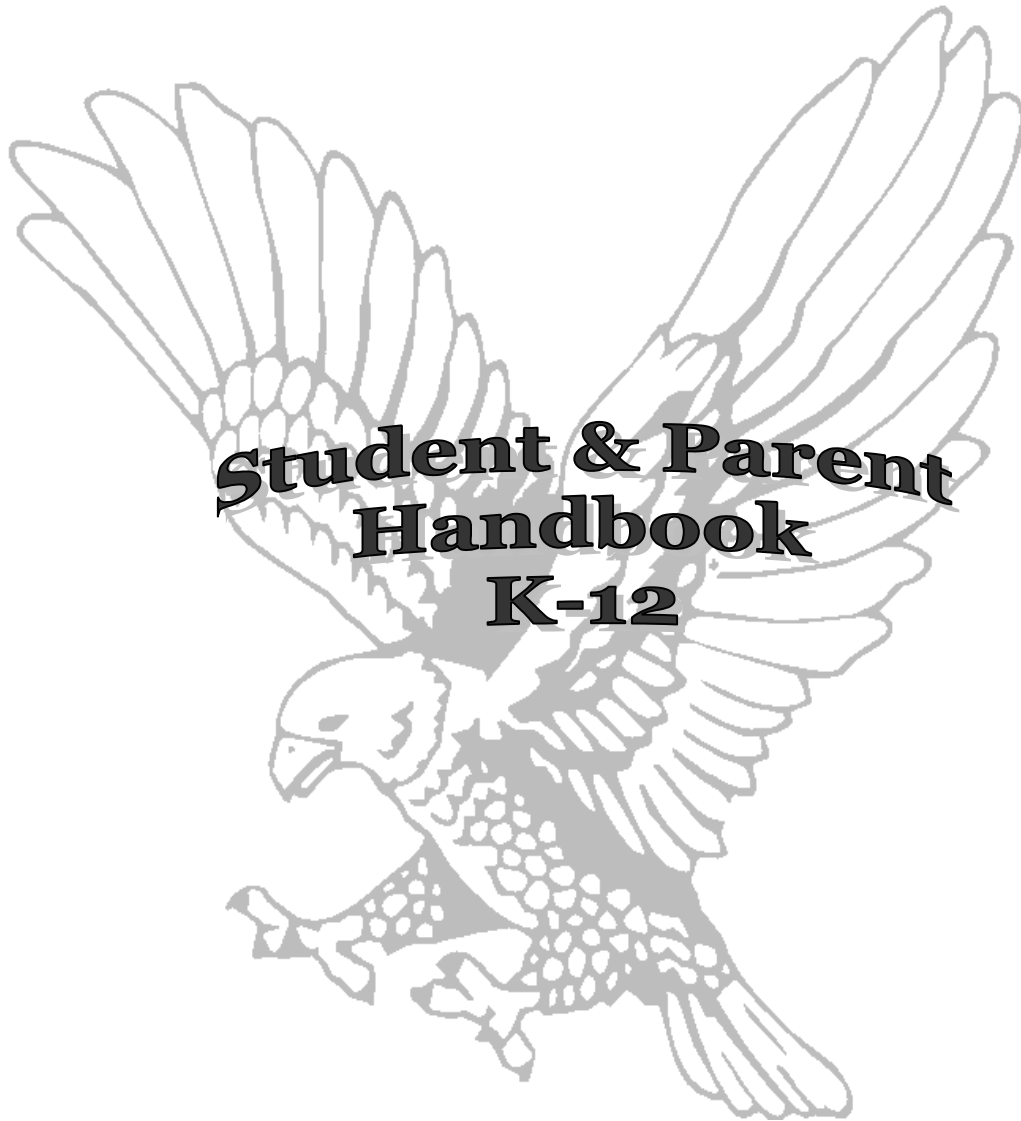


# SIERRA CHARTER SCHOOL



2009-2010

1931 N. Fine Ave.  
Fresno, CA 93727  
(559) 490-4290  
Fax (559) 490-4292  
Toll Free (877) 490-4290



JULY							AUGUST							SEPTEMBER							OCTOBER						
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0/22 Days 1 Holiday							11/21 Days 0 Holidays							21 Days 1 Holiday							22 Days 0 Holidays						

NOVEMBER							DECEMBER							JANUARY							FEBRUARY						
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														31													
15 Days (3 closed day) 3 Holidays							14 Days (6 closed days) 3 Holidays							19 Days 2 Holidays							18 Days 2 Holidays						

MARCH							APRIL							MAY							JUNE						
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														30	<del>31</del>												
20/23 Days 0 Holidays							19/20 Days 2 Holidays							20 Days 1 Holiday							1/22 Days 0 Holidays						

School Starts ----- August **17**

School Ends ----- June **1**

Teacher Prep Days -----

Last Day of Enrollment and Orientation ----- February **26**

180 Instructional Days -----

**Quarter Periods:** (\* Semesters)

1st Qtr = Aug 17 - Oct 23      3rd Qtr = Jan 25 - March 26

2nd Qtr = Oct 26 - Jan 22 \*      4th Qtr = April 6 - June 1 \*

STAR Window CAHSEE

**DATES FOR PEST CONTROL SERVICES**

Grade Level	Annual Instructional Minutes		
Kindergarten	36,000		
Grades 1-3	50,400		
Grades 4-8	54,000		
Grades 9-12	64,800		
1st Apportionment	P-1	December 4, 2009	4
2nd Apportionment	P-2	March 26, 2010	26

Thanksgiving Recess	Nov 23rd thru Nov 27th	
Winter Recess	Dec 21st thru Jan 1st	
Spring Recess	Mar 29th thru Apr 5th	

**Sierra Charter Office - CLOSED**

Nov 23rd thru Nov 27th & Dec 21st thru Jan 1st

And All Holidays

Holidays (15)		
July	3	Independence Day
September	7	Labor Day
November	9	Veteran's Day
November	26-27	Thanksgiving
December	24	Xmas Eve - Local Holiday
December	25	Xmas
December	31	New Yr's Eve - Local Holiday
January	1	New Year's Day
January	18	Martin Luther King Day
February	12	Lincoln Day
February	15	President's Day
April	2	Good Friday - Local Holiday
April	5	Exchanged Cesar Chavez Local Holiday
May	31	Memorial Day



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# Sierra Charter School Student & Parent Handbook

**2009-2010**

## **MISSION STATEMENT**

The mission of Sierra Charter School (SCS) is to produce responsible, self-reliant, critical thinkers and life-long learners by educating students through personalized learning one student at a time.

While our goal is to have all students become self-motivated, competent, life-long learners, we recognize that not all students achieve the same level of understanding, nor learn by the same teaching method. Therefore, it is the school's aim to present a variety of innovative programs designed to meet the various needs of the students.

Sierra Charter School is a K-12 independent study program. We believe that student success is obtained through the commitment of school staff, teachers, parents, students and the community.

It is imperative that the highest level of integrity, honesty and standards are maintained to achieve success. Our parents/guardians and students deserve the best assistance in producing the great leaders of tomorrow. Sierra Charter School provides leadership, assistance and training to ensure our students are equipped to enter the world as confident and productive individuals.

