

## GENERAL INFORMATION

### GUIDANCE AND COUNSELING SERVICES

The Sierra Vista counseling staff is interested in assisting all students in their successful progress through junior high school. This assistance is offered both in educational and personal problem guidance. The counseling staff welcomes appointments with students and parents.

### LUNCH (prices mentioned below are subject to change)

Sierra Vista does not have a full service cafeteria, but both a "Class A" hot lunch combo and a la carte items are available. Any student who does not bring a lunch may purchase a hot lunch from the food service area. A "Class A" hot lunch combo cost \$2.75 and consists of one hot item of choice (cheeseburger, hamburger, burrito, etc.), a fruit cup, a salad, and milk. When food and drink items are purchased separately, these items cost on average \$2.00 each. Milk and a cookie cost \$1.40. For those who feel they may qualify for Free or Reduced lunch, these forms are available in the ASB office.

**\*\*ASB is unable to give out loans to students for items such as lunch.**

### CAFETERIA

Appropriate and respectful behavior is expected at all times when in the lunch area. While waiting in the lunch line, students need to refrain from any screaming, yelling, and/or horseplay. In order to get students through the line, efficiently as possible, students should have money and/or I.D. ready, and know what they want to order before getting to the front. Students will be sent to the end of the line for not adhering to these guidelines. Also, students are to stay out of the hallways during lunch and are not allowed to go past the yellow lines.

### I.D. CARDS

Every Sierra Vista student is issued an I.D. card. I.D. cards are to be carried at all times. I.D. cards are needed for students who are receiving a free or reduced lunch, for checking-out books from the library, for purchasing things from the ASB, and etc.. Students who do not have an I.D. in their possession will receive a consequence. A replacement I.D. cost \$5.00.

### STUDENT ACTIVITIES/FIELD TRIPS

A great deal of emphasis is placed on student activities at Sierra Vista; we encourage all of our students to become involved in the variety of activities we offer. We feel that students who do participate in an activity can more closely identify with the school and therefore develop a feeling of pride and loyalty. Please note: Students who earn a "U" on their report card will not be able to attend a field trip that takes place during the same report card period. If a student receives an "N," his/her right to attend a field trip will be at the discretion of his/her teachers.

### ASSOCIATED STUDENT BODY GOVERNMENT

Faculty and students share in the government of Sierra Vista Junior High School. This mutual participation is expressed in the many clubs, class sponsorships, and the Associated Student Body. The purpose of the Associated Student Body (or ASB as it is known on campus) is to promote the welfare of the school,

encourage loyalty, school spirit, and develop leadership. Every student is a member of the association.

### ATHLETIC / ACTIVITY ELIGIBILITY

Current 7<sup>th</sup> and 8<sup>th</sup> grade students are required to maintain a 2.0 G.P.A. in order to participate in Sierra Vista's co-curricular activities such as band, chorus, intramural sports, ASB, and drama. Any questions may be directed to your student's counselor at 252-3113. (Details on this policy are explained in the Rights and Responsibilities handbook.)

### STUDENT RECOGNITION PROGRAMS

Sierra Vista's Student Recognition Programs recognize students' outstanding citizenship and academic achievements (good grades and improvement). Invitations to the V.I.P. (Very Important Plainsman) Lounge, team Student of the Month, positive attendance incentives and academic excellence awards are just some of the many student recognition programs here at Sierra Vista.

### BICYCLES, SKATEBOARDS, SCOOTERS AND ROLLERBLADES

Students riding a bicycle to school need to **lock** it up in the bike cage before school begins each day. Students are asked to walk bicycles on school property. Skateboards, scooters, and roller blades are not allowed on campus at anytime and should not be used as way to get to school. These items of transportation will be confiscated by administration and only released to a parent/guardian. This policy is strictly enforced by all staff members.

### ELECTRONICS, TOYS, Etc.

Items such as toys, sunflower seeds, games, iPods, electronic devices, cameras, "whiteout," laser pens, balloons, squirt guns, aerosol sprays, cigarette lighters, and items deemed disruptive to school activities, are not permitted on campus. Gambling of any sort is also prohibited. Violation of any of the above will result in serious consequences such as detention, Saturday School or even suspension. Any items that cause a disruption will be confiscated by school administration and will need to be picked up by a parent or designated adult within 5 days. We assume no responsibility for lost or stolen confiscated items.

