

**SIERRA HIGH SCHOOL & HERITAGE VALLEY  
INDEPENDENT STUDIES STAFF**

Pablo Leños, Principal  
Kristen Dollar, Office Manager  
Isabel Martinez – Attendance Clerk  
Kim McMullen, Counselor  
Jose Luis Lomeli, Math Teacher, Teacher in Charge  
William Chavez, Language Arts Teacher  
Phyllis Morten, Social Science Teacher  
Michael Karayan, Science Teacher  
Shelly Schwartz, Special Education Teacher  
Donna Wojciechowski, Independent Studies Teacher  
Matt Dann, Independent Studies Teacher  
Trudy Garner, Instructional Assistant Special Education  
Maria Villarreal, Custodian

School Address: 615 Shiells Drive, Fillmore, CA 93015  
Office: 805-524-8202  
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**FILLMORE UNIFIED SCHOOL DISTRICT**

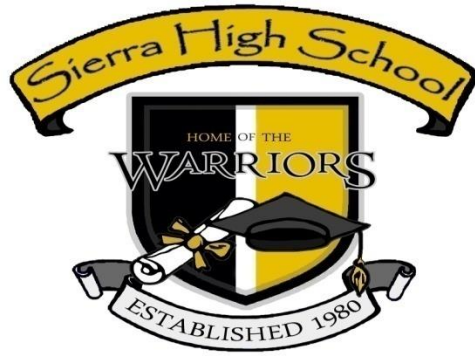
Dr. Adrian Palazuelos, Superintendent  
Martha Hernandez, Assistant Superintendent, Curriculum and Instruction  
Andrea McNeill, Assistant Superintendent, Business Services  
Stefan Cvijanovich, Assistant Superintendent of HR & Pupil Services  
Todd Schieferle, Director of Human Resources

**FILLMORE UNIFIED SCHOOL DISTRICT BOARD  
MEMBERS**

Virginia De La Piedra    Scott Beylik    Kelli Couse  
Sean Morris    Lucy Rangel

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## MISSION STATEMENT

The primary purpose of Sierra High School is to provide a quality education for students who have not experienced success in the comprehensive high school program. This education is provided in a climate designed to foster a sense of community where students can experience, within a small school setting, personal recognition, academic success, and positive identification in a structured, yet flexible environment.

## STUDENT LEARNING OUTCOMES

The graduates of Sierra High School will be:

**Self-Directed Learners** who demonstrate responsibility for their learning, who set personal and academic goals, make informed decisions, and take pride in producing quality work.

**Critical thinkers** who are able to creatively solve problems individually and collaboratively.

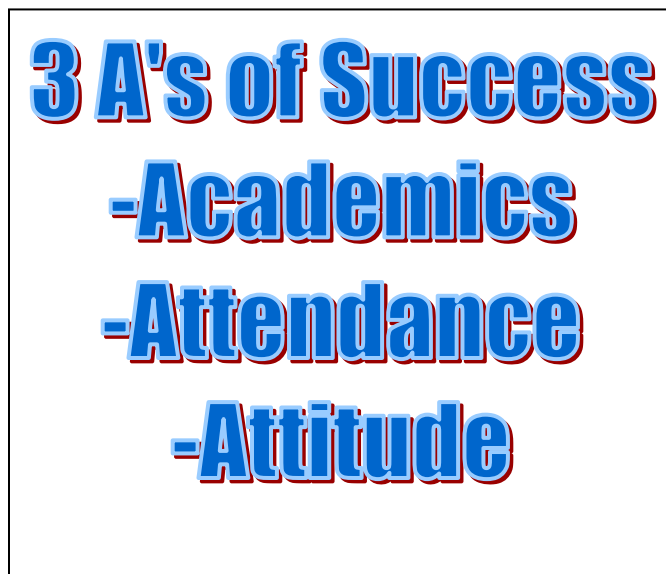
**Effective communicators** who listen actively, speak clearly, write coherently, read critically, and make effective use of technology.

**Responsible citizens** who know the importance of personal values such as integrity, citizenship, and punctuality, and who feel respected and valued within their community.

