

Tenaya Middle School

Handbook

**TENAYA
BRAVES**



BRAVE NATION

2025-2026

Administrative Staff

Mr. Ryan Duff, Principal

Mrs. Monica Cervantes, 8th Grade Vice-Principal

Mrs. Brandy Vollhardt, 7th Grade Vice-Principal

Mrs. Megan Escoto, Guidance Learning Advisor

Office Staff

Mrs. Ashley Kinney, Office Manager

Mrs. Cecilia DeLaCerde, Attendance/Registrar

Ms. Krisiti Eldred, Office Assistant

Mrs. Veronica Reyes, Home School Liaison

Counseling Staff

Mrs. Crystal Simon, School Psychologist

Ms. Elizabeth Moya, School Counselor/8th grade

Mr. Eric Vang, School Counselor/7th grade

Ms. Janai Walker, Transitional School Counselor

Mr. Mark Guerrero, Clinical School Social Worker

Mr. Gione "G" Lewis, Tier II Specialist

Mrs. Jenny McCauley, Resource Counseling Assistant "Ms. Jenny"

Mission

At Tenaya Middle School, our mission is to empower every student to reach their full potential by fostering academic excellence, emotional growth, and a strong sense of community. We commit to creating classrooms where all students are challenged and supported, and where teachers collaborate as a high-performing team rooted in trust, continuous improvement, and celebration. Through purposeful instruction, data-driven goals, and authentic partnerships with families, we prepare students to be active participants in their learning and equip them with the critical thinking, problem-solving, and social-emotional skills necessary for lifelong success.

Vision

We envision a school community where every student feels valued, inspired, and capable of achieving at high levels. Our students will be confident, compassionate, and resilient individuals—ready to succeed in college, career, and beyond. Through a shared commitment to equity, inclusion, and collaboration, Tenaya Middle School will be a place where students, staff, and families work together to build a culture of belonging, growth, and meaningful contribution to the world around them.

Attendance

Attendance/Tardies

Regular attendance in school is highly correlated to student achievement and social-emotional well-being. The greater the amount of time students miss instruction, the more difficult it is to stay up with the new concepts and skills being taught in context. If it is necessary for your child to be gone from or late to school, the following will need to take place:

- **Clear Absences:** Parents/guardians must call the office at 451-4570 to clear absences; you may leave a message with pertinent information. You can also email the Attendance/Registrar with the information; she can also advise other means to make it convenient and easy for you to report absences, which in turn helps our office staff clear students' attendance.
- **Make-Up Work:** Students must make up missed classwork by contacting their teachers in person or via email.
- **Doctor's Note:** If your child is absent for more than 3 days, a doctor's note is required to return to school.
- **Late Arrival:** Students more than 10 minutes late must report to the office for a pass.
- **Early Dismissal:** A parent/guardian listed on the yellow emergency card must sign the student out at the office with a valid ID. Please call ahead to notify the office. ***A valid ID will always be required to check a student out of school.***
- **End-of-Day Policy:** Students will not be released during the last 20 minutes of the school day

Excessive absences will classify your child as truant. California Law defines truancy as absences without a valid excuse for three days in one year, and/or tardy (late) 30 mins. or more than three times in one year, or a combination of the two.

Parents of truant students will receive warning letters, be required to attend Attendance law meetings and/or be referred to the Student Attendance Review Board (SARB) and ultimately court. The law states parents who do not make corrective measures in child's attendance could lose public assistance funds, be fined \$2500 and/or spend up to one year in jail. After a certain number of tardies or absences, you will receive a warning letter from Fresno Unified with Mr. Duff's signature.

Arts, Athletics and Activities

Arts/ Activities and Athletics

It is Tenaya and FUSD's goal to get all students engaged in school for both academic and social-emotional reasons. All students will be encouraged to sign up for a club during Club Rush for both Fall and Spring Semesters.

Students will have an opportunity to choose a club of their interest and share that time with friends. Students will be exposed to the different clubs available during *Club Rush* at the beginning of each semester. Club days are posted in the hallways and on the daily announcements.

Since grades dictate eligibility for Goal 2 participation, students who do not maintain a 2.0 or higher will be deemed ineligible for club participation.

Athletic Teams

Tenaya is honored to support a well-developed regional athletic program with Bullard High School and the Bullard Region elementary feeder schools.

