



STUDENT/FAMILY HANDBOOK

2023-2024

2775 Millcreek Drive
Sacramento, CA 95833
Telephone (916)567-5886
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<https://natomasunified.org/virtual-academy/>

Go Meerkats! Small, but Mighty!

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NATOMAS UNIFIED SCHOOL DISTRICT

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

BOARD OF TRUSTEES

Jag Bains
Micah Grant
Ericka Harden
Susan Heredia
Lisa Kaplan

NUSD Vision

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

NUSD Core Values

We value learning and achievement for each of our students.

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

We value diversity, equity, and inclusion.

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

Safe Haven

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

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

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

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

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

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

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

Welcome to the 2023-2024 School Year!

Hello Meerkat Families, Friends & Supporters,

Welcome to our second year, a year of continued growth, opportunity, and stability! Larry G. Meeks Academy will continue to be a virtual school and program that ensures scholars and families receive high quality instruction in a variety of flexible and effective manners.

Our first day of school is just around the corner on August 11th, 2022. We have orientation for all grade levels on August 5th, 2022. Our excitement to continue collaborating with families and our community to help our scholars grow, advance, and develop into college and career ready, productive, responsible, and engaged global citizens.

As we enter our second year, we will lean into our school mantra even more! Our mascot, the meerkat, helped us come up with this idea as real-life meerkats live in specially created “bolt-holes” which ensure they can live safely and comfortably, but also get through difficult situations. Thus, our school mantra is that scholars will embody these BOLTS guidelines:

Brilliant
Observant
Leaders
Tenacity
Service

To explain in more detail: We firmly believe that our students will be **brilliant** and **observant leaders** who are **tenacious** in all that they do, including a focus on **service** to others and to our community.

This school year will be another success and we can't wait to get started! Please make sure you visit: <https://natomasunified.org/virtual-academy/> for updates and to ensure you have access to all platforms to access curriculum, calendars, and more! Particularly, please be welcomed to attend any of our parent committees, activities, and events, even if you're just curious and just want to listen, or if you want to take a leadership role, all are welcome to join and are appreciated!.

Looking forward to another wonderful year together. *Adelante!* Let's do this!

Respectfully,

Dr. Esther L. Pérez, Executive Director, Larry G. Meeks (Virtual) Academy
eperez@natomasunified.org / 916-567-5608



Larry G. Meeks (Virtual) Academy Mission & NUSD Vision

Mission: It is the mission of the Larry G. Meeks (Virtual) Academy to create an inspiring and creative educational experience leading towards life and career happiness.

Meerkat Values: **BOLTS**

Brilliance
Observant
Leadership
Tenacity
Service

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.”

Section 1: School Site Information

Contact Information

Office Hours (in person)	Monday - Friday, 7:30-3:00pm <i>*Except holidays and breaks (see School Calendar)</i>
Main Office	916-567-5886
Attendance	916-567-5886

Administration Contact Information

Executive Director (Principal):
Esther L. Pérez, Ed.D.
eperez@natomasunified.org
(916)567-5608

School Secretary III:
Evangelina Sokolovska
esokolovska@natomasunified.org
916-567-5886

School Secretary II:
Nuria Lacayo
nlacayo@natomasunified.org
916-567-5886

Counselors Contact Information

The staff in the counseling office is responsible for coordinating a comprehensive system of support that will promote student connectedness to our academic program, extracurricular activities, work-based learning, academic peer counseling and health services. All the counselors are available via appointment. Referrals from parents, staff, or caring peers are encouraged.

Alexa Dela Cruz adelacruz@natomasunified.org
Serves Grades TK-8 (and supports students in the Alternative Learning Program, grades 9-12)

Teacher Contact Information

Teachers at the Meeks Academy can be contacted through email or phone. To find your teacher's email address, please refer to the school website at <https://natomasunified.org/virtual-academy/> or call the main office at 916-567-5886 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															
July 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							January 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								
August Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							February Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29								
September Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							March Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							No School July 4 Independence Day 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	
October Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							April Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							District Wide Minimum Days: December 21, 2023 and May 24, 2024	
November Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							May Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							Elementary and K-8 School Minimum Days: 5 minimum days for Parent/Teacher Conferences Check your school calendar for days	
December Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							June Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							Secondary (Middle and High) School Minimum Days: December 19-20, 2023 May 22-23, 2024	
														1st Quarter: 10/6/2023 1st Trimester: 11/3/2023 2nd Quarter: 12/21/2023 2nd Trimester: 2/23/2024 3rd Quarter: 3/8/2024 3rd Trimester: 5/24/2024 4th Quarter: 5/24/2024	

2023 - 2024 Larry G. Meeks Academy (LGMA) Student Calendar

In order to provide the most up to date information we encourage you to frequently visit our school website at [LGMA Virtual Backpack](#) (This is our virtual backpack).

The calendar of events can also be located that this address: [LGMA School Calendar](#)

Visit our School Calendar website for all events, but please see a list of our most popular events below...

Event	Date
<i>LGMA 22-23 Scholars' Orientation (In person)</i>	<i>Aug. 5th, 2022</i>
<i>Meet Meeks Staff Assembly (Virtual)</i>	<i>Aug. 17th, 2022</i>
<i>Brilliant Meerkat Bees (Spelling Bee - Virtual)</i>	<i>Sept. 14th, 2022</i>
<i>School Site Council & English Language Advisory Council (In person & Virtual)</i>	<i>Sept. 22, 2022</i>
<i>Hearing Van/Hearing Screening (In person)</i>	<i>Oct. 4th, 2022</i>
<i>Gratitude Council (Virtual)</i>	<i>Nov. 18th, 2022</i>
<i>Winter (Class) Concert (Virtual)</i>	<i>Dec. 21st, 2022</i>
<i>Spirit Week (Virtual)</i>	<i>Jan. 24-28, 2022</i>
<i>Black History Month (In person & Virtual)</i>	<i>February 2023</i>
<i>Vision Screening (In Person)</i>	<i>March 21st</i>
<i>Spring Break 2023</i>	<i>April 10-14</i>
<i>MS End of Year Dance (In person)</i>	<i>May 12th, 2022</i>
<i>These are only a few of our events! Check our website for ALL events!</i>	

Larry G. Meeks Academy Bell Schedules (Grades TK & K)

