



Heron School

STUDENT/FAMILY HANDBOOK
23-24

5151 Banfield Drive
Sacramento, CA 95835
916-567-5680

www.natomasunified.org/hes/

Heron Flyers SOAR!
Show Respect, Offer Kindness, Act Responsibly, Reach for Success

Table Of Contents

NATOMAS UNIFIED SCHOOL DISTRICT	2
BOARD OF TRUSTEES	2
NUSD Vision	2
NUSD Core Values	2
Safe Haven	2
Welcome to the 2023-2024 School Year!	4
(SCHOOL NAME) Mission	4
Section 1: School Site Information	4
Contact Information	4
Administration Contact Information	4
Counselors Contact Information	4
Teacher Contact Information	4
2023-2024 NUSD Student Calendar	5
2023-2024 (School Name) Student Calendar	5
(School Name) Bell Schedule	6
Arrival and Dismissals	6
Student Pickup/Drop Off (Parking Lots)	6
Traffic Safety	6
Buses/Transportation	6
Student Safety/Safe Routes	6
Bikes/Skateboards	7
Closed Campus	7
Attendance Information	7
Importance of Positive Attendance	7
Facts about Attendance	10
Excused Absences	11
Procedures for Notifying School of Absences	15
Chronic Absence and Truancy - AR 5113.1	16
School Attendance Review Board (SARB) - BP 5113.12	16
Early Dismissal	16
Late Policy: Late Arrival to School or Class	18
Instructional Time	18
Independent Studies - Board Policy 6158	18
Health and Wellness	19
Health Services and Office Procedures	19
Medications	19
Home and Hospital - BP 6183	20

Immunizations - BP 5141.3	20
Nutrition Services	20
Nutrition Service Hours of Operation	21
Nutrition Services Expectations/Rules	21
Family Involvement on Campus	21
Visitor/Volunteers - BP/AR 1250	21
Civility Policy - BP 1313	21
Classroom Visitation	22
Use of E-Visitor	22
Pathway to Successful Communication	23
Opportunities for Involvement	23
Parent Square	23
Community Resources	23
Student Academic Monitoring	23
School Site Grading Periods	23
Monitoring Student Progress	24
Student Deliveries	24
Before and After-School Care	24
Section 2: Site Specific Programs and Information	24
Section 3: Student Expectations and Supports	25
Academic Integrity - BP 5131.9	25
Academic Work	25
Absences and Late Work	25
Academic Support	25
Homework - BP 6154	25
Cell Phone Policy	26
Class Assignments and Changes	26
Computer and Internet Policy - AR 6163.4	27
Dress Code	28
Field Trips	28
Lost and Found	28
Student Supports and Resources (Differentiated Layers of Support)	28
Safe and Welcoming Learning Environment	28
School Safety Preparedness	28
Student Athletic/Activity Eligibility	29
High School Athletes	29
Student Council	30
Student Recognition	30
Textbooks - BP 6161.2	30

Section 4: Student Safety and Behavior Policies/Procedures	30
Progressive Student Discipline	30
Tier 1 Procedure and Related Consequences	30
Tier 2 Procedure and Related Consequences	30
Tier 3 Procedure and Related Consequences	30
School Name Student Expectations & Rules	30
Aerosol Sprays/Perfumes	30
Baked Goods	31
Controlled/Illegal/Imitation Substances (Possession/Use/Intent to Sell)	31
Possession of Controlled/Illegal/Imitation Substance with Intent To Sell	31
Possession/Use of Controlled/Illegal/Imitation Substance	32
Possession/Use of Tobacco Products	32
Harassment	32
Sexual Harassment- BP 5145.7	32
Nondiscrimination- BP 5145.3	33
Language Policy	33
Mutual Combat (Fighting)	33
Self-Defense	33
Consequences for Mutual Combat (Fighting)	33
Instigating Mutual Combat (Fighting)	34
Prohibited Items	34
Public Displays of Affection (PDA)	34
School Property	34
School Responsibility for Students To and From School	35
Selling/Buying Personal Property	35
Student Photo Identification Cards	35
Student Search and Seizure - BP 5145.12	35
Use of Contraband Detection Dogs	35
Consequences of Inappropriate Behavior	35
Suspension - BP 5144.1	35
Class Suspension	36
In-School Suspension	36
Home Suspension	36
Required Due Process to Suspend	37
After Suspension Re-Entry Meeting	37
Expulsion - BP 5144.1	37
Violations of E.C. 48915(c)	37
Violations of E.C. 48915(a)(1)	37
NUSD Discipline Matrix	38

NATOMAS UNIFIED SCHOOL DISTRICT

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

BOARD OF TRUSTEES

Micah Grant
Ericka Harden
Susan Heredia
Noel Mora

NUSD Vision

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

NUSD Core Values

We value learning and achievement for each of our students.

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

We value diversity, equity, and inclusion.

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

Safe Haven

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

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

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

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

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

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

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

Welcome to the 2023-2024 School Year!