Athletes must attend school to be eligible to participate in practice or competition for that day. For example, if a student is absent on Monday from school, they may not participate in practice or a game that day. Friday's attendance will be used to determine eligibility for Saturday games. Students must attend a minimum of 4 class periods and follow

all academic and behavioral expectations in order to participate and all absences must be cleared by a doctor’s note in order to be eligible to play.

Eligibility for sports and extracurricular activities is determined by quarter grades and athletes will be monitored closely. Eligibility may be jeopardized if a student athlete receives a failing grade in multiple classes. Additionally, if a student has more than one **N** in citizenship, they will be ineligible.

Students have an opportunity to participate in the following sports at Tenaya:

<i>First Quarter Sports</i>	<i>Second Quarter Sports</i>
Girls’ Volleyball Football Cross-Country Girls’ Golf Water Polo (meet at Bullard) Pep & Cheer	Girls’ Basketball Baseball Pep & Cheer Competition Cheer
<i>Third Quarter Sports</i>	<i>Fourth Quarter Sports</i>
Boys’ Basketball Wrestling Boys’ Soccer Girls’ Soccer Boys’ golf (end Q3) Pep & Cheer Competition Cheer	Boys’ Volleyball Tennis Girls’ Softball Track Boys’ Golf Pep & Cheer Competition Cheer

For questions regarding Athletics, refer to the Tenaya website or contact Athletic Director, Shannon Huggins by email at:

Shannon.Huggins@fresnounified.org

Campus Culture

Student Body Government

Student government is a group on campus which is comprised of five officers: President, Vice-President, Secretary, Treasurer and Historian. Officers are elected to the position by the student body. The student council is made up of these officers and student council members help plan and carry-out activities throughout the year. The members of the council must maintain a 2.5 GPA or higher and must be a role model for the rest of the student body. *Students not meeting academic, or behavior eligibility will be removed from their position.*

Please email Tenaya's campus culture director, Russell Berndt with any questions at Russell.Berndt@fresnounified.org

Behavioral Expectations

At Tenaya, we believe all students have a right to learn in an emotionally and physically safe environment. Teachers have a right to provide complex instruction without unnecessary disruptions. It is necessary for all students to come to school prepared to learn and work. **Any behavior which detracts from this focus is unacceptable.** It is our goal for students to be in class learning, not in the office or going home.

Students are expected to:

- Dress for success: **follow the dress code.**
- Be in class on time and prepared to learn.
- Follow expectations and directions of adults.
- Show planner/ assignments/ notes/ grades to parents weekly or as assigned to.
- Be **kind** and **respectful** to others.
- Use appropriate language on campus.
- Respect the rights and property of others.
- Participate, work and complete all assignments and tasks.
- No loitering before, during or after school.
- Students are to respect each other's space; public displays of affection (PDA), i.e., holding hands, kissing, and hugging while on campus is *not* allowed. This is a gender-neutral policy and

applies to all students regardless of gender or sexual orientation.

Our goal is to help students learn in a safe and productive environment where character, responsibility and academic success are celebrated.

Behavioral Misconduct

Tenaya supports restorative practice strategies as adopted by the FUSD Board of Trustees. The goal is to walk through situations with students, use necessary consequences, help them be restored back into broken relationships because of their negative actions, and minimize the time out of the learning environment. There are times, however, when the behavior of one adversely imposes a safety risk or physical/ mental harm to others and thus a more punitive consequence may be applied.

Students who do not follow expectations and/or rules and who have difficulty making good choices will receive behavioral intervention(s).

The following consequences for behavior may be assigned:

- Positive behavior support plan; daily behavior report
- Detention: lunch, and/or after school
- Mediation/ Counseling
- Ineligibility for arts, athletics and/or activities
- On campus suspension; suspension from period(s) of class
- Transition support- Restorative Justice practices
- Formal suspension
- Expulsion

Certain violations involving weapons, violence, and drugs will be given a minimum 3-day suspension. *Students violating the following (Ed Code 48915) will be automatically referred for expulsion:*

1. Possessing, selling, or otherwise furnishing a firearm
2. Brandishing a knife
3. Unlawful sale of a controlled substance
4. Committing or attempting to commit a sexual assault or sexual battery
5. Possessing an explosive

Counseling

Should your child need further social-emotional or academic supports, we have three academic counselors, Elizabeth Moya (8th) and Eric Vang (7th) and Janai Walker (Transitional). Our school psychologist is Crystal Simon, and our clinical school social worker is Mark Guerrero. We also have support available from outside agencies (such as All4Youth and Prodigy) that may be available on- site, as well as options for off campus (through Care Solace). Please contact the office for further information.

