



# SIERRA VISTA JUNIOR HIGH SCHOOL

Student Handbook  
2017-2018

Carolyn Hoffman  
Principal

Courtney Iacenda  
Assistant Principal (A-K)

Matt Hinze  
Assistant Principal (L-Z)

Angela Knolls  
Counselor (A-Gn)

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19425 Stillmore Street  
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School Website: [sierravistajuniorhigh.org](http://sierravistajuniorhigh.org)



@sierravistajhs

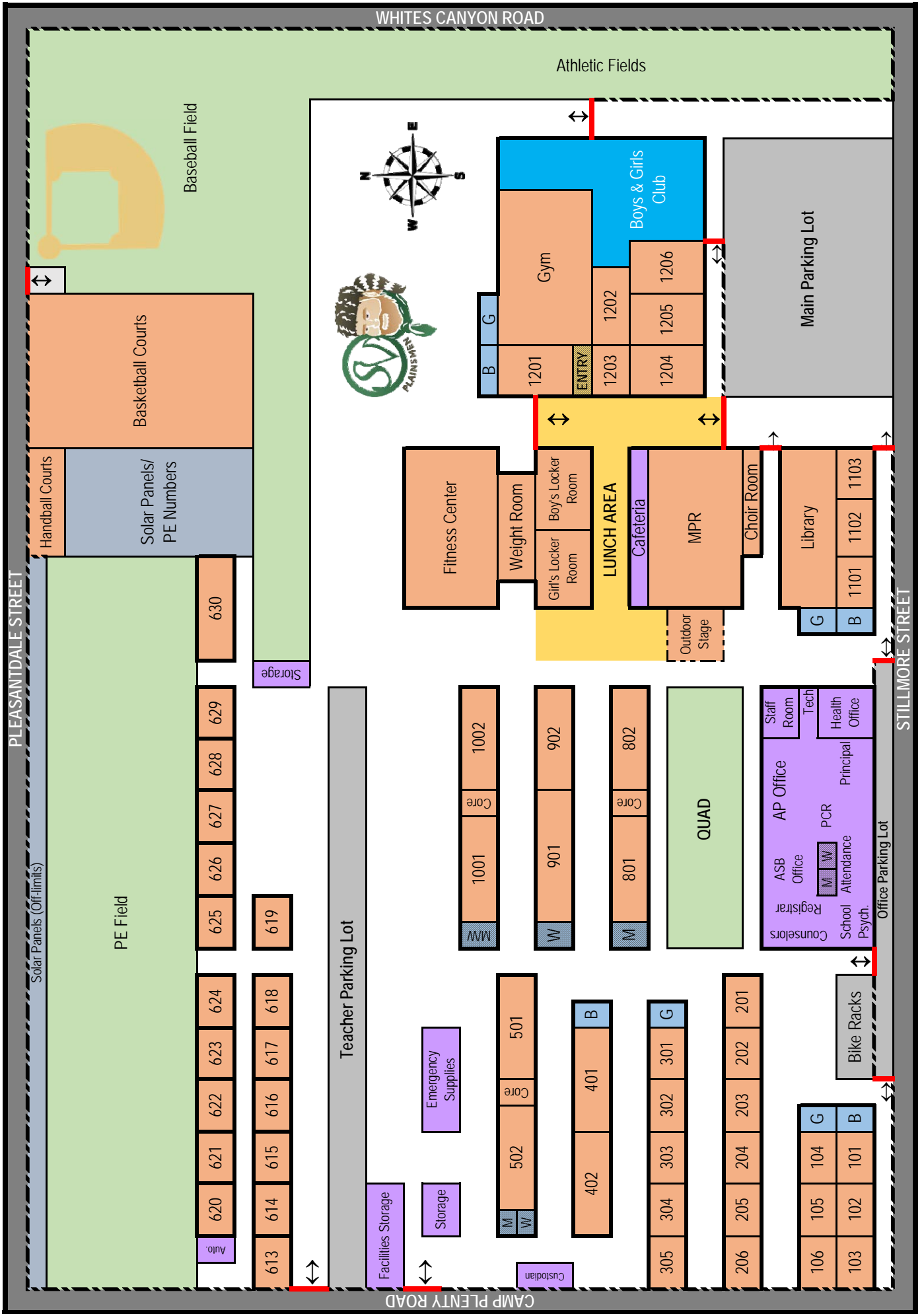


My signature below signifies that I read and reviewed these handbook pages with my parents/guardians. My signature also means I understand the rules and regulations of Sierra Vista Junior High School.

_____	_____	_____
Print Student's Name	Signature of Student	Date
_____	_____	_____
Print Caregiver's Name	Signature of Caregiver	Date

# SIERRA VISTA JUNIOR HIGH SCHOOL

19425 Stillmore St. Canyon Country, CA 91351 P: (661) 252-3113 F: (661) 252-2790





# SIERRA VISTA JUNIOR HIGH SCHOOL

Bell Schedule 2017-2018

TIME	MON	EARLY RELEASE TUESDAY		WED	THURS	FRI
7:45-8:38	A _____	7:45-8:26	B	C	D	E
8:43-9:31	B _____	8:31-9:12	C	D	E	F
<b>9:31-9:46</b>	<b>BRUNCH</b>	<b>9:12-9:27</b>	<b>BRUNCH</b>	<b>BRUNCH</b>	<b>BRUNCH</b>	<b>BRUNCH</b>
9:51-10:08	RELAX	NO RELAX		RELAX	RELAX	RELAX
10:08-10:56	C _____	9:32-10:13	D	E	F	A
11:01-11:49	D _____	10:18-10:59	E	F	A	B
<b>11:49-12:24</b>	<b>LUNCH</b>	<b>10:59-11:34</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>
12:29-1:17	E _____	11:39-12:20	F	A	B	C
1:22-2:10	F _____	12:25-1:06	A	B	C	D

