

Alta Sierra Intermediate School Student Parent Handbook



**380 W. Teague Ave.
Clovis, CA 93619
559-327-3500
altasierra.cusd.com**

2017-2018

“Building Unity, Pride, and Champions”

Principal's Message

Welcome to the 2017-2018 school year at Alta Sierra Intermediate School! The historical success at Alta Sierra is due to the combined commitment of our students, teachers, parents, and community. Thank you for your unwavering support of our academic and co-curricular programs at Alta Sierra Intermediate School. We look forward to working with you to make this school year the best ever for your child.

The Alta Sierra motto of **Building Unity, Pride, and Champions** exemplifies building confidence in our students through teamwork, teaching them the importance of working together in pursuit of their goals, and a commitment of continuous improvement. We believe the difference in a successful student lies in their work ethic and a commitment to quality academic effort, appearance, and behavior. Our mission is to give students every opportunity to maximize their potential in the areas of mind, body, and spirit.

With the goal of preparing **every student** to fulfill their potential, the staff at Alta Sierra Intermediate School realizes that we are training our students for success in high school and beyond. Our teachers, support staff, and administrative team are committed to having Alta Sierra students demonstrate their knowledge and capability in a variety of measurements. The transition from sixth grade to seventh grade and eighth grade to ninth grade is a critical time in our students' lives. It is extremely important for all students and parents to acknowledge that time in class, completion of homework, and studying for tests must be a high priority. WEB (Where Everyone Belongs) will again be offered to our incoming seventh graders so they can make a smooth transition to intermediate school. We encourage all of our students to become involved in a school-sponsored activity outside of the classroom (athletics or academic teams, band, choir, drama, **or a club**) to help ensure their connection to school and to increase their chance for success.

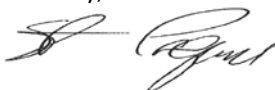
Our goal for each and every student is not only academic success, but social and emotional success at Alta Sierra. If you are the victim of bullying, or a witness any type of behavior that you believe to be inappropriate, please contact any teacher, administrator or staff member in person or by visiting the Kodiak office or our webpage. You may contact any administrator by clicking on the link on our homepage entitled "Bullying Issues".

At Alta Sierra Intermediate School it is our mission to serve our entire school community in a fair and respectful manner. The rules and guidelines set forth in the Parent-Student Handbook are designed to support the vision of this outstanding school district where we strive to be America's benchmark for excellence in education. It is our goal that everyone shares in the process of mentoring our students and modeling the expectations of positive student behavior so that our students carry this behavior into the high school setting and beyond. It is not uncommon for our students to visit us years later and articulate an understanding of the rules and why they exist, oftentimes stating that their employer utilizes a strict dress code similar to the CUSD requirements. Local university representatives have stated that they can distinguish the difference between Clovis Unified students and students from other school districts. "Clovis Unified students are better behaved, well mannered, and have a clear understanding of the rules and why they exist", is just one example cited by a university official.

The Student-Parent Handbook provides you and your student with a quick reference guide for student life on our campus. I encourage you to dedicate some time to carefully review the contents of this handbook **with your student**. [This handbook is also available online](#). If you have any questions or comments, please do not hesitate to contact the school.

Let's have a great school year and **GO BRUINS!**

Sincerely,



Steve Pagani, Principal

Alta Sierra Intermediate & Buchanan High School 2017-2018

Principal – Joe Aiello, High School
School Office Manager- Kathy Zamora

Vision, Core Values, Curriculum and Instruction, Personnel, Budget, Counseling/Psychological Services, Staff Evaluation, Athletics, Master Schedule

Principal – Steve Pagani, Intermediate School
School Office Manager-CynDee Smith

Vision, Core Values, Curriculum and Instruction, Personnel, Budget, Staff Evaluation, Athletics/Activities, Facilities/Plant, Master Calendar

Deputy Principal – Kia Yang, High School **Secretary, Nancy Majors**

Facilities/Plant, Campus Operations, School Safety, Event Coordination, Activities, Student Services, Code of Ethics, Master Calendar, Business Support Services, Library and Technology Services, Transitional Counselor and Team, Graduation Planning, School Communication

<p>Learning Director 7-12 Aaron Morgan Secretary Sharon Hamilton Curriculum and Instruction Staff Evaluation Student Services Support</p> <p>Mathematics (24) Performing Arts (8) Math Intervention/Support</p> <p><u>ACTIVITIES</u> Band/Color Guard/ Jazz/Orchestra Choir Drama Math Teams ASI Academic Awards ASI GATE ASI Math Teams</p>	<p>Learning Director 7-12 Debi Kelly Secretary Janet Eriksen Curriculum and Instruction Staff Evaluation Student Services Support</p> <p>Special Education (17) Industrial Technology (1) Business / Student Store (1) Culinary Arts / Teen Living (2) Visual Arts (5) Career/Technical Education/ROP (2)</p> <p><u>ACTIVITIES</u> ASI Academic Awards BNN CJSF/College Trip CUSD Art Awards Art Competition Special Olympics</p>	<p>Learning Director 7-12 Jason James Secretary Annette Sanchez Curriculum and Instruction Staff Evaluation Student Services Support</p> <p>English / ELD (19) World Language (8) 7-12 EL Program Credit Recovery/Intervention AVID (4) ASI Peer Counseling</p> <p><u>ACTIVITIES</u> ASI Yearbook Speech/Debate CSF National Honor Society Clovis Support and Intervention</p>	<p>Learning Director 7-12 Jennifer Carter Secretary Elaine Armo Curriculum and Instruction Staff Evaluation Student Services Support</p> <p>Science (21) Health (3) Energy and Environmental Engineering Pathway</p> <p><u>ACTIVITIES</u> Destination Imagination First Robotics Science Fair Science Bowl Science Olympiad Schools To Watch</p>	<p>Learning Director / Athletic Director 9-12 James Gambrell Secretary Erika Graham Oversees Athletic Program Monitors Athletic Budget Staff Evaluation Curriculum and Instruction</p> <p>ASI Physical Education (13)</p> <p><u>ACTIVITIES</u> Athletic Awards Athletic Eligibility Athletic Facilities Code of Ethics Fundraising Game Management Intramurals NCAA/NAIA Requirements Physical Fitness Assessment</p>	<p>Learning Director 7-12 Tina teNyenhuus Secretaries Tracey Campbell Caroline Weaver Student Services Curriculum and Instruction Staff Evaluation</p> <p>Student Services Social Science (14)</p> <p><u>ACTIVITIES</u> Attendance Campus Monitors Conflict Resolution Complaint Procedures ASI School Safety ASI Student Discipline Student Relations Liaisons Academic Decathlon History Day Mock Trial</p>	<p>Learning Director 7-12 Daryl Katoch Secretary Penny Manes Academic Counseling Curriculum and Instruction Staff Evaluation</p> <p>Transition Team (6) Academic Block Grade 7 (9) Grade 8 (9) Parent Outreach Center ELA Intervention</p> <p><u>ACTIVITIES</u> ASI Registration ASI Peer Counseling ASI Yearbook ASI Laptop Safety and Info Night ASI Portfolio Day</p>
<p>Counseling Center 9-12 Head Counselor Jeff Hodges Secretary Kristi Gilbert Supervises Counselors, Counseling Services and Department</p> <p>Career Center tba</p> <p>Counselors: Tracy Brandon Denae Hansen Max Herr Daniel Felix Shari Tolbert Troy Wagner</p> <p>Academic and Personal Counseling College and Career Preparation and Planning College and Post-Secondary Admissions Military Information NCAA Clearinghouse SARBs Scholarship and Financial Aid</p>	<p>BHS Activities Director 9-12 Sarah Tozlian Secretary Wendi Dorrell School Activities and Leadership</p> <p>All School Events Associated Student Body Code of Ethics Fundraising Graduation Planning Human Relations Link Crew Multicultural Awareness New Student Orientation Philanthropy Rallies/Assemblies Senior Meetings School Leadership Webmaster</p>	<p>ASI Activities Director 7-8 Connie Martin School Activities and Leadership</p> <p><u>ACTIVITIES</u> Associated Student Body Back to School Night Block ASI/ Bruin Showcase Fundraising Coordinator Lunchtime Activities Pep & Cheer Principal Medallion Awards Rally Coordinator School Dances Yearbook Assembly 6th Grade Recruitment Rally 8th Grade Trip</p>	<p>ASI Athletic Director 7-8 Chris Hansen Athletic Supervision</p> <p><u>ACTIVITIES</u> Hiring and Supervising Coaches Code of Ethics Athletic Events Athletic Awards</p>	<p>Guidance Instructional Specialist 7-8 Shannon Harris-Heilbut Secretary Alexis Reed Curriculum and Instruction Student Service/Discipline ASI Physical Education (6)</p> <p>School Safety Assessment Coordinator ASI Master Schedule Categorical Conflict Mediation Clovis Support and Intervention Code of Ethics Independent Study SARB SSC/ELAC/IDAC/Migrant Coordinator Student Relations Liaison</p>	<p>Transition Guidance Learning Specialist 7-8 Brandi Duncan Mandie Engelbert</p> <p><u>ACTIVITIES</u> Counselor/Intervention Promotion Retention D, F & I List Academic Intervention Social/Emotional Intervention Feeder School Liaison</p>	<p>Transition Specialist 5-12 Randi Steele</p> <p>Coordination of Transition Team Feeder School Liaison Parent Outreach: Asian, African American, Latino</p>
<p>Teacher on Special Assignment Kristin Heimerdinger Supports Management Team</p> <p>Categorical Budgets SSC/ELAC/Migrant CELDT Assessment Coordinator</p>	<p style="text-align: center;">School Psychologist Melissa Saunders, Scott Bergland (9-12) Sue Goldman, Sharla Rossini (7-8)</p> <p style="text-align: center;">Counseling and Support Services · Group Support · Student Study Team 504 Evaluation · Special Education IEP Support · Restorative Justice and Conflict Mediation · Special Education Evaluation</p> <p style="text-align: center;">Speech Pathologist – Debra Tetz</p>					

C.U.S.D. ADMINISTRATION

EIMEAR O'FARRELL, Ed.D.

District Superintendent

DON ULRICH, Ed.D.

Deputy Superintendent

NORM ANDERSON

Associate Superintendent,
School Leadership

MICHAEL JOHNSTON

Associate Superintendent,
Administrative Services

BARRY JAGER

Associate Superintendent,
Human Resources

ROBYN CASTILLO, Ed.D.

Assistant Superintendent,
Alta Sierra Area

DARIN TOCKEY

Assistant Superintendent,
Clovis North Area

CORRINE FOLMER

Assistant Superintendent,
Clovis East Area

STEVE FRANCE

Assistant Superintendent,
Educational Services

MARK HAMMOCK

Assistant Superintendent,
Clovis West Area

SYLVIA BORGAS

Assistant Superintendent,
Clovis Area

SUSAN RUTLEDGE

Assistant Superintendent,
Business Services

DEBBIE PARRA, Ed.D.

Assistant Superintendent,
Curriculum, Instruction & Assessment

KEVIN PETERSON

Assistant Superintendent,
Facility Services

ALLISON HERNANDEZ

Administrator,
Assessment & Accountability

ROBB CHRISTOPHERSON, Ed.D.

Administrator
Curriculum and Innovations

SHARON UYENO

Administrator
Curriculum and Innovations

KELLY AVANTS

Chief Communications Officer

DAN RESCINITI

Chief Technology Officer

C.U.S.D. GOVERNING BOARD

SANDRA A. BUDD

CHRISTOPHER CASADO

STEVEN G. FOGG, M.D.

BRIAN D. HERYFORD

GINNY HOVSEPIAN

BETSY SANDOVAL

JIM VAN VOLKINBURG, D.D.S



IMPORTANT TELEPHONE NUMBERS

Alta Sierra Intermediate	327-3500
<u>Principal's Office,</u>	
Mr. Steve Pagani.	327-3571
<u>GIS</u>	
Mrs. Shannon Harris-Heilbut, Kodiak Cluster Office - TSA	327-3528
<u>Learning Directors</u>	
Mr. Aaron Morgan; Mathematics, Visual & Performing Arts, Polar Cluster Office -.....	327-3573
Mr. Daryl Katoch; Transition Program, 7 th & 8 th Academic Block, Grizzly Cluster Office.....	327-3575
Mrs. Debi Kelly; Special Education.....	327-3184
Mrs. Jennifer Carter; Science.....	327-3386
Mr. Jason James, AVID.....	327-3573
<u>Counselors</u>	
Ms. Brandi Duncan, 8 th Grade Counselor, Grizzly Cluster Office.....	327-3576
Mrs. Mandie Engelbert, 7 th Grade Counselor, Polar Cluster Office.....	327-3518
<u>Student Liaisons</u>	
Mr. Tyrone Bradley.....	327-3614
Mr. Jeromy Lopez.....	327-3517

School Support & Operations Offices

District Office.....	327-9000
Buchanan High School.....	327-3000
Century Elementary.....	327-8400
Cole Elementary.....	327-6200
Dry Creek Elementary.....	327-6500
Garfield Elementary	327-6800
Tarpey Elementary	327-8000
Woods Elementary	327-8800
Child Development Programs	327-9160
Clovis Adult Education	327-2800
Health and Wellness.....	327-9340
Resource Development (Special Education).....	327-9400
Student Services & School Attendance.....	327-9200
Transportation	327-9700

GENERAL INFORMATION

Academic Probation (Athletics)	Chris Hansen, Athletic Director, Main Office, 327-3780
Alta Sierra Web Page	www.clovisusd.k12.ca.us/alta
Athletic Information	Chris Hansen, Athletic Director, Main Office, 327-3780
Attendance Information.....	Jennifer Holterman, Main Office, 327-3531
Bus Passes... ..	Grizzly Cluster Office, 327-3575; Polar Cluster Office, 327-3573
Bus Schedules.....	Grizzly Cluster Office, 327-3575; Polar Cluster Office, 327-3573
Bus Questions.....	CUSD Transportation Department, 327-9700
Club Information	Connie Martin, Activities Director, Polar Cluster Office, 327-3518
Daily Bulletin	Elisa Souza, Receptionist, Main Office, 327-3500
Financial Obligations	Peggy Lacy, Financial Secretary, Main Office, 327-3527
First Aid.....	Priscilla Winden, School Nurse, Main Office, 327-3577
Insurance - School	Peggy Lacy, Financial Secretary, Main Office, 327-3527
Insurance - Activities.....	Connie Martin, Activities Director, Polar Cluster Office, 327-3518
Insurance – Athletics	Chris Hansen, Athletics Director, Main Office, 327-3780
Laptop Information	TBA , Grizzly Cluster Office, 327-3774
Locks	Penny Manes, Receptionist, Grizzly Cluster Office 327-3575
Lost and Found.....	Grizzly Cluster Office, 327-3575; Polar Cluster Office, 327-3573
Lunch Assistance Program	Jennifer Holterman, Attendance Office, Main Office, 327-3531
Peer Counseling.....	Leah Balch, Teacher, Room 303
Posting Signs	Connie Martin, Activities Director, Polar Cluster Office, 327-3518
Psychological Services	Sharla Deaton, School Psychologist, Main Office, 327-3525
Saturday/Thursday School Program.....	Kodiak Cluster Office, 327-3578
Student Government.....	Connie Martin, Activities Director, Polar Cluster Office, 327-3518
Student ID Cards	Main Office, 327-3500
Transcripts	Jennifer Holterman, Registrar, Main Office, 327-3531
Use of Facilities.....	CynDee Smith, Principal's Secretary, Main Office, 327-3571
Work Permits.....	Polar Cluster Office, 327-3573

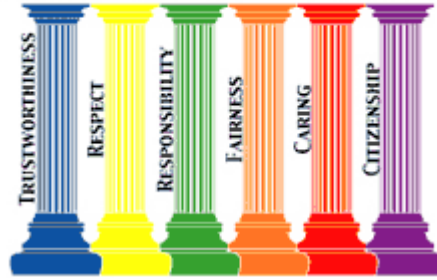
IMPORTANT DATES TO KNOW – 2017-2018

These dates are subject to change during the school year.

Please refer to the monthly master calendar for current information during the year.

