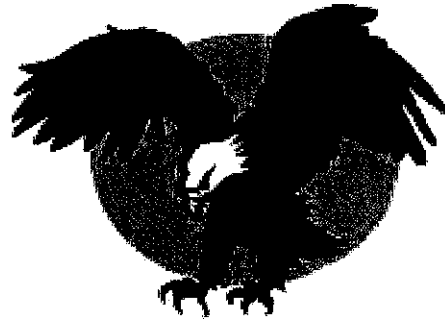


2013-2014



Welcome to
American Lakes

Family Handbook

Welcome to

A M E R I C A N L A K E S

2800 Stonecreek Dr.
Sacramento, California 95833
Phone:(916) 567-5500
Fax:(916) 567-5509

Suzen K. Holtemann, Principal

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Board of Trustees

The Natomas Unified School District's Board of Trustees is ultimately responsible for all policies and procedures at American Lakes School. You may find the Board Agenda online at: <http://natomas.csbaagendaonline.net>. All parents and member of the community are encouraged to attend these meetings and stay involved in the education decision-making process. Locations change so contact the school for the location.

Susan Heredia, President

B. Teri Burns, Vice President

Lisa Kaplan, Member

Scott Dosick, Member

Ryan Herche, Clerk

District Office Administration

Chris Evans - Superintendent

Adrian Palazuelos - Assistant Superintendent, School Leadership & Support

Cecil Duke - Assistant Superintendent, Student Services & Safety

Sally Clark - Assistant Superintendent, Human Resources

William Young - Assistant Superintendent, Business Services

Natomas Unified School District Office

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

Administration & Faculty

ADMINISTRATION

Suzen K. Holtemann- Principal
Tori Halcón - Assistant Principal

OFFICE STAFF

Maria Freeman- Admin Secretary
Sandra Larkin- Secretary
Loretta Griffin-Librarian

HEALTH AIDE

Candice Rodriguez

INSTRUCTIONAL AIDES

Tracy Grubb
Kelly Fort
Linda Kiyama
Maria Martinez-Alvarez
Tracee Simonini
Fran McCurry
Sadia Sultana
Roni Gerken
Therese Grubb

YARD DUTY STAFF

Miah Zephier

CUSTODIAL STAFF

Martin Jaime - Lead Custodian
Raul Torres- Evening Custodian
Ana Herrera - Evening Custodian