## **BACKGROUND**

Sierra Charter School Corporation (SCSC) is the non-profit corporation that operates Sierra Charter School. SCSC holds a charter from the State of California and Fresno Unified School District for public charter schools. SCS specializes in facilitating a comprehensive, educational experience using a personalized learning independent study program. **SCS is accredited by the Western Association of Schools and Colleges (WASC).**

**The State does not permit instruction of personal religious beliefs or practices during the public school day.**

## **HOURS OF OPERATION**

Students are not permitted on campus **before 7:30 a.m. or after 5:00 p.m.** unless they have a scheduled teacher appointment.

## **HEALTH AND SAFETY**

The Board of Directors of Sierra Charter School will provide staff, students, parents/guardians and others doing business with the school a safe and healthy environment and protect them from hazards of blood-borne pathogens and other potentially infectious materials. SCS will develop procedures/guidelines to safeguard staff, students, and parents/guardians from materials that may be deemed unsafe.

### **Drug Free Workplace**

It shall be the policy of Sierra Charter School to maintain a drug and alcohol-free workplace. No employee, student, parent/guardian or person doing business with the school may use, possess, offer for sale or be under the influence of any illegal, non-physician prescribed drug, or alcohol during work/school hours, including lunch and break periods, in the presence of students or on school property or at sponsored school events at any time.

### **Smoking**

Pursuant to current local, state, and federal laws, no smoking will be allowed on school grounds or at school related activities. Staff, students, parents/guardians, and persons doing business with the school are prohibited from smoking on school grounds, facilities and events sponsored by the school. Employees and parents choosing to smoke must do so away from school grounds and facilities.

### **Work Place Violence**

Sierra Charter School takes the safety and security of its employees, students, parents/guardians and persons doing business with the school seriously. SCS does not tolerate acts or threats of physical violence, including but not limited to intimidation, harassment and/or coercion, that involve or affect the school, or that occur on school property. Any act or threat of violence should be reported immediately to the Principal/CEO.

Engaging in any of the activities above shall be considered a violation of school policy and the violator will be subject to discipline up to, and including, termination or denial of access to school facilities or school sponsored events.

### **Video Surveillance**

The school is equipped with video surveillance cameras which may or may not be monitored at all times.

### **Emergency Drills**

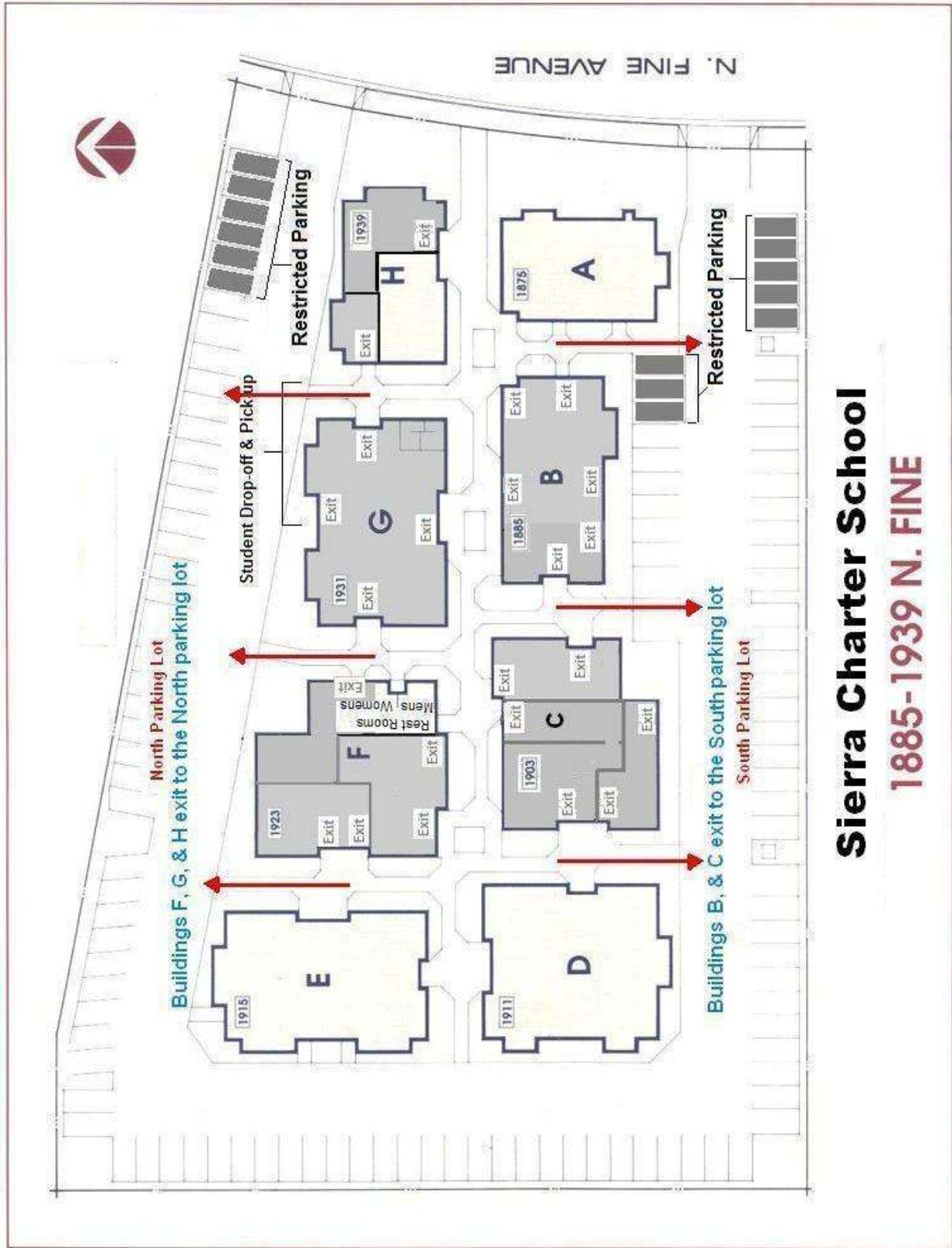
Emergency drills will be scheduled throughout the year to familiarize the students with the safety procedures required in executing the drill. Students will be directed to designated areas of the parking lot to await further instruction.

## **PARKING - LOITERING - ACTIVITIES**

Sierra Charter School shares the Monterey Village Complex with other tenants, therefore, students and parents/guardians must stay within school boundaries. Abuse of the rules may result in facility restrictions and/or administrative action.

