

Sierra Unified School District

# **Alternative Education Programs**

## **Parent/Student Handbook**

- **Sierra@Home K-12<sup>th</sup> (Independent Study)**
  - **Sierra Alternative Education 10-12<sup>th</sup>**
    - **Adult Education 12<sup>th</sup> (19yrs+)**

**2024-2025**



33280 Lodge Rd.  
Tollhouse, CA 93667  
Ph: (559) 855-3020

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**Lori Grace, Ed.D., Superintendent**  
**Anthony Abrams, Coordinator of Alternative Education**

# WELCOME

Welcome Sierra Alternative Education Students and Families!

It is my pleasure to serve as Principal of Sierra@Home, Sierra Alternative Education, & Sierra Adult School K-12 public schools. Our amazing staff provides a personalized distance learning experience for students and their families in our community. When choosing to enroll in a Sierra Alternative Education Program, parents and students can count on an educational program developed for their individual needs. Parents and students choose between the SUSD curriculum, independent study online curriculum, or a combination of both, based on the needs of the student. Our teachers are here to support you through your child's education. In partnership with parents, teachers focus on the academic and social-emotional growth of each student to deliver learning experiences in a variety of ways, from on campus educational support, tutoring, online activities, and videos to hands-on projects at home and within their communities.

Sierra@Home students have access to all the extracurricular activities offered at each of the district schools. Whether sports, clubs, or other student activities, our students can participate in all of them! Being a part of the Sierra Unified School District means building relationships and bonds that enrich the lives of all students, while providing the opportunity for them to contribute to the community in a meaningful way.

Sierra Alternative High School offers a personalized, comprehensive educational experience for our students. We are a 10th-12th grade on-campus daily seat-based program providing credit recovery and original credit to those high school students who need an alternative high school experience. Students have many opportunities at Sierra Alternative to enhance their education through work or volunteer experience, participation in academic and reward field trips, as well as taking elective classes at Sierra High School or Sierra@Home. With our flexible alternative program, students may choose to return to Sierra High School after catching up with their credits, or they may decide to complete the remainder of their high school credits with Sierra Alternative and receive a fully accredited diploma. Whether it is due to academic or behavioral struggles, or personal and family situations, students who attend Sierra Alternative are given the social-emotional and academic support they need to thrive and reach their goals in the classroom and the community. We encourage our students to take ownership of their education and invite parents to be partners with the staff. Together, we can ensure that students receive the highest quality education!

Our Alternative Education Programs bring the district's mission to engage, inspire, challenge, and support every child whether on campus or in your own home. Teachers support every child by focusing on the individual and facilitating their unique personal and academic development. Whether it is due to academic or behavioral struggles, or personal and family situations, students who attend Sierra Alternative Education Programs are given the social-emotional and academic support they need to thrive and reach their goals in the classroom and the community. We encourage our students to take ownership of their education and invite parents to be partners with the staff. Working as partners in your child's education means that student growth and development is truly personalized. Together, we can ensure that students receive the highest quality education!



Anthony Abrams  
Director of Alternative and Extended Education  
559-855-3020 / aabrams@sierrausd.org

## **Sierra Unified School District**

### **Mission**

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

### **Vision**

Our vision is to be an exemplary student-focused school district that is highly regarded for the competence and character of our students, the rich connection to our mountain community, and the excellence of our people, programs, and learning environment.

## **Sierra@Home**

### **Mission & Vision**

The mission of Sierra@Home is to focus on each individual with their unique learning needs to acquire knowledge, confidence, and skills. Students will learn how to build and identify their individual strengths to prepare for becoming an engaged & productive member of society.

Our vision is to be strong advocates of student-focused learning through facilitation of a broad range of curriculum programs and robust communication with students & families centered around student needs.

## **Sierra Alternative Education**

### **Mission & Vision**

### **Mission**

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

### **Vision**

Our vision is to be an exemplary student-focused school district that is highly regarded for the competence and character of our students, the rich connection to our mountain community, and the excellence of our people, programs, and learning environment.

## **Sierra Adult School**

### **Mission & Vision**

Sierra Adult School is dedicated to providing education to students over the age of 18 who are no longer able to attend high school. The mission of Sierra Adult School is to focus on the individual and to assist and guide each student to acquire the knowledge, confidence, and skills and individual strength that prepare them to continue developing and cultivating as productive students and individuals, both in the classroom and in society.

## Sierra Alternative Education Programs Staff

### Office Staff 559-855-3020

Name	Title	E-mail
Anthony Abrams	Coordinator / Principal	<a href="mailto:aabrams@sierrausd.org">aabrams@sierrausd.org</a>
Alice Barberich	TOSA	<a href="mailto:abarberich@sierrausd.org">abarberich@sierrausd.org</a>
Jackie Badoni	Secretary	<a href="mailto:jbadoni@sierrausd.org">jbadoni@sierrausd.org</a>

### Teaching & Support Staff

Name	Department	Rm #	E-mail
Jennifer Fielding	Sierra@HOME Elementary K-6th	BM	<a href="mailto:jfielding@sierrausd.org">jfielding@sierrausd.org</a>
Karen Cheney	Sierra@HOME 7th - 9th	Room #4	<a href="mailto:kcheney@sierrausd.org">kcheney@sierrausd.org</a>
Jacky Stoll	Sierra@HOME 10 <sup>th</sup> – 12 <sup>th</sup>	Room #3	<a href="mailto:jastoll@sierrausd.org">jastoll@sierrausd.org</a>
Mark Stelling	Sierra Alternative Education 10 <sup>th</sup> – 12 <sup>th</sup>	Room #1	<a href="mailto:mstelling@sierrausd.org">mstelling@sierrausd.org</a>
Margaret Knowles	Sierra Alternative Education 10 <sup>th</sup> – 12 <sup>th</sup>	Room # 2	<a href="mailto:mknowles@sierrausd.org">mknowles@sierrausd.org</a>
Carolyn Mayes	Sierra Adult School/Big Sandy Rancheria (559) 374-0066 ex. 241	BM	<a href="mailto:cmayes@sierrausd.org">cmayes@sierrausd.org</a>
Jennifer Cooper	SPED (all programs)	BM	<a href="mailto:jcooper@sierrausd.org">jcooper@sierrausd.org</a>
Kiah Zerr	SPED, Alternative Education, & Home School Tutoring & Support	Room #4	<a href="mailto:kzerr@sierrausd.org">kzerr@sierrausd.org</a>
Tracy Vandenack	Sierra Adult School/ Co-Op	BM	<a href="mailto:tvandenack@sierrausd.org">tvandenack@sierrausd.org</a>

# 2024-2025 ACADEMIC CALENDAR

## 2024-2025 SCHOOL YEAR CALENDAR

JULY 2024							AUGUST 2024							SEPTEMBER 2024							OCTOBER 2024						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30	31	29	30						27	28	29	30	31		

STUDENT DAYS

13

STUDENT DAYS

20

STUDENT DAYS

23

NOVEMBER 2024							DECEMBER 2024							JANUARY 2025							FEBRUARY 2025						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4							1
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	

STUDENT DAYS

14

STUDENT DAYS

15

STUDENT DAYS

19

STUDENT DAYS

15

MARCH 2025							APRIL 2025							MAY 2025							JUNE 2025						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
						1															1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30					
30	31																										

STUDENT DAYS

20

STUDENT DAYS


16

STUDENT DAYS


21


STUDENT DAYS

4

 = Holiday Observed

 = Teacher Work Day (No Students)

 = Teacher Non-Work Day

 = First / Last Day of School

 = Minimum Days / Parent Conf.