## **WHO MAY ATTEND?**

State law mandates school attendance for all persons who have not graduated from high school nor reached their 18<sup>th</sup> birthday. This attendance requirement is typically completed in a traditional comprehensive high school. An alternative placement at Sierra High School is available for students who:

- Have fallen behind in credits and are unable to graduate with their class.
- Have attendance problems and/or truancy
- Have a record of discipline referrals for inappropriate behavior or rule violations.
- Have personal or social needs that cannot be met within the traditional school setting.
- Student must be at least 16 years of age.



**OUR EXPECTATION IS YOU WILL DO WELL ACADEMICALLY, HAVE GREAT ATTENDANCE AND A POSITIVE ATTITUDE.**

# DAILY SCHOOL SCHEDULE

## Monday, Tuesday, Thursday & Friday

Period 1	8:00-9:01 (61 min)
Period 2	9:01-9:57 (56 min)
Period 3	9:57-10:53 (56 min)
<b>Nutrition</b>	<b>10:53-11:18 (25 min)</b>
Period 4	11:18-12:14 (56 min)
Period 5	12:14-1:10 (56 min)

## Wednesday

Period 1	9:10-9:53 (43 min)
Period 2	9:53-10:31 (38 min)
Period 3	10:31-11:09 (38 min)
<b>ASB/Tutorial</b>	<b>11:09-11:29 (20 min)</b>
<b>Nutrition</b>	<b>11:29-11:54 (25 min)</b>
Period 4	11:54-12:32 (38 min)
Period 5	12:32-1:10 (38 min)

# 2017 GRADUATION REQUIREMENTS / REQUIRED COURSES

	<b>CREDITS</b>
<b>ENGLISH: 40 Credits</b>	
9 <sup>th</sup> Grade	10
10 <sup>th</sup> Grade	10
11 <sup>th</sup> Grade	10
12 <sup>th</sup> Grade	10
<b>FINE ARTS / FOREIGN LANGUAGE: 10 Credits</b>	
Art, Drama, or Music 9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> , or 12 <sup>th</sup>	20
<b>MATHEMATICS: 30 credits *All students must take and pass Algebra I/Math 1 in order to graduate</b>	
9 <sup>th</sup> Grade	10
10 <sup>th</sup> Grade Math 2	10
11 <sup>th</sup> or 12 <sup>th</sup> Grade	10
<b>PHYSICAL EDUCATION: 20 Credits</b>	
9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> , or 12 <sup>th</sup>	20
<b>SCIENCE: 20 Credits</b>	
Biology 9 <sup>th</sup> or 10 <sup>th</sup>	10
Integrated Science 10 <sup>th</sup> , 11 <sup>th</sup> , or 12 <sup>th</sup> grade	10
<b>SOCIAL SCIENCE: 30 Credits</b>	
World History            10 <sup>th</sup>	10
U.S. History                11 <sup>th</sup>	10
Economics                 12 <sup>th</sup>	5
U.S. Government        12 <sup>th</sup>	5
<b>OTHER REQUIRED COURSES: 10 Credits</b>	
Foreign Language 9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> , or 12 <sup>th</sup>	10

**ELECTIVE CREDITS: 70 Credits**

**All students must:**

- Earn 230 credits
- Achieve 2.0 grade point average
- Pass Algebra I/Math 1

***ALL REQUIREMENTS MUST BE COMPLETED TO PARTICIPATE IN COMMENCEMENT CEREMONIES***

**Attendance is extremely important and has an impact on your credits and grades.**

When a new student enrolls at our school, staff will evaluate the courses that the student has passed previously and assign courses that the student needs in order to make progress towards graduation.

All completed work must be turned in to the classroom teachers. Work should be turned in immediately upon completion. All course work at Sierra High School must be completed at a rate of 60% or better for credit. Any work not meeting these criteria will be returned to the student for correction. Students must pass quizzes, benchmark assessments, final exams and complete classroom projects/assignments to verify mastery of course subject standards.

Students are encouraged to keep track of their academic progress. Credits will be posted at the end of each quarter and students will be mailed a report card to inform them of their progress. Students can earn additional credit by participating in ROP/CEC, Community College courses, teacher contract (requires admin approval) or through an online (school approved) program.

**PROGRESS REPORTS**

Progress reports are issued at the end of each quarter in the form of a transcript. A student may always request a transcript from the office. Parents may request a copy of their child’s transcript from front office personnel.

**TUTORING**

TEACHERS ARE AVAILABLE BEFORE/AFTER SCHOOL FOR TUTORING. PLEASE MAKE ARRANGEMENTS WITH YOUR TEACHERS. THIS VARIES BY QUARTER.

