



WITTER RANCH ELEMENTARY

STUDENT/FAMILY HANDBOOK

3790 Poppy Hill Way
Sacramento, California 95834
(916)567-5620
natomasunified.org/wre

C.A.R.E.

Considerate, Achieving, Responsible, Encouraging

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NATOMAS UNIFIED SCHOOL DISTRICT

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

BOARD OF TRUSTEES

Micah Grant
Ericka Harden
Susan Heredia
Noel Mora
Scott Dosick

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 2024-2025 School Year!

Dear Witter Families:

I want to warmly welcome you back to the 2024-2025 school year. I hope you and your family have enjoyed your summer and had the opportunity to have some quality family time. Witter Ranch's top priority for this school year is the social emotional well-being and academic support for our students. Our staff is ready to provide whole group and small group instruction with interventions to support your students academic and social growth this year.

Witter Ranch school is looking for parents to be involved in our school community and education plans. Please consider joining our School Site Council (SSC) and English Learner Advisory Committee (ELAC) where we review and evaluate school improvement programs and the school budget. Nomination forms will be available August 21st.

We encourage all families to download the ParentSquare app in the Apple or Google Play store as soon as possible to be able to access all the features and benefits. One feature that we are extremely excited about is access to 125+ languages. Families can choose the language of their preference to receive and send messages with school and district staff. Please visit the NUSD [website](#) that has a page dedicated to all things ParentSquare including how to access it, training, how-to-guides, frequently asked questions, multiple videos, handouts, printed documents, and more. Please be sure to sign up! **While ParentSquare will be used for communications, student's class assignments/schedules, grades and attendance information will continue to be shared via Infinite Campus so we encourage parents to keep the IC Portal to have access to those two items. See information below on how to access Infinite Campus.**

I am excited to enter the new school year with a collaborative focus and year 7 implementation of the AVID program as we continue to prepare our students to achieve at high levels and to be college and career ready. All of our classrooms and support teachers will use AVID teaching strategies, with a focus on literacy, to enhance the learning environment. The following link will provide you more information on AVID: <https://www.avid.org/AVID-effect>

Our school goals for the 2024-2025 school year are:

- Build a culture of collaboration
- Continue to improve academic achievement through AVID
- Intervention for all students with a focus on literacy
- Implementation of a school-wide positive behavior system.

Success in school starts with attending school every day, on time. Students who have regular school attendance have higher levels of achievement and self-esteem. They also have more opportunity to develop positive relationships with staff and other students. They also have higher rates of being college and career ready. Our school-wide goal is to have a 95% attendance rate.

Our LEAP Academy after school program is paid for by state funds to provide enrichment and learning opportunities after the regular school day for students in grades TK-6, Monday - Friday until 6 PM. Students participating in the LEAP Academy will engage in art, athletics, cooking, science, technology, and also receive additional academic support. While there are guidelines that we must follow that includes priority enrollment for scholars who meet certain criteria, we will open enrollment to additional students pending space availability. Space is limited, so complete the [registration](#) as soon as possible if your family is interested. After completing the registration, families will be notified of their student's enrollment status.

I am looking forward to the opportunity to help your child and the teachers of Witter on working to meet our school goals for 2024-2025. The year ahead is going to be a great one! The list below outlines important information to help you begin the school year.

Important dates/times and information:

- **To Do:** Download the app for [ParentSquare](#) to receive important information from our school and district.
- Our school office will open August 1, 2024 at 1 pm. If you need immediate assistance, contact [Constituent and Customer Services](#).