Grades Tk - K		
Morning Meeting & Math	8:00am-9:30 am	90 minutes
<i>AM Recess (Break)</i>	<i>9:30am-9:45am</i>	<i>15 minutes</i>
ELA	9:45am-11:15am	90 minutes
WIN & ELD	11:15am-11:35am	20 minutes
<i>Lunch</i>	<i>11:35am -12:13pm</i>	<i>38 minutes</i>
Science	12:13pm-12:48pm	35 minutes
History	12:48pm-1:23pm	35 minutes
<i>PM Recess (Social Skills)</i>	<i>1:23pm-1:33pm</i>	<i>10 minutes</i>
Office Hours	1:33-2:33pm	60 minutes
Grades Tk-K Minimum Day		
Morning Meeting & Math	8:00am-9:10am	70 minutes
Science	9:10am-9:35am	25 minutes
<i>AM Recess (Break)</i>	<i>9:35am-9:47am</i>	<i>12 minutes</i>
ELA	9:47am-10:57am	70 minutes
WIN & ELD	10:57am-11:12am	15 minutes
History	11:12am-11:37am	25 minutes
<i>Lunch</i>	<i>11:37am -12:17pm</i>	<i>40 minutes</i>
Office Hours	12:17pm-12:55pm	38 minutes

Larry G. Meeks Academy Bell Schedules (Grades 1-6)

Elementary Schedule (Grades 1-6)		
Morning Meeting & Math	8:00am-9:30 am	90 minutes
<i>AM Recess (Break)</i>	<i>9:30am-9:45am</i>	<i>15 minutes</i>
ELA	9:45am-11:15am	90 minutes
WIN & ELD	11:15am-11:35am	20 minutes
<i>Lunch</i>	<i>11:35am -12:13pm</i>	<i>38 minutes</i>
Science	12:13pm-12:48pm	35 minutes
History	12:48pm-1:23pm	35 minutes
<i>PM Recess (Break)</i>	<i>1:23pm-1:33pm</i>	<i>10 minutes</i>
Electives	1:33pm-2:00pm	27 minutes
Office Hours	2:00pm -3:00pm	60 minutes
ELementary (Grades 1-6) Minimum Day		
Morning Meeting & Math	8:00am-9:10 am	70 minutes
Science	9:10am-9:35am	25 minutes
<i>AM Recess (Break)</i>	<i>9:35am-9:45am</i>	<i>10 minutes</i>
ELA	9:45am-10:55am	70 minutes
WIN & ELD	10:55-11:15am	20 minutes
<i>PM Recess (Break)</i>	<i>11:15am-11:25am</i>	<i>10 minutes</i>
History	11:25am-11:50am	25 minutes
Electives	11:50am-12:15pm	25 minutes
<i>Lunch</i>	<i>12:15pm-12:55pm</i>	<i>40 minutes</i>

Larry G. Meeks Academy Bell Schedule (Middle School)

MS Schedule (Grades 7 & 8)		
Period 1	8:00am-8:50 am	50 minutes
BREAK	8:50am-8:52am	2 minutes
Period 2	8:52am-9:42am	50 minutes
BREAK	9:42am-9:50am	8 minutes
Period 3	9:50am-10:40am	50 minutes
BREAK	10:40-10:42am	2 minutes
Period 4	10:42am - 11:32am	50 minutes
BREAK	11:32am-11:40am	8 minutes
Period 5	11:40am-12:30pm	50 minutes
LUNCH	12:30pm-1:10pm	38 minutes
Period 6	1:10pm-1:50pm	40 minutes
Office Hours	2:00-3:00pm	60 minutes
MS (Grades 7 & 8) Minimum Day		
Period 1	8:00am-8:40am	40 minutes
BREAK	8:40am-8:42am	2 minutes
Period 2	8:42am-9:22am	40 minutes
BREAK	9:22am-9:24am	2 minutes
Period 3	9:24am-10:04am	40 minutes
BREAK	10:04am-10:11am	7 minutes
Period 4	10:11am-10:51am	40 minutes
BREAK	10:51am-10:53am	2 minutes
Period 5	10:53am-11:33am	40 minutes
BREAK	11:33am-11:35am	2 minutes
Period 6	11:35am-12:15pm	40 minutes
LUNCH	12:15pm-12:55pm	40 minutes



