# 2026-2027

# PARENT & STUDENT HANDBOOK

## ALTA LOMA JUNIOR HIGH SCHOOL

Excellence in Education

**ADMINISTRATIVE TEAM**

Brittany Brehm, Principal
Matthew Dzama, Assistant Principal of Curriculum and Instruction
Sheryl Collins, Assistant Principal of Student Services

**ALTA LOMA SCHOOL DISTRICT**

Dr. Sherry Smith, Superintendent
Eric Hart, Associate Superintendent, Administrative Services
Cara Cerecerez, Assistant Superintendent, Human Resources
Dr. Christina Pierce, Assistant Superintendent, Educational Services

**ALTA LOMA SCHOOL DISTRICT BOARD OF TRUSTEES**

Brad Buller | Eric Chung | Rebecca Davies | Dr. Malinda L. Hurley | Jessica Martinez

**9000 LEMON AVENUE, ALTA LOMA, CA 91701 | 909.484.5100**

# 2026-2027 ALTA LOMA JUNIOR HIGH PARENT & STUDENT HANDBOOK

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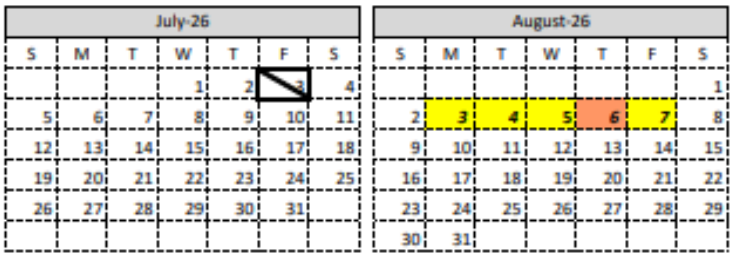
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# ALTA LOMA SCHOOL DISTRICT 2026-2027 JUNIOR HIGH/SEMESTER SCHOOL CALENDAR



| July-26 | | | | | | |
|---|---|---|---|---|---|---|
| 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-26 | | | | | | |
|---|---|---|---|---|---|---|
| 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-26 | | | | | | |
|---|---|---|---|---|---|---|
| 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-26 | | | | | | |
|---|---|---|---|---|---|---|
| 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-26 | | | | | | |
|---|---|---|---|---|---|---|
| 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-26 | | | | | | |
|---|---|---|---|---|---|---|
| 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-27 | | | | | | |
|---|---|---|---|---|---|---|
| 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-27 | | | | | | |
|---|---|---|---|---|---|---|
| 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-27 | | | | | | |
|---|---|---|---|---|---|---|
| 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-27 | | | | | | |
|---|---|---|---|---|---|---|
| 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-27 | | | | | | |
|---|---|---|---|---|---|---|
| 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-27 | | | | | | |
|---|---|---|---|---|---|---|
| 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-26** | | | |
| 3 | Independence Day (Observed) | | |
| 20 | Opening of School Offices | | |
| 28 | New Certificated Staff Orientation | | |
| 29 | Convocation | | |
| **August-26** | | | 21 (20) |
| 3 | Non-Work Day for 8th Grade Certificated Staff | | |
| 3 | First Day for Grades 6-7 (Modified Day) | | |
| 4 | First Day 8th Grade Students | | |
| 4-7 | Modified Days (Grades 6-8) | | |
| **September-26** | | | 21 |
| 7 | Labor Day | | |
| **October-26** | | | 21 |
| 2 | First Quarter Ends | (44 Days) | |
| 5 | Staff Development Day | | |
| 12-15 | Parent Conferences (Modified Days) | | |
| 16 | Modified Day | | |
| **November-26** | | | 15 |
| 11 | Veterans Day | | |
| 20 | Modified Day | | |
| 23-27 | Thanksgiving Holidays | | |
| **December-26** | | | 13 |
| 17 | End of Semester 1; Modified Day | (91 Days) | |
| 18 | Floating Holiday - Admissions Day (observed) | | |
| 21-31 | Christmas Holidays/Winter Recess | | |
| **January-27** | | | 19 |
| 1 | New Year's Holiday/Winter Recess | | |
| 4 | Students Return/ Second Semester Begins | | |
| 18 | Martin Luther King Jr. Day | | |
| **February-27** | | | 18 |
| 8 | President Lincoln's Birthday (observed) | | |
| 15 | Presidents' Day | | |
| **March-27** | | | 19 |
| 5 | Third Quarter Ends | (42 Days) | |
| 8 | Staff Development Day | | |
| 26 | Modified Day | | |
| 29-31 | Spring Recess | | |
| **April-27** | | | 20 |
| 1-2 | Spring Recess | | |
| **May-27** | | | 13 (14) |
| 14 | Modified Day | | |
| 19 | Last Day of School Grades 6-7; Modified Day (Grades 6-8) | | |
| 20 | Last Day of School for 8th Grade Students; (Modified Day) | | |
| 31 | Memorial Day | | |
| | | Total School Days | 180 |
| **June-27** | | | |
| 18 | Juneteenth (Observed) | | |

