

# American Lakes

School

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Home of the **EAGLES**

## American Lakes School

**STUDENT/FAMILY HANDBOOK  
2023-2024**

2800 Stonecreek Dr.  
Sacramento, California 95833  
Phone: (916) 567-5500  
Fax: (916) 567-5509  
[www.natomasunified.org/als](http://www.natomasunified.org/als)

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# NATOMAS UNIFIED SCHOOL DISTRICT

1901 Arena Boulevard, Sacramento, CA 95834  
(916) 567-5400

## BOARD OF TRUSTEES

Micah Grant  
Ericka Harden  
Susan Heredia  
Noel Mora

## NUSD Vision

*“NUSD will provide an engaging and safe learning community where all students will demonstrate responsibility, achieve academic and social emotional growth, embrace diversity, and are prepared to make decisions about their college and career success.”*

## NUSD Core Values

We value learning and achievement for each of our students.

We value our families as partners in the education of their students.

We value diversity, equity, and inclusion.

We value our committed, collaborative, caring and exemplary employees.

## Safe Haven

We want all NUSD students to know they are safe and welcome, so the Board of Trustees has declared the district a safe haven committed to acting within legal bounds to protect students and families threatened by hate crimes or deportation based on immigration status.

Passed unanimously on February 8, 2017, the resolution is consistent with existing Board-approved commitments that all students have a right to attend public schools and receive equal access to educational programs, diversity is a strength, parent participation is encouraged, and that a key District goal is to create safe and welcoming learning environments.

Our resolution calls for NUSD to act within legal bounds to prevent and mitigate the collection of information about immigration status, the disclosure of such information, and to support students if immigration enforcement authorities seek to visit a school to interrogate or take a child into custody.

NUSD is one of the most diverse school districts in the United States – 30 percent of our students speak more than one language – and this safe haven resolution is consistent with our Core Values.

Other California school districts also have declared themselves safe havens. Former State Supt. of Public Instruction Tom Torlarkson encouraged such action, noting that a 1982 U.S. Supreme Court decision requires schools to enroll all eligible children regardless of immigration status.

Every NUSD student is a valuable part of our district family, and providing an engaging and safe learning community where all students will demonstrate responsibility, achieve academic and social-emotional growth, embrace diversity, and are prepared to make decisions about their college and career success is NUSD's mission, regardless of immigration status.

For Additional information, please visit the district website at <https://natomasunified.org/safe-haven-district>



# American Lakes School

2800 Stonecreek Dr, Sacramento, CA 95833 • 916-567-5500 • 916-567-5509 FAX

**Brian Sanino**, Principal

**Cassandra Poole**, Assistant Principal

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August 2022

Dear American Lakes Families,

Welcome to the 2022-2023 school year! Our dedicated staff and teachers are excited to welcome back returning students and families. We also extend a warm welcome to our new American Lakes Eagles. My name is Brian Sanino, and I am your new principal at American Lakes School. I am so happy to begin my 8th year with Natomas Unified School District, and I feel a great deal of joy to be returning to American Lakes where I started as a teacher in 2015. Also, please join me in welcoming Cassandra Poole who will be joining us as our new assistant principal. Ms. Poole comes to us from Bannon Creek School and brings a wealth of experience in education to our scholars.

Our staff is committed to implementing an engaging and challenging curriculum that fosters a rigorous academic environment to support our students in graduating as college and career ready. We are a STEM school that is excited to continue our work toward becoming an authorized International Baccalaureate (IB) school in the Primary Years Programme. We look forward to continuing our implementation of our Positive Behavior Interventions and Support (PBIS) to foster positive behavior on campus and support students in helping create a positive school climate and culture. During the school year, students will have access to a number of opportunities to participate in activities and athletics. Some of our most notable activities are Green Team and the Gardening Club. Our athletics include Flag Football, Volleyball, Soccer and Basketball. We want our students to feel connected to their campus and are participating in extracurricular activities to cultivate that connection.

We value parents as essential partners. If you are a parent or guardian who is interested in becoming more involved in our school community, please feel encouraged to volunteer on site, join our School Site Council (SSC) or English Language Advisory Committee (ELAC). We value our families as partners in the education of their students. If you are interested in volunteering or becoming involved, please contact our school office.

### **Important Dates and Information:**

- **Class lists and middle school schedules will be finalized and available in Infinite Campus (IC) and posted outside the front office and outside the gym Friday, August 5th by 4pm.**
  - If you do not have an IC account set up yet, you can find instructions on how to do that by going to these [Parent Instructions](#). When it asks for your activation key, enter the number given.
  - If you have already set up an account, but do not remember your login information, you can click "forgot password" to retrieve your password. For more help: Visit [natomasunified.org/icportal](https://natomasunified.org/icportal), contact your school, or email [icportal@natomasunified.org](mailto:icportal@natomasunified.org).
- **Middle School Orientation/Schedule Pick-up: Monday, August 8th 4-5pm (Students-only)**
- **First day of school: Thursday, August 11th. Instruction starts daily for all grades at 7:45 am.**
- **Back to School Night: Tuesday, September 6, 6:30-8pm**
- **Immunizations:** Please remember that regular childhood immunizations are required by the State of California unless your child has a medical exemption. If your child does not have current immunizations, NUSD offers free immunization. [Click here](#) for more information.



- Please see our [digital backpack](#) for more resources, which also contains the [American Lakes Bell Schedule](#).

We look forward to welcoming you and your students back to campus! If you have any questions about our school, please do not hesitate to contact us at (916) 567-5500 or visit us on our [website](#).

Sincerely,

A handwritten signature in black ink, appearing to read 'BS' followed by a stylized flourish.

Brian Sanino  
American Lakes School, Principal

## **American Lakes School Mission**

### **Vision**

The vision of American Lakes School is to provide a rigorous educational experience for ALL scholars by providing the academic and social/emotional tools necessary for scholars to have the ability to reach their academic potential and grow to become responsible reflective risk-takers that are globally minded and life-long learners.

### **Mission**

American Lakes School is dedicated to providing a safe, inclusive, and culturally responsive environment. Through the International Baccalaureate and STEM programs, American Lakes plays a central role in closing the educational achievement gaps with scholars while motivating them to take action and ownership of their learning as they develop the skills necessary to compete in a globally minded society.

## Section 1: School Site Information

### Contact Information

Office Hours	Monday - Friday, 7:30am to 3:30pm
Main Office	<b>Phone:</b> 916-567-5500; <b>Fax:</b> 916-567-5509
Attendance	<b>Phone:</b> 916-567-5500; <b>Form:</b> <a href="https://forms.gle/rS3cGxasnD7BkL4H9">https://forms.gle/rS3cGxasnD7BkL4H9</a>

### Administration Contact Information

Name: Brian Sanino  
Role: Principal  
Email: [bsanino@natomasunified.org](mailto:bsanino@natomasunified.org)  
Phone: 916-567-5501

Name: Cassandra Poole  
Role: Assistant Principal  
Email: [cpoole@natomasunified.org](mailto:cpoole@natomasunified.org)  
Phone: 916-567-5502

### Teacher Contact Information

American Lakes School teachers can be contacted through email or phone. To find your teacher's email address and/or extension, please refer to the school website at <https://natomasunified.org/als/> or call the school office at 916-567-5500 and let the office staff know you would like to leave a message for the teacher.

# 2023-2024 NUSD Student Calendar

<b>2023-2024 Student Calendar</b>																	
180 Instructional Days																	
<b>July</b>							<b>January</b>							 <p style="text-align: center;"><b>Natomas</b> Unified School District <i>Connecting students to their future</i></p>			
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa				
						1		1	2	3	4	5	6				
2	3	4	5	6	7	8	7	8	9	10	11	12	13				
9	10	11	12	13	14	15	14	15	16	17	18	19	20				
16	17	18	19	20	21	22	21	22	23	24	25	26	27				
23	24	25	26	27	28	29	28	29	30	31							
30	31																
<b>August</b>							<b>February</b>									First Day of Class	August 10, 2023
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			Last Day of Class	May 24, 2024
		1	2	3	4	5					1	2	3	No School			
6	7	8	9	10	11	12	4	5	6	7	8	9	10	July 4	Independence Day		
13	14	15	16	17	18	19	11	12	13	14	15	16	17	September 4	Labor Day		
20	21	22	23	24	25	26	18	19	20	21	22	23	24	October 9	District Staff Development Day		
27	28	29	30	31			25	26	27	28	29			November 10	Veteran's Day (observed)		
<b>September</b>							<b>March</b>							November 20	Certificated Holiday		
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	November 21	Certificated Holiday		
					1	2						1	2	November 22	Local Holiday		
3	4	5	6	7	8	9	3	4	5	6	7	8	9	November 23	Thanksgiving Day		
10	11	12	13	14	15	16	10	11	12	13	14	15	16	November 24	Local Holiday		
17	18	19	20	21	22	23	17	18	19	20	21	22	23	December 22-January 5	Winter Recess		
24	25	26	27	28	29	30	24	25	26	27	28	29	30	December 24	Christmas Eve		
<b>October</b>							<b>April</b>							December 25	Christmas Day		
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	January 1	New Year's Day		
1	2	3	4	5	6	7		1	2	3	4	5	6	January 15	Martin Luther King Day		
8	9	10	11	12	13	14	7	8	9	10	11	12	13	February 12	Presidents' Day (Lincoln Day)		
15	16	17	18	19	20	21	14	15	16	17	18	19	20	February 19	Presidents' Day (Washington Day)		
22	23	24	25	26	27	28	21	22	23	24	25	26	27	April 1 - April 5	Spring Recess		
29	30	31					28	29	30					May 27	Memorial Day		
<b>November</b>							<b>May</b>							June 19	Juneteenth		
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	<b>District Wide Minimum Days:</b> December 21, 2023 and May 24, 2024			
			1	2	3	4				1	2	3	4	<b>Elementary and K-8 School Minimum Days:</b> 5 minimum days for Parent/Teacher Conferences Check your school calendar for days			
5	6	7	8	9	10	11	5	6	7	8	9	10	11	<b>Secondary (Middle and High) School Minimum Days:</b> December 19-20, 2023 May 22-23, 2024			
12	13	14	15	16	17	18	12	13	14	15	16	17	18	1st Quarter: 10/6/2023	1st Trimester: 11/3/2023		
19	20	21	22	23	24	25	19	20	21	22	23	24	25	2nd Quarter: 12/21/2023	2nd Trimester: 2/23/2024		
26	27	28	29	30			26	27	28	29	30	31		3rd Quarter: 3/8/2024	3rd Trimester: 5/24/2024		
<b>December</b>							<b>June</b>							4th Quarter: 5/24/2024			
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa				
					1	2							1				
3	4	5	6	7	8	9	2	3	4	5	6	7	8				
10	11	12	13	14	15	16	9	10	11	12	13	14	15				
17	18	19	20	21	22	23	16	17	18	19	20	21	22				
24	25	26	27	28	29	30	23	24	25	26	27	28	29				
31							30										

## 2023-2024 American Lakes School Student Calendar

In order to provide the most up to date information we encourage you to frequently visit our school website at [www.natomasunified.org/als](http://www.natomasunified.org/als).