August 21.....	First Day of School
August 24.....	Back to School Night
September 04.....	Labor Day Holiday
October 30.....	Staff Development – No School
November 13	Veterans’ Day – No School
November 20 – 24.....	Thanksgiving Break
December 22.....	End of First Semester
December 25 – January 5.....	Winter Break
January 08.....	Staff Development – No School
January 15.....	Martin Luther King Day – No School
February 12.....	Lincoln’s Birthday – No School
February 19.....	Washington’s Birthday– No School
March 26 – April 2.....	Spring Break
May 17	Bruin Showcase (Open House)
May 24	Portfolio Day
May 28.....	Memorial Day– No School
June 06.....	Principal’s Medallion Awards
June 08.....	Last Day of School

CHARACTER COUNTS!



Every day society pays a heavy price for unethical choices of its members. With the stakes higher now than ever, we need to come to our ethical senses and make decisions according to such basic principles as trustworthiness, respect, responsibility, fairness, caring and citizenship – values the Josephson Institute of Ethics has dubbed the “Six Pillars of Character.”

Clovis Unified and Alta Sierra Intermediate have adopted this as a district wide program. The “Pillars of Character” provide objective criteria to guide student choices. The standard of conduct that arises out of the six core ethical values constitute the ground rules of ethics and therefore of ethical decision-making. So being trustworthy is not enough – we must also be caring. Adhering to the letter of the law is not enough - we must accept responsibility for our inaction. In short, systematically using the Six Pillars can dramatically improve the ethical quality of our decisions, and thus our character.

HUMAN DIGNITY POLICY

The staff at Alta Sierra Educational Center, recognizing that we are a multi-racial, multi-ethnic school district, believes it is part of our mission to provide a positive, harmonious environment in which respect for the diverse makeup of our school community is promoted.

In accordance with this aim, this school will not tolerate behavior by students or staff that insults, degrades, or stereotypes any race, gender, handicap, physical condition, ethnic group, or religion.

ATTENDANCE

It is well established that faithful and regular attendance in school is related to student progress and achievement. In order for your child to do his or her very best, it is important that he or she be in school as many days as possible.

For educational and financial purposes, we need your help in making sure your child has maintains good attendance. There are times when it is necessary for a child to miss school. We do not recommend that a child come to school if he or she is ill or could spread his or her illness to others. **We need your help in minimizing all other absences.**

Please note that **“excuse notes” or phone calls from parents are still required** to verify absences. Under the current law, schools must continue to track all absences and report them to the state. Please observe the following:

1. Parents are urged to schedule medical appointments after school hours to ensure that instruction is not interrupted. Please call the Attendance Office (327-3500) 24 hours ahead of time for scheduled appointments.
2. Students who are present on campus every day of the school year are eligible for Perfect Attendance. Students must be present every day of to be eligible for this award. Alta Sierra Intermediate recognizes perfect attendance K-8 at an end of year award assembly.

ATTENDANCE REGULATIONS & PROCEDURES

1. The parent or guardian should make a telephone call to the school (327-3500) by 10:00 a.m. to excuse any absence. You may leave a message at any time to excuse your child from school. The following information is required:
 - a. Parent/guardian's name.
 - b. Student's name.
 - c. Reason for absence.
 - d. Date of absence.
 - e. If an absence is more than one (1) day.
 - f. ****Please contact teachers by email or call the cluster office to obtain assignments missed during student absences****
2. Students arriving after the tardy bell (please refer to the bell schedule) must report to the attendance office before going to class.
3. If a student visits a doctor, written verification should be provided to the attendance office.
4. Students with excessive absences/tardies will be referred to the School Site SARB (See School Attendance Review Board below).

Special Note: Alta Sierra uses an automated attendance message system to communicate with parents/guardians. Phone calls go out daily at 10:00 a.m. and 5:00 p.m.

SCHOOL ATTENDANCE REVIEW BOARD (SARB)

The Alta Sierra SARB process is as follows:

- A. Attendance letter of concerns**
- B. Mini-SARB #1-GIS, Counselor, parents and student**
- C. Mini SARB #2- Alta SARB panel or**
- D. 1st District SARB conference**
- E. 2nd District SARB conference**
- F. District Master SARB Board**

Clovis Unified School District has established a Student Attendance Review Board Program called SARB. The purpose of the CUSD SARB committee is to divert students with school attendance or behavioral problems from the juvenile justice system by providing guidance and coordinated community services to meet their special needs. The Alta Sierra Intermediate SARB committee is composed of an administrator,

school nurse, registrar, and other school personnel. The goal of the SARB committee is to meet with parents and students who are having attendance or behavior related issues to provide support and solutions to the problems and establish a consistent pattern of attendance. The SARB committee is concerned about the welfare of the student and their academic progress. Students with attendance issues can have two (2) SARB meetings at the school site. If a student's attendance or behavior is not modified through the efforts of Alta Sierra's SARB process, a referral may be made to the CUSD Master SARB committee. The CUSD Master SARB committee is made up of staff such as probation officers, welfare workers, mental health specialists, school nurses, and other community members. The District Master SARB committee may ask the courts to intervene.

If a student is attending Alta Sierra on an intra-district or inter-district transfer and is excessively absent, a recommendation to revoke the transfer shall be made to the CUSD Student Services and School Attendance office (SSSA).

TRUANCY POLICY

Any student found to be absent without permission during the school day will be considered truant and will face appropriate administrative action as outlined in Tardy/Truancy Step Process. **Any student that is truant must serve a Thursday or Saturday School issued by the Kodiak Office.** If truancy becomes habitual, the student will receive a Thursday or Saturday School for each occurrence he/she were truant, and possibly be sent to SSSA for a recommendation for Alternative Education. The student will also be referred to the SARB process.

STUDENT MAKE-UP POLICY FOR EXCUSED ABSENCES

1. It is the student's responsibility to check teachers' web sites, or contact the teacher to get missing assignments and to make up work missed due to absences. Parents and students may also contact teachers by email or call the cluster office to obtain assignments missed during student absences**
2. Not all educational activities can be duplicated; therefore, excessive absences may result in a grade reduction or failing grade. The individual teachers will assign make-up work.
3. Students will be given at least the time to make up work that is equivalent to the number of days missed. Example: two days excused absences, two days for make-up work.

OFF-CAMPUS PERMIT

The attendance office issues off-campus permits, however, permits for emergency illness are issued by the school nurse prior to the student's departure from school.

1. Off-campus permits will be issued for the following reasons:
 - a. Illness verified by the school nurse.
 - b. Appointments with doctor, dentist, or optometrist. The signature of the doctor or the doctor's nurse must be obtained at the time of the appointment.
 - c. Illness and/or death in the family or funeral attendance when verified by the parent.
2. Lunch Off-campus - PERMITS BY PARENTS ONLY: Parents may only take their student(s) to lunch. **Taking groups of students to lunch is prohibited.** Parents are reminded to return students to campus following lunch before the start of afternoon class.

SITE-BASED INDEPENDENT STUDY

When a parent anticipates a student absence of **five days or more** that would normally be unexcused, the student may be temporarily placed on Site-based Independent Study. Site-based Independent Study allows a student to obtain all assignments prior to the anticipated absence, and not be penalized for an unexcused absence. **The parent or legal guardian must meet with the Kodiak Cluster Office secretary five or more days PRIOR to the absence to initiate the process. Times available are 7:30 a.m.-11:00 a.m. and 12:00-4:00 p.m.** If contact cannot be made between these hours, please call the Kodiak Cluster Office to make an appointment.

Note: District regulations do not allow Site-based Independent Study contracts for less than five (5) days or for more than 15 days.

The following steps are to assist you in completing your Site-based Independent Study Contract:

A parent or legal guardian must meet with the Kodiak Cluster secretary and sign all contracts before the student is placed on Site-based Independent Study. The student must have all work completed upon the first day of his/her return and present it to the Kodiak Cluster secretary. It is the responsibility of the student to make up incomplete work. Parent/guardian will be contacted if student's work is incomplete and absences remain unexcused.

BEFORE LEAVE SITE-BASED INDEPENDENT STUDY

1. The student shall take the Master Agreement and Assignment Sheet to every class (including electives and P.E.). The student will have each teacher sign and date the Master Agreement and fill in assignments for the time period he/she will be gone on the Assignment Sheet.
2. Master Agreement and Assignment Sheet must be turned into the Kodiak Cluster secretary before the Site-based Independent Study start date.
3. The student shall take a copy of the Assignment Sheet with he/she while on Site-based Independent Study and do the **assigned work**.

RETURNING FROM SITE-BASED INDEPENDENT STUDY

1. Students **report directly to the Kodiak Cluster Office prior to attending class**. The secretary will give the student a folder with his/her Assignment Sheet and one assignment stamped by the cluster secretary. This stamped assignment will be used by the teacher for grading purposes.
2. As the student reports to each class, he/she will turn in the assignments at the beginning of each period. The **teacher will sign and mark the Assignment Sheet and the attached classwork in the folder**. Once all assignments have been graded and collected, the student will turn his/her folder into the Kodiak Cluster secretary within three days. Failure to do so will result in assignment to Thursday or Saturday School until the completed folder is turned in to the Kodiak Cluster secretary.

ACADEMIC POLICIES

GRADING POLICY

In an effort to establish uniformity in our grading policy, Alta Sierra Intermediate School has adopted the following grade scale:

94 – 100% = A	80 – 83% = B-	67 – 69% = D+
90 – 93% = A-	77 – 79% = C+	64 – 66% = D
87 – 89% = B+	74 – 76% = C	60 – 63% = D-
84 – 86% = B	70 – 73% = C-	0 – 59% = F

A plus or minus does not affect GPA.

In addition, it is the Clovis Unified School District's policy that the teacher or counselor will notify parents whenever a student is in danger of failing a class.

INCOMPLETE GRADING POLICY

A student who receives an incomplete grade (I) at the semester has the first six (6) weeks of the next semester in which to make up the incomplete grade. Failure to do so will result in the incomplete grade being replaced by a grade of "F" on the student's record.

GRADE CHANGES

Grade changes can only be made by the teacher of record during the first six weeks of the next semester.

PROMOTION/RETENTION STANDARDS

CUSD Board Policy No. 3401 empowers teachers to retain students who fail to meet the District’s promotion requirements. For grades 7 and 8, the District’s promotion standards are based upon students’ successful completion of core academic courses.

Grade	Retention Standard
Seventh and Eighth Grade	Two or more grades of “F” in core academic classes including: Academic Block Language Arts, Academic Block World History/U.S. History, mathematics and science.
<i>Other Measures: English Language Arts</i>	<i>Other Measures: Mathematics</i>
<p>SBAC for ELA: not Met or Nearly Met</p> <p>*Other measures may include the CUSD iCAL benchmark tests.</p>	<p>SBAC for Math : not Met or Nearly Met</p> <p>— —</p> <p>*Other measures may include the CUSD iCAM Benchmark tests.</p>

Initial Identification

Students are initially identified for consideration of retention through the student’s academic performance in core curriculum classes based on first semester grades.

If a student has 2 or more F’s they will have academic counseling with their Counselor

Recommended Summer School

Students that have a D or F at either the first semester grading period and/or 12th week reporting period of the second semester are recommended for Summer School.

Required Summer School

Students that fail two or more core academic classes will be required to attend summer school and must complete and pass summer school in order to receive a conditional promotion to the next grade level.

Final Identification

At the end of the twelve week grading period of the second semester, all students failing three or more academic core classes will be considered “at risk” of failing to meet grade promotion standards. These students will be required to attend a conference with their parents and their ~~Learning Director~~ counselor.

PROGRESS REPORTS

Progress Reports are issued at the 6th and 12th week reporting period of each semester. All progress reports will be mailed home. Parents must be contacted and advised if a student is failing or in danger of failing prior to the end of the semester.

SEMESTER REPORT CARDS

Report cards are issued to students two (2) times a year. All report cards will be mailed home

SCHEDULE CHANGE REQUEST

If a schedule change is desired, students must fill out a Class Change Request Form that must be signed by parent/guardian. **Class changes will be considered, but may not be granted due to class size and/or availability. Class changes will only be considered during the first six weeks of each semester.**

EXTRA CREDIT

The purpose of extra credit is to encourage students to participate in academic enrichment activities. Teachers have the option not to offer extra credit. At the teachers discretion, if extra credit assignments are given, they may not exceed 2% of the final grade. Any extra credit assignment must be relevant to the classroom curriculum.

PARENT CONNECT

Students and parents may view grades using Student or Parent Connect by accessing the Alta Sierra Website. Teachers will updates grades no less than two times per month. You may request a password by contacting our Data Processor Peggy Lacy at 327-3527.

LATE WORK

The definition of late work is any assignment that the student was present in class to receive and did not complete by the due date. This does not apply to students who are not in class due to an excused absence. Late work will not receive full credit. Late work will not receive more than 70% maximum credit and may not be accepted after 1 week from the due date. **(It is at the teacher's discretion to accept late work beyond 1 week for any credit.)**

CHEATING

Students are not allowed to copy other student's work or plagiarize documents. This is considered cheating. This includes but is not limited to copying answers on tests or assignments, swapping papers, uploading assignments from a memory key, stealing, plagiarizing, and illicitly giving or receiving help on exams or assignments. Students are expected to conduct themselves with integrity.

Consequences for cheating are as follows:

1. The student cannot make up the assignment, test or quiz and will not receive an alternate assignment.
2. The student will be referred to the Kodiak Cluster Office and will receive appropriate consequences.
 - a. 1st Offense: 4 hours detention, student receives zero credit on assignment or test, teacher contacts parent.
 - b. 2nd Offense: 1 day suspension, 1 day Thursday or Saturday School, and 10 days non privilege.
 - c. 3rd Offense: 5 days suspension and referral to SSSA.

USE OF PLANNER

The purpose of the planner is to provide a tool for student, teacher, parent communication through consistent planner use and teach students a necessary organizational skill. Teachers may require students to write in their planner daily or fill out their planner for the entire week. Teachers will write necessary information on the board and/or post on their website. Teachers will check planners frequently enough to ensure that students utilize them.

WORK PERMITS

Work permits are processed through the Polar Cluster Office. All applicants must maintain a minimum 2.0 grade point average, have a good school attendance record, and demonstrate good behavior.

STUDENT RECOGNITION PROGRAMS

HONOR ROLL

The Honor Roll is a means of giving recognition to students of Alta Sierra Intermediate School who achieve at a high level. In keeping with this philosophy, the requirements will reflect not only the student's academic achievement, but his/her effort and citizenship as well. The criteria for the Honor Roll is listed below:

1. The student shall have no "negative comments" on his/her report card.
2. All courses count toward a student's grade point average.

GRADEPOINT

A= 4.00

B= 3.00

C= 2.00

SCALE

Principal's 4.00 GPA

High Honors 3.76-3.99 GPA

Honors 3.50-3.75 GPA

Students earning placement on the Principal's Honor Roll or High Honor Roll receive certificates at the academic awards ceremony that are held twice a year. Extra GPA points are not given in any Alta Sierra course.

PRINCIPAL'S MEDALLION

The Principal's Medallion Award is presented yearly to eighth grade students at the Principal's Medallion Awards Ceremony. The award is given to those students who receive "A's" in all subject areas for four (4) semesters.

BRUIN OF THE MONTH

Each month, teachers select students for their achievement, display of positive character, and/or effort and improvement in class. Recognized as Bruins of the Month, these students are honored at a luncheon sponsored by the Parent-Teacher Club. Each honoree receives a certificate and has their photograph taken with their teacher. The picture is posted in the Cluster Office.

CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION (CJSF)

CJSF is a nation-wide honor society recognized by companies and institutions that award scholarships. Alta Sierra Intermediate has formed a chapter of California Junior Scholarship Federation (CJSF). It is an honor service club to which one, who qualifies, must apply. It is not automatic. To qualify, students must earn three A's and two B's in classes other than P.E. Citizenship is a factor.

Alta Sierra Intermediate students who qualify may apply for membership for the first three (3) semesters (Fall 7th, Spring 7th and Fall 8th). A donation of \$5 is requested for each qualifying semester.

BLOCK ASI

This award gives special recognition to students excelling in the domains of mind, body and spirit through participation in school academic and co-curricular activities. This honor is available to seventh and eighth grade students presented during an awards assembly at the end of the school year. The purpose of this award is to recognize those well-rounded individuals who exemplify the qualities that Alta Sierra Intermediate School hopes to foster in all of its students: (1) the desire for self-improvement, (2) a dedication and commitment in reaching goals, (3) concern for and service to others, and (4) the willingness to be a positive role model to others. A student need not be a "superstar" to earn this award. He or she must be one who is an active and enthusiastic participant in the activities of the school, engaged in the pursuit of excellence, and has met the standards of citizenship, achievement and performance.

HOMEWORK POLICY

PURPOSE: To establish the educational validity of homework.

