

FOOTHILL ELEMENTARY

Head Up, Wings Out!



Parent-Student Handbook

2025 - 2026

Website address: <https://www.sierrausd.org/FES>

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SIERRA UNIFIED MISSION STATEMENT

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

SIERRA UNIFIED VISION STATEMENT

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 UNIFIED STRATEGIC GOALS

Goal 1: Increase Academic Outcomes for College and Career Readiness

Goal 2: Foster Student Engagement and Belonging

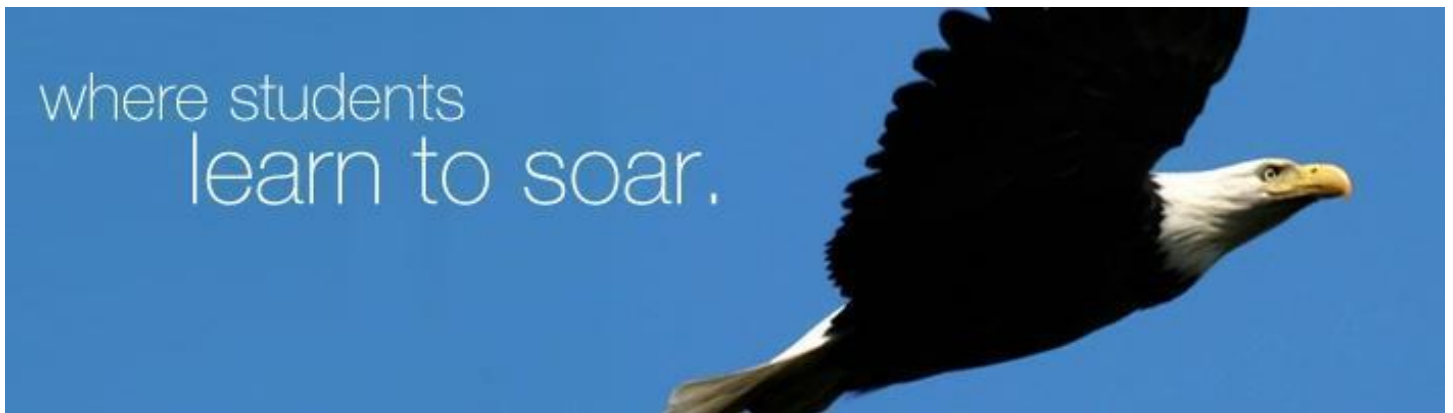
Goal 3: Expand Access to High-Quality Career Technical Education (CTE)

Sierra Unified Board of Trustees

Cortney Burke, President
Ben Kimler, Vice President
James, Hoak, Clerk
Joe Denham, Member
Ginger Cardoza, Member
Connie Schlaefer, Member
Wes Qualls, Member

Superintendent

Dr. Lori Grace



FOOTHILL ELEMENTARY STAFF

(559) 855-3551

Administration and Office Staff

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Donna	Clerk	100	@sierrausd.org
Amanda Unruh	Clerk	112	aunruh@sierrausd.org
Ryan Pierson	Psychologist	106	rpierson@sierrausd.org
Stephanie Martin	SEL Counselor	105	smartin@sierrausd.org
Tonya Moody	LVN	104	tmoody@sierrausd.org

Teachers

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Sarah Saville	Music Teacher	Band Rm	bd.	ssaville@sierrausd.org

FOOTHILL ELEMENTARY CALENDAR 2025-2026

See the school webpage: <https://sierrausd.org/fes/> for school activities and all school events, etc. The academic calendar for the district is also available on the district website.

BELL SCHEDULE

Regular school day begins at 8:20 am, school ends at 2:45 pm

Students are to arrive to school **no earlier than 7:45 am** for your child's safety.

Supervision begins at that time in the MPR (cafeteria). Students report to the MPR until 8:00 am when they are picked up by the assigned morning supervision personnel to walk them to their playground by grade level.

Morning Recess	
T/K	9:30 - 9:50 am
Kindergarten	9:30 - 9:50 am
1st Grade	10:20 - 10:40 am
2nd Grade	9:55 - 10:15 am
3rd Grade	9:55 - 10:15 am
4th Grade	9:30 - 9:50 am
5th Grade	10:20 - 10:40 am
6th Grade	9:55 - 10:15 am

Lunch and Lunch Recess			
Grade	Lunch	Recess Begins	Recess Ends
TK	10:55 am	11:15 am	11:35 am
Kindergarten	11:00 am	11:20 am	11:40 am
First	11:10 am	11:30 am	11:50 am
Second	11:20 am	11:40 am	12:00 pm
Third	11:30 am	11:50 am	12:10 pm
Fourth	11:45 am	12:05 pm	12:25 pm

Fifth	11:55 am	12:15 pm	12:35 pm
Sixth	12:10 pm	12:30 pm	12:50 pm

ATTENDANCE

Our goal is that every student has the best attendance possible! 100% attendance is always the bar!

We ask that as a community we make school attendance a priority. Studies have shown consistent attendance is one of the most significant components of student success.