<i><b>Event</b></i>	<i><b>Date</b></i>
Middle School Orientation	8/7/2023
Meet and Greet	8/7/2023
First Day of School	8/10/2023
Back to School Night	9/5/2022
Early Release Day #1	9/12/23
Fund Run	9/22/23
Early Release Day #2	10/17/23
Fall Festival	10/26/23
Parent Teacher Conferences (minimum day)	11/13/23 - 11/17/23
Early Release Day #3	12/5/23
Craft Night	12/14/23
Early Release Day #4	2/6/24
Open House	3/14/23
Talent Show	3/28/24
Early Release Day #5	4/9/24
Multicultural Night	5/9/24
Field Day	5/17/24
Promotion	Week of 5/20/24

## American Lakes School 23-24 Bell Schedule

Elementary Regular Day	
7:40	Warning Bell
7:45	Instruction Begins
9:00-9:15	1st, 2nd Recess
9:15-9:30	TK/K Recess
9:20-9:35	3rd-4th Grade Recess
9:40-9:55	5th-6th Grade Recess
10:30-11:05 TK/K lunch	Eat 10:30 - 10:45 Play 10:45 - 11:05
10:55 - 11:30 1st/2nd Lunch	Eat 10:55 - 11:10 Play 11:10 - 11:30
11:30 - 12:05 3rd/4th Lunch	Eat 11:30 - 11:45 Play 11:45 - 12:05
12:10-12:45 5th/6th Lunch	Eat 12:10 - 12:25 Play 12:25 - 12:45
12:45-1:00	TK/K Recess
12:50 - 1:05	1st/2nd Recess
1:10 - 1:25	2nd(Caruthers)/3rd Recess
1:38	TK/K Dismissal
1:55	1-6 Dismissal

Middle School Regular Day	
7:45-8:45	1st Period (HR/60)
8:48-9:47	2nd Period (59)
9:50-10:49	3rd Period (59)
10:52-11:51	4th Period (59)
11:51-12:26	Lunch
12:29-1:28	5th Period (59)
1:31-2:30	6th Period (59)
2:30	7/8 DISMISSAL

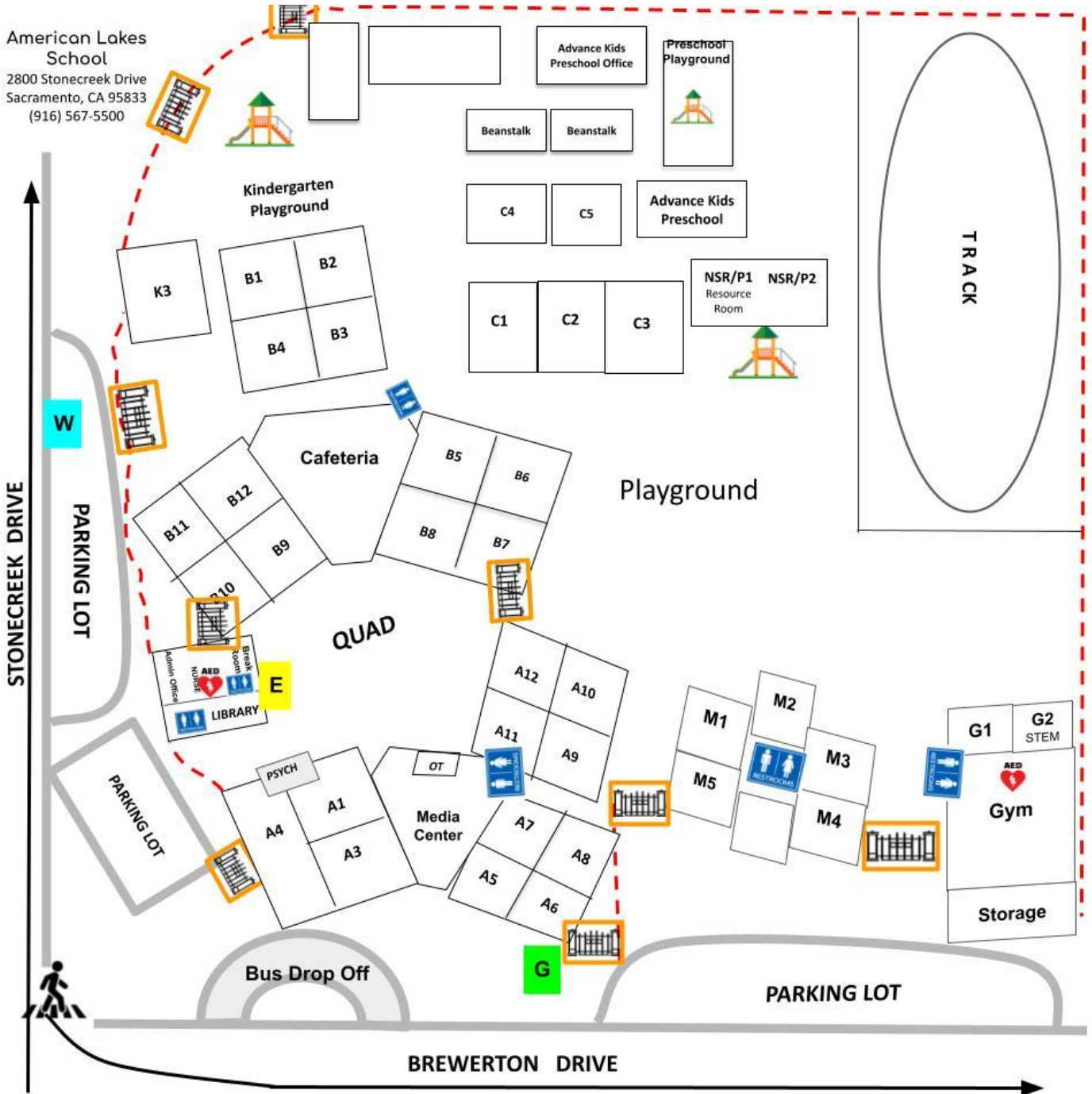
Elementary Minimum Day	
7:40	Warning Bell
7:45	Instruction Begins
9:00-9:15	TK/K-2nd Grade Recess
9:20-9:35	3rd-4th Grade Recess
9:40-9:55	5th-6th Grade Recess
10:30-11:05	TK/K Lunch
10:55-11:30	1st-2nd Lunch
11:15-11:50	3rd-4th Lunch
11:35-12:10	5th-6th Lunch
12:18	TK/K Dismissal
12:35	1st-6th Dismissal

Preschool Schedule	
AM Preschool	8:00 - 11:00
PM Preschool	12:00 - 3:00

Middle School Minimum Day	
7:45-8:25	1st period (40)
8:28-9:08	2nd period (40)
9:11-9:51	3rd Period (40)
9:54-10:34	4th Period (40)
10:37-11:17	5th Period (40)
11:20-12:00	6th Period (40)
12:00-12:35	Lunch
12:35	7/8 DISMISSAL

# American Lakes School Map

American Lakes School  
 2800 Stonecreek Drive  
 Sacramento, CA 95833  
 (916) 567-5500



## **Arrival and Dismissals**

### **Student Pickup/Drop Off (Parking Lots)**

When dropping off your student, pull your vehicle as far forward in the loading zone as possible. Please do not park or leave your vehicle in the drop off area. If there is a need to leave your vehicle please use a designated parking space. After dropping off or picking up your student please proceed out of the parking lot nearest the preschool and take a right onto Stonecreek. In the event of a late arrival or early dismissal please check-in at the front office between the times of 8:00 a.m. and 3:30 p.m.

Campus will open at 7:30 a.m. Any student wanting breakfast can come to the cafeteria. Please be sure students are picked up at their designated dismissal time or make arrangements for after-school activities. If you have any questions on opportunities for after school activities please reach out to the American Lakes School office at 916-567-5500.

### **Traffic Safety**

In the interest of our students and family safety, please be sure to use sidewalks and crosswalks when arriving and departing campus. Please do not park your car in the street and ask your child to cross into traffic or drop off students in the staff parking lot.

If your student rides their bike to school please remind them to wear a helmet, lock their bicycles in the bike rack area and walk their bike on school grounds.

### **Buses/Transportation**

**Bus pick up and drop off are provided to students in the Special Education program.** If you have a student who is being transported by the bus please discuss the following expectations:

Students riding the bus will:

- Remain seated, face the front of the bus, and keep the aisle clear
- Stand up only when getting on or off of the bus
- Keep body parts and all objects inside the bus
- Promptly and respectfully obey all bus drivers
- Wait at and walk to all bus stops in an orderly and respectful manner
- Cross the street only when escorted by the bus driver
- Keep any food, beverages or gum in their backpacks.
- Use appropriate language and gestures.

Students who do not follow all bus safety rules could be issued a citation and repeated failure to follow bus rules could result in suspension from the bus as well as revocation of the students transportation privileges.



### **Student Safety/Safe Routes**

American Lakes School is committed to student safety. We reinforce the use of crosswalks when students are walking to and from school. There should be no jaywalking and/or students running across the street without using the crosswalks. Please do not park in any crosswalk path during arrival and dismissal times. This is at the request and partnership of the Sacramento Police Department.

### **Bikes/Skateboards**

1. Bicycles, scooters and skateboards should always be walked or carried on campus. In-line skates and Heelys are not allowed on campus.
2. Lock the bicycle through the frame and at least one wheel with a suitable cable or chain to prohibit simply removing a locked wheel and taking the bicycle.
3. All bicycles MUST BE PARKED in the bike area. The only time a pupil should be near the bicycle parking area is when he/she is parking or removing his/her own bike.
4. Pupils riding bikes to school MUST obey all regular traffic rules.
5. California State Law requires that helmets be worn for safety reasons. If your child is in need of a helmet please see the front office.

### **Closed Campus**

American Lake School is a closed campus. Students are not permitted to leave campus without proper authorization. In the event of a late arrival or early dismissal please check-in at the front office between the times of 8:00 a.m. and 3:30 p.m.

## **Attendance Information**

### **Importance of Positive Attendance**

Showing up for school has a huge impact on a student's academic success starting in kindergarten and continuing through high school. Even as children grow older and more independent, families play a key role in making sure students get to school safely every day and understand why attendance is so important for success in school and on the job.

Students who have habitual attendance issues (unexcused or unverified absences or truants) may experience a negative impact on their grades as well as limited access to traditional school activities such as dances, sports, drama performances, field trips, etc.

Parents are highly encouraged to check their student's attendance status online via Infinite Campus and support their students arriving at school on time each day. For inquiries regarding Infinite Campus, or if an Infinite Campus password is needed, please feel free to contact the main office.

### **Facts about Attendance**

- Students should miss no more than 9 days of school each year to stay engaged, successful and on track to graduation.

- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other potentially serious difficulty.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.
- Missing 10 percent, or about 18 days, of the school year can drastically affect a student's academic success.
- Students can be chronically absent even if they only miss a day or two every few weeks. Attendance is an important life skill that will help your child graduate from college and keep a job.

## Excused Absences

The Education Code lists the following as the only legal excuses for absences from school:

- **Personal Illness:** The school may require certification from a doctor if it is deemed advisable. (After 3 or more consecutive days of absence due to illness, a note from a doctor is required and/or prior to 84 period absences.)
- **Quarantine in the Home:** An absence arising from this condition is limited to the length of quarantine as fixed by county or city health officers.
- **Death of a Relative:** For the purpose of attending the funeral services of a member of the immediate family (mom, dad, grandma, grandpa, brother, sister). One (1) day for in state, and three (3) days for out of state.
- **Religious Reasons:** (3 days allowed per semester)
- **Counseling Appointment:** Any student absence due to a counseling appointment must be cleared with written proof of the appointment from the counselor's office.
- **Medical Appointment:** Services rendered include medical, dental, optometry or chiropractic. Any student absence due to a doctor or dental appointment must be cleared with written proof of the appointment from the doctor or dental office.
- **School Activity:** This includes field trips, or other school sponsored activities.
- **Probation Appointment:** Must be verified by a note from the probation officer.
- **Court Appearance:** Copy of court document required to be considered excused.

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. A student shall not have his/her grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. (CA Ed. Code 48205 )

## Procedures for Notifying School of Absences

Parents/guardians must clear all absences in advance of the absence or upon return to school by calling the attendance office at 916-567-5500, completing [this form](#), or by writing a note including the following information:

- Student's full legal name (please print name clearly)
- The day(s) and date(s) of absence(s)
- Reason for the absence

- Parents/Guardian name and the relationship to the student
- Home and work phone numbers

### **Chronic Absence and Truancy - AR 5113.1**

Chronic absentee means a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. (Education Code 60901)

Truant means a student who is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. (Education Code 48260)

Parents of chronically truant students are asked to attend a Truancy Prevention Program meeting to address truancy. If truancy continues, students can be referred to the Student Attendance Review Board. Parents of chronically truant students can have serious sanctions including the withholding of public assistance, \$2,500 fines, and/ or one year of incarceration. Parents will receive notice when their child is identified as truant by mail after the student meets the threshold for truancy.

### **School Attendance Review Board (SARB) - BP 5113.12**

The Governing Board recognizes that poor school attendance and behavior problems negatively impact student achievement and put students at greater risk of dropping out of school. The Superintendent or designee shall establish a comprehensive and integrated system for the early identification of attendance problems and shall implement strategies to encourage students' attendance. After other interventions have been exhausted, students with a pattern of unexcused absences may be referred to a school attendance review board (SARB), in accordance with applicable law, in order to receive intensive guidance and assistance.

