

2023-2024



STUDENT/FAMILY HANDBOOK  
2023-24

2775 Millcreek Drive  
Sacramento, Ca 95833  
916-567-5600

<https://natomasunified.org/bcs/>

**Whatever it takes!**

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# NATOMAS UNIFIED SCHOOL DISTRICT

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

## BOARD OF TRUSTEES

Noel Mora-Area 1  
Micah Grant- At Large  
Ericka Harden-At Large  
Susan Heredia- At Large  
Vacant- Area 4

## 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.

## Bannon Creek School Mission

Bannon Creek School, in partnership with the community, is committed to nurturing our scholars to be caring, inquiring, and knowledgeable lifelong learners who have college and career options. They acknowledge and respect the global diversity and core beliefs of others while building a culture of resiliency.

## **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 Bannon Creek 2023-24 School Year– Home of the Beavers!

I am Suzen K. Holtemann, proud leader of Bannon Creek School. I couldn't be more excited to have the opportunity to continue serving our BCS scholars, staff, families and this wonderful community. Welcome to the 2023-24 school year, it is a great time to be a Beaver, and we have an exciting year ahead.

Bannon Creek is located in South Natomas near the Natomas Community Center, South Natomas Library, and Fort Natomas. Bannon Creek School first opened in 1989 and has continued to increase its student body. We are home to over 500 students ranging from K-8th grade. At Bannon Creek School we do Whatever It Takes to nurture, educate, and challenge our students. Our staff is committed to creating a positive learning environment, collaborative relationships with parents and the community, and ensuring academic success in our students.

Our Bannon Creek School staff is committed to providing a focused curriculum that is both engaging and challenging in order to ensure that our students graduate college and career ready, productive, responsible and engaged global citizens. Bannon Creek will continue to implement Restorative Practices and Positive Behavior Intervention Supports (PBIS). Our school focuses on the development and implementation of proactive procedures and practices to improve school climate. We look forward to continuing moving towards inquiry-based instruction as part of our work as a candidate site developing an International Baccalaureate (IB) Primary Years Programme.

I am so happy to be your principal and I look forward to partnering with you to nurture, educate and support your scholar to be successful at Bannon Creek School. If you have any questions about our school, please do not hesitate to contact us at (916) 567-5600 or visit our NUSD website <https://natomasunified.org/bcs/>, our school website or our digital backpack for updates and information.

Sincerely,



Suzen K. Holtemann, Principal



## Section 1: School Site Information

### Contact Information

Office Hours	Monday - Friday, 7:30-3:30pm
Main Office	916-567-5600
Attendance	916-567-5600

### Administration Contact Information

Suzen K. Holtemann

Principal

[sholtemann@natomasunified.org](mailto:sholtemann@natomasunified.org)

916-567-5600

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Assistant Principal


[@natomasunified.org](mailto:@natomasunified.org)

916-567-5600

### Teacher Contact Information

Bannon Creek 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/bcs/> or call the school office at 916-567-5600 and let the office staff know you would like to leave a message for the teacher.

# 2023-2024 NUSD Student Calendar

2023-2024 Student Calendar															
180 Instructional Days															
<b>July</b> 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							<b>January</b> 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								
<b>August</b> 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							<b>February</b> 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								
<b>September</b> 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							<b>March</b> 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							<b>No School</b> July 4 Independence Day September 4 Labor Day October 9 District Staff Development Day November 10 Veteran's Day (observed) November 20 Certificated Holiday November 21 Certificated Holiday November 22 Local Holiday November 23 Thanksgiving Day November 24 Local Holiday December 22-January 5 Winter Recess December 24 Christmas Eve December 25 Christmas Day January 1 New Year's Day January 15 Martin Luther King Day February 12 Presidents' Day (Lincoln Day) February 19 Presidents' Day (Washington Day) April 1 - April 5 Spring Recess May 27 Memorial Day June 19 Juneteenth	
<b>October</b> 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							<b>April</b> 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							<b>District Wide Minimum Days:</b> December 21, 2023 and May 24, 2024	
<b>November</b> 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							<b>May</b> 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							<b>Elementary and K-8 School Minimum Days:</b> 5 minimum days for Parent/Teacher Conferences Check your school calendar for days	
<b>December</b> 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							<b>June</b> 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							<b>Secondary (Middle and High) School Minimum Days:</b> 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	



## Bannon Creek School Bell Schedule 2023-2024

Elementary Regular Day	
7:42	Warning Bell
<b>7:45</b>	Instruction Begins
8:55-9:15	TK-Kinder Recess
9:10-9:25	1st/2nd Grade Recess
9:40-9:55	3rd/ 4th Grade Recess
10:15-10:30	5th/ 6th Grade Recess
10:00-10:15	Transitional Kindergarten-K3
10:15-10:30	Kindergarten-K2
10:30-10:45	Kindergarten-K1
10:40-11:15	1st/2nd Lunch
11:15-11:50	3rd/4th Lunch
12:30-1:05	5th/6th Lunch
12:25-1:00	TK-K Lunch
1:10-1:20	1st/ 2nd Grade Recess
1:25 -1:35	3rd Grade Recess
<b>1:38</b>	TK-K Dismissal

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

Elementary Minimum Day	
7:42	Warning Bell
<b>7:45</b>	Instruction Begins
8:55-9:10	K Grade Recess
9:00-9:15	1st/2nd Recess
9:30-9:45	3rd/4th Recess
10-10:15	5th/6th Recess
10:40-11:15	TK-Kinder Recess/Lunch
10:25-11:00	1st/2nd Lunch
11:00-11:35	3rd/4th Lunch
11:35-12:10	5th-6th Lunch
<b>12:18</b>	TK-Kinder Dismissal
<b>12:35</b>	1st-6th Dismissal