School Attendance Review Board (SARB)

Parents are required by law to see that their children attend school according to the mandatory attendance laws of the State of California. Students with excessive absences from school will be referred to the Sierra Unified School Attendance Review Board (S.A.R.B.). Three unexcused absences will result in initiation of the SARB process. Three SARB lates (missing 30 minutes or more of school either at the start of the day or the end) is equivalent to one unexcused absence. The Sierra Unified School District SARB process works in conjunction with the Fresno County District Attorney Office.

Absence Clearance/Excused

Please note that parents are required to clear absences. Only parents or legal court appointed guardians are permitted to clear attendance per Education Code. The state law also requires that the school keep an accurate record of each student's absences. A student should not be absent from school without the guardian's knowledge and consent. The following are the only absences that are excused:

1. Student's illness; or
2. Quarantine under the direction of a county or city health officer; or
3. Medical, dental, optometric, or chiropractic services with doctor note provided; or
4. Attending the funeral services of a member of the immediate family, so long as such absence is not more than one (1) day if the service is conducted in California and no more than three (3) days if the service is conducted outside California; or
5. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observation of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a non-profit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative to uniform standards established by the governing board; or
6. Exclusion from school for lack of immunization pursuant to Section 3381 of the Health & Safety Code, so long as such absence is not more than five (5) school days pursuant to Education Code section 46101.5.

Unexcused Absences

All other absences, not listed above, will be considered unexcused and result in the possibility for the student of not being permitted to make-up missed assignments, work, or assessments. Unexcused absences will also be subject for review by the School Attendance Review Board (S.A.R.B.)

To Clear an Absence

1. 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. Parents or guardians may call the school office between 7:45 am and 4:00 pm.
 - b. Parents or guardians may email Maria Vega (mvega@sierrausd.org) within 24 hours of the student's return to school.

- c. Students may bring a note written by a parent or guardian to the attendance office upon their return to school.
2. It is expected that student absences be cleared upon the student's return to school.

Tardies/Absences

Students arriving to school late must go to the office for an admit slip. A student that misses more than 30 minutes of school due to being tardy or leaving school early qualifies for a SARB Late. Three SARB Lates are equivalent to one unexcused absence. .

Closed Campus

In the interest of student safety, Foothill Elementary is a closed campus. Once students board school transportation or arrive on the school grounds they must remain on the school grounds until the end of the school day, unless given authorization to leave. Authorization to leave campus can only be given by a parent or guardian. Students who leave campus without proper authorization from school authorities shall be subject to disciplinary action. The back gates will remain closed and locked during school hours unless maintenance needs to access this area.

Check-in/Check-out Policy

Students leaving campus early must check out through the office. It is the responsibility of Foothill Elementary personnel to know the whereabouts of our students at all times. This is especially important in cases of crisis or emergency. We rely on parent and student help to know that students who come to school in the morning are here throughout the day unless they are checked out of school by a parent or guardian.

Make-up Work Policy

Excused Absences

When it is not possible for students to be present in class due to excusable reasons, students will be given time to make up work that is equivalent to the number of days missed. Students are required to make up the work missed to earn their credit for the work. The work can be obtained for make-up on the day following the absence (s). Classwork will be collected for the student at the discretion of the teacher based on appropriateness and the student's ability to complete it without prior instruction.

Absences Due to Suspension and Unexcused absences:

A student who has been suspended from school will be allowed to complete all assignments and other work missed during the suspension, including tests, which can reasonably be provided in a time frame arranged by the teacher. Teachers may require alternative assignments in cases where work cannot be duplicated.

Independent Study

These absences may be due to illness, vacations, or to other family needs. An Independent Study can be easily completed to allow students to keep up with class assignments and avoid having missing work negatively affects their grade. If Independent Study is needed, please contact the office as soon as possible to get the required work. To earn credit for the independent study as an excused absence, all work assigned is to be completed and turned in the day the student returns to school or date arranged with the teacher.

Home Hospital Instruction

Home/Hospital services are available to students who have injuries or illnesses requiring special care away from the school setting for ten or more days. Home/Hospital instruction allows for a teacher to come to the student on a weekly basis to support the student in keeping up with his/her coursework in cases of prolonged illness or injury. Documentation from a medical doctor is required for a Home/Hospital assignment. Details for Home/Hospital services can be obtained through Dr. Calisha Catter-Fitzhugh at the District Office.

ACADEMICS

Academic Program

Foothill Elementary offers a balanced and rigorous academic program. Each individual student's progress toward meeting grade level standards is monitored through various assessments including benchmark assessments, grade level assessment of standards, and the California Assessment of Student Performance and Progress (CAASPP). Parents are notified of their student's progress every six weeks through progress reports and report cards. Parents can and are encouraged to contact their student's teacher(s) at any time they have questions about their student's learning.

Curriculum

Foothill Elementary uses the *Wonders* Curriculum for Language Arts and *Go Math* Curriculum for Math instruction. Science is taught using the *Twig Education* Curriculum in grades K-5, while 6th grade uses the Teacher's Curriculum Institute's *Bring Science Alive!* program.

