

# DARIO CASSINA HIGH SCHOOL

## STUDENT HANDBOOK

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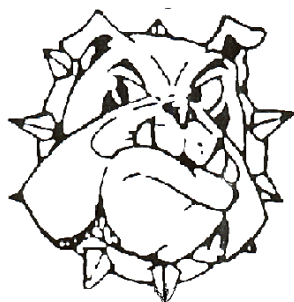
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Dario Cassina High School is a fully accredited high school for students who have found it difficult to attend or succeed in a traditional comprehensive high school. As a result, the majority of students that enroll at Cassina High School are behind in credits for one reason or another. However, students who attend regularly and work hard can quickly catch up on missing credits and graduate on or ahead of schedule.

The faculty and staff at Dario Cassina High School work with students individually within the class setting.

The teachers focus on increased student learning, improved self-esteem, and the development of critical thinking skills for each student. All individuals at the school are expected to work actively to be successful students and to maintain personal dignity for themselves and others.

We are here to help students set and attain personal and academic goals. If you have questions or would like to schedule an appointment, please call **532-1587**.



**Dario Cassina High School**  
**Staff Members**

***Roy Morlan***  
Principal

***Marilyn Wagner***  
Secretary/Registrar

***Ed Cassinetta***  
Teacher: APEX (Science, Social Studies)

***Nancy Dumas***  
Teacher: Math

***Jeff Hansten***  
Teacher: Physical Ed.

***Chris Nugier***  
Teacher: Art, Math, Science

***Dina Pinocchio***  
Teacher: English, APEX

***Matt Marinovich***  
Teacher: Special Education

***Chris Rosko***  
Campus Supervisor

# DARIO CASSINA HIGH SCHOOL

## BELL SCHEDULES

### REGULAR SCHEDULE

1 <sup>ST</sup> PERIOD	8:30 – 9:20
BREAK	9:20 – 9:35
2 <sup>ND</sup> PERIOD	9:40 – 10:30
3 <sup>RD</sup> PERIOD	10:35 – 11:25
LUNCH	11:25 – 12:05
4 <sup>TH</sup> PERIOD	12:10 – 1:00
5 <sup>TH</sup> PERIOD	1:05 – 1:55

### WEDNESDAY SCHEDULE

1 <sup>ST</sup> PERIOD	9:20 – 10:00
BREAK	10:00 – 10:25
2 <sup>ND</sup> PERIOD	10:30 – 11:10
3 <sup>RD</sup> PERIOD	11:15 – 11:55
LUNCH	12:00 – 12:30
4 <sup>TH</sup> PERIOD	12:35 – 1:15
5 <sup>TH</sup> PERIOD	1:20 – 1:55

### INCLEMENT WEATHER SCHEDULE

1 <sup>ST</sup> PERIOD	10:15 – 10:50
2 <sup>ND</sup> PERIOD	10:55 – 11:30
LUNCH	11:30 – 12:00
3 <sup>RD</sup> PERIOD	12:05 – 12:40
4 <sup>TH</sup> PERIOD	12:45 – 1:20
5 <sup>TH</sup> PERIOD	1:25 – 1:55



## **ATTENDANCE (ED. CODE 48200)**

Each person between the ages of 6 and 18 years not exempted under the provisions of Ed. Code 48200 is subject to compulsory full-time education. Each person subject to compulsory continuation education shall attend the public continuation school or classes for the full time designated length of the school day by the governing board of the school district in which the residency of either the parent or legal guardian is located.

## **ABSENCES**

Parents are asked to contact the school by 8:30 a.m. the day their child is absent from class. The office opens at 7:30 a.m. but parents/guardians can call any time (532-1587) and leave a message on the answering machine.

If a student is out more than three days, a doctor's note is required upon return. If the parent or guardian has not called Marilyn Wagner to clear the absence, the student must have a note indicating the reason for missing school. The note must state the days of absence and the reasons for the absence.

## **CLOSED CAMPUS**

Dario Cassina HS is a "Closed Campus." From the time students arrive in the morning until they leave after school, they may not go off campus for any reason – with one exception. Students who earn full credit and do not have any discipline problems or suspensions in the prior block will earn an "Off Campus Pass," which allows them to leave campus at lunch and after school. This privilege will be revoked if it is abused in any way.