- Elementary class assignments will be finalized and available through Infinite Campus (IC) no later than August 2 by 4pm. Class assignments will also be posted outside of the front office on August 2 by 4pm.
 - If you do not have an IC account set up yet, you can find instructions on how to do that by going to these [Parent Instructions](#). When it asks for your activation key, enter the number provided.
 - If you have already set up an account, but do not remember your login information, you can click "forgot password" to retrieve your password. For more help: Visit natomasunified.org/icportal; contact your school; or email icportal@natomasunified.org.
- **First day of school Thursday, August 8, 7:45 am- 1:55 pm for grades 1st-5th**
- **Kindergarten and TK start at 7:45 am and dismisses at 1:38 pm**
- **TK and Kindergarten Teacher Meet and Greet Wednesday, August 7th, 12:30pm-2:00pm**
- **Back to School Night - September 5, 6:30-8pm**
- [Bell Schedule](#)

Please feel free to visit or call us anytime, (916) 567-5620 or you can find information on the [Digital Backpack](#). From all of us at Witter Ranch School, we look forward to our successful educational partnership.



Respectfully,
Erik Jones
Principal

Witter Ranch Mission

Welcome to Witter Ranch Elementary School (TK-5), Home of the Hawks

Witter Ranch Elementary School Mission and Vision Statement:

Staff, parents, and children work cooperatively at Witter Ranch Elementary in a safe and positive environment where all children can learn, be successful, and prepare themselves to be lifelong learners. Our goals for our students include:

- **Be proficient**
- **Develop good problem solving skills**
- **Develop good communication skills**
- **Develop a sense of responsibility**
- **Be able to work cooperatively with other students**
- **Be respectful to others**
- **Make good choices for a positive lifestyle**
- **Develop an appreciation for their community**

Section 1: School Site Information

Contact Information

Office Hours	Monday - Friday, 7:15am-3:30pm
Main Office	916-567-5620
Attendance	916-567-5621

Administration Contact Information

Erik Jones
Principal
ejones@natomasunified.org

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.

Name
Student Oversight
Email
Number

Name
Student Oversight
Email
Number

Name
Student Oversight
Email
Number

Name
Student Oversight
Email
NumberNumber

Teacher Contact Information

Witter Ranch Elementary School teachers can be contacted through email or phone. To find your teacher's email address, please refer to the school website at natomasunified.org/wre or call the school office at 916-567-5620 and let the office staff know you would like to leave a message for the teacher.

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2024-2025 Witter Ranch Elementary Student Calendar

In order to provide the most up to date information we encourage you to frequently visit our school website at natomasunified.org/wre

<i>Event</i>	<i>Date</i>
<i>Summer Enrollment Night</i>	<i>July 23</i>
<i>Summer Enrollment Night</i>	<i>July 31</i>
<i>Summer Enrollment Night</i>	<i>August 5</i>
<i>TK & K Meet and Greet</i>	<i>August 7</i>
<i>1st day of school</i>	<i>August 8</i>
<i>Back to School Night</i>	<i>August 13</i>
<i>Minimum Day (SDER Day)</i>	<i>September 10</i>
<i>Fall Picture Day (PK - 2nd grade)</i>	<i>October 1</i>
<i>Fall Picture Day (3rd - 5th grade)</i>	<i>October 2</i>
<i>Minimum Day (SDER Day)</i>	<i>October 15</i>
<i>Fall Picture Retake Day</i>	<i>November 19</i>
<i>Parent-Teacher Conference Week (Minimum Day)</i>	<i>November 18-22</i>
<i>Minimum Day (SDER Day)</i>	<i>December 3</i>
<i>Minimum Day</i>	<i>December 20</i>
<i>Minimum Day (SDER Day)</i>	<i>February 4</i>
<i>Spring Pictures</i>	<i>February 12</i>
<i>Minimum Day (SDER Day)</i>	<i>March 4</i>
<i>Open House</i>	<i>March 13</i>
<i>Last Day of School</i>	<i>May 23</i>

