

La Sierra High School
Parent and Student Handbook
Manual Para Padres y Estudiantes
2023-2024

“Soaring High With Pride”



4145 La Sierra Avenue
Riverside, California 92505
(951) 358-1725

SCHOOL COLORS

Navy Blue and White with Red

MASCOT

Eagle

La Sierra High School Parent and Student Handbook

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La Sierra High School Administration

Dr. Tania Cabeza, Principal
Mr Strawn Holmes, Assistant Principal
Mr Brad Lyall, Assistant Principal
Mr. Dan Sage, Assistant Principal

Escuela secundaria La Sierra

Manual para padres y estudiantes

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Administración de la Preparatoria La Sierra

Dra. Tania Cabeza, Directora
Mr Strawn Holmes, Subdirector
Mr Brad Lyall, Subdirector
Mr. Dan Sage, Subdirector

June 2023

Welcome Back La Sierra Family and New Eagles,

Welcome to La Sierra High School for the 2023-2024 school year. I am so honored to enter my fourth year as the proud principal of the best high school in Alvord Unified - La Sierra High School. We are so excited to have you back for a new year here at La Sierra. I am hopeful and excited to plan an exciting school year for your student/s and family. Our goal will continue to be to develop well-rounded members of our learning community and society, through a nurturing environment, allowing our students to thrive and continue to be the best students in the district. The teachers and staff at La Sierra High School are committed to ensuring your student not only graduates, but has multiple opportunities and options upon graduation including being A-G ready! ***This means we will be ensuring that your student is enrolled in courses that meet the A-G requirement so they are able to apply to California State Universities and the University of California system when they graduate.***

For the upcoming year, we will also focus on the following site goals:

- Explore different bell schedules and options for the 24-25 school year
- Ensure that daily instruction for your student is fun and engaging
- Ensure that your student has the support and interventions necessary to be successful - we will continue to have a Scholar Center, Wellness Center, and College & Career Center
- Ensure that we offer fun school events and monthly enrichment activities

Families, we appreciate you entrusting your students to us and we will do everything we can to make sure they are ready for college, career, and life. This year we will be offering you more opportunities to engage in your student's journey by providing you with more workshop sessions that include the Parent Institute for Quality Education (PIQE). To help support both your student and La Sierra High School, please **partner with us in your student's education** by assisting with the following:

- **Ensure your student(s) attends school every day & is on time**
- **Help your student plan and carry out a schedule for completing their homework**
- **Monitor student grades and attendance using the Aeries parent portal**
- **Communicate with your student's teachers on a consistent basis**

Eagles, I am confident you will take ownership of your education and remember that you can find the support you will need on your educational journey here at La Sierra High School. Remember, success begins with you. We are all here to support, listen, care, and love you.

If you have any questions, please feel free to call me at (951) 358-1725.

Your Principal,

Dr. Tania Cabeza

junio, 2023

Bienvenidos de nuevo familia de La Sierra y nuevas Águilas,

Bienvenidos a la Escuela Secundaria La Sierra para el año escolar 2023-2024. Me siento muy honrada de ingresar a mi cuarto año como la directora orgullosa de la mejor escuela secundaria del Distrito Unificado Alvord: la Escuela Secundaria La Sierra. Estamos emocionados de tenerte de vuelta para un nuevo año aquí en La Sierra. Tengo la esperanza y el entusiasmo de planificar un año escolar emocionante para su(s) estudiante(s) y su familia. Nuestro objetivo seguirá siendo desarrollar miembros integrales de nuestra comunidad de aprendizaje y sociedad, a través de un entorno enriquecedor, que permita a nuestros estudiantes prosperar y continuar siendo los mejores estudiantes del distrito. Los maestros y el personal de la Escuela Secundaria La Sierra están comprometidos a garantizar que su estudiante no solo se gradúe, sino que tenga múltiples oportunidades y opciones al graduarse, ¡incluso estar listo para A-G! **Esto significa que nos aseguraremos de que su estudiante esté inscrito en cursos que cumplan con los requisitos A-G para que puedan postularse a las Universidades del Estado de California y al sistema de la Universidad de California cuando se gradúen.**

Para el próximo año, también nos centraremos en los siguientes objetivos del sitio:

- Explorar diferentes horarios de campana y opciones para el año escolar 24-25
- Asegurarnos de que la instrucción diaria para su estudiante sea divertida e interesante
- Asegurarnos de que su estudiante tenga el apoyo y las intervenciones necesarias para tener éxito; seguiremos teniendo un Centro Académico, Centro de Bienestar y Centro Universitario y de Carreras
- Asegurarnos de ofrecer eventos escolares divertidos y actividades mensuales de enriquecimiento

Familias, apreciamos que nos confíen a sus estudiantes y haremos todo lo posible para asegurarnos de que estén listos para la universidad, la carrera y la vida. Este año le ofreceremos más oportunidades para que usted participe en el viaje educativo de su estudiante brindándole más sesiones de talleres que incluyen el Instituto de Padres para la Educación de Calidad (PIQE). Para ayudar a apoyar tanto a su estudiante como a la Escuela Secundaria La Sierra, **asóciese con nosotros en la educación de su estudiante** ayudando con lo siguiente:

- **Asegúrese de que su(s) estudiante(s) asista(n) a la escuela todos los días y llegue a tiempo**
- **Ayude a su estudiante a planificar y llevar a cabo un horario para completar su tarea**
- **Monitorear las calificaciones y la asistencia de los estudiantes utilizando el portal para padres Aeries**
- **Comunicarse con los maestros de su estudiante de manera constante**

Aguilas, confío en que tomará posesión de su educación y recuerde que puede encontrar el apoyo que necesitará en su viaje educativo aquí en la escuela Secundaria La Sierra. Recuerda, el éxito comienza contigo. Todos estamos aquí para apoyarte, escucharte, cuidarte y amarte.

Si tiene alguna pregunta, no dude en llamarme al (951) 358-1725.

Su directora,

Dr. Tania Cabeza

Directory/Numeros de Telefono

Main Office/Oficina Central (Hours/Horas 8:00 a.m. – 4:30 p.m.)

Administration Office/Oficina de Administracion	(951) 358-1725
Teacher Message Line/Mensajes para Maestros	(951) 358-1725
Tania Cabeza, Principal/Directora (tania.cabeza@alvordschools.org)	(951) 358-1725
Strawn Holmes, Assistant Principal/ Subdirector (strawn.holmes@alvordschools.org)	(951) 358-1725
Brad Lyall, Assistant Principal/ Subdirector (brad.lyall@alvordschools.org)	(951) 358-1725
Dan Sage, Assistant Principal/Subdirector (dan.sage@alvordschools.org)	(951) 358-1725
Judy Calderon, School Secretary/Secretaria (judy.calderon@alvordschools.org)	(951) 358-1725
Celina Martinez, Bilingual Secretary (celina.martinez@alvordschools.org)	(951) 358-1725
Health Services/Servicios de Salud, Kathlyn Serna (kathlyn.serna@alvordschools.org)	(951) 358-1725
Officer Jimmy Chen, School Resource Officer (lssro@alvord.k12.ca.us)	(951) 358-1725
Blake Hyepock, Athletic Director/ Director de Deportes (blake.hyepock@alvordschools.org)	(951) 358-1729
Alanna Kolonics, Activities Director/Director de Actividades (alanna.kolonics@alvordschools.org)	(951) 358-1734

Attendance Office/Oficina de Asistencia (Hours 8:00 a.m. – 4:30 p.m.)

Attendance Office/Absence Reporting/Reportar Ausencias	(951) 358-1730
Shakari Andrews, Sr. Attendance Clerk (shakari.andrews@alvordschools.org)	(951) 358-1730
Dulce Diaz, Attendance Clerk (dulce.diaz@alvordschools.org)	(951) 358-1730

School Counseling Office/Oficina de Asesoramiento (Hours 8:00 a.m. – 4:30 p.m.)

Angelina Ugalde, School Counselor/Consejera (angelina.ugalde@alvordschools.org)	Caseload: A - Da
Kenny Tran, School Counselor/Consejero (kenny.tran@alvordschools.org)	Caseload: De - K
Daysy Velasco, School Counselor/Consejero (daysy.velasco@alvordschools.org)	Caseload: L - Q
Maureen Snyder, School Counselor/Consejera (maureen.snyder@alvordschools.org)	Caseload: R - Z

Library Services/Biblioteca (Hours 7:30 a.m. – 4:30 p.m.)