The Governing Board acknowledges the educational validity of homework as an adjunct to and extension of the instructional program of the schools. Homework shall refer to those assignments to be prepared by the student outside of the school. Teachers will use guided practice strategies to ready students for their homework assignments to ensure that students can independently complete homework with a minimum of help from others. The Superintendent shall develop rules for the assignment of homework according to these guidelines.

1. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school.
2. Homework should help children learn by providing practice in the mastery of skills.
3. Homework should help develop the student's responsibility by providing an opportunity for the exercise of independent work and judgment.
4. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student.
5. As a valid educational tool, homework should be clearly assigned and its product carefully evaluated.
6. The schools should recognize the role of parents by suggesting ways in which parents may assist the school in helping a child carry out his responsibilities.
7. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

**Upon teacher discretion, students may receive consequences (lunch detention, SRC, or after school detention) for not completing or turning in homework. The consequences are designed to give students a place to complete their missing assignments.

LAPTOP USAGE - RULES AND CONTRACT

Alta Sierra is very proud to have the resources and tech support to allow students access to technologically rich learning experiences in their academic core classes. Alta Sierra's goal is to achieve a 1:1 ratio, 1 computer to 1 student. Alta Sierra classrooms are equipped with several Chromebooks and laptops to support student learning. When students are able to bring their own laptops to school it allows us to achieve our 1:1 goal and limit the number of computers that are shared between students. We would strongly encourage students to bring their own computers to school that can be used in their academic core classes regularly.

Requirements for personal laptops are as follows:

- Bring your laptop and supplies labeled to school daily – includes laptop *fully* charged, power cord, storage device, Memory Key, backpack or carrying case.
- Students must have their first and last name as the registered name of their computer at ALL times.
- Students must print assignments and have all assignments ready to turn in at the beginning of class on their due date. No student is allowed to print in his/her classroom on the day an assignment for that class is due. Students may print in the Library Media Center at break, lunch and before or after school for a small fee.
- Keep your computer in "Dress Code." The "Dress Code" for computers is the same as ASI's dress code. If it is not appropriate as fashion, then it is not appropriate on your computer. This includes the desktop, screensaver, documents, graphics, sounds, etc.
- LAPTOP LOCKERS with LAPTOP LOCKS are available for laptop storage during lunch, PE/Elective, after school, and during co-curricular activities (students must purchase a school lock). Lockers must be emptied by 6:30 p.m., when the locks will be cut and the contents removed.

- DO NOT LEAVE YOUR LAPTOP UNATTENDED ON THE ASI CAMPUS! Most problems that occur with student computers are due to negligence.

The following activities are strictly prohibited!

- Students may not play games during class at any time unless directed to do so by the teacher. Students in violation of playing games in class without teacher permission will be referred to the Kodiak Office for disciplinary action.
- Computers should NEVER be taken into the P.E. LOCKER ROOMS. Students should use the laptop lockers provided outside the north side of the Gym.
- Laptops may be used at break and during lunch only in supervised classrooms, the cafeteria, and the library.
- DO NOT download files of any kind (games, music, etc.) utilizing the school network unless you have been asked to do so by a teacher. It is HIGHLY recommended that you do NOT download files, especially off the Internet, onto your laptop without adult supervision. These files are the greatest cause of student computer failure and may lead to your computer being infected with viruses.
- Don't use any type of instant messaging program unless instructed to do so by a teacher. Students in violation of using instant messaging in class without teacher permission will be referred to the Kodiak office and may be dismissed from the laptop program.
- Don't touch other students' or teachers' computers without permission, either physically *or* through the network. You could be held liable for damage to the computer.
- Students are not allowed to copy other students work or plagiarize documents. This is considered Cheating. This includes copying answers on tests or assignments, swapping papers, uploading assignments from a memory key, stealing, plagiarizing, and illicitly giving or receiving help on exams or assignments. You are expected to conduct yourself with integrity. When you cheat, or aid someone else in cheating, you violate a trust.
- Don't enable file sharing while on the school network.
- Don't display or download pornography. Possession of pornography by a minor is against the law and is a violation of Education Code resulting in suspension.

SPECIAL ACADEMIC PROGRAM

CATEGORICAL PROGRAMS

On an annual basis Clovis Unified School District (CUSD) submits the Application for Funding Consolidated Categorical Aid Programs commonly called the Con Ap. The application is submitted in two (2) parts: Part I, which contains program and demographic information, is submitted by June 1 each year; and Part II, which contains the budget information and additional program data, is submitted by January 31 each year. The categorical programs included in the application are Title I, Part A – (Improving the Academic Achievement of the Disadvantaged Improving, Title I, Part C – Migrant Education, Title II, Part A – Preparing, Training and Recruiting High Quality Teachers and Principals, and Title III – Language Instruction for Limited English Proficient and Immigrant Students. Essentially, these funds are designed to assist students in mastering state standards.

Clovis Unified Schools are committed to establishing a true partnership with all facets of the Clovis Learning Community. CUSD values feedback and input. Parents continue to make positive differences in the lives of the children we all support. We know from research that participation in your child's education will not only bring success to your child but other children in the school. Our parents truly make a difference in the lives of Clovis Kids!

CUSD is proud and pleased to offer a variety of parent involvement opportunities that improve our overall program. Depending on the type of categorical funding a site may receive, district or school parent councils and committees are required under certain requirements and guidelines. Such advisory committees in the CUSD include:

- School Site Council (SSC)**
- English Language Advisory Committee (ELAC)**
- District Advisory Committee (DAC) and School Advisory Committee (SAC)**
- District Learner Advisory Committee (DELAC)**
- District Migrant Education Parent Advisory Committee (DMEPAC)**
- District Indian Education Parent Advisory Committee (IPAC) School and District level School Assessment Review Team (SART)**
- Intercultural and Diversity Advisory Council (IDAC)**

We encourage all parents and guardians to become involved with their child's education, at the classroom level, the school-wide level as well as the district level. Each school's Single Plan for Student Achievement (SPSA) describes the school's basic educational program and the categorical supplementary programs/services that are designed to support student achievement of each and every student. Parental involvement is a necessary and vital part of developing the SPSA as well as our overall program. At the district level parent committees provide input into each site's SPSA and to the District's Local Education Agency Plan (LEAP). If you would like additional information on any of the District Parent Council or Committee, please call your child's school. The Principal, Learning Director, or Guidance Instructional Specialist (GIS) would be happy to assist you or go to <http://www.cusd.com/specialprojects>. These two school committees meet on a quarterly basis. The committees are comprised of administration, staff and parents. Students are also involved at the intermediate and secondary level.

Listed below are several parent committees that assist with categorical programs and funding. For more information, please call your school or go to: <http://www.cusd.com/specialprojects>.

School Site Council (SSC): All schools receiving categorical funds are required to form a SSC. The SSC is composed of parents, students at the secondary level and school personnel and is responsible for developing, implementing and evaluating the Single Plan for Student Achievement programs. Members serve for two years and are elected by their peers.

District Advisory Committee (DAC)/School Advisory Committee (SAC): If a district uses Economic Impact Aid (EIA) funds for State Compensatory Education programs, as Clovis does, it is required to

have both a SAC) and a DAC. The SAC and DAC is an advisory committee for the purpose of advising schools and district regarding compensatory education programs. The SSC has approved to designate our SSC pursuant to California Education Code (EC) Section 52852 to function as the School Advisory Committee.

English Language Advisory Committee (ELAC): All schools enrolling 21 or more English Learners are required to form an ELAC. The ELAC is composed of parents and school personnel. The ELAC provides input and makes recommendations to the principal, staff and SSC regarding services for English Learners as well as conducts an annual survey. Members serve for two years.

District English Language Advisory Committee (DELAC): Whenever there are 51 or more EL students in the district, there shall be a functioning District English Learner Advisory Committee (DELAC). It is important that each school site ELAC elect a DELAC representative and arrange to have that representative attend every DELAC meeting. Currently the DELAC bylaws require each DELAC representative to be 1) a parent/guardian of an EL or former EL (i.e., a reclassified fluent English proficient student) currently enrolled at the site he/she represents, and 2) elected to serve as the DELAC representative by the site ELAC.

The following is an overview of the categorical funding and programs in CUSD. These funds are further discussed and outlined in each school's SPSA and at the committee meetings.

Rationale

General District funds provide support for the District's base/core curriculum program. Some children have special characteristics, not reflective of the general school population, that affect their success in the base/core programs. Some come from economically disadvantaged homes; some are educationally disadvantaged or lack English language proficiency because they have a primary language other than English. Children, such as those described above, require supplemental services and materials not generally provided through the base/core curriculum program. Children's needs are identified and supplemental services and materials are planned and targeted to meet their special needs. Categorical funds are to be used to provide the financial support to meet these special needs.

Philosophy

All CUSD schools offer students with special needs the same kinds of high quality learning opportunities and access to the core curriculum in all curricular areas. Categorical funds are designed to support additional assistance to help students succeed in the regular classroom program (base/core curriculum) and address any learning gaps. The focus is on the effective utilization of supplementary materials, personnel, and staff development. Staff development activities are used to improve instructional practices and strategies to increase the ability of teachers and other staff to challenge and assist all students to reach their fullest potential.

Categorical Program Descriptions

1. **21st CCLC Grant** - This state- administered, federally funded program provides five year grant funding to establish or expand before and after school programs that provide students with academic support and intervention, enrichment opportunities and supportive services to help the students meet state and local standards in core content areas. The purpose of the 21st CCLC program is to create additional educational and recreational opportunities for students within the learning community while providing a safe environment for students. The goals of these programs are to: 1) improve academic achievement, 2) provide enrichment opportunities that reinforce and complement the academic program, and 3) offer Family literacy and related educational development services.
2. **After School Safety and Education Funds (ASES)** - This state funded and administered program provides three year grant funding to establish or expand after school programs that provide students with academic support and intervention, enrichment opportunities and supportive services to help the students meet state and local standards in core content areas. The purpose of the ASES program is to create additional educational and recreational opportunities

for students within the learning community while providing a safe environment for students. The goals of this program are to: 1) improve academic achievement, and 2) provide enrichment opportunities that reinforce and complement the academic program.

3. **Title I, Part A (Improving the Academic Achievement of the Disadvantaged)** - A federal-funded program to provide high-quality opportunities for students in high-poverty schools to meet district and state content and performance standards.
4. **Title I, Part C (Migrant Education Program)** - A federal-funded program focused on providing services for migratory students and their families. Regular: \$98,307, Summer: \$21,523.
5. **Title I, Part D: Local Delinquent Programs:** – approximately \$44,835. A funded program that serve students who are neglected, delinquent, or at-risk; including programs involving collaboration with locally operated correctional facilities.
6. **Title II, Part A (Preparing, Training and Recruiting High Quality Teachers and Principals)** - A federal-funded program focused on teacher and principal training and recruitment programs.
7. **Title III (Language Instruction for English learners(ELs) and Immigrants)** - A federal-funded program focused on assisting school districts in teaching English to limited English proficient students (English learners) and Immigrants and helping these students meet the same challenging State standards required of all other students.
8. **Title VII (Indian Education Formula Grant)** - A federal-funded program focused on helping Native American/Alaskan Native students meet the same challenging State standards required of all other students.

The goal of the CUSD staff is to create and maintain the best educational environment possible. This can be accomplished with your support and input. If you have any questions, concerns, or would like to become more involved in the educational process at your school, please contact your school principal. Your school can assist you in learning more about categorical programs. You may want to become involved in your school's School Site Council (SSC), English Learner Advisory Committee (ELAC) and/or attend the Annual Title I Parent Meeting. During the fall each school will send additional Information about these activities. At the district level, we encourage you to become involved with our DELAC. We encourage and look forward to your involvement in the programs we offer our learning community.

If you have any questions, please call your child's school or the CUSD Department of Special Projects @ 327.9086, additional information may be found @ <http://www.cusd.com/specialprojects>.

GUIDANCE AND LEARNING SERVICES

PSYCHOLOGICAL COUNSELING SERVICES

Psychological counseling services are available to all students at Alta Sierra Intermediate School. Students may be referred to the school psychologist by their parents, teachers, and the administrative team. Students may refer themselves by contacting the School Psychologist or any other staff member.

CLOVIS SUPPORT & INTERVENTION (CSI)

CSI is an 8 week support group that helps students learn to listen and communicate, empathize, accept and support others. The adult facilitators are certified to create a safe, positive environment, that is supportive but not counseling or therapy. They gain hope, support and tools to navigate successfully in all areas of their life. Referrals are initiated by a variety of sources including teachers, counselors, parents and self-referrals. For more information please contact your assigned counselor.

PEER COUNSELING

The primary goal of the Peer Counseling Program is to develop a system for delivering help to young people who do not, for one reason or another, seek assistance from traditional sources. Peer Counselors will receive training during the scheduled class before being certified. Self-referral forms may be picked up in the Cluster Offices.

CONFLICT-MEDIATION

It is a goal of the Governing Board that the schools of the Clovis Unified School District promote a caring atmosphere which provides structured, organized, and positive interventions designed to assist pupils troubled by physical, emotional, social, legal, sexual, medical, familial, and/or chemical use problems. It is recognized that a caring atmosphere is prevention instituted by nurturing successful interpersonal relationships and promoting skills in decision making and problem solving, while providing for students' academic growth.

ALCOHOL, TOBACCO & OTHER DRUG PREVENTION/INTERVENTION

Alta Sierra understands a student may become harmfully involved with drugs, alcohol, tobacco or other self-destructive behaviors in spite of all the school's preventive actions. The school must assist the student in seeking supportive and rehabilitative services, and will monitor the educational program of the student when treatment becomes necessary outside the school setting. It is Alta Sierra's practice to refer students to student services, the school psychologist, and/or law enforcement.

Board Policy No. 2106

Because the use of alcohol, tobacco, and other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences, the Governing Board believes it is necessary for the schools of the District to be free of alcohol, tobacco, and other drugs.

The Governing Board desires that every effort be made to reduce the chances that our students will begin or continue the use of alcohol, tobacco, and other drugs. Alcohol and tobacco are like any other drug, illegal for use by minors. The District has developed a comprehensive prevention program that includes instruction, intervention, recovering student support and enforcement/discipline.

Recognizing that keeping schools free of alcohol, tobacco, and other drugs is a concern common to the District and the community, the Governing Board supports cooperation among schools, parents/guardians, law enforcement, and other appropriate community organizations involved in preventing alcohol, tobacco, and other drug use. The Governing Board supports the following comprehensive drug, alcohol, and tobacco use prevention/intervention approach:

INSTRUCTION

1. The District provides instructional programs which help students to avoid the use of alcohol, tobacco, and other drugs and which teach students how to influence their peers to avoid and/or discontinue the use of alcohol, tobacco, and other drugs. Instruction is preventive in nature and designed to help students who have questions related to alcohol, tobacco, and other drugs.
2. The instructional programs help students obtain and use current and accurate information, develop and maintain a positive self-concept, take positive actions to cope with stress, and use appropriate social and personal skills to resist involvement with alcohol, tobacco and other drugs, and will assist the student toward maturity.
3. The curriculum is K-12, comprehensive and sequential in nature, and suited to meet the needs of students at their respective grade levels.

INTERVENTION

1. School site personnel are trained to identify symptoms that may indicate use of alcohol, tobacco, and other drugs. Site personnel are responsible for intervening and reporting suspected alcohol, tobacco and other drug use by immediately notifying the principal or designee.
2. In severe cases, if the parents/guardians or the school medical personnel are not immediately available; an ambulance will be called to remove the student to a hospital. Parents/guardians will be notified of this action and are responsible for the expenses incurred.

RECOVERING STUDENT SUPPORT

The Board recognizes the presence of recovering students in the schools and the necessity to support these students in avoiding re-involvement with alcohol, tobacco, and other drugs. The District provides ongoing school activities and counseling which enhance recovery.

STUDENT CONDUCT

Alta Sierra Intermediate School prides itself in the conduct of its students. A well-disciplined, neat and clean atmosphere provides the best environment for students to take full advantage of their educational opportunities. The Alta Sierra administration follows district policy in regards to California Education Code. Under section 48915, expulsion is permitted for a variety of offences; however, a district is only permitted a mandatory recommendation of expulsion for certain limited offenses, not including each of those offenses listed in the District Zero Tolerance Policy (Board Policy 2110).

STUDENT RESPONSIBILITIES

1. To come to class on time, be prepared to work, complete homework assignments, and work productively the entire class period.
2. To not disrupt the class.
3. To respect other people, their property, and school property.

