

# Sierra High School

2023-2024



## Parent/Student Handbook Sierra Unified School District

**It Is A Great Day To Be A Chieftain!**

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## WELCOME

Welcome Senior High Students,

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

Our goal is to build a strong community within Sierra. There are a number of ways students and parents can be involved in our school. Students can participate in clubs, sports, taking college courses, CTE, ROP, FFA, ASB, and the arts. Parents are able to participate in Site Counsel, LCAP, volunteering for events and providing that extra added support at our various sporting and academic events.

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

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

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

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

*We will graduate all students to become contributing citizens*

*With the knowledge, self-discipline, and ability to act responsibly*

*We will provide our graduates with the foundation to earn a living and to be lifelong learners*

*by providing rigorous academic and quality career-technical education programs*

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### **Sierra PRIDE**

**P** Purpose through the pursuit of high academic standards

**R** Respect for self and others

**I** Involvement with integrity

**D** Determination and a dedicated work ethic

**E** Excellence through effort

## Sierra Junior/Senior High School Staff

### Office Staff

Jordan Reeves	Superintendent/Principal	Ext. 107	jreeves@sierrausd.org
Gina Riley	Assistant Principal	Ext. 117	griley@sierrausd.org
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Sharon Cuevas	Principal/Asst. Principal Secretary	Ext. 107	scuevas@sierrausd.org
Reggie Foster	Registrar/ Student Records	Ext. 112	rfoster@sierrausd.org
Emily McDivitt	ASB/ Athletics Finance Secretary	Ext. 113	emcdivitt@sierrausd.org
Julie Rich	RN/ School Health Office	Ext. 330	jrich@sierrausd.org
Tami Wright	Speech and Language	Ext. 308	twright@sierrausd.org

### Teaching Staff

Teaching Staff	Department	Rm.#	Ext	E-mail
Aaron Mahowald	Social Science	5	205	amahowald@sierrausd.org
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Brad Wyman	Science/ Agriculture	25	225	bwyman@sierrausd.org
Carly Ervin	Music	42	242	cervin@sierrausd.org
Chris Dearden	Social Science	11	211	cdearden@sierrausd.org
Cortney Walker	Teacher on Special Assignment	3	203	<a href="mailto:cwalker@sierrausd.org">cwalker@sierrausd.org</a>
Cyndi Jacobs	Sp. Ed.	35	235	cjacobs@sierrausd.org
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Fallon Hammon	Science/Agriculture	TBD	TBD	fhammon@sierrausd.org
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<b>Teaching Staff</b>	<b>Department</b>	<b>Rm.#</b>	<b>Ext.</b>	<b>Email</b>
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Stacey Broussard	Language Arts/Drama	19	219	<a href="mailto:sbroussard@sierrausd.org">sbroussard@sierrausd.org</a>
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## CALENDARS AND BELL SCHEDULES

### Sierra Junior High School Activities Calendar

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

### Sierra High School Bell Schedules

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

#### Regular Day

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

#### Late Start

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



## ATTENDANCE

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

### **To Clear an Absence**

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

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

Notes are helpful in releasing students early. Oftentimes students are in classes that can't be reached by phone when a parent arrives to check them out, but if they have a pass to be released during that class, it saves parents time, cuts down on classroom interruption and helps the office be more efficient in getting students checked out properly. Have your student come by the Attendance Office first thing in the morning to drop off their note for absences and early releases and receive their re-admit and off-campus pass. In order for us to get messages to students, it is important that parents phone no later than 1:30 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 to school late must check into the attendance office for an admit slip. Students coming in late to class create a disruption and miss essential directions at the beginning of each period. Excessive tardies will result in disciplinary action.

### **Excused Absences**

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

1. Due to his or her illness.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
4. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.

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

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

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

### **Unexcused Absences**

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

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

Students with excessive absences from school will be referred to the Sierra Unified School District Student Attendance Review Board (SARB). California considers any student that drops below 90% attendance as having Chronic Absenteeism. Absences, excused or unexcused, that cause the student to drop below 90% attendance will initiate the SARB process. The SARB process starts with letters to inform families of the current amount of absences and tardies the student has. If absences and tardies continue, the parents/guardians will need to attend a SARB meeting with the assistant principal to look for solutions to help improve school attendance. The final stage of the SARB process consists of meeting with the SARB Board for a formal review of the student's current attendance 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.