School Attendance Review Board (SARB) reviews student attendance and disruptive behavior at the district level. Students may be referred to SARB for habitual truancy and/or irregular attendance:

- SARB may involve the district attorney or the county probation department in a student's case.
- SARB may transfer the student to another school or to an alternate education program

### **Early Dismissal**

Attending school is vital to student success. Please ensure that appointments are made outside of school hours whenever possible. Early dismissal during tests or final exams can negatively impact a student's grade. Please be aware of when testing is happening and make every effort to ensure that students are present to take their assessments.

If a student needs to be picked up early, please follow these procedures:

- Only listed parents or guardians are allowed to pick up students, UNLESS a parent/guardian has notified the school of other arrangements. Emergency contacts ARE NOT allowed to pick up students without notification from a listed parent/guardian.

- **Appointments:** To leave the school during class time or between classes, a student should bring a note from the parent/guardian, prior to the beginning of the school day, stating the reason for leaving and the time to be dismissed from school and the school staff must be able to reach the parent/guardian by phone in order to secure permission to leave school.
- **Unscheduled Early Dismissals:**
  - A parent/guardian listed on the student's emergency card, must be present to sign out a student from the front office.
  - Inform the front desk that you are picking up a student for early dismissal
  - Have a valid I.D. ready for verification
  - The front desk will contact the classroom and the teacher will send the student up to the office
  - Complete the "Sign Out" sheet with parent information, student name, and check out time
- **Illness at School:** Check out with the Health Office; the school will call home to obtain permission for the student to leave. The student will remain at school until a parent/guardian is contacted to take responsibility for the student. Students are not to call a parent to alert them of an illness before meeting with the Health Clerk. Please obtain a pass from your teacher to make this call from the Health Office. Students who leave campus without obtaining clearance as described above will receive a "cut" for each period missed.

**Please help school staff keep all students safe and accounted for by following the check-out procedure.** Students should not be called out of class by an adult via student cell phone. Students should always exit campus through the front office instead of through a gate to meet a parent. Students who exit campus without being properly checked out will receive a "cut" (unexcused absence) for each period missed.

Early Dismissals over the phone: Parent/Guardian must come into the Office and show valid ID to sign a student out of school. To ensure student safety, parents cannot call from the parking lot or from around the corner to dismiss their student and have them meet them outside. Students will not be dismissed to any parent/guardian without valid ID or not listed on our contact information for that student unless approved by Administration.

Early Dismissals during PE: Pulling a student from PE can take about 20 to 30 minutes. If a student needs to be checked out of school during their PE class they should come to the Front Office before going to PE and wait in the office for their parents to come in and check them out.

### **Late Policy: Late Arrival to School or Class**

As a school we want students to know and learn the value of being on time, the decency of it, and the expectation of being ready to engage, and of honoring the professional relationship between teacher and student. It is critical that students practice and learn the habits and life lessons of punctuality and commitment because they are essential as students move onto college, a career, and life as a part of a larger community. As a school dedicated to educating young people, students deserve a clear, consistent practice.

Students who are less than 15 minutes late to class will be marked tardy. Students who are more than 30 minutes late to class will be marked truant. The following is American Lakes School Late Policy:

Students will be lined up at their class by 7:45a.m. If a student arrives after 7:45a.m. they will be marked as tardy. Students who arrive more than 15 minutes late to school will need to check in at the front office. In the event that a student arrives at school more than 15 minutes late they should provide a written note from their parent/guardian explaining their lateness.

### **Instructional Time**

During the school day students are expected to be in their assigned classrooms on time and remain for the entire instructional class. If a student must leave class, the student should obtain a written pass from the classroom teacher that they can display at the request of a staff member.

### **Independent Studies - Board Policy 6158**

The Governing Board authorizes Independent Study as an optional alternative instructional strategy for eligible students, whose needs may be best met through study outside of the regular classroom setting. Independent Study shall offer a means of individualizing the educational plan to serve students who desire a more challenging educational experience, whose health or other personal circumstances make classroom attendance difficult, who are unable to access course(s) due to scheduling problems, and/or who need to make up credits or fill gaps in their learning. As necessary to meet student needs, independent study may be offered on a full-time basis or on a part-time basis in conjunction with part- or full-time classroom study. The minimum period of time for any independent study option shall be three consecutive school days.

For the 2022-23 school year and thereafter, the Superintendent or designee may continue to offer and approve independent study for an individual student upon determining that the student is prepared to meet the district's requirements for independent study and is likely to succeed in independent study as well as or better than the student would in the regular classroom setting.

Because excessive leniency in the duration of independent study assignments may result in a student falling behind peers and increase the risk of dropping out of school, independent study assignments shall be completed no more than two weeks after assigned for all grade levels and types of program. However, when necessary based on the specific circumstances of the student's approved program, the Superintendent or designee may allow for a longer period of time between the date an assignment is made and when it is due, up to the termination date of the agreement. An evaluation shall be conducted to determine whether it is in a student's best interest to remain in independent study whenever the student fails to make satisfactory educational progress and/or misses three assignments. Satisfactory educational progress shall be determined based on all of the following indicators: (Education Code 51747).

1. The student's achievement and engagement in the independent study program, as indicated by the student's performance on applicable student-level measures of student achievement and engagement specified in Education Code 52060
2. The completion of assignments, assessments, or other indicators that evidence that the student is working on assignments
3. Learning required concepts, as determined by the supervising teacher
4. Progress towards successful completion of the course of study or individual course, as determined by the supervising teacher

A Parent or Guardian may request short term Independent Study if a student is going to be out of school due to an emergency, vacation, or illness, or family obligation. When requested by a

parent/guardian, independent study may be used on a short-term basis to ensure that the student is able to maintain academic progress in his/her regular classes. When possible, parents should give the school 2 weeks notice prior to student absence, so that work may be gathered and the Independent Study Contract may be completed. In an emergency situation, parents need to notify the school prior to the absence, that they are requesting Independent Study for their student.

Students or Families are asked to meet with school site administration to discuss the options, commitments, and process for enrolling students in Independent studies (short term or permanent).

## **Health and Wellness**

To make sure your child is ready for school, California law, Education Code Section 49452.8, now requires that your child have an oral health assessment (dental checkup) by May 31 in either kindergarten or first grade, whichever is his or her first year in public school. Assessments that have happened within the 12 months before your child enters school also meet this requirement. The law specifies that the assessment must be done by a licensed dentist or other registered dental health professional.

### **Health Services and Office Procedures**

School districts are required to provide health services to students in regular education, special education and on a Section 504 plan. In addition, districts are required to conduct mandated screenings and take action when contagious diseases are identified. Natomas goes the extra mile- we provide regular childhood immunizations, conduct health fairs, and provide staff and parent training. Please refer to the NUSD Student Services and Support website for additional information and resources (<https://natomasunified.org/departments/student-services-and-support/>).

The American Lakes Health Assistant is available to help in meeting student health needs throughout the day. Before going to the health office students should follow the aforementioned procedures for leaving class (obtain a note) or be escorted to the health office.

Please follow these guidelines in order to help keep all of our students and staff healthy:

- A child should not be sent to school if his or her illness would be detrimental to classmates. If a child has a fever, rash, or is vomiting/nauseous, please keep your student home. Contact the school at 916-567-5500 to report it.
- Please notify the school immediately in case of communicable disease, including but not limited to measles, mumps, chicken pox, hand foot and mouth disease, or head lice. This is important so we can properly notify other families whose children may have been exposed. Students who have had a communicable disease may be readmitted only by the school nurse or other designated school personnel.

### **Medications**

The law requires all parents/guardians to inform the school if their child is taking medication. Any medication to be taken while at school will be kept and dispensed through the nurse's office. A

**"Medication Order for School"** form must be on file in the office. Both the parent/guardian AND the physician MUST sign this form. If you have asthma, you may carry your inhaler if your physician provides a "Medication Order for School."

No medication of any kind, whether prescription or over-the-counter, is allowed to be brought by a child without written authorization. Pain relievers and all other over-the-counter medications will not be dispensed to students. The school is only equipped to treat minor injuries with ice and adhesive bandages. Parents/guardians will be called for more serious injuries. If parents cannot be contacted, the emergency contacts listed in Infinite Campus will be contacted.

Students are not allowed to possess any type of medication at school. Education Code 49423 states, "Notwithstanding the provisions of 49422, any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician may be assisted by a school nurse or other designated school personnel if the school district receives the following:

1. A written statement from physician detailing the method, amount, and time schedule by which medication is to be taken
2. A written statement from the parent/guardian of the pupil indicating the desire that the school district assist the pupil in the manner set forth in the physician's statement"

All medications are kept in a secure area in the health office and dispensed per the physician's instructions.

If a child is to temporarily take a non-prescription medication, such as an over-the-counter pain reliever or cough drops, the medication must be kept in the office in its original container. The parent/guardian must provide a note to the health and/or front office stating the time and dates the medication is to be given. The medications are kept in a secure area in the health office and dispensed per the parent's instructions.

### **Home and Hospital - BP 6183**

Students temporarily disabled by accident or by physical, mental or emotional illness may receive individual instruction at home or in a hospital or residential health facility within the district. When seeking instruction for a student at home or in a hospital located within the district, the parent/guardian shall present this request at the home school, together with a physician's written description of the disabling condition. The physician shall have determined that the student is unable to attend school and will not expose the home teacher to any contagious disease that can be transmitted by casual contact.

### **Immunizations - BP 5141.3**

To protect the health of all students and staff and to curtail the spread of infectious diseases, the Board of Trustees shall cooperate with state and local public health agencies to encourage and facilitate immunization of all district students against preventable diseases. Each student enrolling for the first time in a district elementary or secondary school, preschool, or child care and development program or, after July 1, 2016, enrolling in or advancing to grade 7 shall present an immunization record from any authorized private or public health care provider certifying that he/she has received all required immunizations in accordance with law. Students shall be excluded from school or exempted from immunization requirements only as allowed by law. Please see NUSD's website for a list of immunizations required by the state.

## **Nutrition Services**

For information regarding school menus; applying for free/reduced price meals, online lunch payments please visit the Nutrition Services Department page on the Natomas Unified School *District website at*

<http://www.schoolnutritionandfitness.com/index.php?sid=0911070147502711>.

### **Nutrition Service Hours of Operation**

- Breakfast: 7:15 a.m. - 7:45 a.m.
- Lunch: Please refer to the Bell Schedule located on page 14 for grade level times.
- Supper: Provided immediately upon dismissal: 2:00p.m. for Elementary and 2:30p.m. for Middle School

### **Nutrition Services Expectations/Rules**

- Outside food delivery is prohibited
- Selling outside food on campus is prohibited, without administrative authorization
- Cafeteria Expectations:
  - Show respect to staff and fellow students.
  - Use all utensils safely and responsibly.
  - Clean your area and throw your trash away into appropriate receptacles.
  - Be sure you are walking when in the cafeteria.
  - Wait to be dismissed

## **Family Involvement on Campus**

### **Visitor/Volunteers - BP/AR 1250**

The Governing Board believes that it is important for parents/guardians and community members to take an active interest in the issues affecting district schools and students. Therefore, the Board encourages interested parents/guardians and community members to visit the schools and participate in the educational program.

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be arranged with the principal or designee 24 hours in advance. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during non-instructional time.

Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session.

The principal or designee may provide a visible means of identification for all individuals who are not students or staff members while on school premises.