## MINIMUM DAY SCHEDULES

TIME	MON	TUES	WED	THURS	FRI
7:45-8:25	A	B	C	D	E
8:30-9:00	B	C	D	E	F
9:05-9:35	C	D	E	F	A
<b>9:35-9:50</b>	<b>BRUNCH</b>	<b>BRUNCH</b>	<b>BRUNCH</b>	<b>BRUNCH</b>	<b>BRUNCH</b>
9:55-10:25	D	E	F	A	B
10:30-11:00	E	F	A	B	C
11:05-11:35	F	A	B	C	D

# Sierra Vista Anti-Bullying Policy 2017-2018

We the students of Sierra Vista Junior High agree to join together to stamp out bullying at Sierra Vista Junior High School.

We believe that everybody should enjoy our school. We believe that every student has the right to feel safe, feel secure, and feel accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, or nationality. **“Joking” about these topics is never an acceptable excuse.**

## WHAT IS BULLYING?

Bullying is unwanted, aggressive behavior among people that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

In order to be considered bullying, the behavior must be aggressive and include:

1. An Imbalance of Power: People who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
2. Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Sierra Vista does not allow pushing, shoving, or hitting anyone, including horseplay. Other examples of bullying include, but are not limited to: name-calling, making fun of someone, “messing around” or “joking” with someone, laughing at, or excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as, “kids being kids”, “I was just playing around”, “I was just joking”, “we’re friends” or any other attempt to stay out of trouble. Additionally, mutual horseplay can also earn consequences. The victim is never responsible for being a target of bullying.

## By signing this contract, I the student agree to:

1. Accept student differences and treat others with dignity and respect.
2. Be a good role model for other students. Support them if bullying occurs by not becoming involved in bullying incidents or being a bully by harassing others.
3. Report honestly and immediately all incidents of bullying to an adult or Text-a-Tip.
4. Be alert in areas around the school where there is less adult supervision such as the bathrooms or behind buildings.
5. Support students who have been bullied (show empathy).
6. Talk to caregivers, teachers or counselors about concerns and issues regarding bullying.
7. Speak with other students and faculty to help the school deal with bullying more effectively.
8. Encourage teachers to discuss bullying issues in the classrooms.
9. Be a good online citizen and not do anything that hurts other people or is against the law.
10. Take a stand against the bullies!

### Sierra Vista Junior High Bully Prevention Principles

- A. I believe it is important to respect other’s differences.
- B. I believe it is important to respect other’s rights and responsibilities.
- C. I am able to identify what bullying is, and I am willing to stop it from happening.
- D. I understand I must respect other’s personal space and belongings. **No means No. Stop means Stop.**
- E. I know the best way to get help if I am being bullied or if I see someone being bullied, is to **tell an adult**. If the first person I go to does not help, I need to keep telling different adults until I find someone who will help.



My signature verifies that I have read the Anti-Bullying Contract and the Sierra Vista Junior High Bully Prevention Principles. By signing below, I promise to do my part to prevent bullying here at Sierra Vista Junior High School. Parent signature verifies that he or she has reviewed the above information with his or her child.

_____	_____	_____
Print Student’s Name	Signature of Student	Date
_____	_____	_____
Print Caregiver’s Name	Signature of Caregiver	Date

# Sierra Vista Student Dress and Grooming Code 2017-2018

The Governing Board for the William S. Hart Union High School District has adopted the following "Dress Code Policy" BP 51321. It states: "Appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process."

**Hats/Eyewear:** Hats and beanies as well as sunglasses may be worn for protection against the sun/weather. Styles that are disruptive or interfere with school activities including, but not limited to advocating drugs, alcohol, tobacco, weapons, violence, illegal or gang activities are prohibited. All hats/sunglasses should be removed upon entering a classroom, office building, etc.

**Tops/Shirts:** Tops shall conceal undergarments at all times. Student should wear tops/shirts that fit sensibly, modestly, and appropriately for their size and comfort. Sleeveless shirts or tank tops are not allowed.

**Bottoms:** Bottoms shall conceal undergarments at all times. Pants, skirts, and shorts may not have excessive rips or tears, despite current fashion. Student should wear bottoms that fit sensibly, modestly, and appropriately for their size and comfort. Excessively sagging pants/shorts are not allowed.

**Footwear:** Safe and non-distracting shoes shall be worn at all times. Slippers, high heels, steel-toed shoes and shoes with rolling devices are considered unsafe footwear and are not permitted on campus.

**Other:** Clothing/styles that are disruptive or interfere with school activities including, but not limited to advocating drugs, alcohol, tobacco, weapons, violence, illegal or gang activities are prohibited. Clothing and jewelry shall be free of writing, pictures, or any other insignia that is crude, vulgar, violent, profane, sexually suggestive or considered culturally bias. Clothes (or other materials) will be documented and reported to law enforcement if they have tagging-style writing or markings. Accessories such as safety pins, heavy chains, wallet chains, and jewelry with dangerous points or spikes are prohibited. Any body piercing that presents a safety issue or major distraction will not be allowed.

