



ALTA LOMA JUNIOR HIGH

Excellence in Education

PARENT & STUDENT HANDBOOK 2022-2023

9000 Lemon Avenue
Alta Loma, CA 91701
(909) 484-5100

TBD, Principal
Matthew Dzama, Assistant Principal
Greg Edmon, Dean of Students



TABLE OF CONTENTS

ALTA LOMA SCHOOL DISTRICT 2022-2023 SCHOOL CALENDAR	5
ALTA LOMA JUNIOR HIGH BELL SCHEDULE	6
GENERAL POLICIES & INFORMATION	7
SCHOOL WEBSITE.....	7
PARENT/STUDENT PORTAL.....	7
OFFICE AND TELEPHONE	7
ARRIVAL AND PICK-UP TIMES	7
LEAVING DURING SCHOOL HOURS.....	7
CLOSED CAMPUS	7
EMERGENCY CONTACTS.....	7
EMERGENCY BROADCAST RADIO STATIONS.....	8
BREAKFAST AND LUNCH INFORMATION	8
STUDENT WINDOW.....	8
CLEAN CAMPUS.....	8
PERSONAL AND SCHOOL PROPERTY/LOST AND FOUND.....	8
LOST AND FOUND ITEMS	8
HEALTH OFFICE	8
REQUIRED IMMUNIZATIONS	8
MEDICATION.....	8
ILLNESS/INJURIES	9
ATTENDANCE	9
ABSENCES	9
EXCUSED/UNEXCUSED ABSENCES.....	9
TRUANCIES.....	9
TARDY TO SCHOOL OR CLASS.....	9
ACADEMICS, STANDARDS, SUPPORTS, AND RECOGNITION	9
HOMEWORK POLICY	9
STUDY HALL	9
LIBRARY/MEDIA CENTER.....	9
“PAPER APP” TUTORING	9
TEXTBOOKS.....	10
COST TO REPLACE TEXTBOOKS.....	10
DIGITAL TEXTBOOK ACCESS	10
REPORT CARDS AND PROGRESS REPORTS.....	10
GRADES.....	10
PROMOTION REQUIREMENTS.....	10
PHYSICAL EDUCATION	10
LOCKERS.....	10

RECOGNITION PROGRAMS 11

WARRIORS OF THE TRIMESTER 11

WARRIORS OF THE WEEK 11

HONOR ROLL 11

WARRIOR WRITERS OF THE MONTH 11

POSITIVE CONFERENCES 11

CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION (CJSF)..... 11

END-OF-THE-YEAR AWARDS 11

AMERICAN CITIZENSHIP AWARD 11

ALJH SCHOLAR AWARD 11

EIGHTH GRADE AWARDS 11

PRESIDENT’S AWARD FOR EDUCATIONAL EXCELLENCE 11

PRESIDENT’S AWARD FOR EDUCATIONAL ACHIEVEMENT 12

STUDENT INVOLVEMENT 12

CLUBS..... 12

STARTING A CLUB 12

DANCES 12

SPORTS 12

BEHAVIOR & EXPECTATIONS 12

POSITIVE BEHAVIOR STRATEGIES 12

BULLYING..... 12

ELECTRONIC DEVICE POLICY 12

CELL PHONES AND ELECTRONIC DEVICES 13

CAMERAS..... 13

ALJH STUDENT GUIDELINES FOR DRESS 13

RESTRICTED LIST POLICY 14

RESTRICTED LIST RELATED TO SUSPENSIONS 14

RESTRICTED LIST RELATED TO “F” GRADES OR CITIZENSHIP MARKS..... 14

CONSEQUENCE POLICIES 14

GENERAL POLICIES..... 14

SUSPENSION/EXPULSION 15

TECHNOLOGY 16

WARRIOR CONDUCT CODE 16

ACADEMIC HONESTY POLICY 17

ALTA LOMA SCHOOL DISTRICT BEHAVIOR MATRIX 18

ALTA LOMA SCHOOL DISTRICT MATHEMATICS PLACEMENT PLAN..... 20

Alta Loma School District 2022-2023 School Calendar (Adopted 2.2.22)

July-22						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August-22						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September-22						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October-22						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November-22						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December-22						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January-23						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February-23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March-23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April-23						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May-23						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June-23						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Month # School Days

- July-22**
- 4 Independence Day Holiday (observed)
 - 25 Opening of School Offices
- August-22** 18 (17)
- 2 New Certificated Staff Orientation
 - 3 Convocation
 - 8 Non-work Day for 8th Grade Certificated Staff
 - 8 First Day for Grades K-7 (Grades 1-7 Modified Day)
 - 9 First Day 8th Grade Students (Grades 1-8 Modified Day)
- September-22** 21
- 5 Labor Day Holiday
 - 22-23 Elementary Parent Conferences (Grades 1-6 Modified Days)
 - 26-29 Jr. High Parent Conferences (Grades 7-8 Modified Days)
 - 30 Jr. High - Modified Day (Grades 7-8)
- October-22** 20
- 10 Staff Development Day
 - 28 End of Trimester I (58 Days)
- November-22** 16
- 11 Veterans' Day Holiday
 - 14-18 Elementary Parent Conferences (Grades 1-6 Modified Days)
 - 18 Jr. High - Modified Day (Grades 7-8)
 - 21-25 Thanksgiving Holidays
- December-22** 16
- 22 Modified Day, Grades 1-8; P.M. Kdgn. Students attend A.M.
 - 23-30 Christmas Holidays/Winter Recess
- January-23** 15
- 2 New Year's Holiday/Winter Recess
 - 9 Students Return
 - 16 Martin Luther King Jr. Day
 - 23 Staff Development Day
- February-23** 18
- 13 President Lincoln's Birthday Holiday
 - 17 End of Trimester II (60 Days)
 - 20 Presidents Day Holiday
 - 28 Elementary Parent Conferences (Grades 1-6 Modified Days)
- March-23** 18
- 2-3 Elementary Parent Conferences (Grades 1-6 Modified Day)
 - 24 Modified Day, Grades 1-8; P.M. Kdgn. Students Attend A.M.
 - 27-31 Spring Recess
- April-23** 20
- May-23** 18 (19)
- 19 Jr. High - Modified Day (Grades 7-8)
 - 24 Last Day of School Grades K-7 (62 Days)
 - 24 Modified Day, Grades 1-8; P.M. Kdgn. Students attend A.M.
 - 25 Last Day for 8th Grade Students (Modified Day)
 - 26 Floating Holiday - Admissions Day (Observed)
 - 29 Memorial Day
- Total School Days 180

- Elementary Conferences - Modified Days
- Jr. High Conferences - Modified Days
- Modified Day - Extended Professional Development
- Jr. High - Modified Day
- Elementary & Jr. High - Modified Day

- Non-School Day: Schools and District Office Closed
- Non-School Day: Schools Closed; District Office Open

*Note: Wednesdays are modified days at elementary sites grades 1-6 from August 10 through May 24.