Larry G. Meeks Academy (TK-8) Bell Schedules 2023-2024

MS Schedule (Grades 7 & 8)		Elementary Schedule (Grades 4-6)		Elementary Schedule (Grades 1-3)		Elementary Schedule (Grades TK/K)	
Period 1	8:00am-8:45 am 45 minutes	Morning Meeting	8:00am-8:15am 15 minutes	Morning Meeting	8:00am-8:15 am 15 minutes	Morning Meeting	8:00am-8:15am 15 minutes
BREAK	8:45am-8:47am 2 minutes	Math	8:15am-9:20am 65 minutes	Math	8:15am-9:15am 60 minutes	Math	8:15am-9:15 am 60 minutes
Period 2	8:47am-9:32am 45 minutes	AM Recess (Break)	9:20am-9:35am 15 minutes	AM Recess (Break)	9:15am-9:30am 15 minutes	AM Recess (Break)	9:15am-9:30am 15 minutes
BREAK	9:32am-9:40am 8 minutes	ELA	9:35am-10:40am 65 minutes	ELA	9:30am-10:30am 60 minutes	ELA	9:30am-10:30am 60 minutes
Period 3	9:40am-10:25am 45 minutes	WIN & ELD	10:40am-11:00am 20 minutes	WIN & ELD	10:30am-11:00am 20 minutes	WIN & ELD	10:30am-10:50am 20 minutes
BREAK	10:25-10:27am 2 minutes	Electives	11:00am-11:30am 30 minutes	Electives	11:00am-11:30am 30 minutes	Electives	10:50am-11:20am 30 minutes
Period 4	10:27am - 11:12am 45 minutes	Lunch	11:30am-12:05pm 35 minutes	Lunch	11:30am-12:05pm 35 minutes	Lunch	11:20am-11:55pm 35 minutes
BREAK	11:20am-11:20am 8 minutes	Science	12:05pm-12:30pm 25 minutes	Science	12:05pm-12:30pm 25 minutes	Science	11:55pm-12:18pm 23 minutes
Period 5	11:20am-12:05pm 45 minutes	History	12:30pm-12:55pm 25 minutes	History	12:30pm-12:55pm 25 minutes	History	12:18pm-12:41pm 23 minutes
LUNCH	12:05pm-12:40pm 35 minutes	Office Hours (Instructional)	12:55pm-1:50pm 55 minutes	Office Hours (Instructional)	12:55pm-1:45pm 50 minutes	Office Hours (Instructional)	12:41pm-1:18pm 37 minutes
Period 6	12:40pm-1:25pm 45 minutes	Prep & Class Management	1:50pm-2:57pm 67 minutes	Prep & Class Management	1:45pm-2:57pm 72 minutes	Prep & Class Management	1:18pm-2:57pm 99 minutes
ELD/WIN	1:25pm-1:45pm 20 minutes						
Office Hours	1:45pm-2:10pm 25 minutes						
Prep & Class Management	2:10pm-2:57pm 47 minutes						
MS (Grades 7 & 8) Minimum Day		Elementary Schedule (Grades 4-6)		Elementary Schedule (Grades 1-3)		Elementary Schedule (Grades TK/K)	
Period 1	8:00am-8:30 am 30 minutes	Morning Meeting	8:00am-8:15am 15 minutes	Morning Meeting	8:00am-8:15am 15 minutes	Morning Meeting	8:00am-8:15am 15 minutes
BREAK	8:30am-8:32 2 minutes	Math	8:15am-8:55am 40 minutes	Math	8:15am-8:50am 35 minutes	Math	8:15am-8:50am 35 minutes
Period 2	8:32am-9:02am 30 minutes	ELA	8:55am-9:35am 40 minutes	ELA	8:50am-9:25am 35 minutes	ELA	8:50am-9:25am 35 minutes
BREAK	9:02am-9:04am 2 minutes	AM Recess (Break)	9:35am-9:45am 10 minutes	AM Recess (Break)	9:25am-9:35am 10 minutes	AM Recess (Break)	9:25am-9:35am 10 minutes
Period 3	9:04am-9:34am 30 minutes	WIN & ELD	9:45am-10:05am 20 minutes	WIN & ELD	9:35am-9:55am 20 minutes	WIN & ELD	9:35am-9:55am 20 minutes
BREAK	9:34am-9:40am 6 minutes	Elective/H/SS/Science	10:05am-10:35am 30 minutes	Elective/H/SS/Science	9:55am-10:25am 30 minutes	Elective/H/SS/Science	9:55am-10:15am 20 minutes
Period 4	9:40am-10:10am 30 minutes	Office Hours (Instructional)	10:35am-11:00am 25 minutes	Office Hours (Instructional)	10:25am-10:50am 25 minutes	Office Hours (Instructional)	10:15am-10:40am 25 minutes
BREAK	10:10am-10:12am 2 minutes	Prep & Class Management	11:00am-11:30am 30 minutes	Prep & Class Management	10:50am-11:30am 40 minutes	Prep & Class Management	10:40am-11:30am 50 minutes
Period 5	10:12am-10:42am 30 minutes	Lunch	11:30am-12:05pm 35 minutes	Lunch	11:30am-12:05pm 35 minutes	Lunch	11:30am-12:05pm 35 minutes
BREAK	10:42pm-10:44am 2 minutes						
Period 6	10:44am-11:14am 30 minutes						
Office Hours	11:14am-11:28am 15 minutes						
Prep & Class Management	11:29am-12:05pm 36 minutes						
LUNCH	12:05pm-12:40pm 35 minutes						



School Map

Bannon Creek School & Larry G Meeks Academy
 Natomas Unified School District
General Campus Map with Staff Locations
2023-24

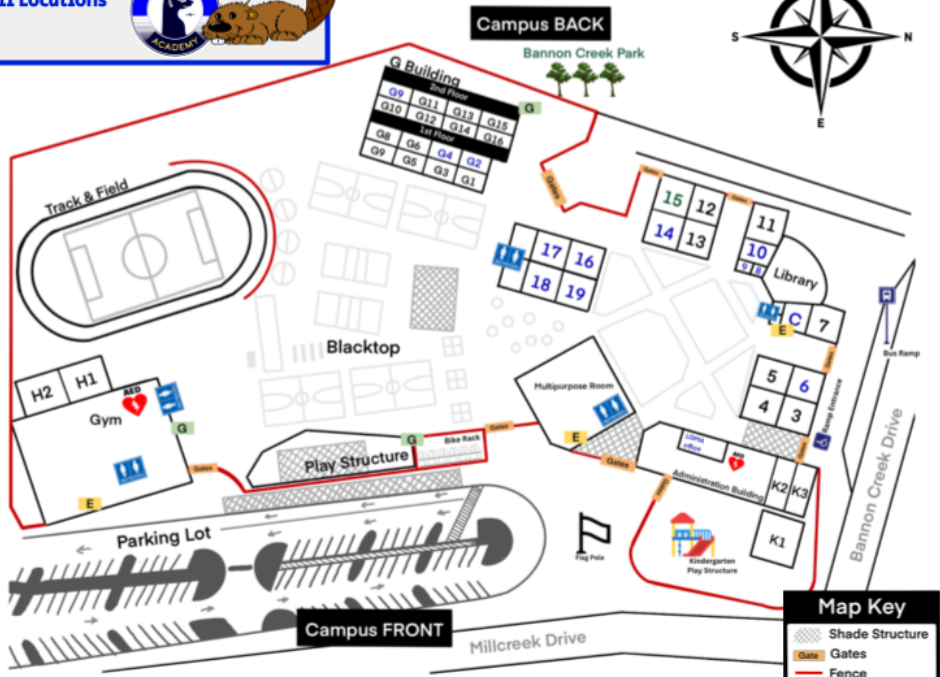


Revised Date: 05/31/2023



CLASSROOM ASSIGNMENTS
LGMA/ALP ONLY

- 6 Conine(6th), Mooroteea(SPED)
- 10 Library - Ramos
- 14 Counselor - DelaCruz,
- 15 ALP - Rocha, Gipson, Williams
- 16 Bun(MS), Wadi 8th(MS)
- 17 Carvalho(MS), MS Science
- 18. Gaus(5th), Morais(3rd)
- 19. Vidal(TK,K), Mac(1st)
- G2 Roberts(4th), Sarmiento(2nd)
- G4 Mathews(PE)



Map Key

- Shade Structure
- Gates
- Fence
- Restrooms
- AED Locations
- Gas Shut off
- Electrical Shut Off
- Water Shut Off
- ROOM # IN BLUE - LGMA CLASSROOMS
- ROOM # IN GREEN - ALP ROOMS

Natomas
 Unified School District
 Connecting students to their future

Arrival and Dismissals

Periodically, students may need to come on campus for special events, tutoring sessions, experiments, projects, sports, clubs and/or more. When students need to come on campus, to ensure safety and efficient arrival or dismissal, this general process should be adhered to at all times:

Student Pickup/Drop Off: Parking Lots

Arrival

- Students should go directly to the front office at Bannon Creek Elementary school. When arriving at the front office, they should notify the front office team that they are there for the Meeks Academy. Students will be given a Meeks Academy pass or other safe-entry identifier. From there, depending on grade, age, and event, students will be guided and/or escorted by a staff member to their designated classroom and/or meeting space.