Deanna Angelucci, Librarian/Bibliotecaria (deanna.angelucci@alvordschools.org)	(951) 358-1732
Library Assistant, Jamie Burk (jamie.burk@alvordschools.org)	(951) 358-1731

Sexual Harassment

The sexual harassment of any student by any other student or any District employee shall not be tolerated. Sexual harassment is a suspendable offense. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature when this conduct meets specific criteria. The conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the student's academic performance or to create an intimidating, hostile or offensive academic environment. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action. Students and staff are encouraged to immediately report incidents of sexual harassment to the principal or assistant principals. (Ed Code 212.6, 230, 48980, 48900.2, and Board Policy 5191)

Bullying

“Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in California Education Code Sections 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (A) Placing a reasonable pupil or pupils in fear or harm to that pupil's or those pupils' person or property
- (B) Causing a reasonable pupil to experience a substantial detrimental effect on his or her physical or mental health
- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance
- (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges by a school

“Electronic Act” means the transmission of communication, including but not limited to, a message, text, sound or image, or a post on a social network internet site, by means of an electronic device, including but not limited to, a telephone, wireless telephone, or other wireless communication device, computer or pager.

“Reasonable Pupil” means a pupil, including but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person for his or her age with his or her exceptional needs.

Any student or employee who is found guilty of bullying shall be subject to disciplinary action. Students and staff are encouraged to immediately report incidents of bullying to the principal or assistant principals.

Harassment, Threats, Intimidation, or Hazing

Harassing, making threats, bullying, or intimidating any student or group of students is a suspendable offense. Students conspiring to engage in or causing a disruption, disorder, hazing and/or invading the rights of a student or group of students, will be subject to disciplinary action. (Ed. Code 32051, 48900.4)

Non-Discrimination Notice

The Alvord Unified School District does not discriminate on the basis of ethnic group, classification, ancestry, religion, age, sex, handicap or physical or mental disability. This applies to all students regarding admission and participation in programs and activities in the district's schools. Vocational programs and opportunities are open to all students. Lack of English language skills shall not prevent participation. Questions or concerns should be directed to the school Principal. A grievance procedure and forms are available.

La Sierra Eagles are

Responsible

Inspired

Self-Aware


Engaged

RISE UP

RISE Up!
Take Flight!
Soar High with Pride!

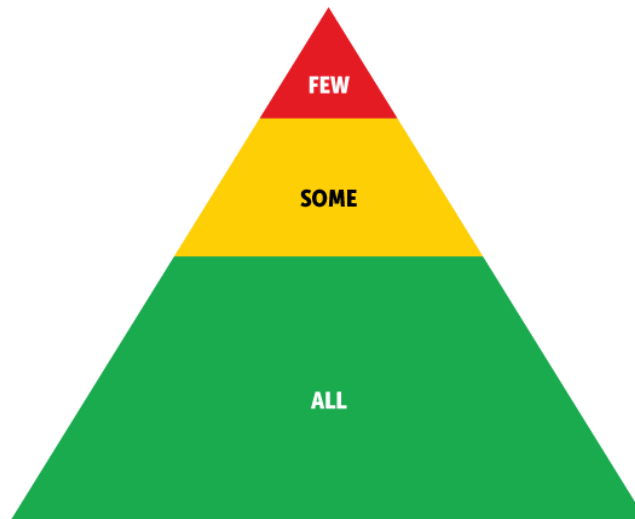


LA SIERRA HIGH SCHOOL SCHOOL-WIDE EXPECTATIONS AND BEHAVIORS MATRIX

	<h2>IN THE CLASSROOM</h2>	<h2>OUT ON CAMPUS</h2>	<h2>SPORTS/CLUBS/ ACTIVITIES</h2>	<h2>OFF CAMPUS</h2>
<h3>RESPONSIBLE</h3>	<ul style="list-style-type: none"> • Be on time to class and ready to learn when the bell rings • Communicate with your teachers about missing/incomplete work • Have all your materials/resources 	<ul style="list-style-type: none"> • Take ownership of your behavior and actions • Wear your student ID card around your neck while on campus • Pick up trash and throw it away 	<ul style="list-style-type: none"> • Think how your actions represent your team, act appropriately • Demonstrate good sportsmanship • Honor your commitment to the team for the entire season 	<ul style="list-style-type: none"> • Finish and complete homework • Get plenty of rest for the next school day • Charge your Chromebook overnight
<h3>INSPIRED</h3>	<ul style="list-style-type: none"> • Greet your teacher and classmates • Encourage others • Use words of affirmation 	<ul style="list-style-type: none"> • Show school spirit • Show appreciation for our classified staff • Look for opportunities to get involved with activities 	<ul style="list-style-type: none"> • Include others and encourage them to join • Attend various events to show school pride • Rally the team during difficult or challenging moments 	<ul style="list-style-type: none"> • Celebrate your accomplishments with your community • Talk to others about LSHS and the community on campus • Share positive accomplishments on social media
<h3>SELF-AWARE</h3>	<ul style="list-style-type: none"> • Be aware of how your actions affect others • Use respectful and appropriate language • Be courteous, abide by classroom expectations 	<ul style="list-style-type: none"> • Help maintain and protect our buildings and facilities • Follow directions from staff members • Have respect in the way you and how others dress, behave, and speak 	<ul style="list-style-type: none"> • Critique your own performance • Respect and encourage other athletes on campus • Keep team common areas clean, clean up trash, etc. 	<ul style="list-style-type: none"> • Take heed of instructions and directions of parents/guardians • Maintain healthy boundaries for all-around balance • Realize all people are valued and deserve to be treated as such
<h3>ENGAGED</h3>	<ul style="list-style-type: none"> • Give your best, first effort on every assignment • Learn from your mistakes on tests and assignments • Stay curious, be willing to listen and share your ideas kindly 	<ul style="list-style-type: none"> • Look for students to make authentic connections with • Don't let previous failures/inadequacies define you • Seek out "the helpers" on campus for guidance 	<ul style="list-style-type: none"> • Honor your commitment to the team for the entire season • Contribute to the team's goals • Practice with Excellence, Play with Excellence 	<ul style="list-style-type: none"> • Notice the ways people are helping you every day and thank them • Look for ways you can be more helpful in your community • Participate in civic engagement

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture and needed for all students in a school to achieve social, emotional and academic success. Our goal at La Sierra HS is to support every student with a positive lens. This year we will work to develop our systems of interventions in more depth and as a school community collaborate to develop our tiered interventions.

PBIS is an example of a Multi-Tiered system of support.



***Tier 1** supports serve as the foundation for behavior and academics. Schools provide these universal supports to all students. For most students, the core program gives them what they need to be successful and to prevent future problems.*

***Tier 2** supports groups of students with targeted needs. Providing support to a group of students provides more opportunities for practice and feedback while keeping the intervention maximally efficient. These supports help students develop the skills they need to benefit core programs at our school.*

***Tier 3** supports are the most intensive supports the school offers. These supports require intensive resources due to the individualized approach of developing and carrying out interventions. Student plans often include goals related to both academics as well as behavior support.*

Campus Expectations

Eagles are expected to...

- Follow all California Education Codes, especially not be in violation of all education codes 48900 and 48915
- keep each other safe and not take part in unsafe acts, such as fighting, hazing, initiation, rough or play fighting, or birthday swats.
- keep each other safe and not take part in inciting others to violence or disobedience, which includes encouraging others to fight.
- respect each other and not take part in discriminatory acts, which include verbal or written acts toward a person that promote negative stereotyping, degrades, or flagrantly demeans any individual.
- keep each other safe and not take part in **disorderly conduct**, which includes engaging in violent, abusive, indecent, profane, obscene, vulgar, boisterous, unreasonably loud, or other conduct, which tends to cause or provoke a disturbance.
- respect each other and staff which includes not insulting or utilizing derogatory names, inappropriate gestures, and actions toward staff members.
- respect yourselves which includes not taking part in inappropriate display of affection.
- respect your and school property which means not utilizing any gang type writing, signing, tagging or doodling on books, notebooks, backpacks, clothing or on desks.
- respect others which means avoiding any forgery, the act of falsely using, in writing, the name of another person or falsifying time, dates, grades, addresses or other data on school forms.
- respect our school community and conduct **NO sales** of unauthorized items.
- respect our school community and do not take part in gambling, possession of **possession of** pornographic, obscene, or vulgar pictures, objects or other materials, **possession of** permanent markers, paint, White Out, and Dust Off/Canned Air
- respect our school community and do not litter.
- respect your learning and instruction and do not use electronics during without permission of your instructor.
- be safe and please do not ride your skateboard or **bicycle** on campus.

