



Heredia-Arriaga TK-8

PARENT/STUDENT HANDBOOK

2023-2024

Phone: (916) 567-5730
www.natomasunified.org

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NATOMAS UNIFIED SCHOOL DISTRICT

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

BOARD OF TRUSTEES

Sue Heredia
Micah Grant
Cindy Quiralte
Ericka Harden
Noel Mora
Javier Castillo

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>

Welcome to the 2023-24 School Year!

Welcome to Heredia-Arriaga!

As a community of educators from diverse countries, we are proud to share our language and culture. It gives us great pleasure to be able to serve your TK and Kindergarten children. Heredia-Arriaga's mission is to help students be bilingual, biliterate, well rounded and caring individuals. We want to peak our students' curiosity so that they want to learn and discover. There is no greater motivator than curiosity.

In order to tailor our teaching to the needs of our students, we want to learn more about each of our students and families. We will be inviting each of you to pay us a visit so that we can get to know each other. We also want to learn about our families and we want families to know us. Working collaboratively we are going to create a unique learning environment for students within Natomas Unified School District.

We are aware that learning a new language may be difficult for some students. However, we want to assure you that your students are in good hands. Our teachers have gone through what we consider the best training through the Sobrato Early Academic Language. The strategies are designed to scaffold and support students through being immersed in a new language. The struggle may be real for a short time, but eventually students will breeze through it with ease. As with any change, students can experience a bit of anxiety. If that should happen, let us know. We want to be as supportive as possible.

Upon entering the doors of Heredia-Arriaga we hope you will feel like family. We value what each student and family brings to our school. There is no role too small or too big. We all have something to offer. We realize every student is an individual and brings their own background and diverse experiences. In TK and Kindergarten children are still learning about themselves, how to get along with others, and how to collaborate with peers. We plan to support their development using the Toolbox. The Toolbox is a set of strategies that help students learn how to navigate the world around them. It provides students the tools needed to be kind, caring, and empathetic. It also provides students the tools to problem solve difficult social situations. These skills will not only be useful for TK and Kinder, but in life. Our role is to help students develop both socially and academically. TK and Kindergarten is a very fun age. Students at this age want to know more about the world around them. We will help them make those connections.

We thank you for trusting us with your child and we look forward to working in partnership to foster amazing bilingual, biliterate, kind, proactive, collaborative students.

We look forward to building our Heredia-Arriaga familia together!

Elizabeth Aguirre

laguirre@natomasunified.org

Heredia-Arriaga TK-8 Principal

Heredia-Arriaga Mission

Heredia-Arriaga students are bilingual and biliterate, self-aware, reflective individuals who can draw on social-emotional competencies, cultural competency, and critical thinking to thrive personally, socially, and academically. Students understand their role and impact on their communities and global society. In order to fulfill our mission, we will:

1. Establish a culture that puts relationships and social-emotional support first so that every student is known by name and gets the support they need to thrive socially and academically.
2. Prioritize the development of cultural competence for students.
3. Engage in critical thinking and develop effective communication skills that enable students to thrive in their local community and global society.
4. Develop and maintain family partnerships in the education of students to ensure equity and inclusion.
5. Apply technology and other non printed sources to gather and present information.
6. Strive to view every student's talents as an asset and help them to view those assets as strengths.

Section 1: School Site Information

Contact Information

Office Hours: Monday - Friday, 7:45am - 4:00 pm

Main Office: 916- 567-5730

Attendance: 916-567-5730

Office Contact Information

Adriana Palmer

Tel. 916. 567-5730

apalmer@natomasunified.org

Administration Contact Information

Elizabeth Aguirre

Principal

Aguirrel@natomasunified.org

916- 567-5730

Teacher Contact Information

Heredia-Arriaga school teachers can be contacted through email or phone. To find your teacher's email address, please refer to the school website at <https://natomasunified.org/has/> or call the school office at 916-567-5730 to let the office staff know you would like to leave a message for the teacher.

2023-2024 Heredia Arriaga School

Student Calendar

In order to provide the most up to date information we encourage you to frequently visit our school website at <https://natomasunified.org/has/>

2023-2024 Student Calendar													
180 Instructional Days													
July							January						
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												
August							February						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30	31			25	26	27	28	29		
September							March						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2						1	2
3	4	5	6	7	8	9	3	4	5	6	7	8	9
10	11	12	13	14	15	16	10	11	12	13	14	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28	29	30	24	25	26	27	28	29	30
October							31						
Su	Mo	Tu	We	Th	Fr	Sa	April						
1	2	3	4	5	6	7	Su	Mo	Tu	We	Th	Fr	Sa
8	9	10	11	12	13	14		1	2	3	4	5	6
15	16	17	18	19	20	21	7	8	9	10	11	12	13
22	23	24	25	26	27	28	14	15	16	17	18	19	20
29	30	31					21	22	23	24	25	26	27
November							28	29	30				
Su	Mo	Tu	We	Th	Fr	Sa	May						
							Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11	5	6	7	8	9	10	11
12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	20	21	22	23	24	25	19	20	21	22	23	24	25
26	27	28	29	30			26	27	28	29	30	31	
December							June						
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						