## **Closed Campus**

In the interest of student safety, Sierra High is a closed campus. Once students board school transportation or arrive on the school grounds they must remain on the school grounds until the end of the school day, unless given authorization to leave. Authorization to leave campus can only be given through the office with consent of parent or guardian. Students who leave campus without proper authorization from school authorities shall be subject to disciplinary action. Students will not be given authorization to leave campus for lunch unless he/she is checked out by a parent in person. Phone call authorization for a student to leave campus for lunch is not permitted.

## **Hall Passes**

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

## **On-Campus Appointments**

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

## **Make-Up Work Policy**

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

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

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

If Independent Study is needed, the staff will need at least five days prior notice to the anticipated absence to complete an Independent Study Contract. Arrangements and paperwork for Independent Study must be done prior to the absence. The Independent Study process allows students to keep up with class topics and avoid having missing work that negatively affects their grade. Independent Study contracts will not be authorized during state testing.

The process is as follows:

1. Student picks up Independent Study Master Agreement from the Attendance Clerk at least one week prior to the absence.
2. Student takes the Master Agreement home to be signed by parents/guardians.
3. After obtaining parent/guardian signature, student takes the Master Agreement to their supervising teacher (Home Room) at least five school days prior to the start of the absence.
4. The Supervising teacher will sign the Master Agreement and return it to the student.

5. After the supervising teacher has signed, the student will return the Master Agreement to the Attendance Clerk.
6. The Attendance Clerk will work with the teachers to obtain the required assignments prior to the start of the Independent Study start date and the student must pick up an Assignment Work Record (AWR) before they leave.
7. Upon the students return the student will give the Assignment Work Record (AWR) and a graded work sample to their supervising teacher. The Supervising teacher and Attendance Clerk will work together to complete the Assignment Work Record (AWR).
8. Attendance credit will be earned for the independent study assignment based on state requirements.
9. Students who do not fulfill the independent study contract (that is, they did not turn in the assigned work for a passing grade) will not be permitted another independent study for the remainder of the school year.
10. Although these absences will be excused from the SARB process, they will still count towards the 15 day co-curricular attendance policy.

### **Home Hospital Instruction**

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

## ACADEMICS

### 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*	10 credits
(*Starting with the class of 2022)	
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	110 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 counseling office or on the SHS website

### 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

## **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 may be located in the Course Description Booklet available on the Sierra High School website or from the counseling office.

## **GRADES**

### **Grading System**

Credit is earned for each course during a semester in which a passing grade (A, B, C, D, or P) is earned. Credit is given only at the semester. Grade point average 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 into the grade point average. The cumulative grade point average is calculated for all courses over the course of high school semesters completed using the above point values for each letter grade earned.

### **Report Cards**

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

Report cards are mailed home at the end of each 6 week, 12 week, and semester grading period. If the report is not received by mail, please contact the Sierra High office and we will be happy to check the address we have for you. 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.

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

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

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

It is the policy of SHS not to assign grades of incomplete at the progress grading periods (6 and 12 weeks) nor at the 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 exams and quizzes in a timely manner in order to avoid negative impact. Students will follow classroom policy for making up tests and exams.

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 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.

### **Early Release (Signing up for less than 7 classes per day)**

Seniors may have an abbreviated schedule if they have met the following requirements and met with administration for approval.

- Enrollment in community college course or other approved courses
- Cumulative 3.5 GPA
- On track to complete all A-G requirements with a "C" or better
- Student agrees to leave campus immediately after 7<sup>th</sup> period
- Student has own transportation to do so

### **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 GPA.

### **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. 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.

## **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, peer counseling, ASB officers, dances, class officer, activity nights, speech competitions, academic competitions, leadership class activities, club activities, school sponsored trips.

1. A student academic ineligibility list is generated at the end of each six week grading period and delivered to all teachers and advisors.
2. In order to maintain academic eligibility, students must:
  - a. Be currently enrolled in a minimum of 6 classes (28.5 credits for seniors with reduced schedules).
  - b. Maintain a 2.0 or higher grade point average.
  - c. No more than one grade of F.
3. Each eligibility period will take effect Monday following the previous Tuesday's grade reporting due date.
4. Parents are notified by letter at the end of each six-week grading period if their student is ineligible for the following six-week grading period.
5. Students who wish to attend dances as guests of students at other schools must also meet Sierra's eligibility criteria.