Safety and Civility

Emergency Card

It is imperative that we have *accurate emergency information on file at all times*. In the event of an actual emergency, this card is what we will reference to make you aware of the issue with your child. These cards also go with us in the event we must evacuate the campus. If your information changes at all, please contact the office and make the necessary changes. Changes to consider:

- Moving to a new address
- Emergency contacts moving
- Relationship changes that may affect or alternate any emergency contact information
- Job changes that affect the contact numbers during the day

Court Orders If there are court orders regarding the custody or care of a student, please provide the office with the most recent copy. Without a copy of a court order, our office personnel cannot enforce any orders based on verbal communication. The office will follow only the orders that are on file. If an order is updated, ensure that the Tenaya office receives the most current version.

Anti-Bullying Policies

All students will be part of our mandated Olweus Anti-bullying class meetings in advisory class. Students are encouraged daily to be kind to one another and support those who are mistreated by letting an adult know as soon as possible.

Olweus defines bullying as such: "**A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.**" Students who make a choice to use bully-type behaviors will be given consequences as noted in the Behavioral Misconduct section.

Student Expectations & Conflict Mediation Process

School Expectations

At Tenaya Middle School, we are committed to fostering a safe, respectful, and supportive learning environment. Our students are expected to:

- Treat peers, staff, and themselves with kindness and respect
- Use positive communication to resolve disagreements
- Ask for help when they are feeling frustrated, angry, or upset
- Follow adult directions and school rules throughout the day

We know that students are still learning how to navigate conflict and strong emotions, and we view those moments as growth opportunities. That's why we use **Conflict Mediation** as part of our response to interpersonal challenges.

What is Conflict Mediation?

Conflict mediation is a structured process that helps students talk through disagreements or incidents with the support of a trained staff member or peer mediator. It gives students a chance to:

- Share their perspective
 - Listen to others
 - Work together to find a peaceful resolution
-

Why We Use Conflict Mediation

Mediation is a **restorative** approach that promotes:

- Personal accountability
- Empathy and perspective-taking
- Healthy communication skills
- Long-term conflict resolution

Rather than focusing only on punishment, mediation supports skill-building and relationship repair.

✓ **Expected Outcomes for Students**

By participating in mediation, students learn to:

- Reflect on their behavior
- Identify emotions and triggers
- Practice better decision-making
- Develop healthier social skills
- Restore trust with peers and adults

📄 **Conflict Mediation Flowchart**

The steps below apply per semester; students have a fresh opportunity to grow each new term.

Below is how Tenaya Middle School handles repeated conflicts:

Step 1: First Mediation

- ◆ Conflict is documented
- ◆ Student participates in a guided resolution conversation
- ◆ No parent contact unless necessary
- ◆ All parties sign a contract to agree to a resolution if needed.
 - ◆ If contract/agreement is broken appropriate consequences will be applied



Step 2: Second Mediation

- ◆ Pattern of behavior is forming
- ◆ Parent/guardian is informed
- ◆ Reflection form to be completed
- ◆ All parties sign a contract to agree to a resolution if needed.
 - ◆ If contract/agreement is broken appropriate consequences will be applied



Step 3: Third Mediation

- ▲ Continued pattern of conflict
- ▲ Student is required to participate in a skill-building session (e.g., social-emotional lessons, check-ins)

- ▲ Student support team reviews progress
- ▲ Parent meeting may be scheduled
- ▲ All parties sign a contract to agree to a resolution if needed
 - ▲ If contract/agreement is broken appropriate consequences will be applied

Bus Conduct

FUSD provides bus routes for numerous students living out of walking distance of Tenaya. The use of district transportation for any purpose is considered a privilege. Students who do not adhere to the district's policies and procedures for riding the bus, will receive consequences. Please read the bus policy and procedure page which was in your registration packet. It can also be found on the FUSD website under "Transportation."

Safety Plan

Tenaya has a written safety plan of action in the event there is an emergency to our campus or students. If there is an emergency, it is important your child knows not to get on their cell phone as it could hinder the protection or help, we could receive for a variety of reasons. It is also important that parents wait for instructions, which will come in a messenger to your primary phone number in ATLAS. The call will give you necessary information as needed so that you understand what is happening and what procedures to follow to keep everyone as safe as possible. ***Please update your ATLAS number if you are not receiving weekly messages.***

Tenaya Middle School DRESS CODE POLICY 2025-2026

Tenaya Middle School has adopted the following Dress Code Policy in accordance with FUSD BP 5132; it will be strictly enforced at school and for all school-related activities, both on and off campus. Tenaya Middle School students will be required to dress and appear in a manner that supports the school's learning environment and safety.