Connecting students to their future

First Day of Class	August 10, 2023
Last Day of Class	May 24, 2024
No School	
July 4	Independence Day
September 4	Labor Day
October 9	District Staff Development Day
November 10	Veteran's Day (observed)
November 20	Certificated Holiday
November 21	Certificated Holiday
November 22	Local Holiday
November 23	Thanksgiving Day
November 24	Local Holiday
December 22-January 5	Winter Recess
December 24	Christmas Eve
December 25	Christmas Day
January 1	New Year's Day
January 15	Martin Luther King Day
February 12	Presidents' Day (Lincoln Day)
February 19	Presidents' Day (Washington Day)
April 1 - April 5	Spring Recess
May 27	Memorial Day
June 19	Juneteenth

District Wide Minimum Days:
December 21, 2023 and May 24, 2024

Elementary and K-8 School Minimum Days:
5 minimum days for Parent/Teacher Conferences
Check your school calendar for days

Secondary (Middle and High) School Minimum Days:
December 19-20, 2023
May 22-23, 2024

1st Quarter: 10/6/2023	1st Trimester: 11/3/2023
2nd Quarter: 12/21/2023	2nd Trimester: 2/23/2024
3rd Quarter: 3/8/2024	3rd Trimester: 5/24/2024
4th Quarter: 5/24/2024	

School Calendar

Event	Date
<i>First day of class</i>	<i>Aug 10, 2023</i>
+ <i>Labor Day Holiday</i>	<i>Sep 4, 2023</i>
<i>Back to School Night</i>	<i>TBD</i>
<i>Minimum Day for Teacher Professional Development</i>	<i>Sep 6, 2023</i>
<i>District Staff Development Day (No Students)</i>	<i>Oct 9, 2023</i>
<i>Minimum Day for Teacher Professional Development</i>	<i>Oct 20, 2023</i>
<i>Veteran's Day Holiday</i>	<i>Nov 10, 2023</i>
<i>Minimum Days for Parent Conferences</i>	<i>November 14-18, 2023</i>
<i>Thanksgiving Break</i>	<i>November 20-24, 2023</i>
<i>Minimum Day for Teacher Professional Development</i>	<i>Dec 6, 2023</i>
<i>Minimum Day</i>	<i>December 21st</i>
<i>Winter Break</i>	<i>Dec 22nd-Jan 5, 2024</i>
<i>Martin Luther King Holiday</i>	<i>Jan 15, 2024</i>
<i>Minimum Day for Teacher Professional Development</i>	<i>Feb 7, 2024</i>
<i>Presidents' Day (Lincoln Day)</i>	<i>Feb 12, 2024</i>
<i>Presidents' Day (Washington Day)</i>	<i>Feb 19, 2024</i>
<i>Minimum Day for Teacher Professional Development</i>	<i>Mar 6, 2023</i>
<i>Spring Break</i>	<i>Apr 1-5, 2024</i>
<i>Last Day of Class</i>	<i>May 24, 2023</i>
<i>Memorial Day Holiday</i>	<i>May 27, 2023</i>



HEREDIA-ARRIAGA WOLVES

DUAL IMMERSION SCHOOL

Regular Day	
7:45	Breakfast
8:10	Warning Bell
8:15	Instruction Begins
9:45-10:00	TK Recess
10:05-10:20	Kinder Recess
11:20-11:55	TK Lunch
11:30-12:05	K Lunch
11:55-12:05	TK Recess 2
12:05-12:20	Kinder PM Recess
2:08	Dismissal

Minimum Days	
7:45	Breakfast
8:10	Warning Bell
8:15	Instruction Begins
9:45-10:00	TK Recess
10:05-10:20	Kinder Recess
11:20-11:55	TK Lunch
11:30-12:05	K Lunch
11:55-12:05	TK Recess 2
12:05-12:20	Kinder PM Recess
12:48	Dismissal