## **ADDITIONAL ACADEMIC OPTIONS**

### **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 in order to earn the enhanced grade points.

### **Dual Enrollment in College Courses**

Approved students may participate in available programs at local community colleges that permits 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.



## **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.

## **Online Courses**

The state of California charges its schools with teaching academic standards in core areas as well as most electives. Sierra High has a strong academic program that is tailored to meet the needs of our students. There may be times when a student is desirous of taking a course of study not available at SHS. On such occurrences the student may be permitted to earn credit for graduation for such a course, taken through APEZ, a WASC Accredited online program. Credit for online courses that are available at Sierra High School may be accepted for credit. Pre-approval through the counseling office is required before enrollment in online course.

## **Alternative Education Transfers**

There are a variety of reasons why a student may find it necessary to transfer from Sierra High School to one of SUSD's Alternative Education programs on a temporary basis. It is our hope that students will choose to come back to SHS at the appropriate time. The following sections outline the circumstances and procedures for transfer to and from alternative programs. To transfer to an Alternative Education program or to transfer back from an Alternative Education program, a meeting with administration is necessary.

Students may be transferred to Alternative Education programs for the following reasons:

1. Violation(s) of California Education Code Section 48900 or 48915.
2. Prior school of attendance was an alternative program or school.
3. Attempting to enroll at Sierra High after the fourth week of the semester having not been enrolled in a school immediately prior to that time.
4. Not enrolled in a school the previous semester.
5. Upon third suspension students may be transferred to an Alternative Education program.
6. Special Education students must work through the IEP process before a voluntary transfer to an Alternative Education program, including Independent Study, will be granted.
7. All requests for voluntary transfers to Alternative Education Programs, including Sierra Alternative High School or Sierra@Home, may be granted after a conference is held with the student, parent/guardian and administration, but are not guaranteed.

Students are eligible for consideration to return to Sierra Jr/Senior High School once all of the following conditions are met:

1. Must attend a minimum of one full semester in Alternative Education; after a six week period a student may be granted early return after successfully completing an early return contract.
2. Must earn a minimum of 35 credits during a semester, of which 20 of these credits are in core academic areas.
  - a. Must demonstrate a willingness to follow school and district rules and exhibit good behavior.
  - b. Must have acceptable attendance.
3. Overall credits must be sufficient to establish a probability that he/she may graduate with his/her class.

4. Students who enroll in Independent Study must spend a minimum of one semester in Continuation School regular day program and must meet all other requirements before returning to Sierra High School, and may only return at the start of the Fall Semester. Students will not be allowed to return from Independent Study at the start of the Spring Semester.
5. The Transfer Committee must approve any transfer outside of these parameters.

### **Intervention and Support Courses**

At the end of every year, Sierra High Staff and Administration assesses and reviews intervention and support programs to meet student needs. Students may be assigned a Math Support or English Support period along with their core math/English class to provide additional help in the subject area. As students show increased ability in these areas, they will be reviewed for course changes.

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). These classes may be single or double period blocks, based on the intensive nature of the students in those classes. Special Education students are also served in targeted periods by co-teachers in math and English as well as paraprofessionals who provide additional assistance and support to help the students meet grade level standards.

## **ACADEMIC RECOGNITION**

### **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

### **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 ceremony 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 Boy and Top Girl Award**

Each year one outstanding male and one outstanding female is selected to receive the Top Girl and Top Boy 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 High School.

### 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 receives 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 receives 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>30</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**

Academic Counseling services are available to all students at Sierra Junior/ Senior High School. Students are encouraged to seek individual assistance through counseling when they feel it is necessary. Ask the registrar (Ms. Foster), located 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 the Counseling Department is to provide services that enable students to make independent and wise life decisions. Students should seek counseling advice concerning the following areas:

- Academic Intervention/Counseling
- 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.

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

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

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

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

### **Student Support Programs**

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

### **English Learner Support Services**

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

### **Psychological Counseling Services**

A school psychologist is available to provide direct services to students, families, and staff regarding 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 a number of areas. Student Support Team (SST) meetings are called on behalf of a student when one or more adult sees signs that the student might be in need of help to meet the demands of school. The process can be initiated by the student's counselor, one or more of the student's teachers, or parent/guardian. Parents wishing to initiate an SST meeting for academics may contact the Registrar (ext. 112) or the Assistant Principal. SST meetings are also used as a means of addressing concerns when a student is having difficulty meeting behavioral expectations established in the School Wide Behavior Expectations.

