

Campus Administration

Mr. Craig Shiflett 358-1725

Principal

Mr. Mike Simonson 358-1725

Assistant Principal

Ms. Jennifer Radeka 358-1725

Assistant Principal

Mr. Henry Herreras 358-1725

Assistant Principal

Mr. Gary Packler 358-1729

Athletic Director

Ms. Sheri Lazzarini 358-1734

Activities Director

By no means is this handbook all-inclusive. The school retains the right to alter or vary the application of these rules. The handbook is intended to assist parents, students, and school personnel as they work together. Many guiding statements are included in this document, but it does not cover every situation. As new policies or regulations are developed by the School District, the State, or Federal Statutes, additions and/or deletions will be made. Every effort will be made by the school personnel to help students understand what is expected of them.

La Sierra High School's Vision

La Sierra High School promotes strong ethics and respect while preparing students for personal, academic, and social success.

La Sierra High School's Expected School-wide Learning Results

Demonstrate Personal Success

- P-1 Positive attitude
- P-2 Personal responsibility
- P-3 Ability to set and accomplish personal goals
- P-4 Ability to make improvements through self-discipline and motivation

Demonstrate Academic Success

- A-1 Academic self-discipline
- A-2 Knowledge of content standards
- A-3 Ability to question, seek and solve
- A-4 Ability to think critically, conceptualize and problem solve
- A-5 Ability to communicate effectively through written and oral presentations

Demonstrate Social Success

- SS-1 Accountability
- SS-2 Community involvement
- SS-3 Ability to work cooperatively
- SS-4 Acceptance and understanding of diversity

Services Offered at L.S.H.S.

Student Store: La Sierra High School maintains the Student Store, which is located behind the 200 wing. It carries a variety of school supplies, clothing merchandise, gift items, and snack items. The store is open before school and at lunch daily. Food items are not sold during class times.

Library: The library at La Sierra High School is open from 7:30AM to 3:30 PM, Monday through Friday. Students may come in before and after school without a pass. Lunch is reserved as a study hall, and only those who have a pass are allowed to remain. During class time the student is required to have an official school pass from their teacher in order to enter the Library. The pass must state the purpose of the visit and when the student should return to class. Students must sign in at the front desk.

Books are checked out for a two week period, and lists are sent to English teachers to remind students of overdue books. If a student has an overdue book, no other books may be checked out. The student must return or pay for any book not returned by the end of the school year, or upon checking out of school. Library computers are for SCHOOL RELATED WORK ONLY. Students must display their ID cards in order to use the computers. Students must have parental permission to use the internet as a search engine. La Sierra High School subscribes to several on-line data bases which will assist in research, these data bases can be used at home, free of charge. Students will receive instruction which will give them entrance into these programs.

PTO: PTO is an organization made up of dedicated parents, teachers, students, and staff, whose main objective is to provide support for programs that benefit all students. Parent and community participation in fund-raising events enables PTO to provide annual scholarship money, awards and prizes. We encourage parents to get involved by becoming a member of and participating in PTO. For more information, contact the Main Office at 358-1725.

English Learner Advisory Committee (ELAC): The ELAC is a parent committee concerned with the needs of students whose primary language is not English. This group focuses on the needs and support system to make non-English speaking students successful at La Sierra. For more information, call 358-1725

Physical Education Uniforms: All students are expected to dress for activity everyday in their physical education uniforms. The uniform may consist of a La Sierra High School T-shirt (\$10) and gym shorts (\$10) - (\$12.00 for XXL or XXXL sizes). A plain navy blue pair of shorts and a plain ash colored T-shirt without writing may be substituted. Rubber soled tennis shoes and socks must be worn. In addition to the uniform, students may wear sweats for cold weather days. The intent of the uniforms is to encourage students to wear clothes that allow free movement, are relatively inexpensive, and help promote school pride and unity. **The school accepts no liability for lost or stolen personal property.**

ASB Cards: ASB cards are sold at Registration and during the year in Activities. An ASB card will permit free entry into any home athletic competition, as well as discounts on dances, Fine Arts productions and other ASB sponsored events.

Yearbooks: Yearbooks are distributed at the end of May, but they are purchased in advance, preferably during registration, for a discounted price. Sales are also conducted in November through February, just prior to our final order deadline. All yearbook purchases are nonrefundable. Save your receipt to pick up your yearbook.

Football Homecoming: The Homecoming Carnival is an important LSHS tradition. There will be an afternoon carnival and pre-game activities. It provides an opportunity for the various clubs to make money. All week long there are dress up days and class spirit competitions. In addition, there is an all school spirit assembly on Thursday. During halftime at the football game, the Homecoming Queen is crowned. The Queen and her Court are seniors who have been nominated by the senior class. Candidates for the homecoming court must meet the district and school eligibility requirements.

Formal Dances: There are two formal dances each year. The Midwinter Ball is open to all students. This event is hosted/sponsored by ASB. The Junior/Senior Prom is open only to juniors, seniors and their dates. An attire contract must be completed by each student attending a formal dance.

Guest Passes: LSHS requires guest passes for all dances, as well as Grad Nite. Students from La Sierra High School must pick up the guest pass forms at the Activities Office. Guests must be 20 years of age or younger and/or attending high school (9th, 10th, 11th, 12th grade). Approval of a guest pass is contingent upon completion of a guest pass form and school administration approval. All guests are expected to adhere to the school rules and guidelines.

Pep Rallies and Class Spirit Competition: Throughout the year, pep rallies are held in the gym. Freshman, Sophomores, Juniors, and Seniors engage in spirited competitions in the hope of winning the Spirit Flag.

Renaissance Celebrations: Academic Celebrations will be held throughout the year to honor students who have achieved academic and artistic success.

Athletic Letters: La Sierra Athletic Letters will be given to eligible students with an ASB Card. If the student does not have an ASB Card, they may purchase a letter for \$40.00

Athletics La Sierra High School offers extensive co-curricular programs in athletics. We offer the following sports: Baseball, Basketball, Cross Country, Football, Golf, Soccer, Softball, Swimming, Tennis, Track, Volleyball, Water Polo and Wrestling. For more information about LSHS athletics, call 358-1729.