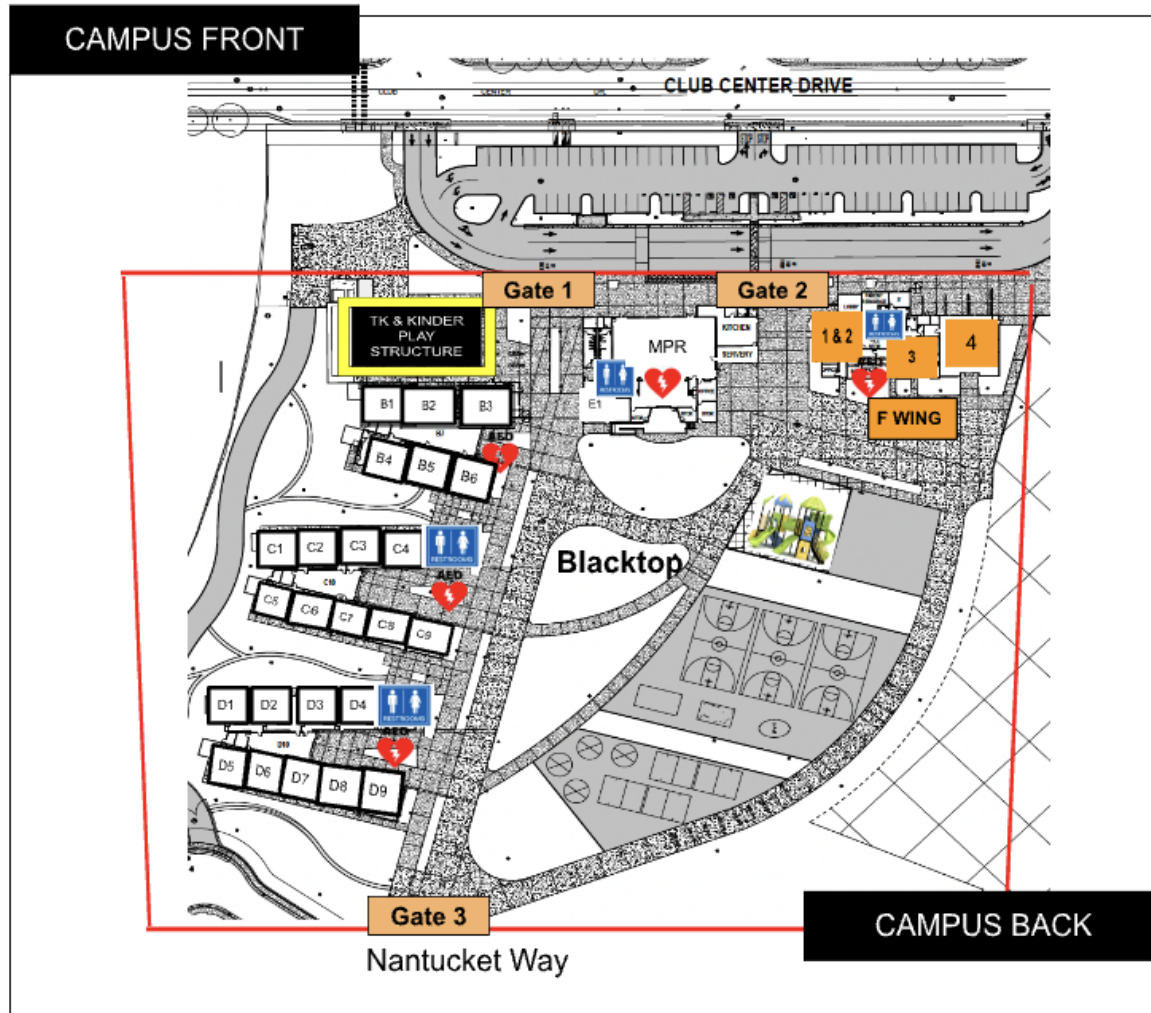
Heredia-Arriaga


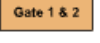


Natomas Unified School District

General Campus Map with Staff Locations (23-24)



5/15/23



Classroom Assignments	Classroom Assignments	Map Key
B1 Mendoza, Gitzelle (TK) B2 Montore, Natalia (TK) B3 Bornstein, Lina (TK) B4 Riveros, Valentina (Kinder) B5 Lara, Clarissa (Kinder) B6 Cano, Erica (Kinder) C1 Carlos, Judith (1st grade) C2 Ramirez, Martin (1st grade) C3 Fernandez, Andrea (1st grade) C4 Suarez, Cynthia (Kinder) C5 Stiebler, Sandra (Pending 2nd) C6 Pending 2nd C7 Pending 2nd C8 Pending 2nd	D1 Pending 3rd D2 Pending 3rd D3 Pending 3rd D4 Pending 4th D5 Pending 4th D6 Pending 4th D7 Pending 5th D8 Pending 5th D9 Pending 5th E1 RSP F1 Principal's, Conference Room F2 Main Office F3 Speech & Psychologist F4 Library	 Restrooms  Ingress & Egress  Fence  AED Locations

Arrival and Dismissals

Student Pickup/Drop Off (Parking Lots)

It is our goal that your children arrive at school and are dismissed from school in a safe, timely, and orderly manner. We request that all adults bringing children to and from school obey traffic laws and follow our arrival and dismissal procedures. Please do not leave your car unattended in the drop-off zones or drive in the fire lane/bus lane. The safety of your children is our number one priority! Please assist us in providing a safe school environment.

Gates Open at 7:45am – In order to ensure student safety, unaccompanied students should not be on campus prior to 7:45 unsupervised. Breakfast begins at 7:45 and will be served until 8:10.

TK-K: Students may play on the TK/K playground from 7:50 to 8:00. The teachers will bring them in at 8:00 am. Students will form a line, where their teacher will greet them and lead them to class. Students arriving at 8:00 am may go straight to class.

Bus riders will be escorted to the cafeteria for breakfast. After breakfast bus riders will be escorted to the blacktop.

Dismissal is at **2:08 pm** for TK and Kindergarten (Pick up from classroom). All students are expected to leave school grounds at dismissal unless enrolled in the after school program.