## **LEAVING DURING THE SCHOOL DAY**

If a student has to leave the Alternative Education Campus during the school day, he/she must sign out with the office. A parent/guardian must give permission either by a prior note or phone call. The student will be asked to record the time he/she is leaving and the purpose or reason for leaving campus. A student who leaves campus without signing out is truant.

## **VISITORS**

Students are not allowed to bring visitors to campus during the school day. Former students will not be allowed to visit classrooms, teachers, or students until after 2:00 p.m.

**SONORA UNION HIGH SCHOOL DISTRICT  
ALTERNATIVE EDUCATION CAMPUS**

**CODE OF CONDUCT**

**RESPECT**

All students are expected to:

- ◆ respect themselves
- ◆ respect other students (emotionally and physically)
- ◆ respect all staff members
- ◆ respect individual and school property

**TRUST**

All students are trusted to:

- ◆ be where they are supposed to be at all times
- ◆ be drug and alcohol free
- ◆ be on time and prepared to learn
- ◆ be honest
- ◆ keep a positive attitude

**COMMUNICATION**

All students are expected to:

- ◆ tell the truth
- ◆ refrain from profanity and verbal abuse
- ◆ follow directions from staff
- ◆ be good listeners
- ◆ actively participate in the strategies of Conflict Resolution

## **CLASSES, CREDITS AND GRADUATION REQUIREMENTS**

At Dario Cassina High School, the school year is broken into six “blocks” allowing students to earn grades and credits every six-seven weeks. Students start a new grading period every block and are required to have a minimum of five classes per day (unless special circumstances are approved by the Principal).

Graduation from Dario Cassina High is based on similar requirements to the other schools in the Sonora Union High School District. Cassina HS students must also pass the California High School Exit Exams in English/Language Arts and Mathematics. The requirements for graduation are as follows:

**A. Earn** the required credits:

English	40
Mathematics (with 10 credits in Algebra)	20
Physical Science	10
Life Science (Biology)	10
World History/Geography	10
US History	10
American Government/Civics	5
Economics	5
Fine Art/Foreign Language	10
Physical Education	20
Electives	<u>80</u>
<b>Total</b>	<b>220</b>

**B. Pass** the California High School Exit Exam in English/Language Arts and Mathematics.

**C. Display** good citizenship and have a satisfactory record of attendance.



## **EARNING CREDITS**

Full-time students can earn 15 units of credit in every block. This adds up to 90 units of credit per year, 30 more than normally earned in the district's comprehensive high school. It is possible to earn even more units of credit in a year under specially-arranged circumstances. If a student earns fewer than 12 units of credit for two blocks in a row, the Principal will meet with the student and his/her parent(s)/guardian(s) to determine if there is a better option to complete the student's schooling.

## **GRADING PERIODS FOR 2014-2015**

1 <sup>st</sup> Block	August 20	–	September 26	(27 days)
2 <sup>nd</sup> Block	September 29	–	October 31	(23 days)
3 <sup>rd</sup> Block	November 3	–	December 19	(28 days)
4 <sup>th</sup> Block	January 5	–	February 20	(33 days)
5 <sup>th</sup> Block	February 24	–	April 10	(29 days)
6 <sup>th</sup> Block	April 13	–	June 3	(37 days)

Graduation will be on Wednesday, June 3, 2015 @ 6:00 pm

## **WORK PERMITS**

Students under 18 must have a Work Permit to hold a job during the school year. Work Permits may be obtained from Marilyn Wagner in the Alternative Education Office. Students may earn up to three (3) credits of Employment Experience each block depending on the number of hours they work.

## **PERTUSSIS/WHOOPING COUGH BOOSTER SHOT (TDAP)**

In order to enter grades 7-12 as of August 2011, all students in California must have received the Tdap shot on or after their 7<sup>th</sup> birthday. Parents/guardians must provide proof of this immunization to the school office by the first day of school. Students who have not been immunized or cannot show proof of immunization will not be allowed to attend school.