 = Staff Development Day (Late Start)

 = State Testing --

Last day of grading periods in bold text

Student Attendance Days	180
Teacher Preparation Days	6
Total Teacher Duty Days	186
Local / Classified Holidays	14

First Day of School for Students: August 14, 2024

Last Day of School for Students: June 5, 2025

### IMPORTANT DATES TO REMEMBER

August	9	Teachers Report / Professional Development
August	14	First Day of Student Instruction
September	2	Labor Day
September	27	6 Week Progress
October	28-31	Minimum Days / Parent Conferences
November	1	1st Trimester Ends (FES)-(Progress-SJSMS)
November	11	Veteran's Day
November	25-29	Thanksgiving Break
December	20	1st Semester Ends (SJSMS)
December 23 - January 3		Christmas Break
January	1	New Year's Holiday
January	20	Martin Luther King Day
February	14	2nd Trimester Ends (FES)-Progress (SJSMS)
February	17	President's Day
February	17-21	Winter Break
April	11	Progress (FES & SJSMS)
April	14-21	Spring Break
April 18	18	Good Friday
April 20	20	Easter
		CAASPP
May 26	26	Memorial Day
June	5	HS Graduation
June	5	School ends / Minimum Day/End Third Trimester -Spring Semester
June	6	Teacher Workday
June	16	Juneteenth Holiday

## ON CAMPUS BELL SCHEDULE

### REGULAR BELL SCHEDULE

First Bell 8:05 am  
Tardy Bell 8:010 am  
Break 9:55-10:05 am  
Lunch 11:45-12:15 pm  
Dismissal 3:05 pm

### MONDAY LATE START

First Bell 9:05 am  
Tardy Bell 9:10 am  
Break 10:55-11:05 am  
Lunch 12:05-12:35 pm  
Dismissal 3:05 pm

### EARLY DISMISSAL

First Bell 8:05 am  
Tardy Bell 8:010 am  
Break 9:55-10:05 am  
Lunch 11:45-12:15 pm  
Dismissal 1:25 pm

### **\*Early dismissal days take place on the following dates:**

October 9<sup>th</sup> - 13<sup>th</sup> Fall Parent Conferences  
December 15<sup>th</sup> Winter Break  
June 7<sup>th</sup> Last Day of School

## NATIONAL SCHOOL LUNCH PROGRAM

Sierra Alternative High School participates in the National School Lunch Program. All students are provided with a Free or Reduced Application upon entrance. All completed and returned forms are processed through the SUSD District Office based on NSLP standards. A new application can be requested at any time if a family's financial situation changes.

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, audiotope, 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.

## EXCUSING & CHECKING STUDENTS OUT FROM SCHOOL

A student is not permitted to leave school grounds before regular dismissal without consent from parent or guardian. People authorized by parent/guardian to pick up their child must be listed on the child's emergency card, or the child will not be released to them. Parents must come into the office and sign their child(ren) out of school.

### Closed Campus

To ensure student safety, the Sierra Alternative Education campus is a closed campus. Sierra Alternative Students are expected to remain at school for the entire day. Students are permitted to leave during the school day only with parent permission. Sierra@Home students are welcome to come to campus anytime for educational services with an appointment with their teacher. Students must check in and check out in the front office. Minors may not leave campus without a parent or guardian.

### **Driving on Campus**

Students who drive to school must have a copy of their driver's license on file in the school office. Students may not transport other students from school without the permission of each parent. Students attending Sierra Alternative may not drive on the Sierra High campus at any time without approval of the administration. A student may be denied the privilege of driving on campus for not following these guidelines or driving in an unsafe manner as determined by the school principal.

### **Student Identification**

7th - 12th grade Sierra@Home students can be issued photo-identification cards for the school year. While on the Sierra Jr./Sr. High campus students are required to always have their photo-identification card in their possession and to give their card to teachers and/or administrators when requested. ID cards must be used in the library and to be admitted to all dances. Replacement for lost ID cards is available in the library for a \$5.00 fee.

### **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 the people 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.

### **Parent Volunteers**

At Sierra@Home there are opportunities for parents to participate in their child's overall education by volunteering for one of the many co-curricular organizations and attending field trips. Parents are encouraged to contact their student's teacher, 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 should be made in advance to ensure the availability of the teacher or staff member.

## **MEDICAL EMERGENCIES**

If a serious injury occurs on school grounds or on a bus and a student needs immediate medical attention, 911 will be called. If immediate medical attention is not necessary, parents will be notified and asked to pick up their child for their own observation or examination by their family physician. If the parents cannot be reached, their child will be discharged to the person named on the emergency card.

## **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 if 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. 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 24 hours

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 diseases. Sierra@Home 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. Immunizations can be waived for students whose parents acknowledge that their students cannot participate in any in-person activities. Please contact the front office for more information about the waiver.

### **Medications at School**

Students may not carry medications on the campuses of Sierra Jr./Sr. High and Foothill Elementary while attending any concurrent enrollment courses or other school sponsored activities. All necessary 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.

## **FIRE DRILLS & LOCK DOWNS**

The purpose of fire drills is to ensure the safety of all persons leaving the school building should a fire occur. Teachers shall discuss fire drill practices and procedures the first day of school, and review procedures monthly.

The purpose of lock down drills is to ensure the safety of students in the event of an emergency. Teachers shall discuss lock down drill practices and procedures the first day of school, and review procedures on a regular basis.

In the event of an emergency, students may be dismissed from school before regular dismissal time. Every effort will be made to contact parents or guardians in the event of an emergency release. However, it is imperative that your family has a plan, so your child knows what to do, when he/she is dismissed due to an emergency early dismissal.

Buses will travel on their regular routes in the normal sequence. Students who are brought to or walk to school will be expected to get home by the same method.

## **ATTENDANCE**



## **Sierra@HOME Attendance Policy**

It is imperative attendance is taken through Sierra@Home education weekly. Students are required to attend their weekly meetings with teachers. It is required that students are on campus 1 x per week to meet face-to-face with their teacher. If this is not possible, a Zoom/Google Meets appointment can be considered. Progress is measured through the students' assessments and completion of work. Failure to report attendance and complete assignments classwork may result in the SARB (Student Attendance Review Board) process. Teachers will work with families to make sure weekly meeting times are scheduled with parents and students to review weekly progress, instructional needs, and support.

### **School Attendance:**

1. REQUIRED: Log in daily (approximately 4 hours a day or 20 hours a week) to complete your assignments. Establish a daily schoolwork routine for continued success in the independent study program.
2. You and/or your child are expected to check in with your teacher a minimum of 1-2 times per week and will reschedule meetings if I need to miss one. It is **REQUIRED** that 1 appointment per week is face-to-face (via in-person or google meetings). All other communications can be text or email, if preferred.
3. District Learning Assessments (DLA's) and state testing are required of all students at S@H. Lack of participation will result in a reduction of attendance.
4. Students must turn in assignments in all assigned courses by each Friday to receive full attendance.
5. Your attendance is based on your work completion, so no work= no attendance.
6. 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.

### **On Campus Appointments:**

Students and parents are required to have a scheduled time to meet with their teacher on campus 1 x per week. Extra support and tutoring are available by making an appointment with your supervising teacher or tutor to meet on campus.

## **Sierra Alternative Education Attendance Policy**

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 Office Secretary
- b. Parent or guardian may leave a voicemail at 855-3020 ext. 160 at any time of day or evening.
- c. Parent or guardian may email Jackie Badoni (jbadoni@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 students 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. For us to get messages to students, it is important that parent's phone no later than 1:30 in the afternoon.