ELECTRONIC DEVICES

The use of electronic signaling devices (i.e. iPods, cameras and cellular phones) is considered to be disruptive to the educational process. Therefore, the use of electronic devices is only permitted before and after school. The school will not be responsible for the investigation of the theft or loss of electronic device(s) including cell phones and prohibited items. Exceptions shall be made in the event a student has received prior permission for the use of an electronic signaling device by district staff or when the principal or designee has determined that the use of the electronic signaling device is essential for the student's health or safety (Reference Calif. Ed. Code 48901.5). Otherwise, **electronic signaling devices are to be turned off during the school day**. Under the guidelines of these devices, the principal or designee **will** confiscate the electronic signaling device if used inappropriately. Upon a second offense, a parent/guardian will be required to retrieve the cell phone, electronic device, or other prohibited items from the Kodiak Cluster Office. Cell phones may only be used on campus before the first bell and after the last bell. (Refer to the Student Conduct Chart below)

LITTERING

Alta Sierra prides itself in maintaining a clean campus. It is our goal to give students a clean and safe environment in which to learn. Students observed littering will be given campus beautification. Campus beautification is defined as picking up trash while supervised by a staff member. (See Student Conduct Chart below)

TARDY POLICY

Alta Sierra Intermediate teachers expect their students to arrive to class on time. Students must arrive to all classes on time (refer to bell schedule). Habitual violations will be considered willful defiance of District policy 2207 and suspension will be considered. **When a student is tardy they will first report to the main office for a tardy slip.** If the tardy is unexcused, the student will report to the Kodiak Cluster office for the appropriate consequence. The tardy step process will start over at the end of each semester unless the student is on a contract.

TRUANCY POLICY

The Governing Board believes that regular attendance plays an important role in student achievement. The Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children aged 6 to 18 are obligated to send their children to school unless otherwise provided by law. The Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy (BP 2207). Any student found to be absent without permission during the school day will be considered truant and will face appropriate administrative action as outlined in the Tardy/Truancy Step Process below.

TARDY/TRUANCY STEP PROCESS

Steps Process	Tardies	Truancies
1	20 Minutes Lunch Detention	Any student that is truant will serve a Thursday/Saturday School issued by the Kodiak Cluster Office. If truancy becomes habitual, the student will receive a Thursday/Saturday School for each time they were truant. The student could possibly be sent to SSSA for a recommendation for Alternative Education. The student will also be referred to the SARB process.
2	20 Minutes Lunch Detention	
3	20 Minutes Lunch Detention	
4	20 Minutes Lunch Detention	
5	20 Minutes Lunch Detention	
6	2 Hours After School Detention	
7	2 days After School Detention or Thursday/Saturday School; SARB Referral	

AFTER SCHOOL ACTIVITIES

Students must be at an assigned after-school activity by the 3:00 p.m. bell. Students not attending sports, intervention, detention, or homework center must be off campus by the 3:00 p.m. bell. Habitual violations will be considered willful defiance of district policy. Disciplinary consequences including possible suspension will be considered.

PROHIBITED ITEMS/PRACTICES

The following items and/or practices are prohibited at Alta Sierra:

- possession of any simulated weapons and masks
- gum chewing
- chains of any sort or length
- any hat other than Buchanan area
- laser pens, permanent markers, white-out/correction fluid pens, Sharpie pens
- headphones, iPods, and electronic gaming devices during school hours
- cameras, audio-visual recording devices unless authorized by school personnel

SKATEBOARD/SCOOTERS/BIKES

Bicycles, scooters, and skateboards are not to be used on campus. If these are a means of transportation for the student to and from school, he/she must pick it up and walk it to where he/she are keeping it during the duration of the school day. If any student is in violation of this policy, he/she will have the item confiscated and a parent/guardian will be required to retrieve it from the Kodiak Office. **Students will be assigned consequences.**

PERSONAL STUDENT CONDUCT

During the time students are in school, they should use good judgment in their relationships with others. The following behavior is not permitted:

- Hand-holding, prolonged hugging, kissing
- Lying or sitting together in an inappropriate manner
- Putting arms around each other in an intimate manner
- Any other act that is not in good taste

STUDENT CONDUCT CHART

Steps Process	Electronic Devices/ Prohibited items used during school hours	Littering	Dress Code Violations	Classroom/ Campus Disruption
1	Documented warning; Student can pick up electronic device in Kodiak office after school	1 day campus beautification at lunch	Referral; Documented warning, Parent Contacted. *If student cannot receive a change of clothes he/she will be in Lunch SRC for that day.	Referral to Kodiak office; Parent contacted; 2 hours detention
2	Lunch SRC detention; Parent Contacted Parent must pick up electronic device	2 days campus beautification at lunch	Referral; Lunch SRC detention Parent Contacted	Referral to Kodiak office; Parent contacted; 4 hours detention
3	After School Detention; Parent must pick up electronic device	Parents contacted; 3 days campus beautification at lunch	Student assigned 2 hours detention; Parent Contacted	Referral to Kodiak Office; Thursday/Saturday School; possible suspension
4	2 days After School Detention; Parent must pick up electronic device	Loss of unsupervised time; possible suspension	Referral to Kodiak office; Administrator contacts parents; 4 hours detention or Saturday School *Administrative Discretion	Suspension, possible referral to SSSA for a disciplinary review or recommended for expulsion.
5	<p>Multiple referrals will be considered willful defiance of school policy. Habitual behavior violations or suspensions will result in a multiple day suspension and a referral to SSSA for recommendation for expulsion.</p> <p style="text-align: center;">Students who are suspended will also serve 14 calendar days or 10 school days of non-privilege and will not be allowed to attend the next school dance. Students involved in co-curricular activities may be subject to longer periods of non-privilege at the discretion of the administration.</p>			

STUDENT'S CODE OF DRESS AND GROOMING

The purpose of this policy is to specify standards of dress and grooming that promote a safe school setting conducive to a positive learning environment consistent with the Board's policy governing acceptable and appropriate apparel and appearance for students. **See the District Handbook on Student Rights and Responsibilities for the complete dress code policy.**

DRESS CODE CLARIFICATION

1. Hats which display only Buchanan Area logos are allowed. Hats may not be altered or modified.
2. Chains will not be allowed (e.g. wallet chains).
3. Dresses and tops with straps less than two (2) inches in width will not be allowed.
4. Undergarments, such as bra straps and bralettes, need to be covered.
5. Any apparel determined to be too revealing or that draws undue attention to itself is not acceptable.
6. Leggings will be allowed if the student wears a shirt/top that is no shorter than five (5) inches above the knee.
7. Tops must not reveal the midriff or stomach area at any time
8. Skirts and dresses must not be shorter than five (5) inches above the knee.
9. Shorts must not be shorter than five (5) inches above the knee, not exceeding mid-thigh.
10. Excessively baggy or sagging pants will not be allowed. Pants cannot exceed five (5) inches when measured at the kneecap of the straightened leg.
11. Beards are not allowed. Students must be clean-shaven.

Note: All clothing must be worn to the fullest function of the garment. Specifically, overalls must be strapped, hats worn forward, and pants worn at the appropriate waist level. Any clothing which displays gang symbols, profanity, or products and slogans which promote tobacco, alcohol, drugs, sex, violence, Satanism, suicide, racism, or interferes with school work, creates disorder or disrupts the educational process is not allowed.

Exceptions to the dress code may be made for special days or special events as approved by the administration. The dress code shall be in effect at all school-related activities, both on and off campus.

To comply with health and safety standards, no students are allowed to attend school or school functions barefooted. Frayed or torn clothing is not appropriate. **Hats are not to be worn in the classroom or offices.** Extreme fashions or appearances that are considered distracting to the educational process will not be allowed.

Part of career planning is learning to dress appropriately for the job or for certain occasions. We realize that fashion styles change, but as with most things new, certain guidelines and limitations have to be set which are in the best interest of all students. Extreme fashions or appearance that are considered inappropriate and are distracting to the educational process will not be allowed. The attitude of students is usually affected by what they wear, and what they wear affects the attitudes of those who see them.

According to the California State Education Code, the final decision of whether the student's appearance is acceptable, or not, is up to the school and its Governing Board. A committee of students, faculty, parents, and administration will review the Dress Code annually in May, with a revised version being resubmitted to the Governing Board for use during the next school year.

Students that violate the dress code determined by Board Policy 2105 will receive consequences issued by the Kodiak Cluster Office (see Student Conduct Chart).

HAIR CODE VIOLATIONS

Students violating the hair dress code policy will be placed in the office during break and lunch until dress code regulations are met and given three (3) days to cut/color hair to comply with dress code.

Students who fail to comply with the dress code will be in defiance of authority and will be considered for disciplinary action (see Dress Code violations on the Student Conduct Chart), which will include co-curricular non-privilege

STUDENT'S CODE OF DRESS AND GROOMING

Administrative Regulation

No. 2105

CLOVIS UNIFIED SCHOOL DISTRICT

STUDENT SERVICES, RIGHTS & RESPONSIBILITIES

Rights & Responsibilities

DRESS & GROOMING

These regulations specify standards of dress and grooming promoting a safe school setting conducive to a positive learning environment consistent with the Board's policy governing acceptable and appropriate apparel and appearance for students.

A. Apparel

All clothing shall be neat, clean and acceptable in repair and appearance and shall be worn within the bounds of decency and good taste as appropriate for school.

1. Articles of clothing which display gang symbols, profanity or products or slogans which promote tobacco, alcohol, drugs or sex; materially interfere with school work; create disorder or disrupt the educational process are not allowed.
2. Any clothing or apparel that a student or group of students wear to identify themselves for the purpose of harassing, threatening, or intimidating others will not be allowed. Military paramilitary, or camouflage (military style) clothing will not be permitted.
3. Extreme fashion that draws undue attention to the student will not be allowed. This includes distracting clothing, and distracting make-up, etc.
4. Jackets and other apparel depicting professional sports teams shall not be worn. Jackets or other apparel depicting college or university teams are acceptable unless such team designations are associated with gangs or otherwise conflict with the standards for acceptable apparel.
5. Underwear-type sleeveless shirts, athletic tank tops, beach wear, swim wear, halter-tops, tube tops, spaghetti straps, bare midriffs or chests, see-through or fishnet outfits, or off the shoulder and low-cut tops are not appropriate or acceptable. Dresses and skirts are to be worn no shorter than five inches (5") above the top of the kneecap, but no shorter than mid-thigh. Clothing that exposes bare midriffs or cleavages is prohibited. Shoulder straps on tops and other clothing must be a minimum of two inches (2") wide.
6. Shorts are to be worn no shorter than five inches (5") above the top of the kneecap, but no shorter than mid-thigh. Shorts are to be hemmed and not form fitting. Bike shorts (*spandex*) gym shorts, frayed shorts, or shorts with holes are unacceptable. Athletic shorts with pockets are permissible. Shorts worn during Physical Education may not be worn during regular class time at secondary sites. Straps must be fastened at all times.
7. Leggings will be allowed if over garment is no shorter than five inches (5") above the top of the kneecap, but no shorter than mid-thigh.
8. Shoes must be worn by all students. No hard-toed or steel-toed shoes/boots will be allowed. No high top, laced up, combat, or military style boots will be allowed. Shoes, or sandals

without heel straps that do not present a safety concern may be worn by students in grades 7 through 12, except during physical education classes, recess, while participating in school-related athletic competitions, events or activities, or while participating in other activities where safety is a concern. Backless shoes commonly known as “flip-flops,” “beach shoes,” “soccer sandals,” “zorries” and/or thongs are inappropriate and will not be allowed. See Exhibit No. 2105 (2).

9. For safety reasons, students in grades pre-school through 6 are not allowed to wear flip-flops, shoes or sandals without a heel strap. See Exhibit No. 2105 (2).
10. No slippers will be allowed.
11. Excessively baggy pants, including sweatpants, are not allowed. Pants cannot exceed five inches (5”) when measured at the kneecap of the straightened leg. Pants must fit and be worn at the natural waist. The bottom of the pant leg may not be frayed or drag on the ground. Pants must be hemmed and not stapled, pinned, or taped.
12. Sleepwear is not permissible.
13. Oversized shirts that present a safety concern or reflect gang style are not acceptable.
14. Hats and/or caps and/or sunglasses must be removed in the classrooms or offices. Specific clothing and hats determined by the school district or school site to be gang related or inappropriate apparel are not acceptable. Rules relative to college, university, and professional team apparel apply to hats, caps and other types of head coverings. Articles of sun-protective clothing, including, but not limited to, hats and sunglasses, may be used outdoors. Subject to these provisions, sun-protective clothing, headwear, other than caps or hats, will not be allowed at school. School sites may add other restrictions on the type of hats to be worn.
15. No frayed or torn clothing is acceptable (manufactured or otherwise).
16. Clothing, jewelry and personal items shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive; shall not bear drug, alcohol or tobacco company advertising, promotions or likenesses; shall not promote violence, illegal activity, or relate to gang affiliation or activity; and shall not advocate racial, religious, or sexual orientation prejudice.
17. Clothes shall be worn as intended and be sufficient to conceal undergarments, which shall be worn and covered at all times.
18. Pro logos on school materials of any kind are not acceptable (binders, folders, backpacks, pens, pencils, etc.)

B. Grooming

1. Hair shall be clean and neatly groomed.
2. Hair or mustache styles which cause undue attention is are not acceptable; e.g., unusual designs, colors, symbols, messages, mohawks, Faux-Hawks, or unusual razor cuts. Complete razor shaving of the head is allowed.
3. Beards are not allowed. Sideburns are allowed, but may not extend past the base of the earlobe or be wider than one inch (1”).
4. Bangs or other hairstyles must not obstruct nor interfere with vision.
5. For those courses where long hair may pose a safety risk, such as where mechanical equipment with moving parts are used or where there is an open flame, long hair must be in a protective head covering, such as a hair net or cap, or hair must be securely bound behind the head, consistent with rules established by the instructor.
6. Tattoos, permanent or temporary, must be covered at all times.

C. Jewelry

1. Piercing jewelry is acceptable in the ears only. Piercing jewelry that is intended to alter the natural shape of the ear is prohibited. Other body piercing jewelry (e.g., that for piercings in the eyebrows, nose, lips, tongue) is not acceptable. Distracting jewelry, including piercing jewelry that draw undue attention, is not allowed.

D. Exemptions

1. Religious beliefs, bona fide medical reasons, or other good cause based on legal requirements, when verified, may be grounds for an exemption to a specific portion of the Dress and Grooming Policy.

2. A petition for an exemption from enforcement of a specified portion of Dress Code Policy may be submitted to the Student Services and School Attendance office. An appeal of a denial of any exemption shall be submitted in writing to the Associate Superintendent, School Leadership, within 30 calendar days of the denial.

A. In the event that it does not, then, within 30 calendar days of receipt of the appeal, the Associate Superintendent or designee shall gather facts and make a written determination, which shall be provided to the complainant. Gathering of facts shall include but may not be limited to meeting with the complainant, if deemed appropriate to do so. Any decision of the Associate Superintendent, School Leadership shall be final.

B. In the event that the allegations raised in the appeal are determined to fall within the District's Uniform Complaint Procedures ("UCP") included in Board Policy No. 9208, then the District would use the District UCP process rather than the above appeal process.

E. School Uniform Policy

1. The decision to pursue a school uniform policy must be initiated by parents and approved by the school S.A.R.T. committee and the site principal.

2. A school uniform committee will develop a survey to be sent to all parents regarding their position on a school uniform policy by January 15 of the school year prior to the implementation of a school uniform policy. Prior to the distribution of the survey, the committee must sponsor at least one parent forum or meeting open to all parents for the purpose of information and input.

3. In order for a school site to further consider a school uniform, at least a majority of the surveys distributed must be returned and a majority of the surveys returned must support a uniform policy. These majorities are considered minimums and school sites have the discretion to establish more stringent standards of returns and support.

4. The Governing Board must be notified by February 1 of the school year prior to the implementation of a school uniform policy.

5. The school site shall notify all parents or guardians no less than six (6) months prior to the time the uniform policy is implemented.

6. Should a school adopt a uniform policy, resources shall be available to assist economically disadvantaged students, and a procedure for parents/guardians to opt out of the policy shall be in place.

