



# **Handbook 2022-2023**

**School Colors**

Purple  
 Silver  
 Black

**School Mascot**

Panther

**School Address**

140 Park Avenue  
 Grass Valley, CA 95945  
 530 272-2635  
 FAX 530 272-8564

**Website:** [silversprings.njuhsd.com](http://silversprings.njuhsd.com)

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DuWaine Ganskie	Clerk of the Board
Amelia Glaz	Student Representative

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Noah Levinson	Director of CTE, State & Federal Funding
Jason Skinner	Chief Technology Officer
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Kayla Wasley	Chief Business Official

## Silver Springs High School Staff and Administration

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Marty Mathiesen	Principal	Main Office
Gordon Bishop	Assistant Principal	Main Office
Beth Whittlesey	Teacher, English Language Arts	Rm 4
Dana Deily	Instructional Aide, Special Education	B5
TBD	Teacher, Career Technical Education	Rm 11
Randy Fields	Media Center Staff	Media Center/Rm 8
Lily Gicker	Teacher, English Language Arts, Visual Art	Rm 6
India Greeley	Teacher, Silver Strong	B4
Julie Gregerson	Teacher, Special Education	B5
Paul Haas	Teacher, Business Math	A1
Kathryn Baca	Teacher, English Language Arts	Rm 2
Jolene Hardin	Young Parents Program Case Manager	B2
Achim Dangerfield	Teacher, Life & Physical Science	Rm 5
TBD	Instructional Aide, RISE	B3
Jenifer Layton	School Social Worker	Wellness Center/A5
Zach Dunbar	Teacher, Social Studies	A2
Karen Mead	Registrar	Main Office
Dennis Houlihan	Teacher, Physical Education	Gym/Weight Room
Marc Nocerino	Teacher, Special Education	B3
Nicholas Montoya	Teacher, Social Studies	A3
Larry Nunnink	Maintenance & Operations	Main Office
Kim Owens	Instructional Aide, Special Education	B5
Faustine King	Attendance	Main Office
Shawn Silva	Teacher, Math	Rm 1
Tamara Haas	Intervention Coordinator	Learning Center/A4
Jennifer Thompson	Principal's Secretary	Main Office
Sabri Torkman	Campus Security	Main Office
Bethany Williams	School Counselor	Main Office
Lisa Yocum	School Psychologist	B1
Matthew Zavala	Special Education Therapist	B1

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## **SILVER SPRINGS MISSION STATEMENT**

*We will recognize the individual strengths and abilities of our students, cultivate academic and social competency, and develop employable, compassionate citizens.*

Silver Springs is an “alternative” or “continuation” high school. As such, the only difference is in scale to comprehensive high schools and their larger programs. Silver Springs is aimed most closely at successful completion of the high school diploma. To this end, the program at Silver Springs is ideal for individuals looking to graduate on time, or early, recover lost credit, currently employed, and/or who prefer a smaller school with shorter hours. As a small school by nature, enrollment is capped at 215 with a student to teacher ratio of approximately 20:1. All students, 10th to 12th grade, are eligible to attend Silver Springs as a *school of choice*.

## **BLUEPRINTS FOR SUCCESS**

Everyday at Silver Springs High School:

- Students arrive to class on time and are prepared to learn.
- Classroom culture and physical environment are conducive to learning.
- Students exhibit respectful behavior, common courtesy, and mutual respect with both peers and authority.
- Procedures and routines are in place, creating “ONE OFFENSE”.
- Learning objectives are visible and clearly communicated.
- Expectations for student behavior are clear.
- Students are engaged with learning activities.
- Kick-offs at the beginning of every class provide a smooth transition and mental preparation to instructional activities and/or a connection to previous lessons or units.
- Students take responsibility for their learning and contribute to the academic environment.

