



SUMMIT CHARTER INTERMEDIATE ACADEMY
STUDENT HANDBOOK
2023-2024

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Summit Charter Intermediate Staff

Site Administration

Rosa Guerrero, Principal
Omar Lopez, Vice Principal
Whitney Moorhead, Counselor
Angelica Vasquez, Counselor
Jenifer Sanders, IB Coordinator
Renee Mendoza- Psychologist

Office Staff

Paty Amador, Secretary
Marissa Musquiz, ASB Clerk
Cecilia, Montoya, Clerk

Individuals & Society

Ms. Castaneda 6th
Mr. Cox 6th
Mr. Brown 7th/8th
Mr. Moreno 7th/8th

Yearbook

Mr. Rojo 7th/8th

Math

Ms. Lemus 6th Dual
Mr. Goodin 6th Eng.
Mr. Gonzalez 7th/8th
Mrs. Cruz 7th/8th

Dual Immersion

Mrs. Hernandez - 6th
Ms. Ibarra - 7th/8th
Mrs. Gudiño 7th/8th

Physical Ed & Health Department

Mrs. Ornelas 6th-8th
Mr. Espino 7th/8th

ELD

Mrs. Gudiño 6th-8th

Language Acquisition

6th Mrs. Hernandez
Mr. Camacho 7th/8th
Mrs. Gudiño 7th

Science

Mrs. McMaster 6th
Ms. Lemus 6th Dual
Mr. Schuster 7th/8th
Mr. Martinez 7th/8th

Music

Mr. Stie 6th-8th

Resource Specialist

Mrs. Sanchez 6th-8th

Drama

Mrs. McMaster 6th

Language & Literature

Mr. Cox 6th
Ms. Castañeda 6th Dual
Mrs. Navarro 7th/8th
Ms. Graham 7th/8th

Art & Technology

Mr. Novinger 7th/8th
Mr. Rojo 7th/8th

Design

Mr. Goodin 6th
Mr. Rojo 7th/8th

Leadership

Ms. Ibarra 7th/8th

Video Production

Mr. Rojo 7th/8th



Summit Charter Intermediate Academy

An International Baccalaureate World School



Welcome to SCIA

Dear Students, Parents, and Friends:

It is my pleasure to welcome you to the 2023/2024 school year at Summit Charter Intermediate Academy. I am very excited for the upcoming school year. I know we will have an amazing year at SCIA. We encourage all parents to be our partners in their student's education by coming to our school events, joining our PTSA (Parent, Teacher, Student Association), and being involved in their student's academic work.

Being a student at SCIA will provide each student with the skills necessary to be successful in High School, College, and in their future careers. SCIA will hold students and staff to high expectations ensuring everyone on campus is doing their best to provide all SCIA students with the best education possible.

SCIA is proud to offer students the opportunity to extend their learning beyond the classroom with the help of an iPad or Macbook, which students will be able to access from school and home.

We expect students to come prepared to think critically, with an open mind, and prepared to work hard, and have some fun while working hard. SCIA staff will expect students to work harder than they've ever worked before, while being responsible and respectful. We know SCIA students are up for the challenge! Academic excellence, curiosity and creativity all drive our students and school to success.

SCIA is **YOUR** school. It is a community where we all support one another and help push each other to excellence

It is important for SCIA students and parents to thoroughly read the SCIA Handbook. Almost everything you will want to know about SCIA can be found in the handbook. When you've finished reading the handbook, make sure you place it somewhere safe for future reference.

Remember SCIA is a place where we will grow together. SCIA staff is here to help you, push you, and learn with you. I am excited that you have decided to be a part of or continue to be part of the SCIA learning community and I cannot wait to watch you grow over the next year!

It is an exciting time to be a Bear! We will celebrate success together and honor the hard work everyone is putting into reaching their goals. Everyone at SCIA is excited to start the new school year and help all students further their pursuit of knowledge.

Welcome to Summit Charter Intermediate Academy.

Go Bears!

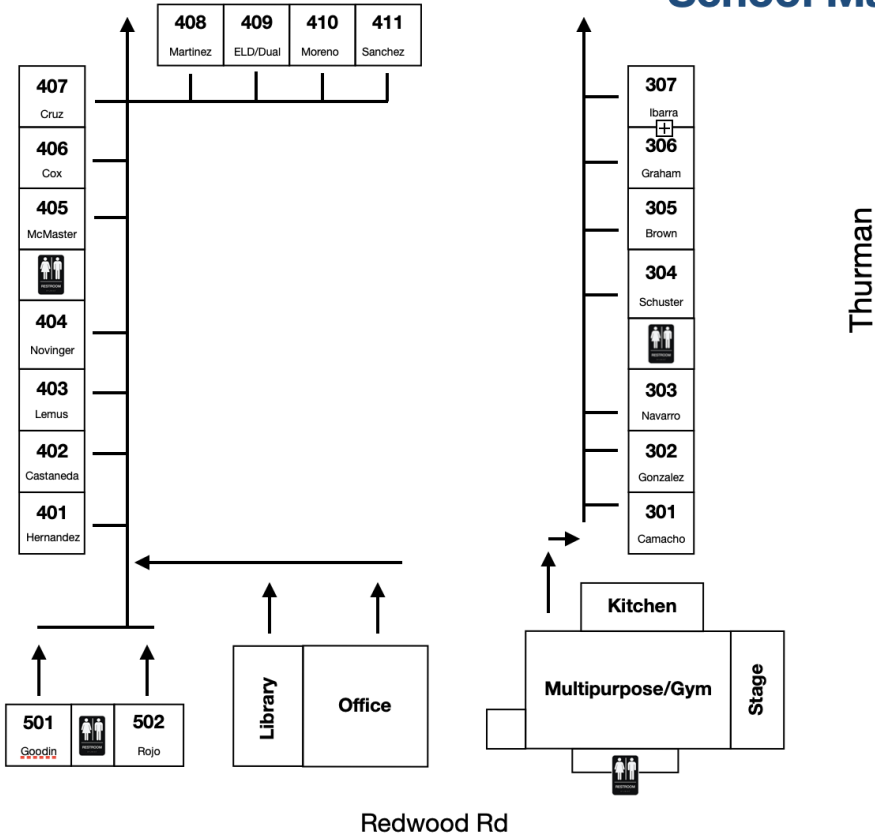
Sincerely,

Rosa Guerrero, Principal

Campus Map 2023-2024



Summit Charter Intermediate Academy School Map



SCIA DAILY BELL SCHEDULES

2023-2024

Students eating breakfast may arrive no earlier than 7:30 a.m. Students not participating in breakfast should arrive no earlier than 7:45 a.m. Students are to go to the Cafeteria where they can eat breakfast or wait for the start of school. A warning bell will ring at 8:00 a.m. with classes starting at 8:05 a.m. each day. Students arriving after 8:05 a.m. must check-in through the office.



