

# Sierra Junior High School

2024-2025



## Parent/Student Handbook Sierra Unified School District

### **Where Warriors Become Chieftains**

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#### **Superintendent**

Dr. Lori Grace

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## **WELCOME WARRIORS**

Welcome Sierra Junior High Students and Parents,

Sierra is an amazing school that offers our students a variety of opportunities, some of which can only be found here. Sierra has a rich history of over 100 years and many of our staff are alumni.

Our goal is to build a strong community within Sierra. There are a number of ways students and parents can be involved in our school. Students can participate in clubs, sports, music, and college prep courses. Parents are able to participate in Site Counsel, LCAP, volunteering for events and providing that extra added support at our various co-curricular and academic events.

We encourage you to take some time and become familiar with the content of this handbook as it applies to your student. It is updated each year to include policy changes as well as changes in the law and services to better support our students and their families. It contains the policies and practices that apply to your student's success and is meant to be a handy reference for your family should you have questions. Our goal is to maximize each student's learning, character and development. This handbook will guide you through our expectations, policies, procedures, and general information regarding our academics and school.

We strive to increase our communication with families and the community. If you have social media, you can follow us on Instagram and Facebook for the latest events. We also send out messages via Aeries and Parent Square. We also send home letters via USPS. Please be sure to provide us with your current contact information to ensure you receive all communications from our schools.

If you have any questions, or find that you need assistance, we are here to help. Please call, email or stop on by and we will be happy to assist you.

### **Sierra Unified School District Mission Statement**

Our mission is to inspire, engage, challenge, and support all students to reach their highest level of learning and personal development.

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### **Sierra PRIDE**

- P** Purpose through the pursuit of high academic standards
- R** Respect for self and others
- I** Involvement with integrity
- D** Determination and a dedicated work ethic
- E** Excellence through effort

## Sierra Junior/Senior High School Staff

### Office Staff

Matthew Toews	Principal	Ext. 107	<a href="mailto:mtoews@sierrausd.org">mtoews@sierrausd.org</a>
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Sarai Mendoza	Academic Counselor	Ext. 111	<a href="mailto:smendoza@sierrausd.org">smendoza@sierrausd.org</a>
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Heather Wade	Registrar/ Student Records	Ext. 112	<a href="mailto:hwade@sierrausd.org">hwade@sierrausd.org</a>
Katie Vargas	ASB/ Athletics Finance Secretary	Ext. 113	<a href="mailto:kvargas@sierrausd.org">kvargas@sierrausd.org</a>
Julie Rich	RN/ School Health Office	Ext. 330	<a href="mailto:jrich@sierrausd.org">jrich@sierrausd.org</a>
Tami Wright	Speech and Language	Ext. 308	<a href="mailto:twright@sierrausd.org">twright@sierrausd.org</a>

### Teaching Staff

Teaching Staff	Department	Rm.#	Ext	E-mail
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<b>Teaching Staff</b>	<b>Department</b>	<b>Rm#</b>	<b>Ext.</b>	<b>Email</b>
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TBD	Language Arts	8	208	



## CALENDARS AND BELL SCHEDULES

### Sierra Junior High School Activities Calendar

Please refer to the website for the current calendar and events. <https://www.sierrausd.org/>

### Sierra Junior High School Bell Schedules

Pledge of allegiance at the beginning of 1<sup>st</sup> period

#### Regular Day

Jr. High School			High School	
8:15	9:05	Period 1	8:15	9:05
9:10	10:00	Period 2	9:10	10:00
10:00	10:10	Break	10:00	10:10
10:15	11:05	Period 3	10:15	11:05
11:10	12:00	Period 4	11:10	12:00
12:05	12:55	Period 5	12:00	12:30 Lunch
12:55	1:25 Lunch	Period 6	12:35	1:25
1:30	2:20	Period 7	1:30	2:20
2:25	3:10	Period 8	2:25	3:10

#### Late Start

Junior High			High School	
9:15	9:55	Period 1	9:15	9:55
10:00	10:40	Period 2	10:00	10:40
10:40	10:50	Break	10:40	10:50
10:55	11:35	Period 3	10:55	11:35
11:40	12:20	Period 4	11:40	12:20
12:25	1:05	Period 5	12:20	12:50 (lunch)
1:05	1:35 (lunch)	Period 6	12:55	1:35
1:40	2:20	Period 7	1:40	2:20
2:25	3:10	Period 8	2:25	3:10

## **ATTENDANCE**

Students who attend school regularly make stronger academic progress and are better prepared for the world of work beyond school than students with higher absence rates. It is also a legal requirement for students to attend school unless there is a valid reason, such as illness or family emergency. Finally, school funding is based upon each student being present in class. Regular school attendance is to the benefit of the student, the school, and it is a legal obligation of the student and the parent or guardian.

### **To Clear an Absence**

All absences must be cleared by telephone, email, or written note by the parent or legal guardian prior to or upon the student's return to school. Doctor's notes are accepted and preferred over parent calls. Absences may be cleared by one of the following means:

- a. Parent or guardian may call the attendance office between 7:30 am and 4:00 pm and speak directly to the Attendance Clerk (855-8311, ext. 115) or the ASB/Athletics Financial Secretary (855-8311, ext. 113).
- b. Parent or guardian may leave a voicemail at 855-8311 ext. 115 at any time of day or evening.
- c. Parent or guardian may email Renee Grimbleby ([rgrimbleby@sierrausd.org](mailto:rgrimbleby@sierrausd.org)) within 3 days of the student's return to school.
- d. Student may bring a note written by parent or guardian to the attendance office upon their return to school.
- e. Student may bring a written and time-stamped doctor's note.

Notes are helpful in releasing students early. Oftentimes students are in classes that can't be reached by phone when a parent arrives to check them out, but if they have a pass to be released during that class, it saves parents time, cuts down on classroom interruption and helps the office be more efficient in getting students checked out properly. Have your student come by the Attendance Office first thing in the morning to drop off their note for absences and early releases and receive their re-admit and off-campus pass. In order for us to get messages to students, it is important that parents phone no later than 1:30 pm in the afternoon.

If your student has returned to school and their absence is not cleared after three days, disciplinary consequences may be assigned. It is very important to clear absences from school, as those absences which remain un-cleared may become designated as a truancy and/or unexcused absence.

### **Tardies**

Students arriving to school late must check into the attendance office for an admit slip. Students coming in late to class create a disruption and miss essential directions at the beginning of each period. Excessive tardies will result in disciplinary action.

### **Excused Absences**

A pupil shall be excused from school when the absence (California Ed Code Section 48205) is:

1. Due to his or her illness.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
4. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
5. For the purpose of jury duty in the manner provided for by law (must be approved in advance)
6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial

parent.

7. For justifiable personal reasons, including but not limited to:
  - a. An appearance in court
  - b. Attendance at a funeral service
  - c. Observance of a holiday or ceremony of his or her religion, (not to exceed four hours per semester)
  - d. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
9. For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from deployment in a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
10. Due to the need to secure proper immunization (No more than 5 days)

Other reasons will be considered that are requested in writing, consistent with SUSD Board Policy and approved by the school administration.

Note: A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

### **Unexcused Absences**

All other absences, not listed above, will be considered unexcused. Teachers are not required to provide make-up work or opportunities to make-up assignments for unexcused absences.

### **Chronic Absenteeism and Student Attendance Review Board (SARB)**

Students with excessive absences from school will be referred to the Sierra Unified School District's Student Attendance Review Board (SARB.). California considers any student that drops below 90% attendance as having Chronic Absenteeism. Absences, excused or unexcused, that cause the student to drop below 90% attendance will initiate the SARB process. The SARB process starts with letters to inform families of the current amount of absences and tardies the student has. If absences and tardies continue, the parents/guardians will need to attend a SARB meeting with the assistant principal to look for solutions to help improve school attendance. The final stage of the SARB process consists of meeting with the SARB Board for a formal review of the student's current attendance, attendance history, and for the SARB Board to make recommendations on the case which may include a referral to the Fresno County Court System. The Sierra Unified School District SARB process works in conjunction with the Fresno County District Attorney's Office to ensure students and parents are following school attendance laws and getting a consistent educational experience.