FOOD SERVICES

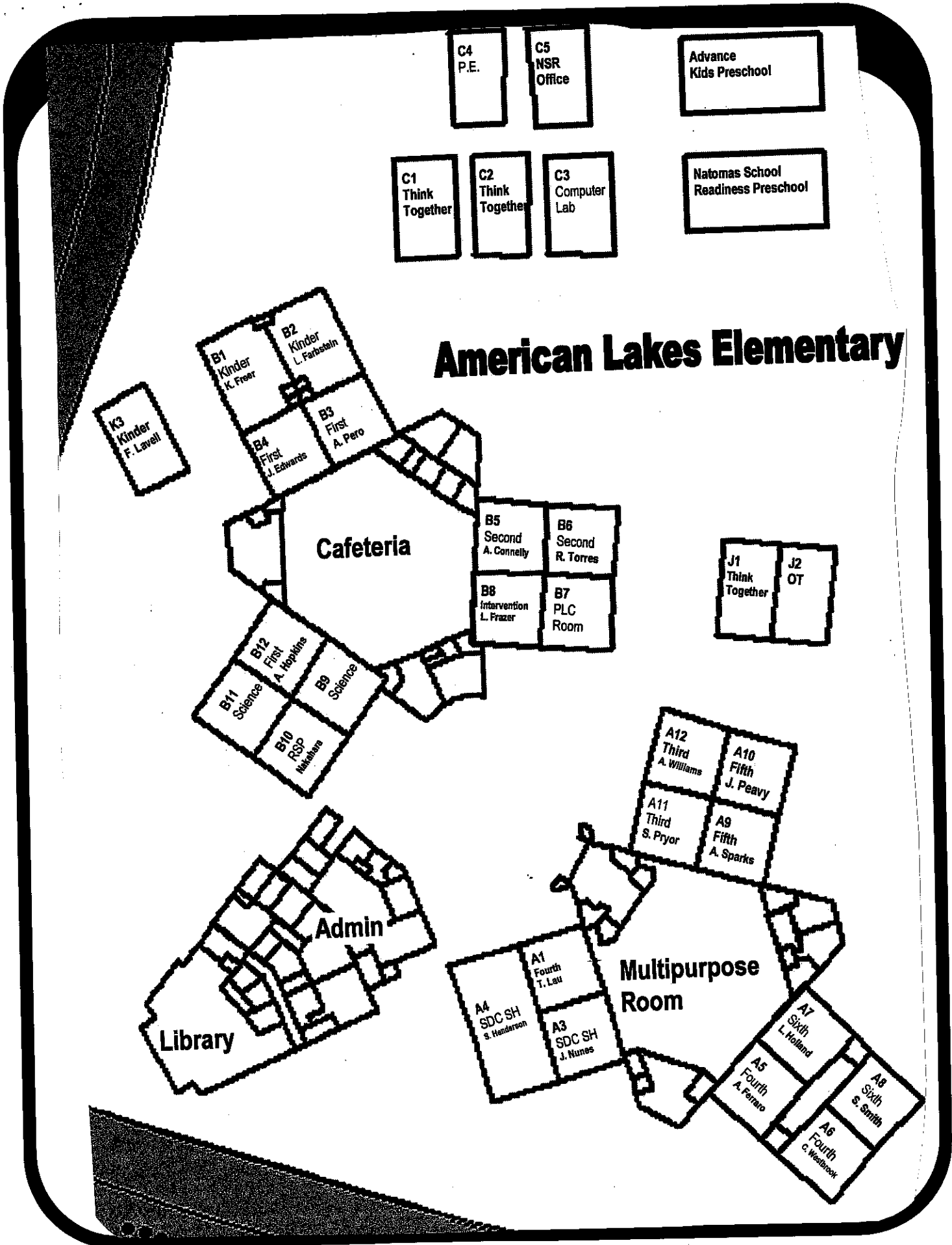
Kelly Ferrentino
Katrish Pratt
Linda Matoske

TEACHING/CERTIFICATED STAFF

NAME	GRADE LEVEL/SUBJECT
Laura Farbstein	Kindergarten
Kathryn Freer	Kindergarten
Fred Lavell	Kindergarten
Jennifer Edwards	First
Amy Hopkins	First
Amy Pero	First
Amanda Connelly	Second
Rosa Torres	Second
Stephanie Pryor	Third
Anna Williams	Third
Tiffany Lau	Fourth
Niccole Pulis	Fourth
Cynthia Westbrook	Fourth
Josie Peavy	Fifth
Amy Sparks	Fifth
Liz Holland	Sixth
Steve Smith	Sixth
Alysa Beauchamp	Physical Education
Naomi Nakahara	Learning Center
Sandee Henderson	SDC
Jennifer Nunes	SDC
Megan Louis	PSYCH
Daniela Corti	Speech

School Calendar

Please see school website for revised 2013-2014 District Modified Traditional Calendar



American Lakes Elementary

Parent Information

Home-School Communication

One of the keys to a child's success in school is parent involvement on a day-to-day basis. American Lakes School will post newsletters and informational notices on the school website to keep parents aware of school events and news.

Steps For Addressing Concern

From time to time concerns arise regarding a student's performance, or a specific event which occurred at school. If you have a concern please follow this process:

1. Talk to the teacher first. At school, the teacher has the most direct contact with your child and is probably the person most aware of a situation that concerns you.
2. Talk with the principal. The principal will have information about school-wide or District issues and can also assist if a problem cannot be resolved by the teacher.

Contacting a Teacher

Communication between teachers and parents is extremely important to the educational process. Teachers welcome your notes and calls. Teachers have limited times that they are available to accept phone calls, before school, and immediately after school unless they have supervision duty. Conferences with teachers, however, can easily be arranged. Send note or leave a message with the office. Your child's teacher will call as soon as possible.

Contacting the Administration

If you have a question or concern related to school policies, or about your child's progress beyond the teacher's response, you may call the office at 567-5500. Your call will be returned as soon as possible, generally the same day.

Health

The Secretaries servicing our School health office endeavor to identify problems that might impede a child's maximum educational development.