SCIA Bell Schedule

2023-2024



6 th Grade Regular Day	
Period 1	8:00-9:05
Period 2	9:08-9:53
Break	9:53-10:03
Period 3	10:05-10:45
Period 4	10:48-11:48
Lunch	11:48-12:18
Period 5	12:21-1:06
Period 6	1:09-2:09
Advisory	2:09-2:23
Period 7	2:25-3:15

7 th Grade Regular Day	
Period 0	7:10-7:50
Period 1	8:00-8:55
Period 2	8:58-9:48
Period 3	9:51--10:41
Break	10:41-10:51
Period 4	10:54-11:44
Period 5	11:47-12:37
Lunch	12:37-1:07
Period 5 Advisory	1:10-1:29
Period 6	1:32-2:22
Period 7	2:25-3:15

8 th Grade Regular Day	
Period 0	7:10-7:50
Period 1	8:00-8:55
Period 2	8:58-9:48
Period 3	9:51--10:41
Break	10:41-10:51
Period 4	10:54-11:44
Per. 5	11:47-12:37
Period 5 Advisory	12:37-12:57
Lunch	12:57-1:27
Period 6	1:32-2:22
Period 7	2:25-3:15

6 th Grade Wednesday & Minimum day Schedule	
Period 1	8:00-8:40
Period 2	8:43-9:18
Break	9:18-9:28
Period 3	9:31-10:06
Period 4	10:09-10:54
Lunch	10:54-11:29
Period 5	11:32-12:07
Period 6	12:10-12:45
Advisory	12:45-12:55
Period 7	12:58-1:25

7 th Grade Wednesday & Minimum Day Schedule	
Period 0	7:10-7:50
Period 1	8:00-8:38
Period 2	8:41-9:16
Period 3	9:19-9:53
Break	9:53-10:03
Period 4	10:05-10:38
Period 5 Advisory	10:41-10:57
Period 5	10:57-11:35
Lunch	11:38-12:13
Period 6	12:15-12:48
Period 7	12:50-1:25

8 th Grade Wednesday & Minimum Day Schedule	
Period 0	7:10-7:50
Period 1	8:00-8:38
Period 2	8:41-9:16
Period 3	9:19-9:53
Break	9:53-10:03
Period 4	10:05-10:38
Period 5 Advisory	10:41-10:57
Period 5	10:57-11:35
Period 6	11:38-12:12
Lunch	12:12-12:47
Period 7	12:50-1:25

THE IMPORTANCE OF REGULAR ATTENDANCE

The SCIA Attendance Office Phone Number 559-791-7014

ABSENCES

For accounting purposes in California, **there is no such thing as an excused absence**. It is vitally important that students be in class unless they are ill. It is important not to remove students for vacation trips or other non-essential reasons. Regular attendance is EXTREMELY IMPORTANT to your student's success and to the success of our school. **If your student must be absent, please notify the school before 9:00 am** or send a note with your student verifying the reason for the absence. For our school, please note the following attendance definitions:

1. **Excused Absence**: Limited to **verified illness**, quarantine, medical/dental appointment (with a written excuse note from the professional provider of service) or funeral of immediate family member.
2. **Personal Absence (excused)**: Includes court appearance or religious holiday.
3. **Unexcused Absence**: Unexcused absences are those which do not come under any of the definitions of excused absences. Such absences may be reflected in the student's final grade.
4. **Tardy**: Continued tardiness (5 minutes or more late to class) is considered a serious matter. Promptness to class is very important. Students are expected to be in their places, ready to work at the appropriate time.
5. **Truancy**: **Any pupil who is absent from school without valid excuse for more than 3 days in any school year is considered truant, and shall be reported to the attendance supervisor.**

The state of California considers three (3) or more unexcused absences per school year to be excessive and subject to attendance monitoring and intervention. The state of California also considers three (3) or more incidents of absence (tardy or leaving early) of 30 minutes or more per day to be excessive and subject to attendance monitoring and intervention. Three or more absences or tardies will be brought to the attention of a site administrator, who will contact you to inquire if we may assist in helping your child's attendance improve. Burton Attendance Review Board (BARB) and School Attendance Review Board (SARB) proceedings will be initiated for habitual absences and tardiness.

The reason for an absence must be verified by a note or telephone call from a parent or guardian regardless of the age of the student. The attendance office telephone number is available for messages 24 hours a day. Parents are encouraged to telephone the attendance office and verify absence reasons by leaving a recorded message. **All unverified absences are considered unexcused and will accrue toward truancy.** It is the student's responsibility to make up any school work missed as a result of absence.

Absence due to a student's involvement in a school related activity and at which school personnel are present, is not considered an absence by the state for accounting purposes, but is considered an absence from individual classes. It is the student's responsibility to make up any work missed as a result of absence. **Please call our office (791-7014) BEFORE 9:00 AM to request make-up class work.** Make-up class work for excused absences is permitted. For each day of excused absence, the student will be allowed one day to obtain, complete, and return make-up class work assigned from an excused absence. A student needing additional time to complete make-up class work must obtain teacher approval prior to the extension of time. The maximum time for completing make-up work, regardless of the length of absence, is two weeks.

ATTENDANCE REQUIREMENT FOR EXTRACURRICULAR ACTIVITY PARTICIPATION

Any student absent from school for any portion of a day (other than for a verified medical appointment) may not participate in or attend any school sponsored activity that day or the following day (if a non-school day). Absence from school because of school sponsored activities or that has received prior approval from the Principal, Vice Principal, or Athletic Director will not prohibit participation. Students absent on Friday would be ineligible to participate in any school event scheduled for Saturday (the following day). Failure to comply with the Attendance/Participation requirement will result in a minimum of five school days of suspension from practice, competition and activities.

CUTTING CLASS The term “Cutting Class” or “Cut” refers to any time a student is not in his assigned class without prior permission from the assigned teacher or to any absence from class that has not been appropriately cleared.

TARDINESS

The first few minutes of each class are among the most important because instructors begin by providing a set for the day and critical instruction. Students are expected to be in their assigned area or class ready to work when the class start-up bell sounds at 8:05AM. Any student not in his/her assigned area or class when the start-up bell sounds will receive a “tardy”. Tardiness is addressed through the SCIA Discipline Plan with appropriate consequences. Excessive tardiness will be reported to the School Attendance Review Board for possible action. Student arrival at school after 8:05AM requires a sign-in at the Attendance Office. It is the student’s responsibility to make up any school work missed as a result of absence.

MOVING - CHANGING SCHOOLS

If a student has to leave school because he/she is moving or transferring, the parent/guardian must contact the Registrar. Failure to do this may result in a delay in transferring records and may result in receiving an unexcused absence for every day your whereabouts are unknown.

WHEN YOU NEED TO BE OUT OF CLASS

HALL PASS: WHEN OUT OF CLASS, STUDENTS ARE REQUIRED TO CARRY A “HALL PASS”. ANY STUDENT ENCOUNTERED WITHOUT A “HALL PASS” WILL BE CONSIDERED TO BE “CUTTING” CLASS AND WILL BE SUBJECT TO DISCIPLINARY ACTION. STUDENTS ARE NOT TO BE OUT OF CLASS FOR ANY REASON DURING THE FIRST TEN MINUTES OF CLASS.

RELEASE OF STUDENTS DURING THE SCHOOL DAY

Students *will not* be permitted to leave school with any person who is not their parent, guardian or emergency contact person (previously authorized in writing by the parent or guardian). Individuals picking up students may be required to show valid identification. Students leaving campus must sign out at the Attendance Office as they depart.

SCA HOME-STUDY PROGRAM

Summit Charter Academy offers a fully accredited Home-Study Program. Students participating in the SCA Home-Study Program may take home-study courses full-time. Our home-study coordinator, Dwight Viera, will assist students in selecting courses. To find out more about the SCA Home-Study Program, please contact Mr. Viera at 788-6445.