ALTA LOMA JUNIOR HIGH BELL SCHEDULE 2022-2023

REGULAR SCHEDULE

“0” Period	7:05-7:55
Morning Bell	7:55
A.....	8:00-8:55
B	8:58-9:53
C	9:56-10:51
D	10:54-11:49
Lunch	11:49-12:19
E	12:22-1:17
F	1:20-2:15

MODIFIED DAY SCHEDULE

“0” Period	7:05-7:55
Morning Bell	7:55
A.....	8:00-8:40
B	8:43-9:23
C	9:26-10:06
D	10:09-10:49
E	10:52-11:32
Lunch	11:32-12:02
F	12:05-12:45

REGULAR ASSEMBLY SCHEDULE

“0” Period	7:05-7:55
Morning Bell	7:55
A.....	8:00-8:47
B	8:50-9:37
C – 1 st Assembly	9:40-10:26
C – 2 nd Assembly	10:29-11:15
D	11:18-12:05
Lunch	12:05-12:35
E	12:38-1:25
F	1:28-2:15

MODIFIED DAY ASSEMBLY SCHEDULE

“0” Period	7:05-7:55
Morning Bell.....	7:55
A.....	8:00-8:30
B	8:33-9:03
C – 1 st Assembly	9:06-9:49
C – 2 nd Assembly	9:53-10:36
D	10:39-11:09
Lunch	11:12-11:42
E	11:42-12:12
F	12:15-12:45

2022-2023 Modified Days:

8/8, 8/9, 9/26-30, 11/18, 12/22, 3/24, 5/19, 5/24, 5/25

2022-2023 Non-School Days:

9/5: Labor Day | **10/10:** Staff Development Day | **11/11:** Veterans Day
11/21-25: Thanksgiving Break | **12/23-1/6:** Winter Break | **1/16:** Martin Luther King Jr. Day
1/23: Staff Development Day | **2/13:** President Lincoln’s Birthday Holiday
2/20: Presidents’ Day Holiday | **3/27-31:** Spring Break

GENERAL POLICIES & INFORMATION

SCHOOL WEBSITE

Information about Alta Loma Junior High School, upcoming events, school calendars, student grades, etc., is available on the school website at bit.ly/aljhonline or through the District Website (alsd.k12.ca.us) under the “Select a School” drop down menu.

PARENT/STUDENT PORTAL

Students and parents/guardians are encouraged to visit the Infinite Campus Parent or Student Portal frequently to review gradebooks, missing assignments, attendance, reports cards, and more. You can access the portal at bit.ly/aljhportal.

OFFICE AND TELEPHONE

The school office is open 7:00 a.m.-4:00 p.m. on regular school days. Students may use the office telephone to call home for lunch, assignments, transportation, etc., if needed. Cell phones may not be used while on campus.

ARRIVAL AND PICK-UP TIMES

Students are not permitted on campus until supervision begins at 7:40 a.m. and must leave campus within 15 minutes of the end of the school day OR within 15 minutes of the conclusion of an after school event such as Study Hall, ALC, dances, sports, etc.

- Students are expected to come directly to school by the safest possible route and must go directly home once dismissed. On the way to and from school, students are to obey all school and traffic rules and to conduct themselves in a courteous manner.
- Students arriving/departing by car should be dropped off/picked up along Lemon Avenue. There is no student pick up or drop off in the parking lots or bus lanes.
- Students may ride a bicycle to/from school and must abide by the following rules. Failure to follow any of these rules may result in bike privileges being revoked for a period of time at the discretion of an administrator.
 - Students must observe all traffic laws and bicycle safety rules. Helmets must be worn at ALL times. A student may not leave the campus on a bike without a helmet.
 - The school provides a bike rack on the east side of the campus. Bicycles are to be walked while on campus and securely locked in the bike rack area. The school assumes no responsibility for lost or stolen bicycles.
 - Electric bicycles are not allowed.
- Skateboards and/or scooters are not allowed at any time.

LEAVING DURING SCHOOL HOURS

Students will only be permitted to leave the school grounds during school hours AFTER a parent/guardian with picture ID has signed them out through the school office. If someone other than the parent/guardian initiates a student pickup, they must be listed on the emergency card **and** must provide a signed and dated written consent from the parent/guardian. This consent must include the student’s name, reason for the pickup, and the date/time of expected pickup. Written consent must be provided for each pickup initiated by someone other than the parent/guardian. Written consent may be verified by the office.

CLOSED CAMPUS

Adult visitors and volunteers are welcome; however, state law requires that visitors/volunteers be clearly identified while on campus. ALJH is a closed campus. The Raptor System is used to track visitors on campus to provide a safer environment for our students and staff. Upon entering the school office, visitors will be asked to present a valid state-issued identification, which will be scanned into the system. All visitors/volunteers must provide a 24-hour notice prior to their visit and must check-in through the office to receive a visitor’s pass to wear on campus. Relatives or friends from other schools are not permitted to visit or accompany students on campus.

EMERGENCY CONTACTS

Emergency contact information should be updated annually through the Parent Portal during the registration window in late spring. Please be sure to provide current contact information for parent(s)/guardian(s), family, or friends who are authorized to pick up your student during school hours in the case of illness/emergency. Changes or additions outside of the registration window can be completed by a parent/guardian presenting valid ID in the school office. Please notify the school office immediately of any changes in residency.

EMERGENCY BROADCAST RADIO STATIONS

In the case of an emergency, information will be broadcasted on KFWB 980 AM, KNX 1070 AM, KCAL 1410 (Spanish), KFRG 95.1 FM, or KOLA 9.99 FM.

BREAKFAST AND LUNCH INFORMATION

Breakfast is served daily from 7:30 to 7:50am in the Warrior Cafe. One breakfast and one lunch are available daily for each student at no charge. Students must provide their student identification number or student identification card to the cashier when picking up their meal. For menus, meal applications and household income forms, please visit the District website at <https://www.alsd.k12.ca.us>.

STUDENT WINDOW

The student window is located near the quad area on the north side of the office. *All students must stop at the Student Window and check in prior to entering the office.* At the student window, you can:

- Ask Questions: Office Staff are available to answer questions about clubs, activities, etc.
- Fill out a Blue Slip: These “appointment slips” are used to request assistance from an administrator or staff with personal/academic concerns, club requests, general questions, etc.
- Get Help With Emergencies: Any student experiencing an emergency may come to the Student Window to get help from staff.
- Report to the Office When Called By a Call Slip: Students will occasionally receive a yellow or pink call slip with instructions to report to the office to meet with staff, pick up a lunch, etc.
- Exit Campus if You Are Being Picked Up Early: Students leaving early will come to the Student Window to check in before being released to the authorized pickup person in the school office. Students should not leave campus through any other gate or exit during school hours.
- Pick Up Dropped Off Items: Any dropped off items, such as lunches, PE clothes, shoes, etc., can be picked up at the Student Window. Please keep in mind that students are responsible for bringing their belongings each day. In the case that something is left at home, the item may be dropped off. However, the office is not responsible if items are not picked up in a timely manner. Food delivery services such as DoorDash are not allowed.