Illness/Medication

A child should not be sent to school if his/her illness would be detrimental to his/her classmates' best interest. If the child shows any signs of fever, stomach upset, rashes, etc., it is generally better to keep the child at home.

Please notify the school immediately in case of contagious diseases such as measles, mumps, chicken pox, impetigo, or an infestation of head lice or the like, in order that the school may notify the parents of children who have been exposed. Any students having had a communicable disease may be readmitted only by the school nurse or other designated school personnel with a doctor's note.

Injuries that occur elsewhere are not taken care of at school. Such treatment is not a function of the school. If a child becomes ill or injured at school, we will give First Aid and notify the parent immediately.

Medication

Please do not send medication to school with your child. If it is absolutely necessary that your child take medication, we must adhere to the following procedure as outlined in the California State Education Code Section 11753.1.

“Any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated school personnel, if the school district receives the necessary forms completed by the parents or guardian and physician. The form can be obtained in the school office or the health room. **OVER-THE-COUNTER MEDICATION MAY NOT BE ADMINISTERED OR BROUGHT TO SCHOOL, UNLESS A “Parent/Care provider Request For Medication in School” FORM IS COMPLETED.***

The same rules apply to over-the-counter medication as to prescription medication. *A copy of the Parent/Care provider Request For Medication in School form may be picked up in the school office.

Arrival/Dismissal

School starts at 7:45 a.m. for all students. Students should not be on campus prior to 7:30am. No supervision is provided prior to this time.

7:30 - 7:43	Breakfast is served
7:43	First Bell rings
7:45	School Begins
1:38	Students in Grades K-3 are dismissed
1:55	Students in Grades 4-6 are dismissed

For safety and liability reasons, students should not be waiting more than fifteen (15) minutes after dismissal time for their siblings and/or parents. Supervision is not provided.

Drop off/Pick up

Parents should arrive with enough time for children to eat breakfast in the cafeteria. Please pull your vehicle as far forward in the loading zone as possible **AND DO NOT PARK**. If you need to get out of your car, please park in designated areas. Drop off or pick up your child and then exit the driveway at the Beanstalk end. If there is traffic congestion on Stonecreek, please make a right turn out of the driveway in order to help ease traffic flow, cars waiting to make a left turn on to an already congested street prevent cars in the drive way from moving forward. Do not double park in the parking lot and do not walk through the parking lot. **USE THE SIDEWALKS PLEASE!**

School Attendance/Absences

Punctual daily attendance is necessary for students to make satisfactory progress in school. The state requires each student to be in school unless prevented by illness, family funeral, quarantine, medical or dental appointments, court appearances, observance of a holiday or religious ceremony.

When a pupil is absent from school with knowledge and consent of his parents or guardian for other than lawful reasons, it is a case of unlawful detention and subject to court action. The following reasons are unexcused:

- Out-of-town travel
- Visiting with guests from out of town
- Overslept
- Weather conditions (too cold, too hot or raining)
- Missed bus or could not ride the bus because of bad conduct
- Tardiness in excess of 30 minutes
- Parent or family member ill

Procedures For Notifying School of Absence

Parents are requested to phone the school office at 567-5500 when a student is absent. Please notify the secretary and give the reason for the student's absence. Even though the parent calls the school office, the student is still required by law to bring a note from the parent on his/her return to school. The note must include the student's name, date of absence, specific cause of the absence, and a complete signature of the parent or guardian. (This information is essential for our attendance accounting records). If you know in advance that your child will be out of town for five or more days for any reason, please advise the teacher so that an **Independent Study Packet** can be prepared for your child. One week lead time is necessary for a teacher to prepare an Independent Study Packet.

Early Dismissal

Students will only be released to a parent or guardian during the school day unless one of the following conditions apply:

If you are unable to pick up your son/daughter from school, send a signed note to the school with the name of the person you have authorized to pick up your students that day. We will then call you to confirm this before releasing your child. It is strongly suggested that this person is listed on the emergency card as a possible caregiver. **NOTE:** If an emergency arises during the school day and you are unable to send a note, please contact the school office.

