

Alta Sierra Intermediate Parent & Student Handbook 2023-2024



**380 W Teague Ave
Clovis, CA 93619
(559) 327-3500
<http://altasierra.cusd.com>**



CLOVIS UNIFIED STUDENT STAFF CALENDAR 2023-2024

July 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29*	30
October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20#	21
22	23	24	25	26	27	28
29	30	31				
November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10*	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21*	22	23
24	25	26	27	28	29	30
31						

IMPORTANT DATES
School Starts
Aug 21
School Ends
Jun 7
Elem Conference Day
(No school for elementary students)
Oct 27
Grading Period *
Sept 29
Nov 10
Dec 21
Feb 23
April 19
June 7
End of Quarter #
(Elementary Only)
Oct 20
Jan 19
April 5
June 7
HOLIDAYS
Jul 4 - Independence Day
Sept 4 - Labor Day
Nov 10 - Veterans Day
Nov 20 - 24 - Thanksgiving Break
Dec 25 - Jan 5 - Winter Break
Jan 1 - New Year Holiday
Jan 15 - Martin Luther King Day
Feb 12 - Lincoln's Birthday
Feb 19 - Washington's Birthday
Mar 25 - Apr 1 - Spring Break
May 27 - Memorial Day
No School
December 22
January 8
Every Wednesday
90-minute early dismissal for
Elementary students only

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19#	20
21	22	23	24	25	26	27
28	29	30	31			
February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23*	24
25	26	27	28	29		
March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5#	6
7	8	9	10	11	12	13
14	15	16	17	18	19*	20
21	22	23	24	25	26	27
28	29	30				
May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7#	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

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PRINCIPAL'S MESSAGE

On behalf of my faculty and staff, Welcome to Alta Sierra Intermediate School!

This school year will mark my 30th year in education. I have been fortunate enough to serve in the Clovis Unified School District as an elementary teacher, GIS and 7-12 Learning Director since 1996. And I have had the privilege of directly supporting the students, staff, and community of Alta Sierra Intermediate School since 2006.

I am married and have three adult daughters, (graduates of the classes of 2009, 2012, and 2016,) who received outstanding educational experiences as students in the Buchanan Area. I am passionate about supporting Alta Sierra Intermediate staff to provide our students with similar opportunities to grow and develop into students who learn to persevere, enjoy a challenge, and develop a lifelong love of learning.

Alta Sierra Intermediate holds a very special place in my heart. ALL staff members are passionate about supporting students in achieving success in Mind, Body, and Spirit. Their goal is to always put students first by focusing on their needs and removing obstacles to their success.

We work extremely hard to create a positive, safe and supportive learning environment for our students. I welcome your input in making Alta Sierra Intermediate the best it can be. In the Clovis Unified School District, we believe in continuous improvement and strive to be better tomorrow than we are today. I invite you to share your experiences by joining us at our monthly parent advisory committees: ASI & BHS 7-12 Foundation & 7-12 SART and our quarterly 7-12 parent advisory committees: ELAC, IDAC & Parent Outreach.

I will send home monthly Parent Updates to keep you informed and updated about what is happening at ASI. I also encourage you to access our website and social media pages on a regular basis to stay informed and connected to our school. We are here for you and your child and are dedicated to creating a positive school experience for your student.

Sincerely,

Jennifer Carter
Principal

DISTRICT AIMS, MISSION, & VISION

CUSD AIMS

- Maximize Achievement for ALL Students.
- Operate with Increasing Efficiency and Effectiveness.
- Hire, Develop, Sustain, and Value a High Quality, Diverse Workforce.

CUSD MISSION

To be a quality educational system providing the resources for all students to reach their potential in Mind, Body, and Spirit.

CUSD VISION

To be America's benchmark for excellence in education.

ASI MISSION & VISION STATEMENTS

MISSION STATEMENT

The Mission of Alta Sierra Intermediate School is to work effectively and efficiently to ensure all students connect to school and become lifelong learners. We develop unity and leadership by challenging ourselves, so all students achieve academic proficiency on the California standards; respect each other; and keep our school safe, clean and united.

VISION STATEMENT

At Alta Sierra, we will:

- Maximize Student Achievement through a commitment to a continuous improvement philosophy.
- Maintain a commitment to our improvement philosophy to ensure effective and efficient operation, which includes planning for future enrollment growth.
- Maintain consistent discipline procedures and consequences school wide that provide a safe and orderly school environment.
- Maintain a positive school culture and internalize the Alta Sierra vision statement and motto for all students and staff

DISTRICT GOVERNING BOARD & ADMINISTRATION

CUSD GOVERNING BOARD

David DeFrank: President

Hugh Awtrey: Vice President

Steven G. Fogg: Clerk

Deena Combs-Flores: Member

Yolanda Moore: Member

Clinton Oliver: Member

Tiffany Stoker Madsen Member

CUSD DISTRICT ADMINISTRATION

Corrine Folmer, Ed.D.
Superintendent

Norm Anderson
Deputy Superintendent

Mark Hammack, Ed.D.
Associate Superintendent
School Leadership

Barry Jager
Associate Superintendent
Human Resources

Michael Johnston
Associate Superintendent
Administrative Services

Kristen Belknap, Ed.D.
Assistant Superintendent
Clovis West Area

Scott Dille, Ed.D.
Assistant Superintendent
Clovis High Area

Steve France
Assistant Superintendent
Educational Services

Stephanie Hanks, Ed.D.
Assistant Superintendent
Bradley Educational Center

Kevin Kerney
Assistant Superintendent
Buchanan Area

Susan Rutledge
Assistant Superintendent
Business Services

Denver Stairs
Assistant Superintendent
Facility Services

Jennifer Thomas
Assistant Superintendent
Clovis East Area

Darin Tockey
Assistant Superintendent
Clovis North Area

Erin Waer
Assistant Superintendent
Curriculum, Instruction
and Accountability

ASI FACULTY & STAFF

ADMINISTRATION, LEADERSHIP & COUNSELING

Jennifer Carter

Principal
Main Office
327-3570
JenniferCarter@cusd.com

Frances Bishop

Sr. Guidance
Instructional Specialist
Polar Cluster Office
327-3578
FrancesBishop@cusd.com

Carrie Hail

8th Gr. Learning Director
Kodiak Cluster Office
327-3780
CarrieHail@cusd.com

Daryl Katoch

7th Grade Learning Director
Grizzly Cluster Office
327-3575
DarylKatoch@cusd.com

Connie Martin

Activities Director
327-3573
ConnieMartin@cusd.com

Mackenzie Mennucci

Counselor: Last Name: A-K
Grizzly Cluster Office
327-3576
MackenzieMennucci@cusd.com

TBD

SPED Program Director
327-3515

Meghan Tenney

Counselor: Last Name: L-Z
Kodiak Cluster Office
327-3518
MeghanTenney@cusd.com

Brad Zimmer

Athletic Director
327-3742
BradZimmer@cusd.com

BUSINESS SUPPORT STAFF

Alyssa Souza

Office Manager
Principal's Admin. Assistant
Main Office
327-3571
AlyssaSouza@cusd.com

Sharon Hamilton

8th Grade LD's Admin. Assistant
Kodiak Cluster Office
327-3573
SharonHamilton@cusd.com

Penny Manes

7th Grade LD's Admin. Assistant
Grizzly Cluster Office
327-3575
PennyManes@cusd.com

Casandra Carlos

Sr. GIS' Administrative Assistant
Student Services
Polar Cluster Office
327-3528
CasandrCarlos@cusd.com

Holly Lulejian

Receptionist
Main Office
327-3520
HollyLulejian@cusd.com

Peggy Lacy

Financial Secretary
Data Processor
Main Office
327-3527
PeggyLacy@cusd.com

Kennedey Hernandez

Attendance/Registrar
Main Office
327-3531
KennedeyHernandez@cusd.com

SCHOOL SAFETY & SUPPORT SERVICES

Chris Hinojos
School Resource Officer
Library Office
327-3581
ChrisHinojos@cusd.com

Jeromy Lopez
Student Relations Liaison
Soccer, Softball & Volleyball
Polar Cluster Office
327-3517
JeromyLopez@cusd.com

Tyrone Bradley
Student Relations Liaison
Polar Cluster Office
327-3614
TyroneBradley@cusd.com

LIBRARY SUPPORT SERVICES

Toni Gee
Library Technician
ToniGee@cusd.com

HEALTH SERVICES

Jennifer de Ocampo
Health Assistant
Main Office
327-3577
Jenniferdeocampo@cusd.com