DETENTION PROGRAM

Alta Sierra Intermediate School utilizes a detention program as part of the schools discipline procedures. Students are expected to report to all assigned detentions, earn credit by being on time and being productive and exhibiting appropriate behavior as indicated below. Students failing to serve or who receive no-credit on assigned detentions will be reassigned double the original assignment. **Students who habitually fail to attend detention will be considered as willfully defiant and suspension will be considered.**

LUNCH DETENTION

Students assigned to lunch detention are to report to the assigned classroom no later than five minutes after the lunch bell rings. No student will be allowed into lunch detention later than 5 minutes. Students are expected to refrain from any talking or communication with other students in detention, and are to work on school assignments. Any student off-task will receive no-credit and will be reassigned lunch detention, double the original assignment.

STUDENT RESPONSIBILITY CENTER (SRC)

SRC is a full 40 minute lunch detention opportunity for students. It is supervised by a teacher. Students are expected to work on school assignments or read a book while attending SRC. Students are walked to the MPR to eat lunch the last 20 minutes of the lunch period. Any student off-task will receive no-credit and will be reassigned SRC detention or after-school detention.

AFTER-SCHOOL DETENTION

Students assigned to after-school detention are to report to the assigned classroom no later than 3:00 p.m. No student will be allowed into after-school detention late. Students are expected to bring appropriate study materials and teacher-assigned work. Talking to other students is not allowed. Students may not leave the detention room without a pass from the teacher. Appropriate behavior is expected at all times. Students must work on school-related assignments/projects until dismissal. Failure to comply with the above expectations will result in the student being sent to the Learning Director for appropriate disciplinary action. After-school detention is provided from 3:00 p.m. to 5:00 p.m. on Monday through Thursday. **Students may take the recreation bus home departing school at 5:15 p.m. They must have a bus pass from the teacher supervising detention to ride the bus.**

THURSDAY/SATURDAY SCHOOL PROGRAM

The Clovis Unified School District has adopted the Thursday/Saturday School Program as an alternative disciplinary measure for students. The purpose of the program is to facilitate the disciplinary measure for students who have been truant, excessively tardy or guilty of other suspendable offenses. Thursday/Saturday School is a form of discipline that allows students to remain in a regular school setting without missing assignments and instruction.

Buchanan High teachers facilitate the program by teaching, monitoring, and supervising participating students by checking student assignments and assisting students with their class work. Students are to report to Thursday/Saturday School on time, have their identification card, Thursday/Saturday School contract, and enough school work for four hours of class time. Students are expected to remain on task and behave appropriately, or otherwise receive no-credit for Thursday/Saturday School. Students who receive no-credit are reassigned two days of Thursday/Saturday School.

Thursday School starts at 3 p.m. and ends at 7 p.m. Saturday School starts at 8 a.m. and ends at 12 p.m. The room number will be specified on the contract that will be sent home for a parent/guardian's signature.

SUSPENSIONS/EXPULSIONS

Students who exhibit habitual or severe inappropriate behavior will be considered for suspension and/or expulsion. See District Handbook on Student Rights and Responsibilities for a complete review of California Education Code and C.U.S.D. Policy. See Student Conduct chart.

NON-PRIVILEGE POLICY

The following policy will be in effect for all students who are suspended, truant, or who violate the district's Code of Ethics:

1. All students will be suspended from participating in any school-related activity for a period of 14 calendar days or 10 school days.
2. Students with financial obligations can be considered for non-privilege status.
3. Students who have been suspended may not attend the next school dance and rally.

LAW ENFORCEMENT NOTIFICATION

Section 48902 of the California Education Code requires the school principal or the school principal's designee to notify the appropriate law enforcement agency when a student is considered for suspension or referred for consideration for expulsion, **prior to the student being suspended**, when the reason for such consideration may be a violation of Section 245 of the Penal Code. All reasonable attempts will be made to contact parents.

Section 245 of the California Penal Code pertains to assaults or attempted assaults with a deadly weapon, a firearm, an instrument other than a firearm, or by any means of force likely to produce great bodily injury.

Section 48902 of the California Education Code requires the school principal or the designee within one school day after suspension or recommendation for expulsion to notify by telephone, the appropriate law enforcement agency when the pupil may be in violation of Section 48900 (c) or (d) of the California Education Code or Section 626.9 or 626.10 of the California Penal Code.

Section 48900 (b) possession of weapons, explosives, any knife, or other dangerous object.

PC 626.9, "...the pupil brings or possesses a firearm upon the grounds of any school campus."

PC 626.10, "...the pupil brings or possesses any dirk, dagger, ice-pic, knife having a blade longer than 2-1/2 inches, folding knife with a blade that locks into place, a razor with an unguarded blade, a taser or a stun gun..."

It is expected that the police officer (Clovis Police Department, Fresno Police Department, Fresno County Sheriffs Office) will determine if police action is warranted. An official police report will be filed by the officer indicating the officer's disposition. School personnel do not have the authority to determine if a statutory violation has occurred or if an arrest is warranted. That is the responsibility of the police officer. The police officer will determine if the student's activities necessitate the student being taken into custody, booked, and/or cited to Juvenile Court.

CLOVIS COMMUNITY DAY SCHOOL

Students who are referred to Student Services and School Attendance for expellable offenses and/or multiple suspensions may be referred to Clovis Community Day School (CCDS), located at 1655 David E. Cook Way (near the District Office).

The mission of the CCDS is to prepare students academically to be successful and productive members of society by establishing interpersonal relationships and providing services and support in a safe, nurturing environment. CCDS embraces a philosophy of individual accountability and responsibility, coupled with a commitment to maintaining an atmosphere in which students feel secure, accepted, and challenged.

CCDS serves special at-risk students in Grades 7 and 8 who have not been successful in a traditional school setting.

RULES FOR HOME TO SCHOOL AND CO-CURRICULAR ACTIVITIES FOR SCHOOL AND CHARTER BUS USE

The following bus passenger guidelines are presented in order that each student who rides the bus will arrive safely, on time, and in the proper frame of mind to learn.

For the 2013-2014 school year, home to school transportation is provided at no charge for students who attend Clovis schools and reside in the transportable zone as defined below.

TRANSPORTABLE ZONES – See Board Policy # 8301

Grades K-6 residing in excess of 1 radius mile or more from school site

Grades 7-12 residing in excess of 2.5 radius miles or more from school site

The distance is measured by drawing a circular radius from a central location established at the school site campus and around the school within the school's attendance boundary. Students living in excess of the defined radius zone and not in "special pockets" will be provided home-to-school transportation as defined.

REQUIREMENTS FOR RIDING A SCHOOL BUS

1. **Students must have a valid student ID card to ride the bus.** Those students riding Community Buses must also have a Bus Pass.
2. Arrive at your bus stop five minutes before the scheduled leave time.
3. Wait for your bus in a safe place – well off the road.
4. Wait until the bus is completely stopped, enter your bus in an orderly manner, and take your seat immediately.
5. Be courteous to your school bus driver and fellow passengers.
6. All students shall board or exit the school bus only at the students' authorized bus stop. "Authorized" bus stop is defined as the bus stop closest to the student's residence. Exceptions to this regulation will be permitted only on a daily basis when the student has a written statement bearing the parent's signature and signed by a school administrator. The written statement shall be forwarded to the bus driver. *(The Administrator's signature shall include the administrative title, the time and date signed. If there are any questions, administration should contact the parents.)*
7. Only students in an organized, supervised Alta Sierra activity may ride the after-school recreation bus. Students must obtain a bus pass from their supervising teacher or coach to ride the after-school bus. Students loitering on campus after school are subject to disciplinary action.

POSTED BUS RULES OF CONDUCT

ALL SCHOOL AND CUSD REGULATIONS APPLY WHILE ON OR NEAR A SCHOOL BUS!

1. Fighting (physical contact)***, fighting (verbal altercation)**, threatening behavior and/or harassment***, of any kind is prohibited.
2. Weapons, smoking, laser pens, drugs, or alcohol are forbidden on or near a school bus.***
3. Cross the street in front of the bus and only under the supervision of your bus driver.***
4. Follow the instructions of your bus driver at all times.**
5. Students are to remain seated and facing the front while the bus is in motion. **
6. Keep your arms and head inside the bus at all times.**
7. Profanity, indecent language, or obscene gestures are prohibited.**
8. Any property defaced or destroyed on the school bus will be paid for by the student and/or parent/guardian.**
9. Eating, drinking, and chewing gum are prohibited.*

10. Spitting or throwing objects on the bus or out the window is prohibited.*
11. Loud or boisterous noises, singing, or whistling will not be permitted.*
12. Glass objects, inflated balloons, cleats, radios, tape recorders, roller blades, and skateboards will not be permitted.*
13. Animals or insects (dead or alive) are not allowed on the bus.*

Failure to comply with these rules will result in the following:

***Zero Tolerance = 10 day suspension from bus

**Level One = 5 day suspension from bus

*Level Two = 2 day suspension from bus

California law governing school buses and school pupil activity buses (SPAB) "Holds the driver responsible for the orderly conduct of pupils while aboard the bus" (5CCR 14103). It also states "a school bus or SPAB shall not be put into motion until all passengers are seated. All passengers must remain seated while the bus is in motion." (13CCR 1217). This means that students cannot use the restroom facilities aboard a SPAB while the bus is in motion. Failure to abide by one or more of these rules shall result in the loss of bus riding privileges.

Each bus driver will be responsible for the bus and for all passengers at all times, except when students are under the sole jurisdiction of a faculty member at the activity or event that they are attending.

PROCEDURE FOR ISSUING A "WARNING OF UNSATISFACTORY CONDUCT ON OR NEAR A SCHOOL BUS"

At the driver's discretion, up to two warnings may be issued to a student before issuing a "Notice of Unsatisfactory Conduct" referral. A driver may choose to issue a "Warning of Unsatisfactory Conduct" in lieu of a "Notice of Unsatisfactory Conduct" referral. A maximum of two warnings may be issued per student, per item as indicated on the warning report.

BUS DISCIPLINE PROCEDURES

1. Violation of the posted rules and regulations shall result in the loss of bus riding privileges. A student who rides the bus in the Clovis Unified School District is disciplined in accordance with the statutes of the State of California and will be subject to disciplinary actions for violation of any of the Posted Rules of Conduct for CUSD, as outlined in District Policy.
2. Disciplinarians shall normally apply progressive discipline procedures when the driver issues a "Notice of Unsatisfactory Conduct On or Near School Bus" referral as outlined:
 - a. The first referral and second referral - the school site administrator issues appropriate discipline as outlined:
 - "Zero Tolerance" section = 10 day suspension from bus
 - "Level One" section = 5 day suspension from bus
 - "Level Two" section = 2 day suspension from bus
 - b. The third referral - suspension from all CUSD buses for the remainder of the school year.
3. In cases where the disciplinarian determines that the student behavior causes a danger to person or property, the student shall be immediately suspended from ridership.

District Policy AR8301 mandates that all field trips "be supervised by certificated teachers of the District and said teachers will accompany the students on the bus. The principal will determine the number of teachers for such supervision. Adult chaperones should be provided for every eight to ten students. **Only authorized chaperones and participating students are permitted transportation on field trips.**"

STUDENT ACTIVITIES

"**Involvement**" is a key word at Alta Sierra Intermediate School. The goal is to involve every student in at least one co-curricular program. To help meet this goal, a wide variety of clubs and activities are offered each year. Membership sign-ups for Alta Sierra clubs are conducted on Club Days in September/October, an occasion which gives students the opportunity to meet the club advisors, obtain information, and sign up for the club of his/her choice.

STUDENT GOVERNMENT

The government of the Alta Sierra Intermediate Student Body is vested in a Student Council consisting of the five elected eighth grade officers: president, vice-president, secretary, treasurer, and rally commissioner. The Student Council meets twice monthly, at which time business is transacted, and Student Body activities are discussed. To become a candidate for office, a student must file an appropriate petition and satisfy the citizenship requirement. Elections will be held during the last month of the school year. A simple majority of votes cast is necessary for election.

ALTA SIERRA 7TH AND 8TH GRADE SPORTS

In order to provide as much exposure to the athletic opportunities that students may select from later in high school, Alta Sierra offers a four-season sports program that offers every student the opportunity to participate in some form of organized team sport and be a member of a team. Each team member is recognized at school-wide rallies and at formal Athletic Awards programs, where they will receive a certificate of participation. The four seasons are noted below, along with the tentative start and end of each season.

Alta Sierra Intermediate School participates in the Clovis Intermediate Athletic League (CIAL) in all sports. Members are the five intermediate schools: Alta Sierra, Clark, Granite Ridge, Kastner, and Reyburn. Alta Sierra will offer 58 different teams in all sports offered at the high schools. Most of our sports do not restrict team membership by a selection process. The Cross Country, Wrestling, Swimming, Diving, Water Polo, and Football teams do not restrict team memberships by a selection process. Coaches make team selections for all teams.

FALL (Mid-August to late October)

Cross Country (Boys & Girls Teams)
Football (7th Grade & 8th Grade Teams)
Girls Tennis (JV & Varsity Teams)
Girls Volleyball (7th & 8th and JV 7th & 8th Teams)
Water Polo (Boys 7th & 8th and Girls 7th & 8th Teams)
Girls Golf (Varsity)

WINTER (November to January)

Boys Basketball (7th & 8th Teams) & JV 7th & 8th Teams)
Girls Basketball (7th & 8th Teams & JV 7th & 8th Teams)
Wrestling
Girls Gymnastics (Varsity)
Soccer (Boys 7th & 8th Teams and Girls 7th & 8th Teams)

SPRING (February to May)

Baseball (7th & 8th Teams and a 7th/8th Combo Team)
Softball (7th & 8th Teams and a 7th/8th Combo Team)
Swimming/Diving (Boys & Girls)
Track (Boys & Girls Teams)
Boys Volleyball (7th & 8th Teams and JV 7th & 8th Teams)
Girls Badminton
Boys Golf (Varsity)
Boys Tennis (JV & Varsity Teams)

Summer camps and off-season training programs are facilitated by the Clovis Unified School District to assist students in developing their current skill levels. An intramural sports program is offered during the school year for those students wishing to participate in a non-competitive program that fosters an enjoyment of the particular activity and growth experiences.

It is the philosophy of the Clovis Unified School District to encourage students to be connected to school in as many ways possible. The athletic program provides this opportunity for such involvement and the challenge of maximizing each student's personal and athletic potential.

ATHLETES AND GAME DAY

All athletes are required to dress out and participate in physical education each and every day. If an athlete has a game or meet that requires them to leave early from PE, they are still expected to dress out and participate until released.

POLICY ON CONFLICTING SCHOOL ACTIVITIES

Student participation in activities is recognized to be an integral part of the total educational program. Occasionally, a conflict in schedules may arise. In such cases, the following policy shall apply:

RESPONSIBILITY OF THE STUDENT:

1. To inform the teachers/coaches/advisors involved of any conflict as soon as possible; and
2. To be fully aware of his/her obligation to all groups involved.

RULES OF ELIGIBILITY

1. RESIDENTIAL ELIGIBILITY

- a. A student has residential athletic eligibility upon initial enrollment in the seventh grade at Alta Sierra. The student must live in the Alta Sierra attendance area.

2. TRANSFER OF ELIGIBILITY

- a. A student may have transfer eligibility provided:
 - 1) There is a bona fide change of residence from one attendance area to another when the entry family moves to the new attendance area, provided that the full family move is not the result of disciplinary action at the student's previous school.
 - 2) The student will become eligible after sitting out of athletics for one calendar year from the time he/she entered the school if there hasn't been a bona fide move.

3. INTRA DISTRICT TRANSFERS

- a. Intra district transfers are transfers from a Clovis Unified School to another Clovis Unified School without a full family move.
 - 1) The student who transfers on an intra-district transfer is ineligible for 365 days at the new school.
 - 2) The student who transfers on an intra-district transfer and is ineligible can appeal the ineligibility to the Clovis Unified School District athletic eligibility committee.
 - a) The appeal will be evaluated according the CIF 215 rule "Hardship".

4. INTER DISTRICT TRANSFERS

- a. Any student who transfers into this school district shall be ineligible for athletic and extra-curricular activity participation for one (1) calendar year from the date of first attendance within the District.
- b. The one year ineligibility includes foreign exchange students, foreign students, and any student who has transferred from another District without the student's parents, legal guardian(s) or caregiver even though a new legal guardian or caregiver is appointed who does meet the one year residency requirement.