CLEAN CAMPUS

ALJH has a beautiful campus. Please take pride in keeping it that way! Each student contributes by using trash cans and respecting property. Gum is not allowed at any time.

PERSONAL AND SCHOOL PROPERTY/LOST AND FOUND

Students and parents/guardians are responsible for loss or damage to any personal or school issued property left in a classroom or on campus. The school will endeavor to protect all personal property but is not responsible for any lost or damaged items.

LOST AND FOUND ITEMS

If any item, such as P.E. clothes, shoes, retainers, jackets, money, books, cell phones, etc. are found on campus, please turn them in at the student window. If you lose an item at school, come to the student window to see if it has been turned in. A Lost and Found container can also be found in the quad area.

HEALTH OFFICE

REQUIRED IMMUNIZATIONS

Prior to entering 7th grade, all students must provide proof that they have received the Tdap booster vaccine and 2nd Varicella vaccine in accordance with state law. Proof of vaccination should be turned in to the school office.

MEDICATION

All over the counter and prescription medications are required by state law to have a doctor's authorization on file with the Health Office. With doctor authorization, a student may carry a prescription rescue inhaler or a prescription epinephrine auto-injector (such as an EpiPen). *NO OTHER MEDICATION MAY BE KEPT WITH A STUDENT AT ANY TIME.* All medications must be in the original container and must be checked in to the Health Office. Students are solely responsible for remembering to come to the Health Office to take their medication; they will not receive reminders.

ILLNESS/INJURIES

The Health Office can only offer ice, bandages, and TLC for ill or injured students. It is imperative that we be able to contact someone to pick up your child in case of emergency or if they are ill or injured at school. Students needing to come to the health office for any reason must have a pass from their teacher.

ATTENDANCE

ABSENCES

Good attendance is essential for school success. Parents/Guardians are asked to notify the office on the first day of an absence. Please call the school office at (909) 484-5100. If parents/guardians are unable to call, a signed note is required.

EXCUSED/UNEXCUSED ABSENCES

Excused absences include illness, court appearance, family funeral, or doctor/dental appointments. Absences for any other reason OR absences without a phone call/written excuse from a parent/guardian will be considered unexcused. Students with three or more unexcused absences, tardies/early departures over 30 minutes, or any combination thereof will be considered truant in accordance with state law.

TRUANCIES

Truancies may result in parent notifications/meetings, assistance plans, referral to SART (*Student Attendance Review Team*), DART (*District Attendance Review Team*), and/or SARB (*Student Attendance Review Board*).

TARDY TO SCHOOL OR CLASS

School begins at 8:00 a.m. For the best educational benefit, we expect all students to be on time. In case of an emergency or unforeseen event, students who are late must report to the office to sign in and receive a pass to class. Parents/guardians can excuse tardies for personal reasons three (3) times during the school year. Doctor/dentist appointments with a note will be excused. Students are expected to be in their seat and ready to learn when the passing bell rings. If students are tardy, there will be a consequence from the teacher and/or the office. The passing period should be used to get a drink, use the restroom, etc.

ACADEMICS, STANDARDS, SUPPORTS, AND RECOGNITION

HOMEWORK POLICY

District guidelines regarding homework for junior high students suggest that each core subject have 20-30 minutes of homework daily, or approximately 80-120 minutes nightly. Students are provided a Minder Binder Student Planner to record assignments. All teachers will instruct students on the proper use of the Minder Binder in their classroom. It is expected that students complete the Minder Binder daily—every box, every day. Weekly checks occur in class. Replacement cost is \$3.00.

STUDY HALL

All students have access to an after school Study Hall to work and get help on Tuesdays and Thursdays from 2:15-3:15 p.m. Students may attend one day or two days each week and must remain in Study Hall for the entire time; early departures are not allowed. All students must sign-in and sign-out when they attend. School rules still apply; if a student is found misbehaving, he/she may not be allowed to return at an administrator's discretion.

LIBRARY/MEDIA CENTER

The library is open during lunch for students to use for a quiet place to study, read a book, or do research. Library guidelines include:

- No food or beverages allowed.
- Quiet voices only.
- A pass is required to go to the library during the class time.
- A maximum of three books may be checked out at a time for a duration of two weeks.

"PAPER APP" TUTORING

Alta Loma School District has provided access to a free, 24/7 online tutoring platform called "Paper" for all students grades 4-8. Students can login to "Paper" through Clever for unlimited homework help, writing feedback, and study support.

TEXTBOOKS

Students are responsible for all issued textbooks used at school or at home. Textbooks and materials must be returned at the end of the course or upon withdrawal from school. Any student who damages or does not return textbooks or other materials will be charged replacement and/or damage costs. Students with outstanding book charges will not receive a report card and may be excluded from school activities.

COST TO REPLACE TEXTBOOKS

All costs are subject to change.

- 7th Grade: TCI Social Studies: \$79.00, Big Idea Math: \$60.00, Accelerated Math: \$60.00.
- 8th Grade: TCI Social Studies \$79.00, Big Ideas Math \$87.00, Integrated Math \$117.00; Spanish 1: \$75.00.

DIGITAL TEXTBOOK ACCESS

Students may access many of their textbooks online through CLEVER or through websites listed on the ALJH website under Textbook/Digital Program Access.

REPORT CARDS AND PROGRESS REPORTS

All progress reports, deficiency reports, and report cards will be posted on the Infinite Campus Parent Portal. The school year is divided into three trimesters. Trimester report cards will be posted in November, February/March, and May. Six-week progress reports will be posted in September, December, and April. A progress report or report card should be expected every six to seven weeks. Parents/guardians should contact the school if they cannot access a progress report or report card.

GRADES

Academic and Citizenship grades are the following:

- A, B, C, D, and F
- O, S, N, U (Outstanding, Satisfactory, Needs Improvement, Unsatisfactory)

PROMOTION REQUIREMENTS

Participation in the eighth grade promotion ceremony and promotional activities is contingent upon the satisfactory completion of the prescribed seventh and eighth grade program. Students must meet the minimum requirements set forth in Assembly Bill 1626 and District Board Policy 5123. By May 15, 2023, students must have a minimum cumulative grade point average of 1.6 and maintain satisfactory citizenship and behavior as determined by the school. Students who are not eligible for the eighth grade promotion ceremony and/or eighth grade end of the year activities, such as events or field trips, are required to attend school during such activities.