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

## 2023 - 2024 Bannon Creek 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/bcs/>

<i><b>Event</b></i>	<i><b>Date</b></i>
<i>Back to School Night</i>	<i>September 7, 2023</i>
<i>Harvest Festival</i>	<i>TBD</i>
<i>Staff Development Early Release Day</i>	<i>September 12, 2023</i>
<i>No School-Staff Development Day</i>	<i>October 9, 2023</i>
<i>Staff Development Early Release Day</i>	<i>October 17, 2023</i>
<i>Parent Teacher Conferences</i>	<i>November 13-17, 2023</i>
<i>Staff Development Early Release Day</i>	<i>December 5, 2024</i>
<i>Staff Development Early Release Day</i>	<i>February 6, 2024</i>
<i>Open House</i>	<i>March 12, 2024</i>
<i>CAASPP Testing</i>	<i>April 1 - May 24, 2024</i>
<i>Staff Development Early Release Day</i>	<i>April 9, 2024</i>
<i>Family Appreciation Event</i>	<i>TBD</i>
<i>Field Day K-8th grade</i>	<i>May 22, 2024</i>
<i>8th Grade Promotion</i>	<i>May 20,2024</i>
<i>Kindergarten Promotion</i>	<i>May 24, 2024</i>
<i>College Day</i>	<i>Every Wednesday</i>
<i>Kindness Day</i>	<i>Every Thursday</i>
<i>Beavers Spirit Day</i>	<i>Every Friday</i>

## **Arrival and Dismissals**

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

#### **Traffic Safety**

##### **Arrival**

- Breakfast begins at 7:30am. Supervision is not available prior to 7:30 am.
- Do NOT drop off your child earlier.
- Students go directly to the blacktop to line up after 7:30am. Before school, students must stand on their classroom dot or stand in their classroom line at all times. (Consequences will be given to students not following arrival procedures)

##### **Dismissal**

- Students must be picked up in the FRONT of the school
- Teacher supervision is provided at various locations during dismissal.
- Arrangements must be made to pick students up on time.

#### **Buses/Transportation**

Bus pick up and drop off are provided to students in the Special Education program.

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

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

#### **Bikes/Skateboards**

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

#### **Closed Campus**

Bannon Creek 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 916-567-5600 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 Bannock Creek School Late Policy:

School begins at 7:45am. Any student arriving after the start time is considered tardy. Standing on school property at 7:45 does not mean on time arrival. On time means sitting in class or standing with your class at 7:45am. Those who arrive after 15 minutes of the school day starting must report to the office for a tardy slip.

### **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 they must have a pass that includes the time they left class and their destination (i.e., office, nurse, bathroom, etc.).

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

For the 2022-23 school year and thereafter, the Superintendent or designee may continue to offer and approve independent study for an individual student upon determining that the student is

prepared to meet the district's requirements for independent study and is likely to succeed in independent study as well as or better than the student would in the regular classroom setting.

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

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

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

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

## **Health and Wellness**

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

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

School districts are required to provide health services to students in regular education, special education and on a Section 504 plan. In addition, districts are required to conduct mandated

screenings and take action when contagious diseases are identified. Natomas goes the extra mile- we provide regular childhood immunizations, conduct health fairs, and provide staff and parent training. Please refer to the NUSD Student Services and Support website for additional information and resources (<https://natomasunified.org/departments/student-services-and-support/>).

Our Bannon Creek Health Assistant is available during the school day to provide first aid and administer medication to students under the direction of the school nurse.

### **Illness**

When to keep your child at home:

- Fever greater than 99.5
- Must be fever free for 24 hours before returning to school
- Stomach upset which may result in vomiting or diarrhea
- Rashes
- Contagious Diseases (notify the office staff)
- Measles
- Mumps
- Chicken Pox
- Impetigo
- Head Lice
- Strep Throat
- Pink Eye

### **Students may attend school with:**

- Allergies/hay fever
- Mild cold/flu symptoms when no fever is present
- Injuries
- Please let the office staff know if any accommodations are needed during recovery. Bring a doctor's note to excuse physical education.

### **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:**

- Breakfast is available starting at 7:30 AM
- Breakfast doors will close at 7:40 AM

- Students will be sent to class by 7:42

**Lunch:**

- Kindergarten: 12:25-1:00
- 1st & 2nd grade: 10:40-11:15
- 3rd & 4th grade: 11:15-11:50
- 5 & 6th grade: 12:30-1:05
- Middle School: 11:51-12:26

**Supper:**

- Supper is available at 2:10

**Nutrition Services Expectations/Rules**

- Outside food delivery is prohibited
- Selling outside food on campus is prohibited, without administrative authorization
- Free & Reduced Lunch forms will come home in first day packets
- New forms must be filled out each school year
- You may pay for lunches with a check at the lunch counter
- Write the student's name on the memo line for proper credit

**Family Involvement on Campus**

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

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

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

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

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

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

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

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

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

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

### **Classroom Visitation**

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

### **Use of E-Visitor**

Parents/Guardians who are interested in visiting the classrooms must first report to the front office to obtain an E-visitors badge. At this time, you will be asked to present an ID and to sign in on the visitors sign in sheet. Our staff member will then take a picture of you and print a badge. Once you

are done with the visit, parents/guardians are to come back to the office and sign out. The purpose of this badge is to make visitors to school sites and District offices easily identifiable, which will increase safety for all.

### **Pathway to Successful Communication**

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

### **Opportunities for Involvement**

- Parent Teacher Student Association (PTSA)
- School Site Council (SSC)
- English Learner Advisory Committee (ELAC)
- Safety Team
- Monthly Parent Coffee Chat
- PTA
- Coaching Athletics
- Planning School Activities (Harvest Festival, Spring Carnival, End of Year Activities, etc...)
- Plus many more opportunities...