Upon the third day of having returned to school without clearing an absence may result in the student being assigned disciplinary consequences. 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 at school late must check into the attendance office for an admit slip. Students coming in late to class creates 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. To have medical, dental, optometric, or chiropractic services rendered.
4. To attend 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. To 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. To serve as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
9. To 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, 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 makeup work or opportunities to do make-up assignments for unexcused absences.

## **Adult School Attendance Policy**

Students are assigned course work and meet with their teacher by appointment.

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

Students with excessive absences from school are referred to the Sierra Unified School District Student Attendance Review Board (SARB.). California considers any student that drops below 90% attendance as having Chronic Absenteeism. Any student with excused and/or unexcused absences causing a drop below 90% attendance will initiate the SARB process as follows:

1. Warning letters to inform families of the current number of absences and tardies.
2. 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.
3. A required meeting with the SARB Board for a formal review of the student's current attendance and 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.

## **ON CAMPUS SCHOOL SAFETY/DISCIPLINE**

Students are expected to behave in a safe and professional manner while attending school. The school-wide behavior system holds students accountable for most minor behavior incidents. However, Sierra Alternative Staff and Administration recognize that there are some instances in which students need to be removed from the school setting to preserve student/staff safety and or preserve an environment conducive to learning. Discipline infractions that may require immediate removal from school through suspension, the transfer process, or a recommendation for expulsion are outlined in California Education Code 48900. The determination to suspend, transfer, or recommend expulsion will be made by the school principal or his/her designee.

Violations that will result in suspension, transfer, or expulsion at Sierra Alternative include:

- Physical violence or threat of physical violence
- Possession of Drugs or Alcohol
- Accumulating multiple discipline "steps" without making progress on having them removed
- Violating the district technology Acceptable Use policy (i.e. viewing/sharing inappropriate websites, photos, or other material)

Students returning from a school suspension will be assigned additional behavioral interventions designed to further reinforce the learning opportunity presented. These may include conferences, essays, and/or goal development.

Students returning from a suspension related to drugs or alcohol will participate in a drug awareness unit in Health Class, must have a documented conference with each staff member, and present evidence of learning to the PLC before being reinstated to regular eligibility. Each step in this process will be educational and restorative.

## **STUDENT VALUABLES**

Students are encouraged to not bring any personal items or valuables to school, including cell phones. The school is not responsible for lost or stolen personal items.

### **Student Owned Cell Phones, Computers, or Other Technology**

Possessing a cellphone or other device at school is a privilege that may be revoked at the discretion of the site administrator if that item becomes a disruption to the learning environment.

Students are allowed to use cellphones or other personal machines during break, lunch, and passing periods. All student owned devices are to be put away and not used during classroom instruction unless otherwise directed by the teacher. Violations of this policy will be address in the following way:

First Violation: The student will be asked to put the device away.

Second Violation: The device will be confiscated by school staff and returned to the student at the end of the school day.  
Third Violation: The device will be confiscated and returned only to a parent/guardian.

## **DRESS CODE**

Acceptable school attire is comparable to clothing that would be appropriate for work. Sierra Unified 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. Students who come to school dressed inappropriately will be required to change clothes and could be subject to disciplinary action.

1. Clothing must cover the entire torso area from underarms to mid-thigh and must be appropriate and in good taste.
2. Tops must be a solid material (not lace or see-through), and cover the shoulders at a minimum of one inch (one item of clothing must be in dress code if layering with tops)
3. The straps of undergarments must be solid (not lace or see-through), and cover the shoulders at a minimum of one inch (i.e. sports bras, bralettes are acceptable if they meet the above requirements). Any other portion of the undergarment must be completely concealed (under arms, chest area).
4. Shorts must have a minimum of a three-inch inseam, and must be hemmed straight across, rather than at a diagonal (cannot be shorter at the outer thigh than at the inner thigh). Spandex cannot be worn underneath to reach the three-inch inseam. Shorts must completely always cover the buttocks, even if they meet the 3-inch rule.
5. Any holes or tears in shorts or pants (manufactured or otherwise) must be below the three-inch inseam. If holes or tears are present above three inches, a permanent patch must be placed behind the hole or tear to be acceptable. Spandex/tights cannot be worn behind holes or tears.
6. Pants must fit above the hips and fit snugly enough to stay up without a belt.
7. Tights, leotards, spandex, or yoga type pants are acceptable if a shirt or blouse extends far enough to reach the end of the fingertips when arms are held to your side. The shirt or blouse cannot ride up towards the waist.
8. Dresses must extend far enough to reach the end of the fingertips when arms are held to your side.
9. Shoes must be always worn.
10. Clothing will be free of displays of or inferences to profanity, vulgarity, controlled substances, gangs, sex, violence, tobacco, and/or alcohol.
11. Bandanas are gang-related attire and are not to be worn.
12. Clothing and other grooming or accessory styles must be consistent with a safe and healthy school atmosphere.
13. Examples of accessories that are not appropriate for school attire include excessive spikes, or heavy chains.
14. Clothing must consist of daytime attire. Pajamas, leisure pants, flannel pants and slippers are not acceptable for normal school attire. These types of clothing may only be worn during an authorized school activity, such as, Spirit Week
15. Extreme attire or hair styles 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, parents will be notified, and will be asked to change into appropriate attire.

## **ON CAMPUS SIERRA ALTERNATIVE EDUCATION ACADEMIC & BEHAVIOR INTERVENTIONS**

Academic and behavior interventions are assigned to students by site leadership consisting of site administration, teachers, and counselors involved directly with the student. Student interventions are prescribed through the eligibility process. The leadership teams decide on the criteria for a student to be eligible to participate in school activities. Any student or parent can request additional interventions at any time. All requests for additional services will be evaluated by the leadership team.

## **ON CAMPUS SIERRA ALTERNATIVE EDUCATION ACADEMIC & BEHAVIOR EXPECTATIONS**

**(Note: upon further development)**

### **Student Expectations On-Campus, In the Community & Field Trips:**

1. Follow all school rules and regulations. Encourage others to do likewise.
2. Follow all dress code requirements.
3. Consistent in regular attendance.
4. A good citizen.
5. Always exhibits proper conduct while representing Sierra@Home and Sierra Alternative Education.
6. All school rules apply at off campus events.
  - Discipline infractions will result with a meeting with the advisor/coach and participation limitations may be imposed.

## **PARTICIPATION IN CLASSES AT SIERRA HIGH SCHOOL (SHS)**

Sierra Alternative & Sierra@HOME students who remain eligible for activities, and are not under a current transfer order, may have the opportunity to take elective courses at SHS. This requires approval of both the school administration and the approval of the receiving teacher at SHS. **This request must be made within the first 5 days of the start of each semester.** Sierra Alternative & Sierra@HOME students attending courses at SHS are considered “guests” of the teacher and can be removed from the course at the teacher’s discretion for disciplinary reasons, behavior issues, or lack of participation.

### **Eligibility**

Student eligibility is determined by the number of points each student earns in the areas of Attendance, Work Completion, Behavior, and their School Contribution (School Responsibility). Students are expected to attend school regularly, complete all work assigned, follow the school-wide behavior expectations, and complete their assigned responsibility.

## **STUDENT RECOGNITION**

### **K - 8th Grade Academic Recognition**

Sierra@Home K-8th grade students are eligible to receive academic recognition awards based on their performance in content areas, academic achievement, and other specialty areas. Award Assemblies are conducted at the end of each trimester/semester, either via Zoom or in person.