### **Closed Campus**

In the interest of student safety, Sierra Junior Senior High School is a closed campus. Once students board school transportation or arrive on the school grounds they must remain on the school grounds until the end of the school day, unless given authorization to leave. Authorization to leave campus can only be given through the office with consent of parent or guardian. Students who leave campus without proper authorization from school authorities shall be subject to disciplinary

action. Students will not be given authorization to leave campus for lunch unless he/she is checked out by a parent in person. Phone call authorization for a student to leave campus for lunch is not permitted.

### **Hall Passes**

It is important for teachers to know where their assigned students are at all times, and it is important for students to be accountable for their time while at school. Students out of class during class time must be accompanied by a hall pass, which verifies the student has permission to be out of class and clarifies the intended destination of the student. Those students out of class without a pass will be considered truant (class cut) and escorted to the office for disciplinary action.

### **On-Campus Appointments**

Students who need to meet with the athletic director, asst. principal, principal, counselor, etc. can go to the office before school, during break, or during lunch and let the office staff know. The person needed will call them out of class to meet when available. This keeps students from missing class while waiting for our staff. In an emergency situation, students just need to let office staff know of the situation and help will be arranged quickly.

### **Make-Up Work Policy**

It is up to the discretion of the teacher whether or not to allow make-up work in the case of unexcused absences. The make-up policy of each class spells out that teacher's expectations and practices. Make-up work is supplied for all excused absences and suspension days. Each student will have, at a minimum, the equivalent number of days past the due date that were missed due to the absence to make up the work. This does not apply to students on a short-term independent study contract, in which the work was picked up prior to the planned absence and is due the day the student returns to school. Students who miss class for co-curricular activities must make prior arrangements with the teacher for make-up work and due dates.

### **Independent Study for Absences Lasting Between 3 and 10 Days**

It is always detrimental to student learning for them to be absent from school. However, there are some situations that are unavoidable despite the best planning. These absences may be due to short-term illness, unavoidable vacations, or to other urgent family needs. If the absence is going to last for three to ten school days, the principal or designee may authorize placing the student on Independent Study for the duration of the absence. Independent study work cannot replace the quality or learning of the classroom, but the teachers will do their best to provide work to help the student stay somewhat current of the topics covered.

If Independent Study is needed, the staff will need at least five days prior notice to the anticipated absence to complete an Independent Study Contract. Arrangements and paperwork for Independent Study must be done prior to the absence. The Independent Study process allows students to keep up with class topics and avoid having missing work that negatively affects their grade. Completed Independent Study also minimizes the amount of money that is lost each year due to absences for which the State will not reimburse the district. Independent Study contracts will not be authorized during state testing.

The process is as follows:

1. Student picks up Independent Study Master Agreement from the Attendance Clerk at least one week prior to the absence.
2. Student takes the Master Agreement home to be signed by parents/guardians.
3. After obtaining parent/guardian signature, student takes the Master Agreement to their supervising teacher (Home Room) at least five school days prior to the start of the absence.
4. The Supervising teacher will sign the Master Agreement and return it to the student.
5. After the supervising teacher has signed, the student will return the Master Agreement to the Attendance Clerk.
6. The Attendance Clerk will work with the teachers to obtain the required assignments prior to the start of the Independent Study start date and the student must pick up an Assignment Work Record (AWR) before they leave.

7. Upon the students return the student will give the Assignment Work Record (AWR) and a graded work sample to their supervising teacher. The Supervising teacher and Attendance Clerk will work together to complete the Assignment Work Record (AWR).
8. Attendance credit will be earned for the independent study assignment based on state requirements.
9. Students who do not fulfill the independent study contract (that is, they did not turn in the assigned work for a passing grade) will not be permitted another independent study for the remainder of the school year.
10. Although these absences will be excused from the SARB process, they will still count towards the 15 day co-curricular attendance policy.

### **Home Hospital Instruction**

Home/Hospital services are available to students who have injuries or illnesses requiring special care away from the school setting for ten or more school days. Home/Hospital instruction allows for a teacher to come to the student on a weekly basis to support the student in keeping up with his/her coursework in cases of prolonged illness or injury. Documentation from a medical doctor is required for a Home/Hospital assignment. Details for Home/Hospital services can be obtained through the Counseling Department. Contact us as soon as possible to arrange.

## **ACADEMICS**

Sierra Junior High School offers a balanced and rigorous academic program. In addition to traditional academic courses, students may receive instruction in art, Spanish, industrial technology, agriculture, and music.

Each individual student's progress toward meeting grade level standards is monitored through various assessments including benchmark assessments, grade level assessment of standards, and the Smarter Balanced Assessment (SBAC). Parents are notified of their student's progress every six weeks through progress reports and report cards. Parents can, and are encouraged to contact their student's teacher(s) at any time if they have questions about their student's progress, grades, learning, etc.

### **Daily Planner**

Organization is one of the keys to a successful experience here at SJHS and beyond. All students are given a planner to keep track of assignments and other class work. This planner can also be a useful tool for parents. All assignments should be recorded in the planner. Parents can ask to see the planner for the week and get an idea of what is going on in class. The information contained on the planner sheets should be complete enough for student and parent to understand exactly what is assigned and when it is due. Instead of the age-old, "Do you have any homework tonight?" parents can ask, "Is page 43 finished?" or "Have you studied for this Friday's Math test?" Parents should ask to see the students work.

### **Note Taking and Information Skills**

Note taking techniques, formats, and skills in reading for information are taught within the core curriculum. The notes students take are part of their binder organization and class grade. The notes should be correctly filed in their binders at all times.

### **Family Life and Gender Education**

Sierra Junior High School also receives instruction in Family Life and Gender Education. Parents or guardians will be notified in writing before students are offered any instruction in which human reproductive organs and their functions, processes, or diseases, are described, illustrated, or discussed. This notification shall inform parents that they may request in writing that their child is not to attend the class. No student shall attend such instruction if the school receives this request. (Education Code 51240; BP 6142.1; AR 6142.1)

### **Online Access to Student Academic Information**

Sierra uses the AERIES student information program. This system will allow students and parents home access to student progress. With their personal passwords, parents and students will be able to view their points earned at any time throughout the term of the course via the internet. Online grades are updated as often as possible by each individual classroom. We encourage all parents and students to use the Aeries system (App or Website) to stay informed on your student's academic progress. Please feel free to contact any specific classroom teacher if you have questions about the information on your student's online account, current grade, or assignments.

## GRADES

### **Grading System**

Grades are issued in each class based on the total percentage of student work. Grades of A, B, C, D, or F, are issued by each teacher as earned by each student. Elective Wheel and Intervention courses are issued a grade of Credit/No Credit (CR/NC). Each teacher will establish a grading system specific to their class and inform students and parents of that system, and what percentage of total points are required to earn each specific grade.

### **Report Cards**

The 6 and 12 week reporting period grades are progress grades only. These progress grades do not appear on student transcripts. They do not accumulate credits, but rather are meant to serve as an indication of progress toward earning semester credit. They are used to determine athletic and co-curricular eligibility.

Progress Reports are mailed home at the end of each 6 and 12 week grading period. Report Cards are mailed home at the semester grading period. If the report is not received by mail, please contact the Sierra Junior Senior High office and let the principal's secretary or registrar know. We will be happy to check the address we have for you and send out a new report card right away. In cases where parents live at two separate addresses, both parents can receive all mailed school to home communications. Please call a school secretary to notify the school if you would like to have all school mailings sent to two separate addresses.