Violation of the above provisions of the student dress code will result in confiscation of inappropriate clothing item(s), and loaners being provided. Students will return loaner items washed within five days in order to collect confiscated items. Students who do not return loaner items may be fined \$10-\$20 to replace item loaned. Items left after five days will be considered abandoned and will be donated. Disciplinary actions including, but not limited to, warnings, caregiver contacts, paper pick up, detentions, Saturday School, and suspensions will be employed, as necessary, to ensure compliance with the school policy.

**"DRESS FOR SUCCESS!"**



# Sierra Vista Technology Agreement

As we focus on the California Common Core State Standards, students will be using laptops to edit and submit writing samples, complete research, collaborate with peers, and create presentations. Before your child may start using the laptops, we are asking that you and your child discuss and sign the following form, and return to the classroom teacher.

1. I understand that the use of the laptop is a privilege and I agree to make every effort to care for my assigned device. I understand that inappropriate use or carelessness may result in losing laptop privileges or if damage occurs may be responsible for repair/replacement costs.
2. I understand that I am expected to use the internet appropriately by keeping personal information out of my submissions. I agree to not post on websites outside of those designated by my teacher or give out my family name, password, user name, e-mail address, home address, or other information that could help someone locate or contact me in person.
3. I agree to not share my username or password with anyone other than my teachers and caregivers. I agree to never log in as another student.
4. I will treat internet spaces as classroom spaces. I understand that speech that is inappropriate for the classroom is not appropriate for my submissions or messages. I will conduct myself in a manner reflective of a representative of my school.
5. When communicating with the teacher through the messaging system, I will ask questions that pertain to classwork.
6. I understand that failure to abide by these terms and conditions may result in my losing the opportunity to use the laptop and school network or other consequences.

I have read and understand these terms and conditions, and agree to uphold them.

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Print Student's Name	Signature of Student	Date
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Print Caregiver's Name	Signature of Caregiver	Date
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Computer # A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_ D \_\_\_\_\_ E \_\_\_\_\_ F \_\_\_\_\_

## **WELCOME**

Welcome to Sierra Vista Junior High, a California Distinguished School! Please take the time to read the important information contained in this "Binder Reminder." We want you to be successful as a student, as a citizen and by knowing this information you will have the knowledge necessary to make good choices. We are counting on you to maintain and carry on our great tradition of scholarship and citizenship. You are the key to the pride and spirit, which have become Sierra Vista trademarks. We will be here to lend guidance, answer questions, and provide assistance as needed. Together, let's work to make this year both successful and enjoyable.

**WELCOME TO THE SIERRA VISTA FAMILY!**

**Carolyn Hoffman, Principal**

## **SCHOOL INFORMATION AND POLICIES**

### **VISITING CAMPUS**

For your child's safety, all visitors must sign in to register to retrieve a visitor pass upon entering school grounds. Visitor may only enter through the main office during school hours. Visitors must display visitor's pass upon request to any school personnel upon request.

### **SCHOOL OFFICES**

If you need to speak with an administrator, counselor, teacher, or the Health Office please call 661-252-3113 between the hours of 7:10 a.m. and 3:30 p.m.

### **HOMEWORK REQUESTS**

Caregivers of students who have been absent should request homework assignments by contacting their counselor and/or teachers. At least twenty-four hours is needed in order to contact all teachers involved. Students must always check with all teachers upon their return from any absence no matter the length.

### **OFFICE PROCEDURES AND MANNERS**

Students must have a written pass at all times when classes are in session and they are out of the classroom. Students who visit the office are to conduct their business promptly and quietly using appropriate behavior. Caregivers are discouraged from bringing, celebratory items (i.e. cupcakes, flowers, balloons etc.) due to their disruption of the learning environment.

### **CLOSED CAMPUS**

Sierra Vista maintains a closed campus. For your safety, students 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 must walk straight onto campus. Students who are dropped off at/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 assigned consequences. This is in response to the school's assumption that if the caregiver intended for you to go somewhere other than school, you would be dropped off at that location instead. 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 trespass and/or loiter about school are subject to fines and/or imprisonment (PC § 626.8). Students who are on suspension are not allowed to return to the school for any reason until their suspension time has been served.

### **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 caregivers. We are a closed campus. All visitors must sign in and retrieve a visitor pass upon entering school grounds.

### **RESTROOMS**

Restrooms are to be used only for their intended purpose. Loitering in and around the restrooms creates a safety concern and inconvenience for others and will not be allowed. Students traveling to the restroom in large groups will not be allowed entry.

### **CAFETERIA**

Appropriate and respectful behavior is expected at all times when in the lunch area. While waiting in the lunch line, we ask that students refrain from line-cutting, yelling, and/or horseplay. In order to get students through the line as efficiently as possible, students should have money AND 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.

### **HEALTH OFFICE**

**Students visiting the health office must:**

1. Have a pass from their teacher.
2. Sign in at the Health Assistant's desk.

The Health Assistant cannot issue aspirin or any other medication. Students requiring medication at school must have a written request from a doctor and parent on file in order to bring the medication 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 caregiver contact. The Health Assistant is not a nurse and cannot diagnose injury or physical problems.

### **LIBRARY MEDIA CENTER**

All students are welcome to come and explore the resources of the Library. Details regarding accessing online catalog, e-books, databases, policies, and many student and teacher resources may be found on the school website. Below is a brief summary of the library and textbook policies.