### **9th - 12th Grade Academic Recognition**

Sierra@Home 9th-12th grade students and Sierra Alternative Education students are eligible to receive academic recognition awards based on their performance in content areas, academic achievement, and other specialty areas such as CSF, Valedictorian status, and Top Student award. Award Assemblies are conducted at the end of each semester, either via Zoom or in person.

### **California Scholarship Federation (CSF)**

The California Scholarship Federation (CSF) is a state honor society which requires its members to take college preparatory classes, and at the same time, maintain an extremely high-grade point average. Eligibility is based on criteria described on the application form, which is available in the front office, and on the Sierra High School website.

At graduation, those seniors who have been in CSF for four semesters from their sophomore, junior, and senior years (one must be from the senior year) are declared CSF Life Members. These life members receive the gold stamp of CSF on their diplomas, which is recognized by most colleges and universities throughout the nation. These students receive special recognition at commencement ceremonies and at the annual Senior Awards Night. Membership dues must be paid when signing up each semester. Report cards and dues should be brought to the CSF Advisor to confirm grades and classes approved by the California Scholarship Federation. This registration process takes place during the first three weeks of each semester. Freshmen may choose to register if they meet the grade requirements, but freshman grades do not count toward life membership.

### **Valedictorian Status**

The Valedictorian(s) Award will be given to all graduates who earn a GPA of 4.0 or above during the first seven semesters of high school. Valedictorians are awarded a medal at the Senior Awards Night and are given special recognition at the commencement ceremony.

### **Top Student Awards**

Each year two outstanding students are selected to receive the Top Student award. The designation is based on scholarship, academic performance, rigor of course history, community service, school service, co-curricular participation, and positive personal attributes. The students who receive this award will be recognized at the Senior Awards Night by the Sierra Unified Board of Trustees, receive special recognition at commencement, and their names will be placed on a plaque displaying all Top Students at Sierra@Home.

## **Honor Roll**

Each semester, students with a 3.0 or higher GPA will be recognized for being on the honor roll. Honor roll is divided into three categories:

4.0+ = Principal's Honor Roll  
3.50- 3.999 = High Honor Roll  
3.0- 3.4999 = Honor Roll

- To be eligible for recognition awards, students must complete 35 credits within an academic calendar semester.

## **SIERRA@HOME PARENT, STUDENT, TEACHER COMPACT**

The purpose of this agreement is to understand each participant's role in the learning process. In working in partnership with each other, the student will be supported in their educational experiences and enjoy learning in a home school environment. All parties sign the compact at the time of enrollment.

**Parent Agreements:** As a Sierra@ Home parent, I ...

- ☐ understand it is my responsibility to ensure daily participation required by Sierra@Home Educational Program and will support the supervising teacher and student in the learning process and in meeting graduation requirements.
- ☐ will do my best to support my child in understanding the state standards and completing required assignments and activities
- ☐ will ensure that my child submits weekly assignments to their teacher by each Friday.
- ☐ will communicate with my child's teacher on a regular basis with concerns if my child is struggling to complete required tasks.
- ☐ understand the importance of my child having a quiet, designated place to work at home.
- ☐ understand my child will have a consistent "APEX Learning Schedule" or to establish a daily routine in completing schoolwork at home. (9<sup>th</sup>-12<sup>th</sup>)
- ☐ agree to follow the "Learning Schedule" that was developed by the Supervising Teacher that outlines days and time I plan to complete school assignments and activities. (K-8<sup>th</sup>)
- ☐ understand my child will have weekly scheduled meeting times with his/her teacher, and I agree to work with my child's teacher if those times need to be rescheduled.
- ☐ understand my child will be working for a minimum of 20 hrs. per week or 4 hrs. per day engaged in school assignments & activities.
- ☐ understand that my child is required to participate in district benchmarks and state testing to measure knowledge of state standards.
- ☐ understand that my child may need transportation to and from school for in-person tutoring and state testing.

**Student Agreements:** As a Sierra@ Home student, I ...

- ☐ understand that my work completion counts as my school attendance.
- ☐ agree to work at least 20 hrs. per week or 4 hrs. per day.
- ☐ agree to contact my teacher a minimum of 1-2 times per week and will reschedule meetings if I need to miss one. It is REQUIRED that 1 appointment per week is face-to-face (via in-person or google meetings). All other communications can be text or email, if preferred.
- ☐ agree to adhere to the S@H online behavior expectations found in the student handbook.
- ☐ understand I can participate in all SUSD sports & activities if I am in good academic standing as outlined in the student handbook.
- ☐ agree to communicate with my supervising teacher if I am having difficulty understanding assignments & need help.
- ☐ understand that I need to have a designated place to complete schoolwork that is free from distractions (ex. limit my phone use during school hours, watching TV while working on assignments, etc.)
- ☐ agree to follow the "APEX Learning Schedule" developed by my Supervising Teacher that outline school assignments & activities.
- ☐ understand I am required to participate in district benchmarks & state testing measuring my knowledge of state standards & I will do my best to show what I have learned.

**Teacher Agreements:** As a Sierra@Home teacher, I...

- ☐ agree to create a “APEX Learning Schedule” with the student and the parent with a daily routine and weekly assignments that meet CA State Standards.
- ☐ agree to provide 1 hour or more of synchronous and asynchronous instruction
- ☐ agree to provide parents and students with resources (ex. APEX and/or state adopted curriculum and supplemental materials, video tutorials, extension activities, and intervention, as needed.)
- ☐ agree to contact parents/guardians when a student has not completed the weekly assignments or is struggling with online curriculum and instruction.
- ☐ agree to grade assignments and update Aeries on a regular basis.
- ☐ agree to provide support materials, instruction, and guidance in facilitating the district benchmarks and state testing to measure knowledge of state standards.

## **SIERRA@HOME TIME COMMITMENT**

**K - 6th Grades:** To support student achievement, plan to dedicate approximately 3-4 hours each day to schoolwork. Some days may require more or less time.

**7th - 12th Grades:** To support student achievement, plan to dedicate at least 4 hours each day to schoolwork. Some days may require more or less time. Weekly work samples should average 20 hours per week.

Student/Parents must connect with the supervising teacher a minimum of 1-2 times per week and will reschedule meetings if I need to miss one. **It is REQUIRED that 1 appointment per week is face-to-face (via in-person or google meetings)**

## **INDIVIDUAL LEARNING PLAN (9-12th Grades)**

Student Individual Learning Plans will be created at the time of enrollment and updated each semester as a guide to ensuring academic goals and graduation requirements are met.

## **WEEKLY MEETING STUDENT BEHAVIOR EXPECTATIONS**

- ❖ Student will participate in a **1 appointment per week face-to-face (via in-person or google meetings)**
- ❖ Wear proper school attire during online, zoom, and face-to-face weekly meetings.
- ❖ Sit appropriately at a table or desk, in a quiet, non-distracting workspace.
- ❖ Keep other devices off during class time.
- ❖ Be respectful of others during live lessons.
- ❖ Come to class and meetings prepared with necessary materials and/or completed work.
- ❖ Cameras should be on unless other arrangements have been made.
- ❖ During online or Zoom lessons, chat is used for lesson related comments and questions.
- ❖ Completed assignments must be turned in on time.

## **GRADES**

### **K- 12<sup>th</sup> Grades Grading System**

Sierra Unified School District has an established District wide grading policy. Teachers are expected to maintain records of student performance reflecting grade objectives and curriculum. A student's grade reflects a combination of annotated teacher observations; scores on classwork, projects, and tests; performance assessments of grade level completion of work, and/or course specific standards and skills. Teachers work together to ensure consistent grading reflecting the standards of the District and State of California. For K-6<sup>th</sup> grades, letter/number/effort grades are determined by the supervising teacher based on student mastery of state standard and performance in the course. For 7<sup>th</sup> – 12<sup>th</sup> grades, letter grades of A, B, C, D, or F are issued by the teacher as earned by each student. 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.

