateboards

The school assumes no responsibility of any kind relating to bike or skateboard security. If you bring a bike to school, you are required to lock it to the bike rack or bring it into the office for storage. Students are not allowed to carry their skateboards around campus during the school day. You are not to ride a bicycle or skateboard on the school campus.

Cars and Parking



Parking is provided for students in a designated area. Students are not to be in their cars or loitering in the parking lot during the school day. Safe and courteous driving is expected of all students.

Riding the School Bus

Riding the school bus is a privilege. State regulations say that students transported in a school bus are under the authority of and directly responsible to the driver of the bus. Continued

Robertson High School

Student Handbook

disorderly conduct or persistent refusal to submit to the authority of the driver is sufficient reason for a pupil to be denied transportation in accordance with regulations of the Board of Education. School consequences will be assigned for bus misconduct.

Sports Eligibility

Each year, Robertson students are chosen to play on basketball, volleyball, or softball teams that compete against other local continuation high schools. In order to be eligible to play on these teams, students must be in good standing. This means that students may not:

- have any disciplinary problems (suspensions, excessive referrals, or other disciplinary issues)
- have any F grades.

Student Use of Technology

The Principal or designee shall oversee the maintenance of each school's technological resources and will establish guidelines and limits on their use. He/she shall ensure that all students using these resources receive training in the proper use as well as receive copies of related district policies and regulations.

Use of electronic media provided by the district is a privilege. Misuse of equipment or electronic files may subject the student to loss of privilege, adverse impact on grades, or disciplinary action. (AR 3521.1, BP/AR 6163.2)

Internet & Network Services: User Obligations and Responsibilities

Students are authorized to use the district's online services in accordance with user obligations and responsibilities specified below.

1. The system shall be used only for purposes related to Board-approved curriculum. Commercial, political, and/or personal use of the district's system is strictly prohibited. The District reserves the right to monitor any on-line communications for improper use.
2. The students shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or district policy.
3. The students shall not transmit or access material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.
4. Copyrighted material may not be placed on the system without the author's written permission and placed on file in the District's Technology Department. Users may download copyrighted material for their own use but only in accordance with copyright laws.
5. Vandalism and or theft of school property (including but not limited to electronic files and databases) will result in the cancellation of user privileges and/or privileges and/or disciplinary action. Vandalism includes uploading, downloading, or creating computer viruses and/or any malicious attempt to harm or destroy, steal, or alter district equipment or materials or the data of any other user.
6. Inter-and intra-classroom communications are to be brief and will use appropriate language. Use of email, instant messages, and Internet resources shall be for educational purposes only.
7. Students take responsibility to save their own work. The district is not responsible for students' electronic files.

Robertson High School

Student Handbook

8. No portion of the district's technological resources may be used for any form of cyber bullying or identity theft.

9. A student shall report any security problem or misuse of the network to the teacher or Principal. It is each student's responsibility to protect one's identity and not share personal information including, but not limited to, name, student ID number, social security number, address, telephone number, grades, test scores, passwords, and parent information.

10. Online chat rooms shall not be accessed. Students are expected to abide by the generally accepted rules of network etiquette (Netiquette), which includes (but not limited to) the following:

a. Be polite. Be brief. Do not be abusive in your messages to others.

b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.

c. Illegal activities are strictly prohibited.

d. Do not reveal your personal information or any information on students, teachers, or administrators.

e. Note that neither web access nor electronic mail (email) is private. Employees who oversee the system have access to all data traffic including e-mail. Messages and other transmissions relating to or in support of illegal activities may be reported to the authorities.

f. Do not use the network in such a way that you would disrupt the use of the network by other users.

11. Downloading, streaming audio and video is not permitted.

12. Parent/guardian shall indemnify the District from all lawsuits stemming from a student's improper or illegal activity while using the District's technological resources including, but not limited to, computers, printers, fax machines, local area networks and/or wide area network. All communications and information accessible via the network should be assumed to be private property.

C) CREDIT COMPLETION

(Grading Policies)

The last aspect of "Good Standing" is Credit Completion.

Grading/Report Cards

Coursework or tests completed at a less than satisfactory level must be raised to a minimum acceptable level before credit will be granted. 60% is the minimum acceptable grade to pass a class. 70% is required in many classes (refer to course syllabi). Anything below 60% will require a student to repeat a course.

Progress reports will be sent home in the middle of each quarter. Parents will be able to access student grades on a regular basis through the SchoolLoop website. If you do not have a login account and a password, please see our website to create an account. If you need further assistance, call our main number or come to the office during business hours.

Quarter Credits

All students are scheduled into four classes per quarter. Students who earn all 5 credits in each class will earn 20 credits per quarter. This makes a student who has attended Robertson for the entire school year eligible for 80 credits per year.

Robertson High School

Student Handbook

Course Attendance Policy

Students need to have a minimum of 75% attendance to be eligible for course completion. Students with more than 10 absences per quarter will be ineligible to pass their classes.



Principal's List and Gold Club

Any student who completes all 4 of his/her classes in a quarter with a full 5 credits in each class will be on the Principal's List or Gold Club. The Principal's List students will be rewarded at the end of each quarter for their achievements.

Principals List Criteria

- Complete all courses with a 3.0 GPA or higher
- No suspensions
- Less than 5 absences

Gold Club

- Complete 4 out of 6 courses with no Fs
 - No suspensions
 - Less than 5 absences
- A suspension disqualifies a student from participating in any of the activities of any of the clubs listed above.

Intervention List

If a student is failing two or more classes at the three week assessment, an intervention meeting with the student, parent, counselor or administrator will be scheduled. Several interventions will be attempted to help the student improve his/her credit completion, including parent conferences, intervention classes, lunch time and before school tutorials, etc.