No electronic listening or recording device may be used by any person in a classroom without the teacher's and principal's permission. (Education Code 51512)

Volunteers are welcomed in our District and are valuable members of our learning community. A volunteer is defined as a non-paid individual who, with school District Authorization, assists students, schools, or educational programs. This individual may not always be under the direct supervision of District staff. The service can be on short-term, project specific or on-going basis. A volunteer is required to complete a Volunteer Application, Code of Conduct, take a tuberculosis (TB) test, and have a fingerprint/background check completed prior to rendering service. For complete information regarding becoming a Natomas Unified School District volunteer and to complete an application, please visit the district website Parents Resource <https://natomasunified.org/family/>

The Board encourages all individuals to assist in maintaining a safe and secure school environment by behaving in an orderly manner while on school grounds and by utilizing the district's complaint processes if they have concerns with any district program or employee. In accordance with Penal Code 626.7, the principal or designee may request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

### **Civility Policy - BP 1313**

Natomas Unified School District is committed to ensuring a safe, orderly, and respectful environment at all District facilities and during all District events and meetings. This policy is intended to promote a positive environment where behavior and communication is based on mutual respect, civility, and orderly conduct among District employees, parents, and the public. This policy is not intended to deprive any person of their constitutionally protected freedoms. It is intended to ensure an orderly, civil, and harassment free place for students, employees, parents, and the public to participate in the District's programs and activities. The District encourages students, employees, parents, and the public to communicate in a positive, calm, respectful and productive manner and to avoid hostile, aggressive, and confrontational behavior. If a student, employee, parent, or member of the public believes that another person is violating this policy, they should report this concern to the school site principal or designee and if that does not resolve the issue then to the superintendent or the superintendent's designee.

### **Classroom Visitation**

A parent or guardian has the right to observe instruction and other school activities that involve his or her child in accordance with procedures determined by the governing board of the school district to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. Reasonable accommodation of parents and guardians shall be considered by the governing board of the school district. Upon written request by the parent or guardian, school officials shall arrange for the parental observation of the requested class or classes or activities by that parent or guardian in a reasonable timeframe and in accordance with procedures determined by the governing board of the school district. [E.C. 49091.10(b)] In lieu of a written request by the parent or guardian, the principal, upon his or her discretion, may grant a classroom visit with a verbal request.

## **Use of E-Visitor**

Parents/Guardians who are interested in visiting the classrooms must first report to the front office to obtain an E-visitors badge. At this time, you will be asked to present an ID and to sign in on the visitors sign in sheet. Our staff member will then take a picture of you and print a badge. Once you are done with the visit, parents/guardians are to come back to the office and sign out. The purpose of this badge is to make visitors to school sites and District offices easily identifiable, which will increase safety for all.

## **Pathway to Successful Communication**

- Address the matter with the site staff member directly (teacher, coach, etc.) by scheduling an appointment 24 hours in advance
- If unresolved, please contact the school administrator(s)
- If unresolved, contact Constituent and Customer Services for informal resolution at (916) 561-5253
- If unresolved, a formal complaint form is available through Constituent and Customer Services

## **Opportunities for Involvement**

- Parent Teacher Student Association (PTSA)
- School Site Council (SSC)
- English Learner Advisory Committee (ELAC)

## **Community Resources**

- School Site Digital Backpacks <https://natomasunified.org/digital-backpack/>
- NUSD Community Resource Guide <https://natomasunified.org/community/>
- NUSD Communications and Family Engagement  
<https://natomasunified.org/communications/>
- Child Action [www.childaction.org](http://www.childaction.org)
- North Sacramento Family Resource Center and Birth and Beyond [www.kidshome.org](http://www.kidshome.org)
- Sacramento Covered [www.sacramentocovered.org](http://www.sacramentocovered.org)
- Planned Parenthood of Sacramento [www.ppmarmonte.org](http://www.ppmarmonte.org)
- Sac County Dental Clinics [www.sacdhhs.com](http://www.sacdhhs.com)
- Women's Health Specialists [www.cawhs.org](http://www.cawhs.org)
- Community Services in Sacramento (800) 500-4931 [www.211sacramento.org](http://www.211sacramento.org)
- Sacramento Area Emergency Housing/Next Move [www.nextmovesacramento.org](http://www.nextmovesacramento.org)
- Sacramento Employment and Training (SETA) [www.seta.net](http://www.seta.net)
- 24 hour Parent Support Line (888) 281-3000
- California Youth Crisis Line (800) 843-5200 [www.youthcrisisline.org](http://www.youthcrisisline.org)
- Child Protective Services (916) 875-5437 [www.sacdhhs.com](http://www.sacdhhs.com)
- La Familia Counseling Center [www.lafcc.com](http://www.lafcc.com)
- Sacramento Crisis Nursery [www.crisisnurseryonline.com](http://www.crisisnurseryonline.com)
- WEAVE (Women Escaping a Violent Environment) [www.weaveinc.org](http://www.weaveinc.org)
- WIC [www.sacdhhs.com](http://www.sacdhhs.com)
- Saca Community Center/Sacramento Food Bank and Family Services [www.sfbfs.org](http://www.sfbfs.org)

A complete list of community resources are available on our district website at <https://natomasunified.org/family/>.

## **Student Academic Monitoring**

### **School Site Grading Periods**

Report cards are issued three times a year, at the end of each Trimester. Middle school report cards are mailed home, and TK-6 report cards are either distributed to parents during Parent-Teacher Conferences or sent home with students. 21-22 Trimester Dates are as follows:

If you have any questions please reach out to your students' teacher by phone or email. Please refer to our school website, [www.natomasunified.org/als](http://www.natomasunified.org/als), to find teacher contact information.

### **Monitoring Student Progress**

Students and parents can check academic progress at any time through Infinite Campus. The Infinite Campus Portal is a great resource for parents/guardians and students to monitor grades, attendance and progress toward graduation. Every parent and guardian can have a Infinite Campus Parent Portal account which will give you access to the Student Information System for all of your students in your household. With the Infinite Campus Parent Portal you can:

- Monitor Attendance
- View Grades
- View upcoming assignments
- Receive important information from your student's school

To access Infinite Campus Portal from your computer or mobile device go to the NUSD Website at <https://natomasunified.org/icportal-2/> to learn how to:

- Sign Into the Infinite Campus Portal
- Download the Mobile App
- Change Contact members and preferences
- Update Phone Numbers
- View Student Information such as grades, attendance, and high school students four year plan

In need of support of setting up, accessing or troubleshooting the parent/guardian portal, please refer to the <https://natomasunified.org/icportal-2/> or contact contact the IC help desk at (916) 567-5819 or email [icportal@natomasunified.org](mailto:icportal@natomasunified.org). To request a password reset, complete the form found in the Help Desk and Password Reset tab below.

### **Student Deliveries**

Due to the importance of instructional time, student deliveries (balloons, flowers etc.) for events such as birthdays or other celebrations will not be made during the school day. Items of a celebratory nature that are causing a distraction to the learning environment, may be confiscated by school personnel and held until the end of the school day.

## **Before and After-School Care**

Students can arrive at 7:15 for breakfast only or at 7:30 if they are not having breakfast. Participants in the after school program must go directly to the program from their classroom and can stay as late as 6:00 p.m. The program will make accommodations for sports, tutoring and other after school activities.

## **Section 2: Site Specific Programs and Information**

- International Baccalaureate (IB)
- Science, Technology, Engineering, Math (STEM)
- Positive Behavior Interventions and Supports (PBIS)
- Robotics/Coding
- Green Team
- Mathematics, Engineering, Science Achievement (MESA - UC Davis)
- SNAP the GAP (fixing the gender gap in STEM)
- Safe Haven Location
- Student Council
- Free and Reduced Breakfast/Lunch and free Supper program
- After School Tutoring
- After School Program (The Center)
- Sports for grades 4-8

## **Section 3: Student Expectations and Supports**

### **Academic Integrity - BP 5131.9**

The Governing Board believes that personal integrity is basic to all solid achievement. Students will reach their full potential only by being honest with themselves and with others. NUSD expects students to respect the educational purpose underlying all school activities. All students need to prove to themselves that they can do successful work as a result of their own efforts. NUSD expects that students will not cheat, lie, or plagiarize. Each school shall provide an environment that encourages honesty. Students must know that their teachers will not ignore or condone cheating and that anyone discovered cheating will be penalized.

### **Academic Work**

#### Absences and Late Work

According to Board Policy 5121(a), whenever a student misses an assignment due to either an excused or unexcused absence, he/she shall be given full credit for subsequent satisfactory completion of the assignment or assessment.

If a student misses class without an excuse and does not subsequently turn in homework, take a test or fulfill another class requirement which he/she missed, the teacher may lower the students grade for nonperformance.

### Academic Support

- Strategic After School Tutoring
- Additional After School Library Hours (7th/8th grades)
- RSP programs
- Attendance Program

### Homework - BP 6154

The Governing Board recognizes that meaningful homework assignments can be a valuable extension of student learning time and assist students in developing good study habits. Homework shall be assigned when necessary to support classroom lessons, enable students to complete unfinished assignments, or review and apply academic content for better understanding. Homework assignments shall be reasonable in length and appropriate to the grade level and course. The Board expects that the number, frequency, and degree of difficulty of homework assignments will increase with the grade level and the maturity of students. Teachers shall assign homework only as necessary to fulfill academic goals and reinforce current instruction.

At the beginning of the school year, teachers shall communicate homework expectations to students and their parents/guardians. These communications shall include the manner in which homework relates to achievement of academic standards and course content, the impact of homework assignments on students' grades, any school resources and programs that are available to provide homework support, and ways in which parents/guardians may appropriately assist their children.

## **International Baccalaureate (IB)**

### International Baccalaureate (IB) World Candidacy School

American Lakes School is an International Baccalaureate (IB) Primary Years Program (PYP) World School. Our IB program will help support scholars, teachers, families and the school community to increase the academic success of our scholars while also creating global learners. Having IB as a framework for elementary education at our school would feed into a strong Pre-Advanced Placement (Pre-AP) Program within our seventh and eighth grades here at American Lakes TK-8 School. It will eventually then feed into Pre-AP and Advanced Placement courses at Natomas and Inderkum High Schools. Eventually allowing interested scholars to be fully prepared and successfully complete the AP Capstone program at Natomas High or the IB Diploma Program at Inderkum High School.

### What is International Baccalaureate (IB)?

The International Baccalaureate (IB) is an international organization that offers educational programs for scholars aged 3-19. The IB aims to develop inquiring, knowledgeable and caring young people who have the ability and skills to adapt to our global society and help make it a better world.

Scholars at International Baccalaureate (IB) World Schools are given a unique education. They will be encouraged to think independently and drive their own learning. They will take part in programs of education that can lead them to some of the highest ranking universities around the world. They will become more culturally aware, through the development of a second language. They will be able to engage with people in an increasingly globalized, rapidly changing world. IB World School scholars develop strong academic, social and emotional characteristics.

## **Language Policy**

### **American Lakes Mission Statement**

The mission of American Lakes School is to provide a rigorous educational experience for ALL scholars through the International Baccalaureate and STEM programs. We are dedicated to providing the tools necessary for scholars to reach their social, emotional, and academic potential and grow to become responsible, reflective risk-takers and life-long learners. American Lakes School is committed to being a safe, inclusive, and culturally responsive environment that plays a central role in closing the educational achievement gap by motivating scholars to take action and ownership of their learning as they develop the skills necessary to compete in a globally-minded society.

### **Statement of Belief**

In alignment with our site mission, at American Lakes we believe that language is an effective way to communicate socially, emotionally and academically. Learning another language helps our scholars bridge language barriers and is an asset to becoming globally-minded citizens. We are committed to providing scholars with the opportunity to access other cultures through language.

“The Primary Years Programme (PYP) beliefs and values about language are embedded implicitly throughout the learner profile and explicitly through the attribute of ‘communicator,’ as well as in the IB’s approaches to learning. Through an IB education, PYP learning communities use language to build a better and more peaceful world.”

### **Identification of Language Needs**

When scholars enroll in a California public school for the first time, the parent/guardian must complete a Home Language Survey indicating the language most often spoken in the home, as well as additional languages spoken.

If a language other than English is spoken in the home, the scholar is a Pending English Learner. If no language other than English is spoken in the home, the scholar is English Only (EO). EO scholars are placed in mainstream classes.

NUSD administers the initial ELPAC to all Pending English Learner scholars in order to determine their English Language proficiency. If the results of the initial ELPAC indicate the scholar is Initial Fluent English Proficient (IFEP), they will not be designated as an English Learner or receive EL services and will be placed in mainstream classes. If the results of the initial ELPAC (Novice or

Intermediate) indicate the scholar has limited English proficiency, the scholar is an English Learner and will receive EL services through designated and/or integrated English Language Development (ELD). Through What I Need (WIN) time we provide designated ELD for 30 minutes or more each day.