For 9th - 12th Grade students, credits necessary for high school graduation are earned for each course during a semester in which a passing grade (A, B, C, D, or P) is earned. Credit is given at the end of the semester. Grade point average (G.P.A.) for the semester is awarded by calculating points for each letter grade (A = 4, B = 3, C = 2, D = 1, F = 0) in all courses except those designated as Honors (H), or Advanced Placement (AP) which are calculated at (A = 5, B = 4, C = 3, D = 2, F = 0). Grades of P indicate credit is earned, but are not calculated in the G.P.A. The cumulative G.P.A. is

calculated for all courses over the course of high school semesters completed by using the above point values for each letter grade earned.

### **Progress Reports & Report Cards**

The purpose of the Progress Report is to inform parents of their student's current marks in each class. Progress reports are sent home in the middle of each semester/trimester, so parents are formally notified of their student's progress six times each year. 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 trimester/semester credit. They are also used to determine athletic and co-curricular eligibility.

Report cards are mailed home at the end of each grading period and are final. Grades are reflected on the AERIES portal and student's transcripts for 9<sup>th</sup>–12<sup>th</sup> graders. Please refer to the district calendar for specific dates of each reporting period. If the report is not received by mail, please contact the Sierra Alternative Education office and let the principal's secretary know. Please update your mailing address and student information in the AERIES portal annually to ensure report cards are received. If needed, we are happy to check the address on file and can send out a new report card upon request. 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.

Concerns, if any, should be addressed during the progress-reporting period, as trimester/semester report card marks are final. Please notify your student's teacher immediately if you have any questions about the report card or progress report.

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

Sierra@Home and Alternative Education use the AERIES student information program. New families will be sent instructions for acquiring a password and accessing the system. This system will allow students and parents access to student grades daily. Teachers post grades earned and with personal passwords, parents and students will be able to view grades earned at any time throughout the semester/trimester via the Internet.

Please feel free to contact your student's teacher if you have questions about the information on your student's online account, current grades, or assignments. Parents also have access to the parent portals of the learning platform Apex. This access will help parents ensure progress is being made on their students' assignments.

### **Parent Conferences**

This year's regular parent/teacher conferences are scheduled during the second week of October. Additional conferences may be scheduled by a teacher or parent at any time.

### **Participation in Sixth & Eighth Grade Promotion Ceremonies**

Participation in the Sixth Grade Promotion Ceremony is a privilege, but not a requirement to be promoted to 7<sup>th</sup> grade. If there are concerns regarding participation the teacher will contact the family.

## **Sierra@HOME ACADEMIC PROGRAMS**

### **K - 6th Grades**

Sierra@HOME offers a balanced and rigorous academic program that encourages learning. Each individual student's progress toward meeting grade level standards is monitored through various assessments including curriculum-based quizzes & test, district benchmark assessments that measure grade level state standards, and the California Assessment of Student Performance and Progress (CAASPP). Parents are notified of their student's progress at the end of each grading period through progress reports and report cards. Parents can and are required to communicate with their child's teacher weekly. They are welcome to contact the teacher during regular school hours if they have questions or concerns about their child's learning.

### **7th & 8th Grades**

Sierra@HOME offers a balanced and rigorous 7th & 8th grade 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 successful completion of assignments on the online APEX learning platform, curriculum-based quizzes & test, district benchmark assessments that measure grade level state standards, and the California Assessment of Student Performance and Progress (CAASPP). Parents are notified of their student's progress at the end of each grading period through progress reports and report cards. Parents are encouraged to contact their child's teacher at any time if they have questions about their student's progress, grades, learning, etc.



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

Students in 7th & 8th grade also receive 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).

## **9th - 12th Grades**

### **High School Diploma Requirements**

Successful Completion of Senior Project. 260 credits, in specific course areas listed below\*:

A. English	40 credits
B. Math Year 1	10 credits
C. Math Year 2	10 credits
D. Math Year 3 (Class of 2022)	10 credits
E. Physical Science	10 credits
F. Life Science	10 credits
G. World History	10 credits
H. American History	10 credits
I. Civics/Economics	10 credits
J. Physical Education	20 credits
K. Health/Geography	10 credits
L. Foreign Language or Fine Art	10 credits
M. Electives	100 credits

\*A minimum of 40 credits must be taken in the one pathway consisting of courses from a specific area defined fully in the course description booklet available in the school office or by request.

### **High School Class Designations**

The following number of accumulated units towards high school graduation will be the standard for minimum achievement. The credits required to be placed at any given grade level is listed below and affects athletic eligibility.

Freshman	0 to 54 credits
Sophomore	55 to 119 credits
Junior	120 to 189 credits
Senior	190 to 260 credits

### **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 students and parent/guardian's information.

### **Incomplete Grades / Final Exam Policy**

It is the policy of Sierra@Home not to assign grades of incomplete at the progress grading periods nor at the trimester/semester. The progress grade is an indication of a student's progress at that point in time. If the student is missing work, the progress grade reflects that status. Points will be assigned when the missing work is completed. Students are encouraged to make-up assignments in a timely manner in order to avoid negative impact. Students will follow classroom policy for making up work.

Students who do not take the final in a course will earn a zero until the exam is made up, and then the grade will be recomputed with the final exam score included. Students have two weeks to make up the final. Students with an unexcused absence on final exam days may be excluded from making up these exams (See make-up policy).

### **Early Withdrawal from a Course-Withdraw/Fail (W/F) Policy**

After three weeks into the semester, students are not permitted to withdraw from a course. Students removed from a class for behavior, safety, or other conduct issues will meet with administration to determine the best placement.

## **Repeating a Course for Credit**

Students wishing to repeat a course for credit may do so with the permission of their counselor. Both grades will appear on the transcripts and both grades will be used to calculate the student's cumulative G.P.A.

## **Grade Change**

Because progress grades (the 6 week and 12-week reports) are indicators of the students' status and are not permanent grades, no grade changes will be made except in the case of teacher error in entering or calculating the student's grade.

Grade changes may be made at the semester for serious and compelling reasons, generally due to error or illness at the end of the semester which prevents the student from making up necessary work prior to the entry of grades. Teachers are the only staff that can generally change a grade. Administration, superintendent, and board of Education are excluded from intervening in a teacher's grade unless there is evidence of fraud, miscalculation, or discrimination.

## **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. Students are expected to do their own work, whether the work at hand is a homework assignment, quiz, test, essay, or research project. Students who copy the work of another student or use the written work of others without proper citation will be considered to have engaged in academic dishonesty and in addition to receiving a score of zero points for the work, be assigned a discipline step. 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.

## **College Entrance Requirements**

### **Community College Requirements**

A student must be eighteen years of age or a high school graduate to enter. Admission procedures are in the college catalogs or online. Transfer programs are available for those students who wish to transfer to a university later. Transfer students have a higher priority for admission at a university.

### **California State University and University of California Entrance Requirements**

These colleges require a B average in A to G subjects in the following categories. No grade below a C is accepted in these categories.

A – History	2 years, American History, World History, Civics
B – English	4 years
C – Mathematics	3 years through Math 3
D – Lab Science	2 years, one life science, one physical science, 3 recommended
E – World Language	2 years, 3 recommended
F – Arts	1 year, Vocal Ensemble, Advanced Band, Art 1, Art 2, Art 3, Ceramics, Drama, Advanced Drama, Digital Video
G – College prep electives	Any additional classes from A-E above the requirement: Vet Science, Ag Science, Economics

## **College Preparatory Courses (P)**

Any course designated with "P" is a college preparatory course that satisfies one of the criteria established by the University of California system in its (a-g) college entrance requirements. Courses that are classified with a (P) code located in the Course Description Booklet available at the Sierra@Home counseling office.