If students are in our after school program, the instructional aides will escort them to the line for the after school program.

Traffic Safety

In order to ensure our students' safety, we expect all drivers to follow traffic safety guidelines. Our first year will only be for TK and Kindergarten students, therefore we expect all students to be escorted to the classroom for the 1st week. When parking, please look out for students and drive slowly and safely.

At dismissal, please pick up TK and Kinder students from the classroom.

Buses/Transportation

Bus pick up and drop off are provided to all students who reside within NUSD who may need it. The bus zone drop-off is in the designated drive-in area at Heredia-Arriaga and is reserved for buses and special education transportation only.

BUS TRANSPORTATION SAFETY

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
- Avoid loitering around the bus stop on the way home

- Use your regular bus stop at all times unless your parent gives you written permission that has been approved by a school authority
- A parent must be ready to pick up the student from the bus stop.
- Only NUSD students are eligible for transportation services.

Students riding the bus will not:

- Distract bus drivers
- Create loud noises
- Deface or tamper with any part of the bus or bus stops
- Purposely touch others or their possessions without permission
- Use offensive language or gestures
- Eat, drink, chew gum or throw objects
- Behave in any way that is illegal or dangerous

Students who do not follow all bus safety rules will be issued a citation. Repeated failure to follow bus rules will result in suspension from the bus and may result in the revocation of your child's transportation privileges. Parents will then need to provide transportation to and from school. Please teach your child that bus services are a privilege and to make good choices.

Student Safety/Safe Routes

Heredia Arriaga 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 on 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. For safety reasons, students are not permitted to ride their bikes, skateboards or scooters through the hallways, on the yard or on the blacktop *at any time*. Failure to meet these expectations may result in the confiscation of bicycle, skateboard, or scooter.
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. Each student must take responsibility for locking his/her property. The school is not responsible for lost, stolen, or damaged property. **In the event that a bike is stolen from the bike rack, you must call the Sacramento Police Department to file a report.**
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

Heredia Arriaga School is a closed campus. Students are not permitted to leave campus without proper authorization. Parents must sign students out of school from the office.

Attendance Information

Importance of Positive Attendance

Showing up for school has a huge impact on a student's academic success starting in TK or kindergarten and continuing through high school. Even as children grow older and become 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 3 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)567-5730, filling out an [online google 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. The parent/guardian must still sign the student out.
- **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.

- **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.

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 a valid ID. Parents may not call to have a student dismissed to a friend or relative unless the friend or relative is on the emergency card.

Early Dismissals during PE: Pulling a student from PE can take about 15 to 20 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. Students are expected to be ready to engage and learn. Being on time is one way 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. These habits 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 30 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 Heredia Arriaga School Late Policy:

Students are marked Tardy if they arrive at school after 8:15. The student should bring a note from the parent/guardian stating the reason for the tardiness. All students arriving after 8:15 a.m. must report to the front office for a late pass. If a tardy is due to an appointment, please provide a note from that office. Being tardy can be very stressful for young children, and students often have a difficult time transitioning to school when they arrive late. In severe cases, tardiness may be regarded as truancy and could result in more severe corrective measures. Students with three(3) or more unexcused tardies may result in disciplinary consequences.

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 teacher or staff member in charge of supervision must be notified and then issue that student a pass to the student's destination (bathroom, office, library, etc.)

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 2023-24 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, 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 Heredia Arriaga Health Assistant is available to help in meeting student health needs throughout the day. 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) 567-5730 to report all absences.
- 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 on 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: 7:45am - 8:15am
- Lunch: 11:20am - 12:05pm

Nutrition Services Expectations/Rules

- Outside food delivery is prohibited
- Selling outside food on campus is prohibited, without administrative authorization
- **Please be aware that food delivery services cannot be accepted in the office.** Food delivery services are a safety concern with visitors coming on campus and attempting to

contact students directly. If parents deliver lunch to students, please ensure that their lunch is delivered by lunchtime; students will not be allowed to eat lunch in class during instructional time.

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

Contacting Principal: If you would like to meet with school administration, please contact Adriana Palmer in the front office, and she will assist you in scheduling a meeting or a phone call with the school principal. Please be advised that the principal spends most of the school day in classrooms and with students; emails and phone messages will be responded to within 24 hours. Your child's educational experience is our highest priority, and we highly value our partnership with families. For this reason, any concerns should first be addressed with a staff member directly (teacher, coach,

etc), then with the school principal, and then CCS. If still unresolved, CCS will contact the Supervisor of Schools or appropriate department.

Opportunities for Involvement

STAY CONNECTED

A positive working relationship between parents, teachers, and staff is critical for student success. To that end, we ask that parents, teachers, and staff seek to establish positive relationships as we work together to care for our students and ensure their success. A weekly newsletter from the principal is sent out each Friday called ***Informe Semanal***, followed by a weekly e-mail and recorded phone message sent out every Sunday evening. Parents are highly encouraged to “Like” our **Facebook** page for regular school updates and visit our school website at www.natomasunified.org/has/ for important information and links to our teacher websites.