Each spring, NUSD will administer the Summative ELPAC to all EL scholars in order to determine their English Language proficiency. Scholars who do not meet state requirements for reclassification will continue to receive EL services through integrated and designated ELD. Scholars who meet state requirements for reclassification will be considered for Redesignation as Fluent English Proficient (RFEP). Once reclassified, redesignated scholars will be monitored for 4 years.

### **Support for Language Learners**

NUSD currently serves over 11,000 scholars Pre-K through age 22. Approximately 12% of Natomas' scholars are English Learners, with 1,400 scholars speaking 55 different languages. The language spoken the most by EL scholars is Spanish at just over 50%. Additionally, the next most common languages spoken by EL families are:

- Punjabi 10%
- Urdu 5%
- Hindi 3.5%
- Tagalog 2.5%
- Arabic 2%
- Vietnamese 2%
- Mandarin and Cantonese 1.5%

American Lakes School currently serves over 520 PYP scholars Pre-K through 6th grade. Approximately 27% of ALS scholars are English Learners, with 142 scholars speaking approximately 20 different languages. The language spoken the most by EL scholars at ALS is Spanish at just over 68%. Additionally, the next most common languages spoken by EL families are:

- Telugu 5%
- Urdu 3%
- Punjabi 2%
- Russian 2%
- Marathi 2%
- Other Non-English Languages 2%
- Filipino (Pilipino or Tagalog) 1%
- Gujarati 1%
- Hindi 1%
- Marshallese 1%
- Vietnamese 1%

English Learners in NUSD receive English Language Instruction through Structured English Immersion (SEI) second language acquisition program. The English Learner Master Plan will

provide a strong foundation for truly acknowledging that our diversity is a strength, every scholar can and will succeed, and that staff must be committed, collaborative, caring and exemplary. This foundation will be built by providing a district expectation of high-quality instruction and services for our English learners based on achievement. We also celebrate and recognize achievement through opportunities such as the State Seal of Biliteracy which is awarded to graduating seniors.

Scholars at American Lakes School receive Integrated ELD throughout the day with the instructional focus on content with language support as well as Designated ELD via a protected portion of the school day with the focus on language (WIN). Currently, we have two Spanish teachers, one for PYP and one for Middle School, and a number of staff members who speak additional languages. American Lakes School encourages families to continue 1st language development at home and support is given to these scholars whose 1st language is a language other than English.

### **Parent Support for Language**

American Lakes School encourages all families to participate in their children's education. Parents are encouraged to support language development at home through homework, working with the classroom teacher, and reading nightly with their child. Beyond this, parents will be asked to support inquiry guided research and encourage oral communication. Parents also can be part of our English Learner Advisory Committee (ELAC) and District English Learner Advisory Committee (DELAC) that advocates for our English learners. ELAC is a meeting place that parents can use as a platform to express their concerns and ideas to both the school and the district, with the possibility of bringing about change. Meetings take place at least 4 times a year. Additionally, NUSD provides Parent University courses that provide academic and community resources for families.

### **Language in the Classroom**

ALS staff provides daily literacy instruction using Common Core State Standards and district-approved curriculum in the English language to have our scholars become college and career ready. Daily literacy instruction is integrated into our IB units of inquiry through reading, writing, listening and oral language. Ways that ALS staff utilize language resources within our classrooms are: Class Dojo, Google Translate, Flipgrid, Gallery Walks, Wonder Walls, Duolingo, Rockalingua, Raz Kids, Istation, graphic organizers, Thinking Maps, anchor charts, collaboration with our world language teacher, Leveled Readers (Fountas and Pinnell), small intervention groups, collaborative group work, project based learning, STEM/PLTW, Eagle Design Workshops, Step Up to Writing, Second Step, and Language Link.

### **Language and the Program of Inquiry**

Language is woven throughout the Program of Inquiry. Scholars acquire knowledge through academic discourse, conducting extended research, using visible thinking routines that promote higher order thinking and making connections. Oral, visual and written language are present within the inquiry planners. Selections of literature for read-alouds, guided reading and research are chosen to promote and support the concepts in the inquiry planners.

### **Additional World Language**



Spanish is an additional language that is taught to all scholars. Scholars from 1st to 6th grade are provided with Spanish instruction twice a week for 30 minutes. Transitional Kindergarten and Kindergarten scholars are provided with Spanish Instruction once a week for 45 minutes. Our PYP World Language teacher will use the IB PYP Language Scope and Sequence document to organize and plan instructional opportunities that support language acquisition through oral language, visual language and written language in Spanish. Scholars are exposed to cultural celebrations and traditions of Spanish speaking countries around the world. Through this exposure scholars become globally aware and scholars from diverse backgrounds are validated in their own culture. Our PYP World language teacher will work in collaboration with the PYP Coordinator, grade level teams, and other World Language teachers to ensure that language acquisition is aligned throughout our program of inquiry. Through support and communication of our World language teacher, classroom teachers will be able to reinforce, support, and extend Spanish lessons within their own classrooms.

### **Language Resources**

Over the past (2) years ALS has worked to add a variety of language resources to our school library, including books written in different languages and books that target our Learner Profile Attributes and social-emotional learning. Staff are able to utilize our Fountas and Pinnell collection to support scholars in guided reading. In addition, Raz-Kids, Istation and Imagine Learning are also used as online language resources.

### **Policy Review:**

This policy will be shared on our school website for the learning community and will be reviewed and revised with all stakeholders annually at the very least. We have committed to aligning our policies at ALS to the philosophy of the IB Primary Years Programme and will work collaboratively with our school community to develop a foundation of support for our scholars as they learn and grow.

- At the beginning of every academic year, we will review the policy with our entire faculty.
- The leadership team will review and edit the policy accordingly to ensure responsibilities are clearly outlined to support the growth and development of our school community.
- The head of school, the site coordinator and leadership team will be responsible for ensuring that the language policy is a living document that reflects the practices on our campus.

### **Professional Development and Teacher Certification**

- All staff are required to obtain their English Learner Authorization from the California Commission on Teaching Credentialing
- Natomas Unified School District holds annual ELD professional development
- Sacramento County Office of Education offers additional support and professional development

### **IB Publications used to inform this policy:**

Information included in this document was inspired from the IB guides and supporting resources.

[Guidelines for developing a school language policy](#)  
[Programme standards and practices](#)  
[Scholar Language Portraits](#)

## **Assessment Policy**

### **American Lakes Mission Statement**

The mission of American Lakes School is to provide a rigorous educational experience for ALL scholars through the International Baccalaureate and STEM programs. We are dedicated to providing the tools necessary for scholars to reach their social, emotional, and academic potential and grow to become responsible, reflective risk-takers, and life-long learners. American Lakes School is committed to being a safe, inclusive, and culturally-responsive environment that plays a central role in closing the educational achievement gap by motivating scholars to take action and ownership of their learning as they develop the skills necessary to compete in a globally-minded society.

### **Statement of Belief**

At American Lakes we believe, in alignment with the district's Cycle of Continuous Learning, our assessment practices will inform teachers, scholars, and parents of scholars' academic knowledge and understanding of the essential elements of the Primary Years Programme (PYP). Assessments involve teachers and students collaborating to monitor, document, measure, report, and adjust learning by using backwards mapping and forward planning.

<b>How Does ALS Collaborate on the IB Four Dimensions of Assessment?</b>	
<p style="text-align: center;"><b><u>Monitoring Learning</u></b></p> <ul style="list-style-type: none"> <li>● Observation</li> <li>● Academic discourse</li> <li>● Co-teaching</li> <li>● DoJo points to track</li> <li>● Exit Tickets</li> <li>● Quick checks/Quiz</li> <li>● Oral Assessment</li> <li>● Collecting Information</li> <li>● Portfolio</li> <li>● Reflection</li> </ul>	<p style="text-align: center;"><b><u>Documenting Learning</u></b></p> <ul style="list-style-type: none"> <li>● See, Know, Wonder</li> <li>● KWL</li> <li>● Graphic Organizers</li> <li>● Thinking Maps</li> <li>● Portfolio</li> <li>● Reflection</li> <li>● Gallery Walks</li> <li>● Peer/Teacher Feedback</li> <li>● Rubrics</li> <li>● Checklists</li> <li>● Anecdotal Notes</li> </ul>
<p style="text-align: center;"><b><u>Measuring Learning</u></b></p> <ul style="list-style-type: none"> <li>● Graphing Progress</li> <li>● Tracking Data</li> <li>● Pre and Post Unit Assessment</li> <li>● Matrix</li> </ul>	<p style="text-align: center;"><b><u>Reporting Learning</u></b></p> <ul style="list-style-type: none"> <li>● Scholar-led Conferences</li> <li>● IEP/SST/504</li> <li>● Report Cards</li> <li>● Progress Reports</li> </ul>

**Assessment in the Classroom**

Many different forms of assessment are conducted within the classroom. Both formative and summative assessments are intended to support the needs of all scholars while supporting the Cycle of Inquiry.

- **Pre-assessment**

To determine baseline data, grade levels collaborate to construct a SMART (Specific, Measurable, Achievable, Relevant, Time) Goal and determine what reasonable mastery looks like. We look at strengths and urgent needs of the scholars and then create a differentiated plan including supporting programs for all students such as English Learner (EL), special needs, Gifted and Talented Education (GATE), etc. Pre-assessments can look like KWL charts, Wonder Walls, Gallery Walk, Thinking Maps, peer collaboration, small group instruction, co-teaching, whiteboard work, classroom discussions, and more.

- **Formative Assessment**

Formative assessments are tools that drive instruction and demonstrate student progress towards the standard. Assessments are a product of grade level collaboration to pinpoint what we seek to understand. Formative assessments can look like project based learning, Mid Chapter checkpoints, exit tickets, reading comprehension checks, choice boards, quick writes, annotating and synthesizing text, and more.

- **Summative Assessment**

At American Lakes, summative assessments are designed to evaluate the content, concepts, and skills in alignment with the California State Standards. Summative assessments allow scholars to demonstrate their knowledge at the end of a unit of inquiry. Standards will be assessed using co-constructed rubrics and checklists created by the teacher and scholars. Summative assessments include projects, written and/or oral tests, presentations, and online assessments, and they are demonstrated through the action cycle.

- **Self-assessment and Reflection**

At American Lakes, students self assess and reflect throughout the unit of inquiry. Self-assessment and reflection occurs using interactive notebooks, academic discourse, check lists, rubrics, journaling, reflection activities, drawing conclusions, summarizing what scholars have experienced and more.

### **Assessment and the Programme of Inquiry**

Teachers collaborate with their grade levels and across the disciplines to create assessments through the unit of inquiry. As we develop the programme of inquiry, the grade levels collaborate to create standards-based assessments that are aligned to the transdisciplinary themes and the central idea of each unit. Through assessments the scholars are able to demonstrate their understanding of the central idea conceptually so that learning is transferable. These assessments are aligned with co-constructed rubrics and success criteria where scholars have the opportunity to reflect on and adjust their work. Scholars gain a deeper understanding through thinking maps, graphic organizers, gallery walks, projects, oral responses, and presentations.

### **Formal Assessment**

As a California public school, American Lakes participates in the California Assessment of Student Performance and Progress (CAASPP) System. The CAASPP system was established in 2014 to promote high-quality teaching and learning as well as a way to inform teachers, administrators, scholars, and parents with what scholars know, understand, and can do in English Language Arts, Math, and Science. All scholars in grades 3 through 8 and grade 11 will participate during the Natomas Unified School District testing window that takes place between March and May. The CAASPP is a computer-adaptive assessment administered via district Chromebooks.

The English Language Proficiency Assessments for California (ELPAC) is a mandated state test. The ELPAC can be used as an initial assessment to determine English Language Proficiency (ELP) when administered to newly enrolled scholars whose primary language is a language other than English which is determined by a home language survey. The ELPAC is also used as an annual summative assessment for scholars who have been previously identified as English learners. There is an alternative ELPAC used for scholars with learning disabilities.