Interventions Center

The Interventions Center exists as an alternative to suspension/other means of correction to curb inappropriate academic or social behavior demonstrated by students. The Intervention teacher will work with our students to assess their needs and assign the appropriate interventions to restore students to normal behavior in the classroom and on campus. Possible interventions are, but not limited to: Group counseling, yoga sessions, dance sessions, daily check-ins, weekly check-ins, weekly grade checks, field trips,

The daily classroom discipline plan could be as followed:

- (1) Individual warning,*
- (2) Intervention – level one, parent contact*
- (3) Intervention - level one, parent contact*
- (4) Office Referral - Administrative Conference with student, parent contact*

Students who have gone through each step of a classroom discipline plan, or whose behavior is such that it warrants immediate removal from the classroom, will be sent to the office with a referral. Students may be referred for such offenses as disrupting class, defying the teacher, using improper language, exhibiting inappropriate attitudes or infractions deemed inappropriate by the teacher. Students who repeatedly misbehave, and therefore disrupt learning, may ultimately be given an alternate educational placement.

Eagles are expected to act with academic integrity. La Sierra High School strives to instill students with a sense of academic responsibility and success. Cheating is an activity that interferes with this goal.

ACADEMIC DISHONESTY

- **Depending on the severity of the offense; potential removal from AP/Honors program.**

Cheating Offenses - Including, But Not Limited To:

(1) Copying course work/allowing your work to be copied, (2) Cheat sheets/notes, (3) Communication of any type during exams or quizzes including electronic devices (4) Plagiarism, (5) Stealing, copying or photographing exams, exam answer keys, (6) Selling exams/Receiving stolen exams, (7) Forgery of any type, (8) Altering teacher's grades in any way, (9) Taking or conspiring to have someone else take an exam that is not their own, (10) Having or hiring someone else to do a project or paper, (11) Turning someone else's work in as their own, (12) Using bribery or blackmail in pursuit of a better grade, (13) Using threat or intimidation for a better grade, (14) Any behavior construed as cheating.

Consequences of Cheating

First Offense (Depending on Severity*) consequences to the offense:

"F" or "0" on the assignment, phone call home from teacher notifying parent, referral to the assistant principal, detention, restriction or removal from extra curricular activities (advisor's discretion), copy of incident placed in discipline file.

Second Offense (Regardless of Severity of Offense*)

Phone call home from teacher notifying parent and restriction and/or removal from extra curricular activities or events.

Soaring High With Pride

Eagles are expected to dress for success and learning.

The La Sierra High School Administration will determine the nature of gang dress and paraphernalia in continued consultation with the Riverside Police Department and District Office Personnel. The Alvord Unified School District Board of Education may set further specifics for rules relative to the dress and appearance of students which will be strictly enforced.

It is not the intent of the administration to override the prerogatives of parents in determining what is appropriate dress and grooming. The administration's concern is for the health, safety, and well being of its students and the avoidance of distractions to the learning environment. All students are expected to present themselves in an orderly manner conducive to the advancement of education. Appearance should be neat and acceptable. Items that are disruptive or could cause situations that would diminish the safety of students will be prohibited. It is at the administrations' discretion to determine what is appropriate.

- Offenses will result in disciplinary actions which may include warning, detention, OCI, or home suspension.
- Violation of the dress code will result in:
 - *Parent contact by school personnel*
 - *Dress code violation corrected with loaner clothing provided*
 - *Confiscation of item*

Confiscated items will be held in the office for parent pick-up. Confiscated items will **NOT** be returned to students. All confiscated items will be given to charity if not claimed from the office by parent/guardian by the end of the school year. Students and parents should continue to use good judgment when choosing their school clothing. We request and encourage all parents to show an active interest in their student's education by supporting the standards and policies of the Alvord Unified School District and La Sierra High School. (California Education Code 35183, P.C. 186.22)

Students may NOT wear, display or be in possession of:

A. Spiked or studded jewelry or clothing of any kind (i.e. bracelets, chokers, rings, gloves and belts.)

- B.** Wallet, choker, or any other form of chain.
- C.** No excessive skin maybe showing or tight garments such as halter, tube tops or muscle shirts, strapless, off the shoulder, or fishnet see through garments.
- D.** Bib overalls with straps unbuckled are not acceptable. Oversized, sagged or baggy pants, and belt buckles lettered or numbered are not permitted.
- E.** Oversized belts hanging from under apparel shall not be worn.
- F.** Clothing that is unsafe, lewd, indecent, vulgar, obscene or gang related, nor shall the clothing disrupt the educational process or the orderly operation of the school.
- G.** Student dress shall not display emblems, lettering or pictures pertaining to gangs, drugs, tobacco, alcohol, sex, death, mutilation, violence or a gang's "silent code." Any clothing considered by the administration/law enforcement agencies to be gang related is not to be worn.
- H.** Undergarments must be worn and covered by clothing at all times. A jacket or cover-up worn to conceal brief clothing that reveals bras or bare midriffs is ***NOT acceptable***.
- I.** Dresses, skirts, and shorts must be longer than your thumb tip when hands are by your side.

Students are expected to wear or display the following:

- A.** Clothing that is hemmed and free from *excessive tears, rips, and holes*.
- B.** Clothing that covers undergarments, the back and the entire midriff. (*Bra/underwear are not to be showing*).
- C.** School/personal property that is free of graffiti (*i.e. notebooks, folders, backpacks, etc.*).
- D.** Clothing and accessories worn in the manner in which they were designed to be worn.
- E.** Appropriate shoes at all times.

Hat Policy

Hats may not be worn in the classroom/indoors. Hats worn in the classroom/indoors may be confiscated. Hats and hoods must be taken off when asked by the instructor. Failure to comply is defiance and disruption of the instructional environment. **Hoods must be kept down in class.**

VAPING

IT'S NOT WORTH THE RISKS



Vaping is dangerous and affects your long-term health. If you are vaping or in possession of paraphernalia on any Alvord Unified School District campus, during any school-sponsored event, or on the way to or from school, you will receive strict discipline consequences including suspension and possible expulsion.

**HAVE QUESTIONS OR NEED
INFORMATION AND RESOURCES,
VISIT THE AUSD WEBPAGE
www.alvordschools.org**



Vaping Consequences

1ST OFFENSE - TOBACCO

- Mandatory Intervention/Counseling
- Suspension

2ND OFFENSE - TOBACCO

- Mandatory Intervention/Counseling
- Suspension
- May result in an involuntary transfer to another school or a recommendation for expulsion

3RD OFFENSE - TOBACCO

- Suspension
- Involuntary transfer to another school or a recommendation for expulsion

1ST OFFENSE – CONCENTRATED CANNABIS OR ANY INTOXICANT

- Mandatory Intervention/Counseling
- Suspension
- Involuntary transfer to another school or a recommendation for expulsion

2ND OFFENSE – CONCENTRATED CANNABIS OR ANY INTOXICANT

- Suspension
- Recommendation for expulsion

USE OR POSSESSION OF A VAPE WITH THC OR ANY OTHER INTOXICANT WILL RESULT IN GREATER CONSEQUENCES INCLUDING POLICE NOTIFICATION (WITH POSSIBLE TICKET AND FINE UPWARDS OF \$1000).

VAPEO

NO VALE LA PENA ARRIESGARSE



Vapear es peligroso y afecta la salud a largo plazo. Si vapeas o te encuentras en posesión de parafernalia mientras estás en cualquier plantel del Distrito Escolar Unificado Alvord, en cualquier evento patrocinado por la escuela o en el camino de ida o regreso de la escuela, enfrentarás estrictas consecuencias disciplinarias incluyendo suspensión y posible expulsión.

SI TIENES PREGUNTAS O NECESITAS INFORMACIÓN Y RECURSOS, VISITA LA PÁGINA DE INTERNET DE AUSD EN www.alvordschools.org



Consecuencias del Vapeo

1^{ra} Infracción- Tabaco

- Intervención obligatoria/consejería
- Suspensión

2^{da} Infracción- Tabaco

- Intervención obligatoria/consejería
- Suspensión
- Podría resultar en transferencia involuntaria a otra escuela o recomendación para expulsión

3^{ra} Infracción- Tabaco

- Suspensión
- Transferencia involuntaria a otra escuela o recomendación para expulsión

1^{ra} Infracción- Cannabis concentrado o todo tipo de estupefaciente

- Intervención obligatoria/consejería
- Suspensión
- Transferencia involuntaria a otra escuela o recomendación para expulsión

2^{da} Infracción- Cannabis concentrado o todo tipo de estupefaciente

- Suspensión
- Recomendación para expulsión

El uso o posesión de un vaporizador con THC o cualquier otro estupefaciente tendrá consecuencias más severas incluyendo aviso a la policía (con posible infracción y multa de hasta \$1000).

Soaring High With Pride

Tardy/Late Policy: *The La Sierra High School tardy policy is designed to help students develop a lifelong work ethic in getting to work on time.*

Students are expected to be prompt to each class. Tardies may affect academic grades as students miss class activities at the beginning of each period. Students should be in their seats ready to begin class before the tardy bell rings.

- **Saturday Intervention(s).** After 20 tardies, a student may reset back to the level of warning by completing a Saturday School Intervention.