## **SCHOOLWIDE LEARNING OUTCOMES**

Silver Springs students will be:

Competent in Basic Academic Skills by completing the following:

- Meeting district graduation requirements and earning a high school diploma

Successful Personal Managers who:

- Take responsibility for their decisions and behaviors
- Problem solve and adapt to changing situations
- Establish immediate and long-term goals
- Utilize available campus/community resources
- Adopt a healthy/fit lifestyle

Effective Communicators who:

- Speak and listen respectfully
- Demonstrate the ability to write in a variety of styles
- Utilize relevant and appropriate technology
- Establish and maintain healthy relationships

Tolerant & Compassionate Citizens who:

- Comprehend diverse cultures
- Demonstrate common courtesy and respect for others
- Respect and care for their personal and global environment
- Understand and participate in the democratic process
- Engage in activities that benefit their community

Employable by:

- Successfully completing and presenting their Senior Portfolio
- Being punctual, reliable and prepare
- Appropriately dressing and speaking for the workplace
- Taking and following directions
- Collaboratively working with others

## ADMISSION

Silver Springs accepts students 10th through 12th grades, throughout the school year. Students who are 18 years old and have completed 4 years of high school will be referred to NJUHSD Adult Education (<https://adulthood.njuhdsd.com/>).

Students transferring from within NJUHSD go through a formal referral and withdrawal process with the sending school's counselor and administration. Intradistrict transfers are limited to enrollment at six dates throughout the year, Q1, IPR3, Q2/S1, IPR 4, Q3, & IPR6.

Silver Springs High School has an open enrollment policy for out-of-district (non-NJUHSD) students. Proof of residency (physical address) is required for those new to NJUHSD. Enrollment may be closed when the school's enrollment cap has been reached.

An intake orientation for all new students and their parent(s) and/or guardian is required. This orientation will familiarize new students to all policies and procedures at Silver Springs High School. All students on a current IEP will have an intake IEP meeting to determine appropriate placement.

## ACADEMIC HONESTY/PLAGIARISM

Silver Springs High School holds the values of honesty, courtesy, consideration, integrity and concern for others as core. Cheating, in any of its forms, depletes the value of education. Silver Springs already strives to put the importance of learning above the importance of grades and to convince students that their best efforts are all that anyone can expect. Academic dishonesty/plagiarism is *unnecessary* and against school policy. Consequences will be dealt according to the severity of the offense. Some examples of cheating/plagiarism are:

- Submitting another student's work as your own.
- Multiple students submitting identical work on an individual assignment (as opposed to a group assignment or project).
- Copying, pasting, or closely paraphrasing any portion of another person's work into your own document and representing it as your own work.
- Showing your answers to other students or looking at another student's answers/responses when this is not part of the assignment or assessment.

## ATTENDANCE

Attendance is perhaps the most critical element of your experience as a student at Silver Springs. Without regular, consistent attendance, no student can expect to be successful, and much of the daily effort of staff to support and guide you through any school journey is lost. Being at school, in class, every day, is always your first and most important step towards the finish line of graduation.

Unexcused Absences - Any absence without parental permission or without permission of a school authority from any class is considered an unexcused absence. **To excuse an absence, a parent or guardian should call the attendance office at 530-272-2635 as soon as possible on the day of the absence.** All routine medical and dental appointments should be scheduled before or after school whenever possible. Parents can excuse up to 5 absences in a row. After the 5th absence, a doctor's note is required.

Tardiness - It is important to be on time to class and prepared to work when the bell rings. Students are considered tardy when they enter a classroom after the tardy bell. Excessive tardiness and the disruptions that they cause are unacceptable and will result in consequences. Being on time respects your teacher and all students in any classroom.

Early Dismissal - Students who need to leave school during the school day are required to have a parent or guardian call stating the reason and the time the student is to be dismissed. An Absence Verification slip will be issued for the student to present to their teacher. Students must have an Absence Verification slip in hand prior to leaving campus. Students can only be picked up from the front office of school where they are to formally check out. *Students cannot be called out of class from a classroom directly.*

Truancy - Students who establish a pattern of unexcused absences or who have excessive absences, or patterns of missed periods, will be referred to a Student Study Team and/or the Student Attendance Mediation (SAM) process will be initiated. The principal will counsel the student, notify parents and administer disciplinary action as necessary. Absences for school sponsored field trips, athletics, other school activities, or doctor/dentist appointments with notes from the doctor/dentist, will not apply to this policy.