Please adhere to the following rules:

- Students must be picked up at the designated pick-up/drop-off area at the school's main entrance. Students should not be picked up at any Fine Street entrance or curb
- School activities should be confined to the inside of buildings
- Refrain from loitering in the complex, i.e., the Sandwich Shop, parking lot, lawn area
- Do not park in the "restricted" or "reserved" parking stalls on the south side of the high school building or your vehicle will be towed at your expense
- Bicycle racks are located at the west side of the Administration building. Bicycles must be locked to the rack while on campus. It is the responsibility of the student to bring a lock to keep their bike secure at all times
- The parking lot is for parking only (no skateboarding or bicycling allowed)
- Music played inside of waiting vehicles should be at a level that is respectful of our tenants, students and staff
- Keep the parking lot clean - please do not throw trash on the grounds
- Keep outdoor conversations at a moderate level
- Students are supervised only during meetings/workshops/tutoring with SCS staff
- Students are not permitted to bring visitors/friends on campus



**Sierra Charter School**  
**1885-1939 N. FINE**

## **ADMISSIONS**

*Governing Law: Admission Requirements, if applicable. -- Education Code Section 47605(b)(5)(H)*

As required by law, SCS is open to all students residing in Fresno County or one of its contiguous counties. SCS shall admit all pupils who wish to attend SCS up to capacity. No test or assessment shall be administered to students prior to acceptance and enrollment.

Pupils will be considered for admissions without regard to race, ethnicity, nationality, gender, disability, religion, sexual orientation and/or association with individuals with one or more of the above characteristics.

SCS is a public charter school and as such will not charge tuition. The charter school shall be nonsectarian in its programs, admission policies, employment practices and all other operations.

SCS complies with all State of California laws establishing the minimum and maximum age for public school attendance.

New student enrollment applications will be accepted during a publicly advertised open enrollment period each July for enrollment in the following school year. Existing students must complete an application in May to guarantee continued enrollment in the Fall. Following the annual open enrollment period, applications shall be counted to determine whether any grade level has received more applications than openings available. In the event this happens, SCS will hold a public random drawing to determine enrollment for the impacted grade level.

Enrollment preferences in the case of a public random drawing shall be allowed in the following order:

- 1) Siblings of existing students or children of staff
- 2) District residents
- 3) All other applicants

At the conclusion of the public random drawing students who were not granted admission due to capacity limitations shall be given the option to put their name on a wait list according to their draw in the lottery. Students placed on the waiting list will be offered enrollment as openings become available.

## **ENROLLMENT**

### **Enrollment Application**

- An Enrollment Application must be submitted before attending Orientation and must include the following:
  - Student information
  - Special education information, if applicable
  - Prior school information (withdrawal slip and transcripts)
  - Parent information
  - Birth certificate (required for grades K and 1<sup>st</sup>)
  - Home language survey
  - Proof of residency (i.e., utility bill)
  - Immunization records for grades K-8
    - Before enrolling in Kindergarten and 7<sup>th</sup> grade, students must have received three Hepatitis B shots
- Students are required to inform the school if changes are made to any information on the Enrollment Application
- Change in address will require a new proof of residency

### **Special Education**

- Special education students must submit a copy of the most current Individualized Education Plan (IEP) with the Enrollment Application
- If deemed appropriate by the IEP team, the student will be placed at Sierra Charter School for an interim period. The team will reconvene after the interim period to confirm that independent study is an appropriate placement for the student

### **Internet Policies**

- Parents/guardians and students are required to read the Child Internet Protection Act (CIPA) policy
- Parents/guardians and students must sign the Student Internet User policy

### **Financial Survey**

- A financial survey for both State and Federal must be on file for every student
- The data is a requirement of the California Department of Education for funding
- The information is strictly confidential and is used only to generate school funding

### **Orientation**

- Parents/guardians are required to attend an orientation prior to enrollment of the student
- Students grade 7-12 are required to attend orientation with their parent/guardian and students in grades K-6 are encouraged to attend

- Students will be assigned an Independent Study (IS) teacher within one week of orientation when all required documents have been submitted
- Parents and students will receive a master agreement and the students' first homework assignments which must be completed for the first teacher appointment
- Siblings of existing students must attend an orientation in order to receive the first week's assignments and master agreement
- Prior students that wish to return **must** attend an orientation

### **Student I.D. Card**

- Student must have a **current** school I.D. with them at all times
- **Required to check out textbooks and/or materials**
- Issued by the School Secretary

### **Student Dress Code**

The following articles of clothing may not be worn to school or at any school related activity. Students in violation of the dress code will be given a verbal warning and will be provided temporary clothing. Second offense students will be sent home and further offenses will result in administrative action.

- Articles of clothing or jewelry that display writing, pictures or other insignia that depict gang symbols, profanity, sexually inappropriate materials, signs or slogans
- Articles of clothing or jewelry that promote tobacco, alcohol, and drugs or advertise establishments that sell them
- Articles of clothing or jewelry that display writing, pictures or other insignia that advocate racial, ethnic or religious prejudice
- Clothing and accessories that display suggestive, double meaning or drug or alcohol related words or symbols
- Clothing, jewelry, and personal items must be free of writing, pictures or other insignia which are crude, vulgar, profane or sexually aggressive
- Pajamas, house slippers or sleep wear
- Dress/blouse/shirt that exposes bare midriffs or cleavage
- Tube tops or halter tops
- Excessively short shorts or short skirts
- Excessively tight or baggy pants
- Visible undergarments
- Other clothing which is deemed by administration to be inappropriate

### **Emergency Information (Ed. Code 49408)**

For the protection of a pupil's health and welfare, the Governing Board of any charter school may require the parent/guardian of a pupil to keep current at the pupil's school of attendance, emergency information including home address and telephone number, business address and telephone number of the parent/guardian, and the name, address and phone number of a relative or friend to contact in case of an emergency, when a parent/guardian can not be reached.

## **Medication at School (Ed. Code 49423, 49480)**

California Education Code allows charter school employees to assist students with medication when needed during the school day. The following conditions must be met for students to take medication at school: **1)** School must have a written statement from the student's authorized health care provider detailing the method, amount and time medication is to be taken **2)** SCS must have a written statement from the parent/guardian of the student giving permission for the school staff to assist the student with the medication **3)** Medication must be in the container with the pharmacist's label attached (or in the original container for non-prescription medications) **4)** Designated staff shall keep records of all medications administered at school. All medications, prescription and over-the-counter, require a note from the doctor. The instructions on the pharmacy label are not sufficient. **Medications brought to school without following the above guidelines will NOT be administered at school.**

**NOTE:** Medication (including Tylenol and Aspirin) will not be administered by school personnel without written permission from both parent/guardian and physician.

