

# TIOGA HIGH SCHOOL

HOME OF THE TIMBERWOLVES



## 2022-23

The Year of Reflection and Growth

## STUDENT & PARENT HANDBOOK

19304 Ferretti Road • Groveland, CA 95321 • (209)-962-4763

<https://www.bofg.org/schools/tioga>

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# MISSION AND VISION

## **Big Oak Flat-Groveland Unified School District Mission:**

The mission of Big Oak Flat Groveland Unified School District is to provide each student a quality education in a safe and healthful learning environment.

### **To achieve our mission, we will:**

- Make decisions and policies that support our mission.
- Instill dignity, respect, responsibility, and tolerance while educating the whole child.
- Maintain a safe and healthful environment.
- Be fiscally responsible.
- Be supportive of staff and students.
- Provide the structure and support for K-12 articulated programs that meet or exceed state standards.
- Recruit and retain quality staff.
- Maintain and update campus facilities.
- Cultivate and maintain partnerships with students, parents, staff and communities.

**District Superintendent:** Wynette Hilton  
**District Secretary:** Jennifer Shimer  
**Chief Business Officer:** Sheri Cochran  
**Payroll:** Cindy Tomaino  
**Athletic Director:** Randi Middlestat  
**Transportation:** Dave Pish  
**Maintenance:** Miles Silva  
**Bus Drivers:** Holly Foiles  
Nellie Moore

**BOFG Board of Trustees**  
**President:** Dawna Dougherty  
**Trustees:** Michelle Coppock  
Patricia Pollock  
Lori Reynolds  
Kelly Rivera

## **BIG OAK FLAT-GROVELAND UNIFIED SCHOOL DISTRICT**

19177 HWY 120  
Groveland, CA 95321  
(209)962-5765

## Tioga High School Essential Learning Outcomes:

Tioga High School graduates will:

1. Use their critical thinking skills to solve real life problems and analyze information.
2. Make responsible decisions that support their personal goals.
3. Respect diverse points of view, act responsibly, and demonstrate self-respect and acceptance of others while making a positive impact in their community.

The 2022-23 school year is a year of reflection and growth for Tioga High School. Our school site council will be focusing on creating a Mission and Vision that is unique to our small school and will exemplify the role our students play in the greater Groveland area community. If you would like to be a part of the creation of the mission and vision, you can be a member of our School Site Council or contact the principal ([afrades@bofg.org](mailto:afrades@bofg.org)) for more information.

### STAFF CONTACT INFORMATION

#### Teaching Principal

Ashlee Frades  
[afrades@bofg.org](mailto:afrades@bofg.org)

#### Crisis Counselor

Lizzy Banks  
[lbanks@bofg.org](mailto:lbanks@bofg.org)

#### Faculty

Steven Baptista, Science  
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Emily Hanchett, English & History  
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Lynda Martínez, English, Spanish, RSP  
[lmartinez@bofg.org](mailto:lmartinez@bofg.org)

#### School Secretaries

Rebecca Dotson, Registrar  
[rdotson@bofg.org](mailto:rdotson@bofg.org)

Melissa Pratt, Attendance  
[mpratt@bofg.org](mailto:mpratt@bofg.org)

#### Custodian

Adam Easley  
[aeasley@bofg.org](mailto:aeasley@bofg.org)

Rebecca Dotson, Culinary  
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## TIOGA HIGH SCHOOL

19304 Ferretti Road  
Groveland, CA 95321  
(209)962-4763

## PRINCIPAL'S MESSAGE

I want to extend a warm and exciting welcome to all the students and guardians at Tioga High School, home of the Timberwolves! We are excited to welcome you back to campus for this new school year, and I look forward to getting to know you and your students even better. The focus at Tioga this year is reflection and growth.

Coming to Groveland mid-year last year was a great experience and allowed me the time to adjust to the unique challenges that face Tioga and the community. My focus for the year is to reflect on past practices to learn and grow as a family. Growing is a natural progression, and it is my hope that together with students, families, and the community, we can reflect on the impact the school has previously had and work together to grow and improve outcomes for students and ultimately outcomes for the Groveland community.

As we refine our practices this year, students will be able to participate in high quality teaching and learning. They will be given opportunities to experience what the community has to offer them as future contributors. I ask for parent support through this process by being involved in the school; joining Site Council, attending celebrations, making sure your phone number and email address are up to date with the office, and check the weekly newsletters for upcoming events.

Together, we can make this year a success! We welcome all our students and families back and hope that this year is positive and productive!