Karena Geil
Registered Nurse
Main Office
327-3577
KarenaGeil@cusd.com

SOCIAL-EMOTIONAL SUPPORT SERVICES

Ryan Elison
SPED
Psychologist
327-3525
RyanElison@cusd.com

Trish Orr
Social & Emotional Counselor
PatriciaOrr@cusd.com

TRANSITION TEAM

Marcos Martinez
Transition Coordinator
327-3420
MarcosMartinez@cusd.com

Sarah Balderas
Student Relation Liaison
327-3014
SarahBalderas@cusd.com

Shane Cams
Student Relation Liaison
Football
327-3425
ShaneCams@cusd.com

Kai Dill
Student Relation Liaison
327-3424
KaiDill@cusd.com

Deshawn Potts
Student Relation Liaison
327-3426
DeshawnPotts@cusd.com

Maria Saavedra
Student Relation Liaison
327-3423
MarieSaavedra@cusd.com

Amanda West
Student Relation Liaison
327-3427
AmandaWest@cusd.com

Fiona Luikart
Instructional Assistant
327-3421
FionaLuikart@cusd.com

Michelle Zamora
Instructional Assistant
327-3002
MichelleZamora@cusd.com

7TH GRADE ACADEMIC BLOCK TEACHERS

Alyssa Albee

AB Lab
Read 180
Peer Counseling
AlyssaAlbee@cusd.com

Dustin Beauchamp

Cross-Country & Track
Physical Education
DustinBeauchamp@cusd.com

Randy Downer

Broadcasting
Destination Imagination
Spelling Bee
RandyDowner@cusd.com

Shannon Fletcher

PLC Lead
ELD
Lunch Detention
ShannonFletcher@cusd.com

Debbie Hodge

Honors AB
History Day
DebbieHodge@cusd.com

Marnie Hutchason

Competition Cheer
MarnieHutchason@cusd.com

Wendie Jager

Game Squad Cheer
WendieJager@cusd.com

Kelli Kaku

Pep & Cheer Coordinator
Physical Education
KelliKaku@cusd.com

Kori Reynolds

PLC Lead
ELD
Badminton, Cross Country
KoriReynolds@cusd.com

Karl Weit

African American Leadership
Swimming, Water Polo
KarlWeit@cusd.com

7th GRADE MATH TEACHERS

Michelle Arguijo

Basketball, Track, &
Volleyball
Math Strategies
MichelleArguijo@cusd.com

Jerry Aujero

Advanced Math
Boys & Girls Golf
Lunch Detention
PLC Lead
JerryAujero@cusd.com

Debbie L. Jury

7th Math Lab
DebbielJury@cusd.com

Tad Kroeker

Advanced Math
Basketball
TadKroeker@cusd.com

7th GRADE SCIENCE TEACHERS

Gina Burdine

504 Coordinator
Science Lab Sem 2
GinaBurdine@cusd.com

Laura Andrew

PLC Lead
AVID
Science Lab Sem. 1
LauraAndrew@cusd.com

Cristina Silva

CDT & FCOE PLC
Science Fair
CristinaSilva@cusd.com

Tiffany Trenhaile

ELAC
FCOE PLC
Lunch Detention
TiffanyTrenhaile@cusd.com

8th GRADE ACADEMIC BLOCK TEACHERS

Mark Avila
Cross Country
MarkAvila@cusd.com

Erin Barger
SSC
ErinBarger@cusd.com

Rosa Covarrubias
ELAC
Softball
RosaCovarrubias@cusd.com

Dan Houtsinger
Basketball, Volleyball
DanielHoutsinger@cusd.com

Jennie Mau
Read 180
SRC Detention
JenniferMau@cusd.com

Sheryl Milhous
Yearbook
SherylMilhous@cusd.com

Chris Pena
PLC Lead
Track & Wrestling
ChrisPena@cusd.com

Brooke Valenzuela
TOSA Technology
Softball & Volleyball
BrookeValenzuela@cusd.com

8TH GRADE MATH TEACHERS

Christa DenHartog
Advanced Math
Badminton, Basketball, & Softball
Math Team
ChristaDenHartog.com

Scott Inouye
Advanced Math
Football
ScottInouye@cusd.com

David Maes
Swimming & Water Polo
DavidMaes@cusd.com

Heidi Nenadov
Asian American Leadership Club
Math Strategies
Math Team
PLC Lead
HeidiNenadov@cusd.com

8TH SCIENCE TEACHERS

Pete Chilpignan
Honors Science
Science Bowl
Science Olympiad
PeterChilpignan@cusd.com

Yolanda Colunga Science Lab
FCA Advisor
Hispanic Leadership Club Advisor
Science Bowl
YolandaColunga@cusd.com

Marissa Harris
Science Olympiad
MarissaHarris@cusd.com

Lori Salazar
Biology
Honors Science
Induction
PLC Lead
LoriSalazar@cusd.com

ELECTIVE TEACHERS

Joe Avery
Instrumental Music/Percussion
JosephAvery@cusd.com

Hailey Bishop
Arts & Crafts
HaileyBishop@cusd.com

Steve Charnow
Instrumental Music
StevenCharnow@cusd.com

Eric Estep
Drama
EricEstep@cusd.com

John Lack
Department Chair
Instrumental Music/Orchestra
JohnLack@cusd.com

Joey Neuenschwander
Instrumental Music/Orchestra
JoeyNeuenschwander@cusd.com

Jim O'Brien
Baseball & Football
Study Strategies
JimObrien@cusd.com

Rachael Watson
Choral Music
RachaelWatson@cusd.com

TBD
Instrumental Music / Jazz

Marcy Zunich
CSI Coordinator
CJSF Advisor
PLC Lead
Teen Living
MarcyZunich@cusd.com

PHYSICAL EDUCATION TEACHERS

Leah Balch
Detention
Faculty Senate
Swimming & Water polo
Total Body Fitness
LeahBalch@cusd.com

Collin Cypher
Soccer , Boys & Girls Tennis
Strength & Conditioning
CollinCypher@cusd.com

Kristin Pena
504 Coordinator
Boys & Girls Volleyball
PLC Lead
KristinPena@cusd.com

Casey Tirapelle
Softball & Volleyball
CaseyTirapelle@cusd.com

Stephen Weimer
Badminton, Volleyball & Wrestling
PLC Lead
StephenWeimer@cusd.com

SPECIAL EDUCATION TEACHERS

Emma Elia
Resource Specialist
AB Lab
EmmaElia@cusd.com

Elizabeth Gonzalez
Resource Specialist – DH/H
ElizabethGonzalez@cusd.com

Russell Havens
Autism Teacher
Baseball
RussellHavens@cusd.com

Logan Stowell
Baseball, Football & Soccer
SDC Functional Skills
LoganStowell@cusd.com

Collette Strosnider
Department Chair
Detention
Resource Specialist
ColletteStrosnider@cusd.com

Sarah Tafoya
Detention
ELAC
Resource Specialist
SarahTafoya@cusd.com

Rebecca Tinseth
Detention
Resource Specialist
RebeccaTinseth@cusd.com

ADDITIONAL RESOURCES

504 Coordinator	Gina Burdine (327-3500) Kristin Pena (327-3500)
Academic Support	8th Gr: Carrie Hail (327-3780) 7th Gr: Daryl Katoch (327-3574)
Athletic Information	Brad Zimmer (327-3742)
AVID	Shauna Everson (327-3500)
Bus Information	CUSD Transportation (327-9700)
Club Information	Sharon Hamilton (327-3573)
Counseling	Meghan Tenney (327-3518) Mackenzie Mennucci (327-3576)
C.S.I. (Clovis Support Intervention)	Alyssa Merritt (327-3516) Shauna Everson (327-3500)
EL Coordinator	Frances Bishop (327-3578)
Elections (ASB)	Connie Martin (327-3500)
Financial Obligations	Peggy Lacy (327-3527)
First Aid	Karena Geil (327-3577)
Foundation Secretary	Tammy Jett (327-3076)
Harassment (Sexual, Racial or Other)	Student Services (327-3528)
Lost & Found	Multi-Purpose Room
Independent Study	8th Gr: Sharon Hamilton (327-3573) 7th Gr: Penny Manes (327-3575)
Parent / Student Connect	Peggy Lacy (327-3527)
Parent Volunteers	8th Gr: Sharon Hamilton (327-3573) 7th Gr: Penny Manes (327-3575)
Peer Counseling	Alyssa Albee (327-3500)
Posting Signs	Connie Martin (327-3573)
Psychological Services	Ryan Elison (327-3525)
S.A.R.B. (School Attendance Review Board)	Francis Bishop (327-3578)
Student Government	Connie Martin (327-3573)
Student I.D. Cards	Kennedey Hernandez (327-3531)
Study Table	Brad Zimmer (327-3780)
Transcripts	Kennedey Hernandez (327-3531)
WEB	Connie Martin (327-3500)
Visitors	Holly Lulejian (327-3500)



2023-2024 BELL SCHEDULE



REGULAR SCHEDULE Monday, Tuesday, Friday

7:30 – 8:25 Period 0
 8:25 Warning Bell
 8:30 – 9:25 Period 1
 9:30 – 10:25 Period 2
 10:25 – 10:35 Break
 10:40 – 11:35 Period 3
 11:40 – 12:35 Period 4
 12:35 – 1:15 Period 5/Lunch
 1:20 – 2:15 Period 6
 2:20 – 3:15 Period 7

CLUB DAY SCHEDULE

7:30 - 8:25 Period 0
 8:25 Warning Bell
 8:30 – 9:20 Period 1
 9:25 – 10:15 Period 2
 10:20 – 10:45 Club
 10:45 – 10:55 Break
 11:00 – 11:55 Period 3
 11:55 – 12:45 Period 4
 12:45 – 1:25 Period 5/Lunch
 1:30 – 2:20 Period 6
 2:25 – 3:15 Period 7

BLOCK SCHEDULE Wednesday/Thursday

7:30 – 8:25 (THURSDAYS ONLY) Period 0
 8:40 Warning Bell
 8:45 – 10:35 Periods 1 or 2
 10:35 – 10:45 Break
 10:50 – 12:40 Periods 3 or 4
 12:40 – 1:20 Period 5/Lunch
 1:25 – 3:15 Periods 6 or 7

RALLY/ASSEMBLY SCHEDULE

7:30 - 8:25 Period 0
 8:30 - 9:15 Period 1
 9:20 - 10:05 Period 2
 10:05 - 10:1 Break
 10:20 - 11:05 Period 3
 11:10 - 11:55 Period 4
 11:55 - 12:35 Lunch/Period 5
 12:40 - 1:25 Period 6
 1:30 - 2:15 Period 7
 2:20 - 3:15 Rally/Assembly

MINIMUM DAY SCHEDULE Last Day

7:30 - 8:25 Period 0
 8:30 - 8:55 Period 1
 9:00 - 9:55 Talent Show
 9:25 - 10:15 Lunch
 10:20 - 10:45 Period 2
 10:50 - 11:15 Period 3
 11:20 - 11:45 Period 4
 11:50 - 12:15 Period 6
 12:20 - 12:45 Period 7



HOW PARENTS CAN GET INVOLVED AT ALTA SIERRA

FOUNDATION

Alta Sierra Intermediate and Buchanan High School Foundation have created a 6-year ASI & BHS parent- teacher team. It is our hope that you would be interested in representing ASI as an Active Member of our Foundation. Meetings are held on the 3rd Wednesday of each month at 11:30am in Room 853 at Buchanan and lunch is provided.

The Foundation, much like a Parent-Teacher Club, is a partnership between parents, teachers, alumni, and school staff to provide financial for important campus activities which include...

- Athletics
- Academic Teams
- Performing Arts
- Clubs
- Scholarships
- Special Student Events & Programs
- Teacher & Staff Support

Please consider becoming a member and joining the ASI/BHS Foundation. Your donation will help students, teachers and staff enrich the educational experience for all intermediate & high school students. A Foundation Membership Flyer inviting you to participate in our Membership Drive will be sent home at the beginning of the school year.