## **BEHAVIOR GUIDELINES**

Students are responsible for their behavior and they will be held accountable for their actions. The Alternative Education Campus **Code of Conduct** (see page 3) gives students a “blueprint” for positive and productive behavior.

School rules and regulations encourage students to be active learners; provide an atmosphere whereby teaching and learning can flourish; and maintain order, health, and safety.

The students at Dario Cassina High School can expect to be treated in a fair and consistent manner by all staff members who will also explain the consequences of persistent refusal to comply with school rules.

## **HARASSMENT**

Harassment of students or staff in any form, including bullying, cyber-bullying, intimidation, hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering will result in disciplinary action, including but not limited to suspension and/or expulsion.

## **ZERO TOLERANCE POLICY**

The Sonora Union High School District has adopted a Zero Tolerance Policy, which makes it mandatory that in certain situations disciplinary action, up to and including expulsion, be considered. These behaviors include fighting; threatening others; possession of, or the use of, drugs or alcohol during the school day; being intoxicated while at school; any form of bullying or sexual harassment, including by use of an electronic device; and possession of, or use of, anything that can be used as a weapon.

## **OFF LIMITS AREAS**

Several areas have been designated as “Off Limits” to all students from 7:30 a.m. until 3:30 p.m. These include:

- the areas north of the gymnasium, including the Dome, the two Arts Council buildings, Sonora Lions Park, & the lower field,
- the Demonstration Garden and the area south of the garden that includes SHS Maintenance and the “Jack Shack,” and
- the sidewalk and street in front of the Dome, the two Arts Council buildings, and the Lions Club Park.



## **CELL PHONES AND OTHER ELECTRONIC DEVICES**

Students may possess and/or use electronic signaling devices including but not limited to cellular/digital phones, pagers, beepers, MP3 players, iPads, and iPods. **Permitted devices shall:**

- 1. Be turned off and kept out of sight during class time.**
- 2. Not disrupt the educational program or any school activity.**

If a disruption occurs, the school employee shall 1) direct the student to turn off the device and/or 2) confiscate and turn over the device to the principal or designee as soon as possible for further action:

1<sup>st</sup> Offense: Student may pick up the device in the office after school.

2<sup>nd</sup> Offense: The device must be picked up by a parent/guardian.

Unauthorized use of these devices, including the use of any signaling device to cheat on any test or school assignment in any manner or to intrude on the privacy of others (see “Cyber-bullying” on page 13), will result in disciplinary action and/or a loss of the privilege to possess a personal electronic signaling device at school or school-related events.

**Cassina High School is not responsible for lost or stolen items.**

## **CYBER-BULLYING**

Cyber-bullying includes the transmission of communications, posting of harassing messages, direct threats, social cruelty, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device.

Cyber-bullying also includes breaking into another student’s electronic account and assuming that person’s identity in order to damage that person’s reputation or friendships.

Any student who engages in cyber-bullying using district-owned equipment, on school premises, or off-campus in a manner that impacts school activity or school attendance shall be subject to discipline in accordance with district policies and regulations.

Students are encouraged to save and print any messages sent to them that they feel constitute cyber-bullying and to notify a teacher, the principal, or any other employee(s) so that the matter may be investigated.

## **DRESS CODE**

The Sonora Union High School District encourages students to dress appropriately for school. Student dress and appearance shall not be hazardous to the safety of anyone in school. Any clothes or styles of dress that may cause a threat, have a negative effect, or disrupt the educational process will not be permitted.

The following guidelines are intended to define appropriate student attire. This dress code shall apply at school and at all school-sponsored activities. Students in violation of this dress code will be referred to the Principal or Campus Supervisor for appropriate action.

### **Dario Cassina High School**

# **Dress Code**

- Clothes shall be sufficient to conceal under-garments at all times and shall not be revealing or inappropriate in any way.
- Shoes must be worn at all times.
- Clothing, jewelry, and personal items (backpacks, fanny packs, notebooks, water bottles, etc.) shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive; which bear drug, alcohol, or tobacco company advertising, promotion and likenesses; which denote membership in or support of a gang; or which advocate racial, ethnic or religious prejudice.