### **Grade Point Average (G.P.A.) Calculations**

G.P.A. calculations are printed at the bottom of every progress report and semester report card for the student's and parent/guardian's information.

### **Online Access to Student Academic Information**

Sierra will be using the AERIES student information program. This system will allow students and parents home access to student progress. With their personal passwords, parents and students will be able to view their points earned at any time throughout the term of the course via the internet. Online grades are updated as often as possible by each individual classroom. Please feel free to contact any specific classroom teacher if you have questions about the information on your student's online account, current grade, or assignments.

### **Academic Honesty**

It is not academically honest or ethical to copy or allow another student to copy work; to use the work of another without properly giving credit to the source, or in any other manner to pass someone else's work as your own. This includes the use of Artificial Intelligence (AI). The consequence for using the work of another as your own includes receiving a zero grade for that assignment as well as possible reduction in leadership roles and/or assignment of discipline steps.

### **Tutoring and Support**

Teacher Office hours are available in which teachers are available to support students in a smaller setting. Teachers are generally available to assist a student with a specific need(s) on an assignment or project before school, during lunch, or after school. In such cases, the student should make contact with the teacher and inquire about a time outside of class when the teacher is available.

### **Private Tutoring**

In cases where a student requires specific help with a course or subject area and prefers individual tutoring, the counseling office is able to suggest names of students and/or former students who provide tutoring services for a fee.

### **Grade Eligibility for Co-Curricular Participation**

All students wishing to participate in co-curricular activities must meet the following academic criteria. Co-curricular activities for the purpose of academic eligibility include, but are not limited to: athletics, agriculture activities, music

performances and concerts, drama productions, FFA, ASB officers, dances, class officer, activity nights, speech competitions, academic competitions, leadership class activities, club activities, school sponsored trips.

1. A student academic ineligibility list is generated at the end of each six week grading period and provided to all teachers, and advisors.
2. In order to maintain academic eligibility, students must:
  - a. Be currently enrolled in a minimum of 6 classes (28.5 credits for seniors with reduced schedules).
  - b. Maintain a 2.0 or higher grade point average.
  - c. No more than one grade of F.
3. Each eligibility period will take effect Monday following the previous Tuesday's grade reporting due date.
4. Parents are notified by letter at the end of each six-week grading period if their student is ineligible for the following six-week grading period. The student is also given their letter in their classroom.
5. Students who wish to attend dances as guests of students at other schools must also meet Sierra's eligibility criteria.
6. Ineligible students who attend a co-curricular event/activity will be subjected to disciplinary action which may result in not attending the next event/activity that they are eligible for.

### **Academic Probation**

Academic Probation is available once per semester for students who participate in co-curricular activities and are considered academically ineligible. Students interested in academic probation will be required to complete a contract and complete weekly progress reports for the duration of the 6 week grading period.

## **ACADEMIC RECOGNITION**

### **Awards Assemblies**

Sierra Junior High Award Assemblies are conducted at the end of each semester. The following awards are presented:

#### Content Area

Given by the Teachers

#### Academic

Based on G.P.A.

#### Athletic Team Awards

Given by coaches

#### 8th Grade Promotion

Students must have an overall Grade Point Average (GPA) of 2.0 in order to participate in the 8th grade promotion.

## **COUNSELING SERVICES**

### **Academic Counseling**

Academic Counseling services are available to all students at Sierra Junior/Senior High School. Students are encouraged to seek individual assistance through counseling when they feel it is necessary. Ask the registrar, located in the Administration office for an appointment. Students should make an appointment to seek counseling and guidance any time there is a need. The general objective of the Counseling Department is to provide services that enable students to make independent and wise life decisions. Students should seek counseling advice concerning the following areas:

- Academic Intervention/Counseling



- Selection of High School Courses
- Grades and Grade Point Average
- Vocational and Career Guidance
- Personal/Social Counseling
- Academic Eligibility

### **Class Changes Student/Parent Request**

Requests for class changes must be completed in the first three weeks of each semester. Approval must be obtained by signature from parents, counselor, and all teachers involved.

The teacher of the class being dropped must sign a drop slip clearing the student of obligation, prior to any changes taking place. The receiving teacher must approve the addition to their class by signing the class change request form provided by the student, which can be obtained in the Counseling Office. Class changes cannot be made without signatures from both teachers involved.

### **Class Change for Serious and Compelling Reasons**

A class change for any reason after the first three weeks requires a meeting between the student, parent, counselor and teacher. No class changes will be made without such a meeting.

- Will be permitted only in extreme cases such as inappropriate placement
- Based on outcome of meeting between parents, counselor, and all teachers
- Student request is not considered an extreme case
- Students will not be permitted to drop a class without enrolling in a replacement class after three weeks into a semester. Students may receive partial credit for replacement class, based on time period enrolled.

### **Accelerated Pathway**

Students in eighth grade can take Math 1 and/or Spanish 1 upon the following circumstances:

Math 1: Math department recommendation based on grades and progress data

Spanish 1: 4.0 GPA in both semesters of seventh grade

### **Student Support Programs**

In addition to the support classes described in the academic section, Sierra Junior/Senior High offers a variety of supporting programs for our students' social and emotional needs. If you have concerns for your student, please contact the school psychologist or administration.

### **English Learner Support Services**

Provided daily to students whose primary language is not English and who are not short-term exchange students. Referral is done through the student enrollment forms- home language survey.

### **Psychological Counseling Services**

A school psychologist is available to provide direct services to students, families, and staff regarding emotional/social issues and academic difficulties. Services include short-term student counseling, psycho-educational assessment, parent training, suicide/crisis intervention, and program modifications serving to link students and families with outside agencies. Students are referred to the school psychologist by parents, teachers, counselors, administrators, or through contact themselves to ask for assistance.

Sierra Unified is working in conjunction with Fresno County Superintendent of Schools' All 4 Youth Therapy program. Those interested in services are encouraged to contact the school psychologist for more information.

**Student Support Team (SST)**

School is a challenging experience for some students. Academic and behavioral expectations are high, and there are times when students find themselves struggling in a number of areas. Student Support Team (SST) meetings are called on behalf of a student when one or more adults see signs that the student might be in need of help to meet the demands of school. The process can be initiated by the student’s counselor, one or more of the student’s teachers, or parent/guardian. Parents wishing to initiate an SST meeting may contact the Academic Counselor or the Assistant Principal. SST meetings are also used as a means of addressing concerns when a student is having difficulty meeting behavioral expectations established in the School Wide Behavior Expectations.

**CO-CURRICULAR PROGRAMS AND POLICIES**

**Co-Curricular Programs**

**Clubs and Organizations**

During the fall of each year a club sign-up day is held, during which students can elect to join a club or organization of their choosing. Students wishing to initiate a new club must first find a faculty sponsor and then collect signatures of twenty students. Once the advisor and members are secured, the group must develop a club constitution and submit it to the Sierra Unified Board of Trustees for approval. The Activities Director will assist in the development of club constitutions.

**Student Government**

Sierra Junior High Students can participate in student government. Elections are held at the beginning of the year and officers serve a one (1) year term. Offices include: president, vice president, secretary, treasurer, activities coordinator and yearbook coordinator.

**Athletic Offerings**

Eligible students in grades 6 through 8 may participate at their appropriate level in these sports in the following seasons:

<b>Fall</b>	Girls Volleyball	<b>Winter 1</b>	Girls Basketball	<b>Winter 2</b>	Girls Soccer	<b>Spring</b>	Baseball
	Boys Soccer		Boy Basketball				Softball
							Track and Field

**Co-Curricular Eligibility**

All students must be academically eligible to participate in a co-curricular program. When applicable, they must try out for and abide with any regulations set forth by that specific co-curricular program. Please contact the advisor/coach with any further questions regarding a program.

Students who have been suspended will need to meet with their advisor/coach and administration before returning to their co-curricular activity and will be placed on a co-curricular contract.

