

OFFICE POLICY  
For Sierra High School  
Fillmore, California

**Overview**

The purpose of the Sierra High School Office Policy is to ensure students, students assistants, and staff are welcoming visitors and students while they are entering and exiting the office and/or working in the office. It is the practice of Sierra High School to provide an opportunity to its student assistants to demonstrate that they know and comply with all school policies.

**Goal**

Our policies and procedures play a critical role in helping every student achieve the highest level of academic success and providing a safe, respectful environment for all members of the Sierra High School community.

**Problem Reporting Procedure**

Any problem, concerns and/or issues are first to be brought to the front office staff.

**Work Schedules and Assignments**

Student assistants are expected to work through the last day of the quarter. Student Assistants who work at the desk should keep calm and remain quiet and greet visitors by saying, "Welcome to Sierra High School! How may I help you?" Socializing is not permitted during the period. School work may be completed during this time, if time permits. Student assistants should make their friends aware that socialization is not permitted during the hour.

They may be assigned to clerical, technical, maintenance, paraprofessional, or other duties related to the instructional or administrative functions of Sierra High School. The student will assist office personnel by collecting attendance data, taking phone messages, taking out call slips, making copies on the copy machine, filing and any other job that arises. Student aides need to be cooperative and able to carry out responsibilities with minimum supervision.

**Telephones, transferring calls and cell phones**

The telephone at the front desk are used strictly to conduct school business only. Phones should be answered, "Sierra High School, student speaking... How may I help you?"

Transferring phone calls: while the call (party) is on the phone hit transfer, dial extension, listen to the phone and allow it to ring once before you hang up.

Cell phones are prohibited in the office. The student assistant is responsible to turn in their cell phone to the office at the beginning of each period with exception to second and third periods.

**Office Equipment**

Staff computers and photocopier machines, etc. are for official school business. They may not be used for personal work. If problems occur due to personal use of equipment, then the student will be responsible. Student Assistants can be removed from their assignments.

## **General Business**

It is the responsibility of the student and the front office to provide efficient and courteous service. Occasionally someone may become disagreeable, make unreasonable demands, or ask that you disregard established policy. It is important that you know the policy and explain it courteously. Should the person be unwilling to accept your statement, contact the Principal.

In order to protect the school and office materials, food and drink are not permitted anywhere in the office except for lunch and breakfast times. The front office is responsible for enforcing the rules. Food and drink(s) may be confiscated unless the student immediately moves to dispose of it.

## **Disciplinary action**

Disciplinary action may be taken against the Student Assistant for violation of policies and procedures. While any action is at the discretion of the front office, in general disciplinary action will be carried out by the three levels of misbehavior.

## **Causes for termination as a student assistant**

Leaving the office prior to the period ending multiple times, stealing from any drawer, sharing and/or checking information without an ID, continued abuse of the public phone for personal phone calls and/or any violation code of E.C. 48900 can be causes of termination.

## **Attendance / Extended Absences**

State law requires regular and punctual attendance. On each day a student is absent, please call the attendance number (805) 524-8201 with the reason for the absence. Should a situation arise which requires your child to be absent from school for 2 or more days, please notify the teacher and the office in advance.

## **Tardy Procedures**

Late students must first report to the office for a tardy pass prior to going to their classroom. The start of the school day is one of the most important times of the day for any student. Please work to always have the student to school on time. All students need to arrive five minutes prior to the start of school.

## **Before School**

- Students may not be on campus before 7:30 a.m. There is no supervision. We ask for your cooperation in ensuring the safety of any student.
- Breakfast is served in the classroom from 8:00 to 8:05 a.m.
- Skateboard and bike racks are available to students outside the front office. The responsibility to lock the items securely and safely is that of the student.

## **Leaving School Early**

- Students may not leave school early unless they are signed out and picked up in the office by a parent or other person authorized on the emergency card. A parent and/or guardian may excuse a student from school to walk home by him/herself. The office must have all names in writing including relatives.

## **Dismissal**

- Students must leave school promptly at 1:10 p.m. and walk on the sidewalks (see Enter and Exit Policy).

## **Change of Address/Phone Number**

- If you should have a change in your address, phone number, or emergency phone numbers, please notify the office immediately. In the event your child becomes ill or is injured, authorized persons must be able to be contacted.

## **Visitors on Campus**

- Visitors are required to sign in at the school office before entering the school grounds or classrooms. Visitors need photo identification to sign in. Classroom and teacher visitations are welcomed, but 24-hour advance arrangements with the teacher are needed. Siblings and other children may not accompany visitors during school hours. Lunch is provided on a daily basis at Sierra High School.

## **Dress and Grooming at School**

- Students are required to show proper attention to cleanliness, health, neatness, safety, and appropriateness of clothing and appearance for school activities. A well-groomed appearance is important in developing a positive self-image and compliments the school's instructional program.
- The administration is the final authority when a difference of opinion arises. When a violation of the dress guidelines occurs, the students will be required to correct this by calling home for the proper attire and following the levels of misbehavior format.

## **Tobacco Free School**

- Sierra High School recognizes the health hazards related to the use of tobacco, including the breathing of second-hand smoke. We are a "tobacco-free" school, which means we do not allow smoking or vaping in the classrooms or on the campus at any time. In addition, we provide educational information to our students through classroom instruction and activities.

## **To See a Counselor**

- Fill out the clipboard found outside the counseling office, if the counselor is unavailable (during passing period, lunch or with a note from your teacher).
- If you have an emergency, please notify the main office.
- The counseling office is open Monday-Friday from 7:30a.m.-3:00p.m.

## **Parents**

- In delivering a comprehensive school counseling program, school counselors perform different roles including participating in professional learning community meetings, district level meetings, and classroom presentations which require the counselors to be out of the office. To better serve our families, parent appointment times can be made by contacting your student's counselor by email or

phone. In case of emergencies or crisis, counselors will meet as necessary. Parents are welcome to drop in knowing that a counselor is almost always available to help.

### **Schedule Changes**

Students are placed in specific classes as needed to graduate from high school. If a student/parent would like to request a change, this should be done within the first three days of any quarter.

- Once classes begin, the school does not allow schedule changes unless the student was assigned to the wrong academic class. These changes should be requested through the Counselor.
- A class dropped after the first 10 days of the semester may result in an automatic "F" (withdrawal with a grade of "F") for the course.
- Some schedule changes are generated due to over or under projection of student enrollment by the district (leveling/balancing).

### **Misc.**

- Work Permits – Are Issued through the front office. A 2.0 g.p.a. is needed to earn one.
- Homework Requests- If your student is going to be or has been out for 2 or more days please call the front office. Please allow 24 hours for the work to be gathered by teachers. Homework can be picked up the following day.
- Transcript Requests - All requests go through the Registrar's Office. Please allow 1-2 days to process your request.
- Lockers/Parking Passes – Sierra High School does not have lockers or provide parking passes.