## 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 High, is distributed to each senior, emailed to parents and posted on the SHS 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 particular schools, and scholarships based on academic performance or areas of study. While some are based on student performance alone, others take into account 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 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 in order 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 High are fortunate to be part of an extremely generous and supportive community.

## **Credit Recovery for High School Students**

1. Credit Recovery for the purpose of early graduation is prohibited.
2. Credit recovery for seniors is allowed for those who are more than 70 units away from graduation at the start of their senior year. Seniors who fail a required course in their first semester of their senior year may enroll in credit recovery in the spring to repeat that course.
3. Students may only be concurrently enrolled in credit recovery courses in which they are not enrolled.
4. Credit Recovery is offered and taken online.
5. The deadline for completing credit recovery classes to be counted toward graduation is the third Friday of May each year.
6. Concurrent enrollment for students receiving RSP services will be provided in accordance with their individualized education plan (IEP).

## **Senior Project**

All seniors must successfully complete a senior project in order to receive a Sierra High School diploma. The project is assigned two credits and is a graduation requirement. Each senior is assigned a faculty advisor who will provide guidance along the various stages of the project as it develops. Each senior will have four mandatory meetings with their advisor designed to serve as checkpoints along the way. A grade of pass/fail at each progress grade and at the end of the first semester will let the senior and his/her family know how the project is progressing. The advisor is there to answer questions, talk through difficulties and help. For a more detailed account of the Senior Project, refer to the Senior Project Handbook given to each senior in his/her Civics/Econ class at the beginning of the school year. A copy of the handbook is also available online on the Sierra High School Web Page.

## **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' 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.



## CO-CURRICULAR PROGRAMS AND POLICIES

### Co-Curricular Programs

#### **Clubs and Organizations**

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

#### **Student Government**

The government of the Sierra High School student body is comprised of a Student Council, consisting of the elected Associated Student Body officers and non-elected student leaders. All members of Associated Student Body are required to enroll in a leadership class. It is within the leadership class that the business of student government is conducted, plans for campus activities are developed and initiated, and important student issues are discussed.

Student body officers serve for the entire school year. To become a candidate for office, a student must file an appropriate petition, and satisfy the citizenship and academic requirement. A plurality of votes cast is necessary for election. Each class elects officers and transact business under the leadership of its officers and advisors.

The advisor of student government is the Activities Director. All meetings and work of the Student Council are under his/her direction. Any student or organization having questions about student government, election procedure, or similar items may see the advisor or contact the Activities Office.

#### **Athletic Offerings**

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

<b>Fall:</b>		<b>Winter:</b>		<b>Spring:</b>	
	Football		Boys' Basketball		Baseball
	Girls' Volleyball		Girls' Basketball		Softball
	Girls' Tennis		Boys' Soccer		Track
	Girls' Water Polo		Girls' Soccer		Swimming/Diving
	Boys' Water Polo		Pep & Cheer		Boys' Golf
	Pep & Cheer				
	Girls' Golf				
Cross Country					

### Co-Curricular Eligibility

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

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

### **Athletic Clearance**

In addition to academic eligibility criteria (refer to Grades section of the handbook), 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 Grievance**

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

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

## **Co-Curricular Student Expectations**

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

### **During Contest or Practice:**

- Purpose
- Respect
- Involvement
- Determination
- Excellence

### **School Attendance:**

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

### **On Campus:**

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

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

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

### **Transportation Guidelines:**

1. It is the expectation that all students will ride to contests 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.

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

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

# STUDENT CONDUCT

## **Behavioral Management**

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

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

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

## **Discipline Process**

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

### **Level 1 Offenses**

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

Infractions may include:

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

The possible consequences are as follows:

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

## **Level 2 Offenses**

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

Infractions may include:

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

The possible consequences are as follows:

- Lunch Detentions with behavioral reflection work
- Tobacco Education course
- 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

## **Level 3 Offenses (Ed Code Violations)**

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

Infractions may include:

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

The possible consequences are as follows:

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

## **Suspension and Expulsion**

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

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

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

## **Suspension**

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

## **Expulsion/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.

## **Behavioral Eligibility and Reinstatement**

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

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

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

## **Bus /Transportation Conduct Rules**

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

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

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

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

Each offense will also be recorded on the students "school wide" step form. 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.