Welcome to Heron TK-8 School, home of the SOARing Heron Flyers! I would especially like to welcome our families who are new to TK, Kinder, or to our community. Our mission at Heron is to bring joyful learning and academic achievement to all students. You are going to find that Heron TK-8 is a special place that knows and cares for each of our students, providing the support they need to achieve academic and personal growth. We engage with our community to provide a rigorous and nurturing learning environment, where students learn to collaborate, communicate, and treat each other with kindness and respect. These are our values at Heron TK-8, and I look forward to working closely with you this school year to bring this educational experience to our students.

Heron TK-8 incorporates the Responsive Classroom framework into our daily practices, which means we are intentional about developing our students' academic and social-emotional competencies through Morning Meetings (K-5), Responsive Advisory Meetings (6-8, active learning, and a data-driven instructional cycle based on common formative assessments. We have an exciting year ahead of us with our STEAM-based learning opportunities and our commitment to providing each child with a high quality education that prepares our students for college and career success. Our partnerships need to be strong in order to keep us moving forward. A TK-8 school brings a unique opportunity to provide students with a continuity of teachers, classmates, programs, and expectations, leading to greater academic achievement and improved confidence. I look forward to working with you this year to create this continuity, and I am eager to see our Heron Flyers as we celebrate the beginning of an exciting school year!

In Partnership,

A handwritten signature in black ink that reads "Stephanie Schulzkump". The signature is written in a cursive, flowing style.

Stephanie Schulzkump

TK- 8 Heron Principal

Heron School Mission

Mission

Heron TK-8 is a joyful place to learn. We care for our students and provide the support they need to achieve academic and personal growth. We engage with our community to provide a rigorous and nurturing learning environment, where students learn to collaborate, communicate, and treat each other with kindness and respect.

Section 1: School Site Information

Contact Information

Office Hours Monday - Friday, 7:45am - 3:30pm

Main Office 916-567-5680

Attendance 916-567-5680

Administration Contact Information

Stephanie Schulzkump

Principal

sschulzkump@natomasunified.org

916-567-5680

Mandeep Biring

Assistant Principal

Mbiring@natomasunified.org

916-567-5680


Teacher Contact Information

Heron 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/hes/> or call the school office at 916-567-5680 to let the office staff know you would like to leave a message for the teacher.

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2023-2024 NUSD Student Calendar

2023-2024 Student Calendar																								
180 Instructional Days																								
July Su Mo Tu We Th Fr Sa 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							January Su Mo Tu We Th Fr Sa 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31																	
August Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							February Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29							First Day of Class August 10, 2023		Last Day of Class May 24, 2024								
September Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30														March Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							No School		July 4 Independence Day	
October Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							April Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							September 4 Labor Day		October 9 District Staff Development Day								
November Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							May Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							November 10 Veteran's Day (observed)		November 20 Certificated Holiday								
December Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							June Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							November 21 Certificated Holiday		November 22 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																								

2023-2024 Heron 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/hes/>

Event	Date
<i>Back-to-School Kick Off</i>	<i>August 4, 2023</i>
<i>School Opens</i>	<i>August 10, 2023</i>
<i>Labor Day Holiday</i>	<i>September 4, 2023</i>
<i>Back-to-School Night</i>	<i>TBD</i>
<i>Teacher Work Day (No students)</i>	<i>October 9, 2023</i>
<i>Veterans Day Holiday</i>	<i>November 11, 2023</i>
<i>Thanksgiving Break</i>	<i>November 20-24, 2023</i>
<i>Minimum Day</i>	<i>December 21, 2023</i>
<i>Winter Recess</i>	<i>December 22, 2023 -January 5, 2024</i>
<i>Martin Luther King, Jr. Holiday</i>	<i>January 15, 2024</i>
<i>President's Day Holiday (Lincoln)</i>	<i>February 12, 2024</i>
<i>President's Day Holiday (Washington)</i>	<i>February 19, 2024</i>
<i>Open House</i>	<i>TBD</i>
<i>Spring Recess</i>	<i>April 1-5, 2024</i>
<i>Last Day of School (Minimum Day)</i>	<i>May 24, 2024</i>

Heron School Bell Schedule 2023-2024

TK & KINDERGARTEN SCHEDULE Regular Schedule	
7:45am	Breakfast (Optional)
8:00am	Classrooms Open
8:15am	Instruction Begins
9:55am-10:10am	Recess 1
10:10am-10:25am	Recess 2
11:15am-11:50am	Lunch
2:08pm	Dismissal

TK & KINDERGARTEN SCHEDULE Early Dismissal	
7:45am	Breakfast (Optional)
8:00am	Classrooms Open
8:15am	Instruction Begins
9:55am-10:10am	Recess 1
10:10am-10:25am	Recess 2
11:15am-11:50am	Lunch
12:48pm	Dismissal

ELEMENTARY SCHEDULE (1st-6th) Regular Schedule	
7:45am	Breakfast (Optional)
8:10am	Bell Rings to Line Up
8:15am	Instruction Begins
9:30am-9:45am	Recess – Grades 1 & 2
9:55am-10:10am	Recess – Grades 3 & 4
10:15am-10:30am	Recess – Grades 5 & 6
10:50am-11:25am	Lunch – Grades 1 & 2
11:30am-12:05pm	Lunch – Grades 3 & 4
12:48pm-1:23pm	Lunch – Grades 5 & 6
1:25pm-1:40pm	Recess – Grades 1 & 2
1:40pm-1:55pm	Recess – Grade 3
2:25pm	Dismissal