Students will not be released to individuals listed on the emergency card during school hours unless the parent sends a note giving permission. **NOTE:** If a person listed on the emergency card requests to take a student out of school during the day without a note from the parent/guardian, the school will telephone the parent/guardian to confirm that the individual has permission to take the student out of class. If the parent cannot be reached, the student will not be released.

Students will be released to individuals listed on the emergency card only when a student is ill, has an emergency, is suspended, or has not been picked up from school at the end of the day when the parent cannot be reached.

All individuals will be required to show identification when picking up a student from school.

PLEASE NOTE: CHILDREN WHO ARE RELEASED EARLY ARE DISMISSED FROM THE OFFICE-NOT THE CLASSROOM. THEY MUST REPORT TO THE OFFICE BEFORE LEAVING CAMPUS.

School Attendance Review Board (SARB)

Students and their families may be referred to the School Attendance Review Board (SARB) for the following reasons:

BEHAVIOR

A student who exhibits chronic misbehavior that requires continual suspension from school will be scheduled for a hearing by the school attendance review board. The administrator may recommend at any time that a SARB hearing be convened if a student overly or flagrantly interferes with the smooth operation of the school or in any way jeopardizes the health or safety of any individual or group.

ATTENDANCE

A student and his/her family may be summoned to appear before SARB if he/she has irregular attendance for any reason. If he/she has been declared a habitual truant, or if he/she has excessive unexcused absences.

Short-term Independent Study

This is an instructional strategy for parent/students who request to receive their education separate from the school setting for a period of time that would encompass from five (5) days to twenty (20) school days. Reasons may include absence for a family emergency or for a vacation from the area. If out of the area, students would be required to submit their work as required by the home school and the student's individual Master Agreement. In the Natomas Unified School District, a short-term Independent Study is conducted through the student's home school site. Parent, student and supervising teacher sign the Master Agreement, including the Student Work Assignment Form. Student's work and Master Agreement are to be turned in to the School Secretary as soon as the student returns to school.

Tardiness

Students are to line up at 7:45 a.m. Any one arriving after 7:45 a.m. is considered tardy. The student needs to bring a note from the parent/guardians stating the reason for the tardiness. In severe cases, tardiness may be regarded as truancy and result in more severe corrective measures.

Bicycles

Children riding their bicycles to school must wear a helmet (a California State Law). Cyclists who do not wear helmets will need to have a parent pick-up the bike or student is to walk it home.

1. It is recommended that students in grades K, 1, and 2, NOT ride their bicycles to school.
2. Students who do ride a bicycle to school are expected to lock the bicycle to one of the school racks with a suitable cable or chain and lock.
3. Bike riders are to enter and exit the bike rack area via the front of the school.
4. Bike riders must walk their bicycles on school grounds at all times.
5. All bicycles must be parked in the bicycle area. Pupils riding bicycles to school must obey regular traffic rules or the privilege of bringing a bicycle to school may be revoked.

Cafeteria

Students who qualify for free and reduced lunch will also qualify for free and reduced breakfast. Breakfast is served between 7:30 - 7:45 a.m. Students are allowed to charge two times, after the second charge an alternate meal will be provided. This is subject to change, and is currently under Board Review for a uniformed district wide policy.

Classroom Visitation

We are proud of the educational program being offered at American Lakes School. Parents are always welcome to visit the school and observe in the classroom. Please note that parents are not allowed to bring younger siblings to the classroom to observe/volunteer in the classroom during the instructional day. When coming on the school grounds, you must first report to the office and state your purpose for being at school by signing the Visitor's Log and receiving a Visitors Badge. While observing in the classroom, the teacher will continue to carry on with the planned instructional activities, it is therefore, asked that you not attempt to engage the teacher in a parent conference and that you not bring young children and infants with you. They can be distracting to the teacher and the pupils. We request that parents provide notice of their wish to visit the classroom at least 24 hours prior to the visit. The school office will be able to set up an appointment for you.

Communication/Phone Messages

In order to limit the amount of interruptions for the classroom, parents are encouraged to arrange pick up with their student ahead of time and ensure any articles they need for school are brought on campus before school by the student. Only emergency messages and articles will be delivered. Parents wishing to leave emergency messages/articles for their children may do so by contacting the secretary in the office.