Student Identification

Every Tenaya student must wear their valid Tenaya student I.D. on a lanyard. A free one is given to them upon the start of each school year, or on their entry to Tenaya. The I.D. must be worn during the duration of the school day and at all school-related functions other than P.E. (if dressed out) and at dances, once checked in.

General Apparel

- All students are encouraged to dress in a manner that is appropriate, comfortable, and conducive to an active academic school day.
- Students should be able to wear clothing without fear of body shaming or unnecessary discipline.
- The student dress code should serve to support all students to develop a body-positive self-image.
- The district standard dress and appearance policy is gender neutral and applies to all students equally regardless of gender on school campuses and at school-sponsored functions and will be enforced consistently and fairly by all members of the school staff.

Dress Code: Any clothing, hair style, or accessory even if not specifically mentioned below, which creates a safety concern, draws undue attention to the wearer, or tends to detract from the educational process is prohibited.

1. Attributes: Clothing that depicts death, displays profanity, products or slogans that promote tobacco, alcohol, drugs, or sex or are deemed obscene, libelous, slanderous, promote violence, or violate state hate crime laws are not allowed.
2. Size: Clothes should fit appropriately, no oversized clothing. Pants and shorts should fit at the waist, no sagging or bagging pants, including PE clothes.
3. Specific clothing items:
 - a. Pants, Shorts, & Skirts: Must be long enough that the entire thighs or buttocks are not exposed, and undergarments are not visible.
 - b. Physical Education (PE) clothes: Students should not wear their PE clothes outside of PE classes. Students are

provided with time to clean up and change at the end of each PE class period.

- c. Shirts & sweaters, etc.: No clothing where the torso is exposed, i.e., tube tops, half shirts, halters; clothing should be opaque (not see through). Spaghetti straps, shirts where the side is exposed, muscle shirts or off the shoulder tops are not allowed, nor is clothing where undergarments are exposed.
 - d. Sleepwear: no house attire which includes, but is not limited to, pajamas, slippers, blankets, etc.
4. Accessories:
- a. Jewelry & other accessories: Body piercings in the mouth or tongue are not allowed. *Nose piercings must be removed or covered during P.E. and other active events, for safety.* Students should not have accessories that can pose an inherent safety risk (e.g. chains, belts with spikes, etc.)
 - b. Footwear: Shoes must be worn at all school functions and students **will need athletic shoes** for PE class, daily.

In addition

1. Electronic devices such as cell phones, i-Pods, and smart watches *are allowed* on campus, but **they must remain off and in backpacks throughout the school day.** In case of an emergency, a student may use the office phone. For non-emergency use, students may use the school phone during break times or lunch times. Headphones are not allowed to be worn and should not be visible.
2. The use of skateboards/skates/roller blades/scooters is prohibited on the school grounds.
3. Students are not permitted to bring sprays and perfumes, including spray deodorant, even for P.E. However, students may bring stick deodorant, which is strongly encouraged. **FUSD BR 6/12/19 A-4**

ADOPT Resolution to Encourage a Fragrance-Free Environment, approved.

Due to the frequency of changing styles in clothing, Tenaya reserves the right to adjust the dress code as needed. The dress code will be reviewed periodically by staff, parents, students, and the School Site Council. Exceptions to the above may be made by the principal for special days or special events. Additionally, exceptions to the dress code for medical or religious reasons should be directed to the principal. Questions regarding the dress code should be directed to the administration.

ACADEMICS

Student Instruction

ATLAS / Progress Reports

ATLAS is Fresno Unified's student information system. The Parent Portal gives you a real-time look at graded assignments and missing assignments. It also provides you with your child's schedule, attendance and overall grades. Please check ATLAS weekly to help guide your students when and where needed. If you have trouble logging onto ATLAS, please contact Tenaya's Librarian, Rachael Krumpe rachel.krumpe@fresnounified.org . The ATLAS access website is: <https://parents.fresnou.org>

In addition, your child is provided their username and password to access their Atlas Student Portal; this is where updated grades and attendance can be located.

Any questions related to student's grades, assignments, etc., please reach out to that classroom teacher for clarifying questions or concerns. **Please schedule a parent/teacher conference with the teacher to address any concerns related to grades before reaching out to administration or academic counselors.**

As a support for students and parents, a progress report is sent home to communicate progress. A notification in the weekly Sunday message will let you know when to expect the progress report. The dates are also available on Tenaya's website on the master calendar.