### **Assessment Recording and Reporting**

At American Lakes, teachers use a district-adopted, standards-based report card that shows the scholars progress which is a tool used to inform families of scholars strengths and urgent needs. The report card is an opportunity to communicate the scholar's achievement towards mastery of

learner profile attributes and classroom behaviors. An informal progress report can also be used by teachers to communicate with families. Scholar-led parent teacher conferences are used as a tool to better partner with families on student's continuous growth and allow students to take ownership of their learning through student agency.

Scholars track their progress towards mastering the content standards by collecting artifacts for their portfolios. Scholars have the opportunity to reflect on their knowledge through student agency and action, end of unit reflections, learner profile attributes, formative assessments, and summative assessments.

### **Policy Review**

The assessment policy at American Lakes is a collaborative document that is reviewed annually with our Pedagogical Leadership Team to ensure expectations are clearly outlined and that ongoing growth of our school community is reflected. The assessment policy is housed within our school handbook as well as on our school website.

- At the beginning of every academic year, we will review the policy with our entire faculty.
- The leadership team will review and edit the policy accordingly to ensure responsibilities are clearly outlined to support the growth and development of our school community.
- The head of school, the site coordinator, and leadership team will be responsible for ensuring that the assessment policy is a living document that reflects the practices on our campus.

### **IB Publications used to inform this policy:**

Information included in this document was inspired from the IB guides and supporting resources.

[Assessment Principles and Practices-Quality Assessments in The Digital Age](#)

[Assessment in the Primary Years Programme](#)

### **Cell Phone Policy**

**Education Code 48901.7 states that** (a) The governing body of a school district, a county office of education, or a charter school may adopt a policy to limit or prohibit the use by its pupils of smartphones while the pupils are at a school site or while the pupils are under the supervision and control of an employee or employees of that school district, county office of education, or charter school.

- (b) Notwithstanding subdivision (a), a pupil shall not be prohibited from possessing or using a smartphone under any of the following circumstances:
  - (1) In the case of an emergency, or in response to a perceived threat of danger.
  - (2) When a teacher or administrator of the school district, county office of education, or charter school grants permission to a pupil to possess or use a smartphone, subject to any reasonable limitation imposed by that teacher or administrator.
  - (3) When a licensed physician and surgeon determines that the possession or use of a smartphone is necessary for the health or well-being of the pupil.
  - (4) When the possession or use of a smartphone is required in a pupil's individualized education program

## **Cell Phones Away for the Day**

In order to minimize distractions, foster student communication and collaboration, and protect students' privacy at school, we follow an "Away For the Day" cell phone policy at American Lakes. Cell phones, smart watches, or other communication and listening devices may not be used during the instructional school day, including during passing periods and lunch. If you feel your child must have a cell phone, it must remain in their backpack and TURNED OFF from the first bell in the morning until after the dismissal bell in the afternoon. Texting and filming are not permitted anytime during the school day, except for a valid instructional purpose determined by a teacher. Any device with a camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.

Failure to follow these guidelines will result in confiscation of the phone and/or detention. The cell phone may be retrieved by the student at the end of the day on the first offense, further offenses could result in a parent needing to pick up the phone. Parents and guardians who need to communicate with their child during the school day should call the main office at (916) 567-5500. It is not advisable to send your child to school with a costly cell phone, as the school is not responsible for lost, stolen, or damaged cell phones. You may also refer to the NUSD Student Code of Conduct located at <http://natomasunified.or>

## **Class Assignments and Changes**

Classes are scheduled for students with their success in mind, taking into account graduation and A-G requirements, as well as student interest and need. Schedules may only be changed when there are missassignments or other extenuating circumstances, and requests must be made through the counseling office in the first five (5) instructional days of each semester. Several factors will be considered when reviewing a possible course change, and may require a parent meeting to discuss impact. Course changes require approval by an administrator.

## **Computer and Internet Policy - AR 6163.4**

Parents and students should read and understand the provisions of the Natomas Unified School District Student Use of Technology Board Policy 6163.4 and the Administrative Regulation 6163.4, which states that: (1) Students shall use the district's system safely, responsibly and primarily for educational purposes and (2) Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."

In addition, By using any District Technology or otherwise accessing the District Network, on District Network, on District premises, students understand and agree to abide by the provisions and conditions of this policy as well as with any and all District policies and rules which may relate to usage of District Technology and/or District Network. Students also understand that their use of the Internet and electronic communication via District Technology is strictly limited to educational purposes, that they are not guaranteed any rights to privacy with respect to use of the District Technology, including use of District-Owned Devices and the District Network, and that from time to

time the District may monitor the District Network for general security purposes and in order to ensure compliance with Board Policy, Administrative Regulation and this Agreement.

Also, the District makes no warranties of any kind, either express or implied, that the functions or the services provided by or through District Technology will be error-free or without defect. The District will not be responsible for any damage or harm users may suffer, including but not limited to, loss of data, interruptions of service, or exposure to harmful or inappropriate material or people. The District is not responsible for the accuracy or quality of the information obtained through the District Network.

Families can read the entire District Student Use of Technology Board Policy 6163.4 and the Administrative Regulation 6163.4 by visiting our district website at:  
<http://natomasunified.org/board-of-trustees/board-policies-and-administrative-regulations>.

## **Dress Code**

### Weekly Dress Code:

Students should arrive dressed for school and school activities in an appropriate manner. Attire should not be too tight, short, or revealing or depict logos and/or graphics that promote the use of drugs, tobacco, alcohol, or display bad language, violence, suggestive references, or racial/ethnic slurs.

### **American Lakes School Dress Code Guidelines**

- Shorts should be hemmed and are no shorter than mid-thigh.
- Halter tops, spaghetti straps, tube tops and half-shirts are not permitted. Tank top straps must be at least one inch in width.
- No attire that exposes midriff, or cleavage.
- Any shirts that are transparent or mesh are required to have an undershirt underneath. (i.e. Sport jerseys)
- All shoes and sandals must have back straps. Flip-flops are not permitted.
- All shoes must have a heel no higher than one inch.
- Hats may be worn for sun protection outside and should be worn with the bill facing forward. Hats are to be removed inside all buildings. Writing or alterations to hats are not permitted.
- Pants must be worn at the waist, not sagging (undergarments should not be visible).
- Clothing or any accessories that may be deemed dangerous such as chains, steel-toed boots, spikes or studs are not allowed.
- Physical education **students are required to wear appropriate clothing and tennis shoes for PE.**
- Any gang apparel is prohibited. This includes, but is not limited to:
  - Jewelry, accessories, notebook or manner of grooming (including haircuts) which by virtue of its color, arrangement, trademark or any other attribute denoting membership in a gang or group is prohibited. Clothing or articles of clothing, such as gloves, bandannas, shoestrings, wristbands, belts and jewelry, related to a group or gang that may provoke others to acts of violence are prohibited.

### Spirit Day Dress Code:

Will be announced ahead of time and posted on the American Lakes School website ([www.natomasunified.org/als](http://www.natomasunified.org/als)).

**Dress code will be enforced during all times the students (grades TK-8) are on school grounds and at all school functions.**

### **Field Trips**

Students are given Parent Permission Slips several days prior to a scheduled field trip. These slips must be signed and returned to the teacher in order for the student to go on the field trip. Students who are unable to attend their class field trip for any reason will be supervised by another teacher here at school. Students are expected to abide by all school rules while attending off-campus school sanctioned activities/events. Students who violate school policies may be subject to disciplinary actions.

Volunteers: Please be aware that if a volunteer is going to be with an American Lakes Student, including on field trips, you must have the necessary fingerprint clearance and TB certificate on file. Once your information is on file with NUSD, you can volunteer for the entire time your child attends school in our district, as long as the TB test is up-to-date. You can find this information on our website and we have packets in our office as well.

### **Lost and Found**

Lost and Found will be placed in storage and brought out every few weeks for students to gather their belongings. Students should check for lost items before school, at lunchtime and after school. Students are not to search through the items during class time. Unclaimed books are returned to the Library. It is recommended that name tags or inked names be placed in all coats, hats, sweaters, jackets, lunchpails and backpacks. Lost and Found is given to a charity at the end of each trimester. Parents will be notified and given an opportunity to search for lost items.

### **Student Supports and Resources (Differentiated Layers of Support)**

Our leadership team is composed of representatives from each grade level. The team meets once a month to discuss any areas of concern and monitor and track student achievement. This includes creating and modifying systems and structures.

### **Safe and Welcoming Learning Environment**

#### **3 Personal Standards**

1. Show Respect
2. Make Good Decisions
3. Solve Problems



Positively stated Personal Standards are important, because research has shown that recognizing scholars for following the Personal Standards is even more important than catching them breaking them. By stating the standards positively, the hope is that staff will be more likely to use the rules to catch scholars engaging in the appropriate behavior.

By selecting only a few standards it is important that the standards are broad enough to talk about all potential problem behaviors. With the Personal Standards selected, the PBIS team believes that we can then teach all specific behavioral expectations across all school settings according to these simple standards, for example:

- You were **Showing Respect** by holding the door for an adult and/or a peer without being asked.
- Thank you class for **Making Good Decisions** by coming into the class in a timely manner and getting straight to work without interrupting others working around you.
- Cleaning up your spills in the cafeteria is an example of **Solving Problems** because someone could slip on the spill and get hurt.

All staff and scholars in the school are expected to know the 3 Personal Standards. Schools will be evaluated twice per year (Fall & Spring) to see if staff and scholars know the school-wide rules. The goal is that 90% of staff and scholars know the school-wide rules. To be most effective, regular teaching using the school-wide rules should become part of the school culture.

### **School Safety Preparedness**

The safety of our students is of critical importance at American Lakes School. All faculty and staff are trained with the district's "Emergency Management Plan,". Per Education Code 32280 -32289.5, American Lakes School Comprehensive School Safety Plan is reviewed and updated March 1 annually. In addition, in alignment with required safety drills the following are practiced throughout the school year, following .

- **Lockdown:** A response to a situation that presents an immediate and ongoing danger to the safety of students, faculty, staff, and visitors by a person using firearms or other types of weapons or engaging in behaviors deemed to pose a threat to the safety of the school.
- **Earthquake/ Drop-Cover-Hold Drill:** A standard response to earthquakes. Drop where you are onto your hands and knees. Cover your head and neck with one arm and hand. Hold on to the shelter, and to head and neck until shaking stops.
- **Evacuation:** The immediate and urgent movement of students, faculty, staff, and visitors away from a threat or actual occurrence of a hazard due to fire, explosion, violent incidents, or other threats to immediate or local surroundings.
- **Shelter-in-place:** An action for all students, staff, and visitors to take shelter in a safe location indoors until there is an "all clear" release or direction to evacuate due to chemical, radiological, or environmental threat, active aggressor/shooter, severe weather, or other threat.
- **Other School-Wide Emergencies:** Comprehensive school plans allows for multiple response options depending on the nature of the emergency; based on situational

awareness, staff may determine the best option or response such as lockdown, evacuate/escape, drop-cover-hold, or other.

In addition, as part of the Comprehensive School Safety Plan the district has a Reunification Process for Families. Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. This process is called a Reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved. Because a reunification is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

- **Notification:** Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: *“The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID.”*
- **Parent/Guardian Expectations** - If a parent or guardian is notified that a reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.
- **How It Works** - For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification

NUSD Outdoor Environmental Guidelines provides direction to staff regarding the ozone pollution forecast and wildfire smoke advisories in the Sacramento region during the warmer months and fire season to ensure students and staff are being safe when partaking in outdoor activities, which may include changes to the school bell schedule and location of activities. Communication will be provided to families regarding alternative plans to the school day due to extreme outdoor environments.

### **Student Athletic/Activity Eligibility**

ELEMENTARY ATHLETICS (4th-6th) AND MIDDLE SCHOOL ATHLETICS – The Natomas Unified Athletics program offers Flag Football, Volleyball, Girls and Boys Basketball, and Girls and Boys Soccer throughout the year. Tryouts are held for middle school athletic teams; our 4-6 teams are open to all students who wish to participate, based on space available and program requirements.

### **Student Council**

American Lakes School’s student council is comprised of a president, vice president, and secretary/treasurer, elected by popular vote of the student body. Class representatives are selected in each 4-6 grade classrooms and middle school homerooms. Student

council meets once per week for 30 minutes to plan activities, vote on initiatives, and spending. Student council may spend additional hours after school to participate in and plan activities.