Community Volunteers

Parents and community members can offer their time and talents to support the work of the professional staff and invest something of themselves in the education of the children of the community. A volunteer has the chance to increase the continuity of learning between home and school. As a volunteer you show your child that you value education enough to take time from your busy schedule to help. The most important quality a volunteer can possess is dependability. If you are unable to come on any day you are expected, please call the office and leave a message.

To serve as a volunteer it is not necessary to have a student at American Lakes School. Grandparents and senior citizens are very welcome.

Defacing School Property

We are very proud of American Lakes School. Students that are found to have committed an act of vandalism will be billed for damages. Education Code Section 48904, increases parental liability to \$10,000 for damages to the site. Penalties and fines for graffiti include a \$250 fine (Penal code 640.51640.6).

Emergency Cards

Parents are required to fill out emergency cards for each child enrolled in American Lakes School. It is very important for the safety of your child that these cards are kept current. This is the only way that we can contact you in cases of emergency.

These cards are maintained in a file and are used by the office to contact parents. A change in any of the following should be reported to the school immediately:

- Home phone number.
- Parent's work phone number and/or address.
- Doctor's name and phone number.
- Name, address, and phone number of the friend or relative you have designated to contact in case we cannot reach you.

Any time a parent is going to be out of town, please send a note to the school with the date(s), (length of time), and the name, address, and telephone number of the person to call in the event of an emergency with the child during that time.

Field Trip Chaperones

Parents are encouraged to help chaperone American Lakes School field trips. Please make arrangements with your child's teacher. For insurance reasons, **SIBLINGS ARE NOT ALLOWED** to ride on school buses on field trips when parents are chaperoning. 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 via proper channels. Parents chaperoning on overnight field trips will need to be fingerprinted.

Field Trip Permission Slips

Students are given Parent Permission Slips several days prior to a scheduled field trip. These slips must be signed and returned to the teacher in order for the student to go on the field trip. Students who are unable to attend their class field trip for any reason will be supervised by another teacher here at school. Students are expected to behave properly on all field trips. Students who do not behave properly will be sent back to school.

Guests of Pupils

It is our practice to not allow pupils to have guests, siblings and friends spend the day with them at school. Teachers are not equipped to care for those who are not enrolled in their classes.

Lost and Found

It is recommended that name tags or inked names be placed in all coats, hats, sweaters, jackets, lunch pails and backpacks. Lost and Found will be placed in storage and brought out every few weeks for students to gather their belongings. Students should check for lost items before school, at lunch time and after school. Students are not to search through the items during class time. Unclaimed books are returned to the Library.

Lost and Found is given to a charity at the end of each trimester. Parents will be notified and given an opportunity to search for lost items.

Pets

It is often educationally desirable to observe small animals at close hand. However, we request that parents do not permit their children to bring any animals or pets to school unless a teacher requests that they do so. As a safety precaution, **dogs** (exception guide dogs) should not be on campus during the hours children are in attendance.

Student Dress Policy

From years of observation, we know that student behavior is better if students are properly dressed for the business of going to school.

The primary responsibility for student dress and appearance rests with the parents/guardians. The primary purpose of school is education. Therefore, all aspects of school must be considered with the objective in mind. As a guide, students will be dressed in clothing that is appropriate in the workplace and safe for all school time activities, such as recess or PE. For example, if a student sits down and leans over (like at the lunch table talking to a friend across the table) and skin or undergarments show, the clothing is not appropriate.

The students at American Lakes School will follow the district dress code as outlined in the district/school handbooks. This dress code would be enforced at all times while the student is on school grounds and at all school functions.

American Lakes Clothing Standards

Parents are required to make sure that their children are dressed for school and school activities in an appropriate manner. Clothing should not be too tight, short, or revealing. Logos and graphics that promote the use of drugs, tobacco, alcohol, or display bad language, violence, suggestive references, or racial/ethnic slurs will not be permitted.