INFINITE CAMPUS PARENT PORTAL

With the Infinite Campus Parent Portal, parents/guardians have real-time access to attendance, grades and other information about each of your children in one easy location, from a smartphone or computer. You can also subscribe to alerts sent by Heredia Arriaga School or NUSD. If you do not have your Infinite Campus Parent Portal log-in, please contact Adrianna Palmer in our front office for assistance at (916) 567-5730.

PARENT TEACHER CONFERENCES

TK-5 Parent/Student/Teacher conferences are held once each year. Academic progress, student work and goal setting are the primary topics of the conferences. Parents are encouraged to maintain close contact with the school and are invited to make appointments whenever they have questions or concerns they would like to discuss without their child being present. Please call the office to schedule an appointment with the appropriate staff member to make sure he/she is available to meet with you. **Parents or guardians do not have to wait for conference week to confer with the teacher or principal. They may conference at any time as long as an appointment is made prior to coming in.**

PTSA

Our PTSA (Parent Teacher Student Association) is an integral part of our school community and provides funding for many of our special programs including assemblies, field trips, art, music and other community events. Elections are held each spring for officer positions, but all parents are welcome and encouraged to become a member and get involved! Please see our PTSA Link on our website for more information.

SCHOOL SITE COUNCIL

The School Site Council (SSC) helps to determine how we spend our school’s categorical funding, based on our school-wide goals and action items. In addition, this group reviews student attendance and achievement data to determine if we are successfully implementing these plans, which is called our Single Plan for Student Achievement (SPSA). School Site Council members are elected by other parents using a ballot system, and the committee consists of 4 parents and community members and 4 school staff members, including the principal.

ENGLISH LEARNERS ADVISORY COMMITTEE (ELAC)

Our ELAC team offers advice and recommendations to the principal, staff, and SSC regarding our

instruction and services provided to our students who are English Learners (ELs). This is a vital committee on our campus. Our ELAC ensures the needs of our English Learners are being met.

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
- North Sacramento Family Resource Center and Birth and Beyond www.kidshome.org
- Sacramento Covered www.sacramentocovered.org
- Planned Parenthood of Sacramento www.ppmarmonte.org
- Sac County Dental Clinics www.sacdhhs.com
- Women's Health Specialists www.cawhs.org
- Community Services in Sacramento (800) 500-4931 www.211sacramento.org
- Sacramento Area Emergency Housing/Next Move www.nextmovesacramento.org
- Sacramento Employment and Training (SETA) www.seta.net
- 24 hour Parent Support Line (888) 281-3000
- California Youth Crisis Line (800) 843-5200 www.youthcrisisline.org
- Child Protective Services (916) 875-5437 www.sacdhhs.com
- La Familia Counseling Center www.lafcc.com
- Sacramento Crisis Nursery www.crisisnurseryonline.com
- WEAVE (Women Escaping a Violent Environment) www.weaveinc.org
- WIC www.sacdhhs.com
- Saca Community Center/Sacramento Food Bank and Family Services 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

Heredia Arriaga School operates on a three trimester system. Progress reports are mailed home approximately every 12 weeks. Final report cards are mailed home at the end of each trimester. Teachers will regularly update progress beginning August of 2023. Teacher websites may also provide current information on upcoming assignments, due dates, assessments, and other important announcements. Refer to each teacher's scope and sequence or "beginning of the year letter" for contact information for any questions or concerns regarding academic progress.

TK-6 STANDARDS BASED GRADING

The California State Standards establish what it is that students are expected to know and be able to do. Our TK-5 elementary report cards are Standards Based, which means grades communicate how students perform on clearly defined learning targets. The purpose of standards-based grading is to

identify what a student knows, understands, and is able to do in relation to those learning targets- as opposed to simply averaging grades/scores over the course of the grading period. TK-8 teachers grade based on what each student has learned and how that student meets the standards, which is then communicated with an overall score of 4 (Exceeds Standard), 3 (Meets Standard), 2 (Nearly Meeting Standard), or 1 (Not Meeting Standard). In no way does a 4,3,2,1 relate to A,B,C,D letter grades. Standards based grading does not average, but rather assesses a student's overall body of work- especially the most recent evidence. The grade should reflect what the student has learned. The goal is for all students to be meeting or exceeding standards by the end of the school year.

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

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

Student Deliveries

Due to the importance of instructional time, student deliveries will not be made during the school day. Deliveries of birthday or other celebration items (like balloons, flowers, etc.,) will not be delivered. If a student is found to have these items and is a distraction to the learning environment, the items may be confiscated by school personnel and held until the end of the school day.

Birthday Celebrations

Birthdays will be celebrated for all students in each classroom on the last Friday of every month. Summer birthdays will be celebrated at the end of August. Treats for birthday celebrations should be healthy prepackaged foods or goody bags. Goody bags may only include prepackaged foods. Please coordinate at least two weeks in advance with your child's teacher if you would like to bring in healthy treats.