## **CAHSEE TESTING & CAHSEE INTENSIVE INSTRUCTION**

In addition to completing the courses required for graduation, all students – excluding those with IEP's and 504's – must pass both parts of the California High School Exit Exam (CAHSEE) to receive a high school diploma. Students who pass their courses but not both parts of the CAHSEE will receive a "Certificate of Completion" until they pass the CAHSEE, at which time they will receive a Dario Cassina High School Diploma.

Students in grades 11-12 who have not passed the CAHSEE will be scheduled into a CAHSEE Intensive Instruction class. Beyond grade 12, students have the right to CAHSEE Intensive Instruction services for up to two years after high school or until they pass both parts of the CAHSEE, whichever comes first.

In 2014-2015, the CAHSEE will be offered on these dates:

October 7-8, 2013	Grades 11, 12, and Adult Education
February 3-4, 2014	Grades 11, 12, and Adult Education
March 17-18, 2014	Grade 10 only
May 12-13, 2014	Grades 11, 12, and Adult Education

The English Language Arts (ELA) Test is offered on the first day, and the math test is offered on the second day of each testing window.

Anyone with questions regarding the CAHSEE or CAHSEE Intensive Instruction should contact Principal Roy Morlan @ 532-1587.

# **Dario Cassina High School's Expected School Wide Learning Results**

The Graduates of Dario Cassina High School will:

- ◆ Demonstrate the ability to read, write, and speak effectively
  - Convey thoughts effectively in writing
  - Read with comprehension and fluency
  - Speak and listen effectively and respectfully to others
  - Apply reading, writing, and speaking skills reflectively
  
- ◆ Use knowledge and technology to solve problems, make decisions, and complete projects
  - Apply problem-solving processes to real-life situations
  - Identify, organize, analyze, and assess information
  - Understand the role of technology in higher education and the work place
  
- ◆ Gain the knowledge, skills, and experience needed to enter a career field, a technical institution, a community college system, or military service
  - Set and achieve goals
  - Be aware of future opportunities
  - Utilize test-taking strategies
  - Write resumes and fill out applications
  
- ◆ Demonstrate personal and civic responsibility
  - Exhibit good attendance, behavior, and productivity
  - Show respect for self and others
  - Value education now and in the future
  - Develop an understanding of civic responsibilities

## **GRADUATION**

The staff at Dario Cassina High School believes that students who complete their high school requirements should be honored in a formal graduation ceremony. Friends and relatives deserve an opportunity to cheer and laugh and enjoy the matriculation of our students to the next stage in their lives. Caps and gowns, honors and awards, and the whole pageantry of graduation are an important way to end the high school experience.



For that reason, everyone who maintains appropriate behavior and completes his or her high school requirements while enrolled in Cassina HS is invited to participate in our graduation ceremony and be honored as a graduate of Dario Cassina High School.

## **DEADLINE FOR ORDERING CAP AND GOWN**

Friday, March 27, 2015: Last day to order Cap & Gown @ \$40.00.  
After this, price goes to \$55.00 plus tax and shipping.  
See Marilyn Wagner in the Office for more information.

## **SCHOLARSHIPS**

Friday, February 20; Scholarship Packets available for seniors.  
Friday, March 27; "Standard" Scholarship Application due in Office.  
(Standard App. available all year on line.)

### **Want to Graduate?**

Then Remember the "Big 5"!

1. Show up EVERY DAY
2. Be ON TIME
3. Be READY to work
4. Be WILLING to learn
5. Maintain a GOOD ATTITUDE!

## **SONORA HS DANCES – PRIVILEGES, POLICIES, AND PROCEDURES**

With the exception of the Fall Formal and the Prom, Cassina High School students must be the guest of a Sonora HS student – with a guest pass issued by SHS – to attend any of the dances offered at SHS during the school year.