Sincerely,

Ashlee Frades

Principal

Tioga High School

# INSTRUCTIONAL PROGRAMS

## Registration

Parents/guardians of students new to the Big Oak Flat-Groveland Unified School District should make an appointment through the Tioga High School office to register. 209-962-4763. Continuing students will register for classes in early August prior to the start of school. Registration appointments will be made with the principal to discuss progress towards graduation as well as class selections.

## Curriculum

Parents/guardians are highly encouraged to attend Back to School Night in September and conferences in October, during Back to School Night, where teachers outline the year's curriculum and instructional goals, review grading policies, and discuss behavioral expectations. Parents/guardians can examine copies of all student textbooks by contacting the principal. Calendar of events can be found on our school website as well as Parent Square.

## Academic Integrity

Tioga High School believes that personal integrity is an essential component to achievement. Students will reach their full potential only by being honest with themselves and with others. Tioga staff expects students to respect the educational purpose underlying all school activities. All students need to prove to themselves that they can be successful because of their own efforts. Tioga staff expects that students will not cheat, either for personal gain or for the gain of others. Any students found to be cheating is subject to disciplinary action.

## Academic Performance

Tioga High School expects students to progress through each grade within one school year. To accomplish this, instruction should accommodate the varying interests, growth patterns of individual students and include strategies for addressing academic deficiencies when needed.

Parents/guardians have the right to receive academic performance standards, proficiencies, or skills their student is expected to accomplish. Parents/guardians have the right to consult with school personnel if their student is identified as being at risk of not completing high school through the SST process.

## Progress Reports and Report Cards

All students will receive report cards four times per year. Students receive report cards at the end of the quarter as well as the end of the semester. Final semester grades are used for student transcripts. **Progress reports** are provided to students who are at risk of failing a class. This information is provided to parents/guardians by phone call, email, or mail prior to any failing (F) grade on a report card. See the academic calendar for grading period dates.

## Academic Recognition

Students are recognized quarterly for achieving Honor Roll and other achievements. To earn the designation of Honor Roll, a student must earn a Grade Point Average (G.P.A.) of 3.5 or higher using final grades for the grading period.

## Class Schedule Changes

Students and parents/guardians should make a special effort to select a class schedule carefully. Schedule changes may occur under the following circumstances:

- Changes resulting from improper placement will be corrected within the first two weeks of the semester.
- Students who present a valid need for change in their program to the counselor may do so within the **first two weeks** of the semester.
- Schedule changes after the first two weeks are **rarely** granted and must be due to unforeseen extenuating circumstances.

## Textbook and Fees

Students are responsible for the safekeeping and safe return of all materials, technology and textbooks checked out to them. Fees for materials that are lost or damaged from any class will incur at the cost of replacement for the item. Report cards, diplomas, and transfer requests may be withheld for any outstanding balance not paid for lost, stolen or damaged items provided by the school.

## Closed Campus

Tioga High School has a closed campus policy to keep students in a safe, supervised environment. Once students arrive on campus, they may not leave without permission from the office. Parents and guardians who wish to take their child off campus must notify the office **prior to leaving with the student**. Students may leave **only** with their own parents/guardians. Parents/guardians may give permission for students to

leave with other parents/guardians or students by notifying the office.

### **Parent Involvement**

Parents are encouraged to be involved in a variety of ways including School Site Council (SSC), Booster Clubs, and Career and Technical Education Advisory. Parents have the option to help in classes, coach teams, assist with community service projects, and much more. If parents or guardians would like to be more involved or assist with any events, please contact the school office. Parent calendars will be sent home monthly with events and activities that are going on at the school via Parent Square. Parents will also receive a weekly events email through the online notification program, Parent Square. The school's website also has a calendar with the most up to date information.

### **School Site Council (SSC)**

SSC is comprised of parents, students, staff, and community members. The SSC supports the principal in making decisions about school policies and procedures, funding, safety, and academic programs. SSC meets once a month for about an hour and is a vital part of the Western Association of Schools and Colleges (WASC) certification. The team reviews school discipline, attendance, and academic data to make decision for the school. We welcome new members. Please contact the front office for a list of dates we will be meeting. Our first meeting will be on September 12<sup>th</sup>, 2022 at 3:30pm.

### **Parent Booster Clubs**

Parent Booster Clubs are parent organizations that support both student organizations and activities. Booster clubs work with school staff to host fundraising events whose proceeds are used to support their targeted audience. Currently Tioga has an FFA Booster club which raises money for scholarships and supporting students in participating with FFA events. If you are interested in starting a Booster Club at Tioga, please contact the principal.