### **Community Resources**

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

- Saca Community Center/Sacramento Food Bank and Family Services [www.sfbfs.org](http://www.sfbfs.org)

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

## Student Academic Monitoring

### School Site Grading Periods

Bannon Creek School operates on a trimester system. Middle School progress reports are mailed home every quarter (approximately every 9 weeks). Final report cards are mailed home at the end of each trimester. 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 a 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 23, 2022. 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.

### Monitoring Student Progress

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

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

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

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

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



## **Student Deliveries**

Due to the importance of instructional time, student deliveries 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**

Students are allowed to be on campus starting at 7:15 a.m. when breakfast is served.

- Child Development Center (CDC): The CDC offers before and after school care, camp programs and a partial day preschool. CDC is a state funded program, serving low income families in our community. CDC offers homework academies, clubs, FitKids and open recreation to support the children of Bannon Creek Elementary School. Please contact CDC at: 916-923-2184
- The Sacramento Chinese Community Service Center (The Center) After School Program: The Center's after school program offers enrichment activities, recreation, literacy training, and homework assistance. The Center program operates on site and they are open until 6pm each school day. There is no charge for families to enroll their students in the program. To apply please contact the Bannon Creek office.

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

### **Bannon Creek School Programs**

#### **International Baccalaureate Primary Years Program (PYP)**

Bannon Creek School is a candidate school\* for the International Baccalaureate (IB) Primary Years Programme and pursuing authorization as an IB World School.

IB World Schools share a common philosophy—a commitment to improve the teaching and learning of a diverse and inclusive community of students by delivering challenging, high quality programmes of international education that share a powerful vision.\*\*

\*Only schools authorized by the International Baccalaureate can offer any of its four academic programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme or the IB Career-related Certificate (IBCC). Candidate status gives no guarantee that authorization will be granted. For further information about the IB and its programmes, visit [www.ibo.org](http://www.ibo.org)

\*\*Mission Statement from the IB The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world

through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

### **Restorative Justice**

Bannon Creek School is a Restorative Justice (RJ) school. Teachers have been trained in facilitating RJ circles by strengthening our relationships with students and intentionally fostering community amongst students in the classroom.

### **Positive Behavior Interventions and Supports (PBIS)**

Bannon Creek School also practices Positive Behavior Interventions and Supports (PBIS). PBIS is a proactive approach that is used to improve school safety and promote positive behavior. The focus of PBIS is prevention, not punishment. At Bannon Creek School, staff teach students positive behavior strategies, just as they would teach about any other subject—like reading or math. There are monthly lessons that outline and model expectations for the various behaviors and zones on campus. Some of the positive interventions we practice include:

- Quarterly school-wide behavior stations to train students on the various expectations across campus
- Monthly behavior lessons taught in the classroom
- Issuing beaver bucks to students demonstrating positive behaviors of following the Beaver CALL: Courteous and respectful, Always kind, Logical decisions, and Lifelong learners
  - Students are able to use these beaver bucks to choose from a menu of items that include
    - Help office or yard staff with a project in the office or at recess.
    - Receive a positive phone call home or message via email or Class Dojo.
    - Trade class jobs with someone for the day.
    - Have a tweet dedicated to you on the official Bannon Creek Twitter.
    - Choose an item from the beaver store.
- Recognizing two students per month with a positive office referral for a positive phone call home from the principal
- Recognizing students from each class through monthly Beaver CALL assemblies

### **English Language Development (ELD)**

Students identified as English Learners (EL), or students whose primary language is a language other than English, will be provided designated ELD. In grades K-6, our ELs receive designated ELD through What I Need (WIN) Time. Wonders curriculum is used during WIN time; which seamlessly integrates ELA, integrated ELD, and designated ELD instruction with connected instruction and resources. This connectedness provides English Learners with equitable access to rigorous content in meaningful contexts. The Wonders for English Learners curriculum is connected to the core Wonders ELA program scope and sequence so that all students share the same weekly content, but focus on language production.

The program includes:

- o Targeted instruction for Emerging, Expanding, and Bridging students.
  - o Adaptive learning to target support for studying foundational skills.
  - o Structured opportunities to practice and apply academic language.
  - o Focus on interpretive, collaborative and productive modes of communication.
- In grades 7-8, students receive designated ELD during a period of their instructional day.
  - The curriculum used is California StudySync, which is a ground-breaking, comprehensive ELA and designated ELD curriculum for grades 6-12, built on the Common Core State Standards and the California Framework. This program provides a dynamic learning experience to engage today's digitally connected students.
  - The English Language Proficiency Assessments for California (ELPAC) is the required state test for English language proficiency (ELP) that must be given to students whose primary language is a language other than English. State and federal law require that local educational agencies administer a state test of ELP to eligible students in kindergarten through grade twelve. The California Department of Education (CDE) transitioned from the California English Language Development Test (CELDT) to the ELPAC as the state ELP assessment in 2018. The ELPAC is aligned with the 2012 California English Language Development Standards. It consists of two separate ELP assessments: one for the initial identification of students as English learners (ELs), and a second for the annual summative assessment to measure a student's progress in learning English and to identify the student's level of ELP.
  - In order to be reclassified as Fluent English Proficient, the EL student must have an overall score of 3 or 4 on the ELPAC. They must also have a score of 2 or higher on the ELA CAASPP. Lastly, EL students are also given a writing prompt and they must score a 3 or higher on the rubric.
  - If you are interested in learning more about the ELD program offered at Bannon Creek School, please connect with our front office to be a part of our English Language Advisory Committee (ELAC).

### **Gifted and Talented Education (G.A.T.E.)**

The Natomas Unified School District provides a Gifted and Talented Education (GATE) program for those students who qualify. Qualification is based on the NNAT (Naglieri Nonverbal Ability Test) given to ALL 1st graders and students in other grade levels based on teacher recommendation. GATE students are clustered together in targeted classrooms, in which teachers plan specific accommodations to meet the needs of gifted students, including acceleration, independent research, inquiry-based projects, and enrichment opportunities based on students' interests and talents.