## **Health Screening**

- Vision screening is conducted in grades K, 2, 5, and 8
- Color vision screening is conducted in grade K
- Hearing screening is conducted in grades K, 2, 5, 8, and 10
- Scoliosis screening is conducted for 7<sup>th</sup> grade females and 8<sup>th</sup> grade males
- Screenings are conducted by a credentialed school nurse who will notify parents/guardians in writing of any suspected problems

## **PARENT/GUARDIAN RESPONSIBILITIES**

- Attend the orientation, first student/teacher appointment and parent/teacher conference
- Parents/guardians of K-6 students must attend the teacher appointment every week and grade student assignments
- Parents/guardians of 7-8<sup>th</sup> grade students must attend the first three teacher appointments and when deemed necessary by teacher, counselor or administrator
- Provide or secure transportation each week to and from teacher appointments and any related school event
- Review homework every week to ensure completion
- Assist student with daily instruction
- Complete and sign all required forms
- Ensure that the student completes all mandatory testing; i.e., STAR and CAHSEE
- Notify teacher of changes to contact phone numbers and address changes by providing proof of residence
- Submit required forms to the teacher by the quarterly deadlines
- Return textbooks, materials, computer and computer equipment at the time of withdrawal or drop

## **Documents to Retain**

- Student Handbook
- Schedule of weekly teacher meetings
- School and teacher phone numbers
- Schedule of student labs/workshops/tutorial
- Report cards/Progress reports
- Work Study Log

## **PARENT/GUARDIAN LIABILITY**

- Parents/guardians are liable for any willful conduct of their minor children which results in injury to another student or their belongings
- Sierra Charter School shall not be responsible or in any way liable for the conduct, safety or belongings of any student when such student is not on school property. This includes going off campus to eat
- When students are without a parent/guardian at school-sponsored activities off school property, students are under the immediate and direct supervision of school employees
- Parents/guardians are liable for the cost of replacement or repair for willfully damaged, lost or destroyed books, computers, software and other school property

## **SCHOOL WIDE GOALS**

### **Expected Schoolwide Learning Results (ESLRs)**

The School Community has determined that upon exit from Sierra Charter School every student through personalized learning will successfully demonstrate the following:

- **Effective Oral and Written Communication Skills**
  - Weekly journal writing
  - Attend writing workshops
  - Communicate ideas and needs to school staff
- **Accountability and Respect for Self and toward Others**
  - Attend weekly teacher meetings and complete school work
  - Maintain positive attitude
  - Adhere to school rules
- **Successful Use of Fundamental Reading and Math Concepts**
  - Satisfy grade level Benchmarks and Objectives
  - Participate in required academic assessments
  - Attend tutorial courses and labs
- **Critical Thinking, Problem Solving, and Resourcefulness**
  - Weekly student/teacher dialogue
  - Attend school workshops and labs
- **Attainment of Academic and Personal Goals**
  - Attend Goal Setting workshop
  - Utilize student daily planner
  - Meet regularly with grade level Counselor
- **Successful use of Technology to Function in Today's Global Economy**
  - Meet all requirements for a school computer/printer
  - Utilize computer to complete school work
  - Demonstrate knowledge of keyboarding and computer functions
- **Social Responsibility and Productive Citizenship**
  - Participation in community organizations
  - Model and promote a positive attitude

## **ACADEMICS**

### **Master Agreement**

- A Master Agreement is a personalized lesson plan according to the student's Pupil Education Plan (PEP)
- A Master Agreement must be signed at the beginning of every Fall and Spring semester and when course changes are made
- A current and signed Master Agreement must be on file for each semester of attendance
- Failure to meet the minimum requirements of our program as outlined in the Master Agreement may lead to disciplinary action, up to and including withdrawal from SCS

### **Weekly Meeting/Teacher Appointment**

- K-6 students and parents/guardians and students grades 7-12 are required to meet with their teacher one day per week for a **minimum of one hour** at the school site. Additional time on campus may be required for on-site classes, labs, workshops and tutorial.
- **Students will be required to remain on campus the day of their appointment if homework is not completed**

### **Academic Support Services**

- SCS provides reading and math tutoring, Algebra, CAHSEE and writing workshops and homework labs
- Tutors communicate with teachers regarding student progress
- Parents are notified when their student misses a tutoring appointment
- Students missing more than two consecutive appointments will be dropped from the tutoring program
- Homework lab is available for all subjects
- Parents/guardians should inquire with the student's teacher for more information

### **Minimum Time Requirements per Grade Level**

- The State requires that each student attend school for a minimum number of minutes per day
- The State does not permit instruction of personal religious beliefs or practices during the public school day
- If a student completes one or more subject(s) before the end of the school year, additional time must be spent on remaining subjects to maintain state requirements

#### **Daily Minimum Required Time**

Kindergarten	200 minutes per day (3 hours 20 minutes)
1 <sup>st</sup> – 3 <sup>rd</sup>	280 minutes per day (4 hours 40 minutes)
4 <sup>th</sup> – 6 <sup>th</sup>	300 minutes per day (5 hours)
7 <sup>th</sup> – 8 <sup>th</sup>	300 minutes per day (5 hours)
9 <sup>th</sup> – 12 <sup>th</sup>	360 minutes per day (6 hours)

### **Report Writer Lesson Plan Program/Attendance**

- Report Writer is a computer generated lesson plan program that supports California State adopted curriculum
- Teachers are required to use Report Writer with all students
- Weekly student assignments are created from Report Writer
- Attendance days are determined by completed homework assignments
- A maximum of five attendance days are given if all assignments are complete
- Students not completing homework assignments on time will be placed on academic probation

### **Algebra Requirement**

- California law requires all students to complete Algebra I in order to receive a high school diploma
- Students in grades 7 – 12 who successfully pass Algebra I will receive ten high school credits

### **Physical Education**

- Physical education (PE) is required for grades K-10
- PE activities and times are recorded on the Lesson Plan for grades K–12
- Five credits are earned for 50 hours of logged PE activity for high school students
- Parent signature verifies completion of logged PE activity/time spent
- Students exempt from PE must submit a doctor’s statement verifying exemption

### **Homework Heading Guidelines**

- Student first and last name **(no nicknames)**
- Subject, page numbers and dates must match weekly Lesson Plan
- Teachers will verify that the student has placed the correct headings on assignments
- Homework should not include other assignments on the same paper
- Homework must be completed by the student and done in the student’s own handwriting
- Homework must be submitted weekly
- Homework turned in must be original (no photocopies)
- Sample heading:

<p>FIRST AND LAST NAME SUBJECT PAGE NUMBER OF ASSIGNMENT (Use the same page number as on the Report Writer form) DATE</p>
---

## **Daily Planner**

- Daily Planners are provided for students in grades 7-12
- Students are required to use the daily planner and are to bring the daily planner to their weekly teacher appointment for review

## Academic Grading Scale

Grades are based on student-demonstrated mastery of subject matter. Letter grades are used for most courses and are based on percentages. The following grade point system is used to compute Grade Point Average (GPA).

Letter Grade	Percentage	Point Value
<b>A+</b>	<b>100% - 97%</b>	<b>4</b>
<b>A</b>	<b>96% - 93%</b>	<b>4</b>
<b>A-</b>	<b>92% - 90%</b>	<b>4</b>

The letter grade of “**A**” indicates that the student fully understands the concepts, can apply them and has achieved mastery at the highest level. **A = Excellent**

<b>B+</b>	<b>89% - 87%</b>	<b>3</b>
<b>B</b>	<b>86% - 83%</b>	<b>3</b>
<b>B-</b>	<b>82% - 80%</b>	<b>3</b>

The letter grade of “**B**” indicates that the student fully understands the concepts but may have difficulty in applying them to situations not directly addressed in the course material. **B = Above Average**

<b>C+</b>	<b>79% - 77%</b>	<b>2</b>
<b>C</b>	<b>76% - 73%</b>	<b>2</b>
<b>C-</b>	<b>72% - 70%</b>	<b>2</b>

The letter grade of “**C**” indicates that the student does not understand all the concepts and will have difficulty in applying them to other situations. **C = Average**

<b>D+</b>	<b>69% - 67%</b>	<b>1</b>
<b>D</b>	<b>66% - 63%</b>	<b>1</b>
<b>D-</b>	<b>62% - 60%</b>	<b>1</b>

The letter grade of “**D**” indicates that the student generally failed to understand and apply the most basic concepts of the course. **D = Below Average**

<b>F</b>	<b>59% or less</b>	<b>0</b>
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The letter grade of “**F**” indicates the student failed to understand or participate in the course. **F = Failing**

A grade of “**D**” or “**F**” does not reflect mastery of course material and is considered unacceptable. Students are *strongly encouraged* to repeat a course when the final semester grade is “**D**” and are *required* to repeat a final semester grade of “**F**.”