Students who are not signed in by their parents will be considered tardy. Students seen by a doctor or dentist must present written verification upon arrival to school. All late arrivals and early dismissals will be posted on the student's permanent attendance record. Multiple tardies and truancies will result in a referral to the School Attendance Review Board.

Second through Sixth Period Tardy/Late Policy and Tardy/Late Sweeps

Tardies for periods 2 through 6 will be monitored and consequences assigned at the teacher's discretion. Tardy sweeps will be conducted throughout the year for periods 2 through 6. Students not in class on time during a tardy sweep will be referred to the Office and a phone call home will be made by administration.

Activities – Campus Life

La Sierra High School has something for everyone. From academics to athletics, the extracurricular programs at La Sierra provide an opportunity for students to enhance their educational experience. Clubs and athletics are a great way to learn leadership and social skills that cannot always be learned in the classroom. Take a look at what La Sierra High School has to offer and Get Involved!

Clubs and Organizations:

Advisor & Email Address

AVID	Mr. Eric Pearson (eric.pearson@alvordschools.org)
Band Club	Mr. Carlos Lemus (carlos.lemus@alvordschools.org)
Cadet Corp.	Sgt. Kevin Brooks (kevin.brooks@alvordschools.org)
California Scholarship Federation (CSF)	
Cancer Awareness Club	Ms. Agnes Wilbur (agnes.wilbur@alvordschools.org)
Dance Club	Ms. Jennifer Allen (jennifer.allen@alvordschools.org)
Drama Club	Ms. Amy Kasinski (amy.kasinski@alvordschools.org)
Entrepreneur Club	Ms. Gina Pierson (gina.pierson@alvord.k12.ca.us)
French Club	Ms. Amy Kasinski (amy.kasinski@alvordschools.org)
Friendship Society	Ms. Kathleen Tejeda (kathleen.tejeda@alvordschools.org)
Future Business Leaders of America (FBLA)	Ms. Gina Pierson (gina.pierson@alvordschools.org)
Gay Straight Alliance	Ms. Kathleen Tejeda (kathleen.tejeda@alvordschools.org)
Health Academy Club	Mr. Matt Chamberland (matt.chamberland@alvordschools.org)
Interact Club	Mr. Bertrand Eckelhoefer (Bertrand.Eckelhoefer@alvordschools.org)
National Honor Society	Ms. Agnes Wilbur (agnes.wilbur@alvordschools.org)
Sign Language Club	Ms. Kathleen Tejeda (kathleen.tejeda@alvordschools.org)
The Sunrise (Yearbook)	Mr. Charles Erikson (charles.erikson@alvordschools.org)

Sports

Advisor & Email Address

Aquatics	TBD
Cheer/Stunt	Mrs. Inez Cossio (inez.vasquez-cossio@alvordschools.org)
Baseball	Mr. Ryan Darr (ryan.darr@alvordschools.org)
Boys Basketball	Mr. Xavier Goss (xavier.guevaragoss@alvordschools.org)

Girls Basketball	Mr. PJ Johnson (pirikana.johnson@alvordschools.org)
Cross Country	TBD
Football	Mr. Shawn Moore (shawn.moore@alvordschools.org)
Boys Golf	TBD
Girls Golf	TBD
Girls Soccer	Mr. Roberto Rodriguez (roberto.rodriguez@alvordschools.org)
Boys Soccer	Mr. Edgar Padilla (edgar.padilla@alvordschools.org)
Softball	Mr. Paul Garcia (paul.garcia@alvordschools.org)
Boys Tennis	Mr. Philip Ugalde (philip.ugalde@alvordschools.org)
Girls Tennis	Mr. Philip Ugalde (philip.ugalde@alvordschools.org)
Boys Track	Mr. Jaime Ruvalcaba (jaime.ruvalcaba@alvordschools.org)
Girls Track	Mr. Roberto Rodriguez (roberto.rodriguez@alvordschools.org)
Boys Volleyball	Ms. Rosie Baltazar (rosanna.baltazar@alvordschools.org)
Girls Volleyball	Ms. Lannie Maffucci (lannie.maffucci@alvordschools.org)
Boys Wrestling	Mr. Anthony Marquina (anthony.marquina@alvordschools.org)
Girls Wrestling	TBD

Pep Rally Etiquette

Students will sit with their assigned class and teacher in a designated area. No class or group may boo, jeer, or otherwise denigrate any class, group, or individual. School unity in support of our teams, programs, or clubs is the goal of rallies. Individual class spirit should be expressed in positive cheering for that class and with posters. Students should channel their energy into enthusiastic support of the teams and each other, demonstrating appropriate respect. No objects may be thrown from the crowd. No class or group may shout obscenities, profanities, or offensive cheers. All performances at rallies should be greeted with enthusiastic support. Students will defer to the instructions and corrections of all staff at rallies. Failure to comply with the above policy may result in student suspension and/or the cancellation of future rallies. Student discipline rules are enforced at rallies and activities.

Academic Celebrations

Academic celebrations will be held throughout the year to honor students who have achieved academic, co-curricular and artistic success.

Formal Dances

There are two formal dances each year. The Winter Formal is open to all students. This event is hosted/sponsored by ASB. The Junior/Senior Prom is open only to juniors, seniors, and their dates.

Guest Passes

La Sierra High School requires guest passes for all dances, as well as Grad Nite. Students from La Sierra High School must pick up the guest pass forms at the Activities Office. Guests must be 20 years of age or younger and/or attending high school (9th, 10th, 11th, 12th grade). Approval of a guest pass is contingent upon completion of a guest pass form and school administration approval. All guests are expected to adhere to the school rules and guidelines. **Your guest pass must be approved prior to purchasing tickets to the event.**

Yearbooks

Yearbooks are distributed near the end of May, but they are purchased in advance, preferably during registration. Sales are also conducted in November through February, just prior to our final order deadline. **All yearbook purchases are nonrefundable.** Save your receipt to pick up your yearbook. The school accepts no liability for lost or stolen personal property.

Purchases

Purchases may be made during Registration and in the Activities Office before school, during lunch or after school. The Activities Office is closed to students during class time. There are **No Refunds** on purchases. This includes Prom tickets, Yearbooks, AP Exams, Senior Activities, Grad night and Senior Packages. The school contracts with outside vendors for these items and activities, and once established, changes cannot be made to the contracts.

ASB Cards

ASB cards are sold at registration and during the year in the activities office. An ASB card will permit free entry into home athletic competitions, as well as discounts on dances, productions in the performing arts center and other ASB sponsored events.

Eligibility for Activities

Any student wishing to participate in a school activity program must:

- *Maintain academic eligibility. They must have passed 5 classes and maintained a 2.0 GPA.*
- *Attend 4 or more classes on the day of an event in order to participate. Only a doctor's note or administrative waiver can allow the student to participate.*

School Sponsored Events/Trip Guideline

For a student to attend a field trip during the school day, he/she MUST meet the following requirements:

Completely fill out a field trip permission slip with parent signature

Completely fill out a progress report/field trip notification sheet that shows the grade for each class

Any student with the grade of an "F" in a class will not be able to miss that class to attend the field trip

A teacher may suggest that a student not attend a field trip due to academic needs. In these cases, the student, family, and teachers, will reach resolution at least 24 hours before the trip

Students involved in athletics will follow CIF eligibility rules when traveling to school scheduled events

Athletics

La Sierra High School offers extensive co-curricular programs in athletics. We offer the following sports: Baseball, Basketball, Cross Country, Football, Golf, Soccer, Softball, Swimming, Tennis, Track, Volleyball, Water Polo and Wrestling. For more information about LSHS athletics, please contact our Athletic Director, Mr. Blake Hyepock at (951) 358-1729.

Athletic Letters

La Sierra Athletic Letters will be awarded to eligible varsity student athletes. Athletic letters are free with active ASB card, and \$40 without.

ATHLETIC CODE

Section 1: Each head varsity coach has the authority to establish individual grooming rules, requirements on attendance and team conduct. All athletes in the program must adhere to these rules.

Section 2: An athlete that leaves a sport without the coach's permission, or is removed from the team due to disciplinary reasons, will be suspended for the remainder of the season. If an athlete violates the athletic code a second time, the suspension will be for one (1) year.

Section 3: Athletes, who through his/her conduct in the classroom, on campus, or off campus damages the reputation of LA SIERRA HIGH SCHOOL ATHLETICS, shall be suspended for a minimum of one (1) calendar year from the time of the infraction.