Here are some guidelines when considering clothing for school:

- Shorts should be hemmed and are no shorter than mid-thigh.
- Halter tops, spaghetti straps, tube tops and half-shirts are not permitted. Tank top straps must be at least one inch.
- Students will not wear shirts exposing midriff, or cleavage.
- Transparent or mesh shirts are required to have an under shirt underneath. (i.e. Sport jerseys)
- All shoes and sandals must have back straps. No flip-flops.
- All shoes must have a heel no higher than one inch.
- Hats may be worn for sun protection outside. Caps must be worn with the bill facing forward. Hats are to be removed inside all buildings. No writing on hats. (No tagging or other alterations)
- Students are not permitted to wear hats or other head coverings indoors. Sunglasses are not to be worn indoors.
- Pants must be worn at the waist, not sagging. Pants must contain no holes above the knees.
- Undergarments may not be seen.
- No personal grooming items at school. (Chap Stick is acceptable)
- Clothing or any accessories that may be deemed dangerous such as chains, steel-toed boots, spikes or studs are not allowed.
- Hair must stay in a natural color. (no green, purple etc.)
- Physical education, **students are required to wear appropriate clothing and tennis shoes for PE.**

Gang Apparel is Prohibited

- Jewelry, accessory, notebook or manner of grooming (including haircuts) which by virtue of its color, arrangement, trademark or any other attribute denoting membership in a gang or group is prohibited. No clothing or articles of clothing (including but not limited to gloves, bandannas, shoestrings, wristbands, belts, jewelry) related to group or gang that may provoke others to acts of violence are prohibited.

Dress code will be enforced for Kindergarten through 6th grade.

Any student who deviates from the accepted standards set forth in this policy will be required to prepare properly for the classroom before being admitted. Refusal to cooperate will result in the following disciplinary actions.

- **First Dress Code Offense:** If a student is out of dress code they will receive a citation, and be sent to the office for a change of clothes. Teacher will notify parents.
- **Second Dress Code Offense:** The second time a student is out of dress code, they will receive an office referral, meet with an administrator, and will be required to change clothes. Teacher will notify parents.

Toys/Electronic and Sports Equipment

Toys, stereos or radios, sports equipment, electronic games including “virtual pets”, and all items that can distract from the learning environment are not allowed at school. If a student wishes to bring an item for “sharing” they must first have teacher permission and then they are to give the item to the teacher for safe keeping. Besides the disruption to learning many of these items can get lost or stolen and lead to many other problems. Also cellular phones, pagers, etc. must be turned off during school hours. No CD players, walkmans, radios, tape recorders, electronic games (PSP, DS, Game Boy etc.) are to be brought to school. This protects students from having their items lost or stolen. If a staff member sees such an item, it will be taken from the student and the student may claim it after school. If the student brings the item again and it is taken, it will be kept until the last day of school or until a parent can personally pick up the item. The use of camera phones to take video or still pictures is prohibited.

Possession of dangerous items such as knives, matches, firecrackers, will result in suspension and may result in expulsion. Please be aware of what is in your child’s backpack, pocket or notebook. Items left from the weekend fishing trip can result in serious consequences. Weapons pose a serious threat to student safety and will not be tolerated at any level.

Student/Parent/School Agreement

PHILOSOPHY

At American Lakes School we believe that each child has the right to an environment that fosters a nurturing positive attitude and provides opportunities for maximum learning and social growth. In order for American Lakes School to maintain a safe, secure environment...

CHILDREN ARE EXPECTED TO:

1. Come to school neat, clean, and ready to learn. Children should have an appropriate breakfast and lunch.
2. Cross the street at corners only.
3. Be on time for school every day and in attendance every day unless ill. Children are expected to be in class at 7:45 a.m.
4. Make an effort to learn what is being taught.
5. Respect the authority of teachers and all school adults, and to receive the same.
6. Leave toys, candy, gum, and electronic equipment at home.
7. Leave dangerous items (e.g. matches, pocket knives) at home.
8. Tell the nearest adult if he/she is injured or has an accident.
9. Deposit litter in trash cans.
10. Play safely in supervised areas only.
11. Stay away from all unauthorized areas (e.g. bus zone).
12. Be respectful.
13. Be responsible.
14. Be appropriate
15. Go directly home after school.