## GENERAL STUDENT INFORMATION AND POLICIES

### Dress Code Guidelines

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

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

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

School Rules Apply:

- During School Hours
- On the way to and from school (bus, walking, or not with parents)
- At Co-Curricular and Athletic Events (spectator or participant)
- Any time on campus here or another school as a guest

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

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

## **Cafeteria**

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

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

(1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

(2) Fax: 202-690-7442

(3) E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

Breakfast and lunch are free and served in the cafeteria.

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

## **Sierra Library Media Center**

The Library Media Center (LMC) at Sierra High School is an academic space for use by all Sierra students. The LMC collection supports the 7<sup>th</sup> – 12<sup>th</sup> grade curriculum and reflects the interests and abilities of the students. The print collection includes fiction, non-fiction, reference books, and magazines. Books may be checked out for four weeks and renewed as necessary. Students may check out three books at a time. Additional materials cannot be checked out if a student has any overdue materials. Overdue fines are calculated at \$.05 per day. A replacement fee will be charged for lost or damaged materials. Students are responsible for paying all fines and fees.

## **Complaints**

We are interested in serving your needs to the best of our ability. If for any reason, you are dissatisfied with your service at Sierra High School, we want to hear from you. In order to resolve your dissatisfaction, 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 administration 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.

### **Dances and Guest Passes**

There are a number of dances each year 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

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 been in attendance at school a minimum of 4 periods (half the school day).
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 in the nurse's office
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 students must have a pre-approved guest pass on file in the Assistant Principal's office
  - Have an approved Date Pass on file in the Assistant Principals' Office with each dance.
  - 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 storages may be treated like school lockers. Network administrators may review files and communications to maintain system integrity. Users should not expect that files stored on district servers will be private.

### **Messages, Balloons, and Flower Deliveries**

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

### **PE Clothes**

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

### **Student Identification**

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

### **Student Valuables**

Students are discouraged from bringing items of value or large sums of money to school that are not needed at school or that may be lost or stolen. Students must be responsible for their own possessions and should not

expect others to be held accountable for their safekeeping. The school district assumes no responsibility for loss or stolen student personal property. This includes items lost or stolen while in confiscation by school personnel.

### **Vehicles on Campus**

Parking at Sierra High is a privilege, which may be revoked at any time. In order to retain your ability to park on the Sierra High campus, students must adhere to the following guidelines:

1. Students are to park only in areas designated as student parking.
2. Students who need to park in an unauthorized area for the day (welding room, ag room...) need to obtain a temporary parking pass from administration before parking.
3. Vehicles parked on school grounds are legally subject to search at any time.
4. Speed limit on campus is 10 MPH
5. Students are not to loiter in the parking lot, but are to proceed directly onto campus in the morning.
6. After the final bell rings for the day, students are to promptly leave in their vehicles.
7. Students needing to go to their car during school hours must get permission from administration.
8. At no time will students be allowed to drive in a dangerous manner, play loud music or sounds from their cars, or run their engines in a loud manner.
9. Unauthorized vehicles may be towed to maintain campus security.

### **Visitors on Campus**

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

### **Parents and Volunteers**

At Sierra, there are many opportunities for parents to participate in their child's overall education by volunteering for one of the many co-curricular organizations. Parents are encouraged to contact their student's coach, activity advisor, or club advisor to learn more about the ways parents can volunteer.

It is important to note that by law parents who supervise any students at any time are required to be fingerprinted through the Department of Justice. This helps to ensure that adults in contact with students do not have dangerous criminal records. Please contact your coach or advisor, or contact the school office for more information.

If a parent wishes to meet with a teacher or staff member, an appointment should be made in advance to ensure the availability of the teacher or staff member.

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

## **HEALTH AND SAFETY**

### **Emergency Contacts**

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

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

If a student becomes ill or injured at school he/she will receive every care and consideration. Parents will be contacted for injuries of a serious nature or if a student is too ill to remain at school. Injuries which occur at home should be cared for at home. 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 disease. Sierra asks parents'/guardians' cooperation in keeping students out of school and school activities if there is reason to believe he/she has a contagious disease (see SUSD: Student and Parent Rights and Responsibilities for policies and regulations).

### **Immunizations**

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

### **Medications at School**

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

medication for general student use.

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

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

### **Special Health Needs**

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

### **Physical Education**

#### **Physical Fitness Testing**

Students who are unable to do all or some of the Physical Fitness Tests must present a written medical excuse from their physician to the school nurse. Students are to present this verification prior to the beginning of testing.