ELEMENTARY SCHEDULE (1st-6th) Early Dismissal	
7:45am	Breakfast (Optional)
8:10am	Bell Rings to Line Up
8:15am	Instruction Begins
9:30am-9:45am	Recess – Grades 1 & 2
9:55am-10:10am	Recess – Grades 3 & 4
10:15am-10:30am	Recess – Grades 5 & 6
10:50am-11:25am	Lunch – Grades 1 & 2
11:30am-12:05pm	Lunch – Grades 3 & 4
12:30pm-1:05pm	Lunch – Grades 5 & 6
1:05pm	Dismissal

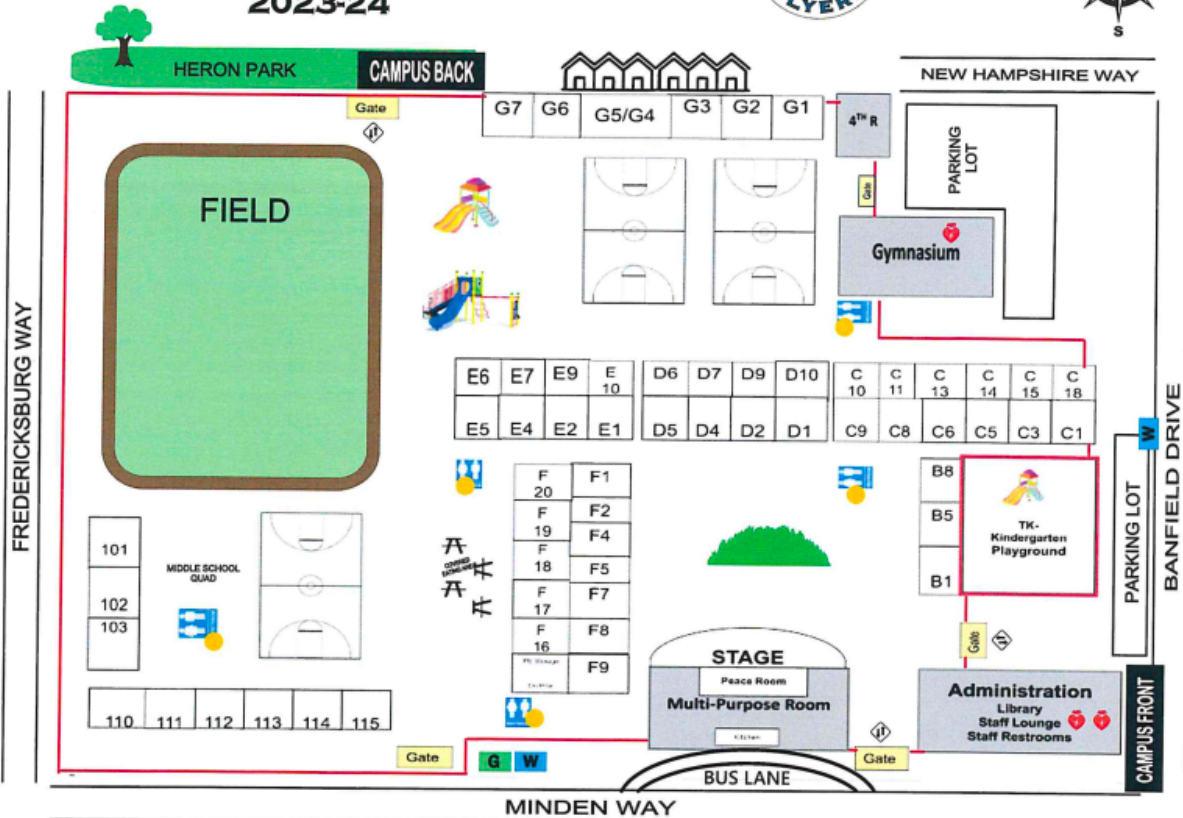
MIDDLE SCHOOL SCHEDULE (7th-8th) Regular Schedule	
7:45am	Breakfast (Optional)
8:00am	Warning Bell Rings
8:05-8:20	Responsive Advisory
8:20-9:15am	Period 1
9:19-10:15am	Period 2
10:18-11:14am	Period 3
11:17am-12:13 pm	Period 4
12:13pm-12:48pm	Lunch
12:53pm-1:49pm	Period 5
1:54pm-2:50pm	Period 6
2:50pm	Dismissal

MIDDLE SCHOOL SCHEDULE (7th-8th) Early Dismissal	
7:45am	Breakfast (Optional)
8:00am	Warning Bell Rings
8:05am-8:20am	Responsive Advisory
8:20am-8:59am	Period 1
9:02am-9:41am	Period 2
9:44am-10:23am	Period 3
10:26am-11:05am	Period 4
11:08am-11:47am	Period 5
11:50am-12:13pm	Period 6A
12:13pm-12:48pm	Lunch
12:51pm-1:05pm	Period 6B

HERON SCHOOL GENERAL CAMPUS MAP WITH STAFF LOCATIONS 2023-24



REVISED ON 5/23/2023



Arrival and Dismissals

Student Pickup/Drop Off (Parking Lots)

It is our goal that your children arrive to 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 near the middle school building. 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 or students not enrolled in 4th R should not be on campus prior to 7:45 unsupervised. Breakfast begins at 7:45 and will be served until 8:10.