P.E. Excuses - A note from the parent or doctor should be given to the Main Office. The doctor's note should specify the prohibited and permitted activities as this may increase the potential for student participation and academic success. If there is a chronic illness or injury, the student's counselor should be contacted to discuss possible solutions.



## **BUS TRANSPORTATION**

Student transportation is provided by Durham Transportation. Students who take advantage of bus transportation must follow these guidelines:

- Students must show their student ID card to the bus driver upon boarding the bus. If the student doesn't have their student ID card yet, they may request a bus pass from the Main Office.
- Students must obey all bus rules.
- All school rules also apply. Disorderly conduct or refusal to respect the authority of the bus driver can result in a bus suspension.

*Students that do not follow the bus rules and expectations can lose their riding privilege.*

If the school bus routes do not work for you or your family, Nevada County offers public transportation in the following regions: Grass Valley, Nevada City, Penn Valley, Lake Wildwood, Alta Sierra and Lake of the Pines.

Bus routes and additional information may be found on the District website at:

<https://www.njuhsd.com/Parents/Transportation/index.html>

## **EXPECTATIONS OF CONDUCT**

CLASSROOM EXPECTATIONS	CAMPUS EXPECTATIONS
<ul style="list-style-type: none"> <li>● Engage in your Education</li> <li>● Show up! Be on time</li> <li>● Charged Chromebooks everyday</li> <li>● Earbuds at teacher's designation</li> <li>● Accountability for actions</li> </ul>	<ul style="list-style-type: none"> <li>● Be Present, Sober, and Lawful</li> <li>● Contribute to the Silver Community</li> <li>● School Appropriate Language</li> <li>● Cell phones at designated times</li> <li>● Respect earns Respect</li> </ul>

Silver Springs High School believes that all students and staff have the right to attend and work in safe and caring schools where respect is modeled by all. Silver Springs' discipline philosophy is fundamentally restorative. Our primary goal of any potential discipline process is to keep students in and at school. Silver Springs employs alternatives to suspension, the first being a relationships-based approach in the classroom. Students that fail to meet classroom and campus expectations will be educated about their behavior in their progress towards becoming their best version of themselves. Access to class, teachers, peers and their curriculum through various modes of intervention is a core part of this philosophy. Through non-punitive approaches, the

desired outcomes include repairing harm between parties, reducing barriers to academic progress, and helping students regulate and develop prosocial habits.

Unconditional student and staff safety remain within this approach. Grounds for suspension and expulsion are identified in Education Code 48900 for specific conduct while on school grounds, coming or going to and from school, or during, coming and/or going to a school sponsored activity. All students remain within the jurisdiction of all CA law on campus, and Silver Springs has a resident Grass Valley Police Department Student Resource Officer on staff full time.

### **DRESS CODE**

Nevada Joint Union High School District prohibits the presence of any apparel, jewelry, accessory, notebook, or manner of grooming which, by virtue of its color, arrangement, trademark, or other attribute that represents affiliation in gangs, or which identifies with drug/alcohol, violence, sexually suggestive, or disruptive behavior. The following *basic* guidelines apply to all students in regard to their apparel at school:

- Private body parts shall remain covered/clothed.
- Undergarments should not be visible.
- Hoods shall not be worn indoors.
- Footwear is required.
- Safety requirements defined by the teacher/course must be followed.

### **ENROLLMENT INFORMATION**

Student enrollment forms must be completed each school year. Information should be updated as needed such as addresses, contact numbers, and emergency contacts. This may be completed using the Online Enrollment link on our website ([https://ca-nju.edupoint.com/PXP2\\_OEN\\_Login.aspx](https://ca-nju.edupoint.com/PXP2_OEN_Login.aspx)) or these forms may be picked up in the office.

Education Code section 48980 requires public school districts to annually notify parents of their rights and responsibilities regarding a variety of different education code sections, district board policies, and school site rules and regulations. This notification is available on our website. By clicking on the Annual Parent Notification link (<https://www.njuhsd.com/Parents/Annual-Parent-Notification/index.html>), you will be able

to view the pertinent district policies and education code sections related to your rights as a parent or guardian.

## GRADES

### **Silver Springs High School Grading Policy:**

Silver Springs issues grades and credits on a quarter system. The goal for all students is to earn 2.5 credits each quarter in every class.