**Junior High Conferences - Modified Days**

**Modified Day - Extended Professional Development**

**Junior High - Modified Day**

Non-School Day: Schools and District Office Closed

Non-School Day: Schools Closed; District Office Open

# ALTA LOMA JUNIOR HIGH SCHOOL
## 2026-2027 BELL SCHEDULE

| REGULAR SCHEDULE - 1ST LUNCH | |
|---|---|
| "0" Period | 7:05-7:55 |
| Morning Bell | 7:55 |
| A Block | 8:00-8:55 |
| B Block | 8:58-9:53 |
| C Block | 9:56-10:51 |
| 1st Lunch | 10:51-11:21 |
| D Block | 11:24-12:19 |
| E Block | 12:22-1:17 |
| F Block | 1:20-2:15 |

| REGULAR SCHEDULE - 2ND LUNCH | |
|---|---|
| "0" Period | 7:05-7:55 |
| Morning Bell | 7:55 |
| A Block | 8:00-8:55 |
| B Block | 8:58-9:53 |
| C Block | 9:56-10:51 |
| D Block | 10:54-11:49 |
| 2nd Lunch | 11:49-12:19 |
| E Block | 12:22-1:17 |
| F Block | 1:20-2:15 |

| MODIFIED DAY SCHEDULE - 1ST LUNCH | |
|---|---|
| "0" Period | 7:05-7:55 |
| Morning Bell | 7:55 |
| A Block | 8:00-8:40 |
| B Block | 8:43-9:23 |
| C Block | 9:26-10:06 |
| 1st Lunch | 10:06-10:36 |
| D Block | 10:39-11:19 |
| E Block | 11:22-12:02 |
| F Block | 12:05-12:45 |

| MODIFIED DAY SCHEDULE – 2ND LUNCH | |
|---|---|
| "0" Period | 7:05-7:55 |
| Morning Bell | 7:55 |
| A Block | 8:00-8:40 |
| B Block | 8:43-9:23 |
| C Block | 9:26-10:06 |
| D Block | 10:09-10:49 |
| 2nd Lunch | 10:49-11:19 |
| E Block | 11:22-12:02 |
| F Block | 12:05-12:45 |

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### 2026-2027 MODIFIED DAYS

8/3 (6th & 7th grade only) | 8/4-8/7 | 10/12-10/16 | 11/20 | 12/17
3/26, 5/14, 5/19, 5/20 (8th grade only)

### 2026-2027 NON-SCHOOL DAYS

9/7: Labor Day | 10/5: Staff Development Day
11/11: Veterans Day | 11/23-11/27: Thanksgiving Break
12/18: Admission Day Floating Holiday | 12/21-1/1: Winter Break
1/18: Martin Luther King Jr. Day | 2/8: Lincoln's Birthday | 2/15: Presidents' Day
3/8: Staff Development Day | 3/29-4/2: Spring Break

## MISSION STATEMENT

Alta Loma Junior High School is a safe and supportive educational environment where students, parents, staff, and the community work as a team. Our goal is to develop students academically, physically, and socially, enabling them to realize their potential. Alta Loma Junior High prepares students for lifelong learning, responsible citizenship, and success.

## SCHOOL OFFICE & CONTACT INFORMATION

**Office Hours:** Monday-Friday, 7:00 AM-4:00 PM

**Phone |** 909.484.5100
**Fax |** 909.484.5105
**Email |** infoaljh@alsd.org
**ALJH Website |** bit.ly/aljhonline
**District Website |** alsd.k12.ca.us
**Social Media |** @altalomajh on Instagram and Facebook

## GENERAL POLICIES & INFORMATION

### ARRIVAL AND PICK-UP

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/Math tutoring, assigned extra periods, 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 attend a bike safety meeting to get a bike pass in order to ride their bike to school. 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. Violations may result in students losing their bike riding privileges.
    - 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 every pickup initiated by someone other than the parent/guardian. Parent/Guardian may be contacted by office staff to verify written consent.