Eligibility for Athletics: Any student wishing to participate in the athletic program must:

1. Submit proof of medical clearance, proof of medical insurance, and proof of CIF, district and school eligibility.
2. Maintain athletic eligibility. They must have passed four classes and maintained a 2.0 GPA.
3. Attend four or more classes on the day of an event in order to participate. Only a doctor's note or administrative waiver may allow the student to participate if classes are missed.
4. Practice good sportsmanship.
5. Not use: alcohol, tobacco, steroids/performance enhancing dietary supplements, profane language, or exhibit vulgar behavior.
6. Not strike an official, coach, or opposing player. This will result in athletic and school suspension.
7. The student must be living with the parent/guardian within the boundaries of our school attendance area and meet all CIF eligibility requirements.

Athletic Code

- Section 1: Each head varsity coach has the authority to establish individual grooming rules, requirements on attendance and team conduct. All athletes in the program must adhere to these rules.
- Section 2: An athlete may leave a sport for any reason during the first ten (10) days of practice. There will be no penalty if the athlete informs the coach of his/her intention to leave that sport and athlete returns all equipment or gear issued to him/her.
- Section 3: An athlete, after passing the ten (10) day grace period, which leaves a sport without the coach's written permission, or is removed from the team due to disciplinary reasons, will be suspended for the remainder of the season. If an athlete violates the athletic code a second time, the suspension will be for one (1) year.
- Section 4: Athletes, who through his/her conduct in the classroom, on campus, or off campus damages the reputation of LA SIERRA HIGH SCHOOL ATHLETICS, shall be suspended by the Athletic Council for a minimum of one (1) calendar year from the time of the infraction.
- Section 5: Only awards and insignias authorized by the Athletic Department may be worn on athletic jackets and sweaters. Failure to abide by this rule may result in a one (1) calendar year suspension.
- Section 6: A suspended athlete has the right to request a hearing by the Athletic Council. The Athletic Council, based on the hearing, may grant probation. A suspended athlete may be reinstated after one (1) year on the recommendation of the Athletic Council. Athletes must follow the athletic code to be reinstated.
- Section 7: The Athletic Council will consist of the Head Varsity Coaches, the Athletic Director, and an Administrator.
- Section 8: It is the coach's responsibility to report to the Athletic Director any athlete who violates the Athletic Code.

Eligibility for Activities:

Any student wishing to participate in a school activity program must:

1. Maintain academic eligibility. They must have passed 4 classes and maintained a 2.0 GPA.
2. Attend 4 or more classes on the day of an event in order to participate. Only a doctor's note or administrative waiver can allow the student to participate.
3. ASB cards are required in order to receive any awards/letters.

Clubs and Organizations:

Academic Decathlon
Advancement Via Individual Determination (AVID)
Art Club
Band Club
Black Student Union (BSU)
California Scholarship Federation (CSF)
Cheer Club
Chess Club
College Club
Drama Club
Entrepreneur Club
Future Business Leaders of America (FBLA)
French Club
Inkblot
Latinos Working Together
PALS
Renaissance Club
Robotics Club
The Eagle's Quill
The Sunrise
Voices of the Eagle

Who to Contact

Mrs. Funkhouser
Mrs. Logan
Mr. Miller
Mr. Gray
TBD
Ms. Pulido
Mrs. Diffey
Mr. Bartholomew
Mrs. Patterson
Mrs. Hughes
Mrs. Trujillo
Ms. Pierson
Ms. Kasinski
TBD
Mr. Flores
TBD
TBD
Mr. Pike
Mr. Baker
Ms. Salinas
Mr. Rusich

Sports Clubs

Aquatics Club

Baseball Club
Boys Basketball Club
Girls Basketball Club
Cross Country Club
Football Club
Golf Club
Girls Soccer Club
Girls Tennis Club
Boys Soccer Club
Softball Club
Boys Tennis Club
Track Club
Volleyball Club - Boys
Volleyball Club - Girls
Wrestling Club

Mrs. Huber and/or
Ms. Stipp
Mr. Edmondson
Mr. Norman
Mr. Lynch
Mr. Jacobsmeyer
Mr. Booth
Mr. Packler
Mr. Larkin
Mr. Nichols
Mr. Eckenrod
Ms. Lazzarini
Mr. Nichols
Mr. Diaz
Mr. Souza
Mr. Souza
Mr. Ledesma

2010-2011 ASB Officers

NAME	Position
Hollie Dunn	ASB President
Sabrina Prieto	ASB Vice President
Brandon To	ASB Secretary
Tiffany Sierro	ASB Treasurer
Jazmine Hernandez	Historian
Marcus DeRamos	Comm. Of Spirit
Andrew Hardy	Comm. Of Athletics
Kelsey Smith	Comm. Of Fine Arts
Hailey Backes	Comm. Of Clubs
Taylor Chase	Comm. Of Publicity
Noel Quinones	Comm. Of Special Act.
Lauren Hopkins	Comm. Of Special Services
Isaiah Tran	Comm. Of Communications
Vikki Gonzales	Comm. Of Entertainment
Riley Mellentine	Comm. Of Assemblies
Marissa Saitman	Comm of Assemblies
Brad Schwandt	Comm. Of Sound
Dominic Douangpanya	Comm of Sound
Hailee Springe	Comm. Of Special Projects
Samantha Redding	Comm. Of Special Projects
Edith Gonzales	Rep. to the Board
Kelsey Wilson	2011 Class President
Yasmeen Altawaty	2011 Vice President
Tyler Kroning	2011 Sec/Treas.
Leah Miller	2012 Class President
Andrew Schwandt	2012 Vice President
Aryssa Mendoza	2012 Sec/Treas.
Deimbre Simmons	2012 Comm. Of Conn.
Nishi Parikh	2013 Class President
Hilary Velazquez	2013 Vice President
Christelle Ligasan	2013 Sec/Treas.
Greg Trimmer	advisory
Danielle Moonier	advisory
Veronica Morales	advisory
Emily Cannon	advisory
Michael Nguyen	advisory

Attendance

Phone 358-1730 Office hours: 7:00 a.m.-3:30 p.m.