***Behavior that interferes with students' rights to learn and teachers' rights to teach, is not tolerated.***

### Daily Silent Reading Program – "R.E.L.A.X."

Read Enjoy Learn And Explore

Each day at Sierra Vista, we are involved in a school-wide silent reading program. The entire school stops all activities and classroom lessons for 15 minutes after 2<sup>nd</sup> lunch. The staff and students take time out to R.E.L.A.X. with a book. All students are required to bring a book (not a magazine) to read during R.E.L.A.X.

### CLOSED CAMPUS

Sierra Vista maintains a closed campus. This means you must stay on campus, in approved areas, from the time you arrive on campus until school dismissal. Students who are dropped off anywhere near the school are to walk straight onto campus. Students who are dropped off near the school are not allowed to walk away from school for any reason. If you are found walking away from campus, you will be given a Saturday School and may face other consequences. Off-campus permits are issued only for administrative, medical, and dental purposes, and must be requested in writing by a parent or guardian. Students who leave school or walk away from campus without proper authorization may be issued a Saturday School or truancy citation. Students are not to visit with persons who are not in attendance at Sierra Vista when they come on or near school grounds. Such persons who loiter about school are subject to fines of not more than five hundred dollars (\$500) and/or imprisonment in the county jail for not more than six months.

### PROMOTION DRESS CODE AND CONDUCT

Girls Dress Code:

Simple dresses or dress slacks may be worn. Heels may not be worn as per rules established by the facility used for promotion.

**Formal or strapless dresses may not be worn.**

Boys Dress Code:

Dress slacks and dress shirts. Coat and/or tie is optional.

**Tuxedos may not be worn.**

Conduct:

Appropriate behavior during promotion is expected at all times. Any behavior disruptive to the promotion ceremony will be grounds for immediate removal from the program.

### PROMOTION ELIGIBILITY

Students who pass all their classes each quarter earn 15 credits. In order to participate in the promotion ceremony and Disneyland trip, students must earn a total of 107.5 credits. Students who fail to meet the minimum credit requirement will be asked to make up the credits in credit deficient programs.

### TRANSPORTATION INFORMATION

School bus riders are under the authority of the bus driver and must obey, without question, any order or suggestion given by the driver that relates to the safety or orderly transportation of students.

If you have any complaints about the directions given to students by the driver, contact Transportation at 259-0033 ext. 340. Students receiving bus "tickets" are subject to suspension or denial of bus transportation.

1. Your child is not allowed to switch buses. Your child is allowed to get off on a different stop if he/she has a signed note from his/her parents and has the same note signed by a school administrator. The signed note must be presented to the bus driver.
2. If your child is walking, PLEASE discuss safe routes to school and pedestrian traffic laws.

3. If you live beyond three miles from school, the safest and most reliable way to assure that your child arrives at school on time is to purchase a school **bus pass**.
4. Specific bus questions and pass information should be directed to the Transportation Department at the Administrative Center at 259-0033, ext. 342.

### PERSONAL PROPERTY THEFT

The school will not reimburse personal property stolen from lockers. Students should not share PE lockers or combinations. Students are responsible for their own personal property. **Very Important:** Students should not leave backpacks and other belongings unattended. Sierra Vista is not responsible for lost or stolen property. This includes back packs left in the "Backpack Piles." **Stolen items left unattended will not be investigated.**

### ATTENDANCE

All students are required to attend a full-time school until they are 18 years old. Failure to attend school can result in serious legal problems for the student and their parents. Parents need to call the school on the day of your absence (661- 252-3113). Sierra Vista has an answering machine for phone calls after regular business hours. If the parent does not call, students can bring a note, signed by the parent, to the attendance office when they return to school. **All absences must be cleared within 3 school days.** District policy for legal absence excuses are illness, medical or dental appointments and funeral (immediate family). **Uncleared absences will be recorded as truant, and will be assigned a Saturday School and/or a citation.** Excessive attendance issues could result in a student being placed on the AP LOP list.

### PHONES

Students should not plan to use school office telephones, except in cases of emergencies. Forgotten items and personal messages are not considered emergencies.

Parents who wish to allow their students to keep a cell phone on campus, must fill out a cell phone request form in the ASB office. Cell phones may only be used during non-class time and never inside school buildings. Teachers will not excuse a student from class to make telephone calls. **Sierra Vista assumes no responsibility for any loss or damage to a student's cell phone.** Students who violate the school cell phone policy may lose the privilege of keeping one on campus. Confiscated cell phones may require parent pick up. **Cell phone privileges can be revoked at anytime for inappropriate use.**

### RESTROOMS

Restrooms are to be used only for their intended purpose. Loitering in and around the restrooms creates an inconvenience for others, and will not be allowed.