Foothill Elementary is intentional with using standards-based, Board-adopted curriculum. As with any curriculum in which parents/guardians feel activities impede long-held religious beliefs, parents may "opt out" of specific lessons and teachers will provide an alternative assignment. Parents/Guardians are encouraged to reach out to teachers and administration ahead of time if any curricula may be of concern.

Grading System

Sierra Unified School District has an established districtwide grading policy. Teachers are expected to maintain incremental records of student performance reflecting grade objectives and curriculum. A student's grade may reflect a combination of annotated teacher observations; scores on classwork, projects, and tests; performance assessments of reading, writing, math, or course specific skills. Teachers work together by grade level to ensure comparable and consistent grading reflecting the standards of the District and State. Grades are updated every two weeks in the *Aeries* portal. Parents are encouraged to regularly check the portal to stay informed about their child's academic progress.

Report Cards

Report Cards are sent home three times each year, at the end of each trimester. Progress reports are sent home in the middle of each trimester, so parents are formally notified of their student's progress six times each year. The purpose of each progress report is to inform parents of their student's current marks in each class. Concerns, if any, should be addressed during the progress-reporting period, as report card marks are final. Please notify your student's teacher immediately if you have any questions about the report card or progress report.

Make-Up Work Policy

Make-up work is supplied for all excused absences and suspension days. Each student will have, at a minimum, the equivalent number of days past the due date that were missed due to the absence to make up the work. Missed work is expected to be made up for a student to receive credit. This does not apply to students on a short-term independent study contract, in which the work was picked up prior to the planned absence and is due the day the student returns to school. Students who miss class for co-curricular activities must make prior arrangements with the teacher for make-up work and due dates.

Parent Conferences

Regular parent/teacher conferences are scheduled for the final week in October, October 27 - 31. These five days will be early release days, with school dismissal time at 1:05 pm to allow for conferences in the afternoon. If a parent or teacher would like to have additional conferences, these can be arranged any time during the school year.

Online Access to Student Academic Information

Foothill uses *Aeries* student information program. This system will allow students and parents home access to student progress on a daily basis. Teachers will post assignments and marks earned and with their personal passwords, parents and students will be able to view their grades earned at any time throughout the trimester via the Internet. New families will be sent instructions for acquiring a password and accessing the system. Teachers keep grades updated every two weeks. Please feel free to contact any specific classroom teacher if you have questions about the information on your student's online account, current mark, or assignments.

Participation in Sixth Grade Promotion Ceremonies

Participation in the Sixth Grade Promotion Ceremony is a privilege, but not a requirement to be promoted to 7th grade. Sixth grade teachers work with students and families to assure this celebration of achievement is an accomplishment for students. If there are concerns regarding participation the teacher will contact the family. Teachers will send home a student contract for all parties to sign as students earn privileges such as Sixth Grade Promotion.

COUNSELING SERVICES

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 supports are offered on campus in one-on-one or small group support. This support is provided by Fresno County Superintendent of Schools All 4 Youth Program. This provides both Tier 2 and Tier 3 supports. The referral for these services 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 can be a challenging experience for some students, as academic and behavioral expectations are high. At times, students may struggle in various areas. When a concern arises, a Student Support Team (SST) meeting may be initiated by an adult who recognizes that a student may need additional support to meet school demands.

If a teacher identifies a concern, they will reach out to the student's parents. A plan will then be created using Tier 1 supports, and data will be collected to monitor the effectiveness of these interventions. If more intensive support is necessary, the teacher will follow up with the parents and involve the SST team. This collaborative process is designed to provide targeted interventions and ensure every student has the opportunity to succeed.

Behavioral Management

Eagle Code

When an Eagle **SOARs** they **Show** respect, are **On** Task, **Accountable**, and **Responsible**. The Eagle Code teaches students how to be their best selves in all situations. The best way for students to learn the Eagle Code is by the staff leading by example. The Eagle Code is language that is integrated into the classroom and campus throughout the day.

Behavior Management Program

Foothill Elementary's Behavior Management Program is a **kind** yet **firm** approach. All of the staff have been professionally trained in Positive Discipline approach to behavioral management, with continual training and practice provided on a regular basis. *We work to connect with the student before we correct. This provides the opportunity for the students to be emotionally safe and ready to receive the coaching, guidance, and/or discipline, then apply the corrected behavior learning how to follow safety rules and fix harm done unto others.*

Conflict Resolution Model

Any minor personal problems between students should be handled in a 3-step manner. Staff integrate the language of "**Stop, Walk, Talk**" into daily situations to help students develop appropriate and healthy social interactions. **1. Stop:** Tell the other person you don't like what they are doing and tell them to stop. **2. Walk:** Walk away from the situation and seek help. **3. Talk:** Tell an adult who will monitor the situation as warranted. This is a developmentally appropriate response to help elementary students learn to become empowered to handle conflict.

Classroom Behavior

Classroom behaviors are addressed using a progressive step system including parent contact when a step is given to a student. When minor disruptions reach the fourth step, administration becomes involved and parents are notified.