SCHOOL ASSESSMENT REVIEW TEAM (SART)

In Clovis Unified, parents and community members are active participants in decision-making processing and in evaluating the quality of programs serving their children. Apart from the traditional school site council and parent club, a body called the School Assessment and Review Team exists to provide a forum to learn about a school and to influence the leadership regarding the operation of the school. Each Clovis Unified school has a SART committee, which serves as a vehicle of communication and as an advisory body to the principal. The school SART committee includes broad representation, including the principal, selected staff members, interested parents and community members, students and even citizens who do not have children at the school. Within the District, there are three area SART Committees. Members of the Area SART Committees include area assistant superintendents, area principals and area school SART chairpersons. **Our 7th -12th grade ASI and BHS SART meets quarterly at Buchanan in Room 853. Dates will be sent out in September.**

PARENT OUTREACH/ INTERCULTURAL AND DIVERSITY ADVISORY COUNCIL (IDAC)

Intercultural Diversity Advisory Council (IDAC) is composed of school site parents that participate at site and district level climate assessment/problem-solving meetings. The primary purpose of the Intercultural Diversity Advisory Council (IDAC), originally formed in 1988 as the Intercultural Advisory Council, is to assist in the formation and review of policies that assure non-discriminatory practices in all operational areas of the Clovis Unified School District. Its further mission is to assist in improving the cultural environment of the district. These parent groups, which are at every school site, assist in the formation and review of twelve cultural competency focus areas. Each school highlights via a website three focus areas each year. For additional information please contact the principal. **Our PARENT OUTREACH/IDAC meets quarterly. Dates will be sent out in September.**

SCHOOL SITE COUNCIL (SSC)

When the School and Library Improvement Block Grant (SLIBG) and the School Based Coordinated Program (SBCP) were established, they were envisioned as ways to increase school wide effectiveness, improve student achievement, and over time, better prepare students to be productive workers and responsible citizens. One of the principal tenets of these programs was that those individuals closest to the students should be more involved in making significant decisions affecting the instructional program of the school.

The School Site Council (SSC) was selected to be the vehicle by which the school community would come together to chart the school's path to improvement. CUSD both encourages and values the role our community members play while serving on our SSCs across the district 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. **SART meets quarterly. Dates will be sent out in September.**

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. **ELAC meets quarterly. Dates will be sent out in September.**

LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) DISTRICT MEETINGS

CUSD develops an LCAP annually that works to better align the academic plan with the district expenditure plan that is approved by our CUSD Governing Board each June. Parent and other stakeholder groups are invited to participate in the development of the LCAP through participation of school and district committee meetings and community forums. LCAP School, District Meetings and Community Forums are exciting opportunities for all stakeholders and school committees to engage with the district and share their ideas on how CUSD can provide quality opportunities and support for CUSD youth and schools. Community participation and feedback in the forums will inform the District's LCAP's funding priorities over the next several years.

These meetings are designed to provide an opportunity for school communities to hear about CUSD's current efforts to support youth and families and to provide input and feedback on future plans and opportunities. **LCAP district meetings occur twice a year in Jan./Feb. and in May. Two parents are asked to represent ASI at these meetings.**

VOLUNTEERS

There are numerous additional ways that parents can volunteer time at Alta Sierra working to support our students and teachers. Please contact the Activities Director, Learning Directors, and the Principal for more information.

WHAT IS NEW TO STUDENTS IN INTERMEDIATE SCHOOL

ASI MASCOT

Bruins

ASI SCHOOL MOTTO

“Building Unity, Pride, and Champions”

BELL SCHEDULE

Each day the bell schedule varies. In a traditional year, students attend each class for approximately one hour on Monday, Tuesday & Friday. On these days, your student will see every teacher. On Wednesday, your student will attend periods 2, 4 and 6 for a two-hour block period. And on Thursday, your student will attend periods 1, 3, and 7 for a two-hour block period. AB is the exception. Students will attend AB each day for a two-hour block period: 1/2, 3/4, or 6/7. (See bell schedule for additional details.)

CELL PHONES

- Cell phones **CAN** be appropriately used by students before school, at break, and at lunch.
- ALL cell phones and electronic devices brought to school are the student’s responsibility.
- Cell phones must be turned off and in their backpack during class, unless given teacher approval for an **educational purpose**.
- ASI personnel are not responsible for cell phones or electronic devices that are confiscated for misuse, stolen, or lost.
- The school will **not** be responsible for investigating the loss, theft, or damage of electronic devices.

CLUBS

Clubs are a great way for your student to meet a diverse population of individuals that allow them to expand their thinking and interest. They are a great way to make new friends with common interests. Clubs also provide an opportunity for our students to improve their communication skills, foster creative thinking, and teach them how to work effectively with other people.

At Alta Sierra, all students participate in a club on “Club Days” which are held during the school day on Mondays four times a semester. Students sign up for their top three choices of club offerings at the beginning of the school year in AB. Once selected for a club of their choice and due to space availability, students may not change clubs until the following school year.

DANCES

We would like to invite your student to join us at our four school dances: Back-to-School Dance; Fall Dance; Winter Dance, and Spring Dance. The dance begins at 6:30pm and ends promptly at 8:00pm. The entrance fee is \$5.00, and students must bring their ID Card. Pizza, soda, water, and candy are available for purchase at the snack bar.

Students must be dress code at each door upon entry. If they are not in dress code, you will be called to pick up your student. Your student is welcome to return by 7:00pm if they correct the dress code issue.

These events are themed dress-up dances, and students are welcome to come dressed in a costume. However, there are a few guidelines they must follow:

- Costumes need to be in dress code. Nothing too short or too revealing will be allowed.
- Students may wear tutu's over leggings. They may also wear them over shorts, if the shorts are in dress code (no shorter than 5" from the top of the kneecap, but no shorter than mid-thigh.)
- No masks or full-face paint (for safety reasons, we must be able to identify each student)
- No costumes that are gory; no fake blood; and no weapons.
- No inflatable costumes.

For the safety of your student, we also have the following guidelines in place regarding student dismissal and pick-up from the dance.

- If your student wants to leave the dance early, you will need to walk to the gym door to pick them up. Students are not released from the gym until 8:00pm.
- As it is now dark at the end of the dance, students are not allowed to walk home. A parent must pick them up. Dance pick-up is in the basketball parking lot on Peach Ave, except for the Fall Dance that is held in the Tennis Courts. Pick up for this dance is also on Molly Lane. Please pick up your student in this parking lot as this is the parking lot that will be supervised by staff members.
- It would be greatly appreciated if you were in the parking lot a few minutes prior to 8:00pm, ready to pick up your student. Students must be picked up within 30 minutes.

LUNCH

At lunchtime, students have the privilege of not eating in the cafeteria unless they wish to. They are welcome to eat anywhere in our outdoor area if they remain in front of our red lines and follow our posted expectations to be **Respectful, Responsible, and Safe**. Students must have their ID card or number to get lunch in the cafeteria or through our outdoor windows. All students in the CA are eligible for free breakfast and lunch.

FOOD DELIVERIES

To ensure the safety of our students, the following procedures are in place.

- Food deliveries are **not accepted** by delivery services. This includes, but is not limited to: DoorDash, Grubhub, Uber Eats, Postmates, Chow Now, Jimmy John's and pizza.
- If your student forgets their lunch, you are more than welcome to bring it to them. However, parents are only allowed to bring **one** lunch for your student and may not bring additional lunches for classmates.
- All lunches must be delivered to students in the main office. Parents must bring ID and are respectfully requested **NOT** to wait for students in the hallway, nor request their student meet them in the parking lot or on the street.
- ***Special deliveries*** of balloons, stuffed animals or flowers are not accepted for students.

TRASH

Alta Sierra prides itself on maintaining a clean campus. It is our goal to give students a clean and safe environment in which to learn. Students eat outdoors in intermediate school and there is not a campus monitor to remind them to pick up their trash before they exit the cafeteria. With the added privilege to eat outdoors comes more responsibility. Please assist us in stressing the importance of checking for trash after your student finishes their lunch. If they see trash, we ask that they pick it up, whether it is theirs or not.

MULTIPLE TEACHERS

In Intermediate School your student will have their first experience having multiple teachers. Instead of one teacher, they will now have five teachers: academic block (English and history;) math; science; PE; and an elective or academic support class.

STUDENT BODY IDENTIFICATION CARDS

All students are provided with a student body identification card at the beginning of each school year. They are required to carry this card with them daily. This requirement is based upon our desire to provide a safe school environment free of non-students. Students are also asked to produce their identification cards to purchase meals in the cafeteria, ride the bus and check out books from the library. Students may request a replacement card in the main office. A \$5.00 replacement charge must be paid at the time the request is made. All lost, stolen or damaged cards must be replaced at the cost of the student.

STUDENT SCHEDULES:

Student schedules are computer loaded at the secondary level. They are distributed to students in Student Connect the week prior to school starting.

REQUESTS FOR SCHEDULE CHANGES

A request for a schedule change must be made through your student's counselor. Requests for schedule changes will only be made if there is an academic need. After the fourth week of each semester, schedule change requests will no longer be accepted.

STUDENT BODY OBLIGATIONS

Students with financial obligations will be permitted to register but may not pick up their schedule until the obligation is cleared. Student schedules will be flagged, and students will be directed to the financial secretary to clear their obligation.

ACADEMIC POLICIES

CLASSROOM VISITS by PARENTS

Parents requesting to visit classrooms must make prior arrangements with the student's Learning Director at least **one day in advance of the visit**. All parent visitors must check into the office and be checked by our Raptor system.

CONFIDENTIAL INFORMATION

The law prohibits giving out information concerning students except to:

- Parents and guardians
- Persons designated in writing by parents.
- Officer of school to which student is transferring.
- Officer of the U.S., state, county, or city in course of duty
- Officer or employee of private welfare agency when student is a client.
- An employer or potential employer (parent permission required)

See the C.U.S.D. Student/Parents Rights and Responsibilities section for Access and Privileged Rights to Student Records for more details.

GRADING CRITERIA

- **A Grade:** Demonstrates *superior* levels of understanding and involvement regarding all quality and participation indicators.
- **B Grade:** Demonstrates *high* levels of understanding and involvement regarding all quality and participation indicators.
- **C Grade:** Demonstrates *average* levels of understanding and involvement regarding all quality and participation indicators.
- **D Grade:** Demonstrates a *minimal* level of understanding and involvement regarding all quality and participation indicators.
- **F Grade:** Demonstrates *less than a minimal* level of understanding and involvement regarding all quality and participation indicators.

GRADING POLICIES

Each teacher will provide students and parents with a copy of their course syllabus at the beginning of the school year. It is also available on their website. Grading policies for each course are included in the syllabus and will vary by course.