### CLOSED CAMPUS

ALJH is a closed campus. Adult visitors and volunteers are welcome; however, state law requires that visitors/volunteers be clearly identified while on 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.

**VOLUNTEERS**

The Alta Loma School District greatly appreciates the time, knowledge, and abilities that our volunteers share with our students and staff. To ensure student safety and comply with state guidelines outlined in SB 848 and Board Policy 1240, ALL volunteers must meet state and district requirements before beginning their service. All volunteers must complete an application process and meet the following criteria:

- Obtain fingerprint clearance through the DOJ and FBI (required for District-sponsored student activity programs).
- Complete a tuberculosis (TB) risk assessment (and examination, if risk factors are identified).
- Complete mandated reporter training.

Volunteer work is designed to enhance our programs and may not replace the normal duties of our staff. We look forward to partnering with you to enrich our school community. Once requirements have been met, all volunteers must be scheduled by the school site for service and check-in using our visitor/volunteer management system prior to being on campus.

**EMERGENCY CONTACTS**

Emergency contact information should be updated annually through the Parent Portal during the registration window in July. 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 99.9 FM.

**BREAKFAST AND LUNCH INFORMATION**

Breakfast is served daily from 7:30 to 7:50 AM. 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. Food delivery services, such as DoorDash, are not allowed.

**DELIVERIES TO SCHOOL**

Students need to bring everything with them to school in the morning. Deliveries disrupt instruction, therefore, P.E. Clothes, band instruments, lunches, homework, backpacks, etc., that are delivered to school for students will remain in the office. It is the student's responsibility to check for their belongings/dropped off items at passing period and at lunchtime. We encourage students to eat a school lunch or to bring their own lunch in the morning. **We do not allow fast food lunches to be dropped off or outside agencies to deliver items to students.**

**STUDENT WINDOW**

At the Student Window, located near the quad on the north side of the office, 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 from staff:* Students 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.
- *All students must stop at the Student Window and check in prior to entering the office.*

**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 any loss or damage to personal or school-issued property left on campus; while the school endeavors to protect property, it is not responsible for lost or damaged items. If you find an item on campus (e.g., P.E. clothes, shoes, money, books, electronics), please turn it in at the Student Window. If you have lost an item, please check the Student Window or the Lost and Found cart located 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 is open to treat and assess ill or injured students. If a student needs to go home, staff will contact a parent/guardian. Students must report to the health office if they are unwell; **contacting parents directly may result in an electronic device violation.**

## 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.

To support student attendance and academic success, any students out for three or more consecutive days can contact the office to make arrangements for a Short Term Independent Study Contract. Contracts are cumulative for no more than fifteen school days per year.

**Students are considered chronically absent if they are absent more than 10% of school days.*

**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. 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 seats 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.
- A student will be placed on the Restricted List at the end of each grading period if they are:
    - Chronically Tardy to School (5+ tardies in a grading period)*
    - Chronically Tardy to Class (5+ tardies in a grading period)*
- The passing period should be used to get a drink, use the restroom, etc.

**Students are considered chronically tardy if they are late to school or class on more than 10% of the days in a grading period.*

## ACADEMICS, STANDARDS, SUPPORTS, AND RECOGNITION

**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.

**HOMEWORK POLICY**

District guidelines regarding homework for junior high students suggest that each core subject have 20-30 minutes of homework daily. Students are encouraged to use planner to record assignments, check Google Classroom, and Infinite Campus daily. All teachers will instruct students on where to find daily homework and class assignments.

**STUDY HALL**

All students have access to an after school Study Hall to work and get help on Tuesdays, Wednesdays, and Thursdays from 2:15-3:15 p.m. Students must go directly to Study hall, sign in and 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 as a place to study, read, 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.

**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/materials charges will be sent an invoice and may have their schedule, report card, promotion tickets, and/or promotion certificate withheld until invoice is paid in full.