## Report Cards

- Issued at the end of the 1<sup>st</sup> and 2<sup>nd</sup> semesters
- Mailed and/or given to the parent/guardian at the weekly meeting
- Must be signed by the parent/guardian and returned to the teacher if student receives a grade lower than “C”
- May be withheld if textbooks and required materials have not been returned
- Grade protests must be submitted to the counselor **six weeks** from the day the report card was received

## Progress Reports

- Issued at 1<sup>st</sup> and 3<sup>rd</sup> quarters
- May be requested by parent/guardian at any time
- A phone call will be made to parent/guardian six weeks into the quarter if the student has a grade lower than “C”
- Must be signed by the parent/guardian and returned to the teacher if student has a grade lower than “C”
- Grade protests must be submitted to the counselor **six weeks** from the day the progress report was received

## Portfolios/Parent-Teacher Conference

- Teachers maintain a student portfolio to discuss at conference
- Conference will take place at the end of the Fall semester and **at least one parent/guardian is required to attend**

**Parent/Teacher conferences will be held during the week of:  
February 1st – February 11<sup>th</sup>**

## Summer School

- SCS does not offer summer school
- Students may attend summer school through their District of Residence
- “D” and “F” grades should be repeated
- Information is obtained from grade level counselor

## **LIBRARY**

- Library Hours are 8:30 a.m. – 4:00 p.m.
- **Students must show school I.D. to check-out textbooks or materials**
- Textbooks, instructional materials, CD ROMs, video equipment or leisure reading books that have been damaged, destroyed, lost or stolen are subject to full replacement cost
- Writing is not permitted in books unless teacher approval is obtained
- Textbooks must be returned when subject(s) are completed
- Materials must be returned immediately upon withdrawal, transfer or graduation

## **STUDENT COMPUTER**

### **Criteria for Computer on Loan**

- Must be in good academic standing - punctual attendance and successful completion of homework for a minimum of eight consecutive weeks
- Grade of "C" or better in all courses
- Participate in the state mandated testing
- Failure to meet the above conditions will result in the loss of computer privileges

### **Guidelines for Computer on Loan**

- Upon student request, teacher will submit a Computer Request Form
- Upon approval, an appointment will be scheduled for computer check out
- Student/parent/guardian must sign a ***Student Computer Contract***
- Computers must be returned immediately upon withdrawal or full replacement cost must be paid to the school
- Repair or replacement costs must be paid by the parent/guardian if a computer is damaged, destroyed, lost or stolen
- Computers damaged while in the home may not be replaced
- Computers are not issued after April 1<sup>st</sup>
- Computers may not be removed from the address of record
- One computer is issued per family/household

## **MANDATORY STATE TESTING**

The No Child Left Behind (NCLB) Act of 2001 is federal legislation that established a new definition of Adequate Yearly Progress (AYP) for all schools and districts beginning with the 2002–03 school year. NCLB requires that all schools and districts meet AYP requirements. In order for schools to meet AYP requirements, all students in grades 2 – 11 must take the State mandated tests. If participation rate or academic growth rate is not achieved based on State standards, schools and districts are placed on program improvement (PI) status and could eventually face state take-over or closure of the school.

### **Standardized Testing and Reporting (STAR) Program and the California Standards Tests (CST)**

- California State Law requires students grades 2-11 to take the STAR California Standards Tests
- **Testing window is April 8 – May 6, 2010**

### **STAR Writing Test for 4<sup>th</sup> and 7<sup>th</sup> grade students**

- In addition to the California Standards Test, 4<sup>th</sup> and 7<sup>th</sup> grade students are required by the State to take a writing test. The essay test is designed to evaluate student writing ability.
- Test will be administered on Tuesday, March 2, 2010

## **California High School Exit Examination (CAHSEE)**

- High school students must pass the CAHSEE to receive a high school diploma
- **Test dates for 11<sup>th</sup> and 12<sup>th</sup> graders:**
  - November 3 – 4
  - February 2 – 3
  - March 16 – 17
- **10<sup>th</sup> graders must take the CAHSEE one time per year on a specific date:**
  - February 2 – 3
- Students that have not passed the CAHSEE must enroll in the appropriate CAHSEE course(s) and are required to attempt the exam to receive course credit

## **Ed Performance Testing**

- Students in grades 2 – 11 are required to take the Ed Performance test in Language Arts, Reading, Math and Science during the Fall and Spring semesters

## **California English Language Development Test (CELDT)**

- Students that indicate a language other than English on the Home Language Survey will be administered the CELDT within thirty (30) days from enrollment if the test has not been administered within the current academic school year at a prior school

## **California Physical Fitness Test**

- The California Department of Education (CDE) requires all charter school students in grades 5, 7 and 9 to complete a Physical Fitness Test
- The CDE compiles the assessment results to evaluate the overall fitness of students in California
- This mandatory test is administered as early as February

## **SOCIAL SERVICE REPORTS**

- Forms verifying attendance and enrollment of students are completed by the grade level counselor

## **REPORTING SUSPECTED CHILD ABUSE AND NEGLECT**

- School teachers, counselors, administrators, nurses, supervisors of child welfare and attendance, and other designated school personnel are mandated to report suspected child abuse cases and play a critical role in the early detection of child abuse and neglect
- SCS staff attend annual Mandated Reporter training
- SCS staff are required to report suspected child abuse

## **STUDENT DISCIPLINE**

Students violating rules or regulations of SCS or violating state / federal law are subject to discipline. Discipline is recommended by administration, counselors, staff and teachers.