### **English Language Proficiency Assessments for California (ELPAC)**

The English Language Proficiency Assessments for California (ELPAC) is the required state test for English Language Proficiency that must be given to students whose primary language is a language other than English.

State and Federal law require that schools administer a test of English Language Proficiency to eligible students in kindergarten through grade twelve. Students are assessed in four domains: reading, writing, listening, and speaking. The ELPAC is aligned with California's 2012 English Language Development Standards and is comprised of two separate assessments:

1. Initial ELPAC – an initial identification of students as English learners. Students are given the Initial Assessment within 30 days of enrolling their student.
2. Summative ELPAC – an annual summative assessment to measure and English learner's progress towards learning English and to identify the student's English Language Proficiency Level. Summative is given to students every spring until students are reclassified as Fluent English Proficient.

### **California Assessment of Student Performance and Progress (CAASPP)**

The California Assessment of Student Performance and Progress, or CAASPP, is the state academic testing program. CAASPP is a system intended to provide information that can be used to monitor student progress and ensure that all students leave high school ready for college and career. CAASPP includes computer adaptive tests in English language arts, mathematics, and science.

Students at Tioga High School take the CAASPP assessment in the Spring of their junior year. If you have any questions regarding the CAASPP assessments, please contact the principal.

Following the spring testing, students will receive individual score reports. Student score reports will be sent to parents/guardians in late summer/early fall and will include an overall score, and a description of the student's achievement level for English language arts, mathematics, science, and other information.

### **Health & Sex Education**

Tioga High School has a comprehensive Health and Sexual Education Curriculum. Ed Code 51240 states: (a) If any part of a school's instruction in health conflicts with the religious training and beliefs of a

parent /guardian, the student shall be excused from the part of the instruction that conflicts with the religious

training and beliefs and offered an alternative assignment to complete.

### HIV/AIDS Prevention Education

State law requires that schools teach HIV/AIDS prevention education at least once in high school. Students receive instruction on HIV/AIDS prevention

as part of the health class that is required for all freshmen. Parents may request to preview the instructional materials through contacting the school office. Parents/guardians may decline to have their student participate in HIV/AIDS prevention education.

## 2022-2023 COURSE OFFERINGS

Tioga is identified as a small, necessary high school. Many staff play multiple roles to meet the needs of our students. For this reason, while we may plan on providing a wide variety of classes for students to participate in, some years are more difficult than others. Many courses are combined based on the number of students for each course. **Courses can and will change based on enrollment and the needs of our students.**

<b>English</b>	English 9* English 10* English 11* English 12* AP English Literature & Composition* RSP English	<b>Science</b>	Biology/AG Biology AP Biology AP Environment Science Chemistry Introduction to Agriculture
<b>History</b>	World History* US History* Government & Civics/Economics* AP U.S. Government & Politics*	<b>Physical Education</b>	Physical Education Weight Training
<b>Fine Arts &amp; Language</b>	Spanish I, II, III AP Spanish Language & Culture* Photography*	<b>Mathematics</b>	Math Foundations* Math I* Math II* RSP Math Personal Finance
<b>Electives</b>	Dual Enrollment Health/Life Skills Outdoor Education Academic Decathlon Mock Trial	<b>Career &amp; Technical Education</b>	Horticulture I, II, III* Animal Science I, II, III* Agricultural Mechanics I, II, III* Culinary I, II, III*

\*A-G Approved Course

### JUNIOR COLLEGE REQUIREMENTS

A graduate of any accredited high school may be admitted to a Junior College. Students can apply to any California Junior College at [cccapply.org](http://cccapply.org)

### COLLEGE ADMISSIONS REQUIREMENTS

To be considered for enrollment in a California State University or a University of California (CSU/UC), students must meet the following requirements.



1. Complete 15 A-G approved courses. These courses are approved by the University of California college system as meeting college prep requirements. Classes are divided into the categories A-G depending on the content of the class. (11 of them by the end of junior year)
  - a. Courses must be complete with a letter grade of C or better. For courses completed during Winter 2020 through summer 2021, UC will also accept a grade of CR (credit) and P (pass). You must complete at least 11 of these courses prior to the beginning of your last year of high school.
2. Earn a grade point average (GPA) of 3.0 or better in the A-G required courses

## **ACADEMIC AND CAREER TESTING**

To support student aspirations, Tioga offers the following assessments yearly. These assessments are provided at no cost to the students and may be repeated beyond the school requirement. These assessments are used in addition to state testing to evaluate the performance of the school.