Dismissal/Student Pick Up

- Students must be picked up in the FRONT of the school campus; Teachers will ensure students are brought to the front of the school and parents arrive to pick up their children. Teacher supervision is provided at various locations during dismissal.
- Arrangements must be made to pick students up on time.
- For the safety of our students, please drop off your child only in the designated area of the front parking lot
- Discuss your child's travel route with him/her/them.
- The shortest route is not always the safest.
- The buddy system is a good one.
- Students should enter and exit through the front of the school.

Traffic Safety

The drop off and pick up location at Larry G. Meeks Academy (at Bannon Creek School) is a one way, oval-like parking lot. Please obey all traffic signs and be patient. These are areas that oftentimes we think are regular streets, but remember, children are walking in very close proximity so we must all use as much caution as possible when traveling to and from our school site.

Buses/Transportation

As Larry G. Meeks is an optional virtual academy, there are no bussing/transportation options at this time.

Student Safety/Safe Routes

Larry G. Meeks Academy 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.

1. **Bikes/Skateboards**

2. 1. Bicycles, scooters and skateboards should always be walked or carried on campus. In-line skates and Heelys are not allowed on campus.
3. 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.
5. 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.
6. 4. Pupils riding bikes to school **MUST** obey all regular traffic rules.
7. 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

Larry G. Meeks Academy 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)567-5886, 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

REMEMBER: LGMA IS AN OPTIONAL SCHOOL AND FOR ANY STUDENT THAT DOES NOT MAINTAIN 60% ATTENDANCE RATES FOR ALL CLASSES WITHIN A 2 WEEK PERIOD, THE STUDENT CAN BE RETURNED TO IN-PERSON LEARNING. SEE MORE DETAILS WITHIN THE [MASTER CONTRACT](#).

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 taking student out of virtual classes and/or picking up a student for early dismissal
- If in person-Have a valid I.D. ready for verification
- If in person- The front desk will contact the classroom and the teacher will send the student up to the office
- If in person- Complete the “Sign Out” sheet with parent information, student name, and check out time
- **Illness DURING/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 Larry G. Meeks Academy’s Late Policy:

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 unless communication with the teacher has occurred before explaining the non-attendance during that particular section. Students will be able

to watch most instructional videos later on in the day as teachers will be posting them in some of their virtual platforms. Thus, students are only considered truant if they do not access and/or complete appropriate daily activities in collaboration and communication with their teacher(s).

- Students are considered tardy if they are not in class ready to learn as defined by the teacher. Students will be marked tardy by the teacher if he or she is late by 15 mins or less. If they are more than 30 minutes late to their first period or the first 15 minutes of a particular lesson, then the student must communicate with the teacher immediately, their need to review the lesson on video. Videos will be posted within 48 hours and the student should attend the lesson within a specified time agreed upon by the teacher. Documentation of completing the video and/or its tasks is to be agreed upon by the student and teacher.
- **Teachers simply mark students who are less than 15 minutes late as tardy.**
 - For the first 4 tardies in a semester, teachers will document classroom interventions including but not limited to contact with parents/guardians, teacher held a conference and/or goal setting with the teacher, etc.
 - At the 5th tardy accumulated in a class during a semester, students may be referred to administration to have a family meeting to discuss appropriate placement within the Meeks (Virtual) Academy.

Attendance and Grading at a Virtual school

Attendance is based on a blend of student participation in real-time (synchronous) class sessions as well as assignment completion which is documented accordingly. Each supervising teacher will ensure that attendance is documented appropriately. It is the parent's responsibility to be sure that an appointment is promptly rescheduled in case of an emergency.

Absences (from class or missing schedule meetings with teachers) and/or incomplete, or missing assignments will jeopardize placement at the Meeks Academy. After multiple consecutive missed assignments, a meeting with the family, teacher, and school administration, will be conducted to determine appropriate supports to promote success within the Meeks Academy. If after a prescribed period of time receiving these supports, the student continues to struggle, a meeting may be reconvened to discuss if virtual learning is an appropriate strategy for this student. If a student accumulates five or more unexcused absences or turns in less than 60% of their assignments within one week, a Student Support (SP) meeting with family and school staff may be held and the student may be released from Meeks Academy and enrolled in an NUSD school with available enrollment.

Attendance is based on a blend of student participation in real-time (synchronous) class sessions as well as assignment completion which is documented on a Course Assignment Record (CAR) form. In order to earn positive marks for attendance, students must:

- A. Be in the zoom/meet (online) room/space AND
- B. Turn on their cameras when requested by teacher within 5 minutes AND
- C. Respond verbally/orally to teachers when requested within 5 minutes

OR

1. Turn in all assignments for the previous day by 8:00am the next business day (e.g. Monday's assignments turned in by Tuesday at 8:00am or Friday's assignments turned in by the next business day Monday, 8:00am).

AND

2. Make arrangements to take assessments with the teacher's supervision (may be requested to come in-person) as requested by the teacher.

Students will participate and complete work using district-adopted online learning management systems. These systems will allow students to see progress, receive feedback digitally from teachers, and assist with attendance. Students may be evaluated by, but not limited to: assignment completion, tests, reports, presentations, discussions and projects. The methods of work submission are online, drop off in-person or other methods pre-approved by the teacher.

Additional course information including: course objectives, study methods, methods of evaluation, manner and frequency of assignments, and teacher contact information will be included in the course syllabus/teacher and/or course website. Any subsidiary agreement(s) are considered a part of the Master Agreement including: course syllabus, assignment calendars/course maps, student course list in the Infinite Campus Student Information System, and/or student registration forms. Learning objectives are consistent with and evaluated in the same manner they would be if the student was enrolled in a traditional school program at the current school of attendance.

Absences (from class or missing scheduled meetings with teachers) and/or incomplete, or missing assignments will jeopardize placement at the Meeks Academy. After multiple consecutive missed assignments, a meeting with the family, teacher, and school administration, will be conducted to determine appropriate supports to promote success within the Meeks Academy. If after a prescribed period of time receiving these supports, the student continues to struggle, a meeting may be reconvened to discuss if virtual learning is an appropriate strategy for this student. If a student misses more than 2 out of 5 (per week) real-time teaching sessions or has less than 60% of assigned work completed weekly, the student may be dropped from the Meeks Academy, after a meeting with family and school staff, and enrolled in an NUSD school that has open enrollment.

Reintegration Plan

If, after 4 weeks of enrollment, a student exhibits either a lack of work completion, poor attendance, or regression of skills, the Meeks Academy will schedule a meeting with parents and teachers to review the student's progress. For students with IEPs, this may be considered an amendment IEP meeting.