## **Athletic Clearance**

In addition to academic eligibility criteria (refer to the Grades section of the handbook), student athletes must acquire athletic clearance. Failing to complete the athletic clearance may result in the student athlete being withheld from practice and/or games until clearance is attained. All of these forms (with the exception of the signed medical physical) can be completed on Aeries, an online program. Athletic clearance is attained when the student has completed and returned the following paperwork to his/her coach or the Athletic Director:

1. Proof of a physical examination conducted by medical personnel
2. Proof of medical insurance (or purchase of accident insurance)
3. Signed Emergency Card
4. Signed Assumption of Risk/ Waiver of Liability Form
5. Signed CIF Code of Ethics agreement
6. Steroids information Form
7. Concussion Form
8. Sudden cardiac arrest form
9. Code of Ethics

## **Co-Curricular Grievance**

It is Sierra High School's policy that grievances will not be addressed during or immediately following any practice, contest, or activity. If a situation arises where a student and/or parent/guardian wishes to meet with an advisor/coach, or address a specific issue or complaint, the following steps should be followed:

- Request a meeting at school with the advisor/coach.
- If your issue is unresolved, arrange an appointment with the school administration or athletic director to discuss the matter.
- If your issue is still unresolved, the appeal process of Sierra High School District will apply.

## **Co-Curricular Student Expectations**

All students must realize that they are representing their community and Sierra Unified at all co-curricular events. Students are expected to hold a high standard for behavior and to abide by the rules and regulations of the event. Co-curricular events are a time to show true Sierra PRIDE.

### **During Contest Or Practice:**

- Purpose
- Respect
- Involvement
- Determination
- Excellence

### **School Attendance:**

1. Students must be in attendance a minimum of four (4) periods on a given day in order to participate in events, or contests on that day
2. Exceptions may be made for doctor and dental appointments, court appearances, or other valid and verifiable reasons that are pre-approved by the administration and coach/advisor.
3. Students must check out appropriately with the Attendance Office before leaving school, and check in when arriving back to campus

### **On Campus:**

1. Follow all school rules and regulations and encourage others to do likewise.
2. Abide by the school's established dress code.
3. Is regular in attendance, a good citizen in the classroom and at school activities.
4. Discipline infractions will result with a meeting with the advisor/coach and possibly admin and participation limitations may be imposed.

### **In The Community And On Trips:**

1. Exhibits proper conduct at all times while representing Sierra.
2. All school rules apply at off campus events.
3. Discipline infractions will result with a meeting with the advisor/coach and possibly admin and participation limitations may be imposed.

### **Transportation Guidelines:**

1. It is the expectation that all students will ride to contests as a team. Students are not allowed to ride with other students.
2. After the event students using transportation other than the school's must get pre-approval with advisor/coach through a written note from parents/guardians and must sign out with the advisor/coach before leaving the event.
3. Discipline infractions will result with a meeting with the advisor/coach and possibly admin and participation limitations may be imposed.

### **Participation and Quitting A Co-Curricular Activity:**

1. Students are encouraged and expected to continue participation for the entire season or length of the co-curricular activity.
2. If the student requests to be released from a co-curricular activity they will need to have a meeting with the administration and advisor/coach. Quitting an activity may result in a suspension from their next co-curricular activity.

## **Sierra Junior High ASB Bylaws**

### **I. Purpose:**

- a. The purpose of the student council shall be to serve the student body of Sierra Junior High, voice student opinions to the administration and school district, to train students in leadership and government, and to aid other school organizations.

### **II. Election Qualifications:** Being a member of this organization is both an honor and responsibility.

- a. The executive officers of this organization shall be the President, Vice President, Secretary, Treasurer, Yearbook Coordinator, and Activities Director.
  - i. Students interested in running for executive office will be required to provide a letter showing intent to run and hold office for one year.
  - ii. Nominated candidates will have 3-5 days to campaign (Toys and candy cannot be handed out). Campaign signs cannot be larger than 16x20 and must be cleared by the office. Signs may only be hung in the junior high quad and classroom areas.
  - iii. Students will write and deliver a 2-3 minute speech to the general student body.
  - iv. Students will vote via secret ballot. One vote per student for each executive office. Majority vote wins title for each position. In the event of a tie, students may hold a co-office or join ASB as a non-officer member.
- b. Grade Level Representatives
  - i. Students wishing to be representatives are required to complete a Level Representative Form from the Activities Director. The Activities Director may add and elect additional classroom representatives throughout the school year.

### **III. Membership Responsibilities**

- a. ASB Officers
  - i. President (8th Grader)
    1. Preside over all meetings of the student council.
    2. Be the official representative of the student council.
    3. Shall represent the student body in all official business out of school.
  - ii. Vice President (7th Grader)
    1. In the absence of the President or by request, will assume presidential duties.
    2. Assume the duties of the President in the event of a vacancy in the office of the

President.

3. Aide the President in the execution of his/her duties.
- iii. Secretary (7th or 8th Grader)
  1. Keeps records and attendance of all student council meetings.
  2. Keeps a list of all student council members and member information.
  3. Be responsible for posting student council meeting minutes for any interested parties.
- iv. Treasurer (7th or 8th Grade)
  1. Report on financial status of ASB accounts to leadership advisors.
  2. Work with advisors to place orders.
  3. Assists with managing the cash box at school events.
- v. Activities Coordinator (7th or 8th Grader)
  1. Publicize activities events.
  2. Coordinate and develop existing and new events aimed at increasing school spirit such as rallies, noontime activities, dances etc.
- vi. Yearbook Coordinator (7th or 8th Grader)
  1. Takes student photos at ASB events and spirit days; camera will be provided.
  2. Responsible for sharing photos with the yearbook staff.
- vii. Classroom Representatives
  1. Act as liaison between the classroom and governing body.
  2. Four grade level representatives
  3. Assist the ASB officers in preparing for activities and events.

IV. **Discipline/Dismissal:** Any officer or representative may be removed from office if they have not fulfilled their duties or has damaged the effectiveness of the reputation of the student council.

- a. Factors leading to removal from office may include:
  - i. Dropping below a 3.0 GPA.
    1. Student grades will be checked in 6-week intervals.
    2. Should the GPA fall below 3.0, the student will be placed on suspension.
    3. All duties of the suspended officer will be temporarily assumed by the executive body.
    4. If the GPA fails to be brought up by the next 6-week interval, the student will be dismissed.
  - ii. Student becomes behaviorally ineligible.
  - iii. Violation of major student handbook offense.
  - iv. Formal complaint:
    1. A formal complaint may be issued by written letter addressed to the student council as a whole, by any member of the student body, including a student council member, teacher, faculty member, administrator, or parent.
    2. At any time, if a member is under disciplinary investigation resulting in debate or voting, the member shall be asked not to attend meetings when the debate/vote is taking place.
    3. If there comes to be a formal complaint made against any member of the student council, the student council will review the complaint in a formal meeting.
      - a. Student council will make a recommendation as to whether or not a vote is warranted to pursue dismissal.
      - b. If a recommendation is made the student council shall then be required to vote, by secret ballot as to whether or not the member will be asked to resign.
      - c. If the ballot results indicate that two-thirds of the council request he/she should resign, then the President shall speak with the member.
      - d. If the aforementioned member does not resign by the next meeting, the council shall at their next meeting, vote by secret ballot on whether or not to discharge the member from student council.
      - e. If the aforementioned member is the President, then the Vice President shall assume all presidential duties.

## STUDENT CONDUCT

### **Behavioral Management**

Sierra Junior/Senior High School believes that every experience is a learning experience. Often inappropriate behavior can be used to help students learn conflict resolution, responsible decision making skills, and to begin to develop ownership of one's actions. It is the desire of staff to build long-term social and emotional skills for students during their time on our campus.

Sierra uses school-wide, classroom, and individual systems of support that improve educational environments for all students. Our aim is to teach behavioral expectations and recognize the positive behavior shown by students. We also use restorative practices to help teach students responsibility for their actions and to bring restitution.