TK-6th Grade: Students may play at morning recess beginning at 7:45 am. TK and Kinder students should report to directly to classrooms, which open at 8:00. Once the 8:10 movement bell rings, all 1-6 students are to walk directly to their classroom's line on the blacktop. Students will form a line, where their teacher will greet them and lead them to class.

7th and 8th Grade: Students should report directly to cafeteria for breakfast or middle school quad before school; The bell rings at 8:00, and Responsive Advisory Meetings begin in their 1st period classes at 8:05.

Dismissal is at **2:08 pm** for TK and Kindergarten (Pick up from classroom), **2:25pm** for Grade 1-6, and **2:50pm** for Grades 7- 8. All students are expected to leave school grounds at dismissal; students waiting for siblings may wait on the elementary playground where there is supervision by our Campus Safety Specialist. All students must leave school grounds at 2:50 unless they are enrolled in an after school program.

Traffic Safety

In order to ensure our students' safety, we expect all drivers to follow traffic safety guidelines. This means no U-turns on Minden, no passing cars illegally while children are exiting a vehicle, not parking your car in an unmarked spot in the parking lot, and always adhering to the speed limit.

Buses/Transportation

Bus pick up and drop off are provided to students in the Special Education program. The bus zone drop-off is on Minden, 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

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

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

Bikes/Skateboards

1. Bicycles, scooters and skateboards should always be walked or carried on campus. In-line skates and Heelys are not allowed on campus. 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

Heron School is a closed campus. Students are not permitted to leave campus without proper authorization.

Attendance Information

Importance of Positive Attendance

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

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

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

Facts about Attendance

- Students should miss no more than 9 days of school each year to stay engaged, successful and on track to graduation.
- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other potentially serious difficulty.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.
- Missing 10 percent, or about 18 days, of the school year can drastically affect a student's academic success.
- Students can be chronically absent even if they only miss a day or two every few weeks. Attendance is an important life skill that will help your child graduate from college and keep a job.

Excused Absences

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

- **Personal Illness:** The school may require certification from a doctor if it is deemed advisable. (After 3 or more consecutive days of absence due to illness, a note from a doctor is required and/or prior to 84 period absences.)
- **Quarantine in the Home:** An absence arising from this condition is limited to the length of quarantine as fixed by county or city health officers.
- **Death of a Relative:** For the purpose of attending the funeral services of a member of the immediate family (mom, dad, grandma, grandpa, brother, sister). One (1) day for in state, and three (3) days for out of state.
- **Religious Reasons:** (3 days allowed per semester)
- **Counseling Appointment:** Any student absence due to a counseling appointment must be cleared with written proof of the appointment from the counselor's office.

- **Medical Appointment:** Services rendered include medical, dental, optometry or chiropractic. Any student absence due to a doctor or dental appointment must be cleared with written proof of the appointment from the doctor or dental office.
- **School Activity:** This includes field trips, or other school sponsored activities.
- **Probation Appointment:** Must be verified by a note from the probation officer.
- **Court Appearance:** Copy of court document required to be considered excused.

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

Procedures for Notifying School of Absences

Parents/guardians must clear all absences in advance of the absence or upon return to school by calling the attendance office at (916) 567-5680, or by writing a note including the following information:

- Student's full legal name (please print name clearly)
- The day(s) and date(s) of absence(s)
- Reason for the absence
- Parents/Guardian name and the relationship to the student
- Home and work phone numbers

Chronic Absence and Truancy - AR 5113.1

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

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

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

School Attendance Review Board (SARB) - BP 5113.12

The Governing Board recognizes that poor school attendance and behavior problems negatively impact student achievement and put students at greater risk of dropping out of school. The

Superintendent or designee shall establish a comprehensive and integrated system for the early identification of attendance problems and shall implement strategies to encourage students' attendance. After other interventions have been exhausted, students with a pattern of unexcused absences may be referred to a school attendance review board (SARB), in accordance with applicable law, in order to receive intensive guidance and assistance.

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

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

Early Dismissal

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

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

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

Please help school staff keep all students safe and accounted for by following the check-out procedure. Students should not be called out of class by an adult via student cell phone. Students should always exit campus through the front office instead of through a gate to meet a parent.

Students who exit campus without being properly checked out will receive a “cut” (unexcused absence) for each period missed.

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

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

Late Policy: Late Arrival to School or Class

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

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

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

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

Students are marked Tardy if they arrive at school after 8:15 in TK-6 or after any period has started in middle school. If middle school students accumulate 5 or more tardies, they will be assigned “Reflection Friday” after school on the next Friday in order to meet with a teacher and/or write a reflection on why they are not getting to class on time, the effects of their lateness on the classroom environment, and their own learning, and how they can improve. Being tardy can be very stressful for young children, and students often have a difficult time transitioning to school when they arrive late. Excessive tardies may result in a parent problem-solving conference, and tardies more than 30 minutes are considered a truancy.