Witter Ranch Elementary School Bell Schedule



Witter Ranch Bell Schedule 2024 - 2025

Start Time	End Time	Period
7:43am	7:45am	First Bell
	7:45am	Instruction Starts
*****AM RECESSES*****		
8:50am	9:05am	Carpenter & Derrick @ K Playground
9:10am	9:25am	TK @ K Playground
9:30am	9:45am	Jones & Farias @ K Playground
9:30am	9:45am	AM recess: 1st grade, 2nd grade, and SDC K @ Main Playground
9:50am	10:05am	AM Recess: 3rd grade and SES @ Main Playground
10:00am	10:15am	Preschool Recess @ K Playground
10:10am	10:25am	AM Recess: 4th & 5th Grades @ Main Playground
*****LUNCHES*****		
10:45am	11:05am	Lunch: 1st Grade & SDC K class @ Cafeteria
11:05am	11:20am	Recess: 1st grade & SDC K @ Main Playground
11:15am	11:35am	Lunch: TK & Kinder Class @ Cafeteria
		Recess: TK @ K Playground
11:35am	11:50am	Recess: Kinder @ Main Playground
11:40am	12:00pm	Lunch: 2nd & 3rd Grades + SDC 3rd @ Cafeteria
		Recess: 2nd grade & 3rd grade @ Main Playground
12:00pm	12:15pm	Recess: SDC @ Main Playground
12:05pm	12:25pm	Lunch: 4th & 5th Grades +SES class @ Cafeteria
		Recess: 4 th & 5 th Grades +SES class @ Main Playground
12:25pm	12:40pm	
*****PM RECESSES/DISMISSALS*****		
11:55am	12:10pm	PM recess: Farias, Derrick, Jones@ K Playground
12:50pm	1:05pm	PM recess: 1st Grade, 2nd grade, and SDC K @ Main Playground
12:55pm	1:10pm	PM recess: TK and Carpenter@ K Playground
1:10pm	1:25pm	PM recess: 3rd Grade, SES, & SDC 3rd @ Main Playground
	1:38pm	Dismissal: TK and K
	1:55pm	Dismissal: Grades 1-5
2:00pm	2:15pm	Preschool PM Recess @ K Playground
	3:00pm	PM Preschool Dismissal

*Minimum Day Schedule is the same except for dismissal times:
 TK-K dismissed at 12:18pm 1st - 5th dismissed at 12:35pm
 4th and 5th grade will be dismissed from the playground at 12:35

Arrival and Dismissals

Student Pickup/Drop Off (Parking Lots)

Student pick up and drop is through the parking lot entrance on Poppy Hill Way. The lot is designed to be a one-way loop. All vehicles will follow the coned path. The path splits and one lane is to exit and the second lane will lead cars to the student drop-off and pick up in the front of the school. Cars are asked not to stop and drop children before the designated spot for exiting vehicles safely.

Traffic Safety

All traffic in and around the school is 15 mph when children are present. All drivers need to be aware of the busy flow of traffic during pick up and drop off. Parents and children will be provided flags at most crosswalks to ensure walkers are visible to drivers. Walkers are encouraged to take a flag from the bucket and use it to cross the street and to place the used flag in a bucket once across the street. Drivers need to observe the various street signs directing the flow of traffic when exiting the school's parking lot.

Buses/Transportation

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

Student Safety/Safe Routes

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

Bikes/Skateboards

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

Closed Campus

Witter Ranch Elementary School is a closed campus. Students are not permitted to leave campus without proper authorization.

Attendance Information

Importance of Positive Attendance

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

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

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

Facts about Attendance

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

Excused Absences

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

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

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

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

Procedures for Notifying School of Absences

Parents/guardians must clear all absences in advance of the absence or upon return to school by calling the attendance office at (916)567-5620, or by writing a note including the following information:

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

Chronic Absence and Truancy - AR 5113.1

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

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

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

School Attendance Review Board (SARB) - BP 5113.12

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

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

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

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

Early Dismissal

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

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

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

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

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

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

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

Late Policy: Late Arrival to School or Class

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

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

- **Instruction begins at 7:45 AM.** Your child is tardy if he/she arrives after 7:45. It is the responsibility of both the parent and student to be at school on time every day. Students should be on campus, in line when the readiness bell sounds (7:42 AM). When students are late, it causes a disruption to the flow of instruction in the classroom. When a student is tardy, *he/she must report to the school office before going to class.* After the third tardy, the student will receive a parent notification.