SCA Enrollment Procedures

Summit Charter Intermediate Academy

International Baccalaureate (IB) (Grades 6th-8th)

Sixth Grade Enrollment

If the enrollment for the International Baccalaureate (Summit Charter Intermediate) is less than the maximum number of students then all siblings who apply will have a space in grade 6. If the enrollment is greater than the maximum per grade level (170 students), then priority will be given to siblings (exempt from lottery). A lottery will be conducted and a lottery list will be established based on the protocols below for the remaining students wishing to enter the school. The lottery list will be recreated each year for the next year's enrollment.

*A sibling is identified as one of two or more individuals having one common parent. Full-time employees of the charter who have children will also be given sibling priority for enrollment.

Lottery Protocols:

1. Students attending the charter since kindergarten will be given preference (5th graders at both Matthew and Lombardi will be surveyed in 5th grade and if the number of students is more than the number of spaces available, then a lottery will be held and three tickets will be given). Otherwise, all those wishing to attend SCIA will be pre-enrolled in the school per the survey and no other paperwork is needed.
2. In-District Residents will receive preference by receiving two tickets for the lottery.
3. Out of District Residents will receive one ticket for the lottery.

Students will be placed on lottery lists according to the appropriate group ie: sibling; already attending the charter; in-district; out-of district.

Registration materials must be submitted by the registration dates. Siblings will have one registration date at SCIA as will non-siblings. The deadline will be decided upon annually, and displayed on the district website, the school website and posted in the school office.

If the student does not accept the placement offered at SCIA, their names will be removed from the list and their placement given to the next student on the lottery list.

Seventh/Eighth Grade Enrollment

If the enrollment for the International Baccalaureate (Summit Charter Intermediate) is less than the maximum number of students then all siblings who apply will have a space in grade 7 and/or 8. If the enrollment is greater than the maximum per grade level, then priority will be given to siblings (exempt from lottery). A lottery will be conducted and a lottery list will be established based on the protocols below for the remaining students wishing to enter the school.

Summit Charter Academy Lottery Timeline

Lottery, if required, To be held within 60 days of the close of open enrollment. To be facilitated by the Director of Charter Education Notification of parents by US mail. Mailed within 2 weeks of the day of the lottery.

SCA Enrollment Procedure

First drafted: 3/15/2016

Board Approved 3/16/2016

STUDENT ADMISSION/CONTINUED ENROLLMENT

The Burton School District reserves the right to establish the maximum number of students enrolled in the charter school. The only admission requirements are that the student resides in California and that the student and parent/guardian sign and maintain their commitment to the “Student/Parent/School Compact” and “Enrollment Contract”. The Compact/Contract identifies the roles and responsibilities for the student, parent/guardian, and the school staff in providing a strong home-and-school support system that will be a cornerstone to strong student achievement. The Compact/Contract are distributed each year with the Student Handbook. Each family will be encouraged to contribute at least 30 hours of work to support the school. Opportunities include field trip or classroom support, donations of supplies or equipment, and campus work projects.

In order for students to be eligible to attend the Summit Charter Academy, they must meet the following minimum requirements:

- Be a resident of California
- Student and parent/guardian sign and maintain their commitment to the School Compact and Enrollment Contract. This compact identifies the roles and responsibilities for the student, parent/guardian, and the school staff in providing a strong home-and-school support system that will be a cornerstone to strong student achievement. Continued attendance at the school will be contingent upon fully honoring the terms of the compact and Enrollment Contract.

Admissions applications may also be rejected if the student has been expelled or is facing a pending expulsion from another district, the Burton School District, or has severe discipline/behavioral and/or attendance issues at their current school.

The Board of Directors will ensure student admissions are consistent with the delivery of the educational programs and meeting the educational goals of the school. Consistent with the Board of Trustees’ policy, “Students who attend Burton Elementary Schools are expected to maintain good attendance and conduct. Students who exhibit poor citizenship and/or irregular attendance may be asked to return to their home school.”

Probationary Enrollment Contract: ALL students will be placed on a Probationary Enrollment Contract. This contract will insure that each student will have regular and punctual attendance with less than a 10% absence rate and no more than 3 tardies in one quarter, make progress toward meeting all graduation requirements – maintain a minimum 2.0 GPA on each progress report and report card and receive no disciplinary referrals for a behavior resulting in suspension from school. If the student fails to meet the expectations as specified above, the student’s invitation to attend SCIA can be revoked and would require the student to attend the school of his/her residence.

Continued attendance at the school will be contingent upon fully honoring the terms of the Compact/Contract. Consistent with the Board of Trustees’ policy, “Students who attend Burton Elementary Schools are expected to maintain good attendance and conduct. Students who exhibit poor citizenship and/or irregular attendance may be

asked to return to their home school.” Students will be allowed to continue their attendance at the school in the following year if all terms of the School Compact have been substantially met by March 15th of the current year, as determined by the Board of Directors. The Board may deny automatic continued enrollment for these reasons:

- There is documentation the student has not maintained his/her responsibilities for academic performance, behavior, or attendance.

**All disagreements will be heard by the Board of Trustees.

In order to attain a racially, economically, and geographically diverse population, the admissions process will be designed to reach out to all families in the greater Porterville community and to enable the school to have a diverse student body. If more students than can be admitted apply, the following admission processes will be followed:

- First priority will be given to students who live in the “neighborhood” that the school falls within (as established by the Burton School District). This applies only to the K-6 sites of SCA.
- Second priority will be given to students who live in the District, who currently attend a Burton school, or who are siblings of students who attend a Burton school.
- Third priority will be students from outside the district. Families that currently attend schools deemed “Performance Improvement” would be given preference over other out-of-district families.

The Summit Charter Academy will be non-sectarian in its programs, admissions, policies, employment practices and all other operations. The school shall not charge tuition and shall not discriminate on the basis of race, ethnicity, national origin, gender, or disability.

Further, the school will ensure that a free and appropriate education is provided to all children with exceptional needs.

SCIA DISCIPLINE AND BEHAVIOR PLAN

SCHOOL-WIDE DISCIPLINE PLAN

The Academy insists on being a drug and alcohol free school and will not tolerate violence or threats of violence, disrespectful behavior, bullying, weapons, or destruction of property. Students who do not adhere to these policies will be held accountable by measures up to and including suspension and criminal prosecution and/or dismissal by the SCA Board of Directors. The following School-Wide Behavior Expectations, including but not limited to the following rules, practices, and actions, are in effect on all SCA campus facilities and at all SCIA events and activities:

SUMMIT CHARTER ACADEMY DISCIPLINE STEPS

All students are expected to follow rules set forth in the Student/Parent Handbook at all times. If you do not conduct yourself in a manner consistent with the Student/Parent Handbook here's what will happen (serious offenses, generally those that violate Ed Code 48900 and grounds for suspension, will go directly to step 3 or step 4 and may involve moving more than one step per offense):

STEP 1: Student's first behavior referral.

- Student will have a conference with the Principal or designee.
- Student's parents will be called.
- If the student goes 10 consecutive school days with no more referrals, student will be removed from the discipline track (clean start).
- Other Means of Correction will be offered (refer to pages 16-17 of the district's guidance document).

STEP 2: Student's second behavior referral.

- Student will have a conference with the Principal or designee and teacher if referral is for a classroom behavior issue.
- Students, the teacher, and student's parents must complete and sign a Behavior Action Plan.
- Other Means of Correction will be offered (refer to pages 16-17 of the district's guidance document).
- If the student goes 10 consecutive school days with no more referrals, you will move back to Step 1.