Some of the key points of our behavioral management system include:

- We have 5 clearly defined behavior expectations
  - Purpose
  - Respect
  - Involvement
  - Determination
  - Excellence
- We will reduce the need to always be reactive by replacing it with a more proactive approach of teaching students our expectations first. Rather than waiting for a student to fail before we intervene.
- Supports are provided for students who struggle to maintain behavior appropriate to a school environment.

### **Discipline Process**

When students violate the behavior expectations, staff must intervene in order to inform the student of the problem behavior, teach the appropriate behavior for the situation, and administer appropriate disciplinary action. Minor behaviors will be handled by the classroom teacher. When minor behaviors continue to accrue, a referral to the Student Study Team (SST) will take place so further supports can be developed. Major violations will be referred directly to administration for handling within the suspension offenses guidelines.

#### **Level 1 Offenses**

Handled by the teacher or staff member:

- Defiance/Disrespect
- Inappropriate Language
- Physical Contact (rough play)
- Property Misuse
- Disruption

The possible consequences are as follows:

- Restorative process
- Campus Beautification
- Lunch Detention
- Removal to Office/Room 3 or 4 with Behavioral Reflection
- Loss of privileges
- Parent Contact/Meeting with staff member
- Administration meets with students after continued Level 1 Behavior
- Referral to SST Team after continued and persistent Level 1 Behaviors.

## Level 2 Offenses

The student is sent with a Major Office Referral to have a meeting with the school administration who administers the consequence.

Infractions may include:

- Cheating
- Dress Code Violation
- Truancy/Skipping class
- Continued Tardiness
- Inappropriate Display of Affection
- Defiance/Disrespect
- Acceptable Use Technology Violation
- Abusive Language
- Vaping/Tobacco Products
- Harassment/Bullying

The possible consequences are as follows:

- Lunch Detentions with behavioral reflection work
- Tobacco Education course
- Referral to Room 3 with Behavioral Reflection
- On Campus Suspension (OCS)
- Loss of Activities/Privileges
- Behavioral Contract
- Meeting with advisor/coach of co-curricular activities
- Co-curricular contract
- For continued Level 2 behaviors, On/Off campus suspension including conference with parents and SST team to determine behavioral supports

## Level 3 Offenses (Ed Code Violations)

The student is sent with a Major Office Referral form to have a meeting with school administration. Level 3 Consequences are those designated by the California Education Code as offenses that permit or require suspension or recommendation for a transfer suspension or expulsion on the first offense.

Infractions may include:

- Causing serious injury to another person, except in self-defense.
- Possession of a knife or other dangerous object.
- Unlawful possession or under the influence of a controlled substance.
- Robbery or Extortion
- Continued Harassment/Bullying
- Committing or attempting to commit a sexual assault
- Possession of an explosive
- Possessing, selling, or otherwise furnishing a firearm

The possible consequences are as follows:

- Suspension
- Recommendation for expulsion
- Transfer to alternative education setting
- Notification of law enforcement
- Meeting with advisor/coach of co-curricular activities to determine possible removal from the team.

## **Suspension and Expulsion**

In order to protect each student's right to an education in a safe environment, it is necessary to outline student actions and behaviors that constitute major discipline violations. These violations are described in the California Education Code as acts that are punishable by suspension from school and/or expulsion from the school district.

In accordance with the California Education Code, suspension/expulsion is appropriate when the act is related to school activity, or school attendance occurring within a school under the jurisdiction of the superintendent or principal or taking place within any other school district. This includes, but is not limited to:

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

## **Suspension**

Prior to suspension, administrative staff will investigate the incident and give the student an opportunity to provide information related to the allegations. If an offense is confirmed, suspension from school will range in length from one to five school days depending upon the violation and the student's past discipline incidents. For the duration of the suspension, the suspended student is not to be on campus nor will he/she be permitted to attend or participate in school activities. Students are provided with the opportunity to make up any work missed due to suspension according to board policy and Ed Code.

## **Expulsion/Suspended (Involuntary) Transfer**

Expulsion/Suspended (Involuntary) Transfer is a consequence reserved for the most serious violations to ensure the safety of the school environment. In expulsion cases, the student will be referred to a panel that will make a determination based on the investigative evidence as to whether expulsion from the school district or placement in an Alternative Education setting is appropriate. When involuntarily transferred, students are placed in an Alternative Education program within Sierra Unified School District.

## **Student Success Room**

The Student Success Room is a place for behavioral and academic supports for students. The need is identified through teacher and parent input as well as the SST process.

## **Behavioral Eligibility and Reinstatement**

To be eligible for non-academic activities (field trips, dances, class and school sponsored events) behavioral history should be good. Ineligibility for non-academic events and field trips is as follows

1. Student who is suspended from school (on or off campus) are ineligible for a minimum of 5 school days upon return from suspension. The number of days will depend on the severity of incident.
2. Student who is suspended and participates in co-curricular activities will be ineligible, at a minimum, for the next event or contest. The number of days will depend on the severity of incident/suspension. Administration, coach or advisor may apply more strict enforcement regarding behavioral ineligibility.
3. Students who are suspended from the bus are not allowed to ride the bus for a field trip during their bus suspension.
4. Students returning from an Involuntary Transfer from Alt Ed will be on a behavioral contract.

Note that the school has the right to refuse any student participation if they present a danger to themselves or others.



## **Bus /Transportation Conduct Rules**

The following conduct rules are supplied to all schools of SUSD by the Facilities and Transportation Department and designed to provide a safe ride for students to and from school and to and from co-curricular activities.

Title 5, section 14103 of the California Code of Regulations states, "Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation in accordance with regulations of the Governing Board of the District. The driver of any school bus shall be held responsible for the orderly conduct of the pupils transported. No bus driver shall require any pupil to leave the bus on route between home and school or other destinations."

Students are held accountable to all school rules and regulations, generally once they are in sight of the bus drivers. Students are required to abide by all school rules and regulations while under the supervision of the drivers. The drivers have authority to discipline students and do so in the following manner:

<i>First Offense:</i>	Written warning
<i>Second Offense:</i>	1 day suspension from all buses
<i>Third Offense:</i>	3 days suspension from all buses
<i>Fourth Offense:</i>	5 days suspension from all buses

Each offense will also be recorded on the students "school wide" step form and in Aeries. The student will receive school consequences for each offense as outlined on their specific step form.

Any student who commits a serious offense could be denied transportation even on the first offense. Students who continue to have serious discipline problems on the bus may have their riding privileges suspended indefinitely. In such cases, a conference and a contract can be written between the student, parents and the school district to insure continued eligibility for bus transportation. Any additional infractions will result in denial of transportation for the remainder of the school year. When students are denied district transportation, the parents/guardians of the student involved become responsible for seeing their student gets to and from school and school activities safely. Drivers also have the right to assign specific seats to pupils if the driver feels it will help maintain proper supervision and safety.

*Should a pupil become a hindrance to the safe transportation of children for the following reason(s):*

1. Pupils must not leave their seats while the bus is in motion.
2. No unnecessary noise shall be permitted on the bus.
3. There must be no tampering with bus or bus equipment.
4. Pupils are not to eat food of any kind on the bus.
5. All pupils must sit facing the front of the bus.
6. Pupils must not bother the driver or other pupils on the bus.
7. Pupils are not to use obscene or profane language.
8. Pupils are not to leave debris of any kind on the bus.
9. Pupils are to obey the driver at all times.
10. Pupils are not to conduct lewd or mischievous acts on the bus.

Failure to comply with the above regulations is a violation of the State Education Code, and results in disciplinary actions.