Should the poor progress continue, the student is in jeopardy of being referred back to his/her home high school or to adult school.

Homework

Students who are behind in class and need to make up work should be bringing work home. One credit of work will be assigned outside of each class during the quarter. This credit will be assigned as either daily homework or as an independent study project.

Robertson High School

Student Handbook

Graduation Requirements

In addition to completing the Service Learning hours, all students must have the following number of credits in each subject area:

English	40 credits
Mathematics	30 credits
Science	20 credits
Social Studies	30 credits
Fine Arts or Foreign Lang	10 credits
Physical Education	20 credits
Health Education	5 credits
Computer Operations	5 credits
<u>Electives</u>	<u>40 credits</u>

Total Credit Requirement 200 credits

Service Learning

Students must complete 40 service learning hours in order to graduate from Robertson.

Service-learning is a teaching strategy that connects classroom curriculum with service projects.

Service-learning engages students in projects that serve the community while building social, civic, and academic skills.

Service Learning is a teaching and learning strategy. It is more than simply community service. Service-learning connects the act of service with rigorous preparation and reflection. The act of service becomes a tool for learning. Service-learning is hands-on, experiential, authentic learning. Service-learning also gives students a chance to make a positive contribution in their community. Teachers throughout Fremont are beginning to integrate service-learning into their classrooms.

The Service Graduation Requirement: **All Fremont Unified School District high school students need to complete 40 hours of service between 9th and 12th grades in order to graduate.** We recommend that students start earning hours during their freshman year. The Service-Learning Team is working with schools and teachers to develop structured opportunities for students. Students can earn hours through a classroom or school projects or through an approved non-profit organization.

Fremont Unified School District Service Learning Policy

1. Only non-profit organizations qualify.
2. Student organized programs must have a state issue non-profit number and be able to show the programming through supported documentation.
3. No religious work or work that promotes a religious organization.
4. If you support a school activity that you are not a part of and can be confirmed by a school staff member, this will count.

Robertson High School

Student Handbook

5. Senior citizen home outreach that has a direct interaction with the seniors will count .
6. International service will only be accepted through an American-based organization that can be validated.
7. Parents may only sign off on a form if they are an officer of the nonprofit organization.
8. Adults must sign off on all forms.
9. Club hours must be signed off by the club advisor or supervising adult.
10. Fundraising for an event where the money comes back to your club does not count for hours.
11. Double dipping of hours generated for court mandated hours are not eligible for high school hours.
12. Any hours required for ICARE (Adult School elective) do not towards the 40 hour requirement.
13. Hours that may have been accepted in the past that do not adhere to current guidelines will not be accepted.
14. Students are required to keep a copy of all forms and hours submitted over their 4 years and are responsible to prove all hours in question.

Science Camp Policy

Students often choose to attend science camp to be counselors in order to complete their 40 service learning hours. Because all of our students are deficient in credits, we do not allow students to complete these hours during instructional time. Students may still be able to attend during vacation time, Thanksgiving, Christmas, or Spring Break, if there are available spaces. All science camp eligibility must receive final approval by a school administrator.

Extra Credit and Enrichment Programs

Extra credit is available through the Fremont Adult School, Ohlone College, summer school, work experience, and the Regional Occupation Program (ROP). If you are interested in any of these opportunities, see the Career College Specialist in the library or the school counselor.

High School Diploma

A state accredited diploma is awarded to any student who fulfills the state and local requirements for graduation. Robertson credits are accepted by other high schools and colleges. A student will graduate when he/she has earned the specific number of credits designated as required for a diploma and has completed 40 service learning hours.

THINGS TO KNOW ABOUT ROBERTSON SNACK BAR:

- **Do not** bring \$20 bills. We are a small school and cannot generate enough change. Singles and change are best, especially at breakfast.
- If you are an assisted student, i.e., reduced or free in the Fremont School District, you are also reduced or free at Robertson. If you are coming to Robertson from outside Fremont Unified and were reduced or free at your former school,

Robertson High School

Student Handbook

you will need to apply with Fremont Unified. See orientation package for application, fill it out and return it to the snack bar.

- If you are an assisted student, you are entitled to reduced or free breakfast as well as lunch.
- If you are an assisted student, you may pick up your lunch at the box lunch side (left) at the snack bar.
- The right side of the snack bar is for a la carte items as is the red cart on the court.
- Breakfast and lunch items can be purchased at the snack bar.

CASH FOR TRASH!

Attention: Our school needs your help!

Save your empty INKJET PRINTER CARTRIDGES- THEY HAVE VALUE!

Our school has found a company that will pay us cash for empty inkjet printer cartridges. They then remanufacture the inkjet cartridges and sell them at significant savings to their customers.

Benefits:

- 100% profit for our school.
- Potential to earn thousands of dollars per year.
- Program is a safe, simple, quick, easy, profitable, guaranteed way of raising funds.
- Eliminates thousands of tons of trash in landfills.
- Students learn about recycling and its huge impact on our environment.

Here's how it works:

- Inkjet cartridges can be collected from homes, parents' work, co-workers and local businesses.
- Inkjet cartridges should then be brought to a collection box at school in a plastic bag to prevent leakage.
- Inkjet cartridges are shipped to our recycling company (free shipping is provided).
- School earns between \$.25 and \$5.00 per inkjet cartridge.

Robertson High School Student Handbook

AC Transit Contact Information



Travel Information

Phone:

Dial 817-1717 or 511 and say, "AC Transit," to speak with a person about route information including time points, destinations, or trip planning.

Hours: Monday through Friday - 7:00am to 7:00pm, Saturday and Sunday, 9 am to 5pm. Closed Holidays except Presidents Day, MLK and Veterans Day.