1. Students must have an ID card to checkout a book or use the computers.
2. **IMPORTANT:** If a student uses campus computers, it is assumed that s/he agrees to abide by the Acceptable Use Policy on the SV Library home page. Computers are for school projects and research only, not games!
3. All Library books are due on the third Monday after checkout. Students may checkout up to 6 items. Students with overdue books will be put on LOP (Loss of Privilege) from school activities until books are cleared. No fines are charged for late books. Fines are only charged for lost or damaged books.
4. Library hours are Mon., Wed., Thurs., Fri.: 7:15 am - 2:30 pm. On Early Release Tuesdays, the Library is open until 2:10 p.m. Minimum days the Library is open until 11:45 a.m.
5. The library sells school supplies such as poster board, flash drives, pens, pencils, notebooks, binders, etc.
6. The library is for reading, studying, doing research, and checking out/in books. Students not doing these activities or maintaining a quiet atmosphere will be asked to leave.
7. Cell phones/audio devices may only be used in the library for school work and with permission from the teacher librarian.
8. Food and drinks are not allowed in the library except for events.

### **TEXTBOOKS**

Textbooks are issued at registration. Each student must fill out a contract card, stating the condition of the book in order to avoid fines for existing damage at turn-in time. These cards will be kept at the library. Students must keep their books covered at all times.

A student who loses a book or has it stolen, must pay for it at the library before a replacement copy may be issued. Checks are made payable to Sierra Vista Junior High School. If the lost/stolen book is found later, the student may receive a refund.

### **I.D. CARDS**

All Sierra Vista students are issued an I.D. card. I.D. cards must be carried at all times and are needed to receive free

or reduced lunch, check out books from the library, purchase items from the ASB, (e.g. dance tickets), etc. Students who do not have an I.D. in their possession will receive a consequence. A replacement I.D. can be obtained from the library for a cost of \$5.00. Report to the library during its open periods to obtain a new one.

### **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) is to promote a positive school culture, encourage loyalty, school spirit, and develop leadership.

### **ELECTIVES / EXTRACURRICULAR ACTIVITIES 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 extracurricular activities such as band, choir, intramural sports, ASB, SV Life, Yearbook and other yearlong electives. Any questions may be directed to the student's counselor at 661-252-3113.

### **STUDENT ACTIVITIES/FIELD TRIPS ELIGIBILITY**

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 participate in activities have greater school pride and are more successful socially and academically. Please note: Students must have a 2.0 GPA or above, no more than 25 tardies in the current quarter and must have less than 30 demerits in a semester to attend field trips and team activities. ***Behavior that interferes with students' right to learn and teachers' right to teach is not tolerated. Participation in school related activities is ultimately left to the discretion of the Principal.***

### **PROMOTION ELIGIBILITY**

Students who pass all of their classes each quarter earn 15 credits. **In order to participate in the 8<sup>th</sup> Grade end of the year activities, students must earn a total of 107.5 credits and be in good behavioral standing.** Students who fail to meet the minimum credit requirement will be asked to make up the credits in credit deficient programs over the summer. NOTE: The Wm. S. Hart District does not hold a promotion ceremony from Junior High to High School.

### **HONOR SOCIETY**

Students who receive at least 16 grade points from the grades of the previous two quarters from the 4 academic classes (Math, English, Social Studies, and Science) are



eligible to join our local chapter of the California Junior Scholarship Federation. An "A" is valued at 3 points, a "B" is 1 point, and a "C" is 0 points. Disciplinary issues, failing grades, or "D"s are not allowed in any class (including P.E. and electives). Students must meet the application deadline to be admitted. Absolutely no late applications are accepted. Students will also be expected to perform 10 hours of community service. 7<sup>th</sup> grade students are only eligible in the spring semester. **See the Sierra Vista website for more details.**

### **R.E.L.A.X. - Daily Silent Reading Program**

#### *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 17 minutes at the beginning of the 3<sup>rd</sup> period. The staff and students take time out to R.E.L.A.X. with a book. All students are required to bring appropriate material, retrieve from the Library, or access materials online to read during R.E.L.A.X.

### **DISTRICT TRANSPORTATION INFORMATION (not city bus)**

School "district bus" riders are under the authority of the bus driver and must comply with directions or instructions given by the driver that relate to the safety, behavior, or orderly transportation of students as outlined in the vehicle code.

If you have any concerns about the directions given to students by the bus driver, contact the District Transportation Department at 259-0033 ext. 339. Students receiving a transportation referral are subject to suspension or denial of bus transportation privileges.

1. Students are not allowed to switch buses or get off at alternate bus stops. Arrangements can be made for the student to be allowed to get off at a different stop, but this must be arranged with the transportation office prior to any change, and he/she must have a signed note from his/her caregivers with the same note signed by a school administrator. The signed note must be presented to the bus driver.
2. Students walking to and from school or to the bus stop, should discuss safe routes to and from school, pedestrian traffic laws, and interaction with people they do not know.
3. District transportation is extremely limited. Specific questions related to pupil transportation and bus pass information should be directed to the District Transportation Department at 259-0033, ext. 339.
4. Students riding the City Transit are expected to comply with the same guidelines as District school bus transportation. Misconduct on a City Transit may result in disciplinary action by the school or District Director of Transportation.

### **PERSONAL PROPERTY**

Students are responsible for their own personal property. They should not share PE lockers or combinations with anyone. Students should not leave backpacks and other belongings unattended. **Sierra Vista is not responsible for lost, stolen or damaged property.**

Items such as toys, stink bombs, silly string, poppers, laser pointers, balloons, squirt guns, aerosol sprays and items deemed disruptive to school activities, are not permitted on campus. Violation of any of the above will result in consequences such as detention, Saturday Opportunity Class or suspension. Any items that causes a disruption will be confiscated and sent to school administration. Confiscated items will need to be picked up by a caregiver or designated adult within 5 days. The school assumes no responsibility for lost or stolen confiscated items.