Progress Reports for the 2025-26 school year will be sent home during these weeks:

- Quarter 1: Sept. 15 – 19
- Quarter 2: Nov. 10 – 14
- Quarter 3: Feb. 17 – 20
- Quarter 4: May 4 – 8

Report cards come out at the end of each quarter. For Quarters 1 and 3, your student will bring them home. For Quarters 2 and 4, report cards will be mailed to you. End of quarter dates are as follows:

- Quarter 1: October 10, 2025
- Quarter 2: December 19, 2025
- Quarter 3: March 20, 2026
- Quarter 4: June 11, 2026

Academic, Attendance and Citizenship Celebrations

During the year, we will recognize students for a variety of achievements. This may include but is not limited to: academic honors (3.0 and higher), attendance, academic improvement, quality character and citizenship. There may also be opportunities for students to attend reward trips based on set criteria, which will be made known prior to signing up for the activity.

Based on CIF rules, students who have their GPAs fall below a 2.0 will either be on an in-eligibility/non-privilege list or on academic probation for arts, athletics and activities. Some activities will be under more restrictive no D or Fs and/or no more than one **N** in citizenship to participate; those will be made known prior to the activity.

Academic Honesty Policy

While much of student learning now happens in collaborative groups, it is still the expectation that students will do their work and when needed cite sources appropriately in their papers. Cheating and plagiarism are always unacceptable and against the Education Code. Consequences will be given for academic dishonesty. Many teachers utilize software to check for plagiarism.

In this new age of Artificial Intelligence (AI) there is a staggering amount of data available with the click of a button or key. It is important students recognize how to use it as a resource.

Appropriate use of AI:

- Using AI tools for research and learning purposes under the supervision of teachers
- Understanding the following guidelines set by teachers using AI in assignments

- Using AI to enhance learning and understanding of academic concepts
- Acknowledging and citing AI generated content or assistance in academic work

Inappropriate use of AI:

- Using AI to complete assignments without understanding the material
- Plagiarizing AI-generated content without proper citation
- Using AI to cheat on exams, assessments, or assignments
- Misrepresenting AI-generated work as one's own original work
- Circumventing academic integrity by relying solely on AI for academic tasks

Grading Policy

Please refer to each course syllabus from each of your child's teachers to familiarize yourself with grading scales and procedures.

In middle school we would like students to begin to realize the importance of doing their work for the highest grades possible. We encourage students to refrain from earning a D or an F (especially in A-G courses) as this will hinder their progress in obtaining a high school diploma.

Students who earn a D or an F in certain middle school courses will lose eligibility to remain in that course and schedules will be changed to reflect the new course sections. Good study and work habits will support students in high school to meet graduation criteria, CIF eligibility requirements and it will be important as your child starts applying to colleges.

The higher the GPA, the more college acceptance letters and a greater opportunity for scholarship money. Please read your child's course syllabi for specific grading information. If you have questions regarding grades. Please contact the appropriate teacher for support, check Atlas Parent Portal frequently to see your student's current grade and refer to the progress reports sent home with your child for your review.

Homework

Homework is given as an extension of class learning and/or to complete assignments. It is expected that all students will complete each assignment given on time. If your student is absent, please have your student email their teachers to get the missing assignments or check course websites to download materials if available.

Physical Education

ALL students will participate in P.E.

No student is to be exempted from P.E. unless they have a note from a doctor. All students must participate in Physical Education unless a prescribed excuse is given by a doctor. If your child cannot participate and hasn't been seen by a doctor, the parent/ guardian may write a note with specific medical reason for not participating and number of days to be excused, up to three days. This may be done once per quarter. If multiple notes surface, your child will be referred to the nurse for a physician's referral.

Physical Education Expectations: attendance, participation, dressing out, following directions and working with peers are all part of the grade a student receives daily.

- Students under doctors' care are to remain with the class and support the teacher unless their injury prohibits them from such activity.
- Students not dressed out, must participate in their street clothes. ***IT IS NOT AN OPTION TO NOT PARTICIPATE.*** Those refusing to do so are refusing to work, which will affect their grade.
- Any student not *participating* in PE (period) will not participate in afterschool sports practice and risk losing their place on the team.
- Each infraction thereof is a day missed of practice and potential game time.
- ***If*** a student has a doctor's excuse, they may go out with their team and support, but not participate.
- ***BOTTOM LINE:*** if you can't do PE, you cannot play afterschool sports.
- The teacher of any students who did not participate in PE that day are responsible for notifying (A.D. or Coach) and parent.
- ***If*** a student does not dress out BUT does participate in PE, he/she will not be penalized for the afterschool participation with their team; their penalty will be naturally dealt with in their lower PE grade.