Before and After-School Care

Heredia Arriaga K-8 School offers several learning opportunities after school. Many of our teachers and staff provide additional tutoring or enrichment services after school. Currently, the following programs are available:

- **EXTENDED DAY TUTORING-** On a limited basis, some after school tutoring is provided after school to targeted students in specific grade levels. Students are invited to participate based on the recommendation of our MTSS Team (Multi-Tier System of Supports).
- **ENRICHMENT-** A variety of enrichment activities will be offered to students in our after school program. Enrichment will include art, music, STEM, dance, and athletics.

Section 2: Site Specific Programs and Information

SEL

At Heredia Arriaga, we embrace the Toolkit. The Toolkit provides students the tools to learn about their own emotions and how to deal with difficult social situations. It is an approach that can be used throughout life and emphasizes social, emotional, and academic growth in a safe school community. More information about the Toolkit can be found at <https://toolboxproject.com/>.

UNITS OF STUDY (SLA, ELA, SCIENCE, AND SOCIAL STUDIES)

The work on Backwards Design by Grant Wiggins and Jay McTighe (2005) along with the Framework for Sobrato Early Academic Language (SEAL) serves as a framework for curriculum development. The work outlines an approach beginning with identifying desired standards aligned outcomes, followed by deciding how students will demonstrate evidence of understanding, transfer, and mastery, and finally, identifying lessons, learning activities and experiences. The SEAL Framework strategies enable students to develop academic discourse while honoring the value and role of a family's culture and language in students' lives. (SEAL, 2022).

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 student's grade for nonperformance.

Academic Support

Students in need of academic support will first receive differentiated instruction and targeted intervention from their classroom teacher. If little or no progress is made after 8 weeks of receiving this additional support, the teacher will refer the student to our MTSS team (Multi-Tiered System of Supports). The team will review the needs of the student and determine our next steps to meet that student's needs, which may include counseling or mentoring services, a behavior support plan, an extended day tutoring option, and/or scheduling an SST (Student Success Team) meeting with the parents/guardians.

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.

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 Heredia Arriaga. Cell phones, smart watches, or other communication and listening devices may not be used at school, including during recess and lunch. If you feel your child must have a cell phone, it must remain in the backpack before entering school and until the student is off campus. Cell phones must be OFF and in backpacks at all times. **Texting and filming are not permitted anytime during the school day.** 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. The cell phone may be retrieved by the student at the end of the day on the first offense, and will only be returned to a parent or guardian for further offenses. Parents and guardians who need to communicate with their child during the school day should call the main office at (916) 567-5730. **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 or other electronic devices.** You may also refer to the NUSD Student Code of Conduct located at <http://natomasunified.org>.

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 that are available on our district website at

<http://natomasunified.org/board-of-trustees/board-policies-and-administrative-regulations>.

- 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.

- 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.

Dress Code

Board Policy 5132(a) : The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing may not present a health or safety hazard or create a distraction which would interfere with the educational process. Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the year and whenever these standards are revised.

- All clothing must be clean, suitable, and appropriate for school activities, including PE and recess.
- Shirts should be long enough to cover bellies when hands are raised.
- Undergarments should not be visible
- Pants, shorts and skirts must be fit around the waist; no sagging. Shorts and skirts should not be inappropriately short.
- Shoes must have laces or strap-ons and be suitable for running and other recess or PE activities. **Flip Flops are not allowed.**
- Hats may be worn for sun protection outside; hats are to be removed inside all buildings.
- All clothing and accessories should be free of "put downs" or other forms of language or symbols contrary to supporting academics and student success. Clothing that contains images of violence, is known by local law enforcement to be gang related, is distracting to the learning environment, promotes or glorifies drugs or violence is strictly prohibited. Students wearing such clothing will be asked to call home for a change of clothes or required to change into clothing provided by the school.

If a student is found to be wearing inappropriate clothing, the parent will be called to bring them proper attire.

Field Trips

We provide many opportunities for students to go on field trips at each grade level in order to support our educational program. Students are given permission slips that must be signed and returned to the teacher in order for the child to attend. Students who are unable to attend the field trip for any reason will be supervised by another teacher at school. Students are expected to follow all school rules and expectations while on field trips and will be sent back to school or picked up by parents if this expectation is not met. Parents are encouraged to help chaperone Heredia Arriaga School field trips. Please note: To participate in chaperoning a field trip, as well as volunteering in the classroom, individuals must complete the Volunteer Application, follow through with fingerprinting and be cleared by the district prior to chaperoning field trips. For insurance reasons,

siblings are not allowed to ride on school buses or field trips when parents are chaperoning. Students who receive discipline referrals prior to a field trip may have their privilege to attend a field trip revoked; the principal will review each case and will make a decision based on the specific details of the case.

Lost and Found

All clothing and other personal items, such as lunch boxes and backpacks, should be clearly marked with your child's name. It is difficult to identify ownership if items are not labeled. All lost clothing will be put in a "Lost and Found" box located in the Multipurpose Room. Other articles will be kept in the front office. **Please be aware that all articles of clothing and personal items that have not been claimed will be donated to Goodwill on the last Friday of the month.**

Student Supports and Resources (Differentiated Layers of Support)

Multi-Tiered Student Support (MTSS)

A Multi-Tiered System of Supports (MTSS) is a systemic framework that effective schools use to ensure continuous improvement in academics and social-emotional support for students. In this tiered system of Universal, Targeted, and Intensive Supports, our team meets once a month to engage in data-based problem solving and decision making in order to identify the best academic and social-emotional supports for students. Interventions may be provided by classroom teachers, education specialists, our school psychologist, or our school social worker.