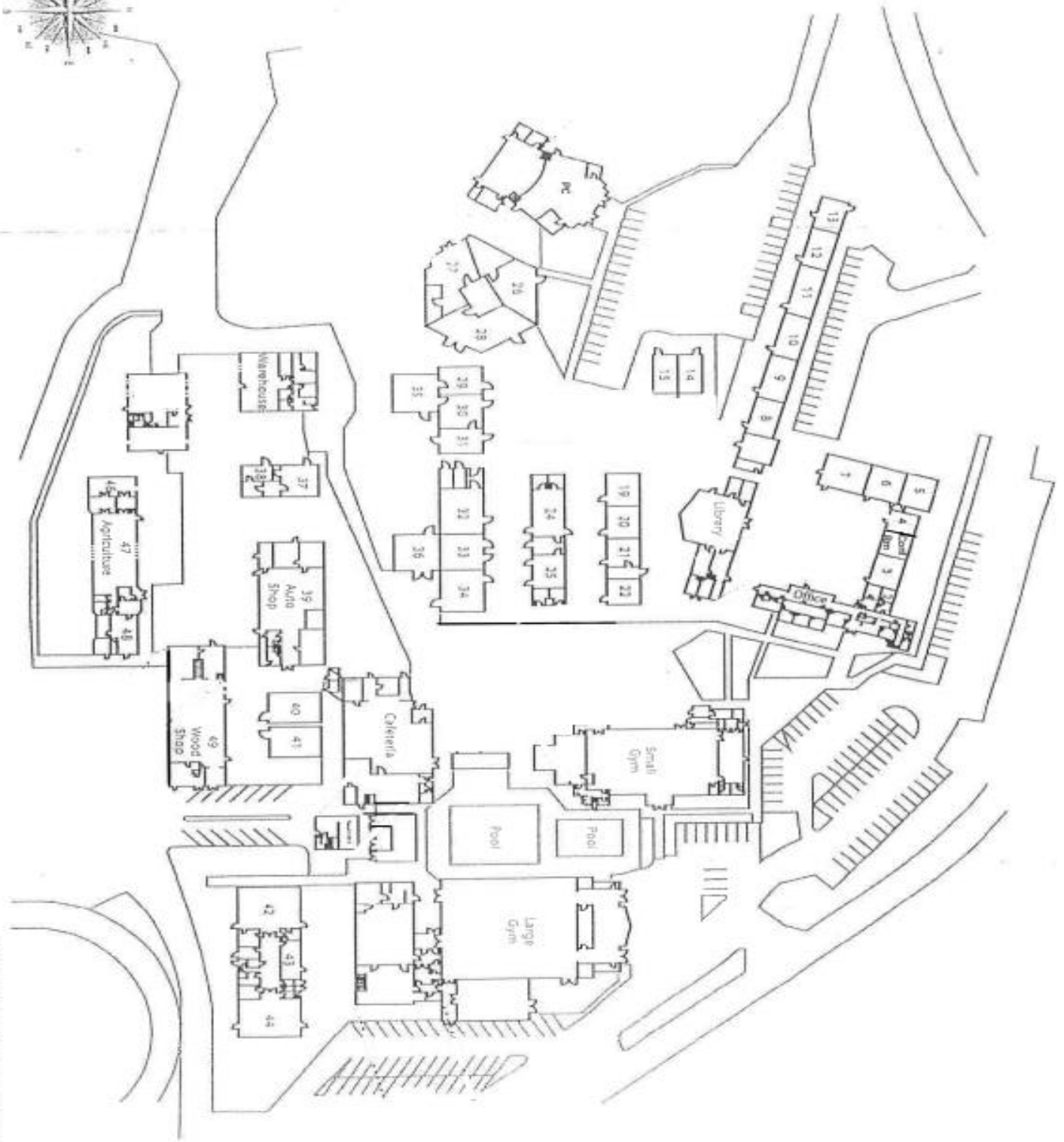
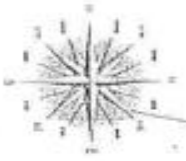
#### **Medical P.E. Excuses**

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

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

#### **Long-Term PE Excuses**

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





## **To Thee, Sierra High**

Sierra High our Mountain School  
where earth and sky do meet

Your shining crown of silver  
made a home from home so sweet

From every mountain hill and dale  
we join in song to thee

Our Alma Mater ever shall  
we hold your memory

To thee our faith and loyalties  
will never never die.

Our voices raised in this our praise  
to thee Sierra High