### LOST AND FOUND

A lost and found is maintained in the ASB office for the collection of items of value found on campus. If you lose something, please check with the ASB office. **Items left for an extended period time will be given to charity.** Check for lost textbooks in the library.

### **STREET SAFETY**

Students are to use caution when crossing the street. Please remember to cross only when appropriate. Defiance of adults will be subject to school consequences.

### **BEHAVIOR OF STUDENTS SHALL PROMOTE A SAFE ENVIRONMENT AT ALL TIMES**

Actions, gestures, and language shall not be disruptive to a safe and orderly school. Antisocial activities of students at school, to and from school, such as "bullying", hazing, fighting or horseplay, are not permitted. Conflicts shall be resolved in a non-physical manner under the supervision of an adult and away from other students. "Swarming" of students or approaching another student on campus in anger, for intimidation, or for the purpose of obtaining goods or money is prohibited. Selling of any items is prohibited on campus. Selling of items is subject to serious consequences.

### **EMERGENCY INFORMATION**

For your safety, an Emergency Information Card will be given to each student. This card, when returned, should show personal information, such as the name and telephone of your doctor, parents' work phone numbers and contact person in case of an emergency. It is very important to report any change of information on the card to the Attendance Office during the school year. Each student must have an emergency card on file.

### **TAGGING AND GRAFFITI**

"Sharpies" and other "graffiti" marking tools are prohibited. "Tagging" or graffiti of any sort on personal or school property is also prohibited. If students are found in violation of one or more of the above policies, he or she will be subject to consequences, fines, and/or arrest.

### **OFF-LIMIT AREAS**

Unsupervised classrooms and unsupervised areas around and behind the portables and the grassy quad area are off-limits to all students during the brunch and lunch breaks. Students are to stay away from the perimeter fencing during their breaks

### **SMOKING, NARCOTICS, ALCOHOL**

**Smoking** – "Smoking and possession of tobacco are not permitted on or near the school grounds or at school activities (on or off campus). Penalties may include immediate suspension from school."

**Narcotics and Alcohol** - "Use or possession of narcotics, narcotics paraphernalia or alcohol on school premises, or appearing at school or school functions under the influence of narcotics or alcohol, will result in an immediate suspension from school and a transfer with the possibility of expulsion."

### **CAMPUS CLEANLINESS**

If each individual on campus would throw his/her own trash in the proper place (the trash can), we would have a much cleaner school. Please do your part, don't litter. **Gum is not allowed at Sierra Vista.**

### **LIBRARY and AP LOP LISTS**

Students whose name ends up on the Library and/or AP LOP (Loss of Privileges) list will lose school privileges. Students will not be able to participate in school activities that are deemed a privilege by the school administration. For example, they will not be able to attend school dances, field trips, etc.

The AP office also has an LOP List. If students end up on this list he/she will lose the privilege of participating in any extracurricular activities for the most current quarter. However, loss of privileges may be extended for a specific period of time set by the administrators.

### **HEALTH OFFICE**

**Students visiting the health office must:**

1. Have a pass from their teacher.
2. Follow office rules.
3. Sign in at the Health Aide's desk.

The Health Aide cannot issue aspirin or any other medicine. Students requiring medicine at school must have a written request from a doctor and parent on file in order to bring the medicine to the health office. Students may not have aspirin or any other medication in their possession while on campus. Students too ill to return to class will be sent home after a parent contact. The Health Aide is not a nurse and cannot diagnose injury or physical problems.

### **OFFICE PROCEDURES AND MANNERS**

Students must have a written pass and/or note to enter the office during class time. Students who visit the office are to conduct their business promptly and quietly and must use appropriate manners. Parents are discouraged from bringing forgotten items, and birthday balloons, flowers, etc., are not allowed at school.

### **HONOR SOCIETY**

Students who receive a 3.5 grade point average or higher in their four academic classes are eligible to join our local chapter of the California Junior Scholarship Federation. Students must join CJSF each semester and average their grades from the previous semester's two quarters. 7<sup>th</sup> grade students are only eligible in the spring semester. Evidence of 10 hours of community service is also required with the application. **See the Sierra Vista Web site for more details.**

### **CLASSROOM RULES**

1. Be prepared: Bring the required materials for each class.
2. Be on time and in your seat when the bell rings.
3. Rudeness, profanity, and obscene gestures will not be tolerated.
4. Food, gum, or candy will not be eaten in class.
5. Writing on school property –desks, books, walls or lockers—will not be permitted.
6. Any action that is unsafe or that disrupts classroom activities is unacceptable.