<b>Test Name</b>	<b>Description</b>	<b>When its administered</b>	<b>Required Students</b>
<b>PSAT</b> -Preliminary Scholastic Aptitude Test	A standardized assessment administered by College Board to help students prepare for the SAT	Winter	Sophomores
<b>SAT</b> -Scholastic Aptitude Test	A standardized assessment administered by College Board. This score is used by college in the admissions process.	Spring	Juniors
<b>CAASPP</b> -California Assessment of Student Performance and Progress	State standardized assessment that measures students' abilities in Math, Science, and English. More information on page 5.	Spring	Juniors
<b>ASVAB</b> -Armed Forces Vocational Aptitude Battery	This assessment is administered by the local Armed Forces recruiting office. The assessment measures students' abilities in math, science, mechanics, critical thinking, and other areas to help students identify areas of strength and match students to potential careers.	Winter	Juniors
<b>NWEA MAP</b> – Northwest Evaluation Association Measures of Academic Progress	This assessment is used to measure student growth in Reading and Math. Scores are standardized across the nation and students know where they fall in the nation of their peers in the same age.	Fall, Winter, and Spring	All Students

# GRADUATION REQUIREMENTS

In order to graduate from Tioga High School, incoming freshman students must attain 230\* credits, inclusive of the requirements below. Additional requirements for graduation include 40 hours of Community Service, successful completion of Math I/Algebra I. *Students may not participate in promotion or graduation ceremonies unless all the requirements are met.*

\*Class of 2023 = 260, Class of 2024 = 250, Class of 2025 = 240

Requirement Category	District Requirements	UC/CSU	
		Acceptance Requirements	A-G Area
English	40 credits	4 years	B
History	30 credits: <ul style="list-style-type: none"> <li>• World History</li> <li>• U.S. History</li> <li>• Government/Economics</li> </ul>	1 Year Each: <ul style="list-style-type: none"> <li>• World History</li> <li>• U.S. History</li> <li>• Government/Economics</li> </ul>	A
Mathematics	20 credits: <ul style="list-style-type: none"> <li>• Algebra I or Math I</li> </ul>	3 Years (4 years recommended)	C
Science	20 credits: <ul style="list-style-type: none"> <li>• Physical Science</li> <li>• Life Science</li> </ul>	2 Years <ul style="list-style-type: none"> <li>• Physical Science</li> <li>• Life Science</li> </ul>	D
Health & Physical Education	30 credits: <ul style="list-style-type: none"> <li>• Physical Education 2 yrs</li> <li>• Health</li> </ul> *Students may count a full season of a sport as a year of PE credit, contact office for details.	<b>Not Required</b>	
Fine Art, Language, or CTE	20 Credits	2 Years of the same language 1 year Visual or Performing Arts	Language: E Arts: F
Electives	90 Credits	1 Year	G
Personal Finance	10 Credits	<b>Not Required</b>	

Updated 6/22/2022

## COMMUNITY SERVICE REQUIREMENT

The Board of Education affirms the importance of a **forty-hour** community service-learning high school graduation requirement as a vital part of the instructional program and supports service-learning as an instructional strategy because it enables students to be confident, effective thinkers and problem-solvers as well as ethical participants in society.

- Students may complete up to 30 hours of community service before their senior year.
- All service hours must be earned outside the school day.
- Hours cannot be earned until a student has attended their first day of school.
- All forty (40) hours must be completed before the 3<sup>rd</sup> week of May, for graduating seniors.
- Exceptions apply only to students who have not been part of the Big Oak Flat-Groveland Unified School District for all four (4) of their high school years. Meet with the principal for more information.
- An adult supervisor in attendance must sign off on all forms.
- Students may count FFA, Rotary Interact, and other club activities towards service hours as long as the student is not being paid for their services.
- Copies of these forms are saved in the student's file in the office.
- Once completed, students are issued a certificate of completion for their senior portfolio.

# STUDENT SUPPORT SERVICES

## Transportation

All students must comply with the bus rules in the attached appendix. Bus transportation is denied only due to repeated disruptive, defiant, or unsafe behaviors.

Students are required to obtain a bus note from the office to ride any bus other than their own or to be dropped at an alternative stop. Parents can call the school or send their child with a note to the office for a bus note. All requests must be provided to office staff by the end of lunch, or we may not be able to provide the bus note.

## Counseling and Guidance Services

**Academic Guidance** is available to all students. This may be the principal, counselor or grade level advisor. Students have weekly advisory periods and may request appointments with the counselor or principal and will be called out of class. Counseling may focus on graduation requirements, credit recovery, dual enrollment, problems in classes, scheduling of classes, college testing and admissions supports.