Attendance Policy

The State attendance laws require regular school attendance and punctuality with both the school and parents having the responsibility for enforcing these laws. A student should not be absent from school without the parent's knowledge and consent. Students are expected to attend all classes and to be

on time unless properly excused. The State of California has determined that excused absences are limited to the following reasons:

- Verified illness
- Verified visitation to a medical office, clinic, doctor, or dentist
- Funeral of an immediate family member
- Quarantine of the home

Absences which do not qualify as excused under the guidelines of the California Education Code are oversleeping, unverified illness, missing the bus, car did not start, rain or other inclement weather, visiting friends, lack of clothing, baby-sitting, etc. Students who are absent for these or other similar reasons listed in this paragraph will receive an unexcused absence.

The teacher of any class from which a pupil has an excused absence shall determine how the assignments will be made up by the pupil and in what period of time the pupil shall complete such assignments. Tests and assignments may be the same as those missed or shall be reasonably equivalent to them as set forth in the Education Code 48205. La Sierra High School believes that excessive absences in a class are sufficient reason for a failing grade in that class, after a reasonable time has been permitted for the student or the student's parents/guardian to present explanation for the absences.

Absences

1. A satisfactory explanation from the parent or guardian of the student is required for any absence. An explanation for the absence may be a phone call from the parent or guardian to the Attendance Office on each day the student is absent or a note from the parent or guardian to the Attendance Office on the day the student returns from an absence.
2. A note from a medical office or court paperwork will clear an absence, according to the State of California. A parent/guardian may call in to clear an absence so it won't turn into a truancy.
3. If the student returns to school after an absence without a phone call or note from the parent/guardian, the student will be considered truant. Students will have three days, including the day of return to clear the absence. If not cleared within the three day time frame, Saturday School will be issued.
4. Make-up work - Teachers will give make-up work for excused, personal excused, school activity, O.C.S. assignment and extended suspensions. Each category is defined by state law.
5. Excused absences for more than three days will require doctor's verification to clear.
6. The absence of a student for the purpose of obtaining confidential medical services may be excused by school administration without the consent of parents. (Ed. Code 46010.1) Students will be required to meet with their counselor or administrator before leaving campus. A verification of their appointment and attendance will be confirmed by a phone call and doctor's note.
8. Phone messages from parent/guardian to their student will not be delivered during class time. The Attendance office will page the student during passing period ONLY. Students will NOT be excused from class to receive phone calls in the office. If an emergency arises during school hours the parent/guardian may come in with valid picture I.D. and have student removed from class.

Off Campus CTE Classes - for Attendance Policy, refer to CTE manual

Tardy Policy

Students are expected to be prompt to each class. **Tardies may affect academic grades** as students miss class activities at the beginning of each period. Tardy guidelines are as follows.

1st through 4th tardy will result in teacher designed consequences and a parent contact.

Additional tardies will result in referral to administrator for appropriate discipline including, but not limited to, lunch detention, school detention, loss of off-campus passes, community service hours, attendance contract, and/or Saturday school.

School Attendance Review Board (S.A.R.B.)

The purpose of the School Attendance Review Board is to divert students with school attendance or school behavior problems from the Juvenile Justice System by providing guidance and coordinated community services to meet their special needs. The Board attempts to help the student and the parent/guardian to solve problems by using community resources. If this Board is unable to solve the problems at their level, the student and parent/guardian may be issued a citation and will be required to appear in court. Ed. Code 48263.

On-Campus Passes

1. Any student out of class is required to have an official pass and their student ID. Students out of class without an official LSHS pass will be assigned detention, or placed in O.C.I.
2. Sweeps of the campus will be conducted daily by campus supervisors/Administration. Any student out of class without an approved hall pass and student ID will be sent to O.C.I.

Off-Campus Lunch Privileges

1. La Sierra is a closed campus for all students with 54 or less credits (All Freshmen).
2. Off-campus lunch is a privilege that may be revoked upon request of the parent or by the discretion of the school administration when the student abuses the privilege (i.e., being tardy to class, unserved Saturday School, loitering or smoking, or any other violation of California Education Code or Board of Education policy).
3. **A parent must come to LSHS in person to sign the permission slip allowing their student to leave at lunch.** Students will be allowed to leave campus at lunch and must have a La Sierra High School I.D. card in their possession with a lunch pass. Failure to produce this I.D. when called upon will be considered a violation of the privilege and will result in the student not being allowed to leave campus at lunch and possible disciplinary action.
4. Students are not permitted to bring drink containers onto campus. All cups, bottles, etc. must be consumed off campus or left in a receptacle outside the perimeter gates.

Student Early Release

IF IT IS NECESSARY FOR A STUDENT TO LEAVE DURING THE SCHOOL DAY, THE PROCEDURE BELOW MUST BE FOLLOWED:

1. Before school, lunch or after school, present a signed note (with release time) from your parent/guardian at the Attendance Office window requesting an off-campus pass. Phoned in early releases are not accepted.

2. Parent/Guardian or person authorized to remove student from school on emergency card, must show valid picture ID.
3. Only parent or guardian may fax an early release note. The faxed note must be signed and state the time of release. Attendance Fax # (951) 358-1730

If a student becomes ill or has an emergency, he/she must check out with the Attendance Office staff before leaving campus. If this procedure is not followed, Saturday School or detention may be assigned. Bringing a note after the fact will excuse the absence but not the penalty for failure to obtain an off-campus pass prior to departure! ***STUDENTS MUST NOT LEAVE CAMPUS FOR ANY REASON WITHOUT CHECKING OUT AT THE ATTENDANCE OFFICE FIRST; THIS INCLUDES LEAVING AT LUNCH AND NOT RETURNING.***

PARENTS —Please make sure that the information on your child’s emergency card filed in the Attendance Office is current. We must have a phone number to call you or another adult to release your child.