STUDENT CONDUCT

Behavioral Management

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

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

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

- We will reduce the need to always be reactive by replacing it with a more proactive approach of teaching students our expectations first. Rather than waiting for a student to fail before we intervene.
- Support is provided for students who struggle to maintain behavior appropriate to a school environment.
- Students that need more structure and accountability will be placed on a behavioral contract until their behaviors are remediated.

Discipline Process

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

Minor Offenses

Handled by the staff member – Minor Referral form and notification to administration

Infractions may include:

- Defiance/Disrespect
- Inappropriate Language
- Physical Contact (Rough Play)
- Property Misuse
- Disruption

Other offenses may include:

- Cheating
- Dress Code Violation
- Truancy/Skipping class
- Continued Tardiness
- Defiance/Disrespect
- Acceptable Use Technology Violation
- Abusive Language
- Taunting

The possible consequences are as follows:

- Restorative process
- Structured Time and/or SOAR Room
- Removal to Office/ Behavioral Reflection
- Loss of privileges and/or unstructured time
- Behavioral Contract
- Loss of Activities
- SOAR Room
- Educational Opportunities
- Parent Contact/Meeting with staff member
- Administration meets with students after continued Level 1 Behavior
- Referral to Pre-SST and/or SST Team after continued and persistent Level 1 Behaviors.

After four Minor Offenses, the student is sent with a Major Office Referral form to have a meeting with the school administration who administers the consequence.

The possible consequences are as follows:

- Loss of unstructured time with behavioral reflection work

- Tobacco Education course
- After School Detention
- Loss of Activities/Privileges
- Behavioral Contract
- Meeting with advisor/coach of co-curricular activities
- Co-curricular contract
- For continued Level 2 behaviors, On/Off campus suspension including conference with parents and SST team to determine behavioral supports

Major Offenses (Educational Code Violations)

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

Infractions may include:

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

The possible consequences are as follows:

- Suspension
- Recommendation for expulsion
- Transfer to alternative education setting
- Notification of law enforcement
- Meeting with advisor/coach of co-curricular activities
- Co-Curricular contract

Suspension

Suspension from school will range in length from one to five school days depending upon the violation and the student's past discipline occurrences. For the duration of the suspension, the suspended student is not to be on campus nor will he/she be permitted to attend or participate in school activities. Students are provided with the opportunity to make up any work missed due to suspension according to board policy and Ed Code.

Expulsion/Involuntary Transfer

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

At each incident, the following process will be used to ensure the due process to which the student is entitled and to maintain a safe and positive learning environment. Throughout the entire discipline process every effort will be made to assist the student in improving their behavior.

Appeal Process

Should there be a question regarding the action taken regarding a discipline issue, the parent or guardian should make an effort to discuss the concerns with the person who was assigned in a supervising role when the incident occurred. If there are further concerns, grade level teachers, with the input of those involved, will make a recommendation as to the level of consequence given and its appropriateness. The principal will consider this recommendation. After the final review by the site, the parent or guardian has the right to contact the District Office and request a due process conference with the superintendent or designee. At this meeting, a determination will be made regarding whether the discipline procedures have been properly administered.

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

NOTICE REGARDING 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.

The formal written complaint can be submitted using the Complaint Form provided and listed as Exhibit No.

2116(2) stating the name of the complainant, the date of the complaint, the date of the alleged bullying, the name or names of the bullying student(s), where such bullying occurred, a detailed statement of the circumstances constituting the alleged bullying, and the requested remedy. Submitted for Adoption: 6/13/12

What is bullying?

California Education Code states that bullying is “any severe or pervasive physical or verbal act or conduct, including communication made in writing or by means of electronic act, and including one or more acts committed by a pupil or group of pupils, directed toward one or more pupils that has or can be reasonably predicted to have the effect of causing a reasonable pupil to: Fear harm to person or property; experience substantial interference with academic performance; experience substantial interference with participating in school-based activities or services.” CA Ed. Code. 48900.2; 48900.4

What is Foothill doing to stop bullying?

Stop-Walk-Talk is a School wide bully prevention training to address social and emotional needs and bullying at each grade level. Helps to teach students what bullying is and what to do when it is happening, including how to stand up for others.

Classroom commitments are made by teachers and students in the form of Respect Agreements which help guide student behavior and teacher response to inappropriate student decisions. These include discussions about how students are expected to respect one another along with the teacher and the classroom environment. As well, teachers routinely present anti bullying lessons, especially during October, which is National Bullying Prevention Awareness Month.

Restorative Discipline is a philosophy and system-wide intervention that places relationships at the heart of the educational experience. The goal of Restorative Discipline is to change the school climate rather than merely respond to student behavior. Students not attending school due to suspensions/expulsions are not learning how to be successful in school. Restorative Discipline uses research-based practices to develop more appropriate discipline procedures that effect change in the student.

Use of School Property and Materials

Students are expected to use property and materials in the manner and purpose for which they were intended. This includes use of the Internet, books and classroom materials, cafeteria furniture, course equipment, art supplies, and musical instruments, among other things. Improper use of School Property will result in disciplinary consequences and may result in additional consequences such as financial obligation and suspension of privilege.