## **SIERRA@HOME CONCURRENT ENROLLMENT**

## **K - 6th Grade Co-Curricular Activities and Policies**

Sierra@HOME students can participate in many co-curricular activities with Foothill Elementary School. Students can participate in Physical Education, Music, and Art classes as well as after school clubs and athletics. Sixth grade students

can also participate in athletics offered through Sierra Junior High School. Families must provide transportation to and from classes, clubs, and athletics. Poor attendance in courses could result in being dropped from the concurrent courses.

## **7th - 8th Grade Co-Curricular Activities and Policies**

Sierra@HOME students can participate in many courses and co-curricular activities on the Sierra Junior High School campus. Families must provide transportation to and from classes, clubs, and athletics. Poor attendance in courses could result in being dropped from the concurrent courses.

### **Co-Curricular Programs**

#### **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 by any regulations set forth by that specific co-curricular program. Please contact the advisor/coach with any further questions regarding a program.

#### **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 the 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.

#### **Athletic Offerings**

Eligible students in grades 6th through 8th 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		Wrestling		Track and Field Softball

#### **Athletic Clearance**

In addition to academic eligibility criteria (refer to the 6th- 8th Grade Eligibility for Co-Curricular Participation 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 these forms (with the exception of the signed medical physical) can be completed on Aeries, the 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

#### **Co-Curricular Grievance**

It is a 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 Unified School District will apply.

## **Co-Curricular Student Expectations**

All students must realize that they are representing their community and Sierra Unified School District at all co-curricular events both on and off campus. 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.

- Purpose
- Respect
- Involvement
- Determination
- Excellence

## **Student Expectations On-Campus, In the Community & Field Trips: Student Expectations On-Campus, In the Community & Field Trips:**

1. Follow all school rules and regulations. Encourage others to do likewise.
  2. Follow all dress code requirements.
  3. Consistent in regular attendance.
  4. A good citizen.
  5. Always exhibits proper conduct while representing Sierra@Home and Sierra Alternative Education.
  6. All school rules apply at off campus events.
- Discipline infractions will result with a meeting with the advisor/coach and participation limitations may be imposed.

## **Transportation Guidelines & Expectations:**

1. All students will ride to events and/or activities as a team.
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.

## **Joining and/or Quitting a Co-Curricular Activity:**

1. Students are 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.

## **6th - 8th 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, dances, activity nights, speech competitions, academic competitions, club activities, school sponsored trips.

1. A student academic ineligibility list is generated at the end of each six-week grading period and delivered to all teachers and advisors.
2. 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 GPA.
  - c. No more than one grade of F.
3. Each eligibility period will take effect on 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.
5. Students who wish to attend dances as guests of students at other schools must also meet Sierra@HOME eligibility criteria.

## **9th - 12th Grade Co-Curricular Activities and Policies**

### **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 the 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.

### **Athletic Offerings**

Eligible students in grades 9 through 12 may participate at their appropriate level in these sports in the following seasons:

Fall:		Winter:		Spring:	
	Football		Boys' Basketball		Baseball
	Girls' Volleyball		Girls' Basketball		Softball
	Girls' Tennis		Wrestling		Track
	Girls' Water Polo		Boys' Soccer		Swimming/Diving
	Boys' Water Polo		Girls' Soccer		
	Pep & Cheer		Pep & Cheer		

### Co-Curricular Eligibility

All students must be academically eligible (refer to the 9th - 12th Grade Eligibility for Co-Curricular Participation section) 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.

### Athletic Clearance

In addition to academic eligibility criteria (refer to 9th - 12th Grade Eligibility for Co-Curricular Participation section of the handbook) and article 20, "Eligibility Requirement," of the constitution of the California Interscholastic Federation, student athletes must acquire athletic clearance. Athletic clearance is attained when the student has completed and returned the following paperwork to his/her coach or the Athletic Director. 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.

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

### 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.

### 9th - 12th 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, dances, activity nights, speech competitions, academic competitions, club activities, school sponsored trips.

1. A student academic ineligibility list is generated at the end of each six-week grading period and delivered to all teachers and advisors.
2. 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 GPA.
  - c. No more than one grade of F.
3. Each eligibility period will take effect on 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.
5. Students who wish to attend dances as guests of students at other schools must also meet Sierra@HOME eligibility criteria.

## ADDITIONAL ACADEMIC PROGRAMS

## **K - 12th Grade Intervention and Support**

Students needing additional help with assignments may be referred to a tutor who will help to provide additional help in the subject area.

Our special education students are provided with a core curriculum that meets their individual needs in accordance with their 504 and Individual Education Plans (IEP). Special Education students will be monitored by a Special Education case manager for needed additional academic support to meet their educational goals.

## **9th - 12th Grade Honors and Advanced Placement Courses**

Students are encouraged to challenge themselves with a more rigorous academic schedule which includes Honors and Advanced Placement courses. Students can enroll in these courses based on their SBAC scores, DLA scores, previous grade received in the same type of course, as well as with teacher recommendation. Honors English coursework prepares students for Advanced Placement coursework and college coursework.

Students can earn credit for college courses by successfully completing Advanced Placement (AP) courses and passing the appropriate AP exam. Most colleges and universities grant college credit for students who earn scores of 3, 4, or 5 on the College Board Advanced Placement test given at the end of each course in May. Students who remain enrolled in AP courses for the spring semester are required to take the Advanced Placement exam to earn enhanced grade points.

## **9th - 12th Grade Dual Enrollment in College Courses**

Approved students may participate in available programs at local community colleges that permit high school students to take online college courses. Upon completion of these courses the student will receive college credit on their college transcript and high school elective credit. Each program has requirements for minimum GPA and citizenship as well as forms for the high school to complete on the student's behalf to verify these requirements.

## **9th - 12th Grade Career-Technical Education**

It is the mission of Sierra Unified School District and Sierra High School to provide a variety of course options that prepare students for work and career. Entry level classes are often one period and include Veterinary Science, Ag Science, Ag Biology, Ag Mechanics, and Intro Welding.

Students can earn certification in the ROP program, an indicator of proficiency to potential employers. Current ROP course offerings include Medical Careers, Food Science and Nutrition (Meats Lab), and Welding. ROP courses are standalone courses and do not require prerequisite courses. Students must demonstrate good character and responsibility as they will participate in community job shadowing experiences and workplace tours. ROP courses are available to Juniors, Seniors, or students at least 16 years old.

## **ACADEMIC RECOGNITION**

### **9th - 12th Grade - Grade Point Average Calculation**

#### **Incorrect Way –**

Add grade points received for each class and divide by the number of classes. This method works ONLY when all credit values are the same. In the scenario below, the Language Arts class worth 10 credits receive no more value than any of the 5 credit classes.

Class	Mark Received	Grade Points	Credit Value	
Language Arts	B	3	10	
Math	A	4	5	
Science	C	2	5	
PE	F	0	5	
Social Science	D	1	5	
<b>Totals</b>	<b>5</b>	<b>10</b>	<b>30</b>	<b>10/5 = 2.0</b>

#### **Correct Way –**

Multiply grade points received for each class by credits attempted for each class. Add total grade points received and divide by the total number of credits attempted. In the scenario below, the Language Arts class worth 10 credits receive twice the value of grade points as the 5 credit classes. This is a good thing, and the calculation is correct.