### **PHONES AND ELECTRONIC DEVICES:**

School office telephones are accessible for student use before/after school and at brunch and lunch.

The William S. Hart Union High School District acknowledges the importance of communication between students and parents, particularly in emergency situations. Further, the District recognizes that instructional time is precious and school time must be protected from unnecessary disruptions.

Therefore, students may be permitted to have a cell phone or electronic device in their possession on campus during the school day, while attending school-sponsored activities, or while under the supervision and control of a school district employee. Students shall be allowed to possess and use cell phones or electronic devices while under supervision of the school with the following parameters:

- A. Cell phones and electronic devices are to be turned off and put away upon arriving to class or before entering any school building.
- B. Authorization for student possession or use of a cell phone or electronic device may be revoked by the administration for inappropriate student use.
- C. The District assumes no liability for the damage, loss, or misuse of the cell phone or electronic device by the student or another person.
- D. Students are expected to immediately comply with the direction of any school personnel to cease the use of a cell phone or electronic device on campus or at a school sponsored activity.

E. Failure to comply with this policy may result in confiscation of cell phones/electronic devices by school personnel.

(WSHUHSD BP 5142.4/CA EC 48901.5)

### **BICYCLES, SKATEBOARDS, SCOOTERS AND ROLLERBLADES**

Students riding to school on a bicycle or scooter are responsible to **lock** it in the bike cage before school begins each day. Students are asked to walk bicycles and scooters on school property. Skateboards and roller blades are not allowed on campus at any time and should not be used as a way to get to school as we do not have a way to properly secure them. Unfortunately, the office does not have a secure storage location. **Sierra Vista is not responsible for lost, stolen or damaged property.**

### **EMERGENCY CONTACT INFORMATION**

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 personal medical doctor, caregivers' 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 and Registrar's Office during the school year.** Failure to update changed contact information can prevent school officials communicate valuable information, especially in the event of an emergency. If contact information is not updated, you may not receive information sent via email or via the school dialer.

### **STREET SAFETY**

Students are to use caution when crossing the street, walking in parking lots and waiting at local bus stops. Please remember to cross city streets only at appropriate, marked crosswalks. For your safety, **DO NOT exit vehicles and cross the street when dropping off or picking up.** Impeding or blocking the normal flow of traffic or illegally crossing is a dangerous act and students may be subject to a traffic citation by law enforcement or receive school-based consequences.

### **LOST AND FOUND**

A lost and found is maintained in the AP office for the collection of items of value found on campus. If you lose something, please check with the AP office. Check for lost textbooks in the library. Periodic lost & found drives will occur throughout the school year. **Any remaining items left from lost & found drive will be donated to charity.**

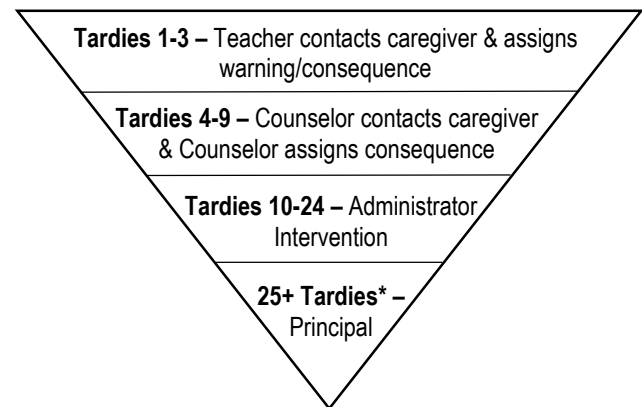
### **ATTENDANCE**

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 caregivers.

Caregivers need to call the school on the day of the absence (661- 252-3113x 2032). Sierra Vista has a voicemail system for phone calls after regular business hours. If the caregiver does not call, students can bring a note, signed by the caregiver, 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 and/or referral to the School Attendance Review Board (SARB) at the district office.

### **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. Being tardy however, is disruptive to the learning environment for all students in the class and causes the tardy student to miss important information. Being on-time to class is defined as in your seat, with materials out, quiet and ready to work.



\*Removal from all school activities & field trips for the current quarter.

**Please Note:** At the end of each Quarter, all tardies will reset back to zero.

Students who reach a total of 4 or more tardies will meet with their counselor, Assistant Principal or Principal on a weekly bases. An appropriate consequence will be assigned weekly depending on the number of total tardies the student has reached. The teacher does not need to provide the counselor or administrator with a tardy referral. Counselors and Administrators will refer to weekly ran tardy reports.

### **Possible Consequences for Excessive Attendance Issues:**

- Detention

- Saturday School (SOC)
- Placement on AP loss of privilege list
- Referral to School Attendance Review Board (SARB)
- Truancy Citation

**Weekly total tardies will be reviewed by counselors and administrators to ensure that students are reporting to all of their classes in a timely fashion.**

### **DEMERIT POLICY**

If a student violates school rules they will receive demerits from the counselors or administrators. At the end of each semester, all demerits will reset back to 0. Students are given one warning each semester for minor offenses before they begin to earn demerits.

**Students will receive demerits for behaviors that result in the following:**

Detention = 2 demerits

Class Suspension = 3 demerits

Saturday School = 5 demerits

In-school Suspension = 10 demerits

Suspension = 15 demerits

**Note:** In some circumstances, students may be given demerits as a consequence or as part of another consequence (i.e. Class Suspension, excessive tardies, etc.).