Instructional Time

During the school day students are expected to be in their assigned classrooms on time and remain for the entire instructional class. If a student must leave class they must have a pass.

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 2024-25 school year and thereafter, the Superintendent or designee may continue to offer and approve independent study for an individual student upon determining that the student is prepared to meet the district's requirements for independent study and is likely to succeed in independent study as well as or better than the student would in the regular classroom setting.

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

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

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

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

Health and Wellness

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

Health Services and Office Procedures

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

Medications

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

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

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

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

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

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

Home and Hospital - BP 6183

Students temporarily disabled by accident or by physical, mental or emotional illness may receive individual instruction at home or in a hospital or residential health facility within the district. When seeking instruction for a student at home or in a hospital located within the district, the parent/guardian shall present this request at the home school, together with a physician's written description of the disabling condition. The physician shall have determined that the student is

unable to attend school and will not expose the home teacher to any contagious disease that can be transmitted by casual contact.

Immunizations - BP 5141.3

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

Nutrition Services

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

Nutrition Service Hours of Operation

- Breakfast: 7:05 - 7:35
- Lunch: 10:45 - 12:35 Times vary by grade level
- Supper: 1:45 - 2:45

Nutrition Services Expectations/Rules

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

Family Involvement on Campus

Visitor/Volunteers - BP/AR 1250

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

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

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

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

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

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

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

Civility Policy - BP 1313

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

Classroom Visitation

A parent or guardian has the right to observe instruction and other school activities that involve his or her child in accordance with procedures determined by the governing board of the school district to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. Reasonable accommodation of parents and guardians shall be considered by the governing board of the school district. Upon written request by the parent or guardian, school officials shall arrange for the parental observation of the requested class or classes or activities by that parent or guardian in a reasonable timeframe and in accordance

with procedures determined by the governing board of the school district. [E.C. 49091.10(b)] In lieu of a written request by the parent or guardian, the principal, upon his or her discretion, may grant a classroom visit with a verbal request.

Use of E-Visitor

Parent/Guardians who are interested in visiting the classrooms must first report to the front office to obtain an E-visitors badge. At this time, you will be asked to present an ID and to sign in on the visitors sign in sheet. Our staff member will then take a picture of you and print a badge. Once you are done with the visit, parents/guardians are to come back to the office and sign out. The purpose of this badge is to make visitors to school sites and District offices easily identifiable, which will increase safety for all.

Pathway to Successful Communication

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

Opportunities for Involvement

- Parent Teacher Student Association (PTSA)
- School Site Council (SSC)
- English Learner Advisory Committee (ELAC)

Parent Square

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

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

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

Community Resources

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

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

Student Academic Monitoring

School Site Grading Periods

Witter Ranch School operates on a trimester system. Progress reports are mailed home every twelve weeks at the end of the trimester. Final report cards are mailed home at the end of the year. Teachers will keep parents informed of student progress throughout the twelve week period.

Teachers will update grades a minimum of every other Friday by 4:00 p.m. beginning August 21, 2024. Teacher websites may also provide current information on upcoming assignments, due dates, assessments, and other important announcements. Refer to each teacher's syllabus or "beginning of the year letter" for contact information for any questions or concerns regarding academic progress.

Monitoring Student Progress

Students and parents can check academic progress at any time through Infinite Campus. The Infinite Campus Portal is a great resource for parents/guardians and students to monitor grades, attendance and progress toward graduation. Every parent and guardian can have a Infinite Campus

Parent Portal account which will give you access to the Student Information System for all of your students in your household. With the Infinite Campus Parent Portal you can:

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

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

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

In need of support of setting up, accessing or troubleshooting the parent/guardian portal, please refer to the <https://natomasunified.org/icportal-2/> or contact 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

The City of Sacramento Department of Parks and Recreation offers this service on Witter Ranch Elementary campus. If you are interested, please call (916) 566-1559. 4th R hours: 7 AM - 6 PM Monday - Friday, year-round. The 4th "R" **operates** during school vacations, as well as winter break. However, they are closed during official City holidays and staff training days.