Class	Mark Received	Grade Points	Credit Value	Total Grade Points	
Language Arts	B	3	10	30	
Math	A	4	5	20	
Science	C	2	5	10	
PE	F	0	5	0	
Social Science	D	1	5	5	
<b>Totals</b>	<b>5</b>	<b>10</b>	<b>30</b>	<b>65</b>	<b>65/ 30 = 2.166</b>

#### **Incorrect Way –**

Reverse the F in Language Arts and the B in PE – difference even more dramatic.

Class	Mark Received	Grade Points	Credit Value	
Language Arts	F	0	10	
Math	A	4	5	
Science	C	2	5	
PE	B	3	5	
Social Science	D	1	5	
<b>Totals</b>	<b>5</b>	<b>10</b>		<b>10/5 = 2.0</b>

#### **Correct Way–**

Class	Mark Received	Grade Points	Credit Value	Total Grade Points	
Language Arts	F	0	10	0	
Math	A	4	5	20	
Science	C	2	5	10	
PE	B	3	5	15	
Social Science	D	1	5	5	
<b>Totals</b>			<b>30</b>	<b>50</b>	<b>50/ 30 = 1.66</b>

## **COUNSELING SERVICES**

Academic Counseling services are available to all students. Students are encouraged to seek individual assistance through counseling when they feel it is necessary. Ask the Administrative Assistant in the Administration office for an appointment. Students should make an appointment to seek academic counseling and guidance any time there is a need. The general objective of counseling is to provide services that enable students to make independent and wise life decisions. Students should seek counseling advice concerning the following areas:

### **K - 6th Grade**

#### **Psychological Counseling Services**

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

#### **Therapeutic Services**

Therapeutic support is offered on campus in one-on-one or small group support. This support is provided by the

Fresno County Superintendent of Schools, through the All 4 Youth organization. With parent permission, the referral process may be started to receive these services. The referral can be made by parents, teachers, counselors, or administrators. If you have an interest in accessing these services for your child, please call the school office.

### **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 several areas. Student Support Team (SST) meetings are called on behalf of a student when one or more adults see signs that the student might need help to meet the demands of the school.

### **7<sup>th</sup> & 8<sup>th</sup> Grades Academic Counseling**

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

### **9<sup>th</sup> – 12<sup>th</sup> Grade Academic Counseling**

- Academic Intervention/Counseling
- High School Graduation Information
- Selection of High School Courses
- Test Administration and Interpretation
- Scholarship and Grant Information
- Grades and Grade Point Average
- Vocational and Career Guidance
- Personal/Social Counseling
- Transcript Interpretation
- College Information
- 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.

### **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 the time enrolled.

### **Student Support Programs**

In addition to the support classes described in the academic section, Students have access to a variety of supporting programs for our students' social and emotional needs offered at Sierra High School. 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 situations involving drugs, alcohol, emotional/social issues, and academic difficulties. Services include short-term student or family counseling, psycho-educational assessment, parent training, suicide/crisis intervention, group facilitation, 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 counseling 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 several areas. Student Support Team (SST) meetings are called on behalf of a student when one or more adults see signs that the student might need help to meet the demands of the school. The process can be initiated by the principal, one or more of the student's teachers, or parent/guardian. Parents wishing to initiate an SST meeting for academics may contact the 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.

## **SENIOR COUNSELING**

The senior year of high school is the final decision-making time before students venture out into the bigger world to work, attend college, acquire further technical training, or join the military. The information below is intended to cover some of the major events and issues that pertain specifically to seniors. In addition to this section of the handbook, a monthly senior calendar of senior events, complete with deadlines to assist senior students and their families as they complete their tenure at Sierra@Home, is distributed to each senior, emailed to parents, and posted on the Sierra@Home website.

## **College Admissions Testing**

Four-year universities have an admissions test requirement which designates that students take one or more of the following tests: SAT Reasoning Test, or American College Testing (ACT).

### **ACT – American College Test**

Register at [www.actstudent.org](http://www.actstudent.org)

#### **Purpose:**

- Required for admissions at four-year colleges or universities with the exception of open enrollment institutions
- Predicts first-year college academic performance.

#### **What is tested:**

- English, Mathematics, Reading, and Science skills.
- Planning and writing a short essay.

**Please refer to the ACT website for a current list of testing dates.** <http://www.act.org/>

### **SAT-Scholastic Aptitude Test:**

Register at [www.collegeboard.com](http://www.collegeboard.com)

#### **There are two SAT tests:**

- The SAT Reasoning Test measures skills that students have developed over time and skills they need to be successful academically.
- SAT Subject Tests are designed to measure students' knowledge and skills in particular subject areas.

#### **What is tested?**

- The SAT Reasoning Test measures critical reading, writing, and mathematical reasoning skills.
- The SAT Subject Tests measures mastery of specific subjects: English, history, mathematics, science, and language.

**Please refer to the SAT website for a current list of testing dates.** [www.collegeboard.com](http://www.collegeboard.com)

## **Local Scholarship Applications**

Each year our community members and businesses award thousands of dollars in scholarships to the graduating class. The range of scholarship opportunities is great and includes memorial scholarships given to students displaying specific characteristics or interests, booster organization scholarships given to athletes or alumni of schools, and scholarships based on academic performance or areas of study. While some are based on student performance alone, others consider

student need or affiliation with a particular group. All have one thing in common – they require an application. All seniors are urged to carefully complete the single application required for local scholarships which are available in the counseling office, in civics/economics classes, and on the school website beginning at the start of the spring semester.

The application includes letters of recommendation, a resume, and a letter of introduction or personal statement from the student. The single application is then reviewed by the many scholarship donors as they select the individual that meets their criteria for a particular scholarship award. Following the application review, most scholarship finalists will be asked to interview before a panel composed of the scholarship's representatives. Students are given advance notice of the interview and are expected to dress for the occasion to put their best foot forward. The individual students who are selected for scholarship awards will be among those invited to attend the Senior Awards Night, hosted approximately a week before graduation. Recipients of scholarship awards are strongly encouraged to properly thank the scholarship donor by sending a handwritten thank you note. The students of Sierra@Home are fortunate to be part of an extremely generous and supportive community.

### **Participation in Graduation Ceremonies**

Participation in the High School Graduation Ceremony is a privilege. Only those seniors who have fulfilled all graduation requirements upon completing their official clearance form during the last week of school and are in good standing regarding behavior and attendance will be allowed to participate in graduation ceremonies. Seniors who fulfill graduation requirements during the summer following the date of their class's graduation will not be allowed to participate in graduation ceremonies but will receive their diploma upon completion of those requirements.

#### **Graduation requirements:**

- Attain a minimum of 260 credits.
- Complete and Pass the Senior Project
- Complete all requirements of the State of California and the Sierra Unified School District
- Have participated in graduation practice.
- Seniors are required to clear all financial and material obligations before participating in graduation ceremonies.

Seniors must also be in good standing (behavior) to participate in Ceremonies. Suspension, truancies, and other citizenship offenses may render a student excluded from the privilege of participating in the ceremony and other senior events.