**Additionally, students will receive demerits when they violate the following:**

Cell Phone/Electronic Device Violation = 2 demerits (3<sup>rd</sup> offense and above)

Dress Code Violation = 2 demerits

**Consequences for demerits each semester:**

**30 demerits:** loss of all dances, loss of ALL field trips, loss of all team/class activities and loss of ALL school wide activities. For example, the spring semester, this includes loss of the Yearbook Distribution Party for 7<sup>th</sup> and 8<sup>th</sup> graders, the 8<sup>th</sup> Grade end of the year trip, and the 8<sup>th</sup> Grade BBQ Celebration.

**Note: Teams and teachers may have additional rules and requirements outlined in Team letter.**

### **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", cyberbullying, hazing, fighting, horseplay or intimidation of any kind are not permitted. Conflicts shall be resolved in a non-physical

manner under the supervision of an adult and away from other students.

### **CAMPUS CLEANLINESS**

In an effort to maintain a clean campus, we expect individuals to throw ALL his/her own trash, including gum, in the proper place (the trash can). Please do your part—don't litter!

### **GAMBLING AND SALES**

Cards, dice, and other games of chance involving the exchange of money or valuables are prohibited and are illegal, even among minors. Additionally, students are not permitted to sell any items on-campus for any type of profit or charity without the express permission of ASB and the Sierra Vista Administration. Information on the approval process can be obtained from the ASB office. Violating this policy can result in serious consequences.

### **OFF-LIMIT AREAS**

Unsupervised classrooms and areas around and behind the portables and school perimeters are off-limits to all students during the brunch and lunch. Students not adhering to these rules may face consequences.

### **TAGGING AND GRAFFITI**

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

### **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. Caregivers, 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.

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

**Smoking** – Smoking and possession of tobacco and other paraphernalia are not permitted on or near the school grounds or at school activities (on or off campus). Penalties may include immediate suspension from school, citation and involve action taken by law enforcement.

**Narcotics and Alcohol** – Use or possession of narcotics, narcotics paraphernalia, alcohol on school premises, or appearing at school or school functions under the influence of narcotics or alcohol, will result in school consequence up to and including suspension, transfer, expulsion and may involve action taken by law enforcement.

### **LIBRARY LOP LISTS**

Students are placed on the Library LOP list due to overdue materials or unpaid fines. Students on the Library LOP (Loss of Privileges) list will lose school privileges. Students will not be able to participate in school activities that are deemed a privilege until fines are paid. For example, they will not be able to attend school dances, field trips, etc.

### **CLASSROOM EXPECTATIONS FOR STUDENT SUCCESS**

1. **Be on time** and in your seat when the bell rings.
2. **Be prepared:** Bring the required materials for each class.
3. **Be respectful:** Rudeness, profanity, and obscene gestures will not be tolerated.
4. **Be responsible:** Any action that is unsafe or that disrupts classroom activities is unacceptable.

### **CLASS SUSPENSION**

A teacher may suspend any pupil from class, for any of the acts enumerated in California Education Code Section 48900, for the day of the suspension and the day following. As soon as possible, the teacher contact the caregiver of the student to inform them of the class suspension and arrange a conference if needed.

### **SUSPENSION**

Behaviors that fall under the following categories are considered suspendable offenses:

- a. 1) Caused, attempted to cause, or threatened to cause physical injury to another person.  
2) Willfully used force or violence upon the person of another, except self-defense.
  - b. Possessed, sold, or furnished any firearm, knife, explosive, or other dangerous object.
  - c. Possessed, used, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or toxicant.
  - d. Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material in lieu of the controlled substance, alcoholic beverage, or intoxicant.
  - e. Committed or attempted to commit robbery or extortion.
  - f. Caused or attempted to cause damage to school property or private property.
  - g. Stolen or attempted to steal school property or private property.
  - h. Possessed or used tobacco or any products containing tobacco or nicotine.
  - i. Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
  - k. Disrupted school activities or otherwise willfully defied the valid authority of school personnel.
  - l. Knowingly received stolen school property or private property.
  - m. Possessed an imitation firearm.
  - n. Committed or attempted to commit a sexual assault or committed a sexual battery.
  - o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - p. Unlawfully offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.
  - q. Engaged in, or attempted to engage in, hazing.
  - r. Engaged in any act of bullying, including but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil or school personnel.
  - t. Aided or abetted the infliction or attempted infliction of physical injury to another person.
- 48900.2 Committed sexual harassment.
- 48900.3 Participated in, caused, attempted to cause or threatened to cause an act of hate violence.
- 48900.4 Engaged in harassment, threats or intimidation of school district personnel or pupils.
- 48900.7 Made terrorists threats against school officials, school property, or both.

## **EXPULSION**

Expulsion from the William S. Hart School District will be recommended to the governing board for the following:

1. Possessing, selling, or otherwise furnishing a firearm. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
2. Brandishing a knife at another person. As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade longer than 3 ½ inches, a folding knife with a blade (any size) that locks into place, or a razor with an unguarded blade.
3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code. (any amount)
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

## **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 need to dress, use the restroom, exit the locker room, and be seated at their assigned roll call number outside by the time the teacher is outside. Following the end of the lesson, students will have 7 minutes to change, pick up their belongings, and be dismissed by a P.E. teacher when the bell rings.