### **Student Study Team (SST)**

The SST process is a problem solving effort to increase students' academic achievement. The team discusses how to better address the student's individual needs in areas of academic, medical, emotional and social areas. SST members include the parent, teacher, school psychologist, district nurse, Speech and Language Specialist, Resource Specialist, and/or others involved with the student. SSTs can be initiated by the teacher or parent/guardian.

## **Psychologist**

The Psychologist roles include: student assessment, parent/teacher/student consultations or group counseling. The Psychologist is available at Bannan Creek full time.

## **Single Plan for Student Achievement (SPSA)**

- Elementary and Middle Schools receive state categorical funding to supplement the general education program.
- Each school develops an annual plan in the use of these funds, which addresses the needs of the students.
- A School Site Council (SSC) oversees the development, implementation, and monitoring of the school plan and its related budget.

## **School Site Council (SSC)**

California Education Code 52852 requires that a school site council shall be established at each school that participates in Title I or LCFF supplemental/concentration grant funding. The school site council shall be composed of the principal and representatives of: teachers selected by teachers at the school; other school personnel selected by other school personnel at the school; parents of pupils attending the school selected by the parents; and, in secondary schools, pupils selected by pupils attending the school. At BCS, the School Site Council meets monthly.

## **English Learner Advisory Committee**

The English Learners Advisory Committee (ELAC) makes recommendations regarding programs for students with second language needs. At BCS, ELAC meets four times a year. The purpose of the ELAC is to provide parents of English Learners opportunities to:

- Learn more about the programs offered to their children
- Participate in the school's needs assessment of students, parents, and teachers
- Provide input in the most effective ways to support full participation of English Learners in all school activities
- Provide input on the most effective ways to ensure regular school attendance.
- Join this committee to share and discuss ways to support our English Learners.

## **Parent Teacher Student Association (PTSA)**

This year will consist of many positive changes including strengthening and growing our PTSA. PTSA is committed to playing an integral role in the success of our school and our students. We invite all of our parents, teachers, and students to join us to make it happen. The purpose of our PTSA is to engage parent volunteers to help other parents engage in our school, be informed, and find opportunities to get involved. We are excited for you to join us!

There's a simple way for you to help your child succeed:

- More than 30 years' worth of research has proven that children do better when their parents, grandparents, and guardians are involved both at home and at school. Grades and

test scores climb. Self-esteem grows. Schools improve. Kids win. Period.

- You are invited to join Bannan Creek School's Parent Teacher Student Association!
- Get Connected. There is no better way to know what's happening in your school.
- Tap into a Network. Parenting is not easy; neither is being a student or teacher. It helps to share ideas, concerns, and experiences with other parents, students, and educators in the community.
- Watch Yourself Grow. By volunteering with the PTSA, you gain valuable experiences. It's an opportunity to put your skills and hobbies to good use for a good cause: student excellence.
- Speak Up. The PTSA is a forum for exchanging ideas and strengthening the educational experience.
- Make a Difference. By getting involved at Bannan Creek School, you'll be part of the solution, helping to make positive changes in our youth and community.
- Be a Role Model. PTSA membership demonstrates the importance you place on education.
- Interested in joining BCS PTSA? Please see front office staff for more information.

## Section 3: Student Expectations and Supports

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

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

### **Academic Work**

#### Absences and Late Work

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

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

#### Academic Support

Teachers and staff frequently monitor student progress. There are various ways that students receive academic support throughout the instructional day, including small group differentiated instruction within the classroom and receive support during WIN (What I need). There are also options to have your child receive after school tutoring in our 7th hour after school tutoring program. Students are enrolled in the 7th hour program based on academic assessments and needs.

## 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

## **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

that are available on our district website at <http://natomasunified.org/board-of-trustees/board-policies-and-administrative-regulations>.

- By using any District Technology or otherwise accessing the District Network, on District Network, on District premises, students understand and agree to abide by the provisions and conditions of this policy as well as with any and all District policies and rules which may relate to usage of District Technology and/or District Network. Students also understand that their use of the Internet and electronic communication via District Technology is strictly limited to educational purposes, that they are not guaranteed any rights to privacy with respect to use of the District Technology, including use of District-Owned Devices and the District Network, and that from time to time the District may monitor the District Network for general security purposes and in order to ensure compliance with Board Policy, Administrative Regulation and this Agreement.
- The District makes no warranties of any kind, either express or implied, that the functions or the services provided by or through District Technology will be error-free or without defect. The District will not be responsible for any damage or harm users may suffer, including but not limited to, loss of data, interruptions of service, or exposure to harmful or inappropriate material or people. The District is not responsible for the accuracy or quality of the information obtained through the District Network.

## **Dress Code**

Listed below are the Bannan Creek Dress Code guidelines for students:

### **Shirts and Tank Tops:**

- Tank tops must be two inches or wider at the shoulder  
**Not Permitted**
  - Spaghetti straps
  - Tank style undershirts
  - Sleeveless shirts with extended armholes
  - Halter tops
  - Bare midriffs or bare backs
  - Shirts with designs that imply violence or hatred.

### **Pants, Skirts, Jumpers, Skorts and Shorts:**

- Pants must be fingertip length or longer (no skin showing above fingertip length)
- No clothing with holes showing skin. Jeans that have holes in them from the knee down are allowed, however, jeans or other clothing garments with holes above the knee and below the shoulder must not show skin. Students may wear tights or something to cover their skin.
- Comfortable fit

### **Not permitted**

- Saggy or baggy pants
- Pants which are too long and may cause a hazard during recess or P.E.

### **Shoes:**

- Must be worn at all times for safety reasons

- Sandals must have a back strap
- Open toed shoes must be worn with socks
- No heels higher than two inches

**Not Permitted**

- Flip-flops or sliders “slides”
- No slippers, flip flops, or slides.
- No pajamas or other sleepwear. No blankets.