Athletic Eligibility

Any student wishing to participate in the athletic program must:

1. *Submit proof of medical clearance, proof of medical insurance, and proof of CIF, district and school eligibility.*
2. *Maintain athletic eligibility. They must have passed five classes and maintained a 2.0 GPA.*
3. *Attend four or more classes on the day of an event in order to participate. Only a doctor's note or administrative waiver may allow the student to participate if classes are missed.*
4. *Practice good sportsmanship.*
5. *Not use: alcohol, tobacco, steroids/performance enhancing dietary supplements, profane language, or exhibit vulgar behavior.*
6. *Not strike an official, coach, or opposing player. This will result in athletic and school suspension.*
7. *The student must be living with the parent/guardian within the boundaries of our school attendance area or on an approved district transfer, and meet all CIF eligibility requirements.*

High School Graduation Requirements

Subject Area	Credits Required
English I	10.00
English II	10.00
English III	10.00
English IV (English Elective)	10.00
Modern World History	10.00
US History	10.00
American Government	5.00
Economics	5.00
Mathematics	30.00
Life Science	10.00
Physical Science	10.00
Fine Arts/Language	10.00
Health	5.00
Physical Education	20.00
Electives	65.00
TOTAL	220.00

A-G Requirements in Detail

Letter	Subject	Years	Details
A	History/Social Science	2	2 years, including 1 year of World History, Cultures, and Historical Geography and 1 year of U.S. History or one-half year of U.S. History and one-half year of Civics or American Government
B	English	4	4 years of college preparatory English that includes frequent and regular writing, and reading of classic and modern literature. Only 1 year of English Language Development (ELD) 4 counts towards this requirement
C	Mathematics	3	3 years of college preparatory mathematics that includes the topics covered in elementary and advanced algebra and two- and three-dimensional geometry
D	Laboratory Other than English	2	2 years of laboratory science providing fundamental knowledge in at least 2 of these 2 disciplines: biology, chemistry, and physics
E	Language Other than English	2	2 years of the same language other than English
F	Visual & Performing Arts	1	1 year, including dance, drama/theater, music, or visual art.
G	College Preparatory Elective	1	1 year (two semesters), chosen from additional "A-F" courses beyond those used to satisfy the Elective requirements above, or courses that have been approved solely for use as "G" electives.

TESTING

California Assessment of Student Performance and Progress (CAASPP)

This is the annual testing required by the state of California. The program will give valid, reliable, and comparable individual, grade/school/district level scores, and alignments of assessments with statewide academically rigorous content and performance standards.

Preliminary Scholastic Aptitude Test (PSAT)/National Merit Scholarship Qualifying Test (NMQT)

It is a standardized test that provides first hand practice for the Scholastic Aptitude Test (SAT) based on reasoning. It also gives the student a chance to enter the National Merit Scholarship Corporation (NMSC) scholarship program. Students usually take this assessment during the fall of their sophomore and/or junior year. The AUSD pays for all sophomores to take this assessment during their sophomore year in order to help support a college and career going culture and enhance the district's goal of helping students achieve their unlimited potential.

Scholastic Aptitude Test (SAT)

The SAT is a college admissions placement test used by most four-year colleges. Students take the SAT in their junior year and can retake it during their senior year. The AUSD pays for all juniors to take this assessment during their junior year in order to help support a college and career going culture and enhance the district's goal of helping students achieve their unlimited potential.

ELPAC: English Language Proficiency Assessment for California

The ELPAC test is an annual mandated exam to assess the language development of our English Language learners. ELPAC testing takes place in the spring.

Advanced Placement (AP)

A series of tests in college-prep content areas given each spring to students in courses designated AP. Students enrolled in AP courses will register and pay for their exams in the Fall. Successful completion of each test may result in college credit for the content area of the test.

American College Test (ACT) ASSESSMENT plus WRITING

The ACT test is a college admissions placement test used by most four-year colleges. The test incorporates reading, writing, math, science, and English. The ACT is designed to assess high school students' general educational development and their ability to complete college-level work. This test is usually taken during the spring of the student's junior year. Students wishing to take the ACT must register online at ACT.org. Fee waivers are available for students meeting the eligibility criteria for free/reduced lunch. Please see your School Counselor for more information.

Armed Services Vocational Aptitude Battery (ASVAB)

A multiple aptitude test offered free by the Department of Defense to estimate students' performance in five occupational areas. Results aid counselors in students' career planning. This test is usually taken during the fall of the student's junior or senior year. *(Note: The military will not contact any student unless requested by the student)*

Counseling

SCHOOL COUNSELING SERVICES

Counseling Services

Counselors are specially trained to assist students with personal, academic, social, and career development. Matters that are discussed with the counselor are confidential. Students may make appointments for a specific date/time to see their counselor in the Counseling Office. Passes must be picked up by the student the day of the scheduled appointment. Counselors are available to see students before and after school and during lunch without an appointment.

The Counseling Department serves students, parents, staff, and community in the following areas:

Education Services to Students

- *Provide orientation to school programs*
- *Placement based on special needs and/or abilities*
- *Explore students' academic futures*
- *Specialize in the unique nuances of each grade level*
- *Interpretation of the PSAT, SAT I, SAT II, ACT, Career Inventories, and other college entrance examinations*

Vocational Services to Students

- *Recommendations for placement in CTE Pathway/Academy*
- *Provide career information as needed by students*
- *Personal counseling for students*
- *Help in the development of long-term goal planning*
- *Conduct one-on-one counseling and group work*
- *Help students explore social relationships*
- *Assist with personal adjustment*
- *Help students develop better decision making competencies*

Services to Parents

- *Interpret school programs*
- *Assist in planning academic future*
- *Foster communication through personal contact*
- *Interpret meaningful information about student*

Services to Staff

- *Advise faculty and administration regarding student needs*
- *Student referrals to special services for testing, evaluation, referral or treatment, and coordination of such services.*
- *Confer with staff regarding individual student issues*
- *Participate in co-curricular assignments*

Services to Community

- *La Sierra refers students/families to special community agencies*
- *La Sierra confers with appropriate authorities to aid students/families*

Alternative Means of Earning Credit

Credit may be earned outside the regular classroom in a number of ways. These include concurrent College enrollment, Dual Enrollment courses, Career Technical Education Courses (CTE), community service, Odysseyware credit recovery courses and Adult Ed Classes. See your counselor for a complete explanation of opportunities and restrictions. Please note, Odysseyware and Adult Education courses may assist a student in graduating but are not necessarily college approved courses, so please plan your schedule well and attempt to pass all coursework with a C or better to stay on track for any and all post high school college and career opportunities.

Report Cards

Progress Reports are issued at the end of every six-week grading period. **Progress reports must be obtained through the Aeries portal.** Report cards are not mailed home. Credits are earned at the end of each semester. Students and parents may also review gradebook progress and attendance records through the online Aeries Portal.

AERIES Portal Online

The school and home must work cooperatively to ensure the best possible education for our students. Secretaries, teachers, school counselors, and administrators are available to provide you with information and assistance in attaining the goal of a quality education for your child.

Being informed and involved parents improves the quality of education and learning for our students. Aeries Portal is a secure and private online resource that provides access to your child's attendance, class assignments and grades, teacher's email address, and other useful educational data. Please visit www.alvordschools.org and click on the "Parents" tab and then click on "AERIES". Portal accounts are generated for the parent/guardian email address provided for each account. Parent/guardian email addresses can be updated during the annual Data Confirmation/Registration process. *Note: You must have a valid email address to use/access the online portal.*

Transcripts

Official Transcripts are ordered through Parchment. Click on the "Order Transcripts" link from the La Sierra High School website to create an account and order transcripts. Copies of transcripts for scholarships may be requested in the Guidance Office. Duplicating transcripts require a 24-hour notice, and all charges must be cleared before transcripts are made. Please note: students can also look up their transcripts online using their Aeries portal 24/7.

Grade Point Average (GPA) and Academic Honors

La Sierra is on a 4.0 grading scale; A=4, B=3, C=2, D=1, F=0, I=0. Classes designated as Honors, Project Lead the Way (PLTW) and Advanced Placement (AP) are offered and can be taken in any grade. AP, PLTW, and Honors Courses are weighted and awarded quality points for GPA calculated as follows: A=5, B=4, C=3, D=1, F=0. Students are eligible for Honor Roll recognition at the end of each semester, provided they earn a minimum of a 3.5 GPA. Students earning a 4.0 or higher GPA are eligible for Principal's List recognition at the end of each semester. Valedictorians are determined based on the Total Weighted GPA calculation at the end of the first semester of the 12th grade year.

Graduation Stoles/Cords

Graduation stoles and cords designate participation in a variety of extra curricular clubs and organizations. Eligible students may purchase graduation stoles and cords from the Activities Office to wear at graduation.

College and Career Center

The College and Career Center provides information about post-secondary education, including trade schools, community colleges, four-year universities, and the military. Information about upcoming presentations is shared during Morning Announcements.

COURSE and SCHEDULE CHANGE POLICY

Before School Starts

During the week prior to the start of school, La Sierra High's counselors are available to work with students and parents regarding scheduling needs. The priority for counselors is to complete any

incomplete schedules, but they do their best to meet the needs of students requesting schedule changes as well.