### **Steps of Discipline**

- Verbal Warning
- Academic/ Probation (Written Warning)
- Withdrawal from SCS
  - If a student is dropped from SCS the school of residence will be notified
  - If a student is allowed to return on a probationary basis, a contract must be signed by the parent/guardian, student, and counselor or administrator
  - If the contract is violated, the student will be dropped

### **Academic/Behavior Probation**

Students will be placed on probation for **failure to:**

- Complete/submit required weekly assigned work
- Study for the minimum required time
- Attend weekly meeting with the teacher
- Submit required paperwork by deadlines
- Attend mandatory labs/workshops/tutorial
- Meet minimum requirements of the program as outlined in the Master Agreement

Other:

- Inappropriate behavior/vulgar language
- Purposeful destruction of school property or property of school related functions
- Excessive absences
- \*Cheating, plagiarism, academic dishonesty

***Any student that is behind more than two weeks of homework will be sent a Past Due Homework Notification. Continued patterns of late homework may result in being dropped.***

*\* "Academic dishonesty of any degree, accidental or intentional, shall result in a failing grade for the course and /or other penalties. Academic dishonesty is any treatment or representation of work as if one were fully responsible for it when it is in fact, the work of another person or work in which one has received unacknowledged assistance from others." (Los Angeles County Office of Education)*

### **Zero Tolerance**

Certain violations are considered "Zero Tolerance." Any student who commits a zero tolerance violation will be required to meet with an administrator. Zero tolerance behavior on school property, or on any property where a school activity occurs, includes, but is not limited to the following:

- Smoking on school grounds
- Possession of a firearm, loaded or unloaded

- Possession of a knife
- Possession of any dangerous weapon
- Possession of an explosive device
- Possession, use or sale of controlled substances, alcohol, or other intoxicant
- Exhibition of a replica of a weapon
- Causing, attempting to cause, or threatening physical injury to another person
- Sexual harassment
- Destruction, graffiti or tagging of school property, or any property where school activities occur
- Commission of/or attempted arson
- Terrorist threats
- Robbery or extortion
- Use of inappropriate language
- Battery
- Vandalism
- Other behaviors deemed inappropriate by SCS administration

## **PARENT/STUDENT GRIEVANCE PROCEDURE**

Sierra Charter School operates with an open communication policy. There should be no fear of retaliation at any stage of this process. Students/parents/guardians with a grievance are encouraged to find resolution through discussion with the individual. SCS recognizes that not all issues can be resolved in this manner, and students/parents/guardians may sometimes be reluctant to approach their assigned teacher. All parties should make every effort to resolve the problem at the earliest stages and to deal in good faith throughout the process.

### **Levels of Resolution**

1. Attempt to resolve the matter informally with the teacher no later than 14 calendar days after the incident occurs
2. If not resolved, a complaint form (available upon request) will be completed and forwarded to the grade level counselor within five working days
3. The counselor will attempt to resolve the concern and issue a written decision to the parents/guardians/student and teacher within five working days of review of the complaint form
4. If not resolved, an appeal request must be completed and forwarded to the principal within three working days of the counselor's decision
5. The principal will investigate and issue a decision within (15) calendar days of review of the appeal form
6. The final decision is with the principal

### **Complaints of Sexual Harassment/Unlawful Discrimination**

Sierra Charter School recognizes that it is responsible for complying with applicable state and federal laws and regulations governing educational programs. SCS shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on group identification, religion, age, gender, color, or physical or mental disability in any program or activity that receives or benefits from state financial assistance.

### **Step 1: Filing of Complaint**

1. A written complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination and forwarded to the principal. (5 CCR 4630)

### **Step 2: Mediation**

1. Within five working days of receiving the complaint, the principal may informally discuss with the complainant the possibility of using mediation.
2. If the mediation process does not resolve the problem within the parameters of law, the principal shall proceed with the investigation of the complaint.
3. The use of mediation shall not extend the legal timeline for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

### **Step 3: Investigation of Complaint**

1. The principal is encouraged to hold an investigative meeting within ten days of receiving the complaint or an unsuccessful attempt to mediate the complaint.

### **Step 4: Response**

1. Within 60 days of receiving the complaint, the principal shall prepare and send to the complainant a written report of the SCS investigation and decision, as described in Step #5 below. (5 CCR 4631)

### **Step 5: Final Written Decision**

1. The report of the SCS decision shall be in writing and sent to the complainant. (5 CCR 4631)

This report shall include:

- The findings and disposition of the complaint, including corrective actions, if any. (5 CCR 4631)
- The rationale for the above disposition. (5 CCR 4631)
- Notice of the complainant's right to appeal the decision within 15 calendar days to the California Department of Education, and procedures to be followed for initiating such an appeal. (5 CCR 4631, 4652)
- For discrimination complaints, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. (5 CCR 4631; Education Code 262.3)
- A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved.

## **Appeals to the California Department of Education:**

1. If dissatisfied with the SCS decision, the complainant may appeal in writing to the California Department of Education within 15 calendar days of receiving the decision. For good cause, the Superintendent of Public Instruction may grant an extension of filing appeals. (5 CCR 4652)

*The complete Uniform Complaint Procedure Policy is available upon request*

## **SCHOOL SITE COUNCIL**

Sierra Charter School is required to have a School Site Council which consists of administration, staff, parents and students. Every two years membership applications are distributed to interested individuals. An election takes place to nominate members to the council. A final election takes place to select council members from the list of nominees. Meetings are held bi-yearly, or as needed, at a day and time agreed upon by the council members. The role of the council is to assist school administration with the development, monitoring and review of the schools Single Plan for Student Achievement and the school's safety plan.

## **END OF THE YEAR EVENTS**

### **Graduation/Promotion Ceremonies**

- **High School Graduation** - Tuesday, June 1, 2010, 6:00 p.m.- Location to be determined
- **8<sup>th</sup> Grade Promotion** - Wednesday, May 26, 2010, 2:00 p.m. at the Retired Teacher's Center
- **Kindergarten Graduation** - Wednesday, May 26, 2010, 12:30 p.m. at the Retired Teacher's Center

### **John's Incredible Pizza**

- SCS provides free entrance for eligible students in grades K-8 and one parent/guardian per family
- **Other family guests may purchase tickets at event location**
- Event date will be announced later in the school year
- K – 8 students must be accompanied by a parent/guardian
- A completed permission slip is required for all SCS students

## **SCHOOL FUNCTIONS**

Permissions slips must be submitted prior to the event date.

### **K–8 Field Trips**

- SCS sponsors field trips throughout the year for K-8 students

- Field trips must have an educational value with learning as the primary object
- Students must be accompanied by a parent/guardian unless otherwise instructed.

### High School Functions

Students may attend:

- Community events such as Fresno Area College Night
- College campus tours – dates to be determined
- Prom - May 7, 201

### **WITHDRAWAL PROCEDURES**

- Parent/Guardian/Student must notify the teacher about the withdrawal and a withdrawal form must be completed before leaving
- At the time of withdrawal, the student or parent/guardian **must** indicate the school the student will be attending
- District of residence will be notified of the withdrawal from SCS if not enrolling elsewhere
- Upon request, the counselor will issue transcripts within five working days from the time of request
- Official transcripts will not be released until:
  - Textbooks, materials, student I.D. card, computer and computer accessories have been returned to SCS
  - Fines and payments for lost, stolen and/or damaged items are paid

**Pursuant to Education Code 48260.5** the parent/guardian of a student classified as “truant” will be notified that the student is truant. **The parent/guardian is obligated to compel the student to attend school. The parent/guardian who fails to meet this obligation may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48290-48296.** It is recommended that the parent/guardian accompany the student to school and attend the weekly teacher appointment with the student.

**Note:** Students that are dropped and do not enroll elsewhere will be reported to their district of residence. A representative from the district of Prevention and Intervention Attendance and SARB office will make a home visit to determine the outcome of student truancy.

## HIGH SCHOOL INFORMATION

### Progress Towards Graduation

A total of 230 credits must be earned to receive a diploma. Normally five credits are granted for successfully (D or better) completing each semester of each course. Fall semester runs from August to January and Spring semester runs from January to June.