After-School Programs (Schedules coming soon)

Fall Sports - 4th/5th grade Volleyball and Flag Football

Cross Country

Winter Sports- 4th/5th grade Basketball

Spring Sports - 4th/5th grade Soccer

Section 2: Site Specific Programs and Information

Advancement Via Individual Determination (AVID)

Witter Ranch is working to become an AVID school. We will be entering our second year of implementation. By teaching and reinforcing academic behaviors and higher-level thinking at a

young age, AVID Elementary teachers create a ripple effect in later grades. Elementary students develop the academic habits they will need to be successful in middle school, high school, and college, in an age-appropriate and challenging way. Children learn about organization, study skills, communication, and self-advocacy. AVID Elementary students take structured notes and answer and ask high-level questions that go beyond routine answers.

The strong college-going culture on an AVID Elementary campus encourages students to think about their college and career plans. Schools cover their walls with college pennants and banners, and educators speak about their college experiences. College and careers are no longer foreign concepts, and teachers provide the academic foundation students need to be on a path for college and career success. AVID Elementary closes the opportunity gap before it begins.

Gifted and Talented Educated (GATE)

If you are interested in having your child tested for the Gifted And Talented Educated (GATE) program, please fill out a GATE referral form from our school office. Qualification for the GATE program includes students demonstrating a mastery level of academic content standards as measured by Common Core Standards. GATE students are a cluster grouped in grades 2-5 at Witter Ranch. More information about the GATE program can be provided online <http://www.natomasunified.org> and by calling the District office (916) 567-5400.

Positive Behavior Interventions and Supports (PBIS)

The purpose of our PBIS team is to support Natomas Middle School in being an effective, safe, healthy, nurturing, equitable and respectful learning environment for all students. We will provide this through:

- Developing clearly defined and consistent student expectations which reflect our core values of being responsible, respectful, and problem-solvers.
- Maintaining an open-ended flexible approach through the use of a data driven informational system.
- Using educationally sound methods that foster student character, safety, academic excellence, and individual citizenship.
- Recognizing students for doing the right thing (students earn Panther Bucks, award ceremony inclusion, events, etc.)

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

Students identified as in need of academic support will be provided a Student Study Team (SST) meeting. The purpose of that meeting will identify what the student needs and the timeline for support. Teachers at Witter offer extended day intervention for 6-week intervals throughout the school year.

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, which states that: (1) Students shall use the district's system safely, responsibly and primarily for educational purposes and (2) Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."

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

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

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

Dress Code

Weekly Dress Code: All students are to dress in a way that modestly reflects pride and tastefulness while attending Witter Ranch Elementary. Appropriate attire promotes safety during recess periods and physical education, and is conducive for a learning community. Students should have pockets to

secure lunch money and any other valuables on their persons. Parents are asked to clearly label students' clothing items to prevent loss. Students may **not wear** the following to school:

- Clothing that advertises beer, alcohol, and/or drugs or has inappropriate pictures/slogans/sayings
- Very short or very baggy shorts
- Very short skirts or dresses
- Very long earrings or accessories that may cause harm to themselves or classmates
- Makeup
- Excessive platforms or high-heeled shoes
- Spaghetti straps/halter tops/tube tops
- Hairstyles or hair color that disrupts the learning environment
- Clothing that leaves midriff uncovered

When a student wears unacceptable clothing at school, the student's parents will be called and requested to bring the appropriate clothing to school. During the interim, the student may be loaned alternate clothing, when available and appropriate. Please ensure your child has appropriate athletic shoes when your child will be participating in PE and fitness.

Spirit Day Dress Code: The dress for these specialized events or time frames will be shared with students and families prior to the events. Please note the overall dress code is still the rule to follow with any spirit day.

Field Trips

All students and parent chaperones who attend field trips must complete a field trip permission slip. Field trip permission slips are to be returned to the teacher by the designated due date assigned by the teacher. **Field trip permission slips will not be accepted on the day of the field trip.** All volunteers attending field trips must go through a screening process. Please ask your child's teacher or the school office for a Volunteer Registration and Screening Information Form. This must be completed prior to the field trip (allow two weeks for processing).