Any student with an F(s) on their report card or who falls below a 2.0 GPA will be required to conference with the Dean of Students and/or their teachers. During this conference, an intervention plan and conference summary will be developed and may include attendance in an intervention class during or after school, Study Hall, change of elective class and/or change in placement, weekly or Daily Progress Monitoring, and/or other supports as appropriate

PHYSICAL EDUCATION

The ALJH Physical Education program includes fitness, team and individual sports, nutrition, and health. Seventh grade students participate in the California State Fitness Test in the spring; both seventh and eighth grade students complete the Presidential Challenge Physical Fitness Program. The official uniform for physical education is available for purchase at the schedule pick-up day in July or at the Student Store during lunch. Costs are listed below.

All costs are subject to change.

- P.E. Shorts: \$12.00
- P.E. Shirts: \$12.00
- White Socks and Athletic Shoes are required. (Not sold at the Student Store.)

LOCKERS

Students will be assigned a locker in the P.E. locker room. *Locks are built into the locker; students do not need to provide their own lock.* Lockers must remain locked at all times and maintained in a clean and orderly manner. Spray deodorant, cologne, or perfumes are not allowed; roll-on or stick deodorants are permitted. Any prohibited items will be confiscated and disciplinary action may be taken at the teacher's/administrator's discretion. Teachers will not be responsible for articles left unsecured. Lockers may not be shared for any reason. Cameras (including those on cell phones) are never allowed in the locker room. Students may face serious consequences for having or using cameras in the locker room.

RECOGNITION PROGRAMS

WARRIORS OF THE TRIMESTER

Each trimester students from each grade are chosen by their teachers as Warriors of the Trimester. To qualify for consideration, students must meet all of the following criteria: have earned a GPA of at least 3.75, have no C's, D's, or F's, maintained outstanding citizenship, and never received a class or school suspension. Students selected for this honor are invited to attend a special Warrior of the Trimester Breakfast with their families at the end of the trimester.

WARRIORS OF THE WEEK

Students are nominated by one of their teachers for exhibiting Warrior PRIDE (Positivity, Respect, Integrity, Dedication, Excellence). Each teacher nominates only four students each year. Recipients receive a certificate and will have their name featured on the school marquee.

HONOR ROLL

Students with excellent grades and citizenship on their trimester report cards will be placed on the Principal's Honor Roll or Honor Roll. A letter recognizing their achievement will be sent home with students who meet the requirements below:

- Principal's Honor Roll: GPA of 4.0 or above and no C's, D's, or F's and no U's or N's.
- Honor Roll: GPA of 3.75-3.99 and no C's, D's, or F's and no U's or N's.

WARRIOR WRITERS OF THE MONTH

Each month the language arts teachers nominate students to be honored as Warrior Writers of the Month. Parents are informed of this honor in a letter from the Principal. Students are invited to the Office where they are given their award. The recipients' writing is posted in the lobby of the office for the month.

POSITIVE CONFERENCES

Each trimester select students are nominated by teachers for positive recognition. They are invited to a celebration hosted by the Dean of Students and their teachers where they receive a certificate listing their accomplishments.

CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION (CJSF)

To become a member of this honor society, a student must qualify by earning a minimum of 8 points in academic classes. An "A" is worth 3 points, and a "B" counts as 1 point (a "B" in Math Integrated 1 counts as 2 points). In addition, students must earn a grade of C or better in P.E. and their elective. An N or U in citizenship will disqualify a student. Students must complete an application and pay dues (\$2.00, *subject to change*) to join each trimester during the announced application period. No applications will be accepted outside of the application window per CJSF bylaws. Eighth graders may qualify as a CJSF Honor Member by joining for a minimum of four trimesters, two of which must be in seventh grade. Honor Members are eligible to purchase and wear a special medallion at promotion.

END-OF-THE-YEAR AWARDS

AMERICAN CITIZENSHIP AWARD

Sponsored by the National Association of Elementary and Secondary School Principals, this award honors middle school students who follow the rules, conduct themselves appropriately, and generally embody the Golden Rule. Students must earn outstanding citizenship in all of their classes for the first two trimesters of the year and may not have any D's or F's.

ALJH SCHOLAR AWARD

Students earn this award if they have a cumulative GPA of 3.75 or above. This award is for persistent high achievers who have worked hard and have consistently demonstrated academic excellence.

EIGHTH GRADE AWARDS

PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE

This award recognizes academic success in the classroom. To be eligible, students must meet specific requirements for GPA, state assessment scores, and school-set criteria. All students receiving this award in 8th grade must meet the requirements below:

- GPA of 3.5 or better in 7th and 8th grade
- Scored Exceeding Standards on Multiple Measures for Language Arts and/or Math

PRESIDENT'S AWARD FOR EDUCATIONAL ACHIEVEMENT

This award recognizes students who show outstanding educational growth, improvement, and/or commitment/intellectual development in their academic subjects, but do not meet the criteria for the Educational Excellence Award. *Specific criteria for this award are developed at each individual school site.*

STUDENT INVOLVEMENT

CLUBS

ALJH boasts a wide range of clubs catering to a variety of interests. Students will have the opportunity to explore the club offerings at our annual Club Day, typically in early September. Clubs are open to all students and may be joined at any time.

STARTING A CLUB

If a student would like to start a new club, they must find a staff advisor. Once an advisor is secured, they can come to the Student Window to fill out a blue slip requesting approval to organize. The new club will be added to the schedule once it has been approved by an administrator and meeting details have been verified with the advisor.

DANCES

We have several dances throughout the year. Tickets will be sold for \$5 onstage during lunch prior to the dance. A snack bar is provided by ASB. Students on the restricted list are not eligible to attend. During the dance, backpacks are stored in designated areas behind the seats in the amphitheater. Students are not allowed to return to the backpack area until the dance is over and should bring any snack bar money/anything they need with them.

All dance rules, including but not limited to those below, must be followed at all times:

- Appropriate dancing only without bodies touching.
- Stay within the boundaries of the MPR and Amphitheater; use MPR restrooms only.
- Respect and do not touch any decorations.
- Students must stay until the end of the dance. No one may leave early.
- Students must be picked up/walk home within 15 minutes of the end of the dance.
- Have fun!

SPORTS

We offer multiple after school sports opportunities throughout the year including volleyball, football, soccer, basketball, and track and field. Information meetings and/or tryouts will be announced prior to the start of practices. All students must have a signed athletic card and "Heart in the Game" form turned in to the coach prior to the first day of try-outs/practice.

BEHAVIOR & EXPECTATIONS

POSITIVE BEHAVIOR STRATEGIES

At ALJH, we use positive, relationship-oriented strategies to build culture and create a safe, respectful, and engaging environment. Positive incentives such as Warrior Wins, Positive Conferences, and Warrior of the Week reinforce good behavior that is aligned with schoolwide expectations. Administration and staff work to intervene before severe behaviors manifest utilizing well-researched progressive discipline strategies to help students recognize, adjust and correct negative behaviors. Behavioral data is tracked on site, and we regularly monitor student progress.