**ATTENDANCE (ED CODE EC48262)**

**ABSENCE FROM SCHOOL IS A MAJOR FACTOR IN POOR STUDENT ACADEMIC PERFORMANCE.**

State law requires parents/guardians to send their children, ages 6-18, to school regularly, to compel the student to attend daily, and to provide an explanation satisfactory to school personnel for all absences. Numerous research studies have shown that excessive absences have a profound impact on academic achievement.

**EXCUSED ABSENCES**

*Students may only be excused from school for the following reasons:*

1. Illness - EC 48205 (parent contact required)
2. Medical Appointment - EC 48205 \*
3. Funeral due to death of an immediate family member - EC 48205 (parent contact required)
4. Exclusion to quarantine by city or county health office - EC 48205\*
5. Court Appointment – EC 48205\*

**\*A doctor's note or illness verification by school personnel will be required for all medical illnesses after a student's third absence. If a note is not brought in or the absence is not verified, it will be considered unexcused.**

## **UNEXCUSED ABSENCES**

Students who are absent from school for any reason other than those listed above are required to make up the time missed from school. **IT IS THE STUDENT'S RESPONSIBILITY TO MAKE ARRANGEMENTS WITH HIS/HER TEACHERS.**

On the third unexcused absence, in addition to making up the time, a parent meeting will be scheduled to discuss the student's attendance. In the case of a fourth unexcused absence, the student will be referred to SARB.

## **IF YOU ARE GOING TO BE ABSENT**

Students and/or their parent are required to contact the office manager at 524-8202 before 9:00 a.m. and are also required to bring a note from their parent or guardian upon their return to school. If you forget to call or bring a note, you may be assigned detention hours. If you are not in school and you or your parent has not contacted the school, your parent/guardian will be contacted at home or their place of work to confirm your absence and verify reason. In some cases a home visit may occur with the School Resource Officer. If there is no communication regarding a student's absence, the student will be considered truant until a note is received by the office manager or administration.

## **ALL ABSENCE NOTES MUST INCLUDE THE FOLLOWING INFORMATION:**

1. Date the note was written
2. Name of the student (first and last name)
3. Reason for the absence
4. Date that the student was absent
5. Parent signature

### **Tardies**

- See tardy policies
- Continued tardies may result in student being referred to the School Attendance Review Board (SARB)

### **Ditching/Truancy**

#### General Policy

- Teachers require a minimum of 90% student daily attendance for full credit
- No make-up work is allowed for truant students
- Loss of credit
- Refer to SARB; possible citation to student and parent
- Assigned Saturday school
- Contact parent



- Send SRO to student's home, if necessary
- SART contract

***\*CONTINUED TARDIES AND TRUANCIES MAY RESULT IN PLACEMENT TO ANOTHER PROGRAM***

**IF YOU ARE TOO SICK TO COME TO SCHOOL, YOU ARE TOO SICK TO ATTEND R.O.P OR WORK, AND ARE TOO SICK TO BE OUT ON THE STREETS. IF YOU ARE SEEN AWAY FROM HOME, NOT ACCOMPANIED BY A PARENT/GARDIAN ON A DAY YOU CALLED IN SICK TO SCHOOL, YOU WILL BE CONSIDERED TRUANT AND THE SCHOOL RESOURCE OFFICER WILL BE NOTIFIED.**

**Fillmore Municipal Code Section 15.32.060: Daytime Curfew –  
Loitering by minors, in a public place or place open to the public between the hours of 0800-1500 hours is prohibited, when the minor a should be in school.**

## **CHECK OUT PROCEDURE**

When a student leaves Sierra High School, whether to graduate, return to the high school, or to enroll in another program, it is the responsibility of the student to follow all check out procedures carefully. To check out, the student and his/her parent must first meet with the principal to discuss the student's request. If a decision is made for the student to leave school, **ALL TEXTBOOKS AND MATERIALS MUST BE RETURNED** to the classroom teacher. It is the responsibility of the student to turn in all completed assignments to the teacher. The teacher will then assess the completed work and assign any earned credit for the completed work. The teacher may assign partial credits for work turned in.