## **Student Recognition**

We believe that scholars who exhibit appropriate behavior should be recognized and rewarded. We recognize scholars in the following ways:

- Praise
- Class Rewards
- Lunch with the Principal
- Assemblies
- Honor Roll Certificates
- Perfect Attendance Certificates
- Positive Notes Sent Home
- Positive phone calls home
- End of the Year Activities
- Field Trips
- A variety of Teacher and Principal Recognitions

## **Textbooks - BP 6161.2**

The Board of Trustees recognizes that instructional materials are an expensive resource and that each student is entitled to sufficient instructional materials in accordance with law. The Superintendent or designee may establish procedures in accordance with law to protect instructional material from damage or loss. Instructional materials provided for use by students remain the property of the district. Students are responsible for returning borrowed materials in good condition, with no more wear and tear than usually results from normal use.

When materials are lost or so damaged that they are no longer usable, the student shall be immediately issued a replacement material. However, students or parents/guardians shall be responsible for reparation equal to the current replacement cost of the materials. When materials are damaged but still usable, the Superintendent or designee shall determine an appropriate charge.

If it can be demonstrated to the Superintendent or designee's satisfaction that the student has taken all reasonable precautions to safeguard instructional materials issued to him/her, the Superintendent or designee may excuse the student or parent/guardian from payment of reparation.

If reparation is not excused and not paid by the student or parent/guardian, the district may withhold the student's grades, diploma and transcripts in accordance with law, Board policy, and administrative regulation.

## Section 4: Student Safety and Behavior Policies/Procedures

### **Progressive Student Discipline**

Maintaining a safe and orderly campus is a necessary component to student learning. There are occasions when students break school rules and behavior expectations. These types of behaviors will be addressed with the following progressive steps and interventions. Serious infractions may result in an advanced progression through steps based upon severity and previous behaviors.

#### **Tier 1 Procedure and Related Consequences**

Tier 1 offenses are handled by the classroom teacher and are dealt with quickly and efficiently. All offenses are documented and multiple offenses for the same behavior can lead to progressive consequences, resulting in Tier 2 or 3 consequences.

#### **Tier 2 Procedure and Related Consequences**

If a student chooses to behave in such a way that results in a Tier 2 infraction, an Office Discipline Referral Form will be completed and the student will be referred to the Principal's Office. If a student's behavior becomes so defiant that the teacher is unable to conduct class, the Principal's Office will be notified immediately. These behaviors can result in the loss of school privileges such as participation in school wide activities such as: recess, field trips, dances, rallies, field day etc. as well as detention (during and/or after school).

Examples of Office Managed Level Two Infractions:

- Skipping class and/or school (includes after-school detention)
- Direct profanity or abusive language towards another student, to include a verbal altercation
- Non-correctable damage to property
- Extremely defiant behavior
- Leaving class and/or school without permission
- Obscenity
- Failure to report to the office when sent by a staff member
- Failure to cooperate while in the office

#### **Tier 3 Procedure and Related Consequences**

If a student chooses to behave in such a way that results in a Tier 3 infraction, consequences can result in the loss of school privileges such as participation in school wide activities such as: field trips, dances, rallies, field day etc. and could result in suspension and/or expulsion.

Examples of Tier Three Infractions:

- Educational Code Violations such as, but not limited to:
  - Physical altercation (fighting)
  - Promotion and/or support of violence or harm to others, this includes watching or filming fights.

- Vandalism
- Theft
- Bullying (including cyberbullying)
- Threatening or extremely dangerous behavior
- Direct profanity or abusive language towards an adult
- Harassment

## **American Lakes School Student Expectations & Rules**

### **Aerosol Sprays/Perfumes**

Students are not allowed to possess any aerosol spray/perfume containers on campus or at school sponsored events.

- Hair sprays, computer duster sprays, deodorant sprays are potential inhalants, which can and have been used by students to affect the central nervous system as a stimulant, depressant or hallucinogen. Various inhalants produce different effects. The possession of these products, for this purpose, or the use of these products in that manner is in violation of State Penal Code sec. 381.
- The propellants in aerosol containers cause the mist to project into a room and linger long enough to set off the smoke detectors. Students have been doing this at great expense to the educational process and local fire protection agencies. Deodorants, hair fixative, etc. can be obtained in other forms: pump, roll on, etc. which are not aerosols and do not propel the contents in a fashion as described above.

### **Baked Goods**

Baked goods, such as cakes, cupcakes, brownies, etc. are NOT allowed on campus and will be confiscated. Baked goods, for the use of celebrations, must be approved by administration and provided directly to the class by the teacher.

### **Bullying - BP 5131.2**

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, students can report threats or incidents confidentially and anonymously by go to NUSD Report Bullying Webpage at <https://natomasunified.org/bully-prevention/>

### **Controlled/Illegal/Imitation Substances (Possession/Use/Intent to Sell)**

#### Possession of Controlled/Illegal/Imitation Substance with Intent To Sell

Students who arrange the sale/distribution of alcohol or drugs will receive a five (5) day out of school suspension and shall be recommended for expulsion (Education Code 48915).

### Possession/Use of Controlled/Illegal/Imitation Substance

Students in possession and/or under the influence of drugs or alcohol will be subject to the following actions:

- The drug(s)/alcohol will be confiscated.
- Students will be removed from class or school activity.
- Parents/guardians will be asked to come to the school.
- Law enforcement officials will be contacted and facts reported.
- Home suspension and possible recommendation for expulsion.

### Possession/Use of Tobacco Products

The term “tobacco products” includes, but is not limited to, cigarettes, cigars, pipes, chewing tobacco, electronic cigarettes, smokeless tobacco, “Swishers” and snuff. Possession and/or use of tobacco products by students are prohibited by State Law (Education Code 48900) and a violation of Natomas Unified School District policy. Students in possession and/or use of tobacco products can be subject to disciplinary actions, including, but not limited to suspension.

### **Harassment**

The Board of Trustees is committed to maintaining an educational environment that is free from harassment.

### Sexual Harassment- BP 5145.7

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint, testifies about, or otherwise participates in district complaint processes. The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee.

Types of conduct which are prohibited in the district and may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations or propositions
2. Sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual’s body, or overly personal conversation.
4. Sexual jokes, notes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-gender class.
7. Massaging, grabbing, fondling, stroking or brushing the body.
8. Touching an individual’s body or clothes in a sexual way.
9. Purposefully cornering or blocking normal movements.
10. Displaying sexually suggestive objects.

### Nondiscrimination- BP 5145.3

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying targeted at any student by anyone based on the student's actual race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

### **Language Policy**

Appropriate language for a professional educational environment should be used at all times while on campus. Use of vulgar or profane language is a violation of Educational Code 48900(i) and is a suspendable offense.

### **Mutual Combat (Fighting)**

Mutual combat—students striking, pushing, or shoving each other—will not be tolerated. Under the Education Code and Penal Code, once a student decides to strike another student even if the other student started it or struck first it is considered Mutual Combat and not Self-Defense.

### Self-Defense

A student who engages in self-defense is one who has tried EVERYTHING in his/her power to remove himself/herself from a situation that may result in physical blows. This includes refusing to engage in verbal threats or confrontations, walking away from the situation, seeking assistance from school personnel, and not striking back due to being hit by another person (grabbing, holding, or restraining one to prevent them from striking is self-defense). Students who are intimidated or harassed by another student should report the problem to a teacher or administrator. Teachers must report these incidents to an administrator immediately.

### Consequences for Mutual Combat (Fighting)

Students who engage in mutual combat (fighting) may be immediately suspended from school in accordance with California Education Code and Board Policy. Students who engage in mutual combat may be required to participate in restorative activities, such as mediation, detention, No Contact Contracts, and/or Project Save. Mutual combat may be reported to the Sacramento Police Department because these acts constitute a violation of California Penal Code. Students who engage in mutual combat multiple times in one school year may be recommended for expulsion as a continuing danger where other forms of intervention have not been successful.

### Instigating Mutual Combat (Fighting)

Students who instigate fights but are not actively involved (that is, students who carry rumors, put others up to fighting, carry information back and forth between other individuals who subsequently fight, watch or run to a fight, record and/or encourage a fight) submit themselves to the same penalties as those who are involved in the fight. Students who encourage Mutual Combat (fighting) by gathering around, recording, joining in the fight, yelling encouragement, and/or hindering and

disregarding school officials, can be subject to disciplinary actions, including, but not limited to suspension.

### **Prohibited Items**

Items that are not allowed on the campus or school sanctioned events include, but are not limited to:

- Aerosol Sprays
- Dangerous Objects such as knives, explosives, firearms, imitation firearms, pellet guns, airsoft guns, brass knuckles, or any other item considered a weapon.
- Gambling Devices
- Lighters
- Laser devices (*Penal Code 417.27*)
- Tobacco and Tobacco Products
- Vaping Devices & Products
- Controlled/Illegal/Imitation substances
- Alcohol
- Items related to violence, gangs, or deemed discriminatory or offensive
- External Speakers
- Items that make loud or excessive noise (air horns)
- Items of no reasonable use to the student at school
  - Firecrackers
  - Stink bombs
  - Screwdrivers
  - Water guns
  - Water balloons

### **Public Displays of Affection (PDA)**

American Lakes School is focused upon creating a positive learning environment. Behavior expectations should mirror business-professional standards, and inappropriate displays of public affection are to be avoided.

### **School Property**

Students are expected to take care of school property, including books, paper, supplies and other necessary materials used to enhance learning. Students must pay for damaged or lost items.

Parents/guardians have a responsibility to the community for damages caused by their children to school property during or after school. The California Education Code 48909 states that any student who willfully cuts, defaces or otherwise injures in any way property belonging to the school district is liable may be subject to disciplinary actions, including, but not limited to suspension or expulsion. Parents or guardians shall be liable for all damages so caused by the student. The parent or guardian of a student shall be liable to a school district for all property belonging to the school district loaned to the student and not returned on demand.

### **School Responsibility for Students To and From School**

According to the California Education Code 44808, no school district, city or county board of education, county superintendent of schools, or any officer or employee of such district or board shall be responsible or in any way liable for the conduct or safety of any student of the public



schools at any time when such student is not on school property, unless such district, board or person has undertaken to provide transportation for such student to and from the school premises or in a school-sponsored activity.

### **Selling/Buying Personal Property**

Students may not arrange the buying and selling of any personal property, including food, on a school campus. Students found doing this will be subject to appropriate consequences and the items and money involved being confiscated by administration and returned to parents once determined the items involved are not illegal or stolen.

### **Student Photo Identification Cards**

Students, grades 6-8, will receive an identification card with a free city bus pass affixed to the back. Replacements will not be issued. Please go over the importance of being responsible with your identification materials with your student.

### **Student Search and Seizure - BP 5145.12**

The Board of Trustees is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. As necessary to protect the health and welfare of students and staff, school officials may search students, their property, and/or district property under their control and may seize illegal, unsafe, or otherwise prohibited items.

School officials may search individual students, his/her property, or district property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices. Please note reasonable suspicion is not the same as Law Enforcements probable cause.

#### Use of Contraband Detection Dogs

In an effort to keep the schools free of dangerous contraband, the district may use specially trained nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board policy

## **Consequences of Inappropriate Behavior**

### **Suspension - BP 5144.1**

Student discipline, suspension, or recommendation for expulsion from school shall be determined by the site principal, the superintendent, or a designee if the student has violated the Education Code..

A student may be **disciplined, suspended, or expelled for acts** that occur as cited by **Education Code 48900(s)**:

- While on school grounds
- While going to or coming from school
- During the lunch period, whether on or off the school campus
- During, going to, or coming from a school-sponsored activity

### Class Suspension

A teacher may suspend a student from class, for any of the acts violations of Education Code section 48900. The class suspension can be issued for the day of the suspension and the day following. The teacher shall immediately report the suspension to the principal of the school and send the student to the principal or the designee of the principal for appropriate action. If that action requires the continued presence of the pupil at the school site, the pupil shall be under appropriate supervision. As soon as possible, the teacher shall contact the parent or guardian of the student to conference regarding the suspension. The student shall not be returned to the class from which he or she was suspended, during the period of the suspension, without the concurrence of the teacher of the class and the principal (Ed Code 48910).