\*Students can earn 5 credits in blocked courses or courses taken for 2 periods. (i.e. Building and Construction)

**Letter Grades** = Indicate full credits based on Quality of Work and % of standards achieved.

**Letter Grades with Caret (^)** = Quality of Work and % of standards achieved earning *less than full credit*. Always use comment codes to communicate concerns. **Caret ^** is only to be used at quarter grades, not the progress reports.

<b>A</b>	90-100%	2.5 credits
<b>B</b>	80-89%	2.5 credits
<b>C</b>	70-79%	2.5 credits
<b>D</b>	60-69%	2.5 credits
<b>A<sup>^</sup>, B<sup>^</sup>, C<sup>^</sup>, D<sup>^</sup></b>	10%-59%	0.25 - 2.25 credits
<b>NP</b>	0-9%	0 credits

### **No Pass**

No Pass (NP): student has unacceptable academic performance. This replaces the traditional F grade. NP is to be used for students with chronic absenteeism.

### **No Grade**

No Grade (NG): An NG will be issued when a student is unable to earn credits due to **limited time** in class. Students enrolled less than one week in the class and not having an opportunity to earn credit. NG is **not** to be used for students with chronic absenteeism.

**Pass**

Pass (P): Is ONLY used for courses that have been approved for this grading mark.  
(Study Hall, Teachers Aide, Supported Studies, Work Experience)

\*This is a policy change for Silver.

**IPR**

Interim Progress Report is used to communicate progress towards earning full credit in the course. Students earning less than 60% will be issued a NP. No letter grades with caret used for IPR's.

**GRADUATION REQUIREMENTS**Graduation Requirements - Credit Summary

<b>Subject Area</b>	<b>Credits Required</b>
World History (10th grade)	10 credits
U.S. History (11th grade)	10 credits
American Government (12th grade)	5 credits (1 semester)
Economics (12th grade)	5 credits (1 semester)
English 1 (9th grade)	10 credits
English 2 (10th grade)	10 credits
English 3 (11th grade)	10 credits
English 4 (12th grade)	10 credits
Mathematics (must complete Algebra 1)	30 credits
Life Science	10 credits
Physical Science	10 credits
Visual / Performing Art / CTE/ World Language	10 credits
Physical Education	20 credits
Elective / Other	50 credits
Total	200 credits

The satisfactory completion of a Senior Project is a graduation requirement. This project is designed to demonstrate students' abilities to research topics, be involved in projects related to their areas of research, and make a presentation about their experiences to a panel composed of school staff. Parents and community members are welcome to assist students with their projects as mentors and to participate as presentation judges.

## **GUIDANCE AND COUNSELING**

Your Silver Springs Counselor is here for YOU!

Your counselor is here to help you plan for your future... whether it be laying out an individual academic plan to earn your high school diploma or exploring career options, your counselor is here to support your goals.

Your counselor is also here to help overcome the hurdles that can sometimes get in our way. If you are having academic concerns or personal challenges, your counselor is here to support and connect you with the resources to help you and your future success.

Your NJUHSD counselors created online resources that are full of helpful information:

[Academic Guide](#)

[College and Career Guide](#)

[Wellness Guide](#)

The mission of the Nevada Joint Union High School District's Counseling Department is to provide all students with a strong foundation in the academic, social/emotional, and college and career areas of development.

In accordance with the American School Counselor Association (ASCA) National Model, we believe:

- Every student can learn and every student can succeed.
- Every student should have access to and opportunity for high-quality education.
- Every student should graduate from high school prepared for postsecondary opportunities.
- Every student should have access to a comprehensive school counseling program.
- Effective school counseling is a collaborative process involving all stakeholders: school counselors, students, families, school faculty, administrators, and the community.

- School counselors are leaders in the school, district, state, and nation.
- Comprehensive school counseling programs promote and enhance student academic, career, and social/emotional outcomes.

Equity:

- School counselors recognize and distinguish individual and group differences and strive to equally value all students and groups.
- School counselors are advocates for the equitable treatment of all students in school and in the community.