Safety Hazard

It is the duty of the faculty and staff to maintain a safe learning environment. Students are expected to conduct themselves in a manner that supports such an environment for themselves and others. Activities such as horseplay, throwing items such as milk cartons, water bottles, or food; carelessness with potentially dangerous classroom equipment; being in a restricted area, elopement, are examples of safety hazards that will result in disciplinary consequences.

Electronics

Students are not permitted to use personal electronic devices, including electronic watches, cell phones, iPads/Chromebooks, laptops, etc. during school hours, including recess. This policy applies to cell phones, smartwatches, ear pods, and similar devices. All electronic devices must be turned off and stored away from the time students arrive on campus until they leave, including while in the back pick-up area.

Any student found texting, making calls, or using electronic devices during school hours will receive a write-up, and the device will be confiscated by school staff. After the third incident of violating the personal electronic device policy, a parent/guardian will need to pick up the device from the office. If a student needs to use an electronic device for a specific purpose, they must first obtain permission from a teacher or office staff member. The device may only be used under the direct supervision of school personnel.

Please note: Parents can help by refraining from calling or texting students during school time. In the case where a student is needed in an emergency situation, he/she can be reached by calling the school office.

Technology & Acceptable Use

An acceptable use agreement is completed as part of the electronic registration process which details expectations and agreements. This form must be completed and signed by the parent/student for the student to access technology on school site or at home with/without school technology.

Academic Dishonesty

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, will receive disciplinary consequences. Students who allow another to copy their work are also considered to be engaged in academic dishonesty and will receive the consequences listed above.

Prohibited Items

Prohibited items at school include **but are not limited to:** Blankets as jackets, permanent markers, Pop Its, prank devices, laser pointers, skateboards, roller blades, shoes with wheels, toys, stuffed animals, sports equipment, and makeup. If a student brings a prohibited item to school; school staff will not assist in locating that item if it is lost or missing. Students are also not allowed to consume energy drinks or sunflower seeds at school. Students who unknowingly bring a prohibited item to school are encouraged to take the item directly to the office.

Gum, Food and Drinks

Gum may not be chewed at school, on the bus, or at any school sponsored activity. Students may not possess or consume Energy drinks and sunflower seeds at school. We discourage students from bringing sodas to school. If a student has soda, the teacher will call home to ensure the parent is aware and is in agreement of the student drinking soda at school. We discourage consumption of caffeinated beverages during school hours.

Potentially Toxic Items

To protect students from health hazards, “white-out,” rubber cement, nail polish, perfumes, and aerosols are not encouraged to be used by students.

Sierra Unified School District Dress Code Guidelines

The following Dress Code will be implemented at all Sierra Unified District Schools. Dress and proper grooming are elements of good citizenship and are conducive to a positive learning environment and a safe school setting.

1. Students shall come to school in clothing that is neat, clean, and in good repair.
2. Clothing must cover the entire torso area from underarms to mid-thigh and must be appropriate and in good taste:
 - Tops must have solid (not lace or see-through) cover the shoulders at a minimum of one inch
 - 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)
 - Any holes or tears in shorts or pants (manufactured or otherwise) must cover the entire torso area from underarms to mid thigh.
 - Pants must fit above the hips and fit snugly enough to stay up.
 - Garments must completely conceal undergarments; chest/breast, and buttocks, at all times
 - Tights, leotards, or yoga type pants must be worn with a shirt or blouse long enough to cover the crotch area of the pants
3. Shoes must be worn at all times. For safety reasons, students in elementary school must wear shoes with heel straps. (flip flops may not be worn to school by students for safety reasons).
4. All students are encouraged to remove hats and sunglasses while inside all school buildings.
5. Clothing will be free of displays of or inferences to: profanity, vulgarity, controlled substances, gangs, sex, violence, tobacco, and/or alcohol.
 - Examples of gang-related attire include pocket chains and bandanas
6. Clothing and other grooming or accessory styles must be consistent with a safe and healthy school atmosphere
 - Example of accessories that are not appropriate for school attire include excessive spikes, or heavy chains
7. Clothing must consist of daytime attire. Pajamas, leisure pants, flannel pants and slippers are not acceptable for normal school attire. Blankets are unacceptable.. These types of clothing may only be worn during an authorized school activity, such as Spirit Week
8. 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 have their parents notified, and will be asked to change into appropriate attire.

Search and Seizure

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.

The Governing Board authorizes school officials to conduct the search of students 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 be exercised in all cases of search and seizure.

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

Bus /Transportation Conduct Rules

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 allow any pupil to leave the bus enroute between home and school or other destinations.”

Students are held accountable to all school rules and regulations, 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:

First offense:	Written warning from bus driver
Second offense:	1 day bus suspension, written notice from bus system, school administration notified
Third offense:	3 days suspension from all buses, written notice from bus system, phone call from Head of Transportation, school administration notified
Fourth offense:	5 days suspension from all buses, written notice of bus suspension, phone call from Head of Transportation, school administration notified
Fifth offense:	Off bus until meeting with parents, student, Head of Transportation, school administrator, and contract put in place to enforce bus behavior.