## **CONCURRENT ENROLLMENT**

Students may, while enrolled at Sierra High School, take additional classes from a variety of schools and programs including Career Ed. Center (C.E.C.), community colleges and other training or vocational programs. Please see the counselor or principal for information and enrollment procedures.

## **COUNSELING SERVICE**

To assist students, counseling services are available through City Impact and other community resources. Please see the counselor for more information. Throughout the school year we will also have various presentations on areas of alcohol and substance abuse. Should a student, in the school's opinion, be in need of more counseling services, the parent/guardian will be notified and the student may be recommended to seek professional assistance.

## **EMERGENCY PROCEDURES**

Fire – The fire alarm is a series of short loud bells. Students are to leave rooms quickly and quietly following the instructions of the teacher in charge. Students are evacuated to predetermined areas away from buildings and overhead wires.

Earthquakes – At the first sign of ground movement (or the instruction of the teacher in charge) students should seek cover under or near tables or desks, facing away from windows. Students should remain under protective cover until instructed otherwise. Students should not attempt to leave buildings until instructed to do so. If evacuation is necessary, students will be taken by their teacher (or adult supervisor) to a predetermined location on the basketball courts at Fillmore High School. **STUDENTS ARE NOT ALLOWED TO LEAVE UNLESS DISMISSED BY AN FUSD EMPLOYEE.**

## **OTHER EMERGENCIES**

During any emergency situation students must follow the instructions of their teacher or other adult supervisor. If it is necessary to evacuate students from the campus to the basketball courts, parents/guardians should go directly to the evacuation center upon notification. Parent/guardians who wish to pick their students up at the evacuation center must check them out at the checkout station established at the evacuation center. **STUDENTS ARE NOT ALLOWED TO LEAVE UNLESS DISMISSED BY AN FUSD EMPLOYEE.**

## **HEALTH SERVICES**

If a student becomes ill at school, he/she must first notify the teacher to ask permission to go to the school office. After contacting the student's parent/guardian or emergency contact, the student may be sent home if the illness warrants. Students must not leave campus because of illness without permission. Students with special health problems are to inform the office immediately. In the event of illness or accident, school personnel will give emergency care only and the parent will be notified immediately. Parent/guardian is responsible for any additional care needed. No medication of any kind (including prescription) may be carried by students on campus (except an asthma inhaler, with written doctor's permission). **NO medication, prescription or over the counter, will be administered without written doctor's orders and written parent/guardian consent. Emergency cards must be kept current with accurate parent contact information.**

## **FOOD SERVICE**

This school year, Provision II allows our students to eat breakfast and lunch at no cost.

## **WORK EXPERIENCE**

Students who wish to work while attending school must obtain a work permit from the school principal. Students wishing to earn work experience credit must complete all assignments and must bring in their weekly or regular pay stubs for verification of work hours. Students may earn a maximum of forty credits toward graduation. Students must maintain a 2.0 g.p.a. and have good attendance; otherwise work permits may be revoked. (Only students on an IEP on currently eligible to earn credits for work experience)

## **COLLEGE & CAREER COUNSELOR**

Career and College guidance is available to all students. Students will be asked to meet with the counselor at least once per quarter to develop career/and or education goals. Many opportunities are available through the counselor such as, fieldtrips, job shadows, internships, guest speakers, etc. The counselor will be available five days per week.

## **VISITORS**

Parents and other community members are welcome and encouraged to visit at any time **with 24 hour prior notice.** **All visitors are required to check in at the school office** and may not enter the classroom or break area without permission for the school staff. Students are discouraged from inviting visitors to the campus without prior approval from the school principal. Trespassers may be cited. **THIS INCLUDES THE SCHOOL PARKING LOT AREA.**

## **SCHOOL SITE COUNCIL/ELAC**

The School Site Council is a committee composed of students, parents, staff and community representatives who are responsible and interested in improving the school. The council meets regularly and plays a vital role in forming school policies and managing financial matters. Elections are held at the beginning of the school year but parents may attend SSC meetings throughout the school year.

## **CEC – ELECTIVE COURSE OPTIONS FOR ALTERNATIVE EDUCATION STUDENTS**

The Career Ed. Center (CEC) offers many courses that help students prepare for entry into the workforce. These courses are available to any alternative education student; 17 years of age or older with permission from your counselor/principal and the classroom teacher. Please see the school counselor or principal for complete information. Select CEC classes require a one year commitment.