## **STUDENT CONDUCT**

### **Student Code of Online Classroom Conduct & Behavior**

#### **Behavior While Online**

Students are expected to be respectful of the online classroom environment by following these guidelines:

1. Follow all Sierra Unified School District acceptable use policies for technology resources.
2. Be respectful of your classmates and teachers. Allow others to speak, invite others to share, and respect other's ideas.
3. Keep your image "live" during class sessions. It is important to make eye contact with your camera to demonstrate your commitment to learning to your classmates and teacher.
4. Microphone Awareness
  - When microphones are often on remember that your classmates and teacher can hear noises in your environment such as dogs barking, family member conversations, TV sounds, whispering, chewing, sneezing, and tapping your pen or pencil, etc. so please keep distractions to a minimum and mute your microphone when appropriate. It is preferable that you find a quiet place in your home that is free from distraction.
5. Camera Awareness
  - During periods of synchronous online classes, it is required that you be live on camera the entire time that the class is in session. Instructors will be cognizant of your presence and are required to maintain an ongoing record of your adherence to this policy.
6. General Online Etiquette
  - Avoid side conversations and multitasking.
  - Save your meals and snacks for after your classes; eating during class is generally frowned upon and being in an online classroom is no different.
  - When in doubt, pretend you are in your regular academic classroom and put your best 'virtual' foot forward!

#### **Interactions with Faculty and Staff**

1. Students should phrase communications with faculty and staff in a polite and courteous manner appropriate for speaking to adults. The tone of emails and phone conversations should be respectful.

2. Since our online environment is a learning environment, students should not use excessive “slang” or language that they might use in other environments.
3. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with faculty and staff. These actions are prohibited.
4. Students must use their Sierra Unified School District email address only in this educational environment. If profile pictures are used it should be a headshot of the student only and may not be offensive or inappropriate in any manner.

### **Interactions with Other Online Classmates**

1. All communications with other online students in any forum, course related email, discussion post, etc., must be polite, courteous, respectful and be of a course-related nature.
2. The integrity and authenticity of student work is something that we take seriously. Copying the work of others, allowing others to knowingly copy a student’s work, and/or misusing content from the internet could result in discipline procedures.
3. Do not collaborate with other students on your assignments unless directed to do so by your teacher. Working together is useful in the traditional classroom, but it is not permitted in our online environment without specific teacher instructions to do so.
4. Parents may not log in to a student account and complete coursework on behalf of the student.
5. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with other students.

### **Appropriate Use of the Internet**

1. Students are subject to all local, state, and federal laws governing the Internet and will be subject to disciplinary action that may result in removal from course(s) and school if violated.
2. Protect your privacy and that of others by:
  - Not giving out personal information including full names or contact information.
  - Only uploading or using images where you have permission from the people in those images.
  - Not giving out your password(s).
3. Protect and respect the hard work of others by:
  - Only upload images, music, videos, or other digital content that is created by you or is not subject to a copyright and follow copyright procedures when using any digital content.
  - Ask permission and cite sources
4. Talk to your teacher or another Sierra@Home staff member if you:
  - Need help online.
  - Feel the welfare of others is being threatened by online activities.
  - Come across websites that are not appropriate for your school or project.
  - Feel uncomfortable by something someone writes or makes.

### **Disciplinary Actions Related to Violations of Online Classroom Conduct**

Rules and regulations are necessary to provide for the safety, fairness and quality of education of all online students and must be enforced to be effective. The following procedures and steps will be followed in the event disciplinary actions are necessary in each incident:

**Step 1: Verbal Warning:** In instances of student misconduct, as defined in this handbook, a verbal warning is given with the intention of mitigating and correcting the specific behavior of concern. Incidents of Verbal Warning will be recorded and maintained in the student’s permanent file.

**Step 2: Counseling:** In the instance of a second offense for the same student, whether the incident is the same or different from the original behavior of concern, a counseling session will be mandated as the next remedy utilized by the teachers, Program Director, and/or Principal. The goal is to correct a student’s conduct, performance, attendance, attitude, etc. It is confidential and conducted in a positive and constructive fashion. During the counseling session, the student will be given a set of goals to strive toward to alleviate the problem or problems. Counseling sessions will be documented and maintained in the student’s permanent record. Students will be contacted regarding the need to attend this counseling session to discuss and try to resolve the presenting issue.

**Step 3: Probation:** Probation may be an outcome of the counseling session, a decision made at the discretion of the counselor and with the agreement of the principal. Probation duration will be defined by the teacher and/or Principal, during which the student’s conduct, attitude and educational achievements will be closely observed by the faculty and other supervisory personnel. If a student fails to correct their deficiencies during their probationary period, he or she will be unable to participate in all extracurricular activities including after school sports and Recovery and Resilience after school programs. All incidents resulting in probation will be documented and will become part of the student’s permanent record.

**Step 4: Suspension from in-person activities:** Student infractions may result in suspension from all in-person activities including, sports, dances, on-campus classes, and Recovery and Resilience after school programs. Final determination will be left up to the discretion of the Director of Education and/or other school officials. The following are causes for suspension of in-person activities including but are not limited to:

- Failure to meet the conditions imposed through probation.
- Abusive treatment of fellow online students and/or faculty such as threatening, intimidating, or coercing.
- Discrimination against anyone associated with your class due to race, color, sexual orientation, or national origin.
- Conduct likely to jeopardize the normal and efficient operation at the online school environment.
- Being under the influence of drugs, narcotics, or intoxicants while online.
- Malicious gossip or remarks concerning anyone involved with your online training.
- Other forms of immoral, unethical, or grossly improper conduct.
- Lack of attendance and lack of work completion or participation in online learning platforms and forums.

### **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. Students who is suspended from school (on or off campus) are ineligible for a period of 20 school days.
2. Students who are suspended from the bus are not allowed to ride the bus for a field trip during their bus suspension.
3. 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 by 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. 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.

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, 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.

## **Complaints – Formal and Informal**

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@Home, we want to hear from you. To resolve your dissatisfaction, it is best to 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.

If informal means of resolution do not meet your needs, you are invited to contact the principal's secretary to set a formal complaint in motion. The formal complaint requires a written statement of your concern, requires a written statement from the source of your concern, and requires an investigation to be conducted. Upon completion of the investigation, you will be notified of the findings and outcome of your complaint.

## **Dances and Guest Passes**

There are several dances each year that 9th-12th grade Sierra@Home students have the option to attend at Sierra High School including the Winter Formal and Prom. Most High School dances are scheduled after home football and basketball games and traditionally end at 11:30 p.m.

Appropriate dance conduct is described as:

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

### **Dance Attendance requires Guest Pass from Sierra High School as well as the following:**

1. Students must be academically and behaviorally eligible to attend dances.
2. Students will not be allowed into the dance if they leave the game early.
3. Students must have logged in to their online learning platform for a minimum of 2 hours.
4. Students must have their ASB/ID card with them and present it at the door.
5. Students must have an emergency card on file.
6. Students must be in good standing in terms of behavior.
7. For safety reasons, students are not allowed to loiter on campus during the dance.
8. Guests of Sierra@Home students must have a pre-approved guest pass on file in the SHS office and meet the following criteria:
  - Be eligible at their school of attendance.
  - Be less than 21 years of age.

## **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 storage 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.

## **Library Media Centers**

The Library Media Centers (LMCs) at Sierra High School and Foothill Elementary School are academic spaces for use by all Sierra Unified students. The LMCs collections support curriculum and reflect 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. Students are responsible for paying all fines and fees.

### **Physical Education Clothing**

7th - 12th Grade Sierra@Home students who choose to participate in Physical Education on the Sierra Jr./Sr. High School campus can purchase PE clothes from the PE teachers 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.

### **Physical Education State Testing and Medical Excuses**

#### **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:** Medical excuse notes from parents of Sierra@Home students participating in concurrent enrollment Physical Education 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 at Sierra High School and Sierra@Home for a schedule change to medical P.E.

### **Work Permits**

Work Permits can be obtained through the school's main office, and during the summer through the district office.

## **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 up for a student to participate in graduation ceremonies.