Course Selection and Schedule Change Policy

During the second semester, each continuing student completes a Course Selection Sheet with his/her parents and school counselor to select courses for the following school year. While every attempt is made to provide the first choice of courses for each student, students are encouraged to select alternates in case the first choice courses are not available.

The criteria for determining schedule changes before school starts are incomplete schedules, completion of summer course work that necessitates a class change, college and/or career preparation and space availability.

During the first 15 school days (3 weeks) of each semester, students may request schedule changes from their counselor. Changes will be considered for level change request, student Individualized Learning Plan (IEP), English Learner (EL) status change, and academic pathway adjustments. Schedule changes will not be made for teacher preference, or switching classes to be with friends.

Class Changes - Add/Drop Policy

Students are encouraged to participate in a rigorous curriculum to prepare for college and future careers. Part of this preparation includes learning to manage time and complete difficult tasks. It is sometimes necessary to drop a course for a variety of reasons. The add/drop policy clarifies timelines and ramifications for adding and dropping courses. All adds/drops must be approved by the assigned counselor and an administrator.

Drop Policy

Any course may be dropped before the end of the first grading period (6 weeks) in either semester without posting a negative mark on the official transcript. A transfer grade will follow the student into the next course. With approval from Administration, a course can be dropped before the end of the second grading period (12 weeks) in either semester with a “W” posted on the transcript to indicate that the student withdrew from the class. The “W” will not affect the grade-point average of the student, but will be seen by future colleges and institutions. A transfer grade will follow the student into the next course if applicable. With approval from Administration, a course may be dropped during the final grading period of any semester and a “WF” will be posted, reflecting that the student withdrew from the course with the grade of “F”. This mark will affect the grade-point average, equaling “O” points for the course. A transfer grade will follow the student into the next course if applicable.

Add Policy

Students may add a course during the first grading period (6 weeks) of either semester to earn full credit depending on the availability of the desired course. Students can add courses during the second or third grading periods with a transfer grade from a similar or like course depending on the availability of another course.

Withdrawal from School

A withdrawal from school is only granted through parent/guardian notification, through the School Counseling Office. A check-out sheet with instructions will then be given to the student to present to each of his/her teachers during the normal course of the student's last day. The check-out sheet is to be returned to the School Counseling Office for final clearance and issuance of an official school transfer. Before the transfer slip is issued or records can be forwarded to the new school, all textbooks must be returned and all fees paid.

Academic Programs

La Sierra Health Careers Academy

La Sierra High School Health Careers Academy coordinates school and community health resources to provide an effective educational program that promotes high self-esteem, teamwork, problem solving, and academic challenge. The program consists of concurrent enrollment in at least three years of applied academic classes designed with input from health industry partners.

Coursework includes the Project Lead the Way (PLTW) Biomedical Science curriculum and courses. The capstone of this program is the Health Occupations class which Academy students take in their senior year. This course includes the study of medical terminology and current health occupations research while students are interning at Kaiser Permanente Hospital.

Career Technical Education (CTE)

CTE offers training in over 40 career areas based upon current and future labor market demands and availability of state funds. The programs located on the La Sierra High School campus include: Acute Hospital Occupational/Health Academy, Computer Information Systems, and Culinary Arts. For off-campus CTE classes you are responsible for your own transportation. Many of the CTE classes may offer entry-level employment opportunities upon completion of the program. All CTE programs earn elective credits toward graduation requirements. For enrollment information, please contact your child's counselor.

AP Program

The Advanced Placement Program (AP) is a collaborative effort between motivated students, dedicated teachers, and committed high school, colleges, and universities. Since its inception in 1955, the Program has allowed millions of students to take college-level courses and exams to earn college credit or placement while still in high school. Each year, an increasing number of parents, students, teachers, high school, and colleges/universities turn to the AP Program as a model of education excellence.

AP Course Grading Policies and Procedures

Advanced Placement courses meet the general graduation requirement for their respected subjects. Students may earn college credit with a score of "3" or higher on the Advanced Placement test. Credit awarded for AP exams varies for each college and university. Students

completing the class with a letter grade of “C” or higher will earn a weighted grade on the high school transcript.

Attendance

Attendance Policies

California law clearly states that children age six to eighteen shall attend school on a regular daily basis. *Parents are required to send school-aged children to school, or be in violation of the law. Parents who do not send their children to school may be brought before the District Attorney for prosecution. Children may also be referred to the juvenile court. Failure to send your child to school may also result in a fine of \$250 per day for each absence. The La Sierra High School administration and staff firmly believe that class attendance is an integral and vital part of a successful learning experience. There is a direct correlation between attendance and achievement. **In short, successful students are seldom absent and make attending all classes a priority.***

Types of Excused Absences (State Law C.A.C. Title 5, Section 420)

- (1) *Medical appointments,*
- (2) *Personal illness and/or injury,*
- (3) *Bereavement in immediate family*
- (4) *School sponsored activities*

California Education Code 45194), (4) School sponsored activities

Absences which do not qualify as excused under the guidelines of the California Education Code: Oversleeping, unverified illness, missing the bus, car did not start, rain or other inclement weather, visiting friends, lack of clothing, baby-sitting, etc. Students who are absent for these or other similar reasons listed in this paragraph will receive an unexcused absence.

** Off Campus CTE Classes - for Attendance Policy, refer to CTE manual*

The teacher of any class from which a pupil has an excused absence shall determine how the assignments will be made up by the pupil and in what period of time the pupil shall complete such assignments. Tests and assignments may be the same as those missed or shall be reasonably equivalent to them as set forth in the California Education Code 48205. A physician’s or dentist’s note must be submitted to the Attendance Office to verify medical appointments. Absences for more than three days will require doctor’s verification to clear.

If a student becomes ill during the school day, he/she must report to the Attendance Office. If it is determined that he/she should go home, the necessary arrangements will be made by the office staff. ***Students not following this check-out process will be recorded as truant.***

Student Early Release

No student may leave campus at any time during the school day without first checking out at the Attendance Office and obtaining a permit to leave. Early release requests must be done in person in the Attendance Office. Parents, guardians, and emergency contact persons must show proper identification (California Driver's License or California Identification Card) before a student will be released from school into their custody. ***Students will not be released to anyone who is not listed on the student's emergency card.*** Phone calls and faxed notes are not accepted.

Prearranged Absences

Excused prearranged absences for non-school activities are granted only for reasons specifically allowed by the California Education Code. Parents and guardians are encouraged to schedule their child's trips, vacations, and other activities during weekends or calendered vacation days. It is important not to jeopardize your child's academic standing and attendance record. The absence of a student for the purpose of obtaining confidential medical services may be excused by school administration without the consent of parents (California Education Code 46010.1). Students will be required to meet with their counselor or administrator before leaving campus. A verification of their appointment and attendance will be confirmed by a phone call and doctor's note.

Attendance Reporting

It is the student and parent's responsibility to clear an absence when one occurs. All absences should be cleared the first day the student returns to school. If an absence is not cleared within three days of the student's return, the absence will be recorded as truant.

When writing a note to clear a student's absence, please include the following information: (1) First and last name of student, (2) Reason(s) for absence(s), (3) Date of absence(s), (4) Grade level of student, (5) Parent contact number, (6) Reporting online through school website.

To report an absence online you have to:

1. Go to school website
2. Under "Find it Fast" select "Report an Absence" It will take you directly to the link. Parents must submit the following information:
 - Student Name
 - Parent Phone Number
 - Parent Email *must be the same on file for Parent Portal
 - Date of Absence
 - Reason for Absence

Attempts to forge, falsify or alter school attendance forms, and/or falsifying phone calls and notes to clear an absence may result in suspension or other disciplinary action. **Phone calls will NOT be accepted as means of clearing a student's tardy or absence.**

School Attendance Review Board (SARB)

The purpose of the School Attendance Review Board is to divert students with school attendance or school behavior problems from the Juvenile Justice System by providing guidance and coordinated community services to meet their special needs. The Board attempts to help the student and the parent/guardian to solve problems by using community resources. If this Board is unable to solve the problems at their level, the student and parent/guardian may be issued a citation and will be required to appear in court. (California Education Code 48263)

La Sierra Programs/Policies

School ID Cards

All students are required to have a current La Sierra High School ID card with them at all times. Students must present their off campus ID cards when leaving campus and returning from lunch. In addition, students will be required to present their ID card to staff when they are tardy. ID cards will be provided free of charge to students during registration. Lost, stolen, or damaged ID cards can be replaced for a \$10.00 processing fee. **Students must present their ID card to any staff member upon request.** Failure to comply is defiance and disciplinary action may be taken.