EXTRA CREDIT

Extra credit assignments may not exceed 2% of the grade.

GRADING FREQUENCY

Teachers are required to update their gradebook on Parent Connect two times per month. However, most teachers update their gradebook on Parent Connect on a weekly basis. If you need assistance with your password please contact our Data Processor, Peggy Lacy at 327-3527.

GUEST SPEAKERS

The use of guest speakers may be utilized in the classroom when it is related to the course content. Parents will receive notification prior to a guest speaker presenting in a classroom.

HOMEWORK

- Homework will be explained and illustrated before students leave the classroom. Students are responsible for asking clarifying questions before they leave class when they do not understand a concept or an assignment.
- Time allowed to make-up late assignments will be communicated in the course syllabus.
- Assignments and assessments will be graded, recorded, and returned to the students as quickly as possible.

REQUESTS FOR HOMEWORK

Please access teacher websites and Google Classroom for assignments missed due to absence. If a paper format is requested, you may pick-up the requested assignments in the main office after 3:00pm if the request was submitted prior to 10:00am. Requests made after 10:00am will be available the following day.

MAKE-UP POLICY FOR ABSENCES

- It is the student's responsibility to make up work missed due to **excused** absences.
- Each individual teacher will determine all make-up work.
- Some educational activities cannot be duplicated; therefore, excessive absences may affect grades.
- 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.

LIBRARY MEDIA CENTER

The Library Media Center is open from 8:00 a.m. until 4:00 p.m. Monday through Friday. Students must present a pass to be admitted to the library during class time. Students should have an educational purpose for being in the library. Students may study, work on assignments, use computers, browse, or read while in the library.

Upon checking out resources from the library, students must present their ASI I.D. card as a source of identification at the checkout desk. Students losing or damaging resources and videos will be fined or charged replacement fees. A fee of \$0.25 cents a day will be charged for overdue resources. Students with overdue reference resources will be fined \$0.50 cents per day excluding weekends and holidays. The overdue fee will not exceed \$5.00.

PLANNERS

To assist with the organization of multiple classes, all students will be given a student planner at the beginning of the year in AB. These planners will be used in all classes.

PROGRESS REPORTS / DEFICIENCY NOTICES

Official school-wide notification of student's progress is reported at the end of the six- and twelve-week grading periods of each semester. These can be viewed on Parent Connect. Progress Reports are NOT report cards. They are a method of communicating student progress to parents every six weeks. If a student is failing or in danger of failing prior to the end of the semester, the progress report serves as an official notice of communication from the teacher to the parents.

SEMESTER REPORT CARDS

Semester report cards are issued to students **two times a year**. Semester report cards **will be mailed home**. Semester grades become part of a student's permanent transcript.

INCOMPLETE GRADES

A semester incomplete (INC) grade may be issued by a teacher, with Learning Director approval, when a student has not completed the course requirements due to an extended absence or extenuating circumstances. The student will have up to six weeks at the end of the semester to complete the required work and receive a passing grade. An incomplete grade not resolved will be changed to an "F".

GRADE CHANGES

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

PROMOTION STANDARDS

The minimum standards for promotion will include language arts, history, mathematics, and science. A student must pass 4 or more academic core courses to be promoted to the next grade level. Summer school is required for students who are not meeting promotion standards.

- **Special Criteria Guidelines Apply for Specific Service Populations Special Education Students:** Special Education students will be held to the District's standards for promotion. When the standards are not appropriate for a special education student, the IEP team will determine promotion/retention status.
- **English Learners:** English Learners will be exempt from the promotion standards for no longer than 36 months from their arrival in any CA school provided the student makes continued progress.

STUDENT CONCERNS REGARDING ACADEMICS

If you have a concern regarding your student, please email your student's teacher first. They will work with you to provide you with information and resources needed to support your student.

SUPPLEMENTARY MATERIALS

Our district policy is to establish criteria to guide educators in the selection and use of literature and supplementary materials. The board recognizes and supports the educational value of enhancing basic textbook material using supplementary books, films, video, computer software, guest speakers, etc. The board realizes its responsibility in allowing choice to educators, parents and students in the selection and use of literature and supplementary materials: the choice for educators to develop the most effective collection of materials, and the choice of parents and students to decline participation where personal values are in conflict with said materials. The board authorizes designated site and/or district personnel to approve literature and supplementary materials, except those relating to the family life/sex education curricula which shall require board approval.

TEACHER COMMUNICATION WITH PARENTS

E-mail is the recommended method to contact your student's teacher. Email checked periodically throughout the school day, but not after hours. When contacted by a parent, a teacher will respond within 24 hours by phone or e-mail. **Please check your email and phone contact information in Parent Connect for accuracy.**

TECHNOLOGY

LAPTOP USAGE AT SCHOOL

Alta Sierra is very proud to have the resources and technological support to allow students access to technologically rich learning experiences in their academic core classes. For the 2023-23 school year, Alta Sierra will have a 1:1 ratio, 1 computer to 1 student. Alta Sierra classrooms will be equipped with Chromebooks and laptops to support student learning. We ask that students do not bring their own laptops to school.

PROHIBITED TECHNOLOGY USEAGE

- Students may not play games during class at any time. Students in violation of playing games in class without teacher permission will be referred to the Student Services.
- 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 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, air dropping assignments, and plagiarizing. You are expected to conduct yourself with integrity. When you cheat, or aid someone else in cheating, you violate our 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 the Education Code resulting in suspension.

ACADEMIC RECOGNITION

BLOCK ASI

This is the **MOST PRESTIGIOUS AWARD** a student can earn at Alta Sierra Intermediate. This award gives special recognition to students excelling in the domains of Mind, Body, and Spirit through participation in Scholarship, Co-Curricular, Fitness and Service. This honor is available to ALL students in 7th and 8th grade and is awarded 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 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.

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 invited to attend a luncheon with their teacher. Each honoree receives a certificate and has their photograph taken with their teacher. The picture is posted in their grade level office.

CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION (CJSF)

The California Scholarship Federation, Inc. is a nonprofit organization whose mission is to recognize and encourage academic achievement and community service among middle and high school students in California. Eligible students become members by submitting applications based on their semester report card grades. Membership is for one semester, and membership drives are held each semester within established periods dictated by the State bylaws. Students who qualify for three semesters may apply for the Lifetime CJSF designation and be awarded an Honor Membership pen at the end of year award's presentation of their 8th grade year. The ASI advisor is Marcy Zurich.

HONOR ROLL

Students can earn academic honors each semester based upon their academic accomplishment. Certificates are distributed in AB class for students who earn Honors. Parents are invited attend an award's ceremony held each semester to honor our students who have earned High Honors and Principal's Honors. 2nd Semester honors are earned based upon 12-week progress reporting grades.

HONORS

GPA 3.5-3.75

HIGH HONORS

GPA 3.76-3.99

PRINCIPAL'S HONORS

GPA 4.0

PRINCIPAL'S MEDALLION

Presented to 8th graders who earned a 4.0 GPA for four semesters. A ceremony honoring our Principal's Medallion students occurs in May/June.

STUDENT LEADERSHIP OPPORTUNITIES

PASA: PRINCIPAL'S ADVISORY OF STUDENT AFFAIRS

As a member of PASA, you would meet with the principal once or twice a month at lunch in Room 204 to share how everything is going on campus from their perspective. PASA students would be the student voice on our campus to provide the principal with important input and feedback.

Applications for PASA will be available in the grade level offices at the beginning of school. Teacher recommendation is required.

LEADERSHIP

The Leadership course focuses on serving Alta Sierra students and staff by having a positive impact on school spirit and climate. This class has a large emphasis on noontime activities, intramural programs and school events. Overall, the student's purpose is to make every student proud to be a **BRUIN** and to feel like a member of our school family.

Students must complete an application during registration in order to be considered for the Leadership elective course. Acceptance is determined based on grade point average, teacher recommendation and student responses to application questions. This class is highly involved in school activities and events and works to make Alta Sierra Intermediate the excellent school it is.

STUDENT GOVERNMENT

The government of the ASI Student Body is comprised of a Student Council, consisting of six elected Student Body Officers: President, Vice President, Secretary, Treasurer, and Activities 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 an election.

The advisor of student government is the Activities Director. All meetings and tasks of the Student Council are under the direction of the Activities Director. Any student having questions about student government, election procedures, or any leadership programs may see the Activities Director.

ATTENDANCE

In Intermediate School, students do not always see all their teachers daily. It is more difficult for your students to be successful in the classroom when they miss instruction. However, if your student is ill, we ask that you keep them at home. When your student is absent, they can check their teacher's website/Google Classroom for missed assignments. They have one day to complete their missed assignments for each day absent.

MISSING CLASS FOR APPOINTMENTS

If your student needs to miss class for an appointment during the school day, it is recommended that you do your best to schedule their appointment during your student's PE or elective course so that they do not miss their academic course work. Your student's schedule can be located on Parent Connect.

Please call the office at 327-3500 the morning of the appointment to let our receptionist know when your student is being picked up for their appointment. We will have your student waiting for you in the main office. Prior to leaving for the appointment, you will be required to sign your student out. Upon return, please provide our receptionist with a note from the doctor to excuse your student's absence.

CLEARING ABSENCES

When your student is absent, you have two options to state the reason for their absence. All absences must be cleared within 24 hours.

- 1.) Visit our Alta Sierra website. Under the Students & Parents tab, find Attendance. And fill out the on-line attendance form. **OR**
- 2.) Call 327-3500 and leave a message. Please state...
 - your students first and last name (please spell their last name)
 - the date they are absent
 - the reason for their absence
 - if the absence is for a single period or the entire day
 - your name and relationship to your student

Students with cleared absences can make up their missed assignments and/or assessments as needed. Students with excessive absences will be referred to the School Attendance Review Board (SARB)

INDEPENDENT STUDY

Independent Study is a short-term alternative method to classroom instruction, which is consistent with the school district's course of study. The law requires that an independent study program corresponds to the curriculum offered in the classroom. If students are going to be absent for **three or more days**, independent study will be encouraged. Independent Study must be requested for a minimum of three days prior to the absence.

STEP 1: Parent contacts Grizzly (7th Grade) or Kodiak (8th Grade) office to request INDEPENDENT STUDY. Parent and student sign the Master Agreement the day of, or before contract begins. The cluster office secretary fills out the Master Agreement Contract and Assignment Sheet.