**COST TO REPLACE TEXTBOOKS**

*All costs are subject to change without notice.*

- 6th Grade: TCI Social Studies: $91.00, Big Idea Math: $90.00
- 7th Grade: TCI Social Studies: $91.00, Big Idea Math: $90.00, Accelerated Math: $130.00.
- 8th Grade: TCI Social Studies $91.00, Big Ideas Math $90.00, Integrated Math $130.00; Spanish 1: $75.00.

**DISTRICT-ISSUED CHROMEBOOKS**

Chromebooks are assigned to all students as instructional materials. Students and families are responsible for the care of these devices (see 'Behavior & Expectations' on pg. 16). Chromebooks and chargers must be returned upon course completion or withdrawal from school. Any student who damages or does not return their Chromebooks and/or charger will be charged for the repair and/or replacement..

**CHROMEBOOK REPAIR/REPLACEMENT COSTS**

*All costs are subject to change without notice. Some repairs may include labor cost and California sales tax.*

- Key damage or loss: $10.00 per key
- Screen damage: $40.00
- Keyboard replacement: $35.00
- Daughter Board: $25.00
- Chromebook charger replacement: $25.00
- Touchpad: $15.00
- Bexel/Camera: $30.00
- Total Chromebook replacement: $400.00

Students with outstanding chromebook charges will be sent an invoice and may have their schedule, report card, promotion tickets, and/or promotion certificate withheld until invoice is paid in full.

**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 two semesters. Final grades will be entered by teachers on the end date of each grading period and progress reports/report cards will be posted at 4:00pm on the Parent Portal according to the following schedule:

| | | | GRADING PERIOD ENDS | GRADES POSTED |
|---|---|---|---|---|
| FIRST SEMESTER | ***1st Quarter*** August 3-October 2, 2026 | 1st Quarter Progress Report | n/a | September 4, 2026 |
| | | 1st Quarter Report Card | September 25, 2026 | October 2, 2026 |
| | ***2nd Quarter*** October 5-December 19, 2026 | 2nd Quarter - Deficiency Notices | November 6, 2026 | November 13, 2026 |
| | | 1st Semester Report Card | December 11, 2026 | December 17, 2026 |
| SECOND SEMESTER | ***3rd Quarter*** January 4-March 5, 2027 | 3rd Quarter Progress Report | n/a | February 5, 2027 |
| | | 3rd Quarter Report Card | February 26, 2027 | March 5, 2027 |
| | ***4th Quarter*** March 8-May 20, 2027 | 4th Quarter Deficiency Notices | April 16, 2027 | April 25, 2027 |
| | | 2nd Semester Report Card | n/a | May 20, 2027 |

**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 sixth, seventh, and eighth grade program. Students must meet the minimum requirements set forth in Assembly Bill 1626 and District Board Policy 5123. By May 11, 2026, 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. *A student's participation in the Promotion Ceremony may be revoked by the administration at any time. This action could result from issues such as poor attendance, behavioral incidents, safety concerns, or other factors deemed unacceptable.*

Any student with an F(s) on their report card or who falls below a 2.0 GPA will be required to conference with an Administrator and/or their teachers. During this conference, an intervention plan and conference summary will be developed and may include attendance at 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 support 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; all students complete the Presidential Youth Fitness Program. The official uniform **for 6th, 7th, and 8th grade** for physical education is available for purchase at schedule pick-up day in July or at the Student Store during lunch. Socks and Athletic Shoes are required. (Not sold at the Student Store.) Costs are: P.E. Shorts: $15.00, P.E. Shirts: $15.00.. *All costs are subject to change.*

**LOCKERS**

Lockers are property of the Alta Loma School District. All students (6th-8th) 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 to be out or on in the locker room. Students may face serious consequences for having or using cameras/cellphones in the locker room.

## RECOGNITION & INCENTIVE PROGRAMS

**STUDENT INCENTIVES**

Teachers and staff utilize a variety of incentive programs to encourage students to exhibit Pack PRIDE including Minga Points and Swag Store rewards.

**STUDENTS OF THE SEMESTER**

Each semester students from each grade are chosen by their teachers. 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 Student of the Semester Breakfast with their families at the end of the Semester.

**STUDENTS OF THE WEEK**

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

**HONOR ROLL**

Students with excellent grades and citizenship on their semester 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 3.50-3.99 and no C's, D's, or F's and no U's or N's.

**POSITIVE CONFERENCES**

Each semester select students are nominated by teachers for positive recognition. They are invited to a celebration hosted by Administration and their teachers where they receive a certificate listing their accomplishments.

**CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION (CJSF)**

CJSF is an honor society open to 7th and 8th grade students. To become a member, a student must qualify by earning a minimum of 8 points in academic classes AND paying dues ($5.00, subject to change) during the announced application window. Any D's, F's, N's, or U's in any class will disqualify a student. No applications will be accepted outside of the application window per CJSF bylaws. Eighth graders who join for at least three semesters qualify as CJSF Honor Members and may purchase a special medallion to wear at promotion.

***Point Values:***

- *"A" = 3 points*
- *"B" = 1 points*
- *A "B" in Math Integrated I = 2 points*
- *"C" = 0 points*
- *Grades earned in electives and Physical Education do not count towards the total required points.*

## END-OF-THE-YEAR AWARDS

*Although Quarter grades are not considered official grades for the transcript, they are one of multiple measures considered as criteria for all awards listed in the section below.*

**ALJH CITIZENSHIP AWARD**

This award honors students who follow the rules, conduct themselves appropriately, and generally embody the Golden Rule. Students must earn outstanding citizenship in at least five of their classes with no D's or F's in each of the first three quarters of the school year.

**ALJH SCHOLAR AWARD**

Students earn this award if they have a GPA of 3.75 or above with no C's, D's, or F's in each of the first three quarters of the school year. This award is for persistent high achievers who have worked hard and have consistently demonstrated academic excellence.

**EXCELLENCE IN CONTENT AREA AWARD**

Each teacher nominates two students who excel in their given content area for recognition. These students are at the top of their classes and can be identified for English Language Arts, Social Studies, Mathematics, Science, Physical Education, or electives.

## 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 cumulative GPA for all of 6th & 7th grade and for the first three quarters of 8th grade.
- Scored "Standard Exceeded" on the CAASPP test taken in their sixth and seventh grade year in English 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 LIFE AND INVOLVEMENT

*In order for a student to participate in an extracurricular activity, the student must attend a minimum of 3 class periods on the day of the event/activity.*

**ID CARDS**

Student ID Cards will be distributed on Fall Picture Day and are required to attend dances, sporting events, after school activities, and to receive lunch. Students may receive one free replacement card each school year; a $5.00 fee will be charged for any subsequent replacement cards. Students can request a replacement card by coming to the Student Window to complete an ID Card Request form.

**WOLF W.E.B./MINGA HOME FEED**

Students can access the Wolf W.E.B. through Google Classroom or on the home feed of Minga. These school-wide platforms are used to push out information to the student body about upcoming events, announcements, contests, etc. Students with concerns or questions can also access the Digital Blue Slip form through either platform to reach out to an administrator. All blue slips remain confidential and can be submitted 24/7.

**CLUBS**

ALJH boasts a wide range of clubs catering to a variety of interests. Clubs take place primarily during lunch or after school and meeting times are based on the advisor's availability; club options will vary between first and second lunch. Students will have the opportunity to explore the club offerings at Club Rush which typically takes place early in the school year. Students are invited to join any club that interests them 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 they have secured an advisor, students can submit a request form at the Student Window. The new club will be added to the schedule once it has been approved by an administrator and the office has verified meeting details with the advisor.

**DANCES**

We have several dances throughout the year. Tickets will be sold for $5 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.
- Cell phones must be turned off and stored in their backpacks.

**SPORTS**

We offer a variety of after-school sports for 6th-8th grade students. The schedule includes volleyball and football (Sept-Oct), boys and girls soccer (Nov-Dec), boys and girls basketball (Jan-Feb), and track and field (Mar-Apr). Most sports feature a combined 6th/7th grade team and a separate 8th grade team, while track and field is a combined 6th-8th grade squad. Watch for announcements regarding information meetings and tryouts prior to each season. To participate, students must submit a completed sports packet to the Student Window by the stated deadline. Packets are available at the Student Window 2-3 weeks before each season begins. Please note that students on the restricted list are not eligible to participate in or attend these events.

# BEHAVIOR & EXPECTATIONS

## MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)

At Alta Loma Junior High, we are committed to supporting the academic, behavioral, and social-emotional success of every student through a Multi-Tiered System of Support (MTSS). This framework allows us to provide varying levels of support based on individual student needs, with a strong foundation in Positive Behavior Interventions and Supports (PBIS). PBIS is a school-wide approach focused on creating a positive, predictable, and safe learning environment. Our school has established a behavior matrix that outlines clear expectations for student behavior in all areas of the school. These expectations are explicitly taught, modeled, and reinforced regularly to ensure all students understand what is expected of them. To encourage and celebrate positive behavior, students may earn Minga Points, which can be redeemed for incentives and privileges as part of our PBIS program.