CHILDREN ARE NOT TO:

1. Be dropped off before 7:30 a.m. There is no **adult** supervision.
2. **CROSS THE STREET ANYWHERE EXCEPT IN A CROSSWALK OR AT A CORNER WHEN ARRIVING OR LEAVING SCHOOL!**
3. Bounce balls except on the playground.
4. Go to the cafeteria, media center, or classroom without teacher permission and supervision.
5. Go to the office without teacher permission unless they have an emergency.
6. Climb on school buildings, roof, or railing on portables or jump off picnic tables.
7. Use profane or vulgar language or wear clothing with objectionable language on it (e.g. T-shirts promoting cigarettes or alcohol).
8. Sell, exchange or gamble items at school.
9. Threaten or injure others. If a student is threatened or injured he/she is to tell an adult immediately.
10. Fight. Fighters may be suspended. If there is a fight, students are to get away from it immediately and go for adult help. Students who provoke others to fight, hang around a fight to encourage or provide an audience will be considered part of the fight and also may have consequences for their involvement.
11. Throw rocks or other objects.
12. Leave the school yard without permission from the office or go home a different route at any time without written permission from parents.
13. Damage the school or remove school property either during school or after school.
14. **BE DROPPED OFF OR PICKED UP IN THE BUS ZONE.**

Back to School Night

This night is scheduled for August 21, 2013 at 6:30-8:00 pm. This night is set aside for teachers to explain their direction and priorities for the school year. Its purpose is to help parents understand the expectations and curriculum design their child's classroom. This is an evening designed for parents, so we ask that parents please make arrangements to leave their children at home.

Cell Phones

Students may not use a cell phone on school property during school hours. A student will be warned of this violation once. The next time an adult sees a student using a cell phone during school hours, the phone will be confiscated. Phones are available on campus for communication with parents in the classrooms and the office. A parent will then need to come to school to claim the cell phone. The school is not responsible for lost or stolen phones. The use of camera phones to take video or still pictures is prohibited.

Skateboards

Skateboards may be used as transportation to and from school. Upon arriving at school, students must check the skateboard in at the office where it will be kept safe until the end of the school day. Students who walk the campus with a skateboard will be directed to take the board to the office. If a student is asked to do this a second time, the skateboard will then be confiscated and a parent will need to come to school to claim the skateboard.

Cafeteria Rules

So that the cafeteria will be orderly and pleasant students will:

1. Treat all cafeteria personnel courteously.
2. Use proper language and hold appropriate conversations.
3. Use straws, milk cartons, trays, napkins, other utensils and food correctly.
4. Use good manners; talk when your mouth is empty, chew with your mouth closed, keep food to yourself.
5. Remain seated until dismissed by a supervisor.
6. Make sure the area around you is free from garbage.
7. When you are dismissed from your table walk quietly as you dispose of your trash.
8. Quietly, walk to the playground.

Disciplinary Procedures

When students choose to break school rules, teachers will follow their classroom and school wide disciplinary procedures. However, for more serious or repeated problems students may receive office referrals.

Student Referrals

A teacher, administrator, secretary and/or instructional assistant will complete a student referral form for a student when a situation involves one of the reasons 1-9 identified below.

1. Attempted, threatened or caused injury to another person.
2. Possession of dangerous weapon (knife, gun, explosive, firecrackers, etc.)
3. Unlawful possession of controlled substance.
4. Theft or damage to school or private property.
5. Use or possession of tobacco.
6. Use of profanity or vulgarity or committed obscene act.
7. Disruption of school activities/defiance of authority.
8. Excessive tardiness and/or absences.
9. Other.(e.g. multiple citations received on playground)

The administrative action taken will depend on the severity of the action which leads to the referral and the previous disciplinary actions the student has encountered.

Items 1, 2, and 3 on the student referral form may be suspendable offenses on the first occasion. Items 4, 5, 6, and 7 are suspendable offenses only when they have been shown to be habitual, and documented means of improving behavior is present. Regardless of administrative action taken on any and all student referrals, each and every student and parent will be ensured of due process under the California Education Code.

SUSPENSION: "Suspension" means removal of a student from the ongoing instruction for adjustment purposes. It also means that the student is not to attend or participate in school activities for the duration of the suspension. Parents are required to respond to a conference regarding a suspension without delay.

EXPULSION: "Expulsion" means removal of a student from the supervision and control of the general supervision of school personnel. A student who is expelled shall not attend any other school in the district.

Students may be recommended for expulsion from the district when a student has reached 20 days of suspension in a school year and other means of correction have repeatedly failed to bring about proper conduct. Mandatory reasons for recommending expulsion include sale or furnishing of a controlled substance or sale of a substance represented to be a controlled substance.