STEP 2: The student is responsible for circulating the master agreement and assignment sheet to their teachers. (If a student is out due to illness, the contract will be circulated by the cluster office.)

STEP 3: Upon return to school, the student takes the completed course contract and assignment sheet to their cluster office Grizzly (7th Grade) or Kodiak (8th Grade) and a copy of the completed assignments is made. The student will take the contract to their teachers to sign the contract; give hourly value; adding grade of pass or fail. and sign and date the copied work. The teacher keeps the original work.

STEP 4: After their work is signed and graded, the student returns the contract and copies of their graded work to their cluster office.

ACADEMIC INTERVENTION & SUPPORT

Your student's education is our number one priority at Alta Sierra Intermediate School. *Failure is not an option!* When students are struggling with their academics it is our responsibility as educators to intervene and provide support to them.

Please continue to partner with us by monitoring your student's progress in Parent Connect weekly and monitoring of your student's planner and homework completion daily. And please communicate directly with your child's teachers if you have any academic concerns.

LUNCH LABS

Most of our teachers are available in their classroom to provide additional support to students during lunch. When students are missing assignments, they may be assigned by their teacher to attend a lunch lab. Students may bring their lunch into the lunch lab.

AFTERSCHOOL ACADEMIC LABS

Afterschool labs are available to students in the areas of math and science by grade level. When students are missing assignments, they may be assigned by their teacher to attend an afterschool lab. Labs begin at 3:30pm and end at 5:15pm. Students may leave earlier if their work is completed, and they have transportation home. There is a Late Bus for students who attend labs that leaves campus at 5:30pm.

STUDY STRATEGIES

At each semester grading period, our students identified as our most academically at-risk students, (*3-4 Ds & Fs in Core Academic Subjects*), in need of intensive intervention and support will be provided this support through our Study Strategies elective course. Students can exit Study Strategies at the semester based on academic achievement.

Study Strategies is an elective designed to support academic success of our students in a small group setting. Our goal is to assist students learn, understand, and reinforce concepts and/or assignments presented in the general curriculum. This class will strengthen the skills and study strategies needed to succeed in all curricular areas as well as helping to develop organizational skills that are crucial to success in school and in everyday life. Students can develop and strengthen good study habits and learning strategies through various instructional methods and strategies. The study skills teacher will collaborate with regular education teachers on an on-going basis to best meet academic needs of each student as an individual.

ASI MULTI-TIERED SYSTEM OF SUPPORT

IDENTIFICATION of students through staff, agency, parent, peer, or self-referral. This is a broad-based program serving all students who show problems which affect school performance.

ASSESSMENT of the dimension of the presenting problem, its pervasiveness and seriousness.

INTERVENTION involves the provision of change-directed strategies which include individual counseling support groups, family intervention, behavior contracts, referral, and any attempt to interrupt existing harmful behavior and ultimately help the student/family achieve personal treatment goals.

SUPPORT emphasizes one to one counseling, group counseling, establishment of maintenance and/or after-care support groups, parent education, and school staff and student in-service dealing with problems affecting classroom performance.

STUDENT SUPPORT SERVICES

CLOVIS SUPPORT INTERVENTION (CSI)

The CSI coordinator assists students who have been referred for CSI services and coordinates student interventions. Referrals are initiated from a variety of sources including teachers, counselors and parents. Referrals are available in all offices. The CSI coordinator coordinates the group interventions, which are led by a trained staff member in a weekly pull-out session. Student support groups have been offered in anger management, family issues, grief and loss, self-esteem, teen issues, anxiety/depression, social skills, and substance recovery.

COUNSELING

It is imperative that teachers keep counselors informed of any concerns regarding student's academics, personal or social / emotional needs.

PEER COUNSELING

The primary goal of our 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. Students will receive training before being certified as peer counselors. We hope to provide a positive outlet for our student body with this program.

STUDENT ATTENDANCE REVIEW BOARD (SARB)

CUSD has established a Student Attendance Review Board called SARB. The purpose of the SARB committee is to divert students with school attendance, tardiness and/or behavioral problems and provide interventions that positively impact the student's learning process.

The Alta Sierra Intermediate SARB process is as follows:

- a. Attendance Review Meeting- SRL, GIS, Counselor, Student and Parent
- c. 1st District SARB Conference
- e. District Master SARB Board

SCHOOL PSYCHOLOGIST

The school psychologist assists students with learning disabilities and emotional problems through testing and Individual Educational Plan to succeed in the comprehensive high school setting. His services are available to a limited degree for counseling.

SECTION 504 PLAN

Qualified students will have a 504 Plan developed by an educational team that will include the school site 504 Coordinator, the child's teacher(s), other support personnel as needed and the parent. This plan will be reviewed annually and will address appropriate interventions to assist the child's educational program. For transfer students with current 504 Plans, an educational team will determine whether to continue the 504 plan until the next annual review date or to schedule a 504 meeting in a timely manner.

STUDENT RELATIONS LIAISON

The student relations liaison acts as a liaison between the school, home and community agencies regarding student attendance and behavior. The liaison officer also mediates student conflicts, as well as works with harassment, minor discipline, racial, cultural and gender issues.

STUDENT STUDY TEAM (SST)

Students struggling academically or behaviorally may be referred for SST services. The student support network referral form is available in the Counseling Center and should be completed by the teacher or counselor. Parents may also request a referral.

COUNSELING SERVICES

Counseling services are available to all students at Alta Sierra Intermediate School. Students are encouraged to seek individual assistance through their counselor whenever necessary.

Students may request to meet with their counselor by visiting the Grizzly or Kodiak Cluster Offices before or after school. They can also talk to their counselors outdoors during break or lunch. Students and parents/guardians may also email counselors with questions or concerns.

Services provided by the ASI counselors include:

- Academic concerns
- College & career exploration
- Course selection, registration, and scheduling
- High school readiness
- Personal, short-term counseling
- Referrals to school or community resources
- Social-emotional support

REGISTRATION

The registration process occurs in February and March annually.

- For current 7th grade students, a video presentation by our counselors will be shown to them in AB. Online selection of course offerings will occur one week following this presentation.
- For current 8th grade students, the high school counseling team will meet with their students to discuss high school opportunities available to them in the MPR through AB classes. They will return within one week of the presentation to collect each student's registration form and to answer student questions.
- Both sites: Alta Sierra and Buchanan, hold parent information nights during this window of time to present student opportunities and resources available to students. A question-and-answer session follows the presentation.

NURSING SERVICES

Our School Nurse, Karena Geil, RN or our School Health Services Assistant, Jennifer de Ocampo will be in the health office 5 days a week. Both are CPR/First Aid certified.

If a student is injured or becomes ill, the nurse's office will be contacted for assistance. If a student requests to go to the nurse, he/she will be sent with a pass and return with a pass from the nurse. Teachers will be notified if a student has a special medical problem, which is confidential information.

IF YOUR CHILD HAS ONE OF THE FOLLOWING, PLEASE KEEP THEM 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.

- Illness with a fever of 100.0 or greater
- Illness affects your child's ability to participate in class.
- Vomiting/diarrhea
- Fever of 100.0 or greater within the last 24 hours
- 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 diseases. 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.

NURSING RESPONSIBILITIES

- 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 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.

EMERGENCY AED'S

ASI has 2 AEDs on campus located in the front office by the Nursing Station and at the pool office.

LICE

Clovis Unified School District operates on NO LICE guidelines. Students will be sent home if evidence of live lice is found. Students may not return until treatment has been completed and hair/scalp are free from live lice. Students must check with the Health Office and be cleared to return. Class checks are no longer part of district guidelines.

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.*
- For any questions or concerns, contact the nurse at 327-3577.

IMMUNIZATIONS (NO SHOTS, NO ADMITTANCE)

All 7th grade 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, Diptheria, 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 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 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 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 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.

PE 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.
- If students do not use their inhaler at the proper time (i.e.: before exercise) or forget to bring it to PE 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 nurse's 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 EXCUSES

- 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. Parents may excuse students from PE twice a semester.
- All PE 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.
- Students with a medical excuse from a doctor are required to dress out unless hindered by their injury.
- Students hindered by an injury will report to the library during PE.
- Students with a medical note longer than three weeks will be placed in another elective course until they can return to PE.
- Students who desire to return to PE earlier than the original date provided by the physician will need written verification from the physician.

STUDENT EXPECTATIONS

STUDENT CONDUCT PHILOSOPHY

Alta Sierra Intermediate expects students to maintain standards of personal integrity in harmony with educational goals; to be responsible for their actions; to observe national, state, local laws, and site-based policies; and to respect the rights, privileges, and property of other students.

Alta Sierra Intermediate values and respects diversity including political, philosophical, and cultural viewpoints. To protect these privileges and opportunities, the student is responsible for upholding standards set by Alta Sierra Intermediate including, but not limited to academic integrity, personal honesty, tolerance, respect for diversity, civility, freedom from violence, and lifestyles free from harmful substances.

The student conduct process is a learning experience which can yield growth, behavioral changes, and personal understanding of one's responsibilities and privileges. This process balances the needs and rights of students with the needs and conduct expectations of our school site and district. Students are treated with care, fairness, tolerance, and respect. The needs of the complainant, the respondent, and the community at large are equally important.

STUDENT RESPONSIBILITY

Student responsibility occurs when students take an active role in their learning by recognizing they are accountable for their academic success. Student responsibility is demonstrated when students make choices and take actions which lead them toward their educational goals. Responsible students take ownership of their actions by exhibiting the following behaviors.

They:

- demonstrate academic integrity and honesty.
- attend and participate in classes: prepared and on time.
- avoid making excuses for their behavior.
- complete the assigned work in a timely manner with attention to quality of work.
- communicate in a respectful manner with teachers, peers, and other members of the Alta Sierra community.
- act in a civil manner that respects the learning environment.
- utilize resources and seek help when needed.
- respect diverse ideas and opinions.
- identify, develop, and implement a plan to achieve their educational goals.

GUIDELINES FOR STUDENT BEHAVIOR & DISCIPLINE

CHEATING POLICY

Plagiarizing includes the use of Internet materials without appropriate citation. The visibility of an electronic device, without the permission of the teacher during a test or quiz is unacceptable and will be considered cheating. When a student is determined to be cheating or plagiarizing on any test/assignment or sharing testing materials with the intent of cheating. The classroom teacher will contact a parent to discuss the incident and record a grade of zero for the test or assignment. After parent contact, the teacher will write a referral and send the referral to Student Services. They will call in the student and assign the student to a Saturday School for their behavior and a Code of Ethics violation may occur if applicable. Stealing and/or distribution of stolen materials will result in suspension.