## **Search and Seizure**

1. The Governing Board is committed to maintaining an environment for students and staff which is safe and conducive to learning and working. The Board recognizes that incidents may occur where the health, safety and welfare of students and staff are jeopardized and which necessitate the search and seizure of students and their property by school officials.
2. The Governing Board authorizes school officials to conduct the search of students, their lockers, their motor vehicles and personal property when there is reasonable suspicion that the search will uncover evidence that the

student is violating the law or rules of the school. The Board urges that discretion, good judgment and common sense must be exercised in all cases of search and seizure.

3. Any student found in possession of an illegal substance and/or object shall be reported, along with the evidence, to the proper legal authority. B.P. AR 5145

### **Confiscation of Student Items**

Sometimes, it becomes necessary for school personnel to temporarily take possession of a student's personal property. This usually occurs when the student has caused a disruption with that item, is dressed inappropriately for school, or has decorated his/her backpack with inappropriate words/pictures/symbols. Examples of confiscated items included cell phones, iPods, and other electronic devices, hats, clothing, sports equipment (footballs, basketballs, skateboards, bicycles) and backpacks. Any item confiscated will be held and returned to the student or parent as appropriate for the specific circumstance. Sierra Junior High/Senior High School will work to ensure security for confiscated items but is not legally responsible for them.

### **Notice Regarding Bullying**

Sierra Unified School District has adopted the following Board Policy No. 5131.10 prohibiting bullying:

It is the District's policy to prohibit discrimination, harassment, intimidation and bullying based on actual or perceived characteristics described in Penal Code section 422.55, Education Code section 220, or association with a person or group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the District Superintendent. The Board hereby authorizes the Superintendent to establish procedures in keeping with this policy that will ensure that students are free from discrimination, harassment, intimidation and bullying. The Board further authorizes the Superintendent to provide a mechanism for receiving and investigating complaints of discrimination, harassment, intimidation and bullying based on actual or perceived characteristics described in Penal Code section 422.55, Education Code section 220, or association with a person or group with one or more of these actual or perceived characteristics. Said complaint process must:

1. Require all school personnel who witness an act of discrimination, harassment, intimidation, or bullying, to take immediate steps to intervene when safe to do so.
2. Set forth a timeline to investigate and resolve complaints of discrimination, harassment, intimidation, or bullying that shall be followed by all schools under the jurisdiction of the District.
3. Include an appeal process afforded to the complainant should he or she disagree with the resolution of a complaint filed pursuant to this policy.

All forms developed pursuant to the complaint process shall be translated in keeping with Education Code section 48985. All individuals making a complaint alleging discrimination, harassment, intimidation, or bullying pursuant to this policy shall be protected from retaliation and have their identity remain confidential, as appropriate.

The Board directs the Superintendent to publicize the District's bullying policy, including a description of how to file a complaint, and to ensure that the policy is posted in school offices, schools, staff lounges and student government meeting rooms.

The Board identifies the Associate Superintendent, School Leadership as the responsible District employee for ensuring compliance with this policy. This policy shall not be construed to limit pupil rights to free speech as protected by the United State Constitution, the California Constitution, or other applicable law. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying, shall take immediate steps to intervene when safe to do so.

### **Complaint Process**

Students who witness an act of discrimination, harassment, intimidation, or bullying, or who suspect that another student is a victim of such acts, are encouraged to notify school staff.

Students who feel aggrieved because of conduct that may constitute bullying have several options, and may:

- (1) Choose to discuss the bullying with the alleged perpetrator;
- (2) Proceed with an informal complaint process; or
- (3) Immediately, with no prior steps, proceed with a formal complaint.

To initiate the formal complaint process and file a complaint, students who feel aggrieved because of conduct that may constitute bullying should inform the site administrator or designee that they wish to file a formal bullying complaint, and make a formal written complaint within fifteen (15) business days of the alleged occurrence.

## **GENERAL STUDENT INFORMATION AND POLICIES**

### **Dress Code Guidelines**

Sierra High School lays the groundwork for developing habits that will serve you well as an adult. One of those habits is to dress appropriately for the occasion. Wearing acceptable school attire is comparable to wearing clothing that is appropriate for a working environment.

1. Clothing must cover the entire torso area from underarms to mid-thigh and must be appropriate and in good taste:
  - Tops must be a solid material not lace or see-through; cover the chest area, under the arms, torso and the shoulders at a minimum of one inch. One item of clothing must be in dress code if layering with tops.
  - Shorts must have a minimum of a three-inch inseam all around, and be hemmed straight across, rather than at a diagonal. Shorts must have complete coverage even if they meet the 3-inch rule.
  - Any holes or tears in shorts or pants, manufactured or otherwise, must be below the three-inch inseam. Spandex/tights can be worn behind holes or tears.
  - Pants must fit above the hips and fit snugly enough to stay up without a belt.
  - Dresses must extend far enough to reach the end of the fingertips when arms are held to your side. They cannot have high slits or be low cut.
2. Shoes must be worn at all times. Slippers are not considered shoes.
3. All students are to remove hoods, hats and sunglasses while inside all school offices and educational settings.
4. Clothing will be free of displays of or inferences to: profanity, vulgarity, controlled substances, gangs, sex, violence, tobacco, and/or alcohol.
5. Clothing and other grooming or accessory styles must be consistent with a safe and healthy school Atmosphere.
  - Examples of accessories that are not appropriate for school attire include excessive spikes or heavy chains.
6. Clothing must consist of daytime attire.
  - Examples of clothing that are not consistent with daytime attire are: pajamas, blankets, flags, capes and slippers. These types of clothing may only be worn during an authorized school activities, such as Spirit Week
7. Extreme attire or hairstyles that distract from the learning process are not appropriate for school dress

Students who choose to come to school or any school function dressed inappropriately will receive a discipline consequence and will be asked to change into appropriate attire.

School Rules Apply:

- During School Hours
- On the way to and from school (bus, walking, or not with parents)
- At Co-Curricular and Athletic Events (spectator or participant)

- Any time on campus here or another school as a guest

### **Cell Phone Policy**

- Cell phone use is only allowed before school and after school.
- Cell phone use is prohibited in classrooms, restrooms and school offices
- During the instructional day, cell phones must remain out of sight and turned off
- If students need to place an emergency phone call during the day, they should request to go to the main office to use an office phone
- The school and its staff are not responsible for any damage to or theft of a student's cell phone
- Students must properly secure and take care of their own phones
- If students violate this policy the following consequences will apply:
  - 1st Offense: Phone sent to office and student may pick up at the end of the day
  - 2nd Offense: Phone sent to office for the day and student will turn phone into office the following day
  - 3rd Offense: Phone sent to office and parent will need to pick up

### **Jurisdiction/Authority/Responsibility of School Personnel**

It is the legal obligation and ethical responsibility of the school to provide for the safety of students from the time they board the bus or are dropped off at school by parents, until the time they get off the bus or are picked up by parents for home. School authority is also in effect at school sponsored activities and at all times on school grounds. For this reason, school rules apply under all circumstances and locations described.

### **Cafeteria**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- (2) Fax: 202-690-7442
- (3) E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

Breakfast and lunch are free and served in the cafeteria.

Any questions or concerns can be addressed by the cafeteria manager, Sherry Wellman at 855-2423.

### **Sierra Library Media Center**

The Library Media Center (LMC) at Sierra High School is an academic space for use by all Sierra students. The LMC collection supports the 7<sup>th</sup> – 12<sup>th</sup> grade curriculum and reflects the interests and abilities of the students. The print collection

includes fiction, non-fiction, reference books, and magazines. Books may be checked out for four weeks and renewed as necessary. Students may check out three books at a time. Additional materials cannot be checked out if a student has any overdue materials. Overdue fines are calculated at \$.05 per day. A replacement fee will be charged for lost or damaged materials including computers and chargers. Students are responsible for paying all fines and fees.