BULLYING

According to Ed Code 48900, bullying is any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2. Our goal at ALJH is to provide a safe and productive educational experience. One of the deterrents to that goal is bullying. Students who bully will be investigated, counseled, and placed on a progressive discipline and consequence plan.

ELECTRONIC DEVICE POLICY

Students are allowed to use cell phones/e-readers/devices on campus only when the "ALSD 'Bring Your Own Device' Policy" acknowledgment is affirmed through the Infinite Campus Parent Portal. The District will not be held responsible for damages related to the cell phone/e-reader/device or content viewed by any student on the cell phone/e-reader/device.

CELL PHONES AND ELECTRONIC DEVICES

Students may have cell phones on campus. However, they must be TURNED OFF (not on silent/vibrate mode) and put away in their backpack while on campus or at school activities. Students may not have them in their pockets or out for any reason. Cell phones that are not turned off and stored in the backpack will be confiscated, labeled with the student's name, and placed in the main office. A parent/guardian must pick up any confiscated phones/electronics and sign an electronic devices violation form. Neither Alta Loma Junior High School nor the Alta Loma School District is responsible for lost, stolen or damaged cell phones.

CONSEQUENCES:

- *First Offense:* Confiscation; Warning to student; violation recorded in discipline record as a warning.
- *Second Offense:* Confiscation; student will serve one day after school detention; parent/guardian must pick up phone in office; violation recorded in discipline record.
- *Additional Offenses:* Confiscation; student will serve two days after school detention; parent/guardian must pick up phone in office; violation recorded in discipline record.

Serious offenses involving use of cell phones may result in immediate consequences including suspension or expulsion from school.

CAMERAS

Cameras, including those on cell phones, are prohibited on campus and may not be used at any time.

ALJH STUDENT GUIDELINES FOR DRESS

Students are encouraged to wear appropriate school clothing. A student may not remain in the classroom dressed in a manner which:

1. Creates a safety hazard for said student or for other students;
2. Constitutes an unnecessary distraction to the learning process;
3. Tends to disrupt the campus order; or
4. Is in conflict with the District's goals and philosophy of the prevention of substance abuse and gang activity.

Parents have the primary responsibility to see that students are properly attired for school. School personnel have the responsibility for maintaining proper and appropriate conditions conducive to learning.

The following are guidelines for clothing selection:

1. Hats, caps, or warm weather gear are allowed for warmth and sun protection but must be removed when entering buildings. All head coverings should be worn facing forward.
2. Attire that advocates or advertises any type of alcohol, drugs, racial slurs, hate language, profanity, sexual content, nudity violence, or acts which are illegal, obscene, or hazardous to one's health is not allowed.
3. Gang affiliated attire that is worn or altered in such a way as to identify students with gangs is not allowed.
4. Low or high-cut garments, strapless or off the shoulder tops, bare midriffs, see-through clothing, pajamas, tops with thin straps (less than 2" wide), shorts, pants, skirts, or oversized clothing exposing posterior or that does not cover undergarments are not allowed.
5. Pajamas may not be worn at any time.
6. Proper footwear must be worn at all times for safety reasons. Sandals may be worn, but they must have a back strap. No flip-flop styles, slides or slippers are allowed. Sandals may not be worn during physical education.
7. Make-up, hair styles, and dress cannot be disruptive to the learning process.
8. Attire, including clothing, jewelry, and other accessories, which is deemed a safety hazard to the wearer or others is not allowed. Jewelry worn in the face and/or other body piercings must be removed for activities such as P.E. or other situations.
9. Glasses, other than prescription, shall not be worn inside school buildings.

All students are expected to comply with the District dress code. School personnel are responsible for enforcing the dress code when students are on campus or at a school function. A student who violates the dress code will be asked to correct the violation. This may include:

- Removing the accessory
- Turn the clothing inside out, or wear school provided attire
- Have other clothing brought from home
- Disruptive hair/make-up correction

RESTRICTED LIST POLICY

Activities such as dances, sporting events, extracurricular field trips, and after school activities are all privileges that ALJH students enjoy. Students on the Restricted List will not be permitted to attend any such special school activities. Students will be added to the Restricted List for the following reasons:

- Mid Trimester Report card or Deficiency Notice with an “F” in any class or 2 Citizenship Marks of “N” or “U”
- Grade Report card with an “F” in any class or 2 Citizenship Marks of “N” or “U”
- Administrative Suspension (In-School Suspension, Out of School Suspension, and Other Means of Correction)

RESTRICTED LIST RELATED TO SUSPENSIONS

Students who are suspended or have an Other Means of Correction will be placed on the Restricted List for a minimum of 10 school days. If multiple days of suspension are assigned, students will be placed on the restricted list for a minimum of 10 additional days for each day of the suspension. For example: 1 day Suspension = minimum of 10 school days on Restricted List; 2 days Suspension = minimum of 20 school days on Restricted List, etc.

RESTRICTED LIST RELATED TO “F” GRADES OR CITIZENSHIP MARKS

Student grades and citizenship will be checked at the end of each grading period— mid-trimester, deficiency notices, and at the end of each trimester. Students may be added or removed from the Restricted List at these times.

- Discipline Restricted List assignments will start the day the discipline was administered.
- If repeated offenses occur while the student is on the Restricted List, the assigned time will be served consecutively.
- A student may not be eligible to be removed from the Restricted List if that is part of his/her Behavior Contract.

CONSEQUENCE POLICIES

GENERAL POLICIES

ALJH utilizes a tiered approach to student discipline. The following consequences *may* be a part of a tiered response to inappropriate student behavior. Consequences may vary and are not listed in a sequential order.

ALC (Alternative Learning Center) Referral - Teacher/Class Suspension

- Parent/guardian contacted by teacher.
- Two ALC Referrals in a single day will result in a referral to an administrator and/or additional consequences.
- Two or more referrals in a trimester may result in additional consequences.

Lunch ALC

- Notice sent home
- Student brings their lunch and remains in ALC for duration of lunch period

ALC Extra Period:

- Extra Periods are served after school in the ALC office.
- Notice is sent home with the date or dates that an extra period has been assigned.
- Notice must be signed by parent/guardian and returned to ALC before Extra Period can be served.
- No Show/failure to return signed notice after two days may result in referral to an administrator and/or additional consequences.

Counsel:

- Administrator/staff investigates, analyzes, and/or provides feedback to correct student behavior.

Conduct Code Citation:

- For minor infractions such as gum chewing, dress code violations, disrespect, etc.
- May result in documented warnings, lunch ALC, ALC Extra Periods, and/or behavior contracts.
- Excessive citations may result in referral to an administrator and/or additional consequences.

Other Means of Correction:

- Assigned by an administrator.
- Specific consequences associated with other means of correction may vary; consequences may include (but are not limited to): ALC Time Out, loss of East Field privileges, no-contact contracts, lunch ALC, ALC extra periods, etc.
- Parent/guardian contacted by administrator and notice sent home.
- Placement on the Restricted List for a *minimum* of 10 school days or for a duration determined by an administrator.