**Outerwear**

- All hats, other than BCS, Natomas High School, or Inderkum High School gear, must NOT contain any logos or lettering.
- All inappropriate hats seen on campus may be confiscated, parents will need to be picked up from the office.
- Students must adhere to individual teachers and classroom policies regarding the wearing of approved hats or beanies while inside the classroom, MPR, library, and/or administrative offices (unless a student is wearing religious garb or has a documented medical condition).
- Bandanas and “do-rags” are not permitted on the BCS campus.
- Hats and Caps
  - Worn outdoors only and facing forward.
- Coats and Jackets
  - Please label clearly with student name in permanent ink
  - School is not responsible if lost
  - Lost and Found is located in multipurpose room

**Other:**

- Clothing, jewelry, backpacks, purses, gym bags
  - Free of writing and/or pictures of a crude, vulgar, profane or sexually suggestive nature
  - Free of advertisements for drugs, alcohol or tobacco products
  - Must not advocate racial, ethnic, or religious prejudices
- Also not acceptable
  - Writing on skin
  - Excessive perfume or cologne
  - No visible underwear or undergarments.

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

Site administration has discretion at any time to revise the dress code policy to ensure the safety and security of the school academic environment.

**Field Trips**

Teachers schedule field trips to support the educational program. Teachers require a signed permission slip in order to leave campus. Students without a permission form will be assigned to



another class during the time of the field trip. In the event students are riding to or from field trips in private vehicles, please inform the teacher and school office prior to that day. Students must be checked in and out from the school. Parents chaperoning on overnight field trips will need to be fingerprinted.

We encourage parents to participate in school-sponsored field trips. In order to ensure the safety of all students and comply with the law, parents must complete the following requirements:

- TB test
- Fingerprints
- Insurance(if transporting students)

This is a time consuming process so plan ahead. Once your information is on file with the district it is good for the entire time your child attends the schools of NUSD, as long as the TB test is up to date. Please go to the school office to begin the process.

For insurance reasons, siblings are not allowed to ride on the school buses on field trips when parents are chaperoning.

### **Lost and Found**

Lost and found items (sweatshirts, jackets, hats, etc...) will be stored in a basket on the stage. Items not claimed before the end of each trimester will be donated.

### **Multi-Tiered Student Support (MTSS)**

Bannon’s Multi-Tier Systems of support helps identify struggling students early and provide interventions for students to help increase academic and social/emotional achievement. Our site has a School Site Leadership team and a Positive Behavior Interventions and Supports team that meets monthly to review student data. Additionally, during Professional Learning Communities (PLCs) teachers review student data to determine students that need additional academic as well as social emotional support.

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

At Bannon Creek School, our teachers and staff teach our students the Beaver CALL. See below for the various zones on campus and the expectations we hold students to for each zone. We do four school-wide rotations to have students learn and/or review these expectations. Additionally, teachers do lessons during the instructional day to teach and model for students how we demonstrate the Beaver CALL throughout our campus.

## **The Beaver Call**

	<b>Courteous and Respectful</b>	<b>Always Kind</b>	<b>Logical Decisions</b>	<b>Lifelong Learner</b>
<b>Learning Expectation</b>	Open Minded	Caring	Thinker	Risk-Taker Inquirer

	Principled		Balanced	Knowledgeable Communicator Reflective
<b>Playground</b>  Playful Beavers	Eat snacks in designated areas and use trash cans  Freeze when the first bell rings and the whistle blows  Walk to your line	Use kind words, offer encouragement, and show good sportsmanship  take turns & share  Cooperate with others	Respect personal space  Resolve problems verbally: talk it out, then ask for help  Use equipment properly and put it away	Invite others to play  Play fair and follow the rules of the game  Report dangers and strangers to staff
<b>Cafeteria</b>  Break Time Beaver	Level 1-2 voices  Clean up after yourself  Walk at all times	Be polite to cafeteria staff and peers  Say "please" and "thank you"	Follow cafeteria procedures  Listen to lunch time staff  Raise your hand to get up for any reason	Show respect towards food variety  Eat your own food  Use garbage cans and recycling bins
<b>Library</b>  Bookworm Beavers	Level 0-1 voices  Handle books with care  Keep food out of the library	Listen during read aloud  Be polite towards staff and peers  Push in chairs	Respect materials  Use your shelf marker to place books back appropriately  Utilize time appropriately	Share your love of reading with others  Explore different types/genres of books and challenge yourself  Ask for help if needed

<p><b>Walkways/Hallways</b></p> <p>Busy Beavers</p>	<p>Be aware of your surroundings and respect others' personal space</p> <p>When appropriate, walk in line</p> <p>Walk at all times</p>	<p>Use appropriate language</p> <p>Pick up trash</p> <p>Keep hands, feet, and objects to self</p>	<p>Be calm</p> <p>Level 0-2 voices as necessary</p> <p>Follow adult directions</p>	<p>Walk with a purpose and go directly to your destination</p> <p>Support your community</p> <p>Stay on the sidewalk</p>
<p><b>Assemblies and Special Events</b></p> <p>Growing Beavers</p>	<p>Listen to adults</p> <p>Respect the personal space of others</p> <p>Use voice level 0 unless asked to participate</p>	<p>Applaud at appropriate times and give positive feedback only</p> <p>Use kind words and actions</p> <p>Take care of the space</p>	<p>Walk calmly</p> <p>Stay in designated area with your group</p> <p>Be aware of others' viewing needs</p>	<p>Focus and be respectful to presenters</p> <p>Show interest in new ideas</p> <p>Apply what you learned</p>
<p><b>Bathrooms</b></p> <p>Mindful Beavers</p>	<p>Respect others' privacy and personal space</p> <p>Wash hands thoroughly with soap</p>	<p>Wait patiently</p> <p>Keep the water in the sink</p> <p>Flush the toilet</p>	<p>Use paper products appropriately and throw trash away</p> <p>Report problems to an adult</p>	<p>Use time appropriately</p> <p>Maintain proper hygiene</p>
<p><b>Arrival &amp; Dismissal</b></p> <p>Safe Beavers</p>	<p>Enter and exit the classroom quietly</p> <p>Respect learning time in the classrooms</p> <p>Greet staff and peers when you</p>	<p>Walk with a purpose to your destination</p> <p>Be on school grounds no earlier than 7:15 am.</p> <p>If you eat school</p>	<p>Use crosswalks and look both ways before crossing</p> <p>Report dangers and strangers to staff</p> <p>Report to the</p>	<p>Be on time every day</p> <p>Know where to be after school</p> <p>When the weather doesn't</p>