NJUHSD school counselors:

- Serve as leaders and collaborators in assessing barriers to learning and academic success and will advocate for equity and access to programs for all students.
- Abide by the ASCA Ethical Standards for School Counselors to make informed decisions based on the highest moral principles.
- Apply and analyze data to create effective college and career readiness programs that prepare students to compete in the global market.
- Understand professional development is crucial in order for school counselors to remain current with best practices.

## **HEALTH SERVICES**

Silver Springs High School has a part-time nurse who is available five days a week. Students are to contact their teacher or the front office if they require medical assistance. It is important that every student has an emergency card on file in the office in case of an emergency. Prescription medications and over the counter (OTC) medications must be turned into the office with a doctor's note and distributed by authorized staff. Students may not keep any medications on their person. A student who is in possession of medication prescribed or otherwise may be suspended or have consequences related to campus drug policies. Please ask office staff for medication forms and see the California Education Code below:

California Education Code #49423 allows the school nurse or other designated school personnel to assist students who are required to take medication during the school day. This service is provided to enable the student to remain in school to maintain or improve the potential for education and learning. Medication must be in the container in which it

was purchased. If it is a prescription medication, the container label must indicate the student's name to whom it will be administered. No medications (including over-the-counter medications) will be given at school without a current prescription from a California licensed physician.

### **SEXUAL HARASSMENT/NONDISCRIMINATION POLICY**

Every student and employee of the Nevada Joint Union High School District has a right to learn and work in an environment free from discrimination. No student or employee shall be excluded from participation in, be denied the benefits of, or be subject to discrimination based on actual or perceived sex, sexual orientation, gender, gender identity, or gender expressions.

Additional resources regarding sex based non-discrimination and Title IX can be found on the District website (<https://www.njuhsd.com/Non-Discrimination-Policy/index.html>).

### **SKATEBOARDS/BICYCLES/SCOOTERS**

At Silver Springs we understand that many students use skateboards, bicycles or scooters as a mode of transportation to get to and from school. Once students arrive on campus, they must store their skateboard, bicycles or scooters in a designated area with staff. Students may not carry skateboards or scooters from class to class. The use of skateboards, bicycles, skates, or scooters is not allowed on the campus at any time inside or outside.

### **SPECIAL EDUCATION**

The mission of the Special Education Department is to support student health and the development of personal goals. Given a range of educational options and coordinated services, students will achieve academic, social, and future success.

#### Programs and Services:

- Resource Specialist Program (RSP) including monitoring of students included 100% in the General Education program
- Resource Specialist Program (RSP) including supporting students in the General Education Program and/or pursuing a Certificate of Completion.
- Psychological Services
- Speech & Language Services

- Transition Specialist Services
- Life Skills

## **STUDENT INSTRUCTIONAL TECHNOLOGY ACCEPTABLE USE & INTERNET SAFETY AGREEMENT**

Students and parents are required to sign this agreement annually by signing the mandatory signature page, which incorporates this policy. See the District website under Annual Parent Notification for a copy of the policy (<https://www.njuhsd.com/Parents/Annual-Parent-Notification/index.html>).

## **SUPERVISION ON CAMPUS**

Silver Springs has one campus supervisor on staff as well as a School Resource Officer from Grass Valley Police Department to ensure a safe and secure environment conducive to learning.

While at school, a student may be stopped, directed to remain or leave a classroom, or directed to the office, or another space on campus, or held after school. Unlike an adult citizen, or minor outside of school, a minor student is *subject to the ordering and direction of teachers and administrators*. As such, a student is not free to roam the halls or remain in a classroom after being directed to leave, or called to the office. It should be understood that students, by law, do not have the same liberties inside of school as they do outside, and that this is **not** an infringement or deprivation of constitutional rights.

## **SUSPENSION, ON/OFF CAMPUS EDUCATIONAL INTERVENTION**

On-Campus Educational Intervention: Administrators may assign on-campus educational intervention during one or more school days which may include the following: curriculum that addresses the disciplinary offense, self-reflection and counseling related to decision-making, choices, and consequences, and other academic and behavioral support. As on-campus intervention follows a restorative process that involves “offenders” and “victims”, students / families may not “opt” for suspension in lieu of this process.