## CONTACT INFORMATION

Please remember to contact the registrars office when contact information changes. This is very important especially in an emergency. If contact information is not updated, you may not receive school information send via email or via our school dialer system.

## SEXUAL HARASSMENT

The Wm. S. Hart Union High School District will maintain a learning and working environment that is free from sexual harassment. Sexual harassment is a form of sexual discrimination under Title IX of the Education Amendments of 1972 and is prohibited by both federal and state law. According to Board Policy 5145.7, behavior that constitutes sexual harassment is prohibited.

It is a violation of this policy for any member of the Wm. S. Hart Union High School District staff to harass another staff member or student through conduct or communications of a sexual nature. It is also a violation of district policy for students to harass other students or staff through conduct or communication of a sexual nature.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature when made by a member of the school staff to a student, or to another staff member, or when made by a student to another student or staff member, or when submission to the conduct is a condition of receiving benefits in employment or academic status, or is sufficiently severe or pervasive enough to create an intimidating, hostile or offensive working environment. Parents, students, teachers, and staff can do a great deal to eliminate sexual harassment by behaving in ways which role model and encourage respect for all individuals.

Any student who feels that he/she is being harassed should immediately contact a teacher, counselor, or administrator to file a complaint of harassment.

## SIERRA VISTA TARDY POLICY

Responsibility is one of the pillars of character that we try to promote and teach here at Sierra Vista Junior High. Just like in the real world, punctuality is very important. Being on time shows readiness and a willingness to learn. The Sierra Vista Tardy Policy is as follows:

- ❖ **First Tardy**- Teacher warning
- ❖ **Second Tardy** -Teacher consequence
- ❖ **Third Tardy** - Teacher contacts parents.
- ❖ **Fourth Tardy** -Counselor Referral
- ❖ **Fifth Tardy and Beyond** - Administrator Referral

Students with excessive tardies will end up on the AP LOP List.

## SCHOOL OFFICES

If you need to speak with an administrator, counselor, teacher, or the Health Office please call 252-3113 between the hours of 7:10a.m. and 3:30 p.m.

## PHYSICAL EDUCATION

### LOCKER ROOMS

Upon entering the locker room through the front door, students are to secure their backpacks, proceed to their assigned locker, and change into their P.E. uniform. Students are only allowed to change in the locker area in front of their assigned locker. All students must be in the locker room before the tardy bell rings. Once the tardy bell rings, students have 7 minutes to dress, use the restroom, exit the locker room, and be seated at their assigned roll call number outside. Following the end of the lesson, students will have 10 minutes to change, pick up their belongings, and be dismissed by a PE teacher when the bell rings.

### LOCKER ROOM RULES

1. Students must be inside the locker room before the tardy bell rings.
2. Enter through the front door only.
3. Students will not be allowed to bring food or drink into the locker room.
4. No running or throwing of anything is allowed.
5. Students are not to touch another's locker or property.
6. Do not bang, kick, or write on lockers.
7. No screaming or yelling in the locker room.
8. Leave the locker room through the back doors.
9. Memorize your combination and do not share it with anyone.
10. Backpacks are to be placed in designated areas only.

### PE LOCKS

For security purposes, all students are required to purchase a school issued Master combination lock from the P.E. department. For safety and security reasons, these locks come with a safety feature that allows administration the ability to unlock with out knowing the different combination codes. Locks not issued by Sierra Vista can not be used at any time -- **No exceptions.** Due to reasons of security and safety, locks not issued by Sierra Vista will be immediately cut off at the owner's expense. The cost of a new lock is \$6.00. While supplies last students can purchase a used lock for \$3.00 (*prices are subject to change*). Checks should be made out to Sierra Vista ASB. Locks are to be purchased during the first week of school. Please note: a locker cannot be assigned until a lock is purchased. All students will be issued a P.E. locker in either the boys or girls locker room accordingly. We will provide a locker for each individual student to store his or her belongings. Personal, sentimental, and valuable items should be left at home. Any valuable items that have to be brought to school should be locked in lockers. It is the responsibility of each student to maintain the safety of their belongings and the confidentiality of their combination. **DO NOT SHARE YOUR LOCKER OR LOCKER COMBINATION WITH ANOTHER STUDENT.** When these guidelines are adhered to, theft is very rare. PE does have its own Lost and Found for misplaced PE clothing.

### EXTREME WEATHER PE SCHEDULE

During extreme weather or excessive heat PE does modify the daily/weekly schedule.