In School Suspension:

- Assigned by an administrator.
- Parent/guardian contacted by administrator and notice sent.
- Student remains in the office for the duration of the school day for the assigned date(s).
- Classwork is provided by student's teachers.
- Placement on the Restricted List for a minimum of 10 school days for each day of in-school suspension.

Out of School Suspension

- Parent/guardian contacted by administrator and notice sent.
- Student must remain off-campus for the duration of the out of school suspension.
- Classwork is provided by the student's teachers.
- Placement on the Restricted List for a minimum of 10 school days for each day suspended.
- Additional information below.

Expulsion from School: (referred by Administrator and Expulsion Review Panel, School Board Review)

- Parent/guardian contacted by administrator; suspension notice sent home.
- Meeting arranged with District Administrator to extend suspension.
- District Office, Expulsion Review Panel, School Board recommendations.

Repeated disciplinary actions may lead to a referral to the:

- School Attendance Review Board (SARB) to consider a behavior plan or an alternative placement
- San Bernardino County Sheriff's Department

SUSPENSION/EXPULSION

Suspension is the removal of a student from ongoing instruction for safety and adjustment purposes. Reasons for suspension are set forth in Education Code 48900. A pupil may be suspended from school or recommended for expulsion if the pupil has:

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object.
- Possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, an alcoholic beverage, or intoxicant of any kind.
- Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, intoxicant of any kind, or a substance represented as such.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stolen or attempted to steal school property or private property.
- Possessed or used tobacco, or any products containing tobacco or nicotine.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Possessed or offered, arranged, or negotiated to sell any drug paraphernalia.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- Knowingly received stolen school property or private property.
- Possessed an imitation firearm.
- Engaged in sexual harassment such as unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature.
- Caused or attempted to cause, threatened to cause, or participated in any act of hate violence.
- Intentionally engaged in harassment, threats or intimidation.
- Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- Aided or abetted the infliction or attempted infliction of physical injury to another person.
- Terrorist threats against school officials or school property, or both.
- Engaged in an act of bullying including but not limited to bullying by means of an electronic act.

A pupil may be suspended or expelled for acts that are related to a school activity or attendance that occurs at any time, including, but not limited to, any of the following: While on school grounds; while going to or coming from school; during the lunch period whether on or off the campus; and/or during, or while going to or coming from, a school sponsored activity as per Education Code 48900(s).

TECHNOLOGY

Technology and the Internet are provided to be used in support of research and educational objectives consistent with the goals/policies of the Alta Loma School District. Students may only access technology/internet after a parent/guardian has provided permission through the annual Infinite Campus Forms process and are expected to follow all rules pertaining to internet and technology use. These rules include, but are not limited to the following:

- Students will not attempt to gain unauthorized access to websites or emails beyond those permitted.
- Students will not post personal contact information about themselves or other people.
- Students will not modify hardware or software, change system settings, change file names, download software, or delete files not specifically authorized by a faculty member.
- Students will not use obscene, vulgar, rude, threatening, disrespectful language or personal attacks including those that are prejudicial or discriminatory.

WARRIOR CONDUCT CODE

STUDENT RESPONSIBILITIES

The Warrior Conduct Code applies to all school activities. These rules are designed to allow the school to meet its obligation to educate students and maintain a safe and orderly environment. To achieve this goal, students are required to follow these rules.

YES, I WILL:

- Respect ALL staff and follow ALL directions given
- Respect property and the rights of others
- Come prepared to learn with proper supplies
- Walk to and from class during passing periods
- Follow health and safety rules (no jaywalking, cutting through parking lots, spitting, running on campus, etc.)
- Keep my hands and feet to myself, "Hands-Off" (No pushing, hitting, or physical contact of any kind, including play fighting, pulling on backpacks, faking to hit, holding hands, kissing, etc.)
- Put all litter and trash in the trash cans, especially at the conclusion of lunch
- Do all of my own work; copying, plagiarizing, and cheating are prohibited
- Enter school at the 7:40 a.m. bell, go directly to the amphitheater or quad area, and remain within the red and green lines
- Exit campus and grounds within 15 minutes of the end of the school day or school activity
- Remain on campus from the time of arrival until dismissal unless checked out through the office

NO, I WON'T:

- Bring gum to school or chew gum on school grounds
- Eat candy except at lunchtime or when given teacher permission
- Take food or drinks out of the lunch areas unless given teacher permission
- Bring cameras, MP3 Players, iPods, radios, electronic devices, laser pointers, toys, cards, skateboards, roller blades, or other playthings to school. If an object has no academic purpose, leave it home
- Bring dangerous objects of any kind
- Ride bicycles, skateboards, or roller blades on campus before, during, or after school
- Mark-up or damage school, staff, or other students' property
- Bring candy or other items to school for sale
- Leave class without a hall pass provided by a staff member
- Use cell phones before, during, or after school on campus (unless directed by my teacher in the classroom). This includes as students enter school, leave school, passing periods, lunch time, and when using restrooms. Cell phones are not to be used, visible, or turned on during school hours and school activities (unless directed by the teacher). *CELL PHONES MUST BE TURNED OFF AND KEPT IN STUDENT'S BACKPACK!*

ACADEMIC HONESTY POLICY

Academic Honesty is...

- Using the Internet and other library materials for insight and research. Reword and paraphrase to record information.
- Working together and discussing an assignment with classmates to develop ideas then writing papers and completing assignments independently.
- Studying for test with notes. Sharing ideas and notes on the material with classmates in preparation for the quiz or test.
- Making sure not to share test information with other students after taking the test.
- Taking responsibility for a missing assignment.
- Making sure your parent/guardian signs paperwork that requires a signature.

Academic Dishonesty is...

- Copying words, phrases or sentences from any source including classmate's papers, notes, projects, lab notes, essays, computer resources and worksheets.
- Using any type of aide to assist during tests beyond what is allowed by the teacher (cheat sheets, text messages, wandering eyes, talking, falsifying scores, etc.)
- Sharing test or quiz information between classes or at lunch.
- Having someone else sign school paperwork that requires parent/guardian signature.

Consequences for Academic Dishonesty:

- *First Offense:* Consult with teacher who assigns consequences and makes parent/guardian contact. Grade may be affected.
- *Second Offense:* Consult with teacher and parent/guardian contact made. Teacher may assign discipline or refer students to office. Grade may be affected.
- *Third Offense:* Consult with teacher and parent/guardian contact made. Teacher may assign discipline or refer students to office. Grade may be affected.
- *Additional Offenses:* Consult with teacher and referral to office for discipline.
- First Office Referral will result in an ALC Extra Period; Additional Office Referrals will result in ALC Extra Period(s), Other Means of Correction, and/or Suspension

Administration will have the option of immediately applying a more serious consequence on a situational basis.