At that initial meeting, the school will either add, edit, or alter the student's supports (such as but not limited to tutoring, timing, or other appropriate accommodation). From there, a period of no more than 4 weeks will be set to ensure the student has one more opportunity, with increased safeguards and supports, to show success at the Meeks Academy. After the specific time period set in the initial meeting, progress will be assessed. If a student fails to show adequate progress agreed upon by the team, the district will work with the student and family to either try one more cycle of

support or to ensure appropriate placement in the traditional, in-person program resumes. This student may or may not return to their school of residence pending space availability.

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 communicate with their teacher to discuss the timing. Additionally, if students are on campus, they must get a pass from their teacher to go to the office or a bathroom pass to go to the bathroom. Students should never be out of class without a pass from their current teacher.

Learning Time is Sacred: Please have students try their best from home while completing virtual classes. We want our community to grow together and for families to enjoy having their students learn from home, but this does require tact and appropriate social attention. Please keep personal/private conversations away from the virtual classroom. Dedicating the most quiet space possible at home is the best option for success.

Independent Studies - Board Policy 6158

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

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

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

1. The student's achievement and engagement in the independent study program, as indicated by the student's performance on applicable student-level measures of student achievement and engagement specified in Education Code 52060

2. The completion of assignments, assessments, or other indicators that evidence that the student is working on assignments
3. Learning required concepts, as determined by the supervising teacher
4. Progress towards successful completion of the course of study or individual course, as determined by the supervising teacher

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

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

Health and Wellness

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

Health Services and Office Procedures

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

The district nurses help identify health problems which might impact a child's learning. A pure tone audiometer test for hearing acuity and a Snellen test for visual acuity is administered in school at specified grade levels. Working closely with our office staff benefits your child's health and the general well-being of the entire school population. Please call our campus for more information on the nurse and services provided at Larry G. Meeks Academy (on the Bannon Creek School campus).

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 USD's website for a list of immunizations required by the state.

Nutrition Services

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

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

Nutrition Service Hours of Operation

- Breakfast: 7:25am - 7:55am
- Lunch: 10:40AM - 12:55PM
- Supper: 1:53pm - 2:45pm

Nutrition Services Expectations/Rules

- Outside food delivery is prohibited
- Selling outside food on campus is prohibited, without administrative authorization

Cafeteria Rules (If using on campus cafeteria).

1. Enter quietly and respectfully. Always walk.
2. Either report to a staff member or enter your lunch number on the keypad and proceed through the lunch line.
3. Get your meal and make sure to have a fruit/veggie/salad with your meal: You are provided only 1 meal per breakfast, lunch or supper
4. You must have permission from the lunch supervisor to leave the cafeteria.
5. Use a calm, quieter conversational voice level.
6. Use good table manners.
7. Scholars are required to recycle their lunch into food cans (blue) and garbage/trash cans (grey).
8. Scholars need to make sure that the table area is clean before leaving their tables.
9. For the supper meals after school, any school-age child (ages 5-18 years) is welcome to a meal as long as they can provide their name and Student ID number. These meals are free of charge to ALL of our students.

NOTE: Scholars not following the rules may be sent to a quiet table if needed.

Breakfast & Lunch Prices:

Scholar Lunch \$2.50

Breakfast \$1.25

Reduced Price Breakfast for those who qualify \$0.30

Reduced Price Lunch for those who qualify \$0.40

Milk \$0.50

Forms for reduced/free lunch are completed and returned annually.

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.

Virtual Classroom Visitation

By attending a virtual academy, it is understandable that parents and/or family members may hear, see, or follow along with virtual instruction. The parent or observer should strive to leave the classroom virtual setting undisturbed; this means that the parent or observer should not interrupt the teacher, other students, or even their own student with the learning process.

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

- School Site Council (SSC)
- English Learner Advisory Committee (ELAC)
- Monthly Events

- Monthly Coffee with Dr. Perez (Executive Director)
- See our calendar for additional events/activities.

Community Resources

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

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

Student Academic Monitoring

School Site Grading Periods

The Larry G. Meeks Academy operates on a 3 trimester system for grades Kindergarten through sixth grade. For grades 7 through 8, students are on a 2 semester, 4 quarter system. Progress reports are mailed home every mid trimester (approximately 7 weeks) for grades K-6 or every quarter (approximately 9 weeks) for grades 7 and 8. Final report cards are mailed home at the end of each grading period (trimester or semester). Only the end of grading period marks are used for GPA calculation.

Teachers will update grades a minimum of every other Friday by 4:00 p.m. beginning August 27th, 2021. Teacher websites/Infinite Campus 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. 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 can be on campus from 7:55am to 3:00pm if needed and/or for optional activities. While Larry G. Meeks Academy does not offer a school-specific after school program, parents can ask their local NUSD school on whether any options exist for their child to attend after school programs. These are exclusively in-person programs.

Section 2: Site Specific Programs and Information

Common Core State Standards (CCSS)

Educational standards describe what students should know and be able to do in each subject in each grade. NUSD reportcards are developed based on the CCSS.

Grade Level Wonders

Wonders by McGraw-Hill is the district adopted Language Arts curriculum for grades K-5th. This expansive curriculum offers instruction in phonics, reading comprehension, grammar, writing, speaking and listening, and vocabulary. Wonders assessments are used school-wide for placement, formative progress, and summative data.

StudySync

ELA StudySync is the district adopted Language Arts curriculum for grade 6th through 8th. It offers in teacher instruction coupled with online instruction in the areas of reading comprehension, grammar, writing, speaking and listening, and vocabulary. StudySync assessments are used for placement, formative progress, and summative data.

Writing Instruction

Meeks scholars learn to write and progress in writing using exemplars and real world examples such as picture books and news articles. Supplemental materials by Lucy Caulkins are used to develop writing units that reflect IB central ideas and conceptual learning. Grade 3rd-8th use RAPS (Restate, Answer, Prove, Summarize) to teach text dependent writing responses. Writing Performance Tasks are also used to teach, learn, and assess writing. Assessments are given each trimester for summative data in writing.

GoMath/SVMI

GoMath is the district adopted mathematics curriculum for K-8th. This math program is supplemented with SVMI, Silicon Valley Math Initiative. Teachers collaborate with SVMI trainers in order to provide real world, hands-on activities that provide scholars with an opportunity to develop problem solving skills while developing an ability to communicate mathematical reasoning.

TWIG Science & TCI Science

NUSD is embarking on utilizing a new science curriculum that reflects the rigor, depth, and effectiveness of the Next Gen Science Standards (NGSS). Grades K-5 will utilize TWIG science and Grades 6-8 will be using TCI for their science curriculum. We look forward to offering more hands-on experiences with science while applying the new and improved curriculum.