Safe and Welcoming Learning Environment

The goal of Responsive Classroom is to ensure that children feel physically and emotionally safe in school so that they can learn at their best. We also focus on teaching students the skills they need for working and learning cooperatively with others. Teachers create learning environments that enable students to work independently and productively with peers and that set students up for academic success. Teachers teach the positive social and emotional skills needed for successful school participation and handle misbehavior respectfully and effectively so that students stay on track with their learning. Heredia-Arriaga School prides itself on a discipline plan that is fair, restorative and consistent, and our policies are grounded in the training and philosophy of The Toolbox. We feel that all students have a right to go to school in a safe environment. Each student and teacher has a responsibility to do their part in creating and maintaining a respectful, safe and stimulating learning environment. The ALAS expectations will be positively reinforced through monthly assemblies. We realize that there will be times when students forget their responsibility or are temporarily unwilling to be cooperative. For this reason we have developed a progressive discipline that restores a safe and stimulating environment and supports those who are negatively impacted by misbehavior.

Heredia Arriaga SCHOOL RULES

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|----------------------------------|------------------------------|
| 1. Be Kind and Respectful | Amables y respetuosos |
| 2. Be a Leader | Líder en mi escuela |
| 3. Love of languages | Ama a dos lenguajes |
| 4. Keep each other safe | Seguros nos cuidamos |

School Safety Preparedness

The safety of our students is of critical importance at Heredia-Arriaga School. All faculty and staff are trained with the district's "Emergency Management Plan,". Per Education Code 32280 -32289.5, Heredia Arriaga 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 Recognition

We believe recognition of student achievement and improvement builds our positive school climate and reinforces what it means to be an Heredia Arriaga Wolf. Students are recognized each month at our ALAS Assemblies for many things, including earning Heredia Arriaga ALAS, academic achievements, being a leader, and participating in one of our Heredia Arriaga service learning community projects. Heredia Arriaga ALAS rewards are given each month for students who exemplify one of the school wide competencies we are focusing on each month, and ALAS tickets are drawn weekly for Morning Announcements and each month during our ALAS assemblies for special prizes.

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.

Each Heredia Arriaga classroom has developed a set of agreements for our learning environments and common spaces throughout our school. If students require support in keeping our agreements, the following process listed below will be utilized. These tiers may be used in any order depending on the conflict being resolved. Serious infractions may result in an advanced progression through steps based upon severity and previous behaviors.

We ask that each family take time to review the NUSD Student Code of Conduct handbook with your child. We want every student to be aware of, and to understand, our expectations. It is important for our students to be proud of their academic accomplishments and their school. It is equally important that our students respect their teachers, classmates and themselves by demonstrating responsible behavior. The Student Code of Conduct can be found on our Heredia Arriaga website, as well as the district website at

<https://natomasunified.org/departments/student-services-safety/forms-and-documents/student-code-of-conduct/>.

Heredia Arriaga SCHOOL RULES:

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|---------------------------|-----------------------|
| 5. Be Kind and Respectful | Amables y respetuosos |
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Tier 1 Procedure and Related Consequences

REMINDER OF OUR SCHOOL RULES and CLASSROOM AGREEMENTS

- The student is made aware of their disruptive behavior.
- The student is invited to remember the School Rules and Classroom Agreements and asked if they can to keep the agreement to uphold them
- Other students on task are praised and encouraged.
- The student who modifies his/her behavior is encouraged and supported
- If the student does not modify his/her behavior, the teacher will use a positive reminder and/or active listening to again invite the student to cooperate.
- If the student continues to refuse to cooperate proceed to Tier 2.

Tier 2 Procedure and Related Consequences

REMOVAL FROM CLASSROOM - REFLECTION SHEET AND/OR STUDENT CONFERENCE

- If a student is asked to leave the classroom, the teacher will send him or her with a Reflection Sheet to a partner classroom. Students will complete the Reflection Sheet before returning to class. The Reflection Sheet is not punitive; it is meant to give students “time and space” to take a break and reflect on their actions.
- The student who just needs a time out is sent to a space or another classroom where they can work on their assignments without disturbing the class. When they return, the teacher will discuss the reason for being sent out and work with that student to resolve the conflict. Time out should be no more than 20 minutes.
- The student who refuses to resolve the problem, meaning refuses to go to time-out room or returns from time out and continues to disrupt the classroom, is sent to the office with a Principal Referral. If the principal is able to resolve the conflict with the student and the student agrees to keep the agreements made, the student will return to class

Tier 3 Procedure and Related Consequences

FAMILY CONFERENCE - held if more support is needed (may involve site administrator, teacher, and/or school psychologist)

- If the misbehavior is a serious concern but not an immediate safety concern, or if the student refuses to resolve the problem cooperatively, parents are contacted for a conference.
- Parents are invited to help their child consider resolving the problem cooperatively with them present. The group writes and signs the agreements made to resolve the problem, and then follow-up meetings are held to assess if the agreements are working.
- If an agreement is developed, follow-up meeting(s) are scheduled and convened until the problem is resolved.