Field Trip Guidelines

In order for a student to be allowed to attend a field trip during the school day, he/she MUST meet the following requirements;

- ✓ Completely fill out a field trip permission slip with parent signature
- ✓ Completely fill out a progress report/field trip notification sheet that shows the grade for each class
- ✓ Any student with the grade of an “F” in a class will not be able to miss that class to attend the field trip
- ✓ A teacher may suggest that a student not attend a field trip due to academic needs. In these cases, the student, family, and teachers, will reach resolution at least 24 hours before the trip
- ✓ Students involved in athletics will follow CIF eligibility rules when traveling to school scheduled events

Guidance & Counseling Services

The La Sierra High School Guidance Office is open 7:00am to 3:30pm on school days to help serve you. The phone number is 351-9285. Each student is assigned a counselor by the first letter of the last name.

A – Capps	Mr. Garnet
Car-Flo	Ms. Minamyer
Fo-H	Mrs. Prescott
I-Mc	Ms. Grijalva
Me-Ph	Ms. Bierbaum
Pi-Sl	Mr. Henry
Sm-Z	Mr. Velazquez

- Counselors are specially trained to assist you with personal, academic, social and career development.
- Matters that you discuss with a counselor are confidential.
- Students may make appointments for a specific time to see their counselor by coming to the Guidance Office. Passes are issued to students for scheduled appointments.
- Counselors are available during lunch, before school and after school without an appointment.

Graduation Requirements

To graduate from La Sierra High School a student must earn a minimum of 220 credits in grades nine through twelve. A student who falls behind in credits or is experiencing attendance /behavior problems may apply to an alternative placement to better meet the needs of the student.

Required Classes

The following courses must be completed with a passing grade:

English 1,2,3, & 4	40 Credits
World History	10 Credits
U.S. History	10 Credits
Economics	05 Credits
U.S. Government	05 Credits
Math	30 Credits
Physical Science	10 Credits
Life Science	10 Credits
Physical Education	20 Credits
Foreign Language or Visual/Performing Arts	10 Credits
Freshman Seminar (Health)	05 Credits
Electives	65 Credits

In Addition:

- All students in grades 9, 10, & 11 must be enrolled in 6 classes, grade 12 must be enrolled in 4 classes.
- All students must take an English Class each semester
- Three years of High School Math must include Algebra I or beyond
- All students must pass the state mandated High School Exit Exam.

> A semester course, successfully passed is = to 5 credits.

Grade is determined by Credits Earned

00 – 54	Freshman
55 – 109	Sophomore
110 – 164	Junior
165 – 220	Senior

Alternative Means of Earning Credit

Credit may be earned outside the regular classroom in a number of ways. These include Work Experience, Career Technical Education Courses (CTE), Community Service, NovaNET Credit Recovery and Adult Ed Classes. See your counselor for a complete explanation of opportunities and restrictions.

Report Cards

Progress/Report cards are issued and mailed home at the end of every six-week grading period. Credits are earned at the end of each semester. You may also review grades and attendance through the Aeries Portal Online.

Transcripts

Duplicating transcripts requires a 48 hour notice, and all charges must be cleared before transcripts are made.

Grade Point Average (GPA) and Academic Honors

La Sierra is on a 4.0 grading scale; A=4, B=3, C=2, D=1, F=0, I=0. Classes designated as “Advanced Placement” are offered and can be taken in the 10th, 11th, or 12th grade. “Advanced Placement” Courses are weighted and awarded quality points for GPA calculated as follows: A=5, B=4, C=3, D=1, F=0. Students are eligible for Honor Roll recognition at the end of each semester, provided they earn a minimum of a 3.5 GPA. Students earning a 4.0 or higher GPA are eligible for Principal’s List recognition at the end of each semester. Valedictorians are determined based on the above calculations.

Graduation Stoles/Cords

Graduation stoles are worn by CSF members and Senior Class Officers. Graduation Cords may be purchased from the Activities Office and worn on graduation gowns to represent the following organizations:

ASB - Red	FFA - Gold	Renaissance - Orange
AVID - White	Health Academy - Maroon	Service Learning - Teal
Business Academy - Yellow	Publications - Purple	Thespian - Lt. Blue

Career Center/Work Experience

The La Sierra Career Center contains information about post high school education, including trade schools, community colleges, four year universities, and the military. Work Experience Education is an elective program whose purpose is to help students select and prepare for a career. The job site is the class setting and the supervisor is the teacher. Credit is awarded for learning on the job, not just for having a job. Additional job related information is presented to students in a weekly Work Experience

class which deals with the essential skills of getting a job, keeping a job, leaving a job and economic awareness. The program has an open-entry, open-exit format which allows students to enter and exit anytime during the semester. Variable credit may be awarded under these circumstances. The Center Technician is there to help you with job opportunities and enrollment in work experience. There are videos, audio cassettes, folders, and booklets on jobs, careers, school, training and much more. The Career Center is open from 7:15am – 3:45pm on school days and the phone number is 358-1733.

La Sierra Health Careers Academy

La Sierra High School Careers Academy coordinates school and community health resources to provide an effective educational program that promotes high self-esteem, teamwork, problem solving, and academic challenge.

The ultimate goal for Academy students is to graduate from high school. This will be attained by concurrent enrollment in at least three years of applied academic classes designed with input from health industry partners. The anchor of this program is the ROP Health Occupations class which Academy students take in their senior year. This course includes the study of medical terminology and current health occupations research while students are interning at Kaiser Permanent Hospital.

Riverside Co. Career Technical Education (CTE)

The Riverside County Career Technical Education (CTE), offers training in over 40 career areas based upon current and future labor market demands and availability of state funds. The programs located on the La Sierra High School campus include: Acute Hospital Occupations/Health Academy, Computer Information Systems, Restaurant, Retail and Marketing. For off-campus CTE classes you are responsible for your own transportation. Many of the CTE classes may offer entry level employment opportunities upon completion of the program. All CTE programs earn elective credits toward graduation requirements. For enrollment information, please contact Ms. Paula Davis, the Student Services Representative in the CTE office on campus, or call 358-1725.

La Sierra International Business Academy

LSHS International Business Academy (IBA) is patterned after the partnership academy model of a school-within-a-school concept. Students who enter the academy will receive a structured program in grades 10-12. The academy provides a strong academic program with a technical focus. As seniors, students will have a choice studying entrepreneurship or on-the-job training in retail sales or a professional business setting matched to the student’s career choice. The IBA students will be prepared to enter high-skill technical careers or pursue higher education.