Restorative Practices

Restorative practices promote inclusiveness, relationship-building and problem-solving, through such restorative methods as circles for teaching and conflict resolution to conferences that bring

victims, offenders and their supporters together to address wrongdoing. Instead of punishment, scholars are encouraged to reflect on and take responsibility for their actions and come up with plans to repair harm.

Feedback

Feedback is the process of giving suggestions and acknowledgements on completed work in comparison to a previously determined rubric. Feedback is done in all academic and social areas.

- Teacher to Scholar
- Scholar to Teacher
- Scholar to Scholar
- Teacher to Teacher
- Administration to Teacher
- Teacher to Administration

Online Supplemental Materials

The Meeks Academy uses many online resources to supplement all academic and learning experiences. Each of these are used by appropriate grade levels to access and target instruction in order to provide the best possible environment for student growth and progress.

- Headsprout (Phonic and Reading Comprehension)
- IXL (Math, ELA, Science, and Social Studies Instruction)
- MobyMax (Math, ELA, Science, and Social Studies Instruction)
- ReadWorks (Reading Comprehension)
- NEWSELA (Reading Comprehension)
- XtraMath (Math, Fast Facts)

Differentiated Teaching:

Differentiated groups that are designed to allow for designated support for English Language Learners. These groups are designed to also meet the needs of the English Only scholars by providing leveled, targeted instruction. Scholars are exchanged across grade levels in order to meet the largest amount of needs.

- Grade level flexible groupings - Each grade level determines needs and develops groups to meet scholar's needs and target instruction accordingly. Scholars are exchanged fluidly through groups as their needs change.

Inquiry Based Homework

The Meeks Academy uses inquiry based homework in order to develop important learning skills and conceptual learning. These homework projects are based on the Approaches to Learning, ATLs that have been adopted at each grade level. These skills include research, writing, asking inquiry questions, and presentation.

Student Council

Meeks Academy will create a Student Council Leadership Program for scholars in grades 5-8. This program is designed to help scholars develop leadership skills, independent work skills, increase

student involvement, plan and implement school-wide activities to build school culture and community engagement with families.

Sport Programs

District athletics are offered at no cost to all scholars in grades 4th-8th. Permission slips and an athletic packet need to be turned in yearly in order to participate. Students will participate in sports either at Bannon Creek or the next school that has availability that will be determined by the Executive Director in collaboration with other school principals and leaders.

- Soccer
- Volleyball
- Football
- Basketball

Healthy Kids Act

The Nutrition Services department is made up of a team of food and nutrition professionals that are dedicated to students' health, well being and their ability to learn. We support learning by promoting healthy habits for lifelong nutrition and fitness practices. Food and beverages sold or served at school meet the nutrition recommendations of the U.S.D.A. Dietary Guidelines. We provide students with access to a variety of affordable and appealing foods that meet the health and nutrition needs of students.

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

The Meeks Academy offers teacher office hours, where students can get specialized tutoring support every school day from approximately 2:00pm to 3:00pm. It is recommended that students talk with their teachers regarding after school office hours.

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

The Meeks Academy may be a virtual school, but even when students are not on campus, the clothing they wear while accessing courses on a virtual platform and on video, should remain appropriate for school. General guidelines are outlined below and apply to in person as well virtually. If dress code violations occur virtually, students will receive warnings before a consultation with families may occur to discuss the best course of action.

It is essential to learn and model etiquette and appropriate attire in preparation for the outside working environment. Clothing and hairdo is individual and personal; however, a concern arises when styles are extreme, detract from or disrupt learning, or contribute to unsafe conditions. The dress and grooming code has been adopted to maintain the focus on educational excellence and safety, in accordance with NUSD Board Policy 5132, Administrative Regulation 5132. In cooperation with this 2021-22 scholar Dress Code, please use the following guidelines in selecting your wardrobe: Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or insignia(s) which are crude, vulgar, profane or sexually suggestive. Additionally, items that advertise drug, alcohol or tobacco products or which advocate racial, ethnic or religious prejudice are also not acceptable.

Head Gear

- All inappropriate hats on campus may be confiscated, parents will need to pick up from the office.
- Scholars must adhere to individual teachers and classroom policies regarding the wearing of approved hats or beanies while inside the classroom, gym, library, and/or administrative offices (unless a scholar is wearing religious garb or has a documented medical condition).
- Bandanas and “dew-rags” must be appropriate (no gang, drug, sexual or other crude symbolism).

Shirt and Tops

- Tank tops 2 inches wide at the shoulder are permissible.
- Spaghetti straps and sleeveless shirts with extended arm holes are not appropriate and shall not be worn at school (virtual or in person).

Pants, Skirts, Jumpers, Skorts and Shorts

- Skirts, skorts and shorts are to be longer than fully extended fingertips at the side.
- No clothing with holes showing skin. Jeans that have holes in the 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. Scholars may wear tights or something to cover their skin.

Shoes

We expect that scholars will wear shoes that allow them to safely participate in P.E. and recess activities. If scholars wear sandals they must have a back strap. It is recommended that socks are worn with sandals and if heels are worn, they are no higher than 2 inches.

Outerwear

Caps, jackets and rain gear may be worn when cold or inclement weather calls for shelter from the rain, sun, wind, etc. We strongly urge scholars not to wear expensive jackets to school. If a scholar loses a jacket, we are unable to pay for a replacement. Therefore, we encourage parents to provide outerwear that is a solid color with no writing or markings on the outside. Hats and caps should not be worn indoors without teacher approval.

Due to the frequency of changing styles in clothing, the Meeks Academy reserves the right to adjust the dress code as needed. The dress code will be reviewed periodically by staff, parents, scholars and the School Site Council.

Exceptions to the above may be made by the executive director and/or designee for special days or special events. Questions regarding the dress code due to medical or religious reasons should be directed to the executive director.

Other general guidelines:

- No visible underwear or undergarments.
- No slippers, flip flops or slides
- No pajamas or other sleepwear. No blankets.
- No sunglasses are to be worn in the hallways, classrooms, offices or other school facilities (unless prescribed by a physician).
- No clothing/accessories considered by school officials or law enforcement to denote group intimidation, gang affiliation, cult affiliation, satanic reference, or any profane or racially offensive item

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

Spirit Day Dress Code:

The Meeks Academy has weekly spirit days in which we look for ALL students to participate.

- Wednesdays: College Day-wear any type of college gear you have to represent any college you want.
- Thursdays: Anti-bullying/Kindness Days - wear shirts that promote kindness, anti-bullying and inclusion of everyone.
- Fridays: wear Meeks Academy school colors, shirts, sweatshirts, etc ...to show your school spirit.