### **Academic Trips**

- **7<sup>th</sup> Grade** students may go on academic trips such as a trip to Yosemite, the Chaffee Zoo, Japanese Gardens, and cultural tours that parallel the 7<sup>th</sup> grade social studies and science curriculums.
- **8<sup>th</sup> Grade** students may go on academic trips such as the CSUF Planetarium and visit the local museum.

### **Non-Academic Trips**

- **7<sup>th</sup> Grade** students spend the day at Wild Water Adventures.
- **8<sup>th</sup> Grade** students have a reward trip at the end of the school year.

### **Activity Funding**

The ASB raises money to help offset the cost of field trips throughout the year. Students help fundraise, donate or contribute to specific trips.

- Fundraisers are planned during the year by teachers or the ASB leadership group. If during a fundraiser, a student earns more than is needed to cover the trip, no overage refunds will be made.
- Refunds may be made to students who have paid for an event but cannot attend. Refunds cannot be made on the money raised by fundraisers.
- All those funds are placed in the SJHS student body account and are not refundable if they are proceeds from a school fundraiser. If there is a lack of donations for an event, it may be canceled.

### **Approximate costs for each grade level activity**

**7<sup>th</sup> Grade** - \$45 (Yosemite/Chaffee Zoo/Cultural Tour/Japanese Gardens/Wild Water Adventures)\*

**8<sup>th</sup> Grade** - \$100 (End of the year activities/trip)\*

*\*These trips are subject to change based on availability and scheduling. Fees are subject to change.*

Other classes/student groups may have fundraisers to ask for donations as needed to support specific events or purchases. Fees for materials may be charged for extra-curricular classes, clubs, or organizations, and may be subject to change.

### **Dances**

Dances are held throughout the school year. Most dances are directly after school and end at 5:00 pm, unless otherwise announced, and are held in the Small Gym. Tickets will be sold in advance. No tickets will be sold at the dance. Snack foods and soda are sold in the Snack Bar. Student eligibility will be based on grades, behavior, attendance, and must have all fees, fines, and debts paid or they will not be eligible to attend the dances. No guest passes are issued for Junior High Dances, which are held exclusively for Sierra Junior High Students other than the Ritz dance. *The Ritz* for Junior High Students is a semi-formal event held in February.

Appropriate dance conduct is described as:

- Within Dress Code
- Students who behave inappropriately may be asked to leave the dance, and parents will be called
- Inappropriate or suggestive dancing is not allowed.
- Dancing must be conducted in a manner that is safe for self and others

1. Students must be academically and behaviorally eligible to attend dances
2. Students must have been in attendance at school a minimum of four (4) periods
3. Students must have their ASB/ID card with them and present it at the door
4. Students must have an emergency card on file in the nurse's office
5. For safety reasons, students are not allowed to loiter on campus during the dance

### **District Internet and E-Mail Rules**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Network storages may be treated like school lockers. Network administrators may review files and communications to

maintain system integrity. Users should not expect that files stored on district servers will be private. All students will receive a school issued email account through Google that is the property of SUSD. Once a student leaves SUSD, their school issued email will be turned off and any student work associated with their account will be lost.

### **Messages, Balloons, And Flower Deliveries**

Due to the focus on learning and minimizing classroom interruptions, the school will be unable to accept deliveries, messages, or gift items for students. This includes both individual and team gifts. Balloons and gifts that are creating a distraction in class will be held in the office for student pick-up after school.

### **PE Clothes**

PE clothes can be purchased from the PE coaches or the front office any time before school, break, or lunch. Clothes will also be sold during the 1<sup>st</sup> or 2<sup>nd</sup> week of class during the P.E. classes.

### **Student Identification**

Sierra students will be issued photo-identification cards for the school year. Students are required to have their photo-identification card in their possession at all times and to give their card to teachers and/or administrators when requested. ID cards must be used in the cafeteria, in the library, and to be admitted to all dances. Students must have an ID card in order to purchase lunch. Replacement for lost ID cards are available in the Library for a \$5.00 fee.

### **Student Valuables**

Students are discouraged from bringing items of value or large sums of money to school that are not needed at school or that may be lost or stolen. Students must be responsible for their own possessions and should not expect others to be held accountable for their safekeeping. The school district assumes no responsibility for loss or stolen student personal property. This includes items lost or stolen while in confiscation by school personnel.

### **Visitors on Campus**

The safety of our students is of utmost importance to us. It is important that we know the whereabouts of our students and be aware of the identities of all persons on campus. We strive to maintain a safe, healthy, and structured learning environment. State Law requires that **all visitors report to the Administration Office to sign in and receive a visitor's badge**. Only students, school personnel, and authorized individuals are permitted on campus. We do not allow visitors under the age of 18. Students may not bring visitors to school under any circumstances.

### **Parents and Volunteers**

At Sierra, there are many opportunities for parents to participate in their child's overall education by volunteering for one of the many co-curricular organizations. Parents are encouraged to contact their student's coach, activity advisor, or club advisor to learn more about the ways parents can volunteer. It is important to note that by law parents who supervise any students at any time are required to be fingerprinted through the Department of Justice. This helps to ensure that adults in contact with students do not have dangerous criminal records. Please contact your coach or advisor, or contact the school office for more information.

If a parent wishes to meet with a teacher or staff member, an appointment needs to be made in advance to ensure the availability of the teacher or staff member. Please contact the teacher or staff member directly to arrange a meeting.

### **Complaints**

We are interested in serving your needs to the best of our ability. If for any reason, you are dissatisfied with your service at Sierra High School, we want to hear from you. In order to resolve your dissatisfaction, please start with the person or source of the complaint. Most often a question about a classroom practice or athletic concern can be resolved by contacting the teacher or coach. If, however, you are unable to find resolution at the source, please contact the next person in line. In the

case of a classroom concern, contact the principal when you are unable to resolve the issue with the teacher. In the case of athletics, the Athletic Director is your best resource towards resolution of a concern.

## 8TH GRADE INFORMATION

### 8th Grade Trip

The 8<sup>th</sup> grade reward trip is planned for students who meet the following guidelines:

- Academic:** Students must be academically eligible with a cumulative GPA of 2.0 by the 12 week progress grade of the second semester.
- Attendance:** Enrolled at SJHS 6 weeks prior to the trip and maintain satisfactory attendance, unless approval is gained through administration.
- Dress Code:** School dress code applies.
- Behavior:** Student must be behaviorally eligible
- Restrictions:** Students are screened before leaving school for alcohol/drugs, weapons or any sharp objects. If there are problems, school officials will be notified, and the student will remain with school personnel for the remainder of the trip.

### 8th Grade Promotion and Dance

The SJHS 8th Grade Promotion and Dance is a very special event for our students. It represents the culmination of years of diligence and hard work. The celebration is to be treated as a formal affair and behavior should reflect the pride that students feel about their accomplishments both during the celebration and practices leading up to the event. Students will need to be in dress code (see below recommendation) for the events before and after the ceremony. The celebration is a privilege to participate in and the administration may deny participation to any student, if necessary, due to academics or behavior. Guest passes will not be available for the dance.

### 8th Grade Celebration and Dance Dress Code:

- Recommendations:** Slacks, collared shirt, dress, or skirt with short sleeve top
- Not recommended:** Formal gowns, high heel shoes, tennis shoes.
- Restrictions:** No shorts, flip flops, hats, baggy pants, t-shirts, tank tops, see-thru garments, strapless, spaghetti strap (straps must be 1" thick), single strap dresses, mini-skirts/dresses, low-cut garments, backless (exposed below mid back), bare midriff or side slit above knee, t-shirts, tank tops, see-thru garments, undergarments visible, sunglasses, hats or other inappropriate clothing. .

More information on each of these events will be sent home during the school year.

## SCHOOL FINANCE

### Damaged or Lost Property

Students and their families are responsible for property damaged or lost while assigned to the student. Uniforms, books, or equipment lost must be paid for at their replacement value.