STEP 3: Student's third behavior referral.

- Student will have a conference with the Principal or designee and teacher if referral is for a classroom behavior issue.
- Student's parent(s) will be contacted by phone or in person immediately.
- Student's Behavior Action Plan will be modified.
- Other Means of Correction will be offered (refer to pages 16-17 of the district's guidance document).
- Student may serve a school suspension for a minimum of 1 day or up to 5 days.
- Student and parents may meet with the Behavior Leadership Team.
- If student goes 10 consecutive school days with no more referrals, you will move back to Step 2.

A student placed on Step 3 for the same offense as steps 1 & 2 will remain on Step 3 for the offense for no less than the remainder of the current year.

STEP 4: Student's fourth behavior referral.

- Student will have a conference with the Principal or designee.
- Student's parent(s) will be contacted by phone or in person immediately.
- Other Means of Correction will be offered (refer to pages 16-17 of the district's guidance document).
- You may serve a school suspension **for a minimum of 3 days** and/or may be involuntarily assigned to the Community Day School.
- Student will appear in front of the SCA Board of Directors and your attendance may be revoked.

- If student goes 10 consecutive school days with no more referrals, student will move back to Step 3, **unless you are sent to the Community Day School a second time. If that's the case you will not be able to regress to a step lower than STEP 3 for the remainder of the school year.**

Note: The Principal/Director has sole authority as to the seriousness of the offenses/referrals that will apply to the Discipline Step process and reserves the right to invite children to attend other district-provided schools (or their school of residence) when their discipline, attendance, achievement and/or other criteria can not be successfully supported within the Charter or when the spirit or terms of the Parent/Student/School Compact are continually violated. In addition, the Principal/Director may place a student on a "permanent" step when the behavior is significant but may not warrant dismissal from the school. Such "permanent" steps will have the conditions and terms explicitly stated. Parents may appeal any decision for removal from the charter by submitting their written petition to the Board of Directors of Summit Charter Academy. The decision of the Board of Directors will be final. It is the intent of the entire staff of the charter school that students and parents will not be removed from the charter school for behavioral or discipline problems unless the removal is consistent with Burton School District policies or the problems fundamentally compromise the unique educational mission of the charter school. In these events, students may be re-assigned to their traditional neighborhood Burton school (if they are residents of the district).

OTHER STUDENT BEHAVIOR EXPECTATIONS

ACADEMIC INTEGRITY

The maintenance of academic integrity is a priority at SCIA.

1. Cheating, in any form, is strictly prohibited. Cheating defined: Obtaining or providing any help on an assignment that is to be completed solely by an individual student. Plagiarism is also considered cheating at SCIA and is considered a serious offense. This definition applies to:
 - Tests or projects
 - Individual projects and/or research
 - Individual homework, when so designated
 - Other teacher assigned/designated work.
2. Suspicion of cheating may result in the decision by the teacher to have the student retake the test and/or redo the assignment.
3. Penalties for cheating:
 - First Offense:
 - Parent notification by instructor.
 - Referral filed with the Vice Principal or Principal.
 - May receive a grade of "0" on the work with a chance to redo the assignment/test..
 - Student counseled as to the seriousness of offense.
 - Second Offense:
 - Parent notification by the Vice Principal or Principal.
 - Grade of "0" on the work/assignment.
 - Referral for disciplinary action.
 - Step of disciplinary action
 - May get an F for the Term
4. Circumstances may occur which result in immediate Second Offense Consequences.
5. Repeated incidents of cheating are subject to further disciplinary action up to and including possible review by the SCA Board of Directors.

AEROSOL CANS

Aerosol cans (for example - paint, hair products, body spray, pepper spray, etc.) are not permitted. Special permission to have such products may be obtained for special projects or activities. Failure to obtain permission ahead of time will result in disciplinary action.

BUS RULES – TO AND FROM SCHOOL

SCA will generally provide bus transportation for students who reside within the boundaries of the Burton School District. Other transportation arrangements may be made for groups of students residing outside of the Burton School District area. In order to ride school provided transportation, students must obey state transportation laws and cooperate with the bus driver at all times. The school district is not compelled by law to furnish transportation. The privilege of riding a Burton School District bus may be denied to anyone at any time. Bus privileges are administered by the transportation department.

TOP TEN BUS SAFETY RULES

- Respect the bus driver and listen to instructions.
- Be at the bus stop early. Students not regularly scheduled to ride the bus will not be allowed to ride to or from school unless prior arrangements are made between parents and a school administrator.
- Take your seat right away after boarding the bus. No horseplay with other students.
- Stay seated at all times. Refrain from unnecessary noise or boisterous conduct.
- Always get on and off the bus at your bus stop
- Leave the bus carefully using the handrail
- Keep your head, arms, legs, and hands inside the bus at all times
- Look both ways before crossing the road
- Wait for the bus in a safe place away from the road
- Look both ways before crossing the road.
- No eating, drinking, or chewing gum on the bus.

Disciplinary Procedures:

- Students violating the safety rules above could lose their bus privilege.
- Bus violators will be warned by the driver. If the warning is not heeded, the driver will report student to school site administration.
- A student may be temporarily suspended from riding the bus, and parents will be notified.
- A student who continues to violate bus conduct may be suspended from riding the bus for an indefinite period of time.

For more information, call the transportation office 559-782-5949.

GAMBLING

Gambling of any kind is prohibited.

CELL PHONES & ELECTRONICS

As SCIA has a One to World program students are expected to use their devices respectfully and responsibly, The use of these devices is a privilege and if misused students will lose their privilege. SCIA is not responsible for stolen, lost or damaged devices. Cell phone usage is **not allowed** during class time or passing periods.

Violations of the cell phone & electronic policy result in the following actions:

- 1st INCIDENT:** Warning: Cell phone is brought to the office and the student may pick it up at dismissal. Parents will be notified. .
- 2nd INCIDENT:** Cell phones are brought to the office. Parents will be notified. Parents need to pick up the cell phone at the end of the day.
- 3rd INCIDENT:** Parents/guardians will be notified; Students need to check in/check out cell phones from the office for the remainder of the quarter. After quarter, the student goes back to the 2nd step.

PHONE RECORDING/PHOTOS - SOCIAL MEDIA POSTING:

Students taking pictures or recording other students/staff and then posting them to social media can result in disciplinary and/or even law enforcement action, depending on the nature of the posting. Posting without the student/staff knowledge/consent or creating profiles that depict people, peers, or organizations, including SCIA and staff without permission can result in consequences and/or legal action being taken.

FIGHTING

Fighting is a serious offense. The California Education Code defines fighting as: "Causing, attempting to cause or threatening to cause physical injury to another person." SCIA defines fighting in the same way. Any fighting or physical altercation of any type will not be permitted. Individuals could potentially be suspended from school for a period of up to (5) days and may be removed from SCIA. If after a fight, a student is permitted to continue at SCIA, any additional fights will place him/her on a permanent step 3 on the step process and **remains in effect for the remainder of the semester.** The terms of the permanent Step 3 is NO FIGHTING: (1) while the student is on the school grounds; (2) while going to and coming from school; (3) during, or while going to or coming from a school sponsored activity; (4) during the lunch period whether on or off-campus. Under the definition of fighting (stated above), students do not have to throw punches to be considered fighting. Students who violate the contract with a second incident may be dismissed from SCIA

- **Abetting a fight:** Students who instigate fights, but who are not actively involved (that is, students who carry rumors, put others up to fighting, carry information back and forth between parties who subsequently fight, etc....) submit themselves to the same penalties as those who are involved in the actual fight.
- **Rough-housing or Horseplay** can cause serious injury and are also strictly prohibited. Rough-housing or horseplay may also result in the same penalties as those who are involved in actual fighting

DRESS AND GROOMING RULES

The Academy believes success starts at the door and all students should come to school dressed and groomed in a manner that is conducive to the learning process, demonstrates respect for others, and promotes cleanliness and safety:

Any clothing, hairstyle, cosmetic, accessory or jewelry, (even if not specifically mentioned), that creates a safety or health concern, draws undue attention to the wearer or tends to detract from the education process is prohibited. Clothing cannot limit your participation in school activities and programs.