- To advance to grade 10, the student must have earned 50 credits
- To advance to grade 11, the student must have earned 110 credits
- To advance to grade 12, the student must have earned 170 credits

### Partial Credit

Students are only awarded partial credit if they remain enrolled until the end of the respective semester.

### Academic Advising

Each grade level has a designated month to meet with the High School Counselor to discuss academic standing. Please call to make an appointment.

Seniors:	September & March
Juniors:	October
Sophomores:	January
Freshmen:	February

**NOTE:** Seniors are required to meet with the counselor during the semester in which they will graduate to complete a Senior Evaluation. ***No student is clear for graduation until a Senior Evaluation is completed and counselor clearance is obtained.***

### Transferability of Courses

Courses at SCS are transferable to other school districts and the curriculum used is similar to that of surrounding districts. Students wanting to attend a California State University or University of California college have the opportunity to meet a-g course requirements through the UC approved course pattern.

### Graduation Requirements

- Complete a minimum of 230 credits
- Pass Algebra I (*Education Code 51224.5*)
- Pass the California High School Exit Exam (CAHSEE) in both English Language Arts and Math to receive a diploma
- Students that complete the required graduation coursework but do not pass both sections of the CAHSEE will receive a certificate of completion. A diploma will be awarded when the CAHSEE has been passed
- CSU/UC bound students must complete a-g courses with a grade of “C” or better
- Seniors must meet with the counselor during the semester in which they will graduate to complete a Senior Evaluation and be cleared for graduation

## High School Course Offerings

### **ENGLISH**

English 9 (P)  
English 10 (P)  
English 11 (P)  
English 12 (P)

### **SOCIAL SCIENCE**

Geography I (P) (1S)  
World History (P)  
United States History (P)  
Government (P) (1S)  
Economics (P) (1S)

### **MATHEMATICS**

Business Mathematics  
Algebra I (P)  
Algebra I CBL (P) (OS)  
Geometry (P)  
Algebra II (P)  
Advanced Math (P)

### **PHYSICAL EDUCATION**

PE I  
PE II

### **SCIENCE**

Earth (OL) (virtual labs)  
Biology (P) (LR)  
Environmental (P) (LR)  
Chemistry (P) (LR)

### **VISUAL PERFORMING ARTS**

Art I (Creating & Understanding Drawing)  
Art II (Water Colors)  
Art History (P)  
Electronic Art (OL)  
Music History  
Music Theory I (P)  
Understanding Art (P)

### **FOREIGN LANGUAGE**

ASL I (P) (CB)  
ASL II (P) (CB)  
Spanish I  
Spanish II

### **HEALTH**

Health I (1S)

### **ELECTIVES**

Algebra Readiness  
Automotive  
Business Management  
CAHSEE English (2.5 credits)  
CAHSEE Math (2.5 credits)  
Clothing  
Driver's Education (OL)  
Forensic Science  
Geography II (1S)  
Health II (1S)  
Keyboarding (OS)  
Nutrition & Wellness  
Parenting Skills  
PE III  
Psychology  
Sociology  
Work Readiness  
Work Study  
7 Habits (1S)

### **LEGEND**

P = College preparatory  
1S = One semester course  
OS = Onsite computer based  
CB = Classroom based  
LR = Lab required  
OL = Online class

\* Alternate textbooks are utilized for ELL English and Resource.

## High School Graduation Course Requirements

- English – 40 credits
- Mathematics – 30 credits
- Geography – 5 credits
- United States History – 10 credits
- World History – 10 credits
- Government – 5 credits
- Economics – 5 credits
- Science – 30 credits
- Health – 5 credits
- Physical Education – 20 credits
- Visual & Performing Art (VPA) OR Foreign Language (FL) – 30 credits
- Electives – 40 credits

## High School Graduation Course Requirements Table

<b>9<sup>th</sup> Grade</b>	✓	<b>10<sup>th</sup> Grade</b>	✓	<b>11<sup>th</sup> Grade</b>	✓	<b>12<sup>th</sup> Grade</b>	✓
English 9*		English 10*		English 11*		English 12*	
Algebra I*		Geometry*		Algebra II* or Business Math		Elective	
World Geography* &Health		World History *		US History *		Government *& Economics*	
Earth Science/Lab		Biology/ Lab*		Environmental/Lab*		Elective	
VPA or FL		VPA, FL, or CAHSEE Prep		VPA		Elective	
Physical Education		Physical Education		Elective		Elective	

\*College Prep

## California State University (CSU) & University of California (UC) Requirements

- **English (b)** – 4 years (college preparatory)
- **Mathematics (c)** – 3 years through Algebra 2, *4 years recommended*
- **Science (d)** – 2 years lab science, including Biology and Chemistry, *3 years recommended*
- **History/Social Science (a)** – 2 years to include World History and US History
- **Foreign Language (e)** – 2 years of the same language, *3 years recommended*
- **Visual Performing Arts (f)** – 1 year of college preparatory
- **Electives (g)** – 1 year from one of the above areas

### CSU & UC Admission Requirements Table

<b>9<sup>th</sup> Grade</b>	✓	<b>10<sup>th</sup> Grade</b>	✓	<b>11<sup>th</sup> Grade</b>	✓	<b>12<sup>th</sup> Grade</b>	✓
English 9*		English 10*		English 11*		English 12*	
Algebra I*		Geometry*		Algebra II*		Advanced Math* or Elective	
World Geography* & Health		World History *		US History *		Government *& Economics*	
Earth Science		Biology/ Lab*		Chemistry/Lab*		Environmental/Lab*	
Foreign Language*		Foreign Language*		Foreign Language* or VPA*		Elective	
Physical Education		Physical Education		Elective*		Elective	

\*College Prep

### CSU & UC Admission Grade Requirements

If four-year college bound, all A-G/College Prep courses must be completed with a “B” or better for UC admission or a “C” or better for CSU admission.

### Assessments

If you plan to attend a 4-year university/college you should take either the ACT or SAT in the spring of your junior year. See information below.

American College Test (ACT) - ACT: [www.actstudent.org](http://www.actstudent.org)

Scholastic Assessment Test (SAT Reasoning Test, SAT Subject Tests) –

SAT: [www.collegeboard.com](http://www.collegeboard.com)

SAT Prep Websites: [www.cavhs.org](http://www.cavhs.org) and [www.collegeboard.com](http://www.collegeboard.com)

**Note:** Although the core course admission requirements for the CSU/UC system are the same, please be aware that the UC system *recommends* an additional year of coursework in core areas. In addition, the UC system utilizes a *point scale* as part of the admission process. See the High School Counselor for details.