**Crisis Counseling** is available to all students. Students may request an appointment with the counselor and will be called out of class. A staff member or parents/guardian may refer students for counseling. All counseling with the crisis counselor is strictly voluntary except in the case of students who have been assigned by the Board of Trustees or designee with counseling as a requirement of the disciplinary contract.

All counseling is strictly confidential. Students may be referred for outside counseling if there is a need or a desire on the part of the student; however, transportation is not provided by the district.

## Student Study Team

A Student Study Team (SST) is a school-based, problem-solving group of individuals whose purpose is to improve student success and provide additional support and resources in the areas which impact a student's educational success.

The SST meeting includes the parent/guardian, student, principal, classroom teacher, and/or other staff members or family members as required. The SST will meet within 15 days from the request of any team

member to review concerns. Contact the school office to request a SST meeting for your student.

## Section 504

Section 504 of the Rehabilitation Act of 1973 is a U.S. federal civil rights protection for people with disabilities. Individuals with disabilities are persons with a physical or mental impairment which substantially limits one or more major life activities. Major life activities include but are not limited to, taking care of one's self, walking, seeing, learning, speaking, or focusing.

A parent/guardian who believes that their student may have a disability under Section 504 may contact the principal or school office to arrange a SST meeting. The SST will evaluate the student's needs, implement accommodations, and recommend an assessment for support and services as appropriate under Section 504. The principal, regular education teaching staff, and parents/guardians are responsible for assessing, implementing, reviewing and modifying the 504 plan.

## Individualized Educational Plan (IEP)

In accordance with Federal and State law, Special Education programs and services are provided to students with identified disabilities which adversely impact the student's educational program. Special Education is a set of services, not a place. Eligible students are provided Free and Appropriate Public Education in the Least Restrictive Environment. Due to the size of the school, student may be referred to a county program that meets their needs.

A parent/guardian who believe that their student may have a disabling condition which may require Special Education services can make a referral for a Student Study Team. For additional information, contact the office.

## Procedural Safeguards for Special Education

Parents are essential members of the IEP team and collaboration is critical for student success. Compliance issues are best resolved as an IEP team. A parent can request an IEP meeting at any time by contacting the teacher or site principal and an IEP meeting will be scheduled within 30 days. If deemed necessary or appropriate to go beyond the site level, compliance issues can be resolved at the District Level

by contacting the Superintendent. Compliance issues not resolved at the district level may be addressed at the California Department of Education Special Education Division, Procedural Safeguards, Referral Services, 1430 N Street, Suite 2401, Sacramento, CA 95814. Telephone number (916)319-0800.

## **Nutrition Program**

Food services are provided on Tioga's campus. The school breakfast and lunch program are available to all students free of charge. To support our academic and nutrition program, all families complete the Free and Reduced Lunch form at the time of registration. Tioga receives additional funding based on the number of students who qualify for free or reduced lunch. Students are not permitted to leave campus during lunch.

# **EXTRACURRICULAR & CO-CURRICULAR ACTIVITIES**

## **Dances**

School dances are a vital part of students social-emotional development. They are a safe place for students to go and socialize with other peers. The following restrictions apply to dances:

- Students who leave the dance early will not be readmitted.
- Student discipline may include restricting a student from attending.
- Students may invite a guest under the following conditions:
  - Completion of the guest application prior to the day of the dance
  - Guest must be under the age of 21 and at least in 9<sup>th</sup> grade. Middle school students are not allowed
  - If a guest is asked to leave, they will not be permitted to attend any future dances
- All students and guests entering the dance are subject to search.
- Students and guests must dress according to the type of dance (casual, semi-formal or formal).

## **Student Clubs and Organizations**

Students are encouraged to participate in a variety of clubs and organizations on campus. These organizations include Student Government, Future Farmers of America, Rotary Interact, Leadership (ASB), and any other club they would like to start.

Rotary Interact and Student Body clubs select new officers at the beginning of each school year. With the support of their advisor, students run meetings and plan events that interest them and the organization. Students organize spirit weeks, fundraisers, dances, volunteer opportunities, and other events that interest them.

FFA officers are elected in the spring at the FFA end-of-year banquet. They follow the ceremony that is traditional for the organization.

All student organization are required to maintain accurate minutes of meetings to authorize the spending of funds. The treasurer of each club shall account for all money that is brought in and spent by the club. These accounts are subject to regular audits by a Certified Public Accountant.

## **Field Trips**

A variety of supervised fieldtrips may occur throughout the school year such as stage plays in San Francisco and Sonora, career days, academic visits to museums and civic activities, among others. Students are required to have a fieldtrip form completed and returned prior to the deadline given for the trip. A parent/guardian must sign all fieldtrip forms in their own writing or via parent square. All school rules apply during fieldtrips. Transportation for all fieldtrips will be organized through the district.