CLASS CUT/ LEAVING CAMPUS WITHOUT PERMISSION

Students out of class with permission that are engaging in activities outside the realm of permission are deemed to have a “class cut”. Students are not allowed to leave campus without permission. Students who do so will be referred to Student Services for disciplinary action.

CLOSED CAMPUS POLICY

Just as it is our expectation that the Alta Sierra Intermediate campus will be free of non-students, all Alta Sierra Intermediate students are required to remain off any other campus’ during the school day. A non-student will only be permitted on a C.U.S.D. campus during school hours through the prior approval of the school site administration. Violation may result in disciplinary action or police intervention.

DETENTION ASSIGNED BY TEACHER

Teachers may assign students to lunch, SRC, or after-school detention as appropriate.

1. For lunch, SRC, and after-school detention, student will contact their parent and inform them that they will be serving detention and the reason that they were assigned detention.
2. If the student does not serve their assigned detention, the teacher will re-assign it, double it and contact the parents again.
3. If a student fails to attend detention a second time, the teacher will write a referral and send the referral to Student Services. (Polar) Student Services will call in the student and assign the student a consequence for their behavior. Continued defiance will result in the student being assigned to Saturday School.

FIGHTING

Fighting will result in suspension. Students who encourage a fight, or who hinder stopping a fight, shall be considered actual participants.

FORGERY

Students forging calls, doctor notes, passes, permission slips or any other documentation will result in a referral to Student Services for appropriate discipline.

GANG RELATED ACTIVITY

A safe school environment is free of gang related conduct or activity. Gang related conduct or activity includes, but is not necessarily limited to, symbols, graffiti, apparel, colors, hazing/initiations, and hand signals commonly associated with gangs, and inciting other students to act with physical violence upon any other person. Students who engage in gang related activity are subject to suspension or expulsion.

HARASSING OR THREATENING BEHAVIOR

If a student feels that he/she is being harassed or threatened, they should immediately report to any staff member, the Counseling Center or to Student Services and be prepared to write a statement. The writing of a statement initiates an investigation.

HATE MOTIVATED BEHAVIOR

A safe school environment mitigates against anxiety producing or demeaning incidents taking place within the confines of the school. A safe school environment is free of hate-motivated behavior. Acts of hate-motivated behavior constitute a disruptive influence in the community and on a school campus. Hate motivated acts may be sufficiently severe or pervasive to create an intimidating, hostile or offensive educational environment and to have a negative impact upon the victim's academic performance. Acts of hate motivated behavior include, but are not limited to, criminal acts which are statutory violation, but include non-criminal acts as (a) posting or circulating demeaning jokes, leaflets or caricatures; (b) defacing, removing or destroying posted materials, announcements or memorials and the like; (c) distributing or posting hate-group literature, caricatures, and the like; (d) use of verbally offensive language directed towards a person(s)/group; (e) using bigoted insults, taunts or slurs; (f) possession of hate group literature, caricatures and the like and (g) posting hate motivated material on social networks, e-mails and texts that lead to a significant disruption on the school campus. Students who engage in hate motivated acts are subject to suspension.

LOST & FOUND

The Lost and Found is located outside of our Choir Room 702 in the MPR. At the end of each semester unclaimed items are donated to charity. Students should check the Lost and Found, PE locker room and 7th or 8th Grade Cluster Office prior to reporting items missing in Student Services.

NON-PRIVILEGE POLICY

All students will be suspended from participating in any school related activity for a period of ten (10) days who are **suspended, truant, persistently refuse to obey school rules, or who have 2 F's in Core Courses.**

PERSONAL STUDENT CONDUCT/ PUBLIC DISPLAYS OF AFFECTION

During the time students are in school, they should use good judgment in their relationships with others. The following behavior is not permitted: kissing, laying on each other, hand holding, prolonged embracing, or sitting together in an inappropriate manner. Parents will be contacted when necessary.

SCHOOL PROPERTY

Education Code states, "Any pupil who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school district is liable to suspension or expulsion and the parent or guardian shall be liable for damages caused by the pupil. The parent or guardian shall be liable to a school district for all property belonging to the school district, loaned to the pupil, and not returned."

SEXUAL HARASSMENT

A safe school environment is free of **sexual harassment**. Acts of sexual harassment may be sufficiently severe or pervasive as to create an intimidating, hostile or offensive educational environment and to have a negative impact upon the victim's academic performance. Students who engage in sexual harassment are subject to suspension or expulsion.

STUDENT RIGHTS AND RESPONSIBILITIES AND REGULATIONS

See C.U.S.D. Student/Parents Rights and Responsibilities section Board policy #2101.

STUDENT SERVICES CONSEQUENCES: NON-SUSPENSION

- First Violation..... Counseling, Lunch or SRC Lunch Detention AND Parent Contact**
- Second & Third Violations..... Counseling, After-School Detention AND Parent Contact**
- Fourth & Fifth Violations..... Counseling, Saturday School AND Parent Conference**

SATURDAY SCHOOL

Students can be assigned Saturday School at Buchanan High School as needed for truancy, excessive tardies, or student discipline without the loss of classroom instruction. Saturday School begins promptly at 8:00am and ends at noon. Students are to bring work for four hours, a snack, their ID card and their Saturday School contract. Students who fail to attend have their consequences doubled.

SUSPENSION

When the principal or designee determines a suspendable offense has occurred according to Ed. Code:

- Students are removed from school Number of days of suspension is determined.
- Student is to remain under adult supervision during suspension and may not be at any school campus or activity.

- Ten (10) days of non-privilege is assigned upon the first school day following suspension.
- Saturday School is assigned by the school administrator.
- A student who has been suspended from school may be allowed to complete assignments and other work missed during the suspension, including tests that can reasonably be provided if requested.
- A student who has been suspended from school is removed from attending activities during the quarter they were suspended. For example: dances, rallies, and assemblies.

SUSPENSION / EXPULSION / ZERO TOLERANCE

See the CUSD Student/Parents Rights and Responsibilities section for a listing of grounds for suspension/expulsion and the CUSD Zero Tolerance Policy.

TARDY POLICY

Students must be on time to not disrupt the learning environment in the classroom. The student shall be considered late when they have not crossed the threshold of the classroom when the second bell rings. Students late to class should report to the Attendance Windows on the east side of the main office for a Tardy Slip and/or Detention Slip as appropriate. SRL's will monitor and assign consequences as needed including, but not limited to, non-privilege status and the SARB process. Infractions shall be accumulated on a semester basis.

TRUANCY

A student is absent from school for one full day without valid excuse, and on two occasions was absent from class for more than thirty (30) minutes without valid excuse would be classified as a truant. A student who is truant four times, receives a state mandated truancy letter informing parents of the absences and/or tardies. A student who is truant five or more times will be classified as a habitual truant.

DRESS CODE FOR STUDENTS

DRESS CODE

The purpose of the Dress Code 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.

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 schoolwork, creates disorder or disrupts the educational process is not allowed.

See the District Handbook on Student Rights and Responsibilities for the complete Dress Code policy.

DRESS CODE CLARIFICATIONS

1. Jeans and shorts may be frayed and have a small hole. Frayed clothing must be stitched to prevent further fray. Skin cannot show through holes. Leggings cannot be worn underneath jeans.
2. Hats with Buchanan Area logos in school colors (red, white, or blue) are allowed. Plain hats and beanies are allowed in school colors only.
3. Dresses and tops with straps less than two (2) inches in width will not be allowed.
4. Undergarments need to be covered. Any apparel determined to be too revealing or that draws undue attention to itself is not acceptable.
5. Tops must not reveal the midriff or stomach area at any time
6. Dress and skirts must be no shorter than 5" above the kneecap, but no shorter than mid-thigh.
7. Shorts must not be shorter than five (5) inch inseam.
8. Excessively baggy or sagging pants will not be allowed.
9. Pajama bottoms are not allowed.
10. Nike/Adidas slides are not allowed.
11. Excessively baggy or sagging pants will not be allowed. Pants cannot exceed five (5) inches when measured at the kneecap of the straightened leg.

DRESS CODE FOR CO-CURRICULAR ACTIVITIES

ALL CUSD students are always asked to follow our board approved Dress Code. The CUSD dress code policies will be enforced at all CUSD activities on or off campus. Students are required to leave any activity if not in dress code.

SAFE SCHOOL PRACTICES

SUPERVISION: BEFORE & AFTER SCHOOL

Students are requested not to arrive on campus before 8:00am. Supervision of students before school begins at 8:00am. Students are welcome to remain in our outdoor area if they remain in front of our red lines and follow our posted expectations to be **Respectful, Responsible, and Safe**. They are not allowed in hallways prior to the first bell.

Students who are on campus at 3:30pm are required to be in a supervised activity: academic support, athletics, club, or performing arts. Students found not in a supervised area at 3:30pm will be escorted to an after-school learning opportunity. Students are not to wait for transportation, unsupervised, after 3:30pm.

HALL SAFETY

- Students are asked to follow our expectations for hallways to be **Respectful, Responsible, and Safe**.
- Students are not allowed in the hallways unsupervised before or after school or during break or lunch.
- Students must have a hall/restroom pass whenever they ask to leave class.

BICYCLES, SCOOTERS, & SKATEBOARDS

Once students arrive at the cement in front of our campus, they are asked to not to ride their bicycle, scooter, or skateboard on campus. Students are requested to wear a helmet.

- Bicycles, Scooters & Skateboards are to be locked up in the racks provided on the west side of the main office.
- Locks may be borrowed from the attendance windows before school if a student has forgotten one.
- The school is not responsible for theft or damage to any bicycles, scooters, or skateboards.

EMERGENCY READINESS PRACTICES

The following emergency procedures are practiced monthly at Alta Sierra Intermediate. Following each safety exercise, an email will be sent home to parents to inform you that your students practiced safety procedures.

We encourage you to continue the conversations regarding safety at home.

Shelter in Place or Facility Alert-Secure Campus

Type of Action	Precautionary measures against the threat of potential violence in the surrounding community.
How Warning Given	Announcement given through Catapult EMS.
Teacher Action	Bring students into the classroom and lock the door. Classroom instruction continues. No student exit protocol. May elevate to a Lockdown.
Student Action	Remain in Classroom or report directly to the classroom.