### **LOCKER ROOM BEHAVIOR AGREEMENT**

1. Students shall behave in a manner that is safe for all students and staff at all times.
2. Students must be inside the locker room before the tardy bell rings.
3. Enter Locker Room through the front door only.
4. Food or drink (except water) is not allowed in the locker room.
5. Backpacks are to be placed in designated areas only.
6. Memorize your combination and do not share it with anyone.
7. Students are to respect another's locker and/or property.
8. Exit the locker room through the back doors to go to roll call numbers.

## **P.E. LOCKS**

For security purposes, all students must use a school lock that will be issued free of charge during the first week of the semester. Students will be charged a replacement fee of \$6 if the lock is damaged or not returned by the end of the year.

All students will be issued an individual P.E. locker in either the boys or the girls locker room accordingly. We will provide a locker for each individual student to store his or her belongings only. Personal, sentimental, and valuable items should be left at home. It is the responsibility of each student to maintain the safety and security of his or her belongings and the confidentiality of their combination. **DO NOT SHARE YOUR LOCKER OR LOCKER COMBINATION WITH ANOTHER STUDENT.** P.E. has its own Lost and Found for misplaced P.E. clothing in the Locker Room.

## **EXTREME WEATHER PE SCHEDULE**

During extreme weather or excessive heat, P.E. will modify their daily/weekly schedule on an as-needed basis.

## **EXCUSES FROM P.E. PARTICIPATION**

If it is necessary for a student to be excused from physical education activity for one to three days because of illness or injury, a note from home is required and should be given to the Health Office prior to the school day, who will then provide the student with a note for the teacher at roll call. **Students with an excuse from participation are still required to dress, but will not participate.**

Students who need to be excused for more than three days will need a note signed by a doctor, which should be cleared through the Health Office prior to the start of the school day. The health assistant will then provide the teacher with the necessary information concerning the student. Students excused for two weeks or more with a medical exemption will be assigned alternative assignments adhering to medical restrictions or could have temporary alternative placement for the duration of the exemption.

If a student is injured or becomes aware of an inhibiting injury or condition after leaving home in the morning, the student must report this to the P.E. teacher who will send the student to the health office for consultation and a possible caregiver contact.

## **P.E. CLOTHING**

For student's safety, it is important that all students participate in appropriate clothes suited for strenuous exercise. For your convenience, appropriate P.E. uniforms

with the school logo will be available for purchase at registration or in the ASB office. As an alternative, students may opt to wear a plain t-shirt and shorts. **All purchased, P.E. clothes will be marked with the student's first and last name.** Additionally, students are not allowed to write on, draw on, deface, or alter their P.E. clothes in any other way. Sierra Vista sweats and sweatshirts with the logo will also be available for purchase at registration for cold weather.

\*In order to discourage theft and aid in the return of lost clothing, STUDENTS ARE NOT TO LEND THEIR CLOTHES TO ANOTHER STUDENT.

### ACADEMIC INTEGRITY/CHEATING POLICY

At Sierra Vista, there is a clear expectation that all students will conduct themselves with honor and integrity on all assignments.

### YOU ARE CHEATING IF YOU:

- Copy, fax, e-mail, photograph, exchange or duplicate assignments that will each be turned in as "original work."
- Use "cheat sheets" or have writing on your person or property during a quiz or test.
- Use programmed material in electronic devices when prohibited.
- Exchange answers with others (either giving or receiving answers).
- Take someone else's assignment and submit it as your own.
- You give someone your assignment so they can copy it and turn it in as their work.
- Allow parents, family members, or friends to do work for you.
- Submit material created by someone else without giving the name of the author and the source, publication, or website (i.e., plagiarism).
- Use a cell phone or electronic device during a quiz or test, unless the teacher has expressly given permission before hand.
- Do not follow additional specific guidelines on cheating as established by a particular teacher.

Cheating includes, but is not limited to, all of the above listed items.

Students caught cheating may not receive credit or an opportunity to makeup that assignment, quiz or test. Subsequent offenses may result in Saturday School, suspension, inability to participate in co-curricular activities, and/or other consequences determined by the school.

For your convenience, a complete copy of the Academic Integrity Policy is available on the Sierra Vista website.

## COMPUTER PASSWORDS SUMMARY

My **USERNAME** is: \_\_\_\_\_

*UN = Username PW = Password*

- ★ Whenever you change the password, be sure to WRITE IT DOWN in a secure place.
- ★ When you create a secret password, make it at least 8 characters and include BOTH upper and lower case letters, and number(s) - NOT your ID#.
- ★ If you need password assistance, go to the SV Library with your ID card.



### WINDOWS ACTIVE DIRECTORY

#### (Logging on to Windows-based campus computers)

To begin, hold down the keyboard keys for **Ctrl**, **Alt**, and **Delete** at the same time. Then login by following the directions below:

UN = id number only. (ex. 90001234)

PW = secret password set up at your first login. First time login password is your first and last name initials in lower case, followed by a period, and your 6-digit birthday (ex. **js.011504**).

When prompted, type in a secret password including:

- one capital letter
- one lower case letter
- one number
- 8 characters
- You cannot use your name or ID number

*\*\*\*8<sup>th</sup> graders – your password has been reset to this same first time login as described above\*\*\**



### INFINITE CAMPUS

<https://campus.hartdistrict.org/campus/portal/hart.jsp>

UN = your id number only (ex. 90001234)

PW = the initials of your first and last name, followed by your 6-digit birthday (ex. **js011504** )

Once logged in, be sure to complete the security settings of your account.

**Note:** Password help is available by clicking "help" at the login screen. A password reset option will be emailed to the email address that you submitted when you first logged in. Your IC password is NOT reset each year, so if you change your password, be certain to write it down.