Off Campus Lunch Privileges, Juniors and Seniors Only **(11th and 12th grade)**

Off Campus Lunch Eligibility

Off campus lunch passes are only available to Seniors. In addition to have a current signed off campus parent permission slip on file, students must meet the following criteria:

- *No excessive tardies (Excessive tardies are defined as a total of 12 in one semester)*
- *No truancies*
- *No suspensions*
- *Must have a 2.0 GPA*

Students that do not meet eligibility criteria will have their lunch passes revoked for the remainder of the semester.

Lunch Area

During lunch time students are expected to be in designated areas only. This area is marked with a blue line. Failure to comply may result in disciplinary action.

On Campus Passes

Students must wear their student ID cards while walking through campus during class time. Sweeps of the campus will be conducted daily by Campus Supervisors/Administration.

Computers

Students are issued a district-managed Chromebook during freshmen registration. Students are expected to take care of their device as they will potentially be in possession of the same device during their entire high school tenure. Students are able to visit the Chromebook Care center, located in the Library, for any assistance with their district-issued device. Damaged Chromebooks may result in a recovery fee of up to \$275.

Library

The La Sierra High School Library is open Monday - Friday from 7am - 3:30pm and is home to over 12,000 print materials and a variety of electronic resources. Students are not allowed in the library during class times without a written pass or an official pass/badge. No pass is needed to use the library before and after school and at lunch. Students are expected to be respectful of the library materials and resources while they are in the library or they will be sent back to class or given disciplinary action.

Textbook Policy

At the beginning of each school year, students are issued a take home textbook for each core class in which they are enrolled (Reading/Language Arts, Science, Math, Social Science, and Foreign Language) as well as any textbooks they may need for an elective class. Students are asked to return textbooks by the due date in the same condition they were checked out.

Library Book Policy

Students may check up to four library books at one time and keep them for twenty-one days. Students may renew library books up to three times. Students are expected to return their books by the due date in the same condition they were checked out.

Lost or Damaged Books

Under California Ed Code Section 49014 (g) (1), students are responsible for the replacement or damage cost of school district books or property loaned that the student fails to return or that are willfully cut, defaced, or otherwise injured. Any damages to textbooks and library books in the students care will be assessed and students will be charged accordingly. If the book is lost or damaged beyond repair (such as water damage causing mold), students will be issued a fine for the total cost of the material. Failure to satisfy fines for lost or damaged books may result in the loss of privileges for school activities such as field trips or graduation.

For more information, please visit the library website at www.alvordschools.org/lasierralibrary

Visitors

Parents and guardians of the students are always welcome and are encouraged to visit the school. They must, however, check in through the office to pick up a visitor's pass before visiting the classroom. This pass must be returned to the office before exiting. We also request a 24-hour notice if a parent plans on attending classes with his/her child. This allows for prior arrangements for seating. Student visitors will not be permitted during the school day. Loitering on or near a school campus could result in arrest. Former students wishing to visit teachers after school must receive permission from the office before going to the classrooms and likewise need a visitor's pass.

Homework Requests

When a student is out of school or plans to be out for more than three days, parents need to request homework by calling the Guidance Office (951-358-1731) before 8:00 a.m. It takes one to two days for teachers to prepare requested students' homework.

Outstanding Charges Owed

Students who owe money will not receive additional textbooks, library books, transcripts, diplomas, and/or yearbooks until the obligations are cleared. All money must be paid at the Main Office. The library and textbook room do not handle financial transactions.

Physical Education Uniforms

All students are expected to dress for activity everyday in their physical education uniforms. The uniform may consist of a La Sierra High School T-shirt (\$12) and gym shorts (\$10) - (\$14.00 for XXL or XXXL sizes). A plain navy blue pair of shorts and a plain ash colored T-shirt without writing may be substituted. Rubber soled tennis shoes and socks must be worn. In addition to the uniform, students may wear sweats for cold weather days. The intent of the uniforms is to encourage students to wear clothes that allow free movement, are relatively inexpensive, and help promote school pride and unity. **The school accepts no liability for lost or stolen personal property.**

Student Lockers

Lockers are school property and are subject to being opened by school staff. La Sierra High School is not responsible for theft, damage, or loss of any student property stored in these lockers. Do not share your locker with anyone. Do not allow friends to use your locker. If your locker becomes damaged or jammed, please report this immediately to the PE teachers. You may be assessed a fee for damaging or defacing your locker.

Personal Messages and Deliveries

Classes will not be interrupted to deliver messages, lunches, homework, etc. to students. We will make an announcement at the beginning of lunch for a student to come to the attendance office to pick up items. Non-school items will not be delivered to students (i.e. flowers, balloons, birthday cards, etc.) It is the student's responsibility to check the Attendance Office to see if items have been dropped off for them.

Student Property

Cell Phone and Personal Electronics Policy

High school students are permitted to have cell phones at school which may or may not be capable of transmitting digital photos. Such devices shall remain in silent mode and put away during classroom instruction. Use of any cell phone is strictly prohibited during any instructional time including extended day programs. Confiscated cell phones may be picked up by the student owner at the end of their instructional day.

The district recognizes that inappropriate use of telecommunication devices capable of taking and/or transmitting digital photos can result in an invasion of privacy and cause unwarranted disruption. *Consequently, students must turn off and/or not use the "camera feature" on any cellular telephone or other electronic signaling device at any time on campus during classroom instruction and any assessments.* If the cell phone or electronic device is being used as a camera, it will be confiscated and held for parent pick-up. In addition, consequences may be issued. The school is not responsible for stolen phones. The district does not assume liability if such devices are damaged, lost or stolen. (Alvord Unified School District AR 5131)

Skateboards, Roller Blades/Skates, Bicycles and Motorized Vehicles

Skateboards, roller blades, scooters, bicycles and other similar contrivance should be properly locked and not ridden on campus both during the school day and during non-school hours. Students and others whose conduct is in violation of this regulation may be subject to disciplinary action, and/or notification will be made to the appropriate law enforcement agency. All persons under the age of 18 must wear a helmet when operating a bicycle. (V.C. 21212) No motorized vehicles, motorcycles, or motorbikes may be brought on campus, except to be parked in designated student parking lots. Alvord Unified School District accepts no responsibility for damage to any of the aforementioned modes of transportation.

Skateboard/Scooter Storage Area

Students who choose to bring a skateboard or scooter on campus must utilize the designated storage area. The storage area will be open 15 minutes prior to the start of school and 15 minutes after dismissal. Failure to check in the above mentioned items to the storage area will result in confiscation of the item and hold for parent pick-up. The school is not responsible for lost, stolen or damaged items.

Valuables

Students are encouraged not to wear valuable jewelry or bring large quantities of money to school. Except for special circumstances, students should not have money on them except to purchase lunch. The school is not responsible for stolen personal items.

Parent Guide/Support

PARENT GUIDE TO SUCCESS

The school and home must work cooperatively to ensure the best possible education for our students. Secretaries, teachers, counselors, and administrators are available to provide you with information and assistance in attaining the goal of a quality education for your child. Being informed and involved parents improves the quality of education and learning for our students.

Organization

Some students learn to become organized by watching and imitating others. But, some do not figure out what it takes to be organized on their own. Being successful in school can often be linked to organizational skills. So, what can you do to help your child to learn to become organized?

- Have a space at home strictly for homework/study sessions
- Make sure the space is well lit and stocked with paper, pens, ruler, dictionary, etc.
- Make sure the space is not too comfortable- you don't want them to fall asleep!
- Have your child use a desk or another flat surface rather than studying on the floor or sprawled across a bed
- Remind your child to file all assignments, papers, returned tests, etc., in a binder so they can be found easily as needed
- Encourage your child to use a student planner to write down assignments and upcoming tests
- In the evening, talk with your child about the next day's commitments and prioritize them

Your Child's Attendance

Did your child attend all of his/her classes today, this week, or the past month and on time? If you are not sure of their attendance and would like a quick accurate check, call the Attendance Office at 358-1730, between the hours of 2:30 p.m. – 3:30 p.m. Office staff will check teachers' records and will keep you up to date.

Classroom Visits

Is your student having problems in being successful at school? Spend the day with them and see if we can work together in helping them be more successful. Our classrooms are open to you - please call 24 hours in advance so that we can let teachers know you are coming. Stop by the Attendance Office, sign in, and the staff will give you your child's schedule.

Eagle Scholar Center

The Eagle Scholar Center provides extended time after school in Room 101 for students to work on projects, collaborate with peers, conduct research or access computers to complete assignments. The Eagle Scholar Center is a free program available to all students. Students participating in work at The Eagle Scholar Center are required to sign in and out.