## **Athletics**

Athletics are an important part of high school. Sports are offered based on the number of students interested in playing each sport. To participate in any sport, students must have the following:

- Parent/guardian permission
- Current physical examination
- Proof of Insurance
- Academic Eligibility
- Some fees may apply (Cost per student/family)

All of these items will be cleared through the head coach prior to participation in any sport. Each individual coach is responsible for the disbursement and collection of uniforms and equipment. If you are interested in coaching a sport, assisting a coach, or helping with transportation, please see the front office regarding availability, fingerprinting requirements, and expectations.

### **Athletic Eligibility Standards**

Students must maintain a 2.0 grade point average and no more than one F grade at the completion of the last grading period. Students must be present at school or a school related activity for a minimum of ½ day to attend any school activity that same day or night. Students must remain eligible through behavior and disciplinary standards that are set up by the school site. Students must maintain minimum progress towards meeting high school graduation requirements.

### **Period of Eligibility**

- The eligibility status of a student will be verified at the end of each grading period.
- A current student failing to meet eligibility standards may be placed on probation one time in their high school career and allowed to participate until the next grading period.
- A transfer student must meet the CIF eligibility criteria, fill out the appropriate

transfer forms, and complete the eligibility transfer process.

- Students who failed to meet eligibility criteria may continue to practice until the next grading period but may not participate in any competitions.

### **Steroids – Board Policy 5131.63(a)**

Students participating in interscholastic athletics are prohibited from using steroids and dietary supplements banned by the U.S. Anti-Doping Agency as well as the substance synephrine.

Before participating in interscholastic athletics, a student athlete and his/her parent/guardian shall sign a statement that the student athlete pledges not to use androgenic/anabolic steroids and dietary supplements banned by the U.S. Anti-Doping Agency as well as the substance synephrine, unless the student has a written prescription from a licensed health care practitioner to treat a medical condition.

A student who is found to have violated the agreement or this policy shall be restricted from participating in athletics and shall be subject to disciplinary procedures including, but not limited to, suspension or expulsion in accordance with law, Board policy, and administrative regulations.

Coaches shall educate students about the district's prohibition and the dangers of using steroids and other performance-enhancing supplements.

School personnel and coaches may provide only non-muscle-building nutritional supplements to student athletes for the purpose of providing additional calories and electrolytes, if they do not contain any dietary supplements prohibited by the U.S. Anti-Doping Agency as well as the substance synephrine. Permissible non-muscle-building nutritional supplements are identified according to the following classes: carbohydrate/electrolyte drinks, energy bars, carbohydrate boosters, and vitamins and minerals.

# SCHOOL ATTENDANCE

## **Mandatory Attendance**

Each person between the ages of 6 and 18, who has not been officially exempted from school, must be enrolled and attend school full time. (EC 48200; 48400 et seq.)

A parent/guardian of a student with a temporary disability which causes attendance at school to be impossible or inadvisable must contact the school for support on providing Home or Hospital Instruction.

## **Parent/Guardian Responsibilities**

It is the obligation of the parent/guardian to compel the attendance of their student at school. If a parent is having trouble getting their student to attend school, they should notify the office. Any parent/guardian who fails to meet this obligation will be referred to Student Attendance Review Board (SARB) with Tuolumne County Superintendent of Schools and potentially the District Attorney.

## **Building the Habit of Good Attendance**

It is important that the parent/guardian(s) start building the habit of daily attendance for student(s) early in their educational career. Did you know that missing just two days of school a month can make it more difficult to learn to read and cause students to fall behind in school? It takes students three days to catch up for each day missed.

Below are some tips that can help building consistent attendance.

- Establish routines for bedtime to ensure student is well rested and up in time.
- Have a back-up plan for getting your child to school in case that you are unable to.
- Avoid planning vacations and non-urgent medical appointments while school is in session.
- If your child seems bored or anxious, reach out to the school to discuss ways of making them feel comfortable and keeping them engaged.

- Communicate with the school regarding attendance and any concerns you may have.