Lockdown

Type of Action	Is used to prevent intruders from entering occupied areas on the campus.
How Warning Given	Announcement given through Catapult EMS.
Teacher Action	Bring students into the classroom and lock the door. Close shades. Instruct students to hide from the view of windows/doors. Classroom instruction stops. No student exit protocol.
Student Action	Remain in Classroom or report directly to the classroom. Hide from view of window/door.

Facility Evacuation

Type of Action	When conditions are unsafe to remain in the classroom.
How Warning Given	Announcement given through Catapult EMS, followed by an announcement to evacuate.
Teacher Action	Ensure orderly evacuation of building, close doors upon leaving classroom, and take roll to ensure all students are present and lined up in designated area. Await further direction.
Student Action	Under direction of teacher, in an orderly manner, using marked exits, leave the building and report to a designated place of safety.

Duck, Cover and Hold On

Type of Action	Danger is immediate as enemy attack, explosion, or other immediate emergency.
How Warning Given	Announcement given through Catapult EMS
Teacher Action	Instruct students to seek immediate cover. If <u>inside</u> : under furniture with backs to windows. Drop to knees, clasp both hands behind the neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms. When immediate danger is over, report to more secure facilities.
Student Action	Seek immediate available cover. If inside: follow teacher instructions to assume the Duck, Cover and Hold On position.

Evacuate School (Off Site – Cross City Church)

Type of Action	When school site is no longer safe, or in danger of becoming unsafe as with flood, fire, chemical hazard, or loss of power
How Warning Given	Announcement given through Catapult EMS. You will be advised to evacuate to the ASI soccer fields. If further need to transport off the Buchanan Complex, students and staff will be directed to the Cross City Church.
Teacher Action	Direct students to designated loading areas, assist in loading. Wait for further instructions.
Student Action	Follow directions to designated loading area.

Emergency Student Release Locations

Students will be in class during any lockdown situation and parents will not be allowed on campus until the situation is deemed safe. Students will exit to the extreme south side of campus in the event of evacuation. Students may further be evacuated to the Buchanan Softball Complex. In the event there is danger in the path of the normal exit route, a west, north or east area of campus will be used i.e. (bus loading zone, faculty parking lot, student parking lot).

On Campus Staging Area

Parents will be directed to go to the field house at the football stadium for information or locating students when under a full evacuation. Media will be directed to the lawn area next to Garfield on Nees Ave.

CO-CURRICULAR

Co-curricular activities such as athletics, academic teams, clubs, and visual and performing arts. Co-Curricular provides your student with opportunities to explore and expand their interests and try something new. These experiences provide additional opportunities for your student to apply critical thinking, problem-solving, teamwork, and creativity. Students gain confidence through competence in these areas, and it carries over to the classroom. The more a student can make a connection to a co-curricular area and engage in school, the better they will do in the classroom.

Please encourage your student to get involved in a co-curricular opportunity! If they like it great, keep it up. If they don't, encourage them to try something new. Remind your student that it takes practice and perseverance to go from good to great. It is okay if they are not the best at their selected activity in intermediate school. If they enjoy it, with continued practice and perseverance they will improve and get better each year. Encourage them not to give up and to have fun!

CO-CURRICULAR ELIGIBILITY

1. The Clovis Unified School District requires all participants in co-curricular activities to maintain a 2.0 or better G.P.A. during the **previous** grading period. If a participant falls below these requirements, he/she may retain eligibility by attending study table. If a student does not meet eligibility criteria for two consecutive grading periods, he/she will automatically be ineligible to participate.
2. Every student participating in a co-curricular activity must pass a minimum of four subjects to retain eligibility.

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.

Responsibility of the Student:

- ◆ To inform the teacher(s) involved of any conflict as soon as possible.
- ◆ To be fully aware of his/her obligation to all groups involved.

Responsibility of Staff:

- ◆ Staff shall make their schedule of activities known to the students involved as soon as possible.
- ◆ Staff shall make the students fully aware of their obligation to themselves and to the other students involved.
- ◆ If a student needs assistance in deciding as to which activity to participate in, the staff involved will meet with him/her and parents to jointly rectify the problem.

PERFORMANCE ARTS

Performances are an integral part of a Performing Arts program. One major performance may be the culmination of an entire grading period or semester's work. Once work towards a performance has begun the members in these groups become mutually interdependent upon each other. An unexpected absence of a single performer could produce an unfavorable outcome to the entire production. Performance attendance is expected for all students who participate in Performing Arts.

STUDENTS MISSING CLASS FOR SCHOOL RELATED FUNCTIONS

1. An e-mail list of students will be generated by the advisor or coach and sent to staff notifying of students missing class for required athletic events and performances.
 - a. Students are responsible for making up any assignments missed in class.
2. Blue Slips will be used for all enrichment activities. Teachers can deny participation to students not in good standing for enrichment events only.

ACADEMIC PROBATION

Any student failing below a 2.0 GPA on his or her 6-week reporting period grade will be placed on Academic Probation until the next reporting period. Two consecutive grading periods of academic probation will result in academic ineligibility for ALL co-curricular programs and placed on the non-Privilege list until the next grading period.

ATTENDANCE

All co-curricular participants must attend school for at least four hours of instruction prior to participating in an event. For weekend events, co-curricular participants must attend school for a minimum of four hours of instruction on Friday.

DRESS CODE

Our co-curricular participants are representatives and leaders on campus. All co-curricular participants must abide by the dress code to participate. This includes competitions, on or off campus, regardless of the day of the week.

****All students in a Co-Curricular activity are required to complete the Code of Ethics.**

**Alta Sierra Intermediate
Co-Curricular Code of Ethics**

INTRODUCTION

Students who participate in athletics, academic teams, clubs, or performing arts at ASI are expected to adhere to a high standard of behavior as outlined in the Code of Ethics. It is important for our athletes and co-curricular participants to realize that they always represent the school and the community. Our students always act as role models for the younger students in our district and have a commitment to their teammates and coaches/advisors to be at their best physically and mentally. In effect 24/7/365 for students who represent ASI in a co-curricular activity.

CODE OF ETHICS

- A. Your citizenship is to be satisfactory as judged by the principal or designee. Any of the following actions that result in suspension shall be considered a code violation: fighting; theft; vandalism; defiant behavior to staff members; any action on or off campus that would result in arrest and conviction; any suspendable offense; attending a party/function where alcohol and/or controlled substance(s) are present.
- B. Absolutely no use or possession of the following items on or off campus at any time: tobacco; alcohol; narcotics; illegal drugs; or weapons.
- C. Any serious or ongoing violation of school or team rules. Things such as disruptive behavior, profanity, tardies, attendance, may result in suspension from the activity or team.

DISCIPLINE FOR VIOLATION OF THE CODE OF ETHICS

A participant who violates any provision of the code shall be subject to the following (unless it is a suspendable or expellable offense):

- A. First Offense:
 - 1. A minimum of ten (10) days of non-privilege or 14 calendar days (the lesser of the two options) (excluding CIF mandated non-practice days) of which only one half may be worked off at the discretion of the administration. (Except Racial Slurs)
 - 2. Work Back is defined as one hour of campus service equaling one day of non-privilege.
 - 3. The student who has violated the Code of Conduct or Ed Code, resulting in a 10-school day non-privilege consequence, is not allowed to practice during his/her first five days of non-privilege. Non-privilege excludes a student from all student activities and events on and off campus. If the non-privilege time is for 3 or 4 weeks with a work back option, the student will not practice days 6-10. If the non-privilege time is longer than 4 weeks, the Code of Conduct Board will determine when the student can rejoin his/her team for practice, but it will not be in less than 10 days. The student cannot travel with the team, dress out, sit on the bench, be in the dugout, or any activities during the entire time assigned by the Code of Ethics Board. Practice is the only privilege that a student can get back prior to the end of the time assigned.
 - 4. An Athletic/Activity Board hearing will be held no sooner than the student's first day back to school from being suspended. The Board will determine if the student will be allowed to return to their athletic team or 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 the athletic/participant competition/activity 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 or group immediately after the non-privilege period.
 - d. Assign the student to additional counseling or to a rehabilitation program.
- B. Second Offense - will carry all the same potential penalties as a first offense and quite possibly result in recommendation for exclusion or continued suspension from participation.

WHAT HAPPENS WHEN A PARTICIPANT QUILTS OR IS REMOVED FROM THEIR CURRENT ACTIVITY?

- A. The athlete/participant must wait until that sport/activity has reached the playoffs/finals before he/she can practice or compete with another sport/activity that season or the next season.
- B. Coaches cannot release or accept an athlete/participant that has quit or been removed from that sport/activity. All appeals must go to the Athletic Director/Activities Director.

ATHLETIC/ACTIVITY BOARD

- A. The purpose of the Board is to deal with each individual incident in a fair and appropriate manner based on the circumstances involved.
- B. The chairperson of the Board will be the Principal. The Board will consist of the following people:
 - 1. Athletic/Activities Director of the sport or activity involved.
 - 2. A Learning Director or designee.
- C. Parent of the student and student's coach or advisor may attend

the hearing. I, the undersigned, understand and agree to abide by the above stipulations.

Student's Signature _____ Date _____

Student's Name (printed) _____ Parent/Guardian Signature _____

ATHLETICS

There are many opportunities for your student to participate in athletics at Alta Sierra. For most sports we have a no cut policy and multiple teams are created to allow students the opportunity to participate.

For additional information or questions, please visit our Athletics page on our ASI website or contact Athletic Director Brad Zimmer at 327-3780 or via email.

Fall Sports: <i>Practice begins in August</i>	Winter Sports: <i>Practice begins in November</i>	Spring Sports <i>Practice begins in February</i>
Cross Country	Boys' Basketball	Baseball
Football	Girls' Basketball	Boys' Golf
Girl's Golf	Gymnastics	Softball
Girls' Tennis	Boys' Soccer	Swim & Dive
Girls' Volleyball	Girls' Soccer	Boys' Tennis
Girls' Water Polo	Wrestling	Boys' Volleyball
Boys' Water Polo		Badminton – Follows Spring Sports

ATTENDANCE

All athletes must attend school for at least **four hours of instruction** prior to participating in an athletic event. For weekend events, athletes must attend school for a minimum of **four hours of instruction** on Friday.

DRESS CODE

Our athletes are representatives and leaders on campus. All athletes must abide by the dress code to participate. This includes competitions, on or off campus, regardless of the day of the week.