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

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

Health and Wellness

To make sure your child is ready for school, California law, Education Code Section 49452.8, 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/>).

Medications

The law requires all parents/guardians to inform the school if their child is taking medication. Any medication to be taken while at school will be kept and dispensed through the nurse's office. A **"Medication Order for School"** form must be on file in the office. Both the parent/guardian AND the physician MUST sign this form. If you have asthma, you may carry your inhaler if your physician provides a "Medication Order for School."

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

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

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

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

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

Home and Hospital - BP 6183

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

Immunizations - BP 5141.3

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

Nutrition Services

For information regarding school menus; applying for free/reduced price meals, online lunch payments please visit the Nutrition Services Department page on the Natomas Unified School *District website at*
<http://www.schoolnutritionandfitness.com/index.php?sid=0911070147502711>.

Nutrition Service Hours of Operation

- Breakfast: 7:45am - 8:15am
- Lunch: 10:50am - 1:05pm

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

Parent/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 or Assistant Principal: If you would like to meet with school administration, please contact Ivonne Jimenez-Garcia in the front office, and she will assist you in scheduling a meeting or a phone call with either the school principal or assistant 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 ***The Friday Flyer***, 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/hes/ for important information and links to our teacher websites.

Parent Square

Heron School uses ParentSquare for school communication, primarily with email, text and app notifications. ParentSquare automatically generates an account for each parent, using their preferred email address and phone number. We encourage parents to access their accounts so they can download the mobile app and update their preferences on when and how they are notified.

Here’s what parents/guardians can do with ParentSquare:

- Receive messages from the school via email, text or app notification
- Choose to receive information as it comes or all at once at 6pm daily
- Communicate in your preferred language
- Comment on school postings to engage in your school community
- Direct message teachers, staff and other parents
- Participate in group messages
- Sign up for parent-teacher conferences with smart online technology
- Send payments, sign forms & permission slips, receive report cards, sign up to volunteer and more all from your phone or web portal

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 Heron School or NUSD. If you do not have your Infinite Campus Parent Portal log-in, please contact Christina Hernandez in our front office for assistance at (916) 567-5680.

PARENT TEACHER CONFERENCES

TK-8 Parent/Student/Teacher conferences are held once each year. Academic progress, student work and goal setting are the primary topics of the conferences. Our middle school students will facilitate a student-led reflection conference with their Advisory Teacher and parent during this time. 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 5 parents and 5 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).

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

Heron School operates on a three trimester system. Progress reports are mailed home every (approximately every 12 weeks). Final report cards are mailed home at the end of each trimester. Middle school report card follows a traditional letter-grading system, which calculates a G.P.A. (Grade Point Average) for each Trimester. Students receive one cumulative average grade for each of their 6 classes.

Teachers will update grades a minimum of every other Friday by 4:00 p.m. beginning August 25, 2023. Teacher websites may also provide current information on upcoming assignments, due dates, assessments, and other important announcements. Refer to each teacher's syllabus or "beginning of the year letter" for contact information for any questions or concerns regarding academic progress.

TK-6 STANDARDS BASED GRADING

Our curriculum standards establish what it is that students are expected to know and be able to do. Our TK-6 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-6 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.

7-8 TRADITIONAL REPORT CARD

Our middle school report card follows a traditional letter-grading system, which calculates a G.P.A. (Grade Point Average) for each Trimester. Students receive one cumulative average grade for each of their 6 classes.

Monitoring Student Progress

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

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

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

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

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

Student Deliveries

Due to the importance of instructional time, student deliveries 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.

Before and After-School Care

Heron K-8 School offers several learning opportunities after school. Many of our teachers and staff provide additional tutoring or enrichment services after school, and we are continuing to add more programs. Currently, the following programs are available:

- 4th R – 4th R provides an extended-day learning program both before school and after school. This program provides appropriate learning experiences such as homework time, arts and crafts, sports, field trips, drama, science, cooking, and more! For registration information, please contact www.4thRchildcare.com or call (916) 566-1520.
- 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).
- PRODUCTION CLUB- 4-8 Students learn the basics of film production and will produce segments for The Heron Show
- ELEMENTARY ATHLETICS (4th-6th) AND MIDDLE SCHOOL ATHLETICS – The Natomas Unified Athletics program offers Flag Football, Volleyball, Girls and Boys Basketball, and Girls and Boys Soccer throughout the year. Tryouts are held for middle school athletic teams; our 4-6 teams are open to all students who wish to participate, based on space available and program requirements.

Section 2: Site Specific Programs and Information

Active Learning: Our Steam Academic Program

At Heron TK-8, School, we embrace the Responsive Classroom Model. Responsive Classroom is an approach to elementary and middle school education that emphasizes social, emotional, and academic growth in a safe school community. More information about the Responsive Classroom approach can be found at <http://www.responsiveclassroom.org>. Our STEAM academic focus ensures that students are actively engaged in their learning through inquiry-based science instruction and the integration of technology, engineering, art, and mathematics throughout the day. Our goal is to deliver learning activities that are active, joyful, fun, and appropriately challenging. Students see how this learning is relevant to their lives and take a personal interest in it.