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 will be written between the student, parents, and the school district to ensure continued eligibility for bus transportation. Any additional infractions will result in denial of transportation for the remainder of the school year. Any student who commits a serious offense could be denied transportation even on the first offense. When students are denied district transportation, the parents/guardians of the student involved become responsible for seeing their student get to and from school and school activities safely.

Disciplinary action may result 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. Drivers also have the right to assign specific seats to pupils if the driver feels it will help maintain proper supervision and safety.

If a student on an individual education plan (IEP) has been suspended from his/her regular bus and is assigned to an alternate means of transportation, the student must serve the entire length of the suspension plus an additional four weeks on that alternate means. If at the end of the four weeks the drivers determine that the student has exhibited satisfactory behavior, the student can return to his/her regular bus. Should the student exhibit unsatisfactory behavior at any time after being placed back on his/her regular bus, the student may be placed back on the alternate means of transportation.

Field Trips

Foothill Elementary School field trips are an important part of the educational experience and connect directly to the standards for each grade level. Certain standards of behavior are expected for our field trips.

- All students must ride the bus to the field trip destination.
- Bus conduct rules and discipline policy apply for all field trips.
- Students who are suspended from the bus must work with teacher and parent to develop a plan for safe bus riding on the field trip.
- In certain special circumstances in which there are concerns for students' safety or the possibility that the student might flee, parents/guardians may be asked to attend.

Generally, except in special circumstances, teachers and chaperones must ride the bus with the students to and from the destination as part of the supervision process. Chaperones are important volunteers who provide safety and educational interactions with those in their charge. Because of this, they cannot bring preschool-age children or children from another grade or school with them on the field trip. All Sierra Unified chaperones must be fingerprinted through Fresno County Office of Education and have a current volunteer application on file.

GENERAL STUDENT INFORMATION AND POLICIES

After School Pick-up

Students must be picked up at release time, which is 2:45 pm. You may enroll your child in the After School Program (ASP) which includes Eagle's Nest if you cannot pick them up by 2:45, but arrangements must be made in advance, and fees will be applied if applicable. Contact the After School Program for this information (855-5371).

Cafeteria

Sierra Unified serves meals based on Federal nutritional guidelines every school day. Menus will be sent home once a month. See the district website for meal prices.

Purchasing Meals

Meals will continue to be free during this time by the state. Upon changes please see below.

“Etrition” Number

Sierra Unified School District participates in the “Etrition” computerized meal tracking system, which eliminates identification of eligibility; free, reduced or paid. All children will be issued a four-digit number that they use at breakfast and lunch.

Breakfast

Served every day, beginning at 7:45 am until 8:20 am. We offer a variety of items that meet the National School Breakfast Program requirements.

Sack Lunches

Students not eating the lunch prepared by the cafeteria must bring a sack lunch from home. Please be advised that we cannot heat up food for your children so please send food that doesn't require heating/cooking.

Food Allergies

Any child who has a food allergy must have a form completed and signed by their physician. You may obtain these forms from the school office or at the District Administrative Office.

Court Orders

If your child is part of a court ordered agreement, the school must have a copy of that agreement on file. Without the document on file, we cannot follow the order.

After School Program (ASP)

The ASP is free to enrolled students at Foothill Elementary School. It includes both targeted homework and intervention support for the first hour, as well as enrichment activities for the second hour. Please contact Janee Jackson for more information (559) 855-5371.

Library Media Center

The Foothill LMC can be found on the web at fes-sierra-ca.schoolloop.com and click on Library. This site includes the library catalog for Foothill and Sierra. On this site students will find Destiny, library news, resource lists, reading lists, website links to several databases students can use for help with assignments, research and much more.

Hours: Monday-Friday 8:00 am-2:30 pm.

Each class is scheduled for library use for approximately 45 minutes once a week.. Every book that is taken from the library must be checked out. We do not charge fines for overdue books. However, students who have lost or destroyed a book will be responsible to pay for the replacement. When a book becomes two weeks overdue, the student will receive an overdue notice and may not check out any other books until its return or replacement.

Lost and Found

Please Label your childrens' coats, sweaters, lunchpails, and backpacks with their names to help us quickly return lost items. We regularly encourage students to look through lost and found items. At the end of each month all unclaimed and unmarked items will be given to charity.

Messages, Balloons, and Flower Deliveries

Important classroom and instructional time has to be interrupted to forward messages. Please send a note with your child if they are to do something other than the usual routine. All notes must be turned in to the office at the beginning of school. Please let the office know of any changes in your child's after-school plans before noon.

Due to the volume of deliveries and the concern for minimizing classroom interruptions, the school will not deliver items to the classrooms until after 1:30 pm. Balloons will not be allowed on the bus and must be left at school if alternative transportation is not planned.

Parent Faculty Association (PFA)

The PFA meets regularly (see the calendar) to plan events and fund raising activities for the school. PFA needs you and welcomes all faculty, parents, and grandparents. Please contact the office personnel if you are interested in joining the PFA or attending a monthly meeting! Foothill welcomes parental/guardian support at these meetings any time. Come join the fun!