FORMS

All athletes are required to have a completed eligibility/health screening form turned in prior to starting tryouts or practices. Forms and start dates can be found on the Athletics page of our ASI website.

INSURANCE

California Education Code requires that any student of any "Educational Institution" who practices for or participates in any interest school athletic event MUST insured for \$1,500 of insurance covering the medical expenses of accidental injuries. This applies to all sports and to all participants of any age. This mandatory insurance requirement is also extended to students who accompany an athletic team to an extra-mural athletic event and while performing their function as a member of the band, song leaders, yell leaders, etc.

Consequently, students must be excluded from the team and from activities relative to an athletic event unless they have either purchased the schools regularly offered plan, or their parents can assure the district that adequate insurance is in force which meets the requirements of this law. Enrollment information for school insurance can be found by contacting our receptionist.

SUSPENSION

In the event an athlete is suspended from school they will be placed on 10 days of non Privilege and not be allowed to participate in athletics or any co-curricular activity. An Athletic Hearing will be convened with both the student and parent in attendance.

UNIFORMS & EQUIPMENT

Uniforms must be turned in to the coach within one week following the end of season. There will be a financial responsibility assigned to the student if the uniform and/or equipment is not turned in.

****All athletes are required to complete the Co-Curricular Code of Ethics.**

TRANSPORTATION

It is the mission of the Transportation Department through its support to the education programs, to provide safe, efficient, quality transportation to ALL students and employees while offering and promoting an environment which will enhance the learning abilities of each pupil.

BUS PASSES

Students living inside the radius zone parameters of two and one half (2.5) miles for grades 7-12 may walk to an existing bus stop and receive a ride to and from school provided they pay a fee as established in our board policy. This fee will apply to all students living within the radius zones and is obtainable on a space available basis which will be determined during the third week of the beginning of each school year.

COMMUNITY FUNDED BUS PASSES

Community Funded Bus (CFB) passes must be purchased directly from the area CFB Chairperson. The cost of CFB bus passes vary depending on the route. For information regarding Community Funded Buses, please contact the CFB area Chairperson, or the Transportation Department at 559.327-9701.

REQUIREMENTS FOR RIDING A SCHOOL BUS

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.

- Arrive at your bus stop five minutes before the scheduled leave time.
- Wait for your bus in a safe place – on a sidewalk.
- Wait until the bus is completely stopped.
- Provide your ID card to the bus driver to enter the bus.
- Students must only ride the bus at their authorized stop.
- Be kind to fellow bus riders and the bus driver.
- Always follow the bus driver's instructions.
- To ride the 5:30pm Late Bus, students must be in a supervised activity after school: lab, athletics or academic team practice.

BUS DISCIPLINE

Bus referrals will be written by the bus driver for unsatisfactory conduct and discipline will be assigned by the site as appropriate. Violations of bus riding procedures may result in the loss of bus riding procedures.

RULES OF CONDUCT

ALL SCHOOL AND CUSD RULES AND 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. Always follow the instructions of your bus driver.
5. Students are to remain seated and facing the front of the bus while the bus is in motion.
6. Always keep your arms and head inside the bus.
7. Profanity, indecent language, and/or obscene gestures are prohibited.
8. Any property defaced or destroyed on the school bus will be paid by the student and/or the parent/guardian.
9. Eating, drinking, and chewing gum are prohibited.
10. Spitting or throwing objects on the bus or out the windows 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 scooters, or skateboards will not be permitted, unless in an enclosed bag.
13. Cell phones and text messaging devices shall not be used unless it is an emergency (headphone equipment OK).
14. Animals or insects (dead or alive) are not allowed on the bus.

STUDENT TRIPS

BUS RULES OF CONDUCT

Clovis Unified is pleased to provide students with bus transportation. To enjoy this **PRIVILEGE**, each student must accept certain **RESPONSIBILITIES** about their conduct on or near the school bus. Misconduct distracts the driver, which can jeopardize the safety of all passengers. Only authorized chaperones and participating students are permitted transportation on field trips.

STUDENT EXPECTATIONS

The trip you are embarking upon to represent your school, the Clovis Unified School District, and the community, promises to be a great experience. We are confident that each of you will put your total effort and concentration into this event. Not only will you be experiencing participation at its highest level, but, hopefully, accumulating unforgettable memories along the way. We are extremely proud of each of you who contributed so much to the school. Remember who you are. Remember that you represent our school and district. Savor the experience and take pride in being a member of our school. We believe in you and know you will make us proud of your achievements.

STUDENT RESPONSIBILITIES

- ◆ All students are assigned to a designated chaperone.
- ◆ Students are never to leave a supervised area unless escorted by a chaperone.
- ◆ For theme park visits or visits to any destination where students are “fenced in”, students must report every other hour to a designated “home base” to check in with a chaperone.



CUSD CATEGORICAL FUNDING PROGRAM INFORMATION FOR THE 2023-2024 SCHOOL YEAR

On an annual basis, Clovis Unified School District (CUSD) submits our funding Application through the Consolidated Application and Reporting System commonly called the ConApp. The application is submitted in two (2) parts: Part I, which contains program and demographic information, submitted by June 30th each year; and Part II, which contains budget information and program data submitted by January 31 each year. The categorical programs included in the application are Title I, Part A - Improving Academic Achievement. Title I, Part C - Migrant Education, Title II, Part A - Supporting Effective Instruction and Title III - English Learner (EL), and Immigrant Programs and Title IV, Part A - Student Support and Academic Enrichment. 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 pleased and proud 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 Learner Advisory Committee (ELAC)**
- **District Advisory Committee (DAC) and School Advisory Committee (SAC)**
- **District English Learner Advisory Committee (DELAC)**
- **District Indian Education Parent Advisory Committee (IPAC)**
- **School and District level School Assessment Review Team (SART)**
- **Intercultural and Diversity Advisory Council (IDAC)**
- **Local Control Accountability Plan Public Forums (LCAP)**

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. 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 of the site's SPSA. If you would like additional information on any of the District Parent Councils or Committees, please call your child's school. The Principal, Learning Director, or Guidance Instructional Specialist (GIS) would be happy to assist you. Listed below are several parent committees that assist with categorical programs and funding.

School Site Council (SSC): All schools that operate a categorical program funded through the consolidated application (ConApp) shall establish a school site council (SSC). The SSC shall develop the content of the SPSA. The SPSA shall be reviewed annually and updated, including proposed expenditure of funds allocated to the school through the ConApp and the local control and accountability plan (LCAP), if any, by the SSC. The SSC is composed of parents, students at the secondary level and school personnel. It 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): The entirety of the SSC acts as the SAC. The SAC serves as an advisory committee for the purpose of advising schools regarding supplemental education programs and acting as a liaison for their school community. They serve to share information and comments both at the district and site level. These education programs are supplemental education opportunities that provide services to students who are disadvantaged, English learners, foster youth and/or at-risk. The SSC has approved to designate our SSC pursuant to California Education Code (EC) Section 52852 to function as the School Advisory Committee.

English Learner 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 advises the principal, staff and SSC regarding services for English learners and assists in the development of the annual survey. Members serve for two years. Each ELAC shall have the opportunity to elect at least one member to the District English Learner Advisory Committee (DELAC).

District English Learner 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's ELAC.

District Indian Education Parent Advisory Committee (IPAC): The CUSD Native American Indian Education Parent Advisory Committee meets four times a year to discuss program issues, services provided, and other needs related to the student achievement of our students, community agencies and outreach programs. CUSD Indian Education Program addresses the needs of American Indian and Alaskan Native students in grades K - 12. The program assists eligible students to achieve at the same challenging state performance standards expected of all students in grades pre-K -12.

Local Control Accountability Plan (LCAP) Forums: CUSD develops an LCAP annually that works to better align the academic plan with the district expenditure plan that is approved by our CUSD Governing Board each June. Parents and other stakeholder groups are invited to participate in the development of the LCAP through participation of school and district committee meetings and community forums. LCAP School, District Meetings and Community Forums are exciting opportunities for all stakeholders and school committees to engage with the district and share their ideas on how CUSD can provide quality opportunities and support for CUSD youth and schools. Community participation and feedback in the forums will inform the District's LCAP's funding priorities over the next several years.

These forums are designed to provide an opportunity for school communities to hear about CUSD's current efforts to support youth and families and to provide input and feedback on future plans and opportunities. Sites also have an opportunity to work together in teams to share new ideas to support identified groups and to plan for site engagement and implementation.

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. The needs of our children 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. **After School Safety and Education Funds (ASES)**: This state-administered funded program is a result of the voter approved Proposition 49; provides three-year grant funding for afterschool programs that align with the core instructional day and have the following components: educational and literacy element (tutoring/ homework assistance); educational enrichment element (Additional program/activities that reinforce what is learned in the core instructional day); and provide a nutritious snack or meal that conforms to California State Education Code requirements. 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.
2. **Title I, Part A (Improving Academic Achievement)**: A federal-funded program to provide high-quality opportunities for students in high-poverty schools to meet district and state content and performance standards.
3. **Title I, Part A, Title X, Part C, Education for Homeless Children and Youths**: Title I, Part A funds provide comparable services to homeless children that assist them to effectively take advantage of educational opportunities as provided to children in schools funded under Title I, Part A. These comparable services shall be provided to homeless children in public and private schools, shelters and other locations where children may live, institutions for neglected children and, where appropriate, local institutions such as local community day school programs.
4. **Title I, Part C (Migrant Education Program)**: A federal-funded program focused on providing services for migratory students and their families.
5. **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.
6. **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.

7. **Title VI (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 you 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.

Additional information may be found @ <https://www.cusd.com/SupplementalServices.aspx>

The Clovis Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, gender, gender identity, gender expression, immigration status, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. For questions or complaints, contact: Equity Compliance Officer - Norm Anderson, Deputy Superintendent, 1450 Herndon Avenue, Clovis, CA 93611, (559) 327-9000, NormAnderson@cusd.com; Title IX Coordinator - Shareen Crosby, Risk Manager, 1450 Herndon Avenue, Clovis, CA 93611, (559) 327-9000, SharenCrosby@cusd.com; Assistant Title IX Coordinator – Steve France, Assistant Superintendent of Education Services, 1450 Herndon Ave., Clovis, CA 93611, (559) 327-9380, SteveFrance@cusd.com; Section 504 Coordinator - Wendy Karsevar, 1680 Herndon Avenue, Clovis, CA 93611, (559) 327-9400, WendyKarsevar@cusd.com