	arrive	breakfast, go directly to the cafeteria. Otherwise, go directly to your area on the playground.	office after 15 minutes if parents haven't shown up	permit being outside, go to the designated location as assigned.
<b>Learning Environment</b>  Brilliant Beavers	Respect staff and peers  Use appropriate voice levels  Be a problem solver	Be an inquirer and be an active participant in learning  Respect diverse viewpoints	Be on time  Be prepared with all materials  Be a role model	Give your best effort  Complete all assigned tasks  Use a growth mindset
<b>Staff</b>  Leader Beavers	Be professional, collaborative, and proactive  Be an advocate and participant of the school wide expectations  Be positive	Give praise and acknowledgment  Be supportive and open to others' ideas  Be a role model to students	Be mindful and supportive of all levels of learning  Reflect on your practices in support of student learning  Be punctual	Value diverse needs and cultural background of all Beaver family members  Prioritize health and safety of students, colleagues, and everyone on campus
<b>Families</b>  Balanced Beavers	Understand and accept all children's varying needs  Monitor your child's attendance and encourage punctuality	Be an active participant in your child's education  Build positive relationships in your child's school community	Drop off and pick up students on time  Reinforce routines (homework time, good sleep patterns, etc.)	Encourage a love for learning and education  Be proactive in your child's education and send your child to school ready to learn

		Teach and model positive behaviors		
<b>Bus</b> Responsible Beavers	Follow the rules of the bus driver  Quietly get on and off the bus	Be mindful of others' personal space  Store food and drinks in designated area  Be polite to staff and peers	Choose to sit next to someone who will not bother you  Report any issues to staff members  Remember to bring your belongings when you get off the bus	Make wise choices  Be aware of your surroundings
<b>Emergency drills</b> Prepared Beavers	Line up quickly and stay together with your group  Walk calmly  Use voice level 0	If someone needs help, tell the nearest adult quickly  Follow adult directions at all times  Be patient	Know what to do and where to go  Follow designated route	Help others when appropriate  Understand the importance of being prepared in an emergency
<b>Office</b> Polite Beavers	Use a quiet voice (level 0-1).  Have your pass ready  Be respectful (say "please" and "thank you" when asking for something)	Wait patiently until office staff can talk with you  Have a positive attitude  Follow staff directions	Report directly to your destination  Report to staff if you see an unsafe choice	Use kind words and be thankful for help  Be proactive and work to positively solve problems
<b>Lines</b> Orderly	Have a silent voice (level 0).  Respect the personal space of	Keep your hands and feet to yourself  Walk to your line	Stay in line order  Line up at signal in correct location/spot	Eyes forward & stay focused on where you're going

Beavers	others  Wait patiently for teacher/staff dismissal	promptly		Stay in line with your class
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**School Safety Preparedness**

The safety of our students is of critical importance at Bannan Creek School. All faculty and staff are trained with the district’s “Emergency Management Plan,”. Per Education Code 32280 -32289.5, Bannan Creek 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**

Please reference the K-5 or 6th-12th Student Athlete Handbooks. You can get a copy from our front office staff if requested. It is also distributed to all students that participate in athletics.

### **Student Council**

The Student Council is made up of students elected in grades 3rd through 8th who have been elected by their peers to represent their classroom at the Student Council meetings. Students will plan and facilitate activities such as fundraisers, award recognition programs, school events and spirit days. For the student body president and vice president, those positions are open to 8th graders only. Secretary and treasurer are positions open to 7th graders.

### **Student Recognition**

Bannon Creek School, we hold monthly assemblies to recognize students who follow the Beaver CALL (Courteous & respectful, Always kind, Logical decisions, and Lifelong learners). We also recognize students who have perfect attendance during each of those assemblies. Lastly, we have a variety of school-wide incentives that students can earn for positive behavior. Students earn Beaver Bucks and can choose options such as going to the front of the lunch line one day, helping in the office with a project, having a Tweet dedicated to him/her on the BCS Twitter page, and receiving a positive phone call home. Each month, each teacher also recognizes students by submitting positive office referrals. The principal makes a phone call home to recognize those students, they get a positive visit with the principal, and their photo goes up in the office on our student recognition bulletin board.

### **Textbooks - BP 6161.2**

The Board of Trustees recognizes that instructional materials are an expensive resource and that each student is entitled to sufficient instructional materials in accordance with law. The Superintendent or designee may establish procedures in accordance with law to protect

instructional material from damage or loss. Instructional materials provided for use by students remain the property of the district. Students are responsible for returning borrowed materials in good condition, with no more wear and tear than usually results from normal use.

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

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

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

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

### Progressive Student Discipline

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

#### Tier 1 Procedure and Related Consequences

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

- **1st offense: Verbal Warning** -after giving 3-5 positive narrations to students doing the right thing, the teacher will give the off task student a warning.
- **2nd offense: Private Conversation** - the teacher will move into close proximity of the student and have a conversation about expectations.
- **3rd offense: Refocus Desk** - the teacher will move the off task student to a refocus. Once the student is back on task, he/she will be brought back to his/her seat.
- **4th offense: Detention (middle school only) & Parent/Teacher Communication-** the teacher will advise the student that you will not be calling home later in the day and that the student has detention.
- **5th offense: Office Referral-** the student will be referred to the office. The teacher will document in Infinite Campus.