Our teachers follow a data-driven instructional model, aligning their expectations for what we want students to learn, how we will know they have learned it, and how we will respond based on our common formative assessments. All students learn differently, and our teams meet each week to ensure that we are actively engaging students in their learning and differentiated their instruction to provide the right level of challenge and support. Students' learning is assessed through our curriculum-embedded assessments in Wonders (ELA K-5), StudySync (ELA 6-8), and Go Math (K-8). Our 3rd-8th graders are also regularly assessed using the CAASSP Interim Assessment Blocks (IABs), providing valuable practice and benchmark data aligned to our end-of-year assessments. Our focus on literacy and writing extends to all disciplines, and all teachers use the STAR Reading Assessment 3 times a year to assess students' reading level to ensure that students are reading books they can access while developing as life-long readers. Heron Flyers are readers, and daily, student-selected independent reading is always part of our instructional day and homework time.

Key Components of Responsive Classroom

- Morning Meeting and Responsive Advisory Meetings: : Each TK-6th grade class gathers together each morning to greet one another, share news, participate in an activity, and warm up for the day ahead. 7-8 students start each day with Responsive Advisory Meeting at 8:05. Timely arrival to school is extremely important so that all students have the opportunity to be an active participant in the development of their classroom community.
- Rule Creation: Students help create classroom rules that allow all members of the classroom community to reach their learning goals.
- Interactive Modeling: Students are explicitly taught to notice and practice expected behaviors in order to demonstrate and internalize them.
- Positive Teacher Language: Adults use carefully selected, respectful words and tone to promote active learning and self-discipline.
- Collaborative Problem-Solving: Strategies such as conferencing and role-playing are used to help students solve problems and resolve conflict.
- Logical Consequences: Adults respond to misbehavior in a way that respects children, guides them to recognize the effects of their actions, and helps them develop internal controls.

- Classroom Organization: The physical space is carefully structured in ways that encourage independence, cooperation, and productivity.
- Guided Discovery: Materials are introduced in a way that encourages discovery and creativity.
- Academic Choice: Teacher-structured choices are provided to students to help increase motivation, self-direction, and learning.
- Working with Families: Family partnerships are essential. Families are invited to share insights and are collaborative partners in their child's education.

Academic And Social Emotional Competencies

Our work with Responsive Classroom is grounded in the development of our students' academic and social-emotional learning (SEL) competencies. These competencies are all very much connected and developed throughout the year. However, in order to teach them and ensure we are helping our students understand each one, we will focus on a specific competency each month:

- **August: Cooperation (SEL)**- ability to develop relationships and work collaboratively with others
- **Sept: Academic Mindset (Academic)**- understanding that effort improves performance; they belong in this academic community
- **Oct: Assertiveness (SEL)**- ability to take initiative; stand up for their ideas without hurting or negating others
- **Nov: Perseverance (Academic)** - tendency to complete assignments in a timely and thorough manner to the best of their ability
- **Dec: Responsibility (SEL)**- Ability to motivate themselves to take action and follow through on expectations; to define a problem, consider the consequences, and choose a positive solution.
- **Jan: Learning Strategies (Academic)**- Techniques, processes, and tactics students use to learn, monitor comprehension, self correct, and achieve goals
- **Feb: Empathy (SEL)**- Ability to understand another's state of mind or emotions and be receptive to new ideas or perspectives; to have concern for others' welfare
- **March: Academic Behaviors (Academic)**- the ways in which students conduct themselves that support their success in school, such as regular attendance, paying attention, participating in class activities, and devoting out-of-school time to studying and completing assignments
- **April: Self Control (SEL)**- Ability to recognize and regulate thoughts, emotions, and behaviors in order to be successful in the moment

Missoula Children's Theater

Missoula Children's Theater will likely not be possible this year, but we will bring it back as soon as we are able to do so safely! This nationally-known theater program provides an opportunity for

students in grades K-8 to engage in the performing arts and be part of an amazing theater production!

Steam Activities

These events are a fun and exciting opportunity for students of all ages to share their scientific investigations, artistic creations, mathematical puzzles, or engineering designs. Many projects are developed independently by students based on their own interests, but many are developed as class projects as well.

Art Docent Program

Supported by our Heron PTSA, our Art Docent program provides high-quality art instruction to all TK-6 students. Each classroom will need a parent Art Docent volunteer. Middle School students receive art instruction as part of our STEAM Elective program.

The Heron Show

We are very proud of our weekly edition of The Heron Show, a student news show entirely written, filmed, and produced by our students. Led by the students in our Advanced Production class, the entire school gets involved by watching the show in their classrooms each week, participating as the studio audience or special guests, or submitting their own production pieces to be shared.

Student Leadership And Student Council

There is an application process for Student Leadership and student officers are elected by the student body. Students in Leadership participate in school activities, provide student input to the principal, plan school events, and more. Our Student Council members are elected each year by the 5-8 student body, facilitate the Student Leadership Meetings, and meet monthly with the principal to share student concerns, ideas, and perspectives.