We also have added spirit weeks throughout the school year promoted by the Student Council in which themes will be communicated prior to the start of the spirit week

Students in violation of the dress code will be unable to attend class or campus functions until clothes have been changed into proper attire.

Field Trips

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

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

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.

Check with counselors and/or teachers for any possible volunteer opportunity and by completing Volunteer Packet : <https://natomasunified.org/family/>

For insurance reasons, siblings are not allowed to ride on the school buses on field trips when parents are chaperoning. In the event scholars are riding to or from field trips in private vehicles, please inform the teacher and school office prior to that day. Scholars must be checked in and out from the school via proper channels. Parents chaperoning on overnight field trips will need to be fingerprinted.

Teachers schedule field trips to support the educational program. Parents are asked to sign a standard field trip waiver, including medical information. At times, various Natomas area parks may be used for special events and activities and scholars will need completed field trip permission slips for these as well. Teachers require a signed permission slip in order to leave campus. Scholars without this form will be assigned to another class during the time of the field trip.

Lost and Found

Lost and found items (sweatshirts, jackets, hats, etc...) will be stored in a basket in the main office of the Meeks Academy. Items not claimed before the end of each trimester will be donated. If a student believes they may have lost something on campus, they should ask their teacher first as the teachers will bring any lost items to the main office whereby the school secretary will store all lost and found items in the main office basket/bin.

Student Supports and Resources (Differentiated Layers of Support)

The multi-tiered support is a framework that we use to provide targeted support to struggling students. It is a way to address academic as well as social and emotional needs. The Meeks Academy uses a school-wide approach to support our students. Teachers, counselors, psychologists and administrators work as a team in order to support our students and plan their intervention.

Below are some of the supports offered to our students:

- Whole class instruction
- Teacher tutoring after school and/or during teacher office hours
- Peer Tutoring (Once set up)
- School Site Team (SST) to explore causes a student is struggling and develop strategies
- 504 - once a student has a diagnosis, a team works together to develop accommodations to increase student success

Safe and Welcoming Learning Environment

Research has shown that recognizing scholars for following the rules is even more important than catching them breaking the rules. Meeks Academy staff and teachers will utilize positive discipline and reinforcement while also ensuring that students are always safe. We guide our behavioral approach by our mission and vision of: creating an inspiring educational experience leading towards life and career happiness, and educating future leaders that value learning, caring for both our own growth and that of the world, and remaining positively headfast in doing so.

Our Values demonstrate our commitment to appropriate and positive behavior:

Meerkat Values: **BOLTS**

Brilliant
Observant
Leaders
Tenacity
Service

Students will be expected to exhibit their BOLTS behavior at all times. Additionally, our school will evaluate their behavioral approach at least twice per year (Fall & Spring) to see if staff and scholars know the school-wide rules. The goal is that 95% of staff and scholars know, are familiar with, and

understand the school-wide rules. To be most effective, regular teaching using the school-wide values and rules should become part of the school culture.

School Safety Preparedness

The safety of our students is of critical importance at Larry G. Meeks Academy. All faculty and staff are trained with the district's "Emergency Management Plan,". Per Education Code 32280 -32289.5, Larry G. Meeks Academy's Comprehensive School Safety Plan is reviewed and updated March 1st, 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

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

- Scholars who are suspended from school will not be eligible to participate in school activities while serving their suspension.
- Scholars must attend all practices during the week to be eligible to play in the game. Exceptions can be made by the coach and administration prior to the game depending on specific circumstances.
- Weekly check-ins will be done with the classroom teacher(s) focused on academics, homework, behavior of the scholar.
- Scholars in middle school will not have playing time if they have a grade of an F in one or more classes. Scholars with Ds in one or more classes will have limited playing time.
- Even if scholars are not eligible to play in the game they still must attend the game, and sit with the team in order to demonstrate sportsmanship, teamwork and accountability.
- **A student's athletic/activity eligibility for participation may be revoked if the student's poor citizenship is serious enough to warrant loss of privilege.*

These rules above apply to students in the K-8 Meeks Academy, not to students in the 9-12 Meeks program. Students taking courses virtually in grades 9-12 are still considered students at either Natomas High School or Inderkum High School and must meet all regular high school requirements at their respective school in order to participate in athletics.

Student Council

The Student Council is made up of scholars in grades 4th - 8th who have been elected by their peers to represent their classroom at Student Council meetings. Meetings are held to gain scholar voice and involvement in our larger community. We offer a variety of leadership positions to help scholars and promote responsible and informed decisions through education.

Student Recognition

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

- Positive Praise
- Class Rewards
- Meerkat Money (school based rewards system)
- Weekly Activities/Assemblies
- Honor Roll Certificates
- Perfect Attendance Certificates
- Positive Notes Sent Home
- End of the Year Activities
- Field Trips
- ...And a Variety of Teacher and Executive Director/Principal Recognitions

Textbooks - BP 6161.2

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

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

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

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

Section 4: Student Safety and Behavior Policies/Procedures

Progressive Student Discipline

Maintaining a safe and orderly campus is a necessary component to student learning. There are occasions when students break school rules and behavior expectations. These types of behaviors

will be addressed with the following progressive steps and interventions. Serious infractions may result in an advanced progression through steps based upon severity and previous behaviors.

Tier 1 Procedure and Related Consequences

- Verbal Warnings
- Loss of Token Economies (rewards systems/privileges)
- Student conference
- Parent contact
- Parent/teacher Conference
- Possible class suspension

Tier 2 Procedure and Related Consequences

- Restorative Practices
- Referral to counseling/Student support
- Peer Mediation
- Student Contract
- Possible Home Visit (pre-planned and announced)

Tier 3 Procedure and Related Consequences

- Suspension
- Possible change of schedule
- Possible referral to alternative program
- Possible referral/recommendation for expulsion
- District Abeyance Contract

Larry G. Meeks Academy 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)

Larry G. Meeks Academy 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

For safety purposes, all students should carry Meeks Academy ID cards while on campus (once received). Students MUST also have ID cards in their possession while attending any school function (assemblies, dances, etc.). Students MUST have their ID cards in order to purchase or receive their lunch in the school cafeteria.

Students will be issued one (1) ID card free of charge. ID cards that are lost, stolen, or destroyed become the responsibility of the student and will be replaced at a cost of \$5.00. Information about purchasing ID cards will be provided by September 2021.

Student Search and Seizure - BP 5145.12

The Board of Trustees is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. As necessary to protect the

health and welfare of students and staff, school officials may search students, their property, and/or district property under their control and may seize illegal, unsafe, or otherwise prohibited items.