## **Absences and Tardies**

Attendance is taken daily in each class period at the beginning of the period. Parents/guardians will receive an attendance recording, text message or email through Parent Square if your child has missed any part of the school day or class period. The message will state that they were absent from school. If a student is absent from school, the parent/guardian must contact the school to give a reason for the absence. Parents/guardians may contact the school at (209)-962-4763 or send an explanatory note or doctor's note with the student on their return to school. Please provide the following information when clearing an absence:

- Student's name
- Date of the absence
- Name of the person clearing the absence
- Reason for the absence

## **Excused Absences**

According to Ed. Code, the following reasons may be given for excused absences:

- Illness of the student
- Quarantine
- Attending the funeral service of an immediate family member
- Medical, dental, or other health related appointments
- Jury duty

Ed. Code also allows for students to be excused from school for justifiable personal reasons, including but not limited to, an appearance in court, observance of a holiday or ceremony of their religion, or an employment conference when the student's absence has been requested in writing by the parent/guardian and approved by the principal pursuant to uniform standards.

## **Make-Up Work**

Students who miss school for an excused absence will be given one day for each day they missed to make up the work from their absence. If a test is missed, the student will be expected to make up the test on the day they return to school. This may vary, depending on the teacher's availability to administer the test to the student. It is the student's responsibility to collect their missing assignments and turn them in upon their due date. If an assignment is due on the day that a student incurs an excused absence, the assignment is due on the day the student returns to school, whether they are scheduled to attend the class in which the assignment is due. Credit may not be given for assignments missed due to suspensions or other unexcused absences.

## **Checking In/Out During School Hours**

If a student must arrive at school late or leave school early, they must check in with the office before attending class or leaving campus. Students are only permitted to leave early with an explanatory note from the parent/guardian or parent/guardian phone call provided to the school secretary.

## **Excessive Absences**

In California, chronic absence is typically defined as being absent for any reason (excused or unexcused) for at least 10% of the school year. For a 180-day school year, a student who misses 18 days or more of school is chronically absent.

Any student who is absent or tardy for more than any 30-minute period during the school day without a valid excuse on three separate occasions will be classified as truant. Any student who meets this criterion will be notified.

Students who continue to be truant will be referred to the School Attendance Review Board (SARB).

## **School Attendance Review Board**

SARB is composed of representatives from the District, law enforcement, probation, the County Superintendent's Office, youth services agencies, and any one else who may be able to support the youth being referred. Members work collaboratively to determine barriers and develop a plan to get the student back to school. Failure to meet with SARB or follow its directives can result in referral to Juvenile Probation for truancy mediation or the District Attorney's office for prosecution. (EC 48263 and 48263.5)

# **SCHOOL & STUDENT SAFETY**

## **Student with Medication or Health Needs**

Any student who requires the use of prescription medication must complete a form in the office that is signed by the doctor. The prescription medication is stored in the office with the student's name.

Students *will not* be treated in the office with any medication unless it has been cleared by the parent/guardian in advance. The school cannot treat an individual student for an illness, sickness or injury other than administering ice, band-aids, or simple cleaning with soap/water/antiseptic and then contacting the parent to pick up the student. The school does not provide facilities for long term sick care during the school day. If a student feels too ill to remain in class, we will contact home and or a designated emergency contact to

pick up the student. In the event of an emergency, first aid will be given to students and a call to 911 if warranted.

## **Inclement Weather**

In the event that school is postponed or cancelled due to inclement weather, the district representative will make the decision to cancel or postpone school. This decision is made based on the both the ability for the school bus to safely pick up and drop off students, as well as the ability of staff to safely arrive at school. In either case, the decision will be made by 6am and will be announced using Parent Square text alert, email alert, Facebook page and the following Sonora radio stations: **KVML (1450 AM)**, **KKBN (93.5FM)**, and **KZSQ (92.7FM)**

During snowy weather, bus stops may be changed. See the bus schedule appendix for information.

### **Dress Code**

The dress code applies to all students on the Tioga High School Campus and at all school activities when students are representing the high school. The purpose of the dress code is to help create a safe, wholesome learning environment for students, staff, and the community.

The following guidelines shall apply to all students during regular school activities:

- Shoes must be worn at all times.
- Clothing must cover the student from the shoulder to thigh and cover undergarments.
- Clothing and accessories may not convey messages that are vulgar, profane, or sexually suggestive.
- Clothing and accessories may not promote drugs, alcohol, weapons or tobacco use or products.
- Any clothing and accessories that causes a substantial disruption to the learning environment will not be allowed.

Some classes may require additional dress restrictions for participation or safety reasons.

Students in violation of the dress code are subject to disciplinary action which includes verbal and written warning, providing alternative clothing, parent/guardian contact, etc.

### **Visitors on Campus**

Visitors must check in with the main office upon arrival. No student visitors are allowed on campus during the school day without prior approval by the administrator.