- Hats/visors are to only be worn outdoors and facing forward. Bandanas, Doo Rags or other head-coverings are not allowed at any time.
- Hoodies can be worn, but hoods must remain off while in the classroom.
- Shoes must be worn at all times and allow for safe participation in all school activities. Flip-Flops and backless shoes are prohibited.
- Heels or platform shoes should be lower than 2 inches. Appropriate shoes are required for PE.
- Pajamas and slippers are not permitted.
- Sunglasses must be worn correctly and are not permitted indoors.
- Clothing, jewelry, or other accessories may not advocate, promote, or advertise racial, ethnic, or religious prejudice, unlawful acts, weapon display, sexual innuendo, profane language or the use of tobacco, drugs, or alcohol.
- Under garments may not be exposed at any time.
- Pants must fit at the waist, hips, crotch, and thighs (without the use of a belt).
- Shorts, skirts and dresses must cover undergarments when sitting, standing, or bending. The hemline of skirts should be no shorter than 3" above the knee. Shorts should have no less than a 3" inseam.
- Torn jeans may be worn if all areas showing distress are below the 3" inseam.
- See-through shirts, fishnet shirts, tank tops, thin straps (less than 1 inch), bare midriff, tube tops, (strapless), halter tops (backless), or low-necklines (showing cleavage) are prohibited.
- Shirts longer than the fingertips must be tucked in.
- Hair must be cleaned and groomed and may not interfere with the educational process.
- Clothing that may be a potential weapon may not be worn. (steel-toed shoes, wallet or other chains, items with spikes or studs are prohibited.)
- No clothing that, by virtue of its color, arrangement, trademark, or any other attribute denotes affiliation with or promotes membership in a gang.
- Piercings may be worn in ears only. Observable piercings worn in other locations are prohibited and must be removed or covered completely before the beginning of the school day.
- Uncovered and/or visible tattoos are not permitted. Writing and/or drawing on your body is prohibited.
- Coaches and teachers in classes, such as shop, P. E., etc., may impose more stringent requirements than the above consistent with the health, educational and safety needs of the particular school program, sport and/or class.

The Principal reserves the right to make decisions about the appropriateness of dress items that may not be covered by the above policy. In the event of an infraction, the student will be sent to the Principal or Vice Principal's office to make arrangements to either go home and get acceptable clothing, or have acceptable clothing brought to school. Multiple violations may result in detention, loss of privileges, suspension, and/or possible loss of attendance privileges at the charter school.

Violations of the dress code will result in the following actions:

- 1st INCIDENT:** Parent/guardian will be notified; student will change into acceptable garments if immediately available or be provided with temporary attire until the school day is complete. (If a parent brings change of clothing during the school day, the student will be allowed to change at break or at lunch). Loss of class time for dress code violations will be minimized.

2nd INCIDENT: Parent/guardian will be notified; student will change into acceptable garments if immediately available or be provided with temporary attire until the school day is complete. (If a parent brings a change of clothing during the school day, the student will be allowed to change at break or at lunch). Loss of class time for dress code violations will be minimized. The student will receive detention during lunch for one day.

3rd INCIDENT: Parent/guardian will be notified; student will change into acceptable garments if immediately available or be provided with temporary attire until the school day is complete. (If a parent brings a change of clothing during the school day, the student will be allowed to change at break or at lunch). Loss of class time for dress code violations will be minimized. The student will be placed on step one and receive detention during their lunch for two days.

4th INCIDENT: The student will receive one full-day of Responsibility Center or appropriate alternative consequence will be assigned. The student will be placed on step two.

5th INCIDENT: The student may be suspended from school for defiance (may be off or on-campus suspension). The student may be referred to the Student Review Board.

PUBLIC DISPLAY OF AFFECTION

Excessive public display of affection toward another student is considered inappropriate school behavior. Hugs lasting more than three seconds and hand holding are prohibited. Any kiss, regardless of the degree of passion, is not appropriate on a school campus, adjacent area, or at a school event. Students who violate this rule will face disciplinary action up to and including suspension from school.

PROHIBITED AREAS

Being in the areas behind buildings is prohibited. Climbing a fence to enter/exit the campus is prohibited. Students in PE classes must remain with their class until the end of the period. Campus patios and common areas are off limits during class unless otherwise assigned. Because of identified behaviors, individuals may be restricted from specific areas on campus.

HAZING

Engaging in or taking part in hazing or committing any act that injures, degrades, or disgraces any other person attending school is specifically prohibited. The practice of harassing a student verbally or physically on their birthday is considered harassment. This type of activity is considered a serious offense at SCIA and may result in suspension and/or expulsion. For More Information, Refer to Appendix 2 - Hazing

WEAPONS ON CAMPUS

Weapons of any kind, or any item that can be used as a weapon, or any item that resembles a weapon are prohibited. Knives of any size or blade are ***not*** permitted on campus. Guns (real, toy, paintball, and/or Airsoft) are not permitted. Students found in possession of a weapon will face disciplinary action which may result in suspension, expulsion, revoking of attendance of Charter Schools, possible transfer to alternative education programs, and/or referral to law enforcement.

LASER PENS OR LIGHTS

Laser pens or laser lights are NOT permitted on campus or at any school facility or activity or in any school vehicle at any time.

USE OF TRAINED CANINES The district will utilize the services of non-aggressive trained detection canines to sniff out and alert to the presence of those substances prohibited by law or district policy. The dogs may sniff the air around student lockers, desks, bags, items or vehicles that are on district property as long as they are not allowed to sniff any person. Items shall not be sniffed if a person is close by. These inspections shall be unannounced and will be made at the discretion of the principal, superintendent and/or designee of the district. In the event the canine alerts on a locked vehicle, the student bringing it onto district property shall be asked to open the vehicle for inspection to be conducted by the canine handler. Refusal to open the item for inspection may result in referring the matter to law enforcement officials or disciplinary action according to district policies. Discovery of a prohibited substance or item may result in referral to law enforcement officials or disciplinary action according to district policies.

STUDENT SEARCH AND SEIZURE

School properties may be inspected by school authorities in the interest of maintenance, health, and safety. Inspection for drugs, narcotics, alcohol, weapons, poisons and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel. A student's personal property and belongings may be searched if reasonable cause has been established that the student is in violation of any items listed under Education Code 48900. Searches include student pockets and clothing hiding places, lockers, backpacks, shoes or other student belongings.

ILLEGAL SUBSTANCES

It is the policy of SCIA to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents in school involving the possession, sale, and/or use of illegal substances.