Behavioral support within MTSS is organized into three tiers:

**Tier I** includes universal supports for all students. This tier emphasizes teaching and reteaching behavioral expectations, reinforcing positive behaviors, and using consistent language and strategies across the school.

**Tier II** provides targeted supports for some students who may need additional help. This may include small group counseling, Check-In/Check-Out (CICO), mentorship programs, and other Tier II strategies as determined by the student's needs.

**Tier III** is designed for a few students who require individualized interventions. These supports are highly personalized and often involve collaboration with families, school counselors, and outside support services to address specific behavioral and/or social emotional challenges.

Our goal is to ensure all students feel supported, respected, and capable of reaching their full potential. MTSS and PBIS work together to build a positive school climate and help every student succeed.

## MINGA CAMPUS MANAGEMENT SYSTEM

Alta Loma Junior High utilizes Minga, a secure digital platform designed specifically for modern K-12 campus management. This platform elevates campus safety and security, drives student engagement, and increases communication between school and home. Aligning directly with our Multi-Tiered System of Support (MTSS) and Positive Behavior Interventions and Supports (PBIS) framework, Minga provides a comprehensive suite of tools to recognize positive conduct, facilitate timely support for all students, and provide real-time feedback to families.

- **PRAISES & MINGA POINTS:** Teachers and staff utilize Minga Praises to actively reinforce and reward students displaying Wolf PRIDE. Each praise earns a student one Minga Point that students redeem for rewards at our regularly offered PBIS Minga Store while parents receive consistent, real-time feedback on positive behavior.
- **GUIDANCES:** Guidances are a formal communication tool used to document minor behavioral concerns requiring re-teaching and redirection. This system provides real-time student feedback and parent visibility, while enabling the school to quickly identify and provide additional supports that encourage student success.
- **DIGITAL HALL PASS:** The Digital Hall Pass system streamlines student hallway access to maximize instructional time and minimize disruptions. Students request passes on their District-issued Chromebooks, giving staff real-time visibility of student whereabouts for improved management and enhanced safety throughout the school day and during emergencies. Minga does not track a student's location or activity on their personal mobile devices.

# SHOW YOUR P.R.I.D.E.

## ALJH PBIS SCHOOLWIDE MATRIX

| | POSITIVITY | RESPECT | INTEGRITY | DEDICATION | EXCELLENCE |
|---|---|---|---|---|---|
| **All Settings** | We are kind to others and follow directions given by school staff. | We keep our hands and feet to ourselves. | We take responsibility for our actions, and ask for help when needed. | We arrive on time to all classes with cellphones/ electronics turned off and away in our backpacks. | We give 100% of our effort toward our work. |
| **Classrooms** | We actively participate in classroom lessons and follow all directions. | We respect our classroom community by not disrupting the learning environment. | We do our own work (not using AI, cheating, copying, Google, etc). | We come to class prepared with all supplies and materials ready, including a charged chromebook. | We complete work that makes us proud, ask meaningful questions, and check our work. |
| **Lunch Areas** | We show kindness to proctors, custodians, cafeteria staff; and follow all instructions given. | We wait our turn in line and show respect to those around us. | We clean up after ourselves and place all trash in the trash cans. | We stay seated while eating and remain in designated areas (library, noon sports, east field, club, quad, amphitheater) until the bell rings. | We always walk to and from lunch on time. |
| **East Field and Noon Sports** | We include others. | We show good sportsmanship with others while playing games. | We play fairly and follow the rules of the game. | We treat equipment with care and put it away properly. | We follow all instructions from school staff. |
| **Restrooms** | We practice good hygiene in the restroom. | We honor other's privacy and personal space. | We respect the property within the bathroom and keep it clean. | We carry a pass when using the restroom during class time. | We leave our backpacks and personal belongings outside of the restroom. |
| **Hallways and Passing Period** | We are kind and polite to others walking to class. | We are respectful of other's personal space in the hallways and keep our hands and feet to ourselves. | We carry a pass and get permission to be in the hallways during class time. | We use our time during the passing period responsibly to make it on time to class. | We walk in the hallways. |
| **Arrival and Dismissal** | We arrive on time, following the dress code, prepared for the day. | We maintain Pack P.R.I.D.E. from home to school, school to home. | We turn off our cellphones before entering school and keep them in our backpacks. | We stay in our designated zoning areas at arrival, and follow release time procedures at dismissal. | We leave campus immediately after school unless otherwise participating in an after-school activity. |
| **Office** | We check in at the student window and wait patiently and calmly to be assisted by a staff member or an office aide. | We maintain respectful behavior, use quiet voices, and clean up after ourselves. | We keep our cellphones put away, take accountability for our actions, and come to the office with permission. | We minimize time out of class during the sign in and out process. | We show kindness to all students, staff, and visitors in the office by using our manners. |
| **P.E.** | We come to class with a positive attitude and show good sportsmanship with our classmates. | We respect personal space, all property (student's and school's), and follow staff directions during class and in the locker room. | We maintain appropriate behavior and conversations in the locker room and during activities. | We arrive to class on time in our designated spot, dressed in our PE shirt and shorts. | We participate and give effort in the class activity with intention. |
| **Library** | We maintain a peaceful environment by speaking at a voice level that only our neighbor can hear. | We are respectful of our classmates and their belongings, including their Chromebooks. | We return any textbooks or materials that have not been checked out to us before we leave the library. | We keep materials in good condition by handling our chromebooks and books with care. | We do not bring any food or drink into the library. |
| **Emergencies and Drills** | We stay calm and follow the routines and procedures. | We follow the protocols from our teachers, supervisors, and administrators. | We stay in our designated area. | We follow all directives from supervising adults. | We follow the procedures for earthquake, fire, and lockdown drills as practiced. |