Suspension Appeal Process

Students may only be suspended from school for infractions of Education Code 48900. Upon being informed of an alleged violation of Ed Code 48900, the following steps are being taken;

School Administration will thoroughly investigate the allegation.

Upon determining that the infraction occurred, the school administration will discuss the results of the investigation with the student.

Consequences are determined based on the individual facts of the case. When suspension is appropriate, reasonable attempts are made to contact the parent/guardian immediately. The parent has the right to meet with the suspending administrator immediately to review the result of the investigation. If the parent believes that the investigation is incomplete or contains errors, the parent may submit to the investigating administrator a written account of the errors and omission including names of additional witnesses. If the parent continues to believe that the investigation contains flaws, the parent may submit a written account to the Coordinator of Child Welfare and Attendance for further investigation. Within five days, the Child Welfare and Attendance will review the investigation conducted by the school officials and schedule a meeting between the parent, student and suspending administrator and the Coordinator of Child Welfare and Attendance to resolve the issue. The Coordinator of Child Welfare and Attendance will review and investigate the concern with the parent and if necessary, assist the parent in completing the Natomas Unified School District's Uniform Complaint procedure as outlined in Board Policy 1312.3.

CONCLUSION

Through a partnership of student, family and school in this agreement the rights of all children will be protected. The success of this agreement is dependent on the support and cooperation of students, parents and staff.

At American Lakes School we are committed to helping each child grow socially as well as academically. We will always listen to each child's explanation of a situation before taking disciplinary action. Moreover, the intent of the disciplinary action will be to teach the child as well as to prevent repeated misbehavior.

District Policies

Nondiscrimination

The Governing Board is committed to equal opportunity for all individuals. District programs and activities shall be free from discrimination based on age, sex, race, color, religion, political affiliation, national origin, ethnic group, ancestry, marital or parental status, disability or any other unlawful consideration. The Board shall promote programs which ensure that discriminatory practices are eliminated in all District activities, while at the same time providing personnel practices based on fitness and merit. The policy is subscribed to in the belief that we must ensure equal treatment for all persons. It is a goal of this governing board to achieve and maintain a work force representative of the general population for all occupations and at all levels.

District programs and facilities, viewed in their entirety, shall be readily accessible to individuals with handicaps. The Superintendent or designee shall ensure that interested persons, including those with impaired vision and hearing, can obtain information about the programs, facilities, and activities available to them. Any student, staff member or parent who feels that discrimination has occurred should immediately contact the teacher, principal of the school, or District Title IX Coordinator.

Sexual Harassment

The Governing Board prohibits unlawful sexual harassment of or by any student by anyone in or from the district. Sexual harassment is unwelcome sexual advances, request for sexual favors, and other verbal, visual or physical contact of a sexual nature made by someone from or in the work or educational setting. Anyone who feels that harassment has occurred should immediately contact the principal or designee at his/her school. If a situation involving sexual harassment is not promptly remedied by the principal or designee, a complaint of harassment can be filed. This may be initiated at the school or by directly contacting the District Title IX Coordinator.

To File a Complaint

Filing a complaint: Put the complaint in writing and submit it to a principal or the Title IX Coordinator. If a complainant is unable to put a complaint in writing, District staff shall help him/her to file the complaint.

Mediation: Mediation is optional. It involves a third party to help in resolving the dispute.

Investigation: The district will investigate the complaint and provide a written report of the investigation and reach a decision within 30 days of the receipt of the complaint.

Appeals: If the complainant is dissatisfied with the decision, he/she may file the complaint with the Board of Education within five days. The person filing the complaint may also pursue action in civil court.

Complaints will be confidential. The District prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned. If you have a complaint, contact a site administrator, or the Title IX Coordinator.

Title IX Coordinator
Natomas Unified School District
1091 Arena Blvd.
Sacramento, CA 95834
(916)567-5400

Parent Responsibility

- I have been notified, through receipt of the American Lakes Parent/Guardian Handbook, of our rights and responsibilities as specified by federal and California Education Coeds and NUSD policy.

My signature acknowledges access to and receipt of the information with in the American Lakes Family Handbook.

Parent Signature: _____ (written)

Parent Signature: _____ (signature)