*Any student receiving a D or F in P.E. and on a sports team will be suspended from the team (parents will be notified).

Academic, Attendance, and Behavior Expectations – Lunchtime Study Hall

At Tenaya Middle School, we are committed to supporting student success through academic achievement, strong attendance, and positive behavior. To help students stay on track, we review student progress every two weeks and provide structured lunchtime support for those who need it.

Eligibility Expectations

Every two weeks, students will be evaluated based on the following criteria:

1. Maintain a GPA of 2.0 or higher
2. No more than 3 tardies in the two-week period
3. Zero class cuts
4. No REC (Referral to REC Room) placements
5. No Suspensions from school or class

Lunchtime Study Hall Process

Students who do not meet these expectations will be assigned to Lunchtime Study Hall in the cafeteria for two weeks.

- Students must remain in the cafeteria for the first 10 minutes of lunch.
- Students may only leave with a valid pass from a teacher offering lunchtime academic help.
 - Passes must be obtained before lunch — during the morning, break, or the class period with that teacher.
 - Passes may NOT be obtained during the transition to lunch or on the way to Advisory.
- Students without a valid pass will stay in the cafeteria to complete academic tasks.

Study Hall Expectations

Students are expected to:

- Work on missing or current assignments
- Complete iReady Reading or Math lessons if no assignments are available

FAST PASS Privileges

Students who meet all eligibility criteria will receive a FAST PASS.

- The FAST PASS is a digital pass, verified only by scanning the student's school ID card.
- Students must bring their student ID every day to be eligible for FAST PASS privileges.
- Students with a FAST PASS will be released from the cafeteria after 15 minutes.
- If a student does not have their ID, they must purchase a replacement for \$3.00 at the front office.
- IDs may only be purchased before school, at break, or after school.
- All students receive one free ID at the beginning of the school year. Lost or damaged IDs must be replaced at cost.

Thank you for your continued partnership in helping our students stay focused, prepared, and successful.

School Wide Policies/Procedures

Arrival and Dismissal

Students should not arrive on campus prior to 7:45 a.m. If your child is not riding the bus or eating breakfast at school, please do not bring them to school prior to 8:00 a.m. Students who ride the bus and/or decide to eat breakfast at school, are allowed on campus at 7:45 a.m., and must stay and eat in the cafeteria. Students enrolled in a zero-period course may arrive at 7:20 a.m. (this is for students who have "0" period only).

The warning bell rings at 8:10 a.m. for students to report to their first period class. First period begins at 8:15 a.m. Students arriving after this time will be marked tardy.

Dismissal is at 2:45 p.m. on Regular Schedule days and 1:45 p.m. on Early Release Tuesdays. All students are to go directly home after school unless they are involved with athletics, arts or another school-related activity. All students waiting for a ride must wait at the front of the school. **Students need to be picked up no later than 3:15 p.m.** If

you are unable to pick up your student, please secure your student a ride as students remaining on campus after 3:15pm will be asked to contact parents for an alternative ride. Please support the school by picking up your students promptly as students who are not picked up on time will not be under the supervision of staff and this causes a safety issue. There is a late bus at 4:30 for students participating in approved school activities. Please note, on away game days the bus leaves after athletes are returned to school, *which can be over an hour later than home game days*. This bus takes students to their daily respective bus stops. This bus is *ONLY* for students participating in an after-school activity. This bus is not for students wanting to stay to watch our sporting events. Students wanting to attend our games and matches after school must continue to follow all school rules, including wearing their Tenaya ID, and they must arrange their own transportation.

***To limit the use of phone after school, please plan with your child prior to the school day so they know the 4-1-1 on afterschool directions. No student will be released from class/school in the last 15 minutes of the school day.**

****All visitors will be asked to provide proper identification when requesting to speak to or check out a student for an off-campus appointment.***

Breakfast and Lunch

All students receive a free breakfast and lunch at Tenaya. We encourage all students to eat so their mind can focus on learning and not a hungry tummy. All students must have their valid Tenaya ID visible to account for their breakfast and lunch.

All students having a school lunch will be eating both breakfast and lunch in the cafeteria. Students may bring lunch from home and may choose to eat in one of the designated areas.