5. WAIVER OF INELIGIBILITY

- a. If a student is determined to be ineligible due to the residency requirement, the student may apply for a waiver of ineligibility.
- b. To qualify for a waiver the student must be able to demonstrate that a hardship caused the student to be ineligible. A hardship is defined as an unforeseeable, unavoidable, and uncorrectable act, condition, or event, which causes the imposition of a severe burden, that is non athletic related and unrelated to the activity in which the student wishes to participate, upon the student or his/her family and outside of the student or family's control. (See, e.g. CIF Rule 215.) Further, if a foreign exchange student can prove he/she has never previously participated in a specific or related sport

or competitive extracurricular activity, said student may apply for a waiver of ineligibility; however, the burden of proof is the student's and all other eligibility rules will apply.

6. PROCEDURE TO OBTAIN WAIVER

- a. The student shall submit an application for waiver to the waiver committee, a three-person committee appointed by the Superintendent. The application shall include a statement of facts and circumstances that excuse the student's ineligibility. In addition, the application shall be signed by the student and if the student is under eighteen (18) years of age, by a parent or guardian.
- b. If the waiver committee finds that the circumstances that cause the student to be ineligible were caused by involuntary and /or unavoidable action such as the committee could not reasonably expect the student to comply with the residency requirement, the committee shall grant a waiver. All decisions of the committee shall be final and binding, without further review by the Board.

7. OPEN ENROLLMENT INTRA DISTRICT TRANSFER

- a. All students requesting an Open Enrollment transfer will be athletically ineligible for 365 days as per **CUSD POLICY 2208**. You may appeal athletic ineligibility to the CUSD Athletic Eligibility Committee. The recommendation will follow the criteria of the 215 rule. If a student chooses to go through the open enrollment process a second time and receives an open enrollment transfer for education purposes, the student will then be athletically ineligible for the remainder of his/her high school career at the new school. Please see CUSD Policy 2505 for further information.

8. ELIGIBILITY SEMESTER RULE

- a. Elementary School Athletic Eligibility Semester Rule
When a student first enters the fifth grade, he/she has 4 consecutive semesters to complete athletic eligibility in student football, boys volleyball, girls volleyball, boys basketball, student baseball and softball.
- b. Intermediate School Athletic Eligibility Semester Rule
When a student first enters the 7th grade, he/she has four (4) consecutive semesters to complete their athletic eligibility.
- c. High School Athletic Eligibility Semester Rule
When a student enters the 9th grade, he/she has eight (8) consecutive semesters to complete their athletic eligibility.
- d. High School Reclassification Eligibility
To determine a student's normal progress toward graduation, the school will use the graduation date of the class that he/she originally enrolled in at the 9th grade level that began his/her high school eligibility.

**ACADEMIC STANDARDS FOR
ACTIVITY/ATHLETIC PARTICIPATION**

- 1. The Clovis Unified School District requires all participants in activity/athletic activities to maintain a 2.0 or better G.P.A. during the previous six-week grading period. All participants must be making satisfactory progress. If a participant falls below these requirements, he/she may retain eligibility by attending a two (2) hours per week academic lab and demonstrate satisfactory progress. If a student does not meet eligibility criteria for two (2) consecutive grading periods, he/she will automatically be ineligible to participate during the subsequent grading period.
- 2. Alta Sierra Intermediate Academic Lab Obligations:
 - a. Students are responsible for providing transportation, if needed.
 - b. Be on time.
 - c. Bring necessary materials to class.
 - d. Complete assigned work to the satisfaction of the teacher.
 - e. No horseplay will be tolerated.
 - f. Complete a grade check with teachers when requested.
 - g. Students are required to attend all study sessions for each six-week period until they have removed themselves from activity/athletic probation.

3. Academic Probation Requirements:

Should a student who fails to earn a 2.0 grade point average at the conclusion of any six-week grading period, he/she will be placed on academic probation. The student shall participate in the study hall requirements listed above. Should the student fail to attend academic lab on a weekly basis and/or not demonstrate progress in improving achievement, that student shall be restricted from activity/athletic participation the subsequent week. Should the student fail to earn a 2.0 grade point average at the conclusion of any particular quarter he/she is on academic probation, he/she shall become ineligible from participation for the complete subsequent six-week grading period. Upon earning the minimum 2.0 grade point average at the conclusion of the next grading period, the student shall regain his/her eligibility for activity/athletic participation.

CALIFORNIA INTERSCHOLASTIC FEDERATION ETHICS IN SPORTS

This policy governs intermediate and high school athletes.

I. Policy Statement

The Central Section, C.I.F., is committed to the exhibition of sportsmanlike and ethical behaviors in and around all athletic contests. All contests must be safe, courteous, fair, controlled and orderly for all athletes and fans alike.

It is the intent of the C.I.F. that violence in any form will not be tolerated. In order to enforce this policy, the Central Section has established rules and regulations that set forth the manner of enforcement of this policy and the penalties incurred when violation of the policy occurs. The rules and regulations shall focus upon the responsibility of the coach to teach and demand high standards of conduct, and to enforce the rules and regulations set forth by C.I.F.

The Central Section requires the following Code of Ethics be issued each year and requires signing by student athletes, parent/guardian, and coaches each year prior to participation as a guide to govern their behavior.

II. Code of Ethics

- A. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
- B. To eliminate all possibilities which tend to destroy the best values of the game.
- C. To stress the value derived from playing the game fairly.
- D. To show cordial courtesy to visiting teams and officials.
- E. To establish a happy relationship between visitors and hosts.
- F. To respect the integrity and judgment of sports officials.
- G. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
- H. To encourage leadership, use of initiative, and good judgment by the players on a team.
- I. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
- J. To remember that an athletic contest is only a game, not a matter of life and death for player, coach, school, official, fan, or nation.

III. Violations and Minimum Penalties (Applicable to players and coaches from time of departure until time of return from all contests.)

Act

1. First ejection of player or coach from a contest for unsportsmanlike conduct.

Penalty

Ineligibility for next contest (league/non-league tournament, invitational, playoff, etc., scrimmages excluded). The next contest could be the second game of a doubleheader or even the next season of sport. Athletes competing in concurrent sports would be ineligible for both sports.

- | | |
|--|--|
| 2. Second ejection of player or coach from a contest during same season of sport for unsportsmanlike conduct. | Ineligibility for next two contests as above. |
| 3. Third ejection of player or coach from a contest during same season of sport for unsportsmanlike conduct. | Ineligibility for all contests for one calendar year (365 days). Any appeal must be made through the C.I.F. Eligibility Committee. |
| 4. Any players that leave the "bench" area to begin a confrontation or leave these areas during an altercation. | Ejection from the contest for those players designated by the officials. The officials may terminate the contest. One or both teams may forfeit the contest. |
| 5. When players leave the bench area to begin a confrontation or leave the bench area during an altercation and, in the opinion of the officials, the situation is OUT OF CONTROL. | Contest stopped. Ejection from the contest for those players designated by the officials. The team(s) that left the bench area must forfeit the contest, record a loss, and the team(s) and players will be put on probationary status for the balance of the season. A second similar infraction during the season of sport will result in cessation of the season for the team(s) and/or players. If the act occurs at the end of the season, the probationary period will extend to the next year's season of that sport. Any appeal would have to be made to the C.I.F. Executive Board. |
| 6. Illegal participation in next contest by player ejected in previous contest. | Ineligibility for remainder of season for player. Forfeiture of contest. |
| 7. Illegal placement of ejected player or illegal participation by coach ejected in previous contest. | Constitution and sport governing rules and procedures for a coach whom knowingly violates C.I.F. rules. |
| 8. Any acts of a more serious nature by individuals or teams or situations not specifically covered by this policy or the Constitution or governing rules. | Section Commissioner may determine and implement penalties for individuals and teams not otherwise specified by C.I.F. Central Section Constitution and Bylaws. |
| 9. A suspended player or coach is not allowed to attend a game or contest as either a spectator or participant. The player or coach must be TOTALLY removed from the area or building in which the contest is being conducted. The player or coach may be allowed to participate in practices on days other than the day of the contest. | |

APPEALS PROCEDURE

Unless otherwise specified, an appeal of the ineligibility of a player or coach may be made in writing to the Alta Sierra Athletic Director.

PHYSICAL ASSAULT

C.I.F. State Constitution Article 5, Section 522. Any student who physically assaults the person of a game or event official shall be banned from interscholastic athletics for the remainder of the student's eligibility. A game or event official is defined as a referee, umpire, or any other official assigned to interpret or enforce rules of competition at an event or contest. (Note: Central Section also includes coaches, administrators, or other school personnel assigned to the contest or event.) A student may, after a lapse of 18 calendar months from the date of the incident, apply for reinstatement of eligibility to the State Commissioner.

CO-CURRICULAR CODE OF ETHICS

INTRODUCTION

Students who participate in all co-curricular activities, including athletics, pep & cheer, band, and choir, at Alta Sierra are expected to adhere to a high standard of behavior as outlined in the Code of Ethics. It is important for our students to realize they represent the school and the community at all times. The Code of Ethics applies seven (7) days a week/24 hours a day during season of sport. Students in co-curricular activities serve as role models for the younger students in our district and the rest of the student body. They have a commitment to their teammates and coaches; to be at their best, physically and mentally, at all times. *Participation in these activities is a privilege.*

CODE OF ETHICS

1. Your citizenship is to be satisfactory as judged by the principal or designee. Any actions that result in suspension shall be considered a code violation.
2. Any serious or on-going violation of school or team rules. Things such as disruptive behavior, profanity, tardies, and attendance, may result in suspension from the activity or team.

DISCIPLINE FOR VIOLATION OF THE CODE OF ETHICS

Any participant who violates any provision of the code may be subject to the following:

First Offense:

1. 14 calendar days or 10 school days of non-privilege of which only 5 days may be worked off.
2. May result in a one (1) to three (3)-day suspensions from school.
3. An Activity/Athletic Board hearing will be conducted during the non-privilege period. The Board will determine if the student will be allowed to return to his/her co-curricular activity and, if allowed to return, under what conditions. Depending on the severity of the offense, the Board has the right to:
 - a) Suspend the student from competition for one calendar year.
 - b) Extend the length of the non-privilege period as they deem appropriate.
 - c) Accept the student back on the team immediately after non-privilege period ends.
 - d) Assign the student to additional counseling or a rehabilitation program.

Second Offense:

A second offense will carry all the same potential penalties as a first offense and may result in recommendation for removal from the co-curricular program or continued suspension.

CO-CURRICULAR BOARD

1. The purpose of the Board is to deal with each individual incident in a fair and appropriate manner based on the circumstances involved.
2. The chairperson of the Board will be the Principal's designee and could include but is not limited to the following people:
 - a. Athletic Director, Activities Director, or Director of that activity;
 - b. Other staff member.
3. Parents and coaches may attend the Board hearing.

OTHER REGULATIONS

1. Participants quitting a sport will not be allowed to participate in another sport until the season of that sport has concluded.
2. The District has very specific academic requirements for all participants in co-curricular activities. Briefly stated:
 - a. All participants must be making satisfactory progress toward graduation.
 - b. A student, who falls below a 2.0 grade point average for the first time, will be allowed to participate if he/she attends academic detention or academic lab each week during the season of the sport. If the student falls below a 2.0 GPA for two consecutive grading

periods, he/she will be ineligible until the next grading period at which the student must have a 2.0 GPA or higher.

- c. Every student must be passing a minimum of four (4) subjects to retain eligibility.
 - d. Activity/Athletic participants may be held to additional standards as determined by the coach or advisor for that activity.
3. Attendance is required on days of contests. Athletes must be in class a minimum of four (4) hours the day of a contest or four (4) hours the day before a contest if the contest is on a non-school day. This includes excused or unexcused absences. Only the principal, with prior knowledge, can excuse an athlete's absence from school.

PARENT/GUARDIAN GUIDELINES/EXPECTATIONS OF STUDENT ATHLETES

Over the past few years it has come to our attention that some parents and students have some serious misconceptions regarding the school competitive athletic program. Please take a few minutes to read this letter. Hopefully, this will help you understand how a competitive program is conducted and what comprises our expectations and philosophy. We hope this information makes you and your student-athlete's experience with our athletic programs less stressful and more enjoyable.

1. In each program, a coach and/or coaches are hired by the school district to be responsible for team selection. The head coach establishes criteria for selection, possibly with input from the entire coaching staff. By its very nature, this may be a highly subjective process. Team selection, practices, and decisions regarding game situations are the responsibility of the coaching staff.
2. The Alta Sierra Intermediate School's athletic programs have become highly competitive. Due to a large school and limited opportunities, we are not able to place every student-athlete on a team who wishes to participate. While this is not our desire, it is our reality. The hardest thing our coaches have to do is to tell young people they will not be on a team. Please be sure when your student-athlete tries out for a team, both you and he/she understands there is a real possibility he/she may not be selected. Normally, coaches have a very short amount of time to make team selections. They try to do the best they can in keeping the most skilled and hardworking athletes and filling positions for play. Their goal is to assemble the most competitive team possible. Any one of us might select different athletes for the team. We believe it is the coaches' responsibility and right to select the team with whom they will work for the entire season.
3. Our experience in athletics reveals that there are many "club, travel, or all-star teams" sponsored by many different organizations. Each coach looks for something different in his or her players. Participation on a "club, travel, or all-star team" does not guarantee any player a spot on any school team. While we believe players can gain valuable experience outside of the school athletic program, neither parents nor students should count on this type of participation to 'guarantee' a spot on a school team. Please remember club sports are not going to get your student-athlete a scholarship. Your student-athlete will get himself/herself a scholarship by being good. There are a number of misinformed parents out there thinking just because their student-athlete is on a club team, they will go to the next level.
4. In addition to teaching life's lessons, a component of a competitive athletic program is to put the most capable members of a team in competition to win the contest. Starting positions and playing time are not guaranteed to anyone. Each member of a team is very valuable to the team's overall progress. Some may play a great deal of time in a contest while others may not see what a parent would consider "significant" playing time. Each student should have personal improvement as one of his or her goals. Keep in mind that everyone develops at his or her own pace. Sometimes a talented athlete may be overlooked. Students who are not selected for a

team are encouraged to keep practicing and preparing for next year. Some of the most skilled high school, college, and professional players were not selected to play for their intermediate school.

5. The student-athlete and parent need to understand a commitment must be made to attending all practices, contests, and team meetings. An athlete must be willing to sacrifice his/her own desires for the good of the team. If a conflict arises, the commitment to the team takes priority. Interscholastic athletics is a voluntary program. Thus, competition is a privilege and not a right. Along with this privilege comes the responsibility to conform to standards established for the school athletic teams. This privilege may be revoked when the athlete fails or refuses to comply with the rules.
6. By being a member of a team, regardless of time spent in actual competition, a person can learn many valuable life lessons. Among them are the following: citizenship, sportsmanship, appreciating good play by an opponent, working together to meet team goals, responsibility and commitment to team and school, loyalty, placing team above self, learning to accept instruction and criticism, respect for others, winning and losing with dignity, self-control, and being responsible for one's own actions.
7. Remember what sports are about. Appreciate what school athletics can do for an adolescent. It's important to take an active role in your student-athlete's athletic career, but we would like you to do so for the sake of making them a better person not a better athlete. **Please keep things in perspective.**

We sincerely hope this helps you to understand the goals and philosophies of the competitive athletic program at Alta Sierra Intermediate School. Please feel free to contact us if you have any questions regarding any aspect of the athletic program.

SPORTSMANSHIP

Parents play an essential role in helping student-athletes learn the values of winning and losing, and the expectation of good sportsmanship. The importance of parents behaving as model spectators cannot be overstated. Of particular concern are parents who harass officials or opponents or make comments in the stands regarding judgment decisions made by the coach. This is counterproductive and tends to destroy the values of good sportsmanship and the game. **Alta Sierra reserves the right to ask any person who is not demonstrating good sportsmanship to leave the gym or playing field.**

MAKING THE TEAM

The Athletic program at Alta Sierra Intermediate School wants to encourage all students to go out for a sport and participate. All of our coaches want to include as many student athletes in their programs as they are able to accommodate. It is not always possible, however, for all students to make every team for which they try out. Each coach determines his/her own specifications and conducts a tryout to select the most capable student athletes for his/her particular team. The coach has the final decision on student athletes who will participate on the team. Student athletes cut from one sport may want to try out for a second sport during the same season and are encouraged to do so. Student athletes need to make contact with the coach responsible for the second sport to arrange a try out. The scope and breadth of the tryout is the coach's discretion.

WHEN A CONCERN ARISES

What are appropriate issues to discuss with the coach? This is often the question many parents have when their student-athlete is participating in sports.