Summer:	
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9th Grade 1st Semester 9th Grade 2nd Semester

Summer:	
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10th Grade 1st Semester 10th Grade 2nd Semester

Alternative:	Alternative:

Alternative:	Alternative:

Summer:

11th Grade 1st Semester 11th Grade 2nd Semester

Alternative:	Alternative:

Summer:

12th Grade 1st Semester 12th Grade 2nd Semester

Alternative:	Alternative:

<u>Work Completed</u> <u>Subject Required</u>	<u>Credits</u> <u>Required</u>	<u>Credits</u> <u>Earned</u>
English I	10 _____	_____
English II	10 _____	_____
English III	10 _____	_____
English IV	10 _____	_____
World History	10 _____	_____
U.S. History	10 _____	_____
American Government	5 _____	_____
Economics	5 _____	_____
Mathematics	30 _____	_____
Life Science	10 _____	_____
Physical Science	10 _____	_____
Fine Arts/Foreign Lang.	10 _____	_____
Health (Fresh Sem)	5 _____	_____
Physical Education	20 _____	_____
Electives	65 _____	_____
Total: 220		

Recommended Testing:
 PSAT _____ ASVAB _____
 PLAN _____ ACT _____
 SAT I _____ CST _____
 SAT II _____ RCC Assessment _____
CSU Requirements (A-G Requirements)
 History/Social Studies 2 Years _____
 English 4 Years _____
 Mathematics* 3 Years _____
 Lab Science* 2 Years _____
 Foreign Language* 2 Years _____
 Visual / Final Arts 1 Year _____
 College Prep Electives 1 Year _____
CASHEE California High School Exit Exam
 English Language Arts _____
 Mathematics _____
 A passing score of 350 on each section of **CASHEE** is required for graduation.
 Students must also successfully complete Algebra I and be enrolled in a sequenced math course through 11th grade.

* An additional year is recommended by U.C.

What is the AP Program?

The Advanced Placement Program (AP) is collaborative effort between motivated students, dedicated teachers, and committed high school, colleges, and universities. Since its inception in 1955, the Program has allowed millions of students to take college-level courses and exams to earn college credit or placement while still in high school. Each year, an increasing number of parents, students,

teachers, high school, and colleges/universities turn to the AP Program as a model of education excellence.

AP Course Grading Policies and Procedures

Advanced Placement courses meet the general graduation requirement for their respected subjects. Students may earn college credit with a score of “3” or higher on the Advanced Placement test. Students completing the class with a letter grade of “C” or higher will earn a weighted grade. The grade earned for the course is an independent reflection of work completed throughout the school year; therefore, cannot be changed as a result of successfully passing the AP exam. Students can not be penalized or rewarded for their participation in the AP exam.

Class Changes - Add/Drop Policy

Students are encouraged to participate in rigorous curriculum to prepare for college and future careers. Part of this preparation includes learning to manage time and complete difficult tasks. It is sometimes necessary to drop a course for a variety of reasons. The add/drop policy clarifies timelines and ramifications for adding and dropping courses. All adds/drops must be approved by the assigned counselor.

Drop Policy - Any course may be dropped before the end of the first grading period without posting a negative mark on the official transcript. A transfer grade will follow the student into the next course.

A course can be dropped before the end of the second grading period with a “W” posted on the transcript to indicate that the student withdrew from the class. The “W” will not affect the grade-point average of the student, but will be seen by future colleges and institutions. A transfer grade will follow the student into the next course.

A course may be dropped during the final grading period of any semester. A “WF” will be posted, reflected that the student withdrew from the course with the grade of “F”. This mark will affect the grade-point average, equaling “O” points for the course. A transfer grade will follow the student into the next course.

Add - Students may add a course during the first grading period of either semester to earn full credit. Students can add courses during the second or third grading periods with a transfer grade from a similar course. Courses added after the beginning of the second grading period, without a transfer grade, may only earn a pass/fail mark.

Withdrawal from School

A withdrawal from school is only granted through parent/guardian notification, through the Guidance Office. A check-out sheet with instructions will then be given to the student to present to each of his/her teachers during the normal course of the student’s last day. The check-out sheet is to be returned to the Guidance Office for final clearance and issuance of an official school transfer. Before the transfer slip is issued or records can be forwarded to the new school, all textbooks must be returned and all fees paid.

Grading & Instruction

Cheating Policy

La Sierra High School strives to instill students with a sense of academic responsibility and success. Cheating is an activity that interferes with this goal and will not be tolerated in any form.

Cheating Offenses - Including, But Not Limited To...

- ◆ Copying course work/allowing your work to be copied
- ◆ Cheat sheets/notes
- ◆ Communication of any type during exams or quizzes including electronic devices
- ◆ Plagiarism
- ◆ Stealing, copying or photographing exams, exam answer keys
- ◆ Selling exams
- ◆ Forgery of any type
- ◆ Altering teacher's grades in any way
- ◆ Receiving stolen exams
- ◆ Taking or conspiring to have someone else take an exam that is not their own
- ◆ Having or hiring someone else to do a project or paper
- ◆ Turning someone else's work in as their own
- ◆ Using bribery or blackmail in pursuit of a better grade
- ◆ Using threat or intimidation for a better grade
- ◆ Any behavior construed as cheating

Consequences

First Offense (Depending on Severity of Incident)

- ◆ "F" or "O" on the assignment
- ◆ Phone call home from teacher notifying parent
- ◆ Referral to the assistant principal
- ◆ Saturday school
- ◆ Restriction or removal from extra curricular activities (advisor's discretion)
- ◆ Copy of cheating report placed in both discipline file

Second Offense (Regardless of Severity of Offense)

- ◆ Phone call home from teacher notifying parent
- ◆ Suspension from school or class from 1 - 5 days
- ◆ Dropped from course with an "F"
- ◆ Restriction or removal from extra curricular activities or events

Loitering

Students are not to gather on private or public property or on any of the city streets surrounding our campus during or after the school day. Students going to or from school with parent permission to go off campus for lunch are not to loiter. Students are not to stay on campus after school. Appropriate disciplinary action will be taken for those students who choose to violate this policy.