### Financial Obligations

Financial obligations not cleared in the year in which they are incurred may lead to a student's exclusion from participating in activities in subsequent years. All financial obligations must be cleared in order for a student to participate in graduation ceremonies.

## HEALTH AND SAFETY

### Emergency Contacts

Keep Aeries updated with current home, cell and work telephone numbers. Provide names and phone numbers of relatives or friends who should be contacted in the event that a parent/guardian is unable to be reached. With very busy schedules, it

is often difficult to reach a parent or responsible adult when students become ill or injured.

### **First Aid, Illness, & Injuries**

If a student becomes ill or injured at school he/she will receive every care and consideration. Parents will be contacted for injuries of a serious nature or if a student is too ill to remain at school. Injuries which occur at home should be cared for at home. The district nurse is always happy to consult with parents regarding health problems. After an extended illness, communicable disease or injury, the student should follow up with the nurse. If your child has one of the following, he/she should be kept at home:

1. Vomiting /diarrhea
2. Fever of 100.4 or greater within the last 24hours
3. Initiation of antibiotics within the past 24 hours

### **Contagious Disease Policy**

Sierra Unified School District follows California Education Code guidelines for students with infectious or contagious disease. Sierra asks parents'/guardians' cooperation in keeping students out of school and school activities if there is reason to believe he/she has a contagious disease (see SUSD: Student and Parent Rights and Responsibilities for policies and regulations).

### **Immunizations**

Most students entering middle and high school have completed their immunization requirements for entrance into school. Required immunizations are as follows: Polio (IPV/OPV)-series and booster, Tetanus (DPT, dT, DTaP)-series and booster, Measles, Mumps, Rubella (MMR)- 2 doses, Hepatitis B (HEP B)-series of 3 doses, Varicella (chicken-pox) at least one but two is recommended, Tuberculosis Screening-a Mantoux TB skin test (PPD) is required for all students entering a SUSD school for the first time. A repeat PPD may also be required if your student has been out of the United States after starting a SUSD school.

### **Medications at School**

Students may not carry medications on campus, this includes OTC products (Tylenol/Advil/Motrin etc.) All medication must be clearly labeled and is to be kept in the Health Office in a locked cabinet. The only exception to this policy is an inhaler. All medication including inhalers, prescription meds, and over-the-counter meds are to be reviewed by the school nurse. A medication at school form signed by the parent and physician must be presented to the school nurse for all medication to be administered at school and should be renewed each academic school year.

The Health Office does not keep medication for general student use.

Education Code Section 49423 defines certain requirements for administration of medication, (.....any pupil who is required to take, during the school day, medication prescribed for him/her by a physician, if the school district receives (1) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matter set forth in the physician's statement.)

If a student needs crutches, a prescription will be needed from the Doctor to be able to use them at school.

### **Special Health Needs**

If your child has special health needs, i.e.: diabetes, asthma, seizure disorder, bee sting allergy, chronic illness, or physical limitations, please contact the school nurse as soon as possible to set up a health plan for your student.

### **Physical Education**

#### **Physical Fitness Testing**

Students who are unable to do all or some of the Physical Fitness Tests must present a written medical excuse from their



physician to the school nurse. Students are to present this verification prior to the beginning of testing.

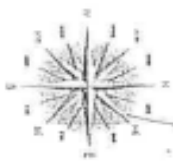
**Medical P.E. Excuses**

**(3 day) Parent Excuse:** P.E. excuse notes from parents should be given directly to the P.E. teacher. The student will continue to attend P.E. class, dress out, but will not be required to participate in P.E. activities. Parent excuses are not to exceed three days.

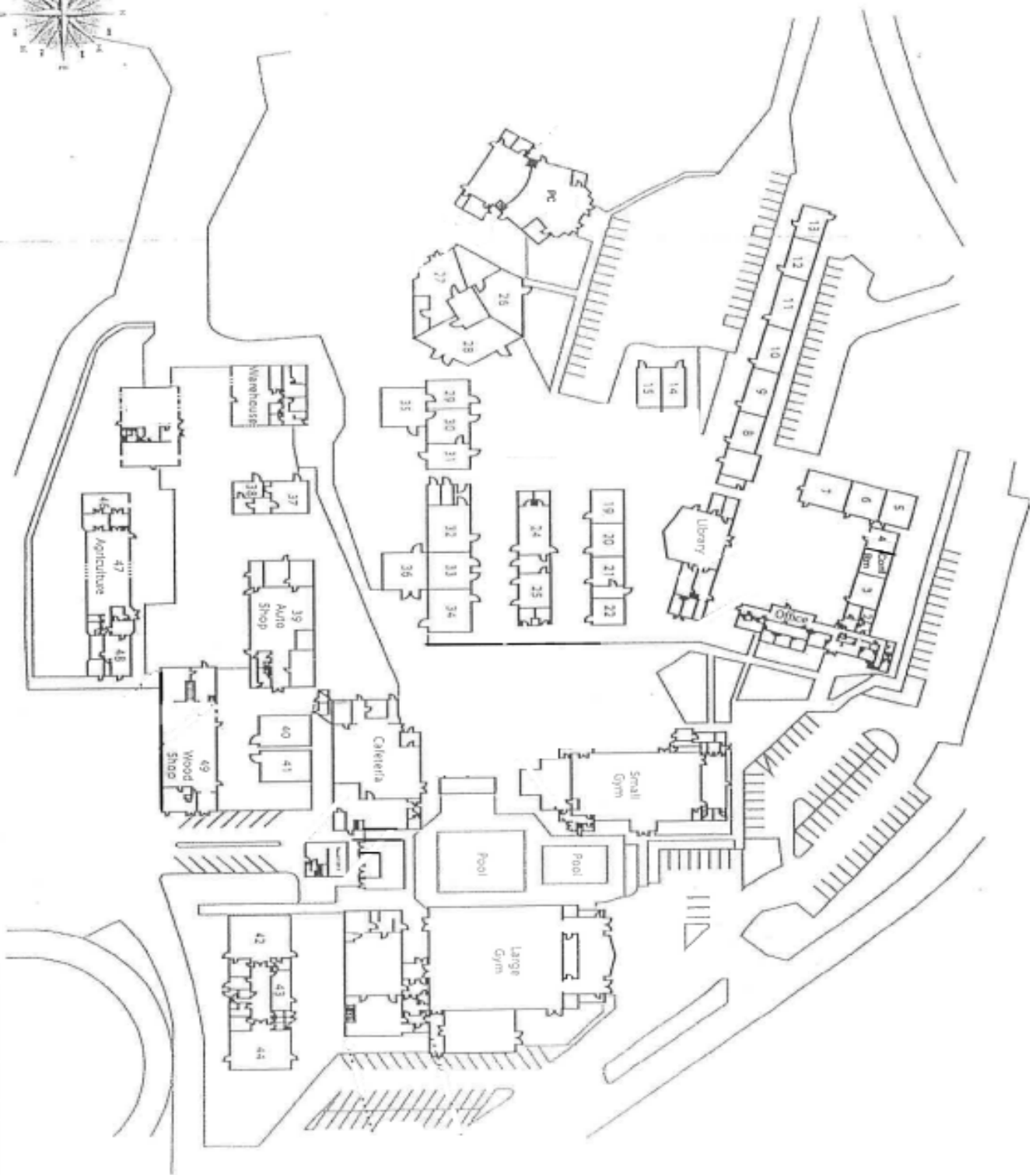
**(Less than 2 weeks) Physician Excuse:** Any student requiring more than three days exemption from P.E. will be required to provide a physician's note excusing him/her from P.E. This note will be given to the school nurse prior to the student attending P.E. class. The note must specify the duration of the P.E. exclusion and types of activities excluded. The student will attend P.E. class, dress out, but will not be required to participate in P.E. activities.

**Long-Term PE Excuses**

If your student has a long term (more than 2 weeks) medical excuse from P.E, please contact the Guidance Counselor for a schedule change to medical P.E.



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