### **Cell Phone use Policy**

Tioga High School acknowledges that cell phones can be a valuable tool for student learning. They also have the potential to be a distraction to the learning environment. Any cell phones or other electronic devices that are brought on to campus are solely the student's responsibility. The school is not liable if the device is broken or stolen.

Teachers will implement cell phone policies that meet the needs of their learning environment. This includes but is not limited to requiring cell phones to remain in students' backpacks, using a cell phone pocket, and or allowing their use on specific assignments or at specific times.

At no time may a student take images or videos of other students or staff without their permission. Students who use their devices to cyber bully will lose the privilege of having a cell phone on campus.

Failure to follow the classroom cell phone policy will result in the following consequences:

- Verbal warning
- Confiscation of the device until the end of the period and parent/guardian contact
- Confiscation of the device until the end of the day, discipline referral, parent/guardian contact
- Confiscation of the device until parent/guardian can pick up the device, discipline referral
- Phone being turned into the office at the beginning of the day and picked up at the end of the day
- Loss of privilege to bring the cell phone

### **Student Drivers**

Students with valid driver's license may drive their cars to school and park in the lower parking lot. Students must drive safely and follow all posted traffic signs. Student drivers must bring a copy of their driver's license, registration, and insurance to the office by the first day the student parks on campus. The office can make copies for students. Serious or continued problems with car safety on campus may result in a student losing permission to drive and/or park their car on campus.

Students may not transport other students in their own cars during school time. All school activities that require transportation will utilize district provided transportation or adult driver. School administration may approve students to transport themselves under special circumstances.



## **Affection**

The staff at Tioga recognizes that relationships in high school are a natural part of students' social-emotional development. However, it is expected that all forms of affection remain in good taste. Students demonstrating excessive displays of affection will not be allowed and are subject to disciplinary action.

## **Student Complaint Procedure**

All student reports are taken seriously and will result in an investigation. The student making a complaint should do so to a trusted staff member or the principal directly. During and after the investigation, complaints are kept anonymous, and students are interviewed to determine what actions should be taken to resolve the complaint. All students and staff involved will have an opportunity to share their experiences before a decision is made.

If the student is not satisfied with the resolution of the complaint, they can follow the district's uniform complaint procedures or speak to the board at public comment.

## **Use of Canines for Detection Services**

Tioga believes in a safe, drug free campus. Canines, with their trainers will visit campus at random times during the school year to assist with preventing students from bringing illegal items or substances onto campus. If a student is found in possession of an illegal item, appropriate disciplinary action will be taken.

## **Suspension and Expulsion**

Suspended students shall not attend any educational or school-related extracurricular and co-curricular activities during the period of suspension. "Suspension" means removal of the student from ongoing instruction, "Expulsion" means removal of the student from attending the school.

Students who display inappropriate behavior may be subject to suspension as outlines in the California State Education Code 48900 and 48915. A student may be suspended or expelled for acts which are related to school activity or attendance while on school grounds, while going or coming from school whether on or off

campus, and during or while going to, attending, or coming from a school sponsored activity.

A student who has committed the following acts is subject to discipline by suspension or expulsion (Ed. Code 48900):

- (a)1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or

possession by a pupil of his or her own prescription products.

(i) Committed an obscene act or engaged in habitual profanity or vulgarity.

(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

(k) 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.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261,266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.

(r) Engaged in an act of bullying, including, but not limited to, bullying Committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

### **Right to Appeal and Due Process**

Suspension by a principal/designee or the superintendent shall be preceded by an informal

conference which is conducted by the principal or the principal's designee between the student and their parent. The pupil shall be informed of the reason for the disciplinary action and the evidence against him/her and shall be given the opportunity to present his/her defense. (Ed. Code 48911b)

A principal/designee or the superintendent may suspend a student without affording the student an opportunity for a conference only if the principal/designee determines that an "emergency situation" exists. If a student is suspended without a conference prior to a suspension, both the parent and the student shall be notified of the student's right to such a conference. The conference shall be held within two (2) school days, unless the student waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. The conference shall then be held as soon as the student is physically able to return to school for the conference. (Ed. Code 48911c)

### **Emergency Action Plans**

Tioga High School has an emergency action plan that covers natural disasters, fire, active threats, and medical emergencies. Staff review emergency procedures yearly and students participate in drills regularly.

Drills are reviewed with students annually and practiced throughout the year. In the event of an emergency, all modes of communication will be used to notify families of the status of students and what actions they should take. If the school is evacuated or must close for an unexpected reason, parents will be notified and provided information on where to meet their students. Staff will remain with students until all students have been picked up.

If you have questions about the emergency action plan for Tioga, contact the principal.