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

Use of Contraband Detection Dogs

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

Consequences of Inappropriate Behavior

Suspension - BP 5144.1

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

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

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

Class Suspension

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

In-School Suspension

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900, but who pose no imminent danger or threat to

anyone at school and for whom expulsion proceedings have not been initiated, the school site administration may establish a supervised suspension classroom program which meets the requirements of law (Ed Code 48900.5).

Home Suspension

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

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

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

Required Due Process to Suspend

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

After Suspension Re-Entry Meeting

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

Expulsion - BP 5144.1

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

Violations of E.C. 48915(c)

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

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

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

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

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

NUSD Discipline Matrix

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

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

<p>II. WEAPONS AND DANGEROUS OBJECTS (E.C. 48900(b), 48915(a)(1)(B), 48915(c1)(c2)(c5))</p> <ul style="list-style-type: none"> • Possession, sale, or furnishing of weapons (knife, gun, sharp objects, club, look-alike weapons, or an object that could inflict injury). A look-alike weapon, if used in a threatening manner, is considered a weapon. • Explosives--use or possession. 		X	X	X
<p>III. DRUGS AND ALCOHOL (E.C. 48900(c)(p), 48915(a)(1)(C), 48915 (c3))</p> <ul style="list-style-type: none"> • Possession, use, sale or otherwise furnishing, or being under the influence of alcohol or drugs. Sale of drugs or alcohol will result in expulsion. 		X	X	X
<p>IV. SALE OF "LOOK-ALIKE" DRUGS AND ALCOHOL (E.C. 48900(d))</p> <ul style="list-style-type: none"> • Offering, arranging, or negotiating to sell prescription drug soma, or furnish drugs or alcohol, and then substituting a look-alike substance intended to represent illegal drugs or alcohol. 		X	X	X
<p>V. ROBBERY OR EXTORTION (E.C. 48900(e), 48915(a)(1)(D))</p>		X	X	X

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

	Intervention	SUSPENSION (OR ALTERNATIVE)	EXPULSION	ARREST
<p>VI. DAMAGE TO PROPERTY (E.C. 48900(f))</p> <ul style="list-style-type: none"> • Cause, or attempt to cause, damage to school or private property • Arson 		X X	X X	X X
<p>VII. THEFT OR STEALING (E.C. 48900(g))</p> <ul style="list-style-type: none"> • Stealing or attempting to steal school or private property 		X	X	X
<p>VIII. TOBACCO (E.C. 48900(h))</p> <ul style="list-style-type: none"> • Possession of tobacco or nicotine products • Use of tobacco • Students' possession or use of electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products is prohibited (BP 5131.62(a))(Discipline under 48900(k)) 	X X	X X X		

IX. PROFANITY, OBSCENE ACTS, DEMEANING RACIAL STATEMENTS, VULGARITY (E.C. 48900(i))				
• Directed at peers	X	X	X	X
• Directed at school personnel		X	X	X
X. DRUG PARAPHERNALIA (E.C. 48900(j))				
• Possession		X	X	X
• Offer, arrange, or negotiate to sell		X	X	X
XI. WILLFUL DEFIANCE (E.C. 48900 (k))				
• Failure to follow school rules	X	X		
• Failure to follow directives or instruction of staff or teachers	X	X		
• Failure to follow conduct code for school bus passengers	X	X		
*Students enrolled in kindergarten or any of grades 1 to 8, shall not be suspended solely (independently) for any of the acts listed under 48900k				
XII. POSSESSION OF STOLEN PROPERTY (E.C. 48900(l))	X	X	X	X
XIII. POSSESSION OF IMITATION FIREARM (E.C. 48900(m))				
• Replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.		X	X	
XIV. SEXUAL ASSAULT OR BATTERY (E.C. 48900(n))		X	X	X

	Intervention	SUSPENSION (OR ALTERNATIVE)	EXPULSION	ARREST
XV. HARASSMENT, THREATS, OR INTIMIDATION OF A WITNESS (E.C. 48900(o))				
• Related to disciplinary proceedings.	X	X	X	X
XVI. BULLYING (E.C. 48900(r))				
• Any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act	X	X	X	
• Cyberbullying including posts on Social Networks	X	X	X	
• Creating a burn page	X	X	X	
• Creating a credible impersonation of another	X	X	X	
XVII. SEXUAL HARASSMENT (E.C. 212.5 & 48900.2; A.R. 5145.7)				

<ul style="list-style-type: none"> Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. (Applies to grades 4-12.) Note: Harassment of any type is not tolerated. Students in grades K-3 will be dealt with appropriately in cases of harassment. 	X	X	X	X
<p>XVIII. ACTS OF HATE VIOLENCE (E.C. 48900.3)</p> <ul style="list-style-type: none"> Students in grades 4-12 may be suspended or recommended for expulsion for causing, threatening or attempting to cause, or participating in an act of hate violence, defined as willfully interfering with or threatening another person's personal or property rights because of race, ethnicity, national origin, religion, disability, or sexual orientation. Speech that threatens violence, when the per-petrator has the apparent ability to carry out the threat, may be considered an act of violence. 	X	X	X	X
<p>XIX. OTHER HARASSMENT (E.C. 48900.4)</p> <ul style="list-style-type: none"> Students in grades 4-12 may be suspended or recommended for expulsion for intentionally engaging in harassment, threats, or intimidation against a student or group of students when the harassment is severe and pervasive and disrupts classes or creates disorder or an intimidating or hostile educational environment. 		X	X	X
<p>XX. TERRORIST THREATS (E.C. 48900.7)</p> <ul style="list-style-type: none"> Against School officials, school property, or both. "Terrorist Threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person or property. 		X	X	X

Section 5: Student and Family Acknowledgement Form



LARRY G. MEEKS
ACADEMY

Larry G. Meeks Academy Student and Family Handbook Received Acknowledgement Form

This document is available on our school website at [LGMA's Digital Backpack Website](#) 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 "Larry G. Meeks Academy Student and Family Handbook Received Acknowledgement Form"** after your family has had a chance to review and discuss the information. Students will be held accountable for the expectations outlined in this handbook, therefore teachers will also review the handbook during the first 3 days of school and again in January 2023. However, to ensure clear communication, it is important that the family also review the handbook with your student.

My student and I have reviewed the [2023-2024 Larry G. Meeks Virtual Academy Student and Family Handbook](#), and we understand and agree to follow the Policies and Procedures established by the school.

Student Name (*Print*) _____ Grade Level: _____

Student's Signature _____ Date: _____

Parent/Guardian Name (*Print*) _____ Relationship: _____

Parent Signature _____ Date _____