PROBLEM SOLVING MEETING - held after repeated referrals or time outs (problem solving may need to occur between students or between a teacher and a student).

- The student is made aware of their disruptive behavior, and each teacher has her own classroom systems in place for building this awareness and providing feedback to students on their behavior.
- If the problem is a student/student conflict, another adult will facilitate. Each student will describe the problem, listen to and summarize each other, and work together to come up with a solution.
- If the problem is a student/teacher conflict, a site administrator or school psychologist will facilitate. The student and teacher each describe the problem, they listen and summarize each other, and they make a written agreement to prevent the problem in the future.
- Follow-up meetings are scheduled to be sure the agreements are being kept. Trust grows when agreements are made and kept.

- The student is encouraged and supported when the agreements are working.

Heredia Arriaga 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.. 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)

Heredia Arriaga 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 will be issued a Student Photo Identification card when their school portrait is taken in the Fall.

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
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<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"> • Hazing resulting in injury • Threatening to cause harm <ul style="list-style-type: none"> 1. To a student 2. To school personnel • Fighting -- mutual combat • Aids or Abets • Inflict or attempts to inflict physical injury to another • Use of force or violence (battery/attack) <ul style="list-style-type: none"> 1. Upon a student 2. Upon school personnel 	<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"> • 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. • Explosives--use or possession. 		<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"> • Possession, use, sale or otherwise furnishing, or being under the influence of alcohol or drugs. Sale of drugs or alcohol will result in expulsion. 		<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"> • 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. 		<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
<p>VI. DAMAGE TO PROPERTY (E.C. 48900(f))</p> <ul style="list-style-type: none"> • Cause, or attempt to cause, damage to school or private property • Arson 		<p>X</p> <p>X</p>	<p>X</p> <p>X</p>	<p>X</p> <p>X</p>
VII. THEFT OR STEALING				

(E.C. 48900(g)) • Stealing or attempting to steal school or private property		X	X	X
VIII. TOBACCO (E.C. 48900(h)) • Possession of tobacco or nicotine products • Use of tobacco • 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))	X X	X X X		
IX. PROFANITY, OBSCENE ACTS, DEMEANING RACIAL STATEMENTS, VULGARITY (E.C. 48900(i)) • Directed at peers • Directed at school personnel	X	X X	X X	X X
X. DRUG PARAPHERNALIA (E.C. 48900(j)) • Possession • Offer, arrange, or negotiate to sell		X X	X X	X X
XI. WILLFUL DEFIANCE (E.C. 48900 (k)) • Failure to follow school rules • Failure to follow directives or instruction of staff or teachers • Failure to follow conduct code for school bus passengers *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	X X X	X X X		
XII. POSSESSION OF STOLEN PROPERTY (E.C. 48900(l))	X	X	X	X
XIII. POSSESSION OF IMITATION FIREARM (E.C. 48900(m)) • 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.		X	X	
XIV. SEXUAL ASSAULT OR BATTERY (E.C. 48900(n))		X	X	X
	Intervention	SUSPENSION (OR ALTERNATIVE)	EXPULSION	ARREST

<p>XV. HARASSMENT, THREATS, OR INTIMIDATION OF A WITNESS (E.C. 48900(o))</p> <ul style="list-style-type: none"> • Related to disciplinary proceedings. 	X	X	X	X
<p>XVI. BULLYING (E.C. 48900(r))</p> <ul style="list-style-type: none"> • Any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act • Cyberbullying including posts on Social Networks • Creating a burn page • Creating a credible impersonation of another 	<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>XVII. SEXUAL HARASSMENT (E.C. 212.5 & 48900.2; A.R. 5145.7)</p> <ul style="list-style-type: none"> • 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.) • Note: Harassment of any type is not tolerated. Students in grades K-3 will be dealt with appropriately in cases of harassment. 	X	X	X	X
<p>XVIII. ACTS OF HATE VIOLENCE (E.C. 48900.3)</p> <ul style="list-style-type: none"> • 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. 	X	X	X	X
<p>XIX. OTHER HARASSMENT (E.C. 48900.4)</p> <ul style="list-style-type: none"> • 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. 		X	X	X
<p>XX. TERRORIST THREATS (E.C. 48900.7)</p> <ul style="list-style-type: none"> • 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. 		X	X	X

Section 5: Student and Family Acknowledgement Form



**HEREDIA-ARRIAGA
WOLVES**
DUAL IMMERSION SCHOOL

Heredia Arriaga School Student and Family Handbook Received Acknowledgement Form

This document is available on our school website at <https://natomasunified.org/has> 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 “Heredia Arriaga 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 2023. 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 Heredia Arriaga 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 _____