**REQUEST FOR ASSISTANCE**

We understand that families may have concerns about their student's academic progress, attendance, or social-emotional well-being. To help ensure timely support, we encourage families to use our Request for Assistance form, which can be found on our school website. This form allows parents and guardians to share concerns related to academics, attendance, school experiences, personal issues, or social-emotional needs. Once submitted, a designated staff member will review the request and respond within three business days to help address the concern. Our goal is to partner with you to ensure every student feels supported and successful at school.

*Please note: This form is not intended for emergencies. If your concern requires immediate attention or is urgent in nature, please contact the school office directly or call 911 if appropriate.*

**CLIMATE AND FEEDBACK SURVEYS**

At our school, we value the voices of our students and families. Parent feedback plays a vital role in helping us create a safe, welcoming, and effective learning environment. Each year, we administer climate surveys to students to better understand how they feel at school. These surveys are conducted at least once per year and are designed to gather insight on students' sense of belonging, safety, and overall school experience. Please note that these surveys do not include any personally identifying or intrusive questions. They are anonymous and used solely to guide improvements in our school culture and climate. In addition to student surveys, family climate and feedback surveys will also be sent home during the school year. We encourage all families to participate and share their perspectives, ideas, and concerns. Community feedback helps shape our programs, policies, and practices. By providing parent input, it helps us build the best possible environment for all students to learn, grow, and thrive.

**BULLYING**

According to California Education 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**

Any electronic signaling device used during the school day will be confiscated and returned to the parent(s)/legal guardian(s) of the student. Signaling devices: smart watches, gadgets, cellular phones, meta/electronic glasses and electronic tablets. BP 5131.8 Mobile Communication Devices

**CHROMEBOOK EXPECTATIONS**

To ensure students have access to digital learning, they are expected to bring their district-issued Chromebooks to class daily and take them home to complete assignments. Students assume full responsibility for the device's care both at school and at home. Any intentional or unintentional damage is the responsibility of the student and parent/guardian (BP 6161.2). Please treat these devices with care to avoid repair costs.

**CELL PHONES AND ELECTRONIC DEVICES**

If a student needs to use the phone for any reason, they may go to the office and make a call after speaking with a staff member. Students may have cell phones on campus; however, *in accordance with California Assembly Bill 3216, Phone-Free School Act,* 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 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 are as follows:*

- *First Offense:* Confiscation; Warning to student; violation recorded in discipline record as a warning.
- *Second Offense*: Confiscation; parent/guardian must pick up the phone in the office after 3:00pm; violation recorded in discipline record.
- Multiple offenses may result in further disciplinary action with an administrator in addition to the consequences above. Habitual offences will require students to check their phones in and out in the office each day.