School Site Council (SSC)

This group of parents and teachers help to implement and evaluate all curriculum/programs including those funded by state and federal money. It is the governing body for our school. Members are elected by peers and serve on the council for a 2-year term.

Student Records

It is district policy to allow parents or guardians to examine their child's school records when they so desire. This will be done by appointment only and a member of the school staff will be present in order to answer questions or explain any unfamiliar material. Please make arrangements with the school principal.

Student Valuables

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

Transfer of Children

Parents should notify the school office when moving from the area and withdrawing students from school. The official records of the child cannot be given to the individual when moving, but must be sent to the school where the child enrolls at the request of the new school.

Visitors on Campus

The safety of our students is of utmost importance to us. All visitors must check-in at the office and receive a visitor name tag. It is important that we know the whereabouts of our students and be aware of the identities of all persons on campus. We strive to maintain a safe, healthy, and structured learning environment. Visitors may not be allowed in classrooms during testing.

For the safety of all students, parents and non-school-aged children are not allowed on the playground during recesses. This ensures that our staff can remain fully focused on supervising and supporting student play without distractions.

Parents and Volunteers

We welcome volunteers to support our students and our school! We do need to have a Volunteer Application completed by **all** volunteers. Please see the office personnel for this form and be sure we have this on file. By law,

family members who supervise any students at any time, such as a field trip, are required to be fingerprinted through the Department of Justice at their own expense. Please contact your child's teacher, or the school office for more information.

The classroom is an academic setting so be sure that your cell phone is off during the time you spend in class. If there is a problem with a student, always defer to the teacher. Don't put yourself in the position of being alone with a student in the classroom. It is important to allow school personnel to handle any conflicts or corrections of student behaviors.

We appreciate the volunteer spirit and your interest in your child's classroom. You are welcome to volunteer or observe at any time, but contacting your teacher ahead of time will ensure that your visit is productive and that you don't interrupt testing.

SCHOOL FINANCE

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.

Damaged or Lost Property

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

HEALTH AND SAFETY

Accidents

If a pupil is injured he or she should report the injury immediately to the teacher in charge of the class, yard duty aide, or office staff. Parents will be contacted if medical attention is needed or as indicated on the student's emergency card or confidential health list. Sometimes a student is injured and does not notify school staff. If this is the case, please notify us immediately so we can take appropriate action.

Contagious Disease Policy

Sierra Unified School District follows California Education Code guidelines for students with infectious or contagious disease. Foothill Elementary 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).

Emergency Procedure Information

Keep emergency information updated with current home and work telephone numbers through the parent portal system. Provide names and phone numbers of relatives or friends who should be contacted in the event that a parent 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. Keep your child posted on your whereabouts. A parent or legal guardian must sign the authorization allowing the school to seek emergency treatment for their child.

First Aid, Illness and Injuries

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

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

Immunizations

All pupils are required to have been immunized before entering school. These immunizations must be up to date for age. The required immunizations are:

- Polio (OPV or IPV)
- Diphtheria, Tetanus, Pertussis (Whooping Cough) (DTP/DTaP)
- Measles, Mumps, Rubella (MMR)
- Hepatitis B
- Varicella (Chicken Pox)

First Grade Physical

The state law also asks that each child have a complete physical exam within 18 months before entering first grade. Besides a health history and physical examination, appropriate lab tests, vision and hearing should be included. The doctor should give you a certificate stating he gave the FIRST GRADE PHYSICAL (CHDP).

Exemptions

SB 277 Medical Exemption Requirements

A parent or guardian must submit a written statement from a licensed physician (M.D or D.O.-doctor of osteopathy) which states:

- That the physical condition or medical circumstances of the child are such that the required immunization(s) is not indicated.
- Which vaccines are being exempted.
- Whether the medical exemption is permanent or temporary.
- The expiration date, if the exemption is temporary.

There is no standardized form for medical exemptions, but the documentation must include the above elements.

Head Lice

The parent/guardian of any student found to have head lice shall be given information about the treatment of head lice and encouraged to begin treatment on the student immediately, as well as to check all members of the family. Successful treatment and home cleaning protocols can be found at HeadLice.Org - [Head Lice info for eliminating head lice and nits](http://HeadLice.Org). The parent/guardian also shall be informed that the student shall be checked upon return to school the next day for live lice/nits. Student may be sent home a second time if any lice is notated.

Medication in School

If your child needs daily medication, temporary medication, over the counter medication, or emergency medication, we must have a "Medication at School" form signed by your child's doctor each year. The medications must be in a clearly labeled container from a pharmacy. These forms may be obtained in the school office. Parents should inform the school of any medication taken regularly by a student at home so the staff may be alert to possible side effects. NOTE: All medication must be housed and taken by students in the office under adult supervision unless otherwise indicated by the physician. Medication must be properly labeled as to its contents, dosage, frequency, and to whom it is to be administered.

Oral Health Assessment

California Law now requires that your child have an oral health assessment by May 31 in kindergarten or 1st grade, whichever is his or her first year of school. A licensed dentist must perform the assessment or other licensed or registered dental health professional.