AERIES Parent Portal

Being informed and involved parents improves the quality of education and learning for our students. The AERIES Parent Portal is a secure and private online resource that provides access to your child's attendance, class assignments and grades, teacher's email address, and other useful educational data. Please visit www.alvordschools.org and click on the "Parents" tab and then click on "AERIES". Portal accounts are generated for the parent/guardian email address provided for each student. Parent/guardian email addresses can be updated during the annual Data Confirmation/Registration process or by contacting the Guidance Office. *Note: You must have a valid email address to use access the online portal.*

PARENT INVOLVEMENT

La Sierra High School has a place for every parent. As a school we believe in promoting student success in a fun and safe learning environment. Research shows that family engagement in schools improves student achievement, reduces absenteeism and restores parents' confidence in their children's education.

School Site Council (SSC)

School Site Council is a 12-member council consisting of the Principal, 4 classroom teachers, 3 Parent/Community Members, 3 students and 1 other site personnel. Through participation in School Site Council, parents are actively involved in decision-making. The role of the council is to help develop and oversee the implementation of the school plan (SPSA), including budgets, and to evaluate the effectiveness of the school plan. Elections for School Site Council Positions are held in the Fall and members serve a one-year term. Meetings are held once monthly, after school and are open to the public. For more information, contact the Main Office at (951) 358-1725.

English Learner Advisory Committee (ELAC)

The ELAC is a parent committee concerned with the needs of students whose primary language is not English. This group focuses on the needs and support system to make non-English speaking students successful at La Sierra. For more information, contact the Main Office at (951) 358-1725.

Parent Institute for Quality Education (PIQE)

The Parent Institute provides curriculum for parents on a variety of topics including: Understanding the High School System, Identifying the Classes that form part of the “4 year plan”, Recognizing the importance of Grades and GPA, Reviewing other important requirements and programs. Discussing Higher Education options, and Identifying different Financial Aid options. All parents are invited to participate. Parents completing all courses will participate in a graduation ceremony and receive a certificate of completion. For more information, contact the Main Office at (951) 358-1725.

Medical and Hospital Services

The medical cost of students’ accidents is normally the responsibility of their parents.

Medications at School

In compliance with California Education Code section 49423, no medications will be accepted or administered at school without meeting the following requirements:

- 1. All medications with appropriate forms must be turned in to the school’s Health Office where a designated school employee will administer prescribed medication during school hours only upon written request of both the physician and parents of the student.*
- 2. Physician and parent request forms must be filled out completely, including both physician and parent’s signatures. No medication will be administered without detailed physician instructions.*
- 3. Prescribed medication taken at school must be furnished in its pharmacy labeled bottle or in an original pharmacy labeled medication kit.*
- 4. Non-prescription medication, such as Tylenol, will not be administered at school, even at a parent’s request.*
- 5. Parents have the right to bring medication to school and administer it. **Students are not to keep medication on their person or in lockers, backpacks, purses, etc.***

Self-Administered Emergency Epinephrine and Inhalers

In order for your child to carry a self-administered emergency medication on his/her person, the appropriate form must be completed by the physician, parent, and student. The completed form must be turned in to the school’s Health Office. In addition, the medication must be properly labeled with the student’s name.

Illness and Injuries

According to law, the school will administer basic first aid in case of injury and illness. *It is the parent's responsibility to pick up the child from school if he/she becomes ill or requires more than basic first aid.* Illness must be verified by doctor's note required by law or parent note. Students leaving during the school day are required by law to check out through the Attendance Office. All students are required by law to have an emergency card on file. The card lists emergency contact names and provides other useful information in case of emergency. Changes to the emergency card are the responsibility of the parent.

INTERDISTRICT and INTRADISTRICT TRANSFERS

Interdistrict Transfers

The Board of Education recognizes that students who reside in one district may choose to attend school in another district and that such choices are made for a variety of reasons.

The Superintendent or designee shall ensure that interdistrict permits specify the terms and conditions agreed by both districts for the granting, denial, or revocation of the permit as well as the standards for reapplication. The Superintendent or designee may deny interdistrict attendance permits because of overcrowding within district schools or limited district resources. Requests for such transfers will be considered on a case-by-case basis through an interdistrict attendance agreement. (Board Policy 5117a)

The Superintendent or designee may limit the number of student transfers out of the district to a school district of choice based on the percentages of average daily attendance specified in Education Code 48307. In addition, transfers out of the district may be limited during a fiscal year when the County Superintendent of Schools has given the district a negative budget certification or when the County Superintendent has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice.

Should an interdistrict transfer be granted, transportation shall not be provided for students. (Administrative Regulation 5117b)

Intradistrict Agreements

Students on intradistrict agreements to attend La Sierra High School are subject to the following guidelines and understand the transfer may be revoked to any of the following reasons:

(1) Overcrowded classrooms, (2) Poor academic performance, (3) Poor attendance, (4) Poor citizenship/behavior (5) Providing false information when making the transfer request, (6) Other reasons as determined by school or district rules, policies and procedures of the Alvord Unified School District.

If approved, the intradistrict transfer is valid for one school year only. Parents agree to notify the school of attendance of any changes regarding the information on the transfer application and are responsible for all necessary transportation. California Interscholastic Federation (CIF) rules apply regarding athletic eligibility.

Canine Detection

The Alvord Unified School District strongly believes that we have safe campuses and that the vast majority of our students are behaving in a responsible manner. The purpose of the canine program is to serve as a deterrent to students who might bring harmful items on to campus and to provide all students and staff with a safe environment for learning and teaching. Interquest and Alvord Unified School District's policy prohibits the use of the detection canines to "sniff" individuals under any circumstances. School administrators may conduct random searches at any time. P.E. lockers and personal items such as backpacks, purses, and cars are subject to search by a school administrator or designee who has reasonable grounds or suspicion.

Fire and Disaster Drills

Students are responsible to their teacher in case of an emergency. Students should listen carefully to all directions from teachers and administrators in the event of a fire or earthquake. Fire Drill - Repeated short bursts from the bell system indicate a fire/drill. Earthquakes - Students are to "duck and cover" immediately upon direction. Students will only leave the classroom when directed to do so. If a drill or disaster occurs between classes, break, or lunch, all students are to report to their previous teacher's room/designated area.

Closed Campus

In order to keep students in a supervised, safe and orderly environment, the Board of Education has established a closed campus at all district schools. Students shall not leave the school grounds at any time during the school day without written permission of their parents/guardians and school authorities. Students who leave school without authorization shall be classified as truant and subject to disciplinary action. (BP 5112.5)

City of Riverside Noise Ordinance

Riverside Municipal Code, Chapter 7.35

It is important for La Sierra High School to be a good neighbor to those in our community by observing our City's laws regarding sound and noise. The City of Riverside prohibits, "Using, or operating, or permitting to be used or operated, for any purpose, any loud speaker, loudspeaker system, or similar device between the hours of 10:00 p.m. and 7:00 a.m. such that the sound therefore creates a noise disturbance across a residential property line."

That same ordinance also states that, "The provisions of this Title shall not apply to those reasonable sounds emanating from authorized school bands, school athletic and school entertainment events and occasional public and private outdoor or indoor gatherings, public dances, shows, bands, sporting and entertainment events conducted between the hours of seven a.m. and ten p.m."

Automobiles, Motorcycles, and Student Parking

Students who drive automobiles or motorcycles to school may park only in designated marked stalls in the student parking lot. Parking permits must be affixed to the lower left-hand (driver side) front window and must be visible to campus supervisors. Parking permits can be obtained during registration or from the Activities Office for \$10.00.

Motor Vehicle Code V.C. 21113-C and all posted vehicle codes will be strictly enforced. Vehicles without parking permits issued by L.S.H.S., as well as those vehicles that are improperly parked are subject to Riverside Police Department citation.

Students must possess a valid California Drivers License, current California Vehicle Registration, and proof of insurance when applying for a student-parking permit. Only vehicles that are “street legal” and have a valid California registration for operation on the highways may be parked on campus. The parking lot has limited supervision. Parking is done at the students own risk. Students should keep vehicles locked. Alford Unified School District accepts no responsibility for damage to any vehicle or its contents. Students may not park in the staff designated parking areas.

SPEED LIMIT IN THE PARKING LOT IS 10 M.P.H.

The student parking lot is out-of-bounds to students, except during lunch and after school. Administrative approval must be received before going to the parking lot at any other time. Violators will be subject to disciplinary action. Cars are not to be used as lockers! Students may not access cars during class periods or passing periods. Any vehicle entering school-parking facilities may be subject to search by school administration, trained dogs or police officers. Search may include the passenger compartment, engine compartment, trunk, and all containers, locked or unlocked in or upon the vehicle.

Student parking passes are a privilege, not a right. Irresponsible or reckless driving on the part of any student or failure to comply with any of the above requirements will result in the suspension of parking and/or off campus privileges. Inappropriate student conduct, and/or violation of school rules, regulations, and procedures can result in the revocation of student parking passes for the remainder of the semester and/or school year, in addition to other corrective actions related to the offense.