SUSPENSION

Students suspended in-school or off-campus for one full day or more are restricted from participating in all school events and activities during the term of suspension. A student suspended on Friday, or a Friday and the following Monday, may not participate in any weekend school activity. Suspended students are prohibited by California Education Code from being on any public school campus or facility during the suspension.

MARKING PEN

The possession or use of any type of marking pen (permanent or otherwise) is prohibited. Inappropriate use or possession of a marking pen will result in appropriate disciplinary action.

SEEDS AND GUM

The eating of unshelled sunflower or pumpkin seeds is prohibited. All forms of chewing gum are prohibited.

TOBACCO

SCIA is a tobacco-free environment. The use or possession of tobacco in any form by any person on campus or at a school function or event is prohibited.

SEXUAL HARASSMENT

All forms of sexual harassment are prohibited on the SCIA Campus as defined by Education Code 212.5. Sexual

Harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. This rule applies to both females and males and will be strictly enforced. Violation of sexual harassment rules may result in suspension and/or expulsion.

For More Information, Refer to Appendix 2 - Education Code Section 32050-52 and Education Code 48900

SKATEBOARDS/ROLLER BLADES

Students may ride skateboards/roller blades to school and properly store the item in the bike rack area. Other than using skateboards and rollerblades as a means of transportation to and from school, they are prohibited on all SCIA facilities at any time (including, but not limited to parking lots and athletic facilities).(CVC 21967)

VANDALISM - DEFACING SCHOOL PROPERTY

Vandalism to and/or defacing school property is prohibited by law. Parents and legal guardians of students are responsible for all damage to school property committed by their child or ward.

APPEAL OF DISCIPLINARY ACTION

If a parent/guardian would like to appeal the decision made as a result of a discipline action taken in association with any SCIA curricular program, they should first contact the Vice Principal. The last appeal at the site level is the Principal.

STUDENT REVIEW BY THE SCA BOARD OF DIRECTORS

SCIA provides a rigorous academically challenging program accompanied by high expectations for student performance. The following expectations are in place for all students attending SCIA:

- Be regular and punctual in attendance (less than 10% absence/no more than 3 tardies for any reason)
- Make progress toward promotion (7th & 8th grades)
- Maintain a minimum 2.0 GPA on each progress report and report card.
- Receive no disciplinary referrals for a behavior resulting in suspension from school.
- Any student failing to meet school expectations may be referred to a review of the SCA Board of Directors. The purpose of the review is to offer direction for improvement and/or dismissal from SCIA.

SCHOOL EVENTS

DANCES

- To be eligible to attend a dance a student must be enrolled at SCIA at the time of the dance and meet all eligibility requirements as established for student participation in extracurricular activities. All students must possess an SCIA ASB or SCIA ID card.
- Dancing in a sexually suggestive manner will be grounds for removal from the dance. Dress code will be enforced.
- Students must remain in the dance area until they are ready to leave for the evening. No one will be readmitted after leaving a dance.
- 6th grade students are welcome to come to dances, however, they will be invited to these events. Grades and behavior will be considered for this invitation.

SCIA ATHLETICS

Summit Charter Academy is proud of its athletic program and the contribution our student-athletes make toward

building our school community. All SCA athletes are expected to embrace our School’s tradition of outstanding sportsmanship, citizenship, and fair play. Our athletic program in grades 6-8 is well developed and our athletes compete in the Whitney League.

In the [SCIA Athletics Handbook for Students and Parents](#), you’ll find the goals and objectives of our athletic program, the responsibilities of SCIA athletes and their parents, and the SCIA expectations for athletes and their parents. Because student-athletes are held to high standards of performance, citizenship, and sportsmanship during school and non-school functions, acceptance of these responsibilities and expectations to self and to the team is mandatory.

Parental support for athletes in these training and academic standards is a most important element in maintaining the athletic and academic balance and competitiveness.

Refer to the [SCIA Athletics Handbook for Students and Parents](#) for more information.

PARENT VOLUNTEERS

Parent volunteers in the classroom provide an extra pair of hands, a caring individual who can offer needed one-on-one academic support, or perhaps a listening ear. When parents participate in school, all students benefit. If you are interested in volunteering at the Summit Charter Academy, please call the school and speak with your student’s teacher or the Principal. Recently, our Board of Trustees has strengthened procedures to protect the safety of students and adults. Volunteer service in the Burton School District is now categorized by the amount of time and level of student contact. Volunteer service is categorized according to the following matrix:

Level 1	Adults who only volunteer in the classroom and class parties/events for no more than 10 hours per month	- Approval of principal -Complete volunteer form -Driver's License/ID copy	Volunteers are under direct supervision of certificated employees
Level 2	Adults who volunteer in the classroom more than 10 hours per month; cannot ride on school transportation and are not clear to be chaperones	-Approval of principal -Complete volunteer form -Driver's License/ID copy -TB Test	Volunteers are under direct supervision of certificated employees
Level 3	Designated volunteers: adults who participate in a school activity unsupervised by a certificated employee	-Approval of principal -Complete volunteer form -Driver's License/ID copy -TB Test -Fingerprint Clearance	Unsupervised by certificated employee

USE OF FACILITIES

LIBRARY RULES:

Students are required to present their ASB Student ID Card when checking out materials from the Library. Students are limited to checking-out a maximum of two books at a time.

Students may check-out books for their personal use only. Students may not check-out books for other students. A student may check-out library materials only when all previously checked-out library materials have been returned and all library fines have been paid. Books are checked out for 15 school days and if returned late will incur a 25 cent per school day fine, payable upon the book's return.

- Reference books may not be checked out and must be kept within the library at all times.
- Students disrupting the library environment will be asked to leave.
- Library books/material must be returned directly to the librarian in order to guarantee credit for the returned materials. Books left on the counters, shelves, or other surfaces in our library may not be credited as returned.

CAMPUS FACILITIES/ATHLETIC FIELDS

Use of all School Facilities is limited to activities sponsored by SCIA. All other use must be approved by using the appropriate Burton School District forms and approval process.

CO-CURRICULAR & EXTRA-CURRICULAR ACTIVITIES

CO-CURRICULAR COURSES

Co-curricular course grades at Summit Charter Academy are based upon participation and performance. Each co-curricular course will define participation and performance expectations. Academic ineligibility will not impact grade related co-curricular participation and performance.

EXTRA-CURRICULAR ACTIVITIES

Anything that is not actual classroom instruction during the regular school day is extra-curricular. Some examples include:

1. All athletics other than PE classes
2. All drama productions
3. All clubs and other activities
4. All school dances
5. Graduation and promotion ceremonies

EXTRA-CURRICULAR/ATHLETIC ELIGIBILITY

Any student not meeting the academic requirements will not participate in any extracurricular activities until the next progress report or report card is issued demonstrating that academic eligibility has been attained. Eligibility for athletic and extracurricular participation is determined by each report card/reporting period (eight times per year) and is effective the Friday following the end of the reporting period. To be eligible, a student must:

- Have no D's or F's
- Earn at least a 2.0 unweighted grade point average.
- No major incidents of discipline

Integrity and past discipline issues may also affect involvement in extracurricular activities. The Principal or designee may remove a student from extracurricular activities based on past major infractions or a history of continued disciplinary issues.

Any student on the "Debt Owed List" for any reason is ineligible for participation in any extracurricular activity until the debt is cleared. This will include the 8th grade promotion ceremony at the end of the year

CLUBS AND ORGANIZATIONS

Students are encouraged to participate in extracurricular activities. Not only will you meet new people and make new friends, you'll also gain experiences that will help you later in life by learning goal setting, job related skills and interpersonal skills. There are many opportunities for you to get involved.