National Junior Honor Society

The National Junior Honor Society is the nation's premier organization established to recognize outstanding middle school level students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of scholarship, service, leadership, character, and citizenship.

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 not progress is made after 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 Heron. Cell phones, smart watches, or other communication and listening devices may not be used during the instructional school day, including during passing periods and lunch. If you feel your child must have a cell phone, it must remain away for the day and TURNED OFF from the first bell in the morning until after the dismissal bell in the afternoon. Texting and filming are not permitted anytime during the school day, except for a valid instructional purpose determined by a teacher. Any device with a camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.
- Failure to follow these guidelines will result in confiscation of the phone and/or detention. The cell phone may be retrieved by the student at the end of the day on the first offense, 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) 567-5680. It is not advisable to send your child to school with a costly cell phone, as the school is not responsible for lost, stolen, or damaged cell phones. You may also refer to the NUSD Student Code of Conduct located at <http://natomasunified.org>.

Class Assignments and Changes

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

Computer and Internet Policy - AR 6163.4

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

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

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

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

Dress Code

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 be tie or strap-on and 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 should be free of "put downs" or other forms of language 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.

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 Heron 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 of 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 supports 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 counselor.

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. Heron School prides itself on a discipline plan that is fair, restorative and

consistent, and our policies are grounded in the training and philosophy of Responsive Classroom. 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. These expectations will be positively reinforced through “High Fives” and monthly SOAR 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 the misbehavior.

HERON SCHOOL RULES: SOAR!

1. **Show Respect**
2. **Offer Kindness**
3. **Act Responsibly**
4. **Reach for Success**

At Heron TK-8, School, we embrace the Responsive Classroom Model. Responsive Classroom is an approach to elementary and middle school education that emphasizes social, emotional, and academic growth in a safe school community. More information about the Responsive Classroom approach can be found at <http://www.responsiveclassroom.org>. Our STEAM academic focus ensures that students are actively engaged in their learning through inquiry-based science instruction and the integration of technology, engineering, art, and mathematics throughout the day. Our goal is to deliver learning activities that are active, joyful, fun, and appropriately challenging. Students see how this learning is relevant to their lives and take a personal interest in it.

School Safety Preparedness

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

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

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

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

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

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

Student Athletic/Activity Eligibility

Each year the Natomas Unified School District **requires** that each student have a Student-Athlete Clearance Packet completed **prior** to being eligible to tryout or participate in a school-sponsored sports program. Part of the clearance packet is a physical form that needs to be signed by your child’s physician. The Student-Athlete Clearance Packet is only completed once per year and is due by the deadline of the first sport your child plays. Below you will find the required documents for the 2022-23 school year.

[Physical Form](#)

[Physical Form](#) (Spanish)

Clearance Packet

Clearance Packet (Spanish)

K-5 Handbook

K-5 Handbook (Spanish)

6-12 Handbook

6-12 Handbook (Spanish)

Voluntary Accident Insurance

Intramural Sports For 4th - 8th Grade Scholars

Natomas Unified Athletics program offers Flag Football, Volleyball, Girls and Boys Basketball, Girls and Boys Soccer throughout the year. Tryouts are held for and open to all scholars who wish to participate in 4th - 8th grades.

Eligibility To Participate Policy

In order to participate in clubs, school incentive parties, reward field trips, athletics, extracurricular activities, and end of year activities, scholars must meet the following criteria.

- Scholars who are suspended from school will not be eligible to participate in school activities while serving their suspension.
- **8th Grade scholars: Heron CRITERIA FOR PARTICIPATION IN END OF YEAR ACTIVITIES INCLUDING 8TH GRADE COMMIT TO GRADUATE CEREMONY (Promotion).** In order for an eighth grade scholar to be eligible for participation in the end of year eighth grade activities, field trips and promotion, he/she must be in good standing, which includes:
 - Average 2.0 GPA from Trimester 2 and Trimester 3 of their 8th grade year
 - Minimal discipline incidents:
 - Scholars that begin to acquire multiple discipline incidents will be placed on a behavior contract. Scholars who break this contract will lose their privilege to participate in promotion.
 - No suspension during 3rd Trimester
 - Positive attendance

Student Council

There is an application process for Student Leadership and student officers are elected by the student body. Students in Leadership participate in school activities, provide student input to the principal, plan school events, and more. Our Student Council members are elected each year by the 5-8 student body, facilitate the Student Leadership Meetings, and meet monthly with the principal to share student concerns, ideas, and perspectives.

Student Recognition

We believe recognition of student achievement and improvement builds our positive school climate and reinforces what it means to be a Heron Flyer. Students are recognized each month at our SOAR Assemblies for many things, achieving honor roll, reaching a reading goal, showing improvement, being a leader, and participating in one of our Heron projects.