TENAYA IS A CLOSED CAMPUS and students may not leave for lunch unless signed out in the office by their parents/guardians. ***No “outside food” (from restaurants) is allowed to be brought on campus by parents/guardians or others, including services such as DoorDash and Uber Eats, during the school day.***

Course Changes

Course changes within the first two weeks of school are only permissible by counselor approval and are **ONLY** considered for the following necessary reasons:

- Pass/failure of a pre-requisite course.
- An incorrect placement.
- To accommodate intervention/acceleration needs.

Procedure for changing a course:

- Parent/ student must complete the course change request form in the office.
- Obtain appropriate teacher signatures (if applicable).
- Parents/Guardians must approve the change request by signature.
- Return the form to the office by the deadline.
- Follow the schedule you were given until you are notified by your counselor or receive a new schedule.

All changes must be requested and approved by the end of the second week of school. Making changes after that date will jeopardize learning and achievement.

Fees and Fines

Students with fines at the end of each quarter may be excluded from participating in school activities. The librarian will send home statements. **Any 8th grade students whose fines are not cleared will lose all end-of-year celebrations and activities.**

All fines will roll over to the next school year. The fines will stay on the student's record through high school. High schools will withhold graduation and other activities if fines do not get cleared.

Library

The Tenaya Library is open from 8:00 a.m. to 4:00 p.m. To enter the library during instructional hours, students must come in with a library pass.

The library is open during lunch for students. Books are checked out for a period of two weeks. If books are late being returned there will be a .05¢ per day fee assessed until the book is returned. The librarian is available to help with resources and research material as well.

Lost and Found

Students should carry their belongings in their backpacks and never leave them unattended. Make sure your name is on or in your backpack and on those items assigned to you. Your P.E. locker should be used for your backpack and street clothes during physical education class. Make sure to check the lock on the locker for security prior to leaving the locker room, ensuring they are locked and not left on the final digit. *Students should never share their locker combinations.*

The school will not investigate items that were lost or stolen due to leaving items left unsecured either through sharing a locker, sharing your locker combination, items left outside students' locker and/or locker was not locked properly.

Parent Involvement

We encourage parents/ guardians to be partners in your child's education. Not only do we welcome you to support learning by participating daily on campus, but we encourage you to work within the context of our committees, School Site Council (SSC), English Language Advisory Committee (ELAC) and Parent Teacher Organization (PTO).

Meetings and upcoming nominations for positions within these committees will be communicated via School Messenger. Opportunities to nominate will be available at Back to School Night.

If you have questions or concerns regarding your child's academic or behavior, please contact the appropriate teacher first. If you are interested in volunteering at Tenaya, please fill out a volunteer form in the front office.

Cell Phone/ Electronics Policy

Please adhere to the policy information which is in your registration packets (BP. 5145.12). Unless phones are used for instructional purposes, under the discretion and supervision of a classroom teacher, all cell phones should be securely stored in a student's backpack and not visible throughout the school day.

Students failing to follow the policy will have their phone confiscated. At no time should a student text or call a parent/guardian for any reason during class/instructional time. Parents, please support the school by

not calling or texting your student during instructional time. Students will not be allowed to answer their phones during instructional time as it is our school and district policy to ensure all students are engaged in learning and provide a distraction free learning environment. Students who are having a problem or feel sick must be seen first by school personnel and then an adult will make contact at home. If students have other concerns, they feel they need to discuss with parent/guardian that cannot wait, they will need to use the phone in the office.

There are to be no electronic devices out while on campus unless for the explicit use during an electronics club or appropriate classroom instruction. This includes Smartphones, iPods, Air pods, earbuds, and cameras. These items may only be out and visible while in the phone zone during lunch. Speakers are not allowed and will immediately be confiscated.

Cell Phones & Electronics in the Classroom

At Tenaya Middle School, we are committed to creating a focused and respectful learning environment. Research consistently shows that cell phones and personal electronics can negatively affect student learning, behavior, and well-being. That's why we have a clear policy in place.