If you are interested in joining a group or want to find out more about an activity, listen to the daily bulletin for details on meetings and opportunities. Most club/event meetings are held during the lunch period.

Here are some examples of the clubs, organizations, and extracurricular activities that could be offered at SCIA:

Student Body and Class Leadership

Leadership/ASB Advisor

7th/8th Class Advisor – TBA

Music - Music Director

Photography/ Art Club

Chess Club

Science Club

Math Club

Spain Club: Ms. Ibarra

DC/NYC Club (8th Grade)- Mr. Brown

IB Ambassadors

California Junior Scholarship Federation (CJSF)

GRADES/REQUIREMENTS

COURSE CREDIT

Five credits are awarded for each semester class in which a grade of A, B, C, D, or P is earned at the end of the semester. Grades of F, NR, I, or W/F receive no credit. Six-week summer school courses earn 10 credits.

METHODS OF GRADING

Grades are recorded as A, B, C, D, F, and I (Incomplete*).

Other marks you may see are CR (Credit) or P (Pass)

A = Student produces markedly superior work

B = Student produces excellent work

C = Student demonstrates satisfactory work

D = Student needs to improve work habits and skills

F = Student demonstrates little or no progress in knowledge and skills

I = Incomplete. Student must make up missing work within a two week time period or grade will be automatically changed to F.

P = Students demonstrate at the minimum satisfactory work. Grade and units will not be used to calculate GPA.

GRADE POINT AVERAGE

SCIA reports Total Cumulative GPA (includes all grades in all courses). Grade points are assigned as follows:

A = 4 points B = 3 points C = 2 points D = 1 point All other grades = 0 points

PROGRESS REPORTS & REPORT CARDS

Progress Reports are issued to all students half-way through each 9-week grading period. The purpose of progress reports is to inform students and parents of the student's' academic progress and class status. Progress Report grades figure into the calculation of the Report Card or final semester course grade (at about 18 weeks). Teachers may initiate a progress report at any time necessary to keep students and parents adequately informed on classroom progress. Students are welcome to pick up grade-check forms at any time from the counseling office. The student is to deliver the grade-check form to his/her teacher at the beginning of each period, pick-up the grade-check form at the end of each period and, at the end of the school day, take the grade-check form home to parents. Report Cards (final course grades) are issued to all students at the conclusion of the quarter and semester following final exams. Report Card (semester) grades are recorded on the student's transcript and become permanent grades.

GRADE ACCESS

Parents and/or students may access the online student information system, which includes access to student information, attendance, and the Aeries Gradebook. On Aeries Gradebook you can access the most current information on progress in each class. Links to every teacher email are also available on this web site. To set up an account, please send an email to pamador@burtonschools.org or contact the counseling office at 559-791-7014. To access Aeries Gradebook, please go to our school website at www.summitintermediate.org

click on the "Aeries for Parents" button, and log on for the most up to date information on your student's progress.

HOMEWORK

The purpose of homework is to reinforce classroom learning and develop a sense of responsibility in students. This can best be done by developing a homework "habit" which establishes homework as a normal expected occurrence. Homework does make a difference in student achievement.

Under optimal conditions, students should be expected to spend approximately two hours of home study for every school day if satisfactory results are to be obtained. Homework assignments are expected in all academic subjects.

In assigning homework, teachers will use the following guidelines:

1. Homework is assigned on a regular basis and is related to what is being taught in the classroom.
2. Usually homework is graded and/or commented on; students will receive credit for completed homework for an excused absence. Departments may have additional homework policies.
3. Teachers will attempt to make sure that each student has the skills needed to complete homework before it is assigned.

The student is responsible to find adequate time to complete assigned homework. Parents are requested to offer encouragement to students to complete homework.

PHYSICAL EDUCATION

All students are required to take PE during middle school. Students must bring a parent note for a one-day excuse from participation. A note from a doctor is required when a student is unable to participate for more than two consecutive days. Students are still expected to participate to the extent allowed by their doctor. PE grades are determined by a combination of participation and performance scores. Please encourage your son or daughter to participate in physical education every day.

MIDDLE SCHOOL COURSE OFFERINGS (2023-2024)

English
Language & Literature 6
Language & Literature 7
Language & Literature 7H
Language & Literature 8
Language & Literature 8H

Mathematics
CC Mathematics 6
CC Mathematics 7
CC Mathematics 8
Mathematics 7H
Mathematics 8H

History/Humanities
Individuals & Society 6
Individuals & Society 7
Individuals & Society 8

Science
Science 6
Science 7
Science 8

Art
Art Exploration
Visual Arts
Photography
Video Production
Digital Design

World Language
Spanish 6
Spanish 7
Spanish 8
Dual Immersion Spanish 6
Dual Immersion Spanish 7
Dual Immersion Spanish 8

Other Courses
Leadership
Yearbook

Resource Classes
Study Skills 6
Study Skills 7
Study Skills 8

Design
MYP Design 6
MYP Design 7
Automation & Robotics 8

Physical & Health Education
P.H.E. 6
P.H.E. 7
P.H.E. 8

Misc.

ELD 1/2
ELD 3/4

Music
Concert Band
Developmental Band

MIDDLE SCHOOL PROMOTION REQUIREMENTS (8TH GRADE)

To participate in the 8th grade promotion ceremony, students will need to meet the following criteria as voted on by the Summit Charter Academy Board of Directors:

- Students must have a “C” average- 2.0 GPA, with no unresolved “F” grades in any class

- A student with less than a “C” average- 2.0 GPA, with no unresolved “F” grades will be considered for promotion if the student has achieved all of his/her IEP goals.
- 95% attendance (exceptions are for absences due to illness, bereavement or school activities) Tardies that are more than 30 minutes will affect attendance (3 +30 tardies equal 1 unexcused absence.)
- Good Behavior:
Students must have and maintain good behavior on campus.
Any student suspended or has a suspendable offense on the last month of the school year will not be eligible for end of the year extra-curricular activities including promotion ceremony, end of year field trip, 8th grade dinner dance, etc.

ACADEMIC REQUIREMENTS TO REMAIN ENROLLED AT SCIA

Middle School students must continue to make academic progress. Middle School students failing more than two classes will be reviewed by SCIA administration and in conjunction with the student’s behavior and attendance may be submitted to the SCA Board of Directors for Review and/or be recommended for dismissal.

IMPORTANT INFORMATION FOR STUDENTS

ASSEMBLIES AND RALLIES

Before the first assembly of the school year, teachers will go over the procedures and seating. The rules listed should be followed during each assembly. Students should enter the assembly quietly and take their seats promptly at the appointed place. Courteous behavior is expected at all assemblies.

CAFETERIA

Breakfasts and Lunches are available in the Cafeteria. All students will receive a free lunch this school year.

EMERGENCY, EVACUATION, & LOCKDOWN PROCEDURES

Instructions will be given to all students about how to respond to an emergency situation, evacuation, or lockdown while on campus. An ALL CALL will signify an Emergency or Lockdown situation which requires doors to be locked and students to respond to teacher directions to remain away from windows. An all clear call will signify an Evacuation situation in which students are to exit the classroom as quickly as possible and report to a designated safe area.

In the case of an emergency situation on campus, parents will be notified by the SCIA ParentSquare app about the conditions as known and the procedure being implemented to assure the maximum safety of students. If there is a limited or full area evacuation, parents will be requested to pick students up at an identified location.