For the Fall Formal and the Prom, students at Cassina HS and the other Alternative Education Campus programs may buy bids and attend the dance(s) providing they follow these procedures:

- The request to attend the Fall Formal or the Prom must be approved at least one full day ahead of the dance by the Cassina HS Principal and the Sonora HS Site Administration.
- The student(s) requesting to attend may not be on suspension.
- A non-SUHSD student attending as a guest must be under 21 and must secure a guest pass from the Cassina HS Principal. The Cassina HS student is responsible for his/her guest's behavior.
- The Cassina HS student(s) and any guests must follow the same rules and regulations that apply to Sonora HS students attending dances, including the following:
  - Students must have a current school ID with a picture.
  - Students and guests suspected of being under the influence of alcohol or other drugs will be referred to an administrator and/or the police.
  - Students who endanger the safety of themselves or others will be referred to an administrator.
  - Students must refrain from sexually explicit dancing or inappropriate displays of affection.
  - Students may not wear shoes on the gym floor.
  - Students asked to leave a dance for any reason will not be allowed at any dances for the remainder of the year.
  - Once students have entered the dance, they may not leave and re-enter. The doors will be closed one hour after the dance begins, and students may not leave until the last hour of the dance. Students will not be allowed to leave early without a parent note or call.

## **S.U.H.S.D. TRANSPORTATION**

The Sonora Union High School District Transportation Department is proud to offer transportation to students attending Dario Cassina High School. However, riding the bus is a privilege, and students need to observe the following guidelines or risk losing that privilege:

- All Sonora Union High School District students riding a bus must follow the SUHSD Bus Rules and Regulations.
- All SUHSD students riding a bus must pay the “Transportation Fee” as explained on the next page (page 16).
- Cassina HS students who ride the bus in the morning are required, upon arrival at SHS loading zone, to go directly to the bus that transports them from SHS to Cassina HS (unless they are taking an ROP course on the SHS campus).
- ROP students must ride district transportation to Cassina HS unless other arrangements have been made with the Principal.
- Students who ride the bus in the afternoon are required to take the bus from Cassina HS to the loading zone at SHS, where they must go directly to their designated bus that takes them home.
- Failure to ride the transfer bus to Cassina HS in the morning or to the student’s home bus in the afternoon will result in a citation issued from the Transportation Department.
- Cassina HS students may not go on to the Sonora HS campus either in the morning or the afternoon while changing buses (except to attend an ROP course). They are required to go directly from their bus to the transfer bus in the morning and directly from the transfer bus to their home bus in the afternoon.
- Directions given by the bus driver are to be followed at all times.

Offenses as outlined in SCHOOL BUS REGULATIONS, BP 5131.1, will constitute reason to issue students bus citations which may, when warranted, result in suspension from transportation services.

**To get details about bus pick-up and drop-off times and locations:  
Call the Transportation Department at 532-5511 x163 or  
check the bus schedule on the district’s web site:**

**[www.sonorahs.k12.ca.us](http://www.sonorahs.k12.ca.us)**

## **S.U.H.S.D. TRANSPORTATION FEE**

The Sonora Union High School District (SUHSD) will begin assessing ridership fees for home to school transportation in the 2011-2012 school year. All fees will be used to offset district transportation expenses. The fees will be as follows:

- \$120.00 for the full year (180 school days). The fee may be paid \$60/semester. There are no refunds for partial use.
- Students eligible for reduced lunch will pay \$60 for the full year (or \$30/semester). There are no refunds for partial use.
- Students eligible for free lunch will be transported for free, but they must still register with the office so they are cleared to ride the bus.
- The fee structure goes to half price for a third sibling and free for the fourth sibling.
- Cassina HS students will bring their fee money to Marilyn Wagner in the Alternative Education Office.
- The transportation fee is good at all schools in the district, so students who transfer schools will still be covered by their original payment.
- SUHSD and Summerville HS have adopted the same ridership fee structure, so one campus is not cheaper than any other campus.

## **ADVERSE WEATHER CONDITIONS**

Winter weather conditions, especially heavy snow and/or ice, sometimes keep the bus drivers from completing their usual routes.

Listen to your local radio station or go to [www.sonorahs.k12.ca.us](http://www.sonorahs.k12.ca.us) to get up-to-the minute details about school closures, bus delays, and/or alternate pick-up sites, as well as the schedule for the day (see page 2).



**SCHOOL YEAR CALENDAR**