**CAMERAS**

Cameras, including those on cell phones, are prohibited on campus and may not be used at any time. Any filming/photographing on campus that is not expressly authorized by a teacher/staff member is considered a violation of cell phone/electronic devices policy and may result in disciplinary action.

**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.
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 1" 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 unless it is for a school-sponsored spirit day or event.
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
- Turning the clothing inside out
- 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. The Restricted List runs from quarter grading period to quarter grading period. Students will be added to the Restricted List for any of the following reasons or any combination thereof:

- GPA below a 2.0
- Quarter Report card or Semester Report card with an "F" in any class
- 2 or more marks of an "N" or a singular "U" in Citizenship.
- Chronically tardy to school (5+ tardies in a grading period)
- Chronically tardy to class (5+ tardies in a grading period)

**RESTRICTED LIST RELATED TO SUSPENSIONS**

Students who are suspended or have an OMC (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. If an eighth grade student receives an other means of correction, is considered habitually tardy and/or chronically absent, is deemed to be a chronic behavioral concern, or is suspended during the second semester, they may be removed from all extracurricular activities at administration's discretion due to behavior, academic/attendance, and/or safety concerns.

**RESTRICTED LIST RELATED TO "F" GRADES OR CITIZENSHIP MARKS**

Student grades and citizenship will be checked at the end of each grading period— quarter, deficiency notices, and at the end of each semester. 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, 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. As necessary, administrator/staff will investigate, analyze, and/or provide feedback to correct student behavior.

**Behavior Infraction**

- For minor incidents such as gum chewing, dress code violations, disrespect, etc.
- May result in documented warnings, lunch time out, assigned extra periods, and/or behavior contracts.
- Excessive citations may result in referral to an administrator and/or additional consequences.

**Office Discipline Referral**

- Parent/guardian contacted by teacher.
- Student counseled by a certificated staff member.
- Two or more referrals in a semester may result in additional consequences and/or meetings with administrators or the school counselor.

**Lunch Time-out**

- Student brings their lunch and remains in the administrative office for duration of the lunch period.

**Assigned Extra Period**

- Extra Periods are served after school with the assigning teacher or in the administrative office.
- Notice is sent home with the date(s) that an extra period has been assigned prior to the extra period being served.
- Failure to attend assigned extra periods 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 and may include, but are not limited to: loss of East Field privileges, No-Contact Contracts, lunch time-outs, assigned accountability projects, removal from activities, 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 home
- 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

**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).

**DISCIPLINE RELATED TO PROMOTION CEREMONY**

A student's participation in the Promotion Ceremony may be revoked at any time by school administration due to concerns such as excessive absences, behavioral issues, safety concerns, or other circumstances at their discretion. See Promotion Requirements on page 9 for additional details.

**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.

# STUDENT CODE OF CONDUCT

**STUDENT RESPONSIBILITIES**

The Student Code of Conduct 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 7:40am bell, go directly to the amphitheater/quad/blacktop area, and remain within the 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
- Take food or drinks out of the lunch areas unless given teacher permission
- Bring cameras, electronic devices, Bluetooth speakers, laser pointers, toys, cards, skateboards, roller blades, water toys, 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. 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. **Cell phones must be turned off and kept in the 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/notes on the material with classmates to prepare for quizzes or tests.
- 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, using computer-generated phrases or sentences from any source including A.I. programs, 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 contacts parent/guardian. 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 the office. Grade may be affected.
- *Additional Offenses:* Consult with teacher and referral to office for discipline.
- First Office Referral will result in an Assigned Extra Period; Additional Office Referrals will result in additional Assigned Extra Period(s), Other Means of Correction, and/or Suspension.

# 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 seventh (7th) and eighth (8th) grade.
    - Multiple measures to include CAASPP scores (grades five (5), six (6), and when appropriate, grade seven (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.
    - The placement checkpoint may include progress on i-Ready Diagnostic, end-of-the-unit lesson and assessment performance, as well as grades and other classroom indicators. A School Site Administrator 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.
    - 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 Math course in the eighth (8th) 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.
    - 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 A School Site Administrator and classroom teacher to discuss questioned placement decisions.
5. Address the consistency of placement policies between elementary and high school districts.
    - 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 ninth (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 educational partners 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 Educational Partner 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.