Searches and Use of Trained Dogs

All persons entering this facility or at any time while on school grounds may be subject to search by school administrators using metal detectors. School administrators may conduct random searches in a classroom at any time. P.E. lockers and personal items such as backpacks, purses, and cars are subject to search by a school administrator who has reasonable grounds or suspicion. In an effort to keep school free of drugs and firearms, the district may use specially trained non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or district policy. The dogs may sniff the air around lockers, desks, bags, items, or vehicles on district property or at district sponsored events. (Ed. Code 35160,.1, 35294.5, 49050 - 49051, 493320 - 49334, P.C. 626.9 &10, Board Policy 5171,.2)

Sexual Harassment

The sexual harassment of any student by any other student or any District employee shall not be tolerated. Sexual harassment is a suspendable offense. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature when this conduct meets specific criteria.

The conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the student's academic performance or to create an intimidating, hostile or offensive academic environment. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action. Students and staff are encouraged to immediately report incidents of sexual harassment to the principal or assistant principals. (Ed Code 212.6, 230, 48980, 48900.2, and Board Policy 5191)

Public Display of Affection

Public Displays of Affection are not allowed other than spontaneous and non-sustaining acts of affection. Dance moves that may be considered sexually provocative or moves that simulate sexual activity are prohibited. Public displays of affection and dance moves deemed inappropriate will result in the following: • First Offense: warning/reprimand • Second Offense: Saturday School • Third Offense: short term suspension

Harassment, Threats, Intimidation, or Hazing

Harassing, making threats, bullying, or intimidating any student or group of students is a suspendable offense. Students conspiring to engage in or causing a disruption, disorder, hazing and/or invading the rights of a student or group of students, will be subject to disciplinary action. (Ed. Code 32051, 48900.4)

La Sierra High School, We Tip, Hot Line 1 800 782-7463

Gambling

Gambling is illegal on campus. Violators are subject to disciplinary action. Playing cards, dice, or any gambling item or game of chance will be confiscated. (Ed. Code 48900)

Automobiles, Motorcycles and Student Parking

Students who drive automobiles or motorcycles to school may park only in designated marked stalls in the student parking lot. Parking permits must be affixed to the lower left-hand (driver side)

front window and must be visible to campus supervisors. Parking stickers can be obtained during registration or from the Activities Office for \$5.00. There is limited parking availability; permits will be issued on a first come, first served basis. Replacement stickers are \$5.00.

Motor Vehicle Code V.C. 21113-C and all posted vehicle codes will be strictly enforced. Vehicles without parking permits issued by L.S.H.S., as well as those vehicles that are improperly parked are subject to Riverside Police Department citation.

Students must possess a valid California Drivers License, current California Vehicle Registration, and proof of insurance when applying for a student-parking permit. Only vehicles that are “street legal” and have a valid California registration for operation on the highways may be parked on campus. The parking lot has limited supervision. Parking is done at the students own risk. Students should keep vehicles locked. Alvord Unified School District accepts no responsibility for damage to any vehicle or its contents. Students may not park in the staff designated parking areas.

SPEED LIMIT IN THE PARKING LOT IS 10 MPH.

The student parking lot is out-of-bounds to students, except during lunch and after school. Administrative approval must be received before going to the parking lot at any other time. Violators will be subject to disciplinary action. Cars are not to be used as lockers! Students may not access cars during class periods or passing periods. Any vehicle entering school-parking facilities may be subject to search by school administration, trained dogs or police officers. Search may include the passenger compartment, engine compartment, trunk, and all containers, locked or unlocked in or upon the vehicle.

Student parking passes are a privilege, not a right. Irresponsible or reckless driving on the part of any student or failure to comply with any of the above requirements will result in the suspension of parking and / or off campus privileges. Inappropriate student conduct, and / or violation of school rules, regulations, and procedures can result in the revocation of student parking passes for the remainder of the semester and / or school year, in addition to other corrective actions related to the offense.

Skateboards, Roller Blades/Skates. Bicycles & Motorized Vehicles

Skateboards, roller blades, scooters, bicycles and other similar contrivance should be properly locked and not ridden on campus both during the school day and during non-school hours. Students and others whose conduct is in violation of this regulation may be subject to disciplinary action, and/or notification will be made to the appropriate law enforcement agency. All persons under the age of 18 must wear a helmet when operating a bicycle. (V.C. 21212) No motorized vehicles, motorcycles, or motorbikes may be brought on campus, except to be parked in designated student parking lots. Alvord Unified School District accepts no responsibility for damage to any of the aforementioned modes of transportation.

Identification Cards

Every student must have his/her I.D. card in their possession while on campus or while attending school functions. Students must show their ID cards when leaving campus and returning from lunch. On occasion, students may be asked to show their I.D. card to a staff member. Failure to comply is defiance and disciplinary action will be taken. There will be a \$10.00 fee for a replacement card.

Cell Phones, Music Players, and Electronic Devices

Students are permitted to have in their possession an electronic signaling devise that operates through the transmission of radio waves, including cell phones, pagers, radios, etc. Such devices shall remain deactivated and put away in the student’s backpack, purse, pocket, etc., and their use strictly prohibited during any instructional time. **Students carry these devices at their own risk. The school’s administration recommends that students not bring these items to school. Instructional**

minutes will not be used to search for lost or stolen devices. The district does not assume liability if such devices are damaged, lost or stolen. (cf. 5144-Discipline)

Refusal to relinquish an electronic device to a school official upon request is defiance of authority and will result in further disciplinary action. First time confiscated items will be returned after school on Friday of the week it was taken, from the Attendance Office.

***Notice: The school does not assume liability for items confiscated.**

Magic/Permanent Markers, White Out Pens, Etching Tools, Spray Paint, etc.

These items are not allowed at school and will be confiscated. Students bringing these items on campus are subject to disciplinary action, including suspension from school. Parents will be held liable for any damage committed by their student. (Ed. Code 48904, 48980)

Riverside Against Taggers: 1-866-TAG-FREE (Call Toll Free to Report Graffiti)
NEED TO TELL 951/509-NEED (anonymous tip line)

Selling Non-School Items

Students may not sell items at school unless they are participating in a school approved fundraiser. Violators will be subject to disciplinary action.