### In-School Suspension

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the school site administration may establish a supervised suspension classroom program which meets the requirements of law (Ed Code 48900.5).

### Home Suspension

Suspension may be imposed upon a first offense if the Superintendent, principal or designee determines the student violated California Education Code section 48900 or if the student's presence causes a danger to persons or property or threatens to disrupt the instructional process

State law allows for the suspension of a student if a student violates California Education Codes pertaining to student conduct, where such conduct or acts relate to school activities or attendance, such as, but not limited to when such acts or conduct take place while on school grounds, going to or from school, during lunch period (on or off campus), or during, or while going to or from, a school sponsored activity.

When a home suspension is warranted, the student is not allowed to be on or about any campus of the Natomas Unified School district. This includes attending any school sponsored events. The suspension may be from one to five days in length.

### Required Due Process to Suspend

- Informal conference between student and administrator or designee
  - Ask to hear students version of facts
  - Ask for a written statement from the student
  - Not required to include parents
- Explain the proposed suspension recommendation and evidence against them, including "other means of correction"
- School must make reasonable efforts to notify family

- Provide family with a copy of the suspension notification

After Suspension Re-Entry Meeting

The student will be required (and family if appropriate) to attend a meeting with an administrator in order to discuss the student’s successful reentry to school, possible interventions and support, and discuss consequences for further behavior issues.

**Expulsion - BP 5144.1**

If a student has violated the Education Code related to behavior, the school may recommend to expel that student from the school as well as the Natomas Unified School District for a period up to one calendar year. This recommendation is made to the NUSD Governing Board. Violations of California Education Code section 48915 mandates administration to recommend expulsion for serious behavior infractions. **Expulsion is the removal of a student from all schools in the Natomas Unified School District for violations of the California Education Code as ordered by the Board of Trustees.** An expulsion is for a defined period, but an application for reentry must be considered within a specified period. State law provides for full due process and rights to appeal any order of expulsion.

Violations of E.C. 48915(c)

Natomas Unified School District has long maintained a strong position against offenses committed by students that involve the possession of weapons, acts of violence, or the sale or distribution of controlled substances. Violations Education Code 48915(c) mandates that the Board of Trustees shall expel students for:

- Possessing, selling, or furnishing a firearm
- Brandishing a knife at another person
- Unlawfully selling a controlled substance
- Committing or attempting to commit a sexual assault/sexual battery
- Possession of an explosive

Violations of E.C. 48915(a)(1)

Unless the Principal or Superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, Education Code 48915(a)(1) mandates immediate recommendation of expulsion if any of the following violations occur:

- Causing serious physical injury to another person except in self-defense
- Possession of any knife or other dangerous object of no reasonable use to the student
- Unlawful Possession of any controlled substance
- Robbery or extortion
- Assault or battery upon any school employee

**NUSD Discipline Matrix**

This Discipline Matrix describes the range of consequences for violating California Education Codes pertaining to student conduct. The range of consequences include, interventions, suspension (other other means of correction if applicable), expulsions, and/or arrest by law enforcement.

	Intervention	SUSPENSION (OR ALTERNATIVE)	EXPULSION	ARREST
<p>I. ACTS OF VIOLENCE (E.C. 48900(a1)(a2)(q), 48915(a)(1)(A), (a)(1)(E))</p> <ul style="list-style-type: none"> <li>• Hazing resulting in injury</li> <li>• Threatening to cause harm               <ol style="list-style-type: none"> <li>1. To a student</li> <li>2. To school personnel</li> </ol> </li> <li>• Fighting -- mutual combat</li> <li>• Aids or Abets</li> <li>• Inflict or attempts to inflict physical injury to another</li> <li>• Use of force or violence (battery/attack)               <ol style="list-style-type: none"> <li>1. Upon a student</li> <li>2. Upon school personnel</li> </ol> </li> </ul>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>
<p>II. WEAPONS AND DANGEROUS OBJECTS (E.C. 48900(b), 48915(a)(1)(B), 48915(c1)(c2)(c5))</p> <ul style="list-style-type: none"> <li>• Possession, sale, or furnishing of weapons (knife, gun, sharp objects, club, look-alike weapons, or an object that could inflict injury). A look-alike weapon, if used in a threatening manner, is considered a weapon.</li> <li>• Explosives--use or possession.</li> </ul>		<p>X</p> <p>X</p>	<p>X</p> <p>X</p>	<p>X</p> <p>X</p>
<p>III. DRUGS AND ALCOHOL (E.C. 48900(c)(p), 48915(a)(1)(C), 48915 (c3))</p> <ul style="list-style-type: none"> <li>• Possession, use, sale or otherwise furnishing, or being under the influence of alcohol or drugs. Sale of drugs or alcohol will result in expulsion.</li> </ul>		<p>X</p>	<p>X</p>	<p>X</p>
<p>IV. SALE OF "LOOK-ALIKE" DRUGS AND ALCOHOL (E.C. 48900(d))</p> <ul style="list-style-type: none"> <li>• Offering, arranging, or negotiating to sell prescription drug soma, or furnish drugs or alcohol, and then substituting a look-alike substance intended to represent illegal drugs or alcohol.</li> </ul>		<p>X</p>	<p>X</p>	<p>X</p>
<p>V. ROBBERY OR EXTORTION (E.C. 48900(e), 48915(a)(1)(D))</p>		<p>X</p>	<p>X</p>	<p>X</p>

(EXAMPLES OF ALTERNATIVES TO SUSPENSION (ED. CODE 48900V) ARE: COMMUNITY SERVICE, COUNSELING TREATMENT PROGRAMS, RESTORATIVE JUSTICE AND ALTERNATIVE PLACEMENTS)

	Intervention	SUSPENSION (OR ALTERNATIVE)	EXPULSION	ARREST

VI. DAMAGE TO PROPERTY (E.C. 48900(f)) <ul style="list-style-type: none"> <li>• Cause, or attempt to cause, damage to school or private property</li> <li>• Arson</li> </ul>		X	X	X
VII. THEFT OR STEALING (E.C. 48900(g)) <ul style="list-style-type: none"> <li>• Stealing or attempting to steal school or private property</li> </ul>		X	X	X
VIII. TOBACCO (E.C. 48900(h)) <ul style="list-style-type: none"> <li>• Possession of tobacco or nicotine products</li> <li>• Use of tobacco</li> <li>• Students' possession or use of electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products is prohibited (BP 5131.62(a))(Discipline under 48900(k))</li> </ul>	X	X		
IX. PROFANITY, OBSCENE ACTS, DEMEANING RACIAL STATEMENTS, VULGARITY (E.C. 48900(i)) <ul style="list-style-type: none"> <li>• Directed at peers</li> <li>• Directed at school personnel</li> </ul>	X	X	X	X
X. DRUG PARAPHERNALIA (E.C. 48900(j)) <ul style="list-style-type: none"> <li>• Possession</li> <li>• Offer, arrange, or negotiate to sell</li> </ul>		X	X	X
XI. WILLFUL DEFIANCE (E.C. 48900 (k)) <ul style="list-style-type: none"> <li>• Failure to follow school rules</li> <li>• Failure to follow directives or instruction of staff or teachers</li> <li>• Failure to follow conduct code for school bus passengers</li> </ul> <b>*Students enrolled in kindergarten or any of grades 1 to 8, shall not be suspended solely (independently) for any of the acts listed under 48900k</b>	X	X		
XII. POSSESSION OF STOLEN PROPERTY (E.C. 48900(l))	X	X	X	X
XIII. POSSESSION OF IMITATION FIREARM (E.C. 48900(m)) <ul style="list-style-type: none"> <li>• Replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.</li> </ul>		X	X	
XIV. SEXUAL ASSAULT OR BATTERY		X	X	X

(E.C. 48900(n))				
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	Intervention	SUSPENSION (OR ALTERNATIVE)	EXPULSION	ARREST
XV. HARASSMENT, THREATS, OR INTIMIDATION OF A WITNESS (E.C. 48900(o)) <ul style="list-style-type: none"> <li>Related to disciplinary proceedings.</li> </ul>	X	X	X	X
XVI. BULLYING (E.C. 48900(r)) <ul style="list-style-type: none"> <li>Any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act</li> <li>Cyberbullying including posts on Social Networks</li> <li>Creating a burn page</li> <li>Creating a credible impersonation of another</li> </ul>	X X X X	X X X X	X X X X	
XVII. SEXUAL HARASSMENT (E.C. 212.5 & 48900.2; A.R. 5145.7) <ul style="list-style-type: none"> <li>Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. (Applies to grades 4-12.)</li> <li>Note: Harassment of any type is not tolerated. Students in grades K-3 will be dealt with appropriately in cases of harassment.</li> </ul>	X	X	X	X
XVIII. ACTS OF HATE VIOLENCE (E.C. 48900.3) <ul style="list-style-type: none"> <li>Students in grades 4-12 may be suspended or recommended for expulsion for causing, threatening or attempting to cause, or participating in an act of hate violence, defined as willfully interfering with or threatening another person's personal or property rights because of race, ethnicity, national origin, religion, disability, or sexual orientation. Speech that threatens violence, when the per-petrator has the apparent ability to carry out the threat, may be considered an act of violence.</li> </ul>	X	X	X	X
XIX. OTHER HARASSMENT (E.C. 48900.4) <ul style="list-style-type: none"> <li>Students in grades 4-12 may be suspended or recommended for expulsion for intentionally engaging in harassment, threats, or intimidation against a student or group of students when the harassment is severe and pervasive and disrupts classes or creates disorder or an intimidating or hostile educational environment.</li> </ul>		X	X	X
XX. TERRORIST THREATS (E.C. 48900.7) <ul style="list-style-type: none"> <li>Against School officials, school property, or both. "Terrorist Threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person or property.</li> </ul>		X	X	X

## Section 5: Student and Family Acknowledgement Form



### **American Lakes School Student and Family Handbook Received Acknowledgement Form**

This document is available on our school website at [www.natomasunified.org/als](http://www.natomasunified.org/als) and we will always have additional copies in the front office as well. To save printing costs, we will not be printing the document for every student, but we ask that you **sign and return this "American Lakes School Student and Family Handbook Received Acknowledgement Form"** after your family has had a chance to review and discuss the information. Students will be held accountable for the expectations outlined in this handbook, therefore teachers will also review the handbook during the first 3 days of school and again in January 2024. However, to ensure clear communication, it is important that the family also review the handbook with your student.

My student and I have reviewed the 2023-2024 American Lakes School Student and Family Handbook, and we understand and agree to follow the Policies and Procedures established by the school.

Student Name (Print) \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name (Print) \_\_\_\_\_ Relationship: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

# American Lakes School

## School-Parent Compact 2023-2024

### Parent(s)/Guardian(s)

- Will be intentional at communicating with my students teacher.
- Will be informed of my students academic progress, attendance and behavior.
- Be informed about what is happening at my child's school.
- Be informed of the resources (academic support, mental health support..) available to me and my family through my child's school and NUSD.
- Communicate with the school about my child's attendance and work to get students to school on time every day.

### Principal

- Provide staff with the support and tools needed to develop students' academic development.
- Be active and present on campus and in classrooms.
- Be reasonably accessible to parents and community members.
- Communicate with families on a consistent basis about what is happening at our school.
- Monitor data on students academic progress, behavior and attendance.
- Provide access to students and families using resources available on campus and through NUSD.



### Student(s)

- Follow our school's 3 Personal Standards each day. Show Respect, Make Good Decisions and Solve Problems.
- Assist in keeping my school safe and clean.
- Be sure to give all papers/documents that I receive from my teacher to my parents.
- Explore the different programs and activities that are available at school (athletics, activities, clubs, school events).

### Teacher(s)

- Promote and model the 3 Personal Standards each day in the classroom and on campus.
- Create a learning environment that is physically and emotionally safe and is conducive to academic success.
- Communicate regularly with families on student academic progress, attendance and behavior.
- Enforce school expectations consistently and fairly.
- Continue to grow my professional capacity by attending professional developments.
- Connect families to our campus by encouraging and inviting families to attend school functions

**The undersigned hereby agree to adhere to all points provided in this document:**

Teacher: \_\_\_\_\_

Principal: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Student: \_\_\_\_\_