Lost and Found

Please put your student's name and/or initials in your child's coat, jacket, sweatshirt, lunchbox, hat and other items that may be taken off and forgotten. These items will be placed on or near a rack outside the multi-purpose room. We will periodically go through the items and return those with identification. Small items such as keys and glasses will be kept in the office. We suggest parents and their children check the rack periodically for misplaced items. Items not picked up will be donated to Goodwill.

Student Supports and Resources (Differentiated Layers of Support)

Multi-Tiered Student Support (MTSS)

Positive Behavior Interventions and Supports (PBIS) is an approach to supporting students to be successful in schools. PBIS was developed from research in the fields of behavior theory and effective instruction. PBIS supports all students through intervention ranging from a school-wide system to a system for developing individualized plans for specific students. School-wide PBIS focuses on the development and implementation of pro-active procedures and practices to prevent

problem behavior for all students and improve school climate. Students in need of support beyond the PBIS Matrix will be identified through the SST process and a plan will be developed and implemented to provide Social Emotional Learning for students in need.

Safe and Welcoming Learning Environment

Positive Behavior Interventions and Supports (PBIS)

The purpose of our PBIS team is to support Witter Ranch in being an effective, safe, healthy, nurturing, equitable and respectful learning environment for all students. We will provide this through:

- Developing clearly defined and consistent student expectations which reflect our core values of being responsible, respectful, and problem-solvers.
- Maintaining an open-ended flexible approach through the use of a data driven informational system.
- Using educationally sound methods that foster student character, safety, academic excellence, and individual citizenship.
- Recognizing students for doing the right thing (students earn HAWK Bills, Extra Recess, events and assemblies)

Why do we have School-wide Expectations?

Having a few simple, positively stated expectations facilitates the teaching of behavioral expectations across school settings because students will be learning through the same language. By focusing on 4 simple expectations it is easier for students to remember. It is also important for staff because instruction focusing on a few simple expectations will improve teaching and consistency across staff through the use of a common language.

Positively stated expectations are important, because research has shown that recognizing students for following the expectations is even more important than catching them breaking the expectations. By stating expectations positively, the hope is that staff will be more likely to use the expectations to catch students engaging in the appropriate behavior.

By selecting only a few expectations it is important that the expectations are broad enough to talk about all potential problem behaviors. With the expectations selected, the PBIS team believes that we can then teach all specific behavioral expectations across all school setting according to these simple expectations, for example:

- Thank the class for being **Considerate** by raising their hands to speak and listening to what everyone else had to say about the story.
- Students are **Achieving** when they try their best on a classroom assignment or a test.
- Cleaning up your spills in the cafeteria is an example of being **Responsible** because someone could slip on the spill and get hurt.
- You were being **Encouraging** when you asked your classmate to walk in a straight line in the hallway.

C.A.R.E.: Considerate Achieving Responsible Encouraging

School Safety Preparedness

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

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

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

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

area. Keeping the cellular network usage at a minimum may be important during a reunification

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

Student Athletic/Activity Eligibility

Each year the Natomas Unified School District **requires** that each student have a Student-Athlete Clearance Packet completed **prior** to being eligible to tryout or participate in a school-sponsored sports program. Part of the clearance packet is a physical form that needs to be signed by your child's physician. The Student-Athlete Clearance Packet is only completed once per year and is due by the deadline of the first sport your child plays. Below you will find the required documents for the 2024-25 school year.

Physical Form

Physical Form (Spanish)

Clearance Packet

Clearance Packet (Spanish)

K-5 Handbook

K-5 Handbook (Spanish)

6-12 Handbook

6-12 Handbook (Spanish)

Voluntary Accident Insurance

High School Athletes

Home Campus will be used for **all high school** athletic forms/clearances, transfers, and CIF information. This is an online registration and clearance site.