## **TRANSFERRING BACK TO FHS**

STUDENTS MUST LET COUNSELOR KNOW THEY DESIRE TO RETURN TO FHS:

- 90% ATTENDANCE OR BETTER
- ALL “F” GRADES AND DEFICIENT CREDITS MUST BE COMPLETED
- NO BEHAVIORAL ISSUES
- ON TRACK TO GRADUATE
- RECOMMENDATION BY SHS STAFF

STUDENTS INTENDING TO RETURN TO FHS MAY DO SO ONLY AT THE BEGINNING OF THE SEMESTER. ONCE CRITERIA HAS BEEN MET AND VERIFIED BY THE COUNSELOR, THE STUDENT WILL BE REFERRED TO THE DISTRICT TRANSFER COMMITTEE FOR FINAL DECISION. STUDENT AND PARENTS WILL BE NOTIFIED BY THE COUNSELOR OF SHS.

## **SEXUAL HARASSMENT/BATTERY**

*(This section applies to pupil's enrolled grades four through twelve inclusive.)*

The Fillmore Unified School District is committed to eliminating sexual harassment or sexual battery of any student by an employee, student, or other person, from all schools and facilities within the district. Sexual harassment or battery is improper, immoral, illegal, and will not be tolerated within the District. The policy is implemented to inform both students and personnel as to what sexual harassment/battery is and what procedures are to be followed in dealing with sexual harassment/battery within the District.

### Definition

1. California and Federal laws define sexual harassment as unwanted sexual advances, including propositioning; repeatedly asking someone out for a date after it is clear that the person is not interested.
2. Explicitly or implicitly offering employment or academic benefits in exchange for sexual favors.
3. Making threatening reprisals after a negative response to sexual advances.
4. Leering; making sexual gestures; displaying sexually suggestive objects, pictures, cartoons, or posters.
5. Verbal conduct; making or using derogatory comments, epithets, slurs, or jokes; making sexually based remarks about another's or one's own body.
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.
7. Physically conduct; touching assault, impeding or blocking movement. When physical contact with an intimate body part occurs, it may be considered sexual battery and subject to Penal Code Section 243.4.

Policy Adopted: 6/1/93 Rev. 11/1/94

### Complaint Procedure:

If a student is subjected to behavior which the student considers to be sexual harassment/battery, he/she should notify a school counselor or administrator orally or in writing. An impartial and neutral investigation may be made by law enforcement. Should law enforcement be involved when a student is being questioned or apprehended, Board Policy 5445.11 (a) should be followed. The investigation will include interviewing the alleged victim, alleged harasser, and corroborative witnesses. Appropriate sanctions will be imposed against any employee or student who is found to have engaged in sexual harassment/battery while on or about district property, or in relation to some District Activity.

Any student who engages in the sexual harassment/battery of anyone in or from the District may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment/battery may be subjected to disciplinary action up to including dismissal.

Teachers shall discuss the policy with their students in age appropriate ways and should assure them that they need not endure any form of sexual harassment/battery.

The District prohibits retaliatory behavior against any complaint or any participant in the complaint process. Each complaint of sexual harassment/battery shall be promptly investigated

in a way that respects the privacy of all parties concerned.  
Adopted 6/1/93 Revised: 11/1/94

Administrative Regulation

## STUDENT EXPECTATIONS

- Students are expected to come to school each day prepared with two pencils, a pen, an eraser, and a notebook binder.
- All homework is to be returned and completed the day after it has been assigned. Long term projects or assignments will be given specific due dates.
- Completing class assignments in an *expectation*, not a choice.
- Students have the responsibility of making good use of their class time.
- Students are expected to participate appropriately in class discussions or activities. Non-participation is not an option.
- Class work is to be completed individually, except in the case of assigned group projects.
- No gum is allowed – Let’s keep our campus clean.