### **High School Enrichment Program**

- Juniors and seniors may enroll in the High School Enrichment Program at a local community college
- Students must have a minimum 2.5 GPA
- Eligible students obtain application from the counselor
- SCS will only pay tuition for classes that are required for high school graduation and are not offered through SCS
- Students may enroll in a maximum of two courses per semester
- Courses taken at a community college are considered a 7<sup>th</sup> period class
- The parent/guardian is responsible for all other expenses, including, but not limited to, books, health fees, and parking pass
- Parent/guardian is responsible for all fees if prior approval is not given by SCS counselor
- High school credit is not awarded for a grade of “D” or “F”
- One year of high school credit (ten credits) is earned for one semester of coursework at the community college level
- Parents/Students must request official transcripts from the community college and submit transcripts to counselor to receive high school credit
- Students must be in good standing at SCS to attend a community college
- SCS does not pay for community college summer school courses

### **Work Permit/Work Study**

#### **A Work Permit Is a Privilege Not a Right**

The requirements to receive a Work Permit for employment are as follows:

- Must obtain teacher approval
- Must be in good academic standing
- Participate in state mandated testing
- Attend required labs/workshops/tutorial
- Attend weekly teacher meeting and submit homework on time
- Adhere to state limits of work hours

Failure to meet requirements will result in loss of Work Permit

- Work Permit is obtained through School Secretary
- Work Permit must be signed by a counselor or designated alternate
- Work Permit becomes invalid when student withdrawals

Work Study elective course criteria

- Five credits can be earned each semester for being employed and enrolling in this course
- Students can earn a maximum of 20 Work Study elective credits
- Supervisor must complete *Work Study Report Card* at the end of each semester

**To earn credit student must remain employed throughout the entire semester**

## **A-G Approved Courses**

The following courses meet the requirements for Admission to the University of California and California State University systems:

### **a. History/Social Science – 2 years required**

Two years of history/social science, including one year of World. History, Cultures, or Geography; and one year of U.S. History or one half year of US History and one half year of American Government/Civics

- Geography
- US History
- World History
- Government

### **b. English – 4 years required**

Four years of college preparatory English

- English 9
- English 10
- English 11
- English 12
- ELA Level C

### **c. Mathematics – 3 years required, 4 years recommended**

Topics covered include: Algebra/Algebra 1; Geometry and Algebra 2

- Algebra 1
- Geometry
- Algebra 2
- Advanced Mathematics

### **d. Laboratory Science – 2 years required, 3 years recommended – must include lab**

Two years, including two of the three fundamental disciplines of Biology, Chemistry, and Physics

- Biology
- Chemistry

### **e. Foreign Language – 2 years required, 3 years recommended – must be same language**

- American Sign Language I
- American Sign Language II

### **f. Visual & Performing Arts – 1 year required**

- Art History
- Music Theory I
- Understanding Art

### **g. Elective – 1 year required**

- Economics
- Environmental Science

## Career, College and Financial Aid Information

### Financial and Scholarship Searches

[www.careersandcolleges.com](http://www.careersandcolleges.com)  
[www.collegeboard.com](http://www.collegeboard.com)  
[www.collegenet.com](http://www.collegenet.com)  
[www.edfund.com](http://www.edfund.com)  
[www.scholarships.com](http://www.scholarships.com)  
[www.gocollege.com/goscholarshipsearch/index.html](http://www.gocollege.com/goscholarshipsearch/index.html)

### College Search

[www.cccco.edu](http://www.cccco.edu)  
[www.csumentor.edu](http://www.csumentor.edu)  
[www.ucop.edu/pathways](http://www.ucop.edu/pathways)  
[www.aiccumentor.org](http://www.aiccumentor.org)  
<http://apps.collegeboard.com/search/index.jsp>  
[www.californiacolleges.edu](http://www.californiacolleges.edu)

### Career Education

[www.cyber-info.net](http://www.cyber-info.net)  
[www.aplanforme.com](http://www.aplanforme.com)  
[www.collegeprofiles.com](http://www.collegeprofiles.com)  
[www.mycoolcareer.com](http://www.mycoolcareer.com)

### College Aptitude Testing

ACT: [www.actstudent.org](http://www.actstudent.org)  
SAT: [www.collegeboard.com](http://www.collegeboard.com)  
SAT Prep Websites: [www.cavhs.org](http://www.cavhs.org) &  
[www.collegeboard.com](http://www.collegeboard.com)

## High School Information

**Doubling-Up:** This term refers to students earning ten credits in one academic semester instead of the traditional five credits. Doubling-up is allowed for students that have a “B” average and counselor approval. Doubling-up is revoked in any course if the grade falls below a “C.” **Mathematics and Foreign Language courses are exempt from being doubled.**

**Block Schedule:** This type of schedule allows students to enroll in three courses per semester instead of the traditional six courses. Students double-up in each course and earn 30 credits in one academic semester. Inquire with your teacher and meet with the counselor to map out an academic plan. **Mathematics and Foreign Language courses are exempt from being taken in the block schedule.**

**CSU/UC Bound Students:** Students who plan to attend a CSU/UC after high school are required to meet with the High School Counselor as early as possible to be placed in the required courses. Students must meet admission requirements to be CSU/UC eligible.

**Early Assessment Program (EAP):** The EAP is a collaborative effort between the California Department of Education, the California State University (CSU), and the State Board of Education, and is designed to assess students for college readiness in their high school junior year. The EAP is a voluntary 11th grade assessment that combines CSU placement standards with California high school standards. The early assessment identifies whether a student is prepared for college at a point when students have the time to gain the needed preparation during the high school senior year. The test is administered in the spring. Check with your school administrators for test date.

**SAT/ACT Testing:** These tests are used to measure academic aptitude and to determine admission eligibility for first time freshmen for CSU/UC admission. See the High School Counselor for further information.

**Financial Aid:** The FAFSA (Free Application for Federal Student Aid) is a means for students to obtain federal funding for college. See the High School Counselor for further information. **Inquire early due to deadline is the 1<sup>st</sup> week in March.**

**Regional Occupational Program (ROP):** Several Fresno and Clovis high schools offer hands-on, career interest courses for juniors and seniors. Students can earn up to 15 credits per semester. ROP classes are considered a 7<sup>th</sup> period course. See the High School Counselor for further information.

**Fresno Area College Night:** Each September students have the opportunity to attend Fresno Area College Night. Representatives from various post secondary institutions are available for prospective college students. Students can talk with representatives, obtain applications, and learn about admission requirements.

**Job Skills Workshop:** The high school counselor facilitates job skills workshops. The following topics are covered: interviewing skills, accurate completion of job applications, appropriate attire, resume building and writing, and more. Look for upcoming dates.

**Academic Goals Workshop:** This workshop is held to teach students helpful study skills, time management, creating and attaining short-term and long-term goals, and much more. Look for upcoming date.

**Vocational Handbook:** Please see the high school counselor if you are interested in pursuing a career in the vocational field. We have an informational Vocational College Guidebook for you to browse for ideas.

**Early Graduates:** Students that complete graduation requirements prior to the end of an academic semester are encouraged to attend the June graduation ceremony. Diplomas are only issued in June. All students are required to meet with the high school counselor to be cleared for graduation.

### **Military Recruiter Information**

The No Child Left Behind (NCLB) Act of 2001 and Education Code section 49073.5 requires school districts to disclose the names, addresses and telephone numbers of high school students to military recruiters upon request, unless the parent/guardian requests information not be released without prior written consent. If you do not wish this information to be provided to military recruiters, please notify the school in writing.