**CAMPUS Mobile app District ID = NGLJFF**



### GOOGLE LOGIN

(Gmail, Drive, Classroom, Chromebook, etc.)

<https://mail.google.com>

UN = your id number@my.hartdistrict.org This is your email address.

(ex. 90001234@my.hartdistrict.org)

PW = secret password set up at your first login. First time login password is your first and last name initials in lower case, followed by a period, and your 6-digit birthday (ex. **js.011504**).

It is recommended to make your Google login secret password the same as your AD password. Your Google password is NOT reset each year, so be certain to write it down.



### DESTINY (Library Catalog) & SCHOLASTIC READING COUNTS

UN = your id number only (ex. 9000123)

PW = your 6-digit birthday (ex. 0115034)



### DATABASE PASSWORDS ON SV LIBRARY SITE

Worldbook Online, Culturegrams, Proquest SIRS Discoverer, Gale, and EBSCO e-books all have the same username and/or password = **sierravista1**



### NAVIANCE

<http://bit.ly/svihsnavi>

UN = your id number only (ex. 90001234)

PW = your 6-digit birthday (ex. 0115034)

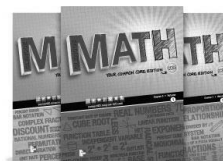


### COLLECTIONS ONLINE ENGLISH TEXTBOOKS

<http://my.hrw.com>

UN = student email (ex. 90001234@my.hartdistrict.org)

PW = \*+initials+6-digit birthday (ex. \*fIMMDDYY)

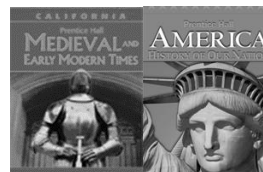


### MCGRAW-HILL ONLINE MATH TEXTBOOKS

<http://connected.mcgraw-hill.com>

UN = your id number only (ex. 90001234)

PW = lowercase initials+6-digit birthday (ex. \*fIMMDDYY)



### PEARSON ONLINE HISTORY TEXTBOOKS

<http://www.pearsonsuccessnet.com>

UN = **plainsmen2017**

PW = **sierravista1**



**for your security**

You are responsible for any misuse that occurs during your login time. **DO NOT LOG IN FOR SOMEONE ELSE OR USE ANY OTHER METHODS OF LOGGING IN.** You must follow the Hart District's Acceptable Use Policy (AUP) at all times. It is posted on the SV Library's website.

### STORING YOUR WORK

- You may store work in your Google Drive. Teachers will give you instructions on how to use Google Drive.
- You also have your **G:Drive**. You can **ONLY** access your **G:Drive** from a computer on campus. You have 10 megabytes of storage.
- Warning!! Work not saved to the **G:Drive** is deleted automatically each time the computer is restarted.

### HOW TO DO A WORKS CITED PAGE

A Works Cited page is the list of sources you used while compiling your report. The style used by Hart District teachers and by many college professors is MLA – Modern Language Association. Websites are available to assist you in creating a Works Cited page such as [Easybib.com](http://Easybib.com). Examples below show the format for a variety of information sources. information on citing more types of resources, go to <https://owl.english.purdue.edu/>.

**BOOK**

The author's name is written last name first, followed by the italicized title of the book, the place where it was published, the publisher, and the year of publication. If the book has several authors, use the first one; and if the book had an editor only, use that name as your author with ed. after the name such as: Anderson, John, ed.

**Example:**

Snedden, Robert. *DNA & Genetic Engineering*.  
Chicago Ill., Heinemann Library, 2003.

**ENCYCLOPEDIA OR REFERENCE BOOK**

Put the author's name (last name, first – period). If no author, then put the name of the article first. Article name is in quotations. Name of the encyclopedia or reference book italicized. The vol. #, year of the edition, vol. #, Publisher, year of publication.

**Example:**

White, Joseph. "Ancient Egypt." *Worldbook Encyclopedia*. vol. 1, Worldbook, Inc., 2007.

**INTERNET RESOURCES**

Author of the site: List whoever is responsible for the site and end with a comma. If it is a personal name, last name first, then first. Start with the name of the web site if no clear author is given. End with a period. "Title of the article." If no title, then italicized name of website with comma, date of website comma, URL period. Date accessed period.

**Example:**

The Library of Congress. "American Notes: Travels in America, 1750-1920." *American Memory*, 3 Dec. 2013, [memory.loc.gov/ammem/lhtnhtml/lhtnhome.html](http://memory.loc.gov/ammem/lhtnhtml/lhtnhome.html). Accessed 15 May 2017.

**ARTICLE FROM LIBRARY SUBSCRIPTION SERVICE**

List the author's last name, first – period. "Article Title." (period – quotation marks) Italicized name of publication comma, date of publication comma, pages comma, italicized name of database comma, main url of database. Don't add the detailed letters/nos. at the end of the url.

**Example:**

Smith, John. "Civil War Stats." *Scholastic Math*, Sep, 2012, pp. 12+, *SIRS Discoverer*, [discoverer.prod.sirs.com](http://discoverer.prod.sirs.com).

**YOUTUBE VIDEO**

"Title of Video." *Name of Website's publisher*, uploaded by person/co., date, URL.

**Example:**

"Newton's Laws: Crash Course Physics #5." *YouTube*, uploaded by PBS, 28 Apr. 2016, [www.youtube.com/watch?v=kKKM8Y-u7ds](http://www.youtube.com/watch?v=kKKM8Y-u7ds).

**NOTES:**

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