



# **INDERKUM** **TIGERS**

STUDENT/FAMILY HANDBOOK

Inderkum High School  
2500 New Market Drive  
Sacramento, CA 95835  
916-567-5640

<https://natomasunified.org/ihs>

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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 Tiger Families,

The first day of school is just around the corner, and we are excited for the 2024-2025 School Year! Welcome back to our returning Tigers, and to our Tigers who are new to Inderkum High: We are glad you are here! We look forward to a partnership with you in helping our students demonstrate responsibility, achieve academic and social-emotional growth, embrace diversity, be prepared to make decisions about their college and career success, and to GROWL... it's the Tiger Way!

As we follow a year of achievement in academics, athletics, and student activities, we will continue to focus on growing a positive campus culture, including students feeling connected on campus, having positive attendance, and actively engaging in learning. Literacy will also remain a focus across campus, along with engaging students in learning through our International Baccalaureate (IB) Middle Years Program (MYP) using AVID strategies and approaches. To help support success on campus, we are pleased to welcome Assistant Principal, Jodie Stueve, to our Inderkum High School administrative team. She brings years of experience in education, and she is excited to be part of the Tiger Family.

**Classes for this year begin on Thursday, August 8, 2024.** Our school day begins at 8:30 am and ends at 3:29 pm daily. To help facilitate collaboration between school staff, school starts late every Wednesday at 9:30 am.

## Priority Fall Check-Ins

To prepare for the school year, **Priority Fall Check-In** events will be held at the times listed below for students to turn in important documents, review their course list, have an option to check out textbooks, purchase items from the Student Store, and gather information about getting connected through IHS athletics, events, and activities. All documents and directions will be available on our website and can be completed by parents/guardians at home for students to bring with them to the Priority Fall Check-In.

**Wednesday, July 31**

**2pm - 5 pm Last names beginning with A-D**

**Thursday, August 1**

**9am - 12pm Last names beginning with E-Le**

**2pm - 5pm Last names beginning with Li-R**

**Friday, August 2**

**9am - 12pm Last names beginning with S-Z**

If you are unable to attend in the time suggested by your last name, please come to a session that you are able. Additionally, a check-in opportunity will be available for those who need an evening option:

**Wednesday, July 31**                      **5pm - 8pm**    **Open**

### **Link Crew Celebration**

To build connection and belonging on campus with our Class of 2028, we are excited to invite **All 9th Graders** to attend our annual **Link Crew Celebration** on Monday, August 5th, from 3:00 pm to 8:00 pm in the gym. A 9th grade parent welcome will take place immediately following the Link Crew event from 8:00 pm to 8:30 pm.

### **Partnering With Families**

We value families as partners in the education of our students, and parent/guardian involvement is welcomed; whether through the meeting of our various parent organizations or by simply sharing an active interest in the education of your student at home. To help streamline communication and have all messages appear in a single place, we will be using Parent Square as the single communication platform to communicate with families, as well as for turning in start-of-school documents. To learn more about ParentSquare, please use linked information for [Parent Square](#) or check out this [video](#). We hope the experience of being a part of the Tiger Family is exciting and fulfilling.

### **Back to School Night**

At our **Back to School Night, August 27, 2024**, you will receive more information from your student's teachers about classroom procedures, expectations, communication channels and the curriculum. As we rely on active family participation, you will also have an opportunity to sign up to volunteer for school-wide activities.

### **Family Meet & Greet**

As we approach the launch of the new school year, our leadership team and I want to have an opportunity to meet with the families of Inderkum High School prior to the start of the school year. To do so, I will host a **Family Meet & Greet** on July 31, 2024, at 6pm in the main gym; no RSVP is required. I hope you will join me as I share many of the great things taking place and the path forward for Inderkum High School.

Throughout the summer and coming school year, please find important school information and additional resources through our [IHS website](#). Should you need additional help, our office will be open during the summer from 8:15 am to 3:15 pm, closing the week of July 1-5. Beginning Monday, August 5, our office will extend open hours from 7:45am to 4:00 pm daily. If you have any questions about our school,

programs, or expectations, please don't hesitate to contact us or visit our website at [www.natomasunified.org/ihs](http://www.natomasunified.org/ihs). Again, welcome to the 2024-2025 school year!

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Pitts', with a stylized flourish at the end.

J. Scott Pitts  
Principal  
Go Tigers! GROWL!

## Inderkum High School Mission

It is the mission of Inderkum High School to promote a rigorous academic setting committed to producing students who read carefully, think critically, and work together to improve the local and global community.

## Section 1: School Site Information

### Contact Information

Office Hours	