Visitor Policy

La Sierra High School is a closed campus to all but enrolled students, staff, and approved visitors. To be an approved visitor, a parent, guardian or invited guest should make prior arrangements with a school staff member and check in at the Attendance Office and pick up a visitor pass at the time of the visit. Students may not bring relatives or friends to school as visitors. This includes small children and babies. (P.C. 626.8 &.6)

Delivery Policy

Classes will not be interrupted to deliver messages, lunches, homework, etc. to students. We will make an announcement at the beginning of lunch for a student to come to the attendance office to pick up items. Non-school items will not be delivered to students (i.e. flowers, balloons, birthday cards, etc.) It is the student's responsibility to check the Attendance Office to see if items have been dropped off for them.

Fire and Disaster Drills

Students are responsible to their teacher in case of an emergency. Students should listen carefully to all directions from teachers and administrators in the event of a fire or earthquake. Fire Drill - Repeated short bursts from the bell system indicate a fire/drill. Earthquakes - Students are to "duck and cover" immediately upon direction. Students will only leave the classroom when directed to do so. If a drill or disaster occurs between classes, break, or lunch, all student's are to report to their previous teacher's room/designated area.

Detention

1. Students may be assigned detention as a consequence for not following school rules, regulations and procedures.
2. Students' assigned detention will be given a detention slip with the date of the infraction and amount of time to be served. ***ALL DETENTIONS MUST BE SERVED THE DATE OF THE INFRACTION OR THE FOLLOWING SCHOOL DAY.*** It is the student's responsibility to

notify their parent/guardian that they have been assigned detention. Detention is located in OCI and starts at 2:35 p.m. or 7:00 a.m. If a student is late he/she will be considered a no show.

3. Immediate lunch detentions will be assigned as a consequence for tardiness or other violations of school rules, regulations and procedures. Lunch detentions issued prior to lunch will be served that day. Lunch detentions issued after lunch will be served the next school day.
4. If a student has an excused absence on the assigned detention day or leaves school during the day for any reason (in which case the student must be checked out through the Attendance Office), the student must serve the detention the first day they are back in school.

“Saturday School”

1. Students may be assigned Saturday School as a consequence for not following school rules, regulations and procedures.
2. There is a two week window from the time a Saturday school is issued until the date it is to be served. If in that time a student attends all their classes for five consecutive days with no absences, tardies, truancies, and no discipline, then the Saturday school will be considered served. Saturday school should be served by the assigned date. It is the student’s responsibility to fill out the verification form and turn it into attendance for approval.
3. An assigned Saturday school may also be served by attending tutoring for an hour with a teacher for three days either before or after school. The schedule of teachers and classrooms is posted in Attendance and Guidance. Again, it is the student’s responsibility to complete the verification form and submit it to attendance.
4. A pink colored Tutoring Verification and / or Perfect Attendance form is located in the Attendance Office. This form needs to be signed and returned to Attendance for review by an administrator to receive Saturday school credit
5. **Students with an un-served Saturday school will not be allowed to participate in extra-curricular activities such as dances, sports, field trips, band, or drama.**
6. Students with an un-served Saturday school will not be allowed to obtain or keep an off campus pass or parking permit.
7. Continuing to not serve an assigned Saturday school is considered defiance and could result in other consequences, including suspension from school

On-Campus Intervention Program (O.C.I.)

- ◆ Students may be assigned to O.C.I. as a consequence for not following school rules, regulations and procedures. They may be assigned to O.C.I. for one or more period.
- ◆ Students will be allowed to use the restroom and eat lunch, under supervision, at a time not scheduled for other students.
- ◆ Depending on the nature of the violation, campus beautification may be assigned in lieu of On Campus Intervention (O.C.I.).
- ◆ O.C.I. is a corrective action assigned instead of out-of-school suspension. Abuse of O.C.I. will result in out-of-school suspension. Students assigned to O.C.I. for attendance reasons will be limited to the number of assignments per semester. Saturday School will be assigned thereafter.

Dress Standards

All students are expected to present themselves in an orderly manner conducive to the advancement of education. Appearance should be neat and acceptable. Items that are disruptive or could cause situations that would diminish the safety of students will be prohibited. **It is the at the administrations’ discretion to determine what is appropriate.**

Students are expected to wear or display the following:

1. Clothing that is hemmed and free from tears, rips, and holes.
2. Clothing that covers undergarments, the back and the entire midriff (bras and underwear are not to be showing at ANY time).
3. School/personal property (i.e. notebooks, folders, backpacks) that is free of graffiti.
4. Clothing and accessories worn in the manner in which they were designed to be worn.
5. Appropriate shoes at all times.

Students may not wear, display or be in possession of:

1. Spiked or studded jewelry of any kind including ankle bands, bracelets, chokers, rings, gloves and belts.
2. Wallet, choker or any other form of chain.
3. Overly brief or tight garments such as halter, tube tops or muscle shirts, strapless, off the shoulder, or fish net see through garments. Bib overalls with straps unbuckled are not acceptable. Oversized, sagged or baggy pants, and belt buckles lettered or numbered are not permitted. Oversized belts hanging from under apparel shall not be worn.
4. **The ONLY hats that are allowed to be worn are hats purchased from LSHS**, hats are to be worn outdoors only. Hats may not be altered and must be worn brim forward; Gang-related headgear is prohibited.
5. Clothing that is unsafe, lewd, indecent, vulgar, obscene or gang related nor shall the clothing disrupt the educational process or the orderly operation of the school. Student dress shall not display emblems, lettering or pictures pertaining to gang, drugs, tobacco, alcohol, sex, death, mutilation, violence or a gang's "silent code." Any clothing considered by the administration/law enforcement agencies to be gang related is not to be worn.
6. No team jerseys (except La Sierra) allowed
7. Undergarments must be covered by clothing at all times. For females, a jacket or cover-up worn to conceal brief clothing that reveals bras or bare midriffs is **NOT acceptable**. Dresses, skirts, and shorts must be long enough to cover buttocks and upper thigh when walking, sitting, bending, or reaching.