Parents Are Encouraged to Discuss:

- the treatment of their student-athlete
- ways to help their student-athlete improve
- concerns about their student-athlete's behavior

- coaches' philosophy
- coaches' expectations for their student-athlete and team
- team rules and requirements
- sanctions incurred by their student-athlete
- scheduling

Parents Are Not Encouraged to Discuss:

- placement on teams
- playing time
- strategies used by the coach during contests
- other student-athletes

Special Note: It is very difficult to accept that your student-athlete is not playing as much as you hoped he or she would. Coaches are professionals. They make judgment decisions based on what they believe to be in the best interest of the team. The coach must take into account **all** members of the team, not just your son or daughter.

WHEN CONTACTING A COACH:

It is imperative that parents respect the position of the coach and direct any concerns to the coach first. If you wish to discuss a problem or issue concerning your student-athlete, begin by contacting his/her coach. Often the problem or issue is resolved at this level. ***Please DO NOT attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.***

If you feel the meeting with the coach did not provide a satisfactory resolution, please contact the Athletic Director. The Athletic Director will attempt to mediate a resolution.

SPECTATOR CODE OF ETHICS

STATEMENT OF PURPOSE

To achieve the proper goals of athletics, the school and the public must be informed concerning the role of athletics. School athletics are part of the education of each student, whether students are participants or spectators. We at Alta Sierra are in a position to utilize athletics as a part of the educational program by continuing to develop the responsibilities that belong to the school and the public. We encourage all students to learn the fundamentals of each game and to participate in each sport to the maximum of their abilities. We further encourage all students to learn and understand the rules of fair play and good sportsmanship, as well as the rules of the games so that they may enjoy participation in athletics and be well-informed spectators. There is every reason to believe that inter-school athletics can aid in all efforts to stimulate and motivate the establishment of sound policies and wholesome practices at Alta Sierra Intermediate School.

The following is a SPECTATOR CODE OF ETHICS designed to help achieve our goals of athletic education:

1. Spectators are an important part of the game and should at all times conform to accepted standards of good sportsmanship and good behavior.
2. Spectators should at all times respect officials, coaches, and players as guests in the community and extend all courtesies to them.
3. Enthusiastic and wholesome cheering is encouraged.
4. Booing, stamping of feet, and disrespectful remarks should be avoided at all times. (Cheer for your team, not against the other team.)
5. Bells, whistles, or noisemakers of any kind that interfere with any athletic event are not acceptable.

As adult behavior affects student behavior, spectators should encourage all people to observe the Alta Sierra Intermediate School CODE OF ETHICS. Those who do not respond should be reported to the proper school authorities immediately.

BLUE SLIP PROCESS

Alta Sierra students are required to be in good standing academically and behaviorally before they are allowed the privilege of attending a field trip. It is important for the student's teacher to ensure the student is in good standing before signing a blue slip to support this philosophy. It is just as important for advisors of a club and/or field trip to support this philosophy with the students involved in their activity. Students that miss class for a field trip must turn in work according to the teacher's late work policy for excused absences.

The blue slip process is as follows:

- Advisors are to distribute blue slips to all students attending the trip at least two school days before the date of the trip.
- Each student attending a field trip must have their blue slip signed by each of their teachers for grading and behavior clearance.
- Completed blue slips are to be collected by the field trip advisor for each student attending.
- All completed blue slips and a roster of students are to be turned into the attendance office no later than 24 hours before the departure time of the trip.

Students that represent Alta Sierra in an athletic or co-curricular capacity (i.e., athletics, choir, band, science fair) do not need to use the blue slip process. Our co-curricular eligibility policy ensures that these students are in good standing before they represent Alta Sierra.

GENERAL STUDENT INFORMATION AND PROCEDURES

DAILY BULLETIN

Announcements will be made each morning along with a patriotic observance. The Daily Bulletin is e-mailed daily to every teacher for the students' review.

STUDENT INSURANCE

All Alta Sierra Intermediate students have access to a voluntary accident insurance program for a nominal fee to assist in the payment of doctor and hospital services for injuries occurring on campus or while participating in activities or sports under school supervision. Information on these policies is available in the Main Office.

DANCE REGULATIONS

1. Dances are for Alta Sierra students. No other intermediate school students will be allowed. **IDs for all students are required to attend dances. All Alta Sierra and CUSD rules/policies will be enforced.**
2. No consumption of alcoholic beverages will be allowed. If any student is suspected of being under the influence of a controlled substance, the parents will be notified and/or the student may be referred to law enforcement officers and taken into custody. The Zero Tolerance policy will remain in effect.
3. Students must attend school on the day of the dance. Students may not attend the dance if they are on the non-privilege list or have been suspended since the previous dance. Students not in good standing for grades or behavior with a Learning Director may be added to the non-privilege list.
4. Students must dance appropriately and face one another at all times. Inappropriate dancing may result in the student being removed from the dance and he/she will forfeit their privileges for the next dance.

All dances are usually scheduled from 6:30 p.m. to 8:00 p.m. Students will not be allowed to leave dances early unless parents come to the door. **Students not picked-up by 8:30 p.m. will forfeit their privileges for the next dance.**

CAMPUS VISITORS/VISITORS POLICY

In compliance with Board Policy, **students may not bring non-Alta Sierra students on campus during the school day.** Parents are invited to visit the school or classes upon 24-hour notice. All visitors must check into the main office to receive approval and a visitor's pass. This restriction is due to space availability at the school, and insurance requirements, as well as legal liability. Student activities are for Alta Sierra students only. Alta Sierra reserves the right for approval or denial of visitor's passes.

MESSAGES, BALLOONS AND FOOD DELIVERIES

- Deliveries of balloons, flowers, and gifts will not be accepted.
- Students may not place orders for outside food deliveries.
- Personal messages from friends will not be taken.
- **The main office provides a drop off table. Parents may leave items on the table for students to pick up. This is based on an honor system. The staff is not responsible for letting the students know that there are items for them to pick up, or for items that are missing from the table.**
- Students are expected to remember their homework, projects, and materials. However, if items are dropped off in the main office, a note will be delivered to the student **at the end of the period** instructing them to pick up the item in the main office. Parents, as we work together to prepare your child for high school, please help them be responsible by letting them be held accountable if they come to school unprepared.

STUDENT BOOK LOCKERS

Student book lockers are provided for the convenience of the student and to help protect school issued property. Students may purchase a school lock for \$6.00. **Students are responsible for all school issued property.** Students and parents accept full financial responsibility for school property checked out to them, lost or damaged, as a result of storage in the assigned locker. Alta Sierra is not responsible for the damage to property as the result of a fire, water, or any other degree of tampering of the assigned locker.

Laptops must not be stored in student book lockers. Alta Sierra recommends that students not store items of value in book lockers. It is highly recommended that **students should clear all items from book lockers after school, on weekends, and holidays.** Lockers will only be issued to students who return a completed waiver of school liability form.

The school does not relinquish control over the lockers and retains the right to examine the contents of the lockers at any time. If a lock or locker does not function properly, make a report to your Learning Director's Office. The locker will either be repaired or the student will be issued another locker. **The school is not responsible for lost or stolen articles. Anything left in lockers at the end of the school year will be given to a charitable organization.** There is to be no loitering around book lockers.

LAPTOP LOCKERS

A limited number of outside laptop lockers are available during the school day to secure student laptops during elective classes, PE, break, and lunch. These lockers are also available after school for students participating in co-curricular activities. Students may purchase a school lock for \$6.00. All locks and laptops must be removed by 6:30 p.m. or by the end of a sporting event that day. Locks left after that will be removed and all contents will be secured in a Cluster Office.

BICYCLE RACKS

Bicycle racks are provided for students to lock their bikes. Students must not chain or fasten bikes to trees or light poles. There will be no loitering allowed in this area. **Students need to wear helmets when riding their bicycles. (VC21212).**

STUDENT IDENTIFICATION

Students must have ID cards in their possession at all times. Students not in possession of their ID card will be subject to disciplinary action. Students must carry their student ID card to ride the bus, purchase food, check out books, and attend school dances.

If a student loses his/her ID card, he/she should report to the main office for a replacement. The fee will be \$5.00 for replacement ID cards.

FREE/REDUCED LUNCH

For those students who qualify for free and reduced-cost lunches, applications may be picked up in the Main Office. Completed applications must be returned to the main office for approval of eligibility.

Students wishing to deposit money in their lunch account may do so in the cafeteria.

BRUIN ESSENTIALS

Bruin Essentials is a student store which provides the student body with school supplies. It is located in room 501, and is open at break and lunch.

POLICY ON STUDENT FUND-RAISING ACTIVITIES

All student fund-raising activities must be associated with an Alta Sierra Intermediate School club or organization and must have prior approval from the Student Activities Office and School Board Approval.

LOST AND FOUND

Articles should be turned into the Cafeteria (clothing) or Cluster Office (backpacks, wallets, jewelry). Items can be easily claimed with proper identification. Articles not claimed will be donated to charity in December and June.

PHYSICAL EDUCATION PROGRAM GUIDELINES

Each student is provided with the Physical Education Guidelines the first week of school. The P.E. instructors review the Guidelines in detail with all students including the Dress-Out Policy. These Guidelines are to be taken home and reviewed by parents. Parents are requested to sign a portion of the Guidelines that is then detached and returned by the student to their P.E. instructor. **See the Physical Education Guidelines for Details.**

LUNCH TIME PE

Students attend lunchtime PE Monday-Friday. A list of these students will be sent to all teachers at the beginning of the year. Students in lunchtime PE should not be assigned lunch detention, lunch labs, or other lunch assignments that will interfere with their attendance. Alternate arrangements should be made with these students. Students must be in good standing based on the following criteria: attendance, behavior, and academics. Students who have 5 or more unexcused absences or non-dresses may be removed and placed in a traditional PE period.

ZERO PERIOD PE

Students attend zero period every day except Wednesday. Zero period PE starts at 6:50 a.m. and ends at 7:44 a.m. Students must arrive at school dressed in the proper PE attire. Students must be in good standing based on the following criteria: attendance, behavior, and academics. Students who have 5 or more unexcused absences or non-dresses may be removed and placed in a traditional PE period. Unexcused absences or non-dresses can be made up during lunch time PE with the permission of the PE instructor.

PHYSICAL EDUCATION UNIFORMS

Physical Education uniforms are required of all Alta Sierra students. Physical Education uniforms, including T-shirt and shorts, are available for sale during registration. Uniforms may be purchased the first two weeks of school from the Physical Education teachers. After that, uniforms are available for purchase in the front office.

SCHOOL FINANCE

STUDENT BODY FINANCE OFFICE

The Finance Office does not cash checks for students. Checks should be written to Alta Sierra Intermediate (ASI) for the amount of purchase only. Arrangements for payment of returned checks not made after one (1) notice by mail are then charged as an obligation to the student. A \$20.00 service charge will be assessed on each returned check.

- Students with financial obligations will not be permitted to register until late registration or until their financial obligations have been met.
- Financial obligations may be cleared before school until 7:44 a.m., after school until 4:00 p.m., and during the lunch period.
- Students who have not cleared financial obligations will be considered for non-privilege status.

LIBRARY MEDIA CENTER

MISSION

The mission of the LMC is to provide the intellectual, print, electronic, and equipment resources necessary to promote student academic achievement. The LMC is located at the geographic center or hub of the campus. Its purpose is to promote effective use of resources available to teachers, staff, parents, and students.

GOALS OF LIBRARY MEDIA TEACHER

- To collaboratively plan and team teach units of study developed by core academic teachers that meet the California standards, goals, and objectives.
- To ensure the integration of information skills in core curriculum, guiding students to become effective users of information.
- Promote independent and guided reading of recreational, textual, and functional materials through selection and distribution of resources.
- Provide students access to technology, research materials, and Internet assistance while using the LMC with a class or individually.

LMC HOURS & CONTACT INFORMATION

Days and times are as follows:

Monday - Thursday 7:30 a.m. – 4:00 p.m. Friday: 7:30 a.m. – 3:00 p.m.

Teacher Librarian – Tami Wilde

LMC RESOURCE CHECKOUT GUIDELINES

- Textbooks are checked out for the entire school year. Students must keep the textbook **COVERED** at all times. **Please do not use sticky covers or tape covers to textbooks. This causes damage.** Also, the covers that stretch over the books need to be the right size or they can cause the corners of the textbook to bend which will lead to more damage. Textbooks should not be stored in student lockers as water damage can easily occur.
- Fiction and Non-fiction books: 2 week check-out
- Lost or damaged resources will be charged to the student.
- A fine of 10¢/day is charged for each late library book.

LMC USE GUIDELINES

1. Students may use the LMC resources at the times listed above. Appropriate activities include:
 - a. Read or study.
 - b. Use computers and printers to process assignments given by teachers.
 - c. Use print and electronic sources listed below, within the guidelines given.
2. Video Games MAY NOT be played at any time in the LMC either on student laptops or the library computers.
3. Print & Electronic Resources
 - a. **OPAC** (On-line Public Access Catalog) – This program is called Destiny Quest and can be accessed from ASI's LMC page on any computer connected to the Internet. Use Destiny Quest to search for materials in the library.
 - b. **Internet** resources can be accessed in the LMC by any student with a supervised class or by students individually with a **signed Permission for Internet Use** on file.
4. Student Resource Check-in/Check-Out
 - a. Students need a pass to visit the LMC during class time.
 - b. Students may check out resources during class time with an **ID card**.
5. Students may use the library before school, at break and lunch, or after school without a pass
6. Student Fines – Damaged or Lost Resources
 - a. A fine of 10¢/day Monday - Friday is assessed for late resources with a maximum \$3.00 fine. Overdue fines should be cleared before checking out new books.
 - b. Students will need to pay damage or replacement costs if a book/resource is damaged or lost.
 - c. Payment will be refunded for all lost items recovered within the calendar year.
7. Students Leaving Alta Sierra
 - a. All textbooks and library resources need to be checked-in or reimbursed if lost prior to student check-out

LMC END OF THE YEAR GUIDELINES

1. All library books are due two weeks before the last day of school.
2. Student Textbook Check-In
 - a. All students should have covers off and marks erased.
 - b. Damage: Students will be charged for damages to their textbooks based on the type of damage. If there is water damage to a textbook the student will be responsible for the replacement cost of the book.
 - c. Students check-in books by class. Each student **must return his/her own** assigned textbooks with barcode number and matching student identification number to be checked in and confirmed by the Teacher Librarian.
3. Student Lost Textbooks
 - a. Students will be charged the full price of a textbook if it is lost.
 - b. Payment or textbook returns go directly to the library.
 - c. If there is a dispute regarding an obligation, only an Alta Sierra administrator is able to dismiss the obligation.

INTERNET ACCESS AND USE GUIDELINES

1. Students may access the Internet from any classroom on site via wireless Internet.
 - a. Email and Internet resources are an important resource for students.
 - b. Supervision is **REQUIRED** for all Internet activities in the classroom.
2. Internet use agreement is to be acknowledged at the beginning of each calendar year through Parent Connect. This outlines the district policy regarding use of the Internet and is required of all ASI students.
3. All Internet use must comply with CUSD's Board Policy 7203.

NURSE'S OFFICE

LOCATION/ AVAILABILITY

- The Health Office is located within the main office.
- Monday – Friday 7:30 a.m. to 3 p.m. (Occasionally out of the office)
- Check in at the main desk
- Student's being sent home must be signed out
- School Secretaries or a Health Services Assistant may cover the office when the nurse is gone

EMERGENCY CARDS (IMPORTANT)

- Keep emergency and contact information updated on Parent Connect with current home, work and cell numbers!
- Provide names and updated phone numbers of relatives or friends to call if we cannot reach the parent.
- Keep your child informed about your whereabouts.
- Traveling out of town – Please make sure someone on the Emergency/Release list can be reached.
- A PARENT OR LEGAL GUARDIAN must sign the authorization allowing the school to seek emergency treatment (if the parent or guardian is not available). This signature also allows the school to give information to emergency medical services and teachers. For any questions or concerns, contact the nurse at 327-3577.

FIRST AID, ILLNESS, & INJURIES

- If a student becomes ill or injured at school he/she will receive every care and consideration.
- Parents will be contacted for injuries of a serious nature or if a student is too ill to remain at school.
- Injuries which occur at home should be cared for at home.
- The nurse is always happy to consult with parents regarding health problems.
- After an extended illness, or injury, the student should follow up with the school nurse.
- If your child has ONE of the following, he/she should be kept at home:
 - a. Illness with a fever of 100.0 or greater
 - b. Illness affects your child's ability to participate in class.
 - c. Vomiting/diarrhea
 - d. Fever of 100.0 or greater within the last 24 hours
 - e. Initiation of antibiotics within the past 24 hours

CONTAGIOUS DISEASE POLICY

Clovis Unified School district follows California Education Code guidelines for students with infectious or contagious disease. Alta 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 CUSD: Student and Parent rights and Responsibilities for polices & regulations).