What the Research Says

Academic Impact

- Students who keep their phones away during class score a full letter grade higher than those who use them. (Kuznekoff & Titsworth, 2013 – Communication Education)
- Schools that restrict mobile phone use see an average 6.4% increase in test scores, especially among low-performing students. (Beland & Murphy, 2016 – London School of Economics)

Distraction & Focus

- Even brief phone use during class lowers retention of material and affects test performance. (Rosen et al., 2013)
- Multitasking with devices makes it harder for students to focus. (Ophir et al., 2009 – PNAS)

Behavior & Social Development

- Excessive phone use is linked to reduced classroom participation and weaker face-to-face communication. (Uhls et al., 2014 – Computers in Human Behavior)
- Teachers report that phones often lead to behavioral disruptions in class. (Common Sense Media, 2016)

Mental Health

- Heavy phone use contributes to increased anxiety, depression, and poor sleep in teens. (Twenge et al., 2018)

Tenaya's Cell Phone & Electronics Policy

To maintain a productive and distraction-free learning environment:

 All electronics — including cell phones, AirPods, headphones, earbuds, etc. must be kept in students' backpacks while in the classroom and cafeteria.

🚫 Any electronic device seen out of backpack or used during class time will be confiscated.

 Students may access devices only when given permission by a staff member or during designated non-instructional times.

Locker Room Privacy

To protect the privacy and safety of all students, **cell phones and electronic devices may not be out or used in the locker room at any time.** Any device seen in use in the locker room will be confiscated and subject to school disciplinary procedures.

Our Goal

This policy helps us:

- Maximize learning time
- Promote focus and engagement
- Support student wellness
- Create a safe, respectful school culture

Parents, We Need Your Support

We ask that you please support our efforts by reinforcing these expectations at home. Remind your student to keep their devices put away in their backpack during class time, follow school rules, and focus on learning while at school. When we work together, we create the best conditions for academic success, positive behavior, and personal growth.

Your partnership makes a difference; thank you for being part of our Tenaya community!

Health Related Information

If your child is not feeling well, or is injured, they should seek immediate attention from an adult. The adult will assist your child and make sure they get to the office. As stated above, NO student is allowed to call home to get picked up if not feeling well. This determination must pass through school personnel who must document the health issue in the child's record.

If your child has a fever, is vomiting, or is seriously injured, you will be called to come pick up your child. If this is not the case, the staff will try to help assess the issue and let the student rest or provide them with supplies to help meet their needs. This too is documented, and you will be notified if the health issues appear to be chronic.

If your child takes medicine at school, you must have the prescribing physician fill out a 'Medication Order for School' form. The law requires parents to notify school personnel (nurse or health aide) if a child is on any type of medication. No over-the-counter medications may be taken at school without the note above by physicians. Over the counter medication cannot be carried by the student; it must be secured in the nurse's office. If your child is asthmatic, diabetic, or carries an Epi-pen, the form must be on file.

During the school year, students may have vision, hearing and dental checks completed through their physical education courses.

Home/School Communication

Tenaya will communicate with parents/guardians via Parent Square, Tenaya website, marquee, and at times fliers. ***To receive up-to-date information, please make sure your phone number and email is accurately listed on ATLAS- primary phone number (please keep the number up to date).*** Principal messages will go out each Parent Square and will contain important information and reminders. Please visit our website for further detailed information as needed at

<https://tenaya.fresnounified.org/>

For issues concerning academics or classroom behavior, please contact your child's teacher first. Teachers' emails can be found in ATLAS under grades or on our website.

For further academic inquiries or issues, including 504 documentation/implementation contact our School Academic Counselors:

- Elizabeth Moya (8th grade)
 - Elizabeth.Moya@fresnounified.org
- Eric Vang (7th grade)
 - Eric.Vang@fresnounified.org
- Janai Walker
 - Janai.Walker@fresnounified.org

For behavior/discipline issues contact our Administration:

- Monica Cervantes: Vice-Principal (8th grade)
 - Angie.Maxon@fresnounified.org
- Brandy Vollhardt: Vice-Principal (7th grade)
 - Brandy.Vollhardt@fresnounified.org
- Megan Escoto: Guidance Learning Advisor
 - Megan.escoto@fresnounified.org

For social-emotional or mental health support contact:

- Crystal Simon, School Psychologist
 - Crystal.Simon@fresnounified.org
- Mark Guerrero, Clinical School Social Worker
 - Mark.Guerrero@fresnounified.org

For Special Education inquiries please contact your child's case manager and/or our school psychologist:

- Crystal Simon, School Psychologist
 - Crystal.Simon@fresnounified.org

If inquiring about a new assessment, contact the appropriate grade level Academic Counselor.

Should you need to contact one of your child's teachers, please contact via email (listed on our website and accessible through Parent Portal) as this will be the fastest way for a response.

For any further inquiries not outlined above, please contact the front office **(559-451-4570)** and briefly explain the nature of your call so they may direct you to the staff member or administrator who will be able to help attend to your needs and concerns.