Definitions

The La Sierra High School Administration will determine the nature of gang dress and paraphernalia in continued consultation with the Riverside Police Department and District Office Personnel. The Alvord Unified School District Board of Education may set further specifics for rules relative to the dress and appearance of students which will be strictly enforced.

The term "saggy pants" means: The waistline of the pants is to be located at the hip bone of the student. With the pants correctly worn, the crotch of the pants will not hang below the body. Properly fitted pants incorrectly worn (below the hip bone) is "sagged pants."

Apparel, hats, jewelry, bandannas, insignias, colors, or paraphernalia that indicate an affiliation with a group or gang which may provoke others to act violently or be intimidated may not be possessed or worn on campus or at school activities. Clothing, apparel, and paraphernalia which denote gang affiliation and are not appropriate for school will vary and may change year to year.

Violation of the dress standards will result in parent contact by school personnel, confiscation of article, student placed in O.C.I. or sent home to change clothes/correct the violation. Repeated offenses will result in disciplinary action. Students and parents should continue to use good judgment when choosing their school clothing. We request and encourage all parents to show an active interest in their student's education by supporting the standards and policies of the Alvord Unified School District and La Sierra High School. Ed. Code 35183, P.C. 186.22

Student Conduct

A pupil may be suspended or expelled for the following acts which occur: 1) while the student is on the school grounds; 2) while the student is going to or coming from school; 3) during the lunch period

whether the student is on or off the campus; 4) during, or while going to or coming from a school sponsored activity.

The following offenses will result in suspension, expulsion, or disciplinary consequences.

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
3. Possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, alcoholic beverage, or an intoxicant of any kind.
4. Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind; and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage or intoxicant (i.e., look alike).
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stolen or attempted to steal school property or private property.
8. Possessed or used tobacco or any product containing tobacco or nicotine products, including clove cigarettes, snuff and betel.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Possessed, offered, arranged, or negotiated to sell any drug paraphernalia.
11. Disrupted school activities or otherwise willfully defied the valid authority of a school official.
12. Knowingly received stolen school property.
13. Possessed an imitation firearm.
14. Committed or attempted to commit a sexual assault as defined in Sec. 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
15. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in school disciplinary proceeding for the purpose of either preventing the pupil from being a witness or retaliating against that pupil for being a witness, or both.
16. Offered, arranged to sell or sold the prescription drug Soma.
17. Engaged in, or attempted to engage in hazing.
18. Aided or abetted the infliction or attempted infliction of physical injury.
19. Committed sexual harassment.
20. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
21. Created an intimidating or hostile educational environment by intentionally engaging in harassment, threats or intimidation against a pupil or group of pupils.
22. Terrorist threats against school personnel or property, or both.

The prevailing philosophy at La Sierra High School is that students who conduct themselves according to rules of courtesy and common sense need few stated rules to guide this conduct. It is the responsibility of all staff at La Sierra High School to help students develop acceptable behavior patterns by creating a social climate within the school which is conducive to proper individual and group behavior. The school views the teaching of discipline as an essential part of the educational goal of the school. Ed. Code 35291, 35291.5 & .7, 48900, 48900.2, .3, & .4. 48902, 48904, 48915, 48980, P.C. 242, 245, 626.9, 626.10, Title 5-Sec. 300, H&S 11375b&e.

Parent Guide to Success

Did your child attend all of his/her classes today, this week, or the past month and on time? If you are not sure of their attendance and would like a quick accurate check, call the Attendance Office at 358-1730, between the hours of 2:30p.m. – 3:30p.m. Office staff will check teachers' records and will keep you up to date.

Is your son/daughter having problems in being successful at school? Spend the day with them and see if we can work together in helping them be more successful. Our classrooms are open to you - please call first so that we can let teachers know you are coming. Stop by the attendance Office, sign in, and the staff will give you your child's schedule.

Tutoring is available after school Monday through Thursday. Your student can sign up in the Guidance Office.

The school and home must work cooperatively to ensure the best possible education for our students. Secretaries, teachers, counselors, and administrators are available to provide you with information and assistance in attaining the goal of a quality education for your child. Being informed and involved parents improves the quality of education and learning for our students.

Guía Hacia el Éxito para Padres

¿Asistió su hijo/a a todas sus clases hoy, esta semana o durante el último mes? ¿Fue puntual? Si no están seguros de esto, comuníquense a la oficina de Asistencia Escolar al 358-1730 entre de las de 2:30pm – 3:30pm para informarse. Una de las personas de esta oficina revisará los registros de los maestros y los mantendrá al corriente.

¿Esta su hijo/a teniendo problemas para lograr éxito en la escuela? Pasen un día con ellos y veremos si juntos podemos encontrar la manera de ayudarlos para que logren éxito en la escuela. Nuestros salones de estudio están abiertos para los padres – por favor comuníquense a la oficina primero para avisarles a los maestros que asistirán al salón. Necesitan registrarse primero en la Oficina de Asistencia Escolar donde recibirán el horario de clases de sus hijos.

Las sesiones de tutoría están disponibles de lunes a jueves. Su hijo/a se puede anotar para las sesiones de tutoría en la Oficina de Orientación (*Guidance Office*).

Debe haber cooperación entre la escuela y el hogar para asegurar la mejor educación posible para nuestros estudiantes. Las secretarías, los maestros, consejeros y administradores están disponibles para proveer a los padres información y ayuda para alcanzar la meta de una educación de calidad para sus hijos. Los padres que están informados y participan mejoran la calidad de educación y aprendizaje para nuestros estudiantes.

City of Riverside Noise Ordinance Riverside Municipal Code, Chapter 7.35

It is important for La Sierra High School to be a good neighbor to those in our community by observing our City's laws regarding sound and noise.

The City of Riverside prohibits, "Using, or operating, or permitting to be used or operated, for any purpose, any loud speaker, loudspeaker system, or similar device between the hours of 10:00 p.m. and 7:00 a.m. such that the sound therefrom creates a noise disturbance across a residential property line."

That same ordinance also states that, "The provisions of this Title shall not apply to those reasonable sounds emanating from authorized school bands, school athletic and school entertainment events and occasional public and private outdoor or indoor gatherings, public dances, shows, bands, sporting and entertainment events conducted between the hours of seven a.m. and ten p.m."