ALTA LOMA SCHOOL DISTRICT BEHAVIOR MATRIX

Four Levels Of Unacceptable Behavior And Consequences To Ensure A Positive Learning Environment

<p style="text-align: center;">LEVEL 1: UNACCEPTABLE BEHAVIOR EXAMPLES</p> <p>Productive Personal Environment: A Level 1 behavior is one that occurs in the classroom and interferes only with the learning of the student who demonstrates the behavior. Such behaviors can usually be corrected without disrupting the learning of others, and the teacher should NOT stop the learning activity to correct the behavior.</p> <ul style="list-style-type: none"> ● Not having appropriate equipment, supplies, and/or materials ● Sleeping ● Being off task, but not disruptive to others ● Failing to turn in homework/failing to complete assignments ● Doodling ● Playing with items in desk ● Daydreaming ● Gum chewing / eating <p>Students who do not create a productive personal learning environment cannot take away time from the teacher or the focus away from the learning objective. May require parent notification.</p>	<p style="text-align: center;">LEVEL 1: CONSEQUENCE EXAMPLES</p> <p>Productive Personal Environment: For behaviors that occur in the classroom and affect only the disruptive student, the possible consequences are appropriate depending upon frequency and may include:</p> <ul style="list-style-type: none"> ● Looking in the vicinity of the misbehavior ● Walking toward the area of the misbehavior (proximity) ● Ignoring behavior ● Using a verbal redirection/signal ● Utilizing informal talk ● Behavior Matrix Review ● Time-out/work completion in another room ● Parent/teacher conference ● Behavior Contract ● Referral to an SST (Student Success Team Meeting)
<p style="text-align: center;">LEVEL 2: UNACCEPTABLE BEHAVIOR EXAMPLES</p> <p>Productive Classroom Environment: This is the highest priority for the classroom teacher. A Level 2 behavior is one that occurs in the classroom and disrupts the learning of other students.</p> <ul style="list-style-type: none"> ● Failing to follow a reasonable request of the teacher ● Talking at inappropriate times ● Blurting out ● Horseplay ● Disturbing another student in any way ● Dress code violation ● Being out of seat during inappropriate times ● Improper use of equipment ● Not following directions disruptively ● Writing notes and passing them ● Cell phone use <p>Students must refrain from Level 2 behaviors. Whenever such behavior occurs, it requires immediate attention of the teacher and calls for immediate correction. May require parents' notification and office referral.</p>	<p style="text-align: center;">LEVEL 2: CONSEQUENCE EXAMPLES</p> <p>Productive Classroom Environment: For behaviors that occur in the classroom and interfere with the learning of others, the possible consequences are appropriate depending upon frequency and may include:</p> <ul style="list-style-type: none"> ● Walking toward the area of the misbehavior (proximity) ● Verbal redirection/signal ● Utilizing informal talk ● Behavior Matrix Review ● Time-out/work completion in another room ● Behavior Contract ● Parent/teacher/administrator conference with student ● Loss of classroom privileges ● Referral to an SST ● Counseling referral ● In-school suspension/teacher discretion ● Parent to sit with student in class

ALTA LOMA SCHOOL DISTRICT BEHAVIOR MATRIX

Four Levels Of Unacceptable Behavior And Consequences To Ensure A Positive Learning Environment

<p style="text-align: center;">LEVEL 3: UNACCEPTABLE BEHAVIOR EXAMPLES</p> <p>Orderly Environment: A Level 3 behavior is one that occurs in the school, is not intended to cause physical harm to another individual, is not illegal, but does disrupt order.</p> <ul style="list-style-type: none"> ● Disruptive behavior on the playground ● Intimidation/Name Calling/Teasing ● Unsafe/rough play ● Equipment misuse ● Disruptive behavior in the hallway ● Disruptive behavior in the cafeteria ● Disruptive behavior at a school event/activity/bus ● Tardiness/Truancy ● Inappropriate reading materials ● Inappropriate display of affection ● Defiance/disrespect toward supervising adult ● Inappropriate use of social media/devices <p>Students cannot be safe or free from distraction when exhibiting Level 3 behaviors. The incident will be handled by the individual(s) assigned to supervise the area. If any other staff member is in the area, he or she is expected to assist when necessary. May require office referral, staff and parent notification.</p>	<p style="text-align: center;">LEVEL 3: CONSEQUENCE EXAMPLES</p> <p>Orderly Environment: For behaviors that occur at school that are not intended to, and do not have the potential to cause physical or mental harm to another individual and are not illegal. May include:</p> <ul style="list-style-type: none"> ● Proximity ● Behavior matrix review ● Using a verbal redirection/signal ● Conference/Discussion ● Time-out/work completion in another room ● Parent/teacher / conference administrator with student ● Referral to principal office ● Referral to SST ● Referral to SART and/or SARB ● Establishing a Behavior Contract ● Restitution ● Detention ● Loss of privileges ● Removal from bus/activity ● Counseling referral ● In-school suspension ● Suspension for repeated offenses
<p style="text-align: center;">LEVEL 4: UNACCEPTABLE BEHAVIOR EXAMPLES</p> <p>Safe Environment: A Level 4 behavior (highest priority) is an unacceptable behavior that is intended to or has the potential to cause another individual physical or mental harm and/or is illegal.</p> <ul style="list-style-type: none"> ● Possession or use of dangerous objects, weapons, and explosives ● Theft (taking school or personal property) ● Fighting-assault or battery ● Hitting, choking, biting, or kicking ● Alcohol/drugs/tobacco (possession, sale, or use) ● Sexual harassment of any kind ● Vandalism ● Arson ● Obscene acts or habitual profanity or vulgarity ● Ongoing harassment (sexual), threats, and intimidation including use of social media ● Defiance/disrespect and threaten adult authority <p>Students cannot be expected to learn in a threatening and dangerous environment. Whenever such behavior occurs it requires immediate attention from staff, notification to parents, and possible notification of law enforcement.</p>	<p style="text-align: center;">LEVEL 4: CONSEQUENCE EXAMPLES</p> <p>Safe Environment: For behaviors that are intended to, or have potential to cause another individual physical or mental harm and/or are illegal, the possible consequences depending on frequency and severity may include:</p> <ul style="list-style-type: none"> ● Behavior Matrix Review ● Administrator/parent/student conference ● Behavior Contract ● Detention ● Counseling referral ● In-school suspension ● Out-of-school suspension ● In-lieu of expulsion contract ● Parent to accompany student on campus ● Expulsion referral (48915) ● Notification of local law enforcement ● Law Enforcement Citation

ALTA LOMA SCHOOL DISTRICT MATHEMATICS PLACEMENT PLAN

Senate Bill 359 (Chapter 508, Statutes of 2015), known as the California Mathematics Placement Act of 2015, was signed by Governor Jerry Brown on October 5, 2015, and took effect on January 1, 2016. The bill requires that the District's governing board adopt a Mathematics Placement Plan to address the following:

1. Provide a system of multiple objective academic measures of student performance that will be taken into consideration for the placement of those students entering 7th and 8th grade.
 - a. Multiple measures to include CAASPP scores (grades 5, 6, and when appropriate, grade 7), District benchmarks, SBAC Interim Assessments, placement screening assessments, classroom assignments, grades, and teacher recommendations.
2. Include at least one placement checkpoint within the first month of school to ensure the student is accurately placed and to permit reevaluation of individual student progress.
 - a. The placement checkpoint may include progress on STAR Math Assessment, end-of-the-unit lesson and assessment performance, as well as grades and other classroom indicators. The Dean of Students and classroom teacher will meet to determine if the student is properly placed.
3. Require an annual examination of student placement data to ensure that students are not held back on the basis of race, ethnicity, gender, or socioeconomic background. Results of the data findings are to be reported to the governing board.
 - a. Students with a G.A.T.E. designation and/or those who have demonstrated high achievement in mathematics through assessment or coursework will be placed in an accelerated program in seventh grade in preparation for placement in the Integrated I course in the eighth grade.
4. Offer a clear and timely recourse for each student and his or her parent or legal guardian who questions the student's placement.
 - a. Parents and students are notified of appropriate procedures for requesting a change in placement in the parent and student handbook and on the District and site websites. Parents or legal guardians will be provided the opportunity to meet with the Dean of Students and classroom teacher to discuss questioned placement decisions.
5. Address the consistency of placement policies between elementary and high school districts.
 - a. Alta Loma School District will provide a copy of the approved Mathematics Placement Plan to the high school district and maintain ongoing communication to ensure proper placement of incoming 9th grade students.

ALTA LOMA JUNIOR HIGH SCHOOL

Alta Loma School District

Parent and Family Engagement Policy

SCHOOL ENGAGEMENT POLICY

The purpose of the Parent and Family Engagement Policy is to inform parents within the Alta Loma Junior High community of the policies, procedures, and opportunities for engagement as valued stakeholders in the education and success of their students. It serves to identify the multiple ways to be involved in school functions and the importance of ongoing communication and collaboration between parents, teachers, and other staff members. The Parent and Family Engagement Policy is a living document that is a collaborative outcome between school and parent input regarding best practices and opportunities to ensure student success, and how student progress will be monitored and reported. This policy shall be an addendum component of the School Plan for Student Achievement (SPSA) that promotes a meaningful partnership between the school, the home, and the community.

Parents will be involved in the development of the Parent and Family Engagement Policy. Alta Loma Junior High seeks parent representatives for the School Site Council, English Language Advisory Council, and LCAP Advisory Committee annually. All parents are encouraged to attend committee meetings, as well as school site engagement events. The Parent and Family Engagement Policy is a regular agenda item of the many parent group meetings throughout the year. A District-wide survey regarding the content, clarity, and accessibility of the plan is sent to all families through links sent directly to the home via email and is available on the District website. Survey results are discussed at regularly scheduled meetings. Discussed revisions become part of the updated plan.

ALSD FUNDS PARENT LEARNING AND ENGAGEMENT OPPORTUNITIES

Alta Loma Junior High (ALJH) allocates funds for parent and family engagement to ensure parent learning opportunities in state standards, social and emotional well-being, technology, blended learning availability, best teaching strategies, and ways to support student learning at home. ALJH and District hold several parent and family engagement learning activities throughout the year. Engagement opportunities include the annual Parent University held in October, the Math Showcase events in September, and the STEM Showcase in February.

- At the school site, families can engage in PTSA events, parent information meetings, School Site Council, sport events, and more.

Communication is made frequently with the District parent advisory committees; District English Language Advisory Committee-DELAC, and Students with Disabilities-SWD and Homeless parent representatives on School Site Councils. During these meetings, opportunities to communicate the ALSD LCAP and Federal Addendum are made on how state and federal funds are used to improve the academic quality of schools through the implementation of standards, effective instructional strategies, and use of assessment to monitor student progress.

Allotted Title I funds support the District Family Engagement Liaison. The District Family Engagement Liaison provides technical assistance to parents facilitated through the District Support Center. The liaison regularly attends the County Parent Engagement Network. As a member of the network, the liaison directly communicates available resources from agencies and other organizations directly to Title I parents.

BUILDING CAPACITY FOR PARENT ENGAGEMENT

The Alta Loma Junior High School staff is committed to partnering with the school community to assist parents in understanding academic content and achievement standards and assessment and how to monitor and improve the achievement of their children. Material and training will be provided to help parents work with their children to improve their children's academic achievement, study skills or learning in various academic subjects.

Staff will work to make regular homework assignments that require students to discuss with their families what they are learning in class. A directory of community resources and activities that link to student learning skills and talents are available on the ALSD website. Parents will be offered workshops to inform families of the high expectations and standards children are expected to meet each grade level and language blended learning software is available for both home/school use. Instructional Teacher's On Special Assignment, TOSA's, provide parent training on content software and parent portal access throughout the year.

SHARED RESPONSIBILITIES BETWEEN SCHOOL AND PARENTS

Alta Loma Junior High will educate teachers, instructional support staff, and other school leaders and staff, with the assistance of parents and families, in the value and utility of contributions of parents and families, and how to reach out to, communicate with, and work with parents and families as equal partners, implementing and coordinating parent and family programs to build ties between parents and families, and academic achievement. Roles will be created for parents on all decision-making and advisory committees to ensure that all students meet the expectations set forth in the CA Common Core State Standards.

- School Site Council
- PTSA
- Professional Development
- Parent information meetings
- District wide committees- Including DELAC, LCAP Advisory

The LCAP Stakeholder surveys annually will identify District strengths and relative weaknesses, as well as to identify volunteer interests, talents and availability, matching these resources to school programs. A volunteer recognition program will acknowledge activities such as events, certificates, and thank yous.

Parents will be informed of ALJH communication systems and how to remain up to date using these communication systems. ALJH will coordinate and integrate parent and family involvement programs with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent and family resource centers that encourage and support parents and families in more fully participating in the education of their children.

At Title 1 schools, the School-Parent Compact will list District and school improvement goals and describe the “in the classroom” and “at home” strategies for teachers, parents, and students to implement.

OUTREACH

Through school-community partnerships, access will be available to facilitate families' community-based programs (e.g., health care and human services) to ensure that families have the resources to be involved in their children's education. School-business partnerships will be established to provide students mentoring, internships, and experiential learning opportunities, as well as connect students and families to service learning projects. Community partners will be invited to share resources at annual open houses or parent-teacher conferences, and during critical transitions such as pre- school/Transitional Kindergarten to Kindergarten, sixth grade to junior high, and eighth grade to high school. See District Website for available resources: <https://www.alsd.k12.ca.us>

ADOPTION

The Parent and Family Engagement Policy has been jointly developed and agreed upon with family members of children participating in School Site Councils, ELAC, and District Engagement LCAP Input Meetings.