Off-Campus Suspension: During an off campus suspension, a student must remain at home during school hours for the period of suspension and is not to attend or participate in school activities, field trips, ride any school bus, or be in the school community during school hours without his/her guardian. Students should not be on any district campus



during suspension time unless meeting with administrators. Work provided by teachers or intervention coordinator may be picked up by a family member in the office, or accessed via Schoology.

### **TOBACCO/NICOTINE PROHIBITED**

Nevada Joint Union High School District policy prohibits the use of tobacco or nicotine products or possession of paraphernalia (such as e-cigarettes, vape pens, or vaping liquid) at all times on district property or at any district/school sponsored activity. This prohibition applies to all students, employees, visitors and other persons visiting a school, the district office or an activity. Any student violation of the tobacco policy will result in enrollment in a tobacco cessation program, and/or educational intervention.

### **VIDEO SURVEILLANCE**

The District uses closed-circuit video cameras to monitor buildings, interior areas, exterior areas, including, but not limited to: parking lots, perimeters, recreation areas, play fields, hallways, and entrances and exit doors and on school buses operated by the contracted carrier. These cameras are intended to enhance the safety of students, staff and visitors by deterring disruptive, inappropriate, or illegal conduct. Individuals, particularly students, should therefore be aware that they may be recorded while on school property. Video recordings shall be reviewed only by authorized persons and retained only when necessary for safety, disciplinary or otherwise legal purposes. Audio or video recording by students in classrooms without teacher permission is prohibited by law.

### **VISITORS**

All visitors must report to the Main Office for authorization before proceeding to their destination on campus. Visitors from other schools must obtain advance authorization from the principal. Visitors should have legitimate business at the school. Students are not allowed to bring siblings or friends to classes.

### **WELLNESS CENTER**

Silver Springs Wellness Center provides a comfortable setting for students to drop-in to ask questions, get support or just relax. The Center is furnished with cozy chairs, couches, art work, music, games, art supplies and healthy snacks to make it a fun place for students to hang out.

Through both on-campus programming and community-based partnerships, students receive coordinated health education, assessment, counseling and other support services at no cost. Silver Springs High school provides support for students' social and emotional wellbeing to ensure that both strong academic and healthy life skills choices are taught, enhancing students' future success. With the assistance of our on campus school social worker, school counselor, student assistance program (STARS) therapists and community partnerships, students learn how to form healthy relationships, make responsible decisions, and strive toward concrete goals, among other skills.

The Wellness Center is located in A5 and is open Monday through Friday during school hours.

### **WORK PERMITS**

Employed students who are not yet eighteen (18) must have a valid work permit issued by Silver Springs High School. Permits must be renewed each year, when a student changes jobs, or for work during summer vacation. To remain in good standing and eligible for a work permit, students need to attend school regularly and be on time for their classes. Work Permit Applications are available in the school office and outside Room 2.

### **YOUNG PARENTS PROGRAM**

The Young Parents Program (YPP) is a program designed to enhance the health, educational achievement, economic, personal and societal integration and independence of pregnant and parenting adolescents through case management. There are two requirements that apply to eligibility. First, one must be expectant and or parenting and secondly 19 years old or younger at the time of referral. Case management is intended to assist young parents with completion and or enrollment of school and provide support with counseling, information, resources, strengths building, goal setting, and life decisions. YPP is a free and voluntary program for all Young Parents in Nevada County.

Placer Community Action Council (PCAC), Early Head Start Program and Nevada Joint Union High School District share the belief that young children of teen parents benefit from participation in programs where instruction is based upon developmentally appropriate learning activities and individual ability while improving parents' academic achievement and parenting skills. Family involvement and professional collaboration will enhance the learning program provided by this team of professionals committed to the

goals of Early Childhood Education and Teen Parenting. Early Head Start and Head Provides:

- PITC (Program for Infant Toddler Care) Curriculum
- Shared Decision Making Opportunities
- Children Receive 2 Meals A Day
- Highly Qualified Teachers, Caregivers, and Support Staff
- Infant / Toddler Care
- Health and Nutrition Services
- Parent Education Opportunities
- Parent Support Services
- Child and Adult Literacy Programs
- Fatherhood Programs
- Friendships and Fun