IMMUNIZATIONS (NO SHOTS, NO ADMITTANCE)

Most students entering intermediate school have completed their immunization requirements for entrance into school. Required are:

- Polio (IPV/OPV) series of at least 3 doses and a booster.
- Tetanus, Diphtheria, Pertussis (DPT, DTap, Tdap) series of at least 4 doses and a Tdap booster after 7 years of age.
- Measles, Mumps, Rubella (MMR) – 2 doses both on, or after the 1st birthday.
- Hepatitis B (Hep B) – series of 3 doses.
- Varicella (Chicken Pox) at least one but 2 is recommended.
- Tuberculosis Screening (Mantoux /PPD) – required for all students entering 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 CUSD school.

MEDICATIONS

- **ALL** medications (even over the counter medications including Tylenol, Advil, Midol, Inhalers etc.) must be checked through the nurse's office. **Students may carry inhalers after checking with the nurse.**
- CA Education Code Section 49423 requires that prescription and over the counter medication to be taken during the school day must be presented with:
 - A **written** statement from the **physician** detailing the name of the medication, amount, method and time schedules by which the medication is to be taken.
 - A **written** statement from the **parent/guardian** indicating their desire for the school to assist the pupil in the matters set forth in the physician's statement
 - The medication must be **clearly labeled** and sent to the school in the original container from the pharmacy.
- The Health Office does not keep medication for general student use.
- The "**Medication at School**" form is included in this hand book. See Page 61. Please review the policy carefully. It is also available on the District Web Site under Departments, Nursing and Medication at School Form.
- Medication at school forms expire at the end of the school year unless otherwise indicated by the physician.
- **NO MEDICATIONS WILL BE GIVEN AT SCHOOL UNLESS ALL REQUIREMENTS ARE MET.**

SCREENING PROGRAMS

- Sight and Hearing Testing (Education Code 49452) will be conducted during the fall semester usually in October or November. **ALL 8th grade students**, students new to Clovis Unified and other selected 7th grade students will be screened.
- Scoliosis Screening (Ed code 494525.5) will also be conducted during the fall semester usually in September or October. **All 7th grade girls and All 8th grade boys** will be screened.
- Parents/Guardians' may exempt their son/daughter from screening by submitting a written request to the Nurse.

SPECIAL HEALTH NEEDS

- If your child has special needs i.e.: diabetes, asthma, seizure disorder, severe allergies (bees, food, etc.), chronic illness or physical limitations please contact the nurse.
- To better plan for your children's needs, please contact the school nurse **BEFORE** the **FIRST** week of school.

ASTHMA

With a proper treatment plan, most students with asthma should be able to fully participate in P.E and Team Sports. Compliance to a treatment plan, as prescribed by the physician, is what makes them successful. If the inhaler is used PROPERLY before P.E., most students should be able to perform normally. There are certain times of the year that self-pace is indicated.

P.E POLICY FOR ASTHMA

- Students with asthma are strongly encouraged to always carry their inhaler with them.
- Medication orders must be on file in the Health office. (Education Code. 49423).
- If students do not use their inhaler at the proper time (i.e.: before exercise), or forget to bring it to P.E. and therefore cannot participate, they will receive a non-participation, some of which can be made up.
- Self-pace will mean starting the activity normally, and then, self-pacing as necessary. This is to be encouraged with periods of asthma exacerbation.

SEIZURE DIAGNOSIS/SWIMMING

It is district policy that students with a diagnosed seizure disorder must have

- Written physician clearance to swim
- Written parental/guardian request to participate in any school swimming program.
- Forms are available in the nurses office.

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 prior to the beginning of testing.

PHYSICAL EDUCATION (P.E) EXCUSES-(Also refer to PE policies)

- **All PE excuses from parents** may be given directly to the PE teacher. The student reports to class, dresses out, but is not required to participate.
- **All P.E. excuses from a doctor** are to be given directly to the Nurse. The doctor's note will be kept on file in the nurse's office. The student will return to P.E. with verification of their medical excuse from the nurse. Under no circumstances are students given an extension on P.E medicals unless written permission is granted by the nurse or the physician.
- Students with a medical excuse from a doctor will remain in their P.E. class so that attendance can be monitored unless their medical condition warrants other considerations as determined by the physician or the school nurse. They will be required to dress –out but will not be required to participate in activities.
- Students who have a medical excuse for a semester or longer, every attempt will be made to schedule them into another class.
- Students who desire to return to PE earlier than the original date provided by the physician will need written verification from the physician.

NURSING SERVICES

School Nurse – School Health Services Assistant

A School Health Services Assistant will be in the health office 5 days a week. When necessary HSA will contact parents/guardians regarding illness and injuries that occur during the school day. All HSAs are CPR/First Aid certified.

Credentialed School Nurses are on campus for the following:

- Mandated vision and hearing tests.
- Complete special education and 504 health assessments.
- Ensure immunizations are compliant with CA state law.
- Provide health education resources for school staff, students and parents/guardians.
- Maintain student health records.
- Contact parents/guardians regarding health problems and/or excessive absences.
- Communicate with health care providers regarding health issues and impact on education (within HIPPA regulations).
- Develop health/safety plans for students with high risk medical diagnosis.

First Aid, Illness, Injuries

- If a student is injured or ill at school he/she will receive every care and consideration.
- Parent/guardian will be contacted for serious injury or illness.
- School nurse is available to consult with parents/guardians regarding health problems upon request.
- After extended illness or injury parent/guardian should follow up with school nurse for any needed care or accommodation.
- Injuries and illnesses occurring at home should be cared for at home.
 - Upon student's return to school parents are to provide documentation from health care providers indicating any limitations or special considerations/equipment necessary to the student's continued care at school.

LICE

Clovis Unified School District operates on NO LICE guidelines. Students will be sent home if evidence of live lice is found.

Reasons to keep students home:

Temperature 100.0F or greater within 24 hours.

Illness affecting child's ability to learn.

Vomiting/Diarrhea
Starting antibiotics within 24 hours.

Sore throat, especially with headache and/or upset stomach (these are symptoms of strep throat).

RETURN TO SCHOOL

If a student is sent home with fever, they may not return the next day. Student may not return until the following criteria are met:

Symptom free for 24 hours. This includes fever vomiting, diarrhea, cough and rash.

Free from fever for 24 hours without use of fever reducing medication such as Tylenol or Motrin.

Student should complete 24 hours of antibiotic treatment prior to returning to school (if treated with antibiotics).

Students may not return until treatment has been completed and hair/scalp are free from live lice. Students must check with health office and be cleared to return. Class checks are no longer part of district guidelines.

MEDICATIONS

ALL medications (even over the counter medications including Tylenol, Advil, cough drops and eye drops) must be checked in through the Health Office.

- CA Education Code Section 49423 requires that any medications to be taken at school must be presented with:
 - A written statement from the physician detailing the name of medication, amount, method and time medication is to be taken.
 - A written statement from the parent/guardian indicating their desire for the school to assist the pupil in the matters set forth in the physician’s statement.
 - Medication must be clearly labeled and sent to school in the original container from the pharmacy.
- The **Medication at school form** is available from the school or on the district web site under Departments – Nursing – Medication at School form.
- The Health office does not keep medication for general student use.

IMMUNIZATIONS (NO SHOTS, NO ADMITTANCE)

All students entering CUSD must meet all current California Immunizations requirements for school. Required Immunizations for Intermediate School:

- Diphtheria, Tetanus, and Pertussis (DTap, DTP, DT, Tdap or Td) - 4 doses
(3 doses OK if last dose was given on or after 2nd birthday)
 - Polio (OPV or IPV) - 4 doses
(3 doses OK if one was given on or after 2nd birthday)
 - Measles, Mumps and Rubella (MMR) - 1 dose
(2 doses required at 7th grade)
 - Varicella (chicken pox)
(Admission at ages 7-12 years need 1 dose; ages 13-17 years need 2 doses)
 - Tetanus, Diphtheria and Pertussis (Tdap) – 1 dose at 7th grade or out-of-state transfer admission at 8th – 12th grades
(1 dose on or after the 7th birthday)
- Tuberculosis Screening (Mantoux/PPD) is required for all students entering school in CUSD if they are from out of the country or have been out of the country for the past 3 months.

Physical Education Excuse

If a child is to be excused from P.E. for more than a 3 day period, a written note from a doctor is required.

This note should include a diagnosis and specific date for returning to PE as well as any limitations that might apply.

Crutches, wheelchairs and other devices require a doctor’s prescription indicating directions for use and the student has been educated to use the device.

EMERGENCY CONTACT

In case of an emergency parents/guardians will be contacted.

It is very important that the Health Office have updated contact information.

If there is a change in contact information please contact the health office to ensure the correct information is on your student’s health information card. (Changing information on Parent Connect does not alert or inform the health office.)

Child Protective Services

It is important parents understand that all school personnel are “Mandated Reporters” of child abuse. Should a staff member have even the slightest suspicion that a child has been abused, they must report it to Child Protective Services (CPS).

REMEDIES FOR DAMAGED OR LOST PROPERTY AND PERSONAL INJURY

PARENTAL RESPONSIBILITY

The parent or guardian of a student shall be responsible up to the maximum limits imposed by law, for paying the District or injured party the cost of damage, loss, or injury caused by any student who willfully:

1. Cuts, defaces, or otherwise injures in any way, real or personal property belonging to the District.
2. Fails to return, upon demand of the principal or designee, any school property loaned to the student.
3. Injures or damages any property belonging to a school district employee under the circumstances listed in Education Code Section 48910.
4. Engages in conduct leading to the death or injury of any student, school district employee, or any person performing voluntary services for the district.

PROCEDURE FOR FAILURE OF PARENTS OR GUARDIANS TO PAY FOR DAMAGES

Upon recommendation by the principal, a student's schedule of classes will be withheld until cost for damages are reimbursed to Alta Sierra.

FORMAL/INFORMAL COMPLAINTS

It is the policy of the District to develop and publish complaint procedures for the prompt and equitable resolution of complaints filed by students, employees, parents/guardians, and the public, regarding district personnel at the earliest level in any of the educational programs or activities of the district.

Any person, including any parent of a student enrolled in a federal or state funded categorical aid program, may file a complaint alleging a violation of law, policy, or regulation governing such program. The procedure for handling any such complaint shall be the procedure detailed in the California Administrative Code, Section 3951.

Information describing the complaint procedure pursuant to CAC, Title 5, Section 3951 shall be given to any interested person. See District Handbook on Student Rights and Responsibilities.

Formal Complaint procedures are posted in all offices.

Formal and Informal Complaint Forms are available in the Alta Sierra Administration Office.

CIVILITY POLICY

Clovis Unified School District – Civility Policy Board Policy No. 9210

PURPOSE:

To promote and maintain mutual respect, civility and orderly conduct among District employees, parents and the public.

This policy promotes mutual respect, civility and orderly conduct among District employees,

parents and the public. Members of the Clovis Unified School District staff will treat parents and other members of the public with respect and expect the same in return. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain a safe, harassment-free environment for our students, staff, parents and the public. The Clovis Unified School District encourages positive communication and discourages disruptive, volatile or hostile communications or actions. The District seeks public cooperation with this endeavor.

The District is committed to maintaining orderly educational and administrative processes, keeping schools and administrative offices free of disruptions, and preventing unauthorized persons from entering school campuses and premises of the District. To maintain a safe, non-disruptive and harassment-free environment for students, staff, parents and the public, the Superintendent shall establish regulations that will promote mutual respect, civility and orderly conduct among District employees, parents and the public.

School Community Relations - Administrative Regulation No. 9210 Civility Policy

PURPOSE:

While on District campuses and premises, and/or attending or participating in District-sponsored events or activities, the following level of behavior is expected:

1. District staff should treat and communicate with parents and other members of the public with civility, courtesy and respect. District staff should avoid disruptive, volatile or hostile communications and actions.
2. Parents and other members of the public should treat students, District staff, and each other with civility, courtesy and respect. Parents and other members of the community should avoid disruptive, volatile or hostile communications and actions, and harassment of peers or District staff.

Unacceptable/Disruptive Behavior

Any conduct that disrupts or interferes with the discipline, order, conduct, administration, or operation of any District school campus, classroom, administration office, event or activity constitutes unacceptable behavior. Such conduct includes but is not limited to the following:

1. Disruption of or threats to disrupt classrooms or District-sponsored activities or events.
2. Disruption of or threats to disrupt the operation and order of any District school campus, administration office, or other facilities.
3. Threats to the health or safety of students, District staff, parents or members of the public on District premises or at District-sponsored events or activities.
4. Battery or assault upon students, District staff, parents or members of the public.
5. Intentionally or willfully causing damage to District property.
6. Using obscenities or speaking in a loud, insulting and/or demeaning manner.
7. Unauthorized entry onto District school campuses, grounds and facilities.
8. Failing to register as required under Board Policy and Administrative Regulation No. 9202.

Recourse of District in the Event of Unacceptable/Disruptive Behavior

District staff may use reasonable and proper means to resolve incidents involving unacceptable or disruptive behavior, including but not limited to, the following:

1. Any District Staff May:
 - A. Verbally, or in writing, admonish any parent or member of the public, who engages in unacceptable or disruptive behavior, to act and communicate civilly;

- B.** Provide a written copy of this policy to a parent or member of the public who engages in unacceptable or disruptive behavior;
 - C.** Terminate the meeting, conference, telephone conversation or exchange with any parent or member of the public who engages in unacceptable or disruptive behavior;
 - D.** Report any incident involving unacceptable or disruptive behavior to his or her immediate supervisor or to the principal; and/or
 - E.** Complete and submit to the principal or designee, or the designated employee at the District's main administration office, an Incident Report.
- 2.** The principal or designee, or other designated District staff may take one or both of the following actions:
- A.** Direct any parent or member of the public who engages in unacceptable or disruptive behavior to promptly leave District grounds and premises. The individual who is asked to leave shall do so promptly. When an individual is directed to leave, the principal or designee may issue a written formal warning, notifying the offending person to leave the school grounds and not return and that he/she will be guilty of a misdemeanor in accordance with applicable California Education Code and Penal Code provisions, including but not limited to Education Code sections 33210, 33211, 44910, or 44811 and/or Penal Code sections 415.5, 626.4, 626.7, 626.6, 621.8 or 653g as appropriate. If an individual refuses to leave upon request or returns before the applicable period of time, the principal or designee may notify law enforcement officials.
 - B.** Notify and/or seek the assistance of law enforcement officials or private security personnel in resolving any incident involving unacceptable or disruptive behavior.
- 3.** The principal or designee or other designated District staff who reasonably believes that a parent or member of the public may engage in unacceptable or disruptive behavior may:
- A.** Assign an escort to that parent or member of the public while the parent or member of the public is on District school campuses and premises.
 - B.** Limit the area upon which that parent or member of the public may enter while on District school campuses or premises;
 - C.** Limit the time period during which that parent or member of the public may enter while on District school campuses or premises; and/or
 - D.** Deny a parent or member of the public entry onto District school campuses or premises.
- 4.** A District employee whose person or property is injured or damaged by intentional or willful misconduct of a student may ask the District to pursue legal action against the student or the student's parent/guardian.
- 5.** The District may seek any and all appropriate legal remedies against any parent or member of the public who engages in unacceptable or disruptive behavior, including but not limited to a restraining order and/or injunction, to protect its employees from violence or a credible threat of violence pursuant to the Workplace Violence Safety Act.
- 6.** The Superintendent or designee may provide safety and/or crisis intervention techniques to District staff to raise awareness regarding how to resolve incidents involving unacceptable and disruptive behavior by parents and members of the public.

Recourse to Parents and Community Members in the Event of Unacceptable/Disruptive Behavior by District Staff

Any parent/guardian or member of the public who is subjected to unacceptable conduct from any District employee may submit an Incident Report (Exhibit No. 9210) to the principal or designee by no later than ten (10) business days after the incident. Upon receipt of the Incident Report, the principal or designee, or other designated District employee, may resolve the incident as he or she determines to be proper.

Notice of the resolution should be provided to the parent or member of the public, unless otherwise prohibited to do so for reasons of privacy or confidentiality.