All athletes playing a sport at Inderkum High School, Leroy Greene Academy, and Natomas High School must create an account at www.athleticclearance.com. Each parent/guardian must fill out all information, sign, and complete all required reading/forms. A physical form will need to be uploaded. Athletes will be cleared following completion by the Athletic Director.

Intramural Sports For 4th & 5th Grade Scholars

Natomas Unified Athletics program offers Flag Football, Volleyball, Girls and Boys Basketball, Girls and Boys Soccer throughout the year. Tryouts are held for and open to all scholars who wish to participate in 4th & 5th grades.

Eligibility To Participate Policy

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

- Scholars who are suspended from school will not be eligible to participate in school activities while serving their suspension.

Student Council

The Student Council is made up of students in grades 3 – 5 who have been elected by their peers to represent their classroom at Student Council meetings. Meetings are held every other week to gain student voice and involvement in our learning community. We offer a variety of student leadership positions to help students and promote responsible and

Student Recognition

Students at Witter Ranch will be identified for outstanding achievement throughout the school year. Achievement for the 1st, 2nd and 3rd quarters will be held in the classroom and teachers will honor students. A school-wide assembly will be held at the end of the year to honor all students by grade levels. PBIS awards will take place monthly and be acknowledged publicly in school gatherings.

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

- Citation issued and parent is contacted
- Student check in and conference on events.
- Loss of recess

Tier 2 Procedure and Related Consequences

- Check in Check out
- Mentor assigned
- SST set up
- Parent teacher meeting

Tier 3 Procedure and Related Consequences

- 1:1 with school psychologist
- Lesson completing on changing behaviors(bullying, anger management etc..)

Witter Ranch 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.

Title IX Prohibition of Sex Discrimination

Title IX of the Education Amendments of 1972 (“Title IX”), implemented at 34 C.F.R. § 106 *et seq.*, provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by an entity, including a K-12 school district, that receives federal financial assistance. Sex discrimination includes discrimination based on sex stereotypes; sex characteristics; pregnancy or related conditions; parental, family or marital status; sexual orientation, and/or gender identity. (34 C.F.R. §§ 106.10; 106.20.)

In compliance with Title IX, the Natomas Unified School District (“District”) prohibits sex discrimination in any education program or activity that it operates, including but not limited to student programs and/or activities and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

Title IX Coordinator

The following is the contact information for the District's Title IX Coordinator(s):

Shannon Henry - Student-Related
Director of Safety and Safe Schools
1901 Arena Blvd. Sacramento, CA 95834



(916)567-5501

Sarah Laws - Employee-Related
Coordinator III - Human Resources
1901 Arena Blvd. Sacramento, CA 95834



(916)561-5211

Laura Westlake - Employee-Related
Coordinator III Human Resource
1901 Arena Blvd. Sacramento, CA 95834



(916)567-5720

Applicable Board Policies and Administrative Regulations

The District's nondiscrimination policy, sexual harassment policy, and Title IX grievance procedures can be located at <https://www.natomasunified.org/title-ix>

Reporting Conduct/Filing a Complaint

All individuals are encouraged to report conduct that may constitute sex discrimination, including but not limited to sex-based harassment.

All employees, except for designated confidential employees, are *required* to report conduct that may constitute sex discrimination, including but not limited to sex-based harassment, within one day of learning of the same.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the District's Title IX Coordinator.

Additional Resources

Additional resources may be found at:

- California Department of Education ("CDE"):
<https://www.cde.ca.gov/re/di/eo/genequitytitleix.asp>
- California Civil Rights Department ("CRD"): [CRD | Civil Rights Department \(ca.gov\)](https://www.cdcrd.ca.gov/)
- U.S. Equal Employment Opportunity Commission ("EEOC"):
<https://www.eeoc.gov/sex-based-discrimination>;
<https://www.eeoc.gov/sexual-harassment>
- United States Department of Education Office for Civil Rights:
<https://www2.ed.gov/about/offices/list/ocr/index.html>
- United States Department of Education Office for Civil Rights Complaint:
<https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>
- United States Department of Education Office for Civil Rights Contact Information:
1-800-421-3481 or ocr@ed.gov