**Documenting the Behavior:** The teacher documents the behavior by updating the **Infinite Campus** by the end of the day.



## **OFFICE MANAGED TIER 2 INFRACTIONS**

Examples of Office Managed Level Two Infractions:

- Skipping class and/or school (includes after-school detention)
- Direct profanity or abusive language towards another student, to include a verbal altercation non-correctable damage to property
- Extremely defiant behavior
- Leaving class and/or school without permission
- Obscenity
- Failure to report to Principal's Office when sent by staff member
- Failure to cooperate while in the Principal's Office
- Unresponsive to intervention as a result of Tier 1 behaviors

### **Level Two Procedures and Related Consequences:**

If a student chooses to behave in such a way that results in a Tier 2 infraction, an Office Discipline Referral Form will be completed and the student will be referred to the Principal's Office. If a student's behavior becomes so defiant that the teacher is unable to conduct class, the Principal's Office will be notified immediately.

#### **1st Referral**

- Parent contacted by administration
- Student counseled
- Student and administrator will develop a reintegration plan and student will be provided the opportunity to return to class
- Student will participate in one or more of the following:
  - Restitution
  - Withdrawal of privileges
  - Lunch or after-school detention
  - In-school suspension
  - Supervised campus beautification
  - Conflict resolution counseling

#### **2nd Referral**

- Parent contact by administration
- Increased days from 1st referral choices
- Recommendation for counseling interventions

#### **3rd Referral\***

- Parent contact by administration
- Increased days from 2nd referral choices and/or Tier 3 consequences

\*The BCS MTSS Team will be asked to intervene for those students who continue to exhibit inappropriate behaviors and who are unable to follow school wide expectations and rules.

## **OFFICE MANAGED TIER THREE INFRACTIONS**

Examples of Tier Three Infractions:

- Educational Code Violations such as:
  - Physical altercation (fighting)
  - Promotion and/or support of violence or harm to others, this includes watching or filming of fights.
  - Vandalism
  - Theft
  - Bullying (including cyber bullying)
  - Threatening or extremely dangerous behavior
  - Direct profanity or abusive language towards an adult
  - Harassment

### **Tier 3 Procedures and Related Consequences:**

If a student chooses to behave in such a way that results in a Tier 3 infraction, consequences can result in either a suspension and/or expulsion.

### **Recommendations for Tier 3 Infractions**

- **1st Infraction** - school suspension 1-3 days, parent contacted, and reintegration plan
- **2nd Infraction** - school suspension 3-5 days, parent conference, recommendation for counseling intervention, and reintegration plan\*\*
- **3rd Infraction**- school suspension 5 days, parent conference, counseling intervention, support, reintegration plan, behavior contract\*\*

## **Bannon Creek School Student Expectations & Rules**

### **Aerosol Sprays/Perfumes**

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

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

### **Baked Goods**

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

### **Bullying - BP 5131.2**

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative

school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

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

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

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

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

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

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

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

#### Possession/Use of Tobacco Products

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

### **Harassment**

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

#### Sexual Harassment- BP 5145.7

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

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

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

### Nondiscrimination- BP 5145.3

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

### **Language Policy**

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

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

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

### Self-Defense

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

### Consequences for Mutual Combat (Fighting)

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

### Instigating Mutual Combat (Fighting)

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

### **Prohibited Items**

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

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

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

Bannon Creek 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 in middle school (grades 7 & 8) will receive a school ID card. This ID card may be required to participate in middle school events.

## **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
<b>I. ACTS OF VIOLENCE</b> (E.C. 48900(a1)(a2)(q), 48915(a)(1)(A), (a)(1)(E)) <ul style="list-style-type: none"> <li>● Hazing resulting in injury</li> <li>● Threatening to cause harm               <ol style="list-style-type: none"> <li>1. To a student</li> <li>2. To school personnel</li> </ol> </li> <li>● Fighting -- mutual combat</li> <li>● Aids or Abets</li> <li>● Inflict or attempts to inflict physical injury to another</li> <li>● Use of force or violence (battery/attack)               <ol style="list-style-type: none"> <li>1. Upon a student</li> <li>2. Upon school personnel</li> </ol> </li> </ul>	       	       	       	       
<b>II. WEAPONS AND DANGEROUS OBJECTS</b> (E.C. 48900(b), 48915(a)(1)(B), 48915(c1)(c2)(c5)) <ul style="list-style-type: none"> <li>● Possession, sale, or furnishing of weapons (knife, gun, sharp objects, club, look-alike weapons, or an object that could inflict injury). A look-alike weapon, if used in a threatening manner, is considered a weapon.</li> <li>● Explosives--use or possession.</li> </ul>	  	  	  	  
<b>III. DRUGS AND ALCOHOL</b> (E.C. 48900(c)(p), 48915(a)(1)(C), 48915 (c3)) <ul style="list-style-type: none"> <li>● Possession, use, sale or otherwise furnishing, or being under the influence of alcohol or drugs. Sale of drugs or alcohol will result in expulsion.</li> </ul>	 	 	 	 