Student Accident Insurance

Student accident insurance may be purchased for students of the district. District sponsored competitive sports require some form of accident insurance. Information may be obtained from the school office.

Special Health Needs

If your child has special needs i.e.: diabetes, asthma, seizure disorder, bee sting allergy, chronic illness, or physical limitations, please contact the school nurse before the first week of school.

School Safety / Emergencies

Emergency Schedule

We have attempted to establish an emergency schedule (excessive snow, power outage, etc.) that will inform all parents of the school plans. These plans are designed to assure maximum safety and protection for your children. The following are possible situations where information would be broadcast over the Emergency Response System. Contact information entered in the parent portal Aeries system will be contacted.

1. Any emergency, such as, extended power outage at school, etc., where school would not be open, and we would not transport any student to school. If students are already at school and an emergency arises, the students will be taken home. If a bus is unable to return some or all of the children to their homes, the children will be brought back to school.
2. Any situation, such as, excessive snow, landslide, flooded road, etc., where the school bus is unable to safely transport your children to school; under this situation some buses will be able to make their run and some will not. This being the case, the radio station will broadcast the name of the run or runs that will be canceled.

If a bus has already started a morning run and cannot get through, the driver will return those students to their bus stops. If this is not satisfactory, please contact the school in writing, indicating an alternate point of return for emergencies only.

If the decision has been made to close school, or not send a particular bus on its run, this information will be broadcast over radio and TV. For information by radio or TV, tune to one of the following stations. The information is often displayed on the running banner across the bottom of the screen.

KMJ - 580 on the AM DIAL	KSEE, TV CHANNEL 24KFSN, TV CHANNEL 30
KFRE - 940 ON THE AM DIAL	KYNO 1300 ON THE AM DIAL KFYE-Y94 ON THE FM DIAL

Fire Drills

Fire drills will be held at least once each school month throughout the year.

Drop and Cover

Drop and cover drills for earthquakes are practiced twice a year by our students.

Lock Down

Foothill Elementary has a Lock Down procedure in the event of dangerous situations. Drills for Lockdowns occur at least twice during each year.

Physical Education

Physical education is a class, required by the state of California. All students must participate. If a student is unable to participate because of a physical problem, it will be necessary for the student to bring a note to their PE teacher,

which will be placed on file. If a student needs to be excused from PE for more than three days exemption, a doctor's note will be required.

It is expected that students try each activity and do their personal best; showing respect to teachers, other students and themselves.

Students are expected to wear appropriate shoes/clothes for activities. There are several reasons for these expectations:

1. Athletic shoes are the safest shoes for the activities students do in class. Inappropriate dress can cause students to trip or get caught on equipment. Shoes should fit snugly and offer appropriate support as well as a soft non-marking sole.
2. The gym floor takes time and money to maintain. Athletic shoes are the least likely to mark or damage the floor.
3. Students cannot physically participate in some activities dressed inappropriately.

Sports

Foothill Elementary students will be able to participate in cross-country and track. Sixth grade students who are academically eligible may try out for sports hosted by Sierra Junior High if they have the proper paperwork and sports physical on file with Sierra Junior High.

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.

Physical Education Medical Excuse Policy 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.

Sierra Unified School District

Volunteer Application

All school volunteers must complete this form in order to volunteer in the Sierra Unified School District (SUSD). For the safety of the volunteer and the safety of the students of SUSD, a background check will be completed on all applicants. Volunteers must attach a copy of their legal photo ID to be kept on file.

Personal Information

Name _____ DOB _____
Address _____
City _____ State _____ Zip Code _____
Home Phone _____ Cell _____ Work _____
CDL# _____ Male _____ Female _____

Do you have children or grandchildren attending this school? Yes No Are you a member of VIPs? Yes No

Have you ever been convicted of, or plead guilty or no contest to, a criminal felony or misdemeanor? Yes No

If yes to any of the above, please explain:

Volunteer Agreement

I agree to abide by all state and federal laws, and all policies SUSD. I understand that all involvement with students shall be under the direct supervision of an SUSD employee in a classroom or playground setting. I agree to volunteer my services without compensation or reimbursement from SUSD.

The safety of our children is our number one concern. I understand that if I choose to act as a chaperone on a field trip - under which circumstance I would be asked to provide direct supervision for students, I would be required to provide my fingerprints for the purpose of obtaining a criminal record summary from the California State Department of Justice. I further understand that there is a fee associated with this provision, currently \$52. Arrangements for fingerprinting can be made by contacting the SUSD personnel office.

All SUSD volunteers will be checked against the Megan's Law Website.

I agree to indemnify and hold harmless SUSD from all claims, liability, damages, suits, losses, costs and expenses for injury to my person or property, and all associated costs for legal services arising from my volunteer service for SUSD. This agreement shall remain in effect while I am involved in volunteer service for SUSD.

Volunteer Signature _____

Date _____

Office Use:

Megan's Law Clearance: SUSD _____ Date _____

Fingerprint Clearance: _____ Date _____

Final Authorization: _____ Date _____