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)

Witter Ranch 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

N/A

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)) <ul style="list-style-type: none"> • Hazing resulting in injury • Threatening to cause harm <ol style="list-style-type: none"> 1. To a student 2. To school personnel • Fighting -- mutual combat • Aids or Abets • Inflict or attempts to inflict physical injury to another • Use of force or violence (battery/attack) <ol style="list-style-type: none"> 1. Upon a student 2. Upon school personnel 	X X X X	X X X X X	X X X X X	X X X X X
II. WEAPONS AND DANGEROUS OBJECTS (E.C. 48900(b), 48915(a)(1)(B), 48915(c1)(c2)(c5)) <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 X	X X
III. DRUGS AND ALCOHOL (E.C. 48900(c)(p), 48915(a)(1)(C), 48915 (c3)) <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
IV. SALE OF "LOOK-ALIKE" DRUGS AND ALCOHOL (E.C. 48900(d)) <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

V. ROBBERY OR EXTORTION (E.C. 48900(e), 48915(a)(1)(D))		X	X	X
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(EXAMPLES OF ALTERNATIVES TO SUSPENSION (ED. CODE 48900V) ARE: COMMUNITY SERVICE, COUNSELING TREATMENT PROGRAMS, RESTORATIVE JUSTICE AND ALTERNATIVE PLACEMENTS)

	Intervention	SUSPENSION (OR ALTERNATIVE)	EXPULSION	ARREST
VI. DAMAGE TO PROPERTY (E.C. 48900(f))				
• Cause, or attempt to cause, damage to school or private property		X	X	X
• Arson		X	X	X
VII. THEFT OR STEALING (E.C. 48900(g))				
• Stealing or attempting to steal school or private property		X	X	X
VIII. TOBACCO (E.C. 48900(h))				
• Possession of tobacco or nicotine products	X	X		
• Use of tobacco		X		
• Students' possession or use of electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products is prohibited (BP 5131.62(a))(Discipline under 48900(k))	X	X		
IX. PROFANITY, OBSCENE ACTS, DEMEANING RACIAL STATEMENTS, VULGARITY (E.C. 48900(i))				
• 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		

<ul style="list-style-type: none"> • Failure to follow directives or instruction of staff or teachers • Failure to follow conduct code for school bus passengers <p>*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</p>	X	X		
XII. POSSESSION OF STOLEN PROPERTY (E.C. 48900(l))	X	X	X	X
XIII. POSSESSION OF IMITATION FIREARM (E.C. 48900(m)) <ul style="list-style-type: none"> • Replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. 		X	X	
XIV. SEXUAL ASSAULT OR BATTERY (E.C. 48900(n))		X	X	X

	Intervention	SUSPENSION (OR ALTERNATIVE)	EXPULSION	ARREST
XV. HARASSMENT, THREATS, OR INTIMIDATION OF A WITNESS (E.C. 48900(o)) <ul style="list-style-type: none"> • Related to disciplinary proceedings. 	X	X	X	X
XVI. BULLYING (E.C. 48900(r)) <ul style="list-style-type: none"> • Any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act • Cyberbullying including posts on Social Networks • Creating a burn page • Creating a credible impersonation of another 	X X X X	X X X X	X X X X	
XVII. SEXUAL HARASSMENT (E.C. 212.5 & 48900.2; A.R. 5145.7) <ul style="list-style-type: none"> • 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
XVIII. ACTS OF HATE VIOLENCE (E.C. 48900.3) <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, 	X	X	X	X

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.				
<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



Witter Ranch School Student and Family Handbook Received Acknowledgement Form

This document is available on our school website at natomasunified.org/wre 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 “Witter Ranch 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 2025. 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 2024-2025 Witter Ranch Student and Family Handbook, and we understand and agree to follow the Policies and Procedures established by the school.

Student Name (Print) _____ Grade: _____

Student's Signature _____ Date _____

Parent/Guardian Name (Print) _____ Relationship: _____

Parent Signature _____ Date _____