FIRE DRILL

The signal for a fire drill is a series of short tones. Students will be taught the proper exit procedure for each classroom. Students should walk quickly and quietly to the designated safe area. Students may re-enter the buildings only when the situation has been determined safe and the “ALL CLEAR” signal is sounded. Evacuation

Procedures are posted near the door in all classrooms.

COUNSELING SERVICES

Students needing to see their counselor may make an appointment at the Counselor's Office by completing a Counselor request slip.

LGBTQ+ STUDENT RIGHTS

Summit Charter Intermediate Academy believes that all students should be in an inclusive environment that allows for them to feel safe and secure. With this thought in mind and in accordance with both State Law (Ed. Code § 218) and Board Policy (AR5145.3) students who identify as LGBTQ+ have the following rights:

1. To be treated and learn in an environment that is free from bullying, harassment, and discrimination, regardless of sexual orientation, gender identity or gender expression.
2. Be respected in the way they dress or behave that does not conform to stereotypes associated with their gender, with respect to the student dress code.
3. Be provided inclusive social studies, history and comprehensive sexual health education.
4. Be referred to by the gender pronoun and name that fits their gender identity.
5. Be provided access to school activities, spaces such as locker rooms and restrooms, that fit with their gender identity.
6. Have opportunities to speak out about LGBTQ issues, including wearing LGBTQ-affirming t-shirts, stickers and bracelets, and access information about LGBTQ issues on school computers, and to bring same-gender dates to prom.
7. Be supported in the formation of Genders & Sexualities Alliance (GSA) clubs or similar LGBTQ-related student clubs.
8. Be respected in their choice to be "out" and be themselves at school, and seek their permission of when and to whom staff can discuss their LGBTQ identity.
9. The right to consent to sensitive LGBTQ or sexual health-related services without seeking permission from caregiver/parent, if they are age 12 or older.

DEBT OWED LIST

During the semester, students may incur expenses that result in the student being placed on the "Debt Owed List". It is the responsibility of each student to pay their bill as soon as possible. A student on the "Debt Owed List" will not be permitted to participate in any extracurricular activities until the debt is paid. 8th graders may not receive promotion certificates or be allowed to participate in the promotion ceremonies until all debts are paid. Pursuant to California Education Code Section 48904 (b), grades, transcripts, and diplomas may be withheld until all debts have been cleared.

LOST AND FOUND

For the convenience and benefit of the student, a lost and found is maintained in the Cafeteria. All articles found about the school should be turned into this location. Confiscated clothing will be held for parent pick-up for 10 days, after which it will be forwarded to the Lost and Found. All unclaimed items will be discarded after the last day of school before a long break (Winter break & Summer Break).

MEDICATION IN SCHOOL

Other than inhalers, students are not permitted to carry medication while on campus. Every attempt should be made to take necessary medications before or after school. When necessary, medication may be administered to students at school through the school nurse's office when the following criteria are met:

- The school has received a written notice (medication on campus) from the physician identifying the student, the medication to be administered, the dosage, the method of administration of the medication, and the duration (day, week, month, etc.) of the administration of the medication.
- The medication received by the school is clearly labeled in the original container and stored in the nurse's office.
- No over-the-counter medication may be sent to school. We are not allowed to give them, even with parental consent. Over the counter medications are aspirin, Tylenol, Motrin, cough syrups, etc., purchased at a drugstore without a Prescription. If your child needs to take prescription medication in school, please bring it to the school office and sign the proper form. Be sure that the doctor sends a note with you or you will be required to return to his/her office and get one. Each school year, parents and doctors will need to fill out new forms to take medication in school, even if it is the same medicine your child took last year. It is your student's responsibility to come to the office and get his/her medicine at the correct time.
- It is the student's responsibility to report to the nurse's office at the appropriate time for their medication.

DELIVERIES

Deliveries of balloons or flowers to students are NOT accepted on this campus due to their distraction in the classroom and on the campus. If your student is celebrating a special day, please share this with them at home. If someone tries to deliver an item(s) to your student during school hours, it will be refused and returned to the sender. Students are not allowed to place food orders for delivery unless directed and supervised by a teacher/staff member.

STUDENT ARRIVAL AND DROP-OFF/PICK-UP

Please consult the Daily Schedule for information about arrival times. After school, students are to go directly home, ride the bus, or be picked-up unless participating in an appropriate after-school activity. Students waiting to be picked up by parents should wait at the designated pick-up areas. The Porterville Police Department monitors traffic around the SCIA campus for student and staff safety. Traffic citations may be issued for the unauthorized or unsafe drop-off of students. It is recommended that parents turn their vehicle into a parking space when dropping-off or picking-up a student.

Students may ride their bicycle, scooter, or skateboard to school; however, they must be locked in the bike rack and are not allowed on campus. Law requires appropriate helmets be worn.

SUPPLIES

The school is responsible for providing textbooks. All other supplies such as paper, pencils, pens, and backpacks, must be provided by the student.

TELEPHONE

Students will not be called to the telephone during the school day. Messages that are important will be delivered to the student with a request to return a call during the next available break. Only in emergencies will students be allowed to use the office phone.

TEXTBOOKS

Student textbooks are distributed by the SCIA teachers and/or library aide. To ensure that books are kept in the best possible condition, each student is requested to examine all books issued as soon as possible. Damaged textbooks should be returned to the issuing staff member within 10 days of receipt for replacement or repair. The student will be liable for any damages to a textbook returned after the 10 day period.

Never leave textbooks unattended in a classroom, Student Union, or any other crowded location as you will be held responsible if they are lost or stolen.

VISITORS ON CAMPUS

Parents and guardians are welcome to visit the SCIA campus. To ensure minimum interruption to our instructional program, visits to the campus during school hours should be pre-arranged with the teacher and/or Vice Principal. Teachers are available to meet with parents during non-instructional times only. Siblings and/or friends of students are not permitted on campus beyond the office. We ask that you adhere to the following procedures:

- 1) Schedule your visit in advance with your child's teacher.
- 2) Check in at the school office **BEFORE** going to a classroom. You will be given a guest pass.
- 3) Take a seat at the back of the classroom where you can observe your child.
- 4) If you have any questions, write them down and talk to the teacher if she/he has some free time after school.
- 5) Visitors without a guest pass will be asked to return to the office to check in.

Students from other middle schools or middle school age visitors are not permitted on campus while classes are in session. Non-school personnel must report to the school office between the hours of 7:30 a.m. and 4:15 p.m. Approved campus visitors will be signed in and presented with visitor identification before being released into classroom or yard areas. (Penal Codes 627 and 32210)

All visitors are required to enter the school grounds through the main office and must identify themselves to office personnel. Visitors are required to register in the main office before entering any school building or the school grounds when school is in session and must sign out in the main office upon leaving. All information on the visitor sign-in sheet must be completed before any visitor will be issued a Visitor's Badge. For security and identification purposes, a Visitor's Badge must be worn at all times and must be returned in the main office as the visitor leaves.

Unless authorized by the Superintendent, no agents/salesmen shall be permitted on campus to discuss business propositions of any kind with teachers or students during school hours.

CLOSED CAMPUS DURING INSTRUCTIONAL TIME

SCIA is a closed campus. Students are not allowed to leave campus, regardless of age, without a proper approval. SCIA is not an open campus for lunch.