IV. SALE OF "LOOK-ALIKE" DRUGS AND ALCOHOL (E.C. 48900(d))			X	X	X
<ul style="list-style-type: none"> <li>Offering, arranging, or negotiating to sell prescription drug soma, or furnish drugs or alcohol, and then substituting a look-alike substance intended to represent illegal drugs or alcohol.</li> </ul>					
V. ROBBERY OR EXTORTION (E.C. 48900(e), 48915(a)(1)(D))			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
VI. DAMAGE TO PROPERTY (E.C. 48900(f))				
<ul style="list-style-type: none"> <li>Cause, or attempt to cause, damage to school or private property</li> <li>Arson</li> </ul>		X	X	X
VII. THEFT OR STEALING (E.C. 48900(g))				
<ul style="list-style-type: none"> <li>Stealing or attempting to steal school or private property</li> </ul>		X	X	X
VIII. TOBACCO (E.C. 48900(h))				
<ul style="list-style-type: none"> <li>Possession of tobacco or nicotine products</li> <li>Use of tobacco</li> <li>Students' possession or use of electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products is prohibited (BP 5131.62(a))(Discipline under 48900(k))</li> </ul>	X  X	X X X		
IX. PROFANITY, OBSCENE ACTS, DEMEANING RACIAL STATEMENTS, VULGARITY (E.C. 48900(i))				
<ul style="list-style-type: none"> <li>Directed at peers</li> <li>Directed at school personnel</li> </ul>	X	X X	X X	X X
X. DRUG PARAPHERNALIA (E.C. 48900(j))				
<ul style="list-style-type: none"> <li>Possession</li> <li>Offer, arrange, or negotiate to sell</li> </ul>		X X	X X	X X
XI. WILLFUL DEFIANCE (E.C. 48900 (k))				
<ul style="list-style-type: none"> <li>Failure to follow school rules</li> <li>Failure to follow directives or instruction of staff or teachers</li> </ul>	X X	X X		

<ul style="list-style-type: none"> <li>Failure to follow conduct code for school bus passengers</li> </ul> <p><b>*Students enrolled in kindergarten or any of grades 1 to 8, shall not be suspended solely (independently) for any of the acts listed under 48900k</b></p>	X	X		
XII. POSSESSION OF STOLEN PROPERTY (E.C. 48900(l))	X	X	X	X
XIII. POSSESSION OF IMITATION FIREARM (E.C. 48900(m)) <ul style="list-style-type: none"> <li>Replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.</li> </ul>		X	X	
XIV. SEXUAL ASSAULT OR BATTERY (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"> <li>Related to disciplinary proceedings.</li> </ul>	X	X	X	X
XVI. BULLYING (E.C. 48900(r)) <ul style="list-style-type: none"> <li>Any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act</li> <li>Cyberbullying including posts on Social Networks</li> <li>Creating a burn page</li> <li>Creating a credible impersonation of another</li> </ul>	X X X X	X X X X	X X X X	
XVII. SEXUAL HARASSMENT (E.C. 212.5 & 48900.2; A.R. 5145.7) <ul style="list-style-type: none"> <li>Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. (Applies to grades 4-12.)</li> <li>Note: Harassment of any type is not tolerated. Students in grades K-3 will be dealt with appropriately in cases of harassment.</li> </ul>	X	X	X	X
XVIII. ACTS OF HATE VIOLENCE (E.C. 48900.3) <ul style="list-style-type: none"> <li>Students in grades 4-12 may be suspended or recommended for expulsion for causing, threatening or attempting to cause, or participating in an act of hate violence, defined as willfully interfering with or threatening another person's personal or property rights because of race, ethnicity, national origin, religion, disability, or sexual orientation. Speech that threatens violence, when the per-petrator has the apparent ability to</li> </ul>	X	X	X	X

carry out the threat, may be considered an act of violence.				
<p>XIX. OTHER HARASSMENT (E.C. 48900.4)</p> <ul style="list-style-type: none"> <li>Students in grades 4-12 may be suspended or recommended for expulsion for intentionally engaging in harassment, threats, or intimidation against a student or group of students when the harassment is severe and pervasive and disrupts classes or creates disorder or an intimidating or hostile educational environment.</li> </ul>		X	X	X
<p>XX. TERRORIST THREATS (E.C. 48900.7)</p> <ul style="list-style-type: none"> <li>Against School officials, school property, or both. "Terrorist Threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person or property.</li> </ul>		X	X	X

## Section 5: Student and Family Acknowledgement Form



### **Bannon Creek School Student and Family Handbook Received Acknowledgement Form**

This document is available on our school website at <https://natomasunified.org/bcs/> 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 “Bannon Creek School Student and Family Handbook Received Acknowledgement Form”** after your family has had a chance to review and discuss the information. Students will be held accountable for the expectations outlined in this handbook, therefore teachers will also review the handbook during the first 3 days of school and again in January 2024. However, to ensure clear communication, it is important that the family also review the handbook with your student.

My student and I have reviewed the 2023-2024 Bannon Creek 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 \_\_\_\_\_

# Bannon Creek School



## TITLE I SCHOOL - PARENT/GUARDIAN - STUDENT COMPACT 2023-24

### **School - Teachers**

- Provide a safe, supportive, and welcoming environment for students to learn.
- Provide access to a rigorous curriculum tied to California Common Core State Standards.
- Ensure high quality instruction from qualified teachers and staff.
- Strive to address the individual needs of our students.
- Communicate regularly with families regarding student expectations, academic progress, and school events.
- Involve parents/guardians in the education of their student.

By signing below I agree to abide by the School-Parent/Guardian-Student Compact:

**Teacher Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Parents/Guardians**

- Ensure that my child arrives at school on time every day.
- Make sure my child gets an adequate night's sleep.
- Keep the school updated on current contact, health, and other pertinent information
- Accept full responsibility for all books, materials and technology used by my student including library and textbooks.
- Provide a quiet place for my child to study and do homework.
- Attend Back to School Night, Parent Conferences, and Open House.

By signing below I agree to abide by the School-Parent/Guardian-Student Compact:

**Parent Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Students**

- Arrive at school on time every day unless I am ill.
- Be responsible for my own behavior.
- Be a cooperative learner.
- Return completed class work and homework on time.
- Return corrected work to my parent(s).

By signing below I agree to abide by the School-Parent/Guardian-Student Compact:

\_\_\_\_\_  
**Student Name (Printed)**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**