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 Heron 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 is in place. These levels 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 Heron website, as well as the district website at

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

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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 our School Rules and Classroom Agreements and asked if they plan to keep the agreement to uphold them
- The student who modifies his/her behavior is encouraged and supported
- If the student does not modify his/her behavior, the teacher will use an I-message reminder and/or active listening to again invite the student to cooperate.
- If the student continues to refuse to cooperate proceed to Level 2.

Tier 2 Procedure and Related Consequences

REMOVAL FROM CLASSROOM - THINK SHEET AND/OR STUDENT CONFERENCE

- If a student is asked to leave the classroom, the teacher should send him or her with a Think Sheet, either the K-3 or the 4-8 version. Students will complete the Think Sheet before returning to class. The Think 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. The teacher will also contact parents.
- The student who refuses to resolve the problem cooperatively 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

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.

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.

Heron School Student Expectations & Rules

Aerosol Sprays/Perfumes

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

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

Baked Goods

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

Bullying - BP 5131.2

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

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, students can report threats or incidents confidentially and anonymously by go to NUSD Report Bullying Webpage at

<https://natomasunified.org/bully-prevention/>

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

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

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

Possession/Use of Controlled/Illegal/Imitation Substance

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

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

Possession/Use of Tobacco Products

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

Harassment

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

Sexual Harassment- BP 5145.7

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or

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

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

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

Nondiscrimination- BP 5145.3

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

Language Policy

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

Mutual Combat (Fighting)

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

Self-Defense

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

Consequences for Mutual Combat (Fighting)

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

Instigating Mutual Combat (Fighting)

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

Prohibited Items

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

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

- o Screwdrivers
- o Water guns
- o Water balloons

Public Displays of Affection (PDA)

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

School Property

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

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

School Responsibility for Students To and From School

According to the California Education Code 44808, no school district, city or county board of education, county superintendent of schools, or any officer or employee of such district or board shall be responsible or in any way liable for the conduct or safety of any student of the public schools at any time when such student is not on school property, unless such district, board or person has undertaken to provide transportation for such student to and from the school premises or in a school-sponsored activity.

Selling/Buying Personal Property

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

Student Photo Identification Cards

Students 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
I. ACTS OF VIOLENCE (E.C. 48900(a1)(a2)(q), 48915(a)(1)(A), (a)(1)(E))				
● Hazing resulting in injury	X	X	X	X
● Threatening to cause harm	X	X	X	X
1. To a student				
2. To school personnel				
● Fighting -- mutual combat	X	X	X	
● Aids or Abets	X	X	X	X
● Inflict or attempts to inflict physical injury to another		X	X	X
● Use of force or violence (battery/attack)		X	X	X
1. Upon a student				
2. Upon school personnel				

<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. 		X	X	X
<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. 		X	X	X
<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. 		X	X	X
<p>V. ROBBERY OR EXTORTION (E.C. 48900(e), 48915(a)(1)(D))</p>		X	X	X

(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 		X	X	X
<p>VII. THEFT OR STEALING (E.C. 48900(g))</p> <ul style="list-style-type: none"> • Stealing or attempting to steal school or private property 		X	X	X

VIII. TOBACCO (E.C. 48900(h))				
<ul style="list-style-type: none"> • 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		
<ul style="list-style-type: none"> • Use of tobacco 		X		
<ul style="list-style-type: none"> • 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		
IX. PROFANITY, OBSCENE ACTS, DEMEANING RACIAL STATEMENTS, VULGARITY (E.C. 48900(i))				
<ul style="list-style-type: none"> • Directed at peers • Directed at school personnel 	X	X	X	X
<ul style="list-style-type: none"> • Directed at school personnel 		X	X	X
X. DRUG PARAPHERNALIA (E.C. 48900(j))				
<ul style="list-style-type: none"> • Possession • Offer, arrange, or negotiate to sell 		X	X	X
<ul style="list-style-type: none"> • Offer, arrange, or negotiate to sell 		X	X	X
XI. WILLFUL DEFIANCE (E.C. 48900 (k))				
<ul style="list-style-type: none"> • Failure to follow school rules • Failure to follow directives or instruction of staff or teachers • Failure to follow conduct code for school bus passengers 	X	X		
<ul style="list-style-type: none"> • Failure to follow directives or instruction of staff or teachers 	X	X		
<ul style="list-style-type: none"> • Failure to follow conduct code for school bus passengers 	X	X		
*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				
XII. POSSESSION OF STOLEN PROPERTY (E.C. 48900(l))	X	X	X	X
XIII. POSSESSION OF IMITATION FIREARM (E.C. 48900(m))				
<ul style="list-style-type: none"> • 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
XV. HARASSMENT, THREATS, OR INTIMIDATION OF A WITNESS (E.C. 48900(o))				
<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 X X X</p>	<p>X X X X</p>	<p>X X X 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. 	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>
<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 perpetrator has the apparent ability to carry out the threat, may be considered an act of violence. 	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>
<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. 		<p>X</p>	<p>X</p>	<p>X</p>
<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. 		<p>X</p>	<p>X</p>	<p>X</p>

Section 5: Student and Family Acknowledgement Form



Heron School Student and Family Handbook Received Acknowledgement Form

This document is available on our school website at <https://natomasunified.org/hes> 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 “Heron 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 Heron 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 _____