## DRESS CODE

### AT THE DISCRETION OF FILLMORE UNIFIED SCHOOL DISTRICT STAFF

The general atmosphere at SHS must be conducive to learning. If a student’s general attire or appearance represents a danger to his/her health or welfare, or attracts undue attention, the student will be asked to make the necessary changes. In the interest of health, safety, cleanliness, decency and decorum the following rules have been adopted for SHS:

- Clothing and personal items (backpacks, gym bags, water bottles, etc.) shall be free of writing, pictures, or any insignia which are crude vulgar, profane, or sexually suggestive, or bear drug, alcohol or tobacco advertising, or are inflammatory or indicate/advocate violence is prohibited.
- The wearing of clothing which represents any group, gang, organization or philosophy which advocates violence is prohibited. **This includes any hat with “B” “LB” “F” “NY” “13” “AF” “UCLA” “Raiders” “S” and any other hat deemed gang related or offensive.**
- Hats, caps, or other head coverings are not allowed to be worn in the classroom. Clothing must conceal undergarments at all times. See-through fabric, off the shoulder or halter tops, low cut tops and bare midriffs are prohibited. Shirts must be worn on campus.
- Tattoos must be covered up if they are referring to any group, gang, organization or philosophy which advocates violence or may cause violence to occur.\* Subject to administration.
- **It is to the discretion of staff under advisement and discretion of the district office and law enforcement to determine clothing as inappropriate. Any violation may result in detention up to suspension or transfer to another program.**

## **CAFFEINATED DRINK POLICY**

- **NO ENERGY DRINKS OR CAFFEINATED DRINKS ARE ALLOWED ON CAMPUS (COFFEE IS THE ONLY EXCEPTION)**

## **DISCIPLINE POLICY**

SHS students are expected to abide by all school and classroom rules. A teacher may verbally warn a student, assign detention, send student to the office, contact parent and/or arrange parent conferences to address student issues. It is a privilege, not a right to attend SHS. If progressive discipline is unsuccessful in correcting negative student behavior, then the staff may make a recommendation for alternate placement of the student.

### **Mandatory Suspension/Mandatory Expulsion**

- Possessing, selling, or furnishing a firearm
- Brandishing a knife at another person
- Sale of drugs
- Committing or attempting to commit sexual assault or committing sexual battery

### **Mandatory Expulsion Recommendation**

- Causing serious physical injury
- Possession of any knife, explosive, or dangerous object
- Possession of drugs
- Robbery or extortion
- Assault, battery or threat upon a school employee

### **Discretionary Expulsion Recommendation**

- Principal/superintendent may recommend expulsion and governing board may expel for other offenses if other means of correction have failed in the past
- Principal/superintendent may recommend expulsion and governing board may expel if the student's presence creates continuing danger to the physical safety of students or others

## **Suspensions**

Regardless of the offense, suspensions will increase in duration and severity at the discretion of principal d

- Students accumulating a total of 20 days of suspension will be recommended for expulsion

## **Other Consequences**

- Before school detention from 7:00a.m. – 8:00a.m.
- After school detention from 1:30-2:30 p.m.
- Saturday school may be assigned for four hours from 8:00a.m. – 12:00p.m. During this time, students will work on a combination of academic work and school beautification

***\*ALL STUDENTS ARE EXPECTED TO FOLLOW ALREADY ESTABLISHED GUIDELINES AS STATED IN THE FILLMORE USD DISCIPLINE GUIDE***

## **CELL PHONES & OTHER DEVICES**

Cell phones and electronic devices are not to be used during class time; this includes phone calls and text messaging. A student caught using a cell phone or electronic device during class for the first time will have it confiscated by the teacher. The teacher will conference with the student after class and the phone may be given back to the student at that time.

**All subsequent violations of the cell phone policy will result in the phone being given to the site administrator and held until the student's parent or guardian comes to pick up the phone. Repeated violations may result on the loss of all cell phone privileges while on campus.**

## **Computer Usage (refer to Technology Agreement)**

### **Vandalism**

Any student that vandalizing our campus will be immediately suspended and possibly expelled. Student will be responsible for all damages and fees. Local law enforcement will be contacted. Let's keep our campus clean, safe and beautiful!

Please return this signed form to SHS Front Office

## SIERRA HIGH SCHOOL



### Parent/Student Agreement Contract

I have read and have agreed to the policy and guidelines as listed in the Sierra High School Students Handbook. I understand that attending SHS is a privilege and failure to follow school or classroom rules and policies may result in my removal from the school. I am welcome to ask any questions or seek clarification to any of the policy or guidelines contained in the handbook.

*Yo y mi hijo/a estamos de acuerdo con las polizas y guias de la escuela de SHS.*

Student Signature \_\_\_\_\_

*Firma del estudiante*

Date/fecha

Parent Signature \_\_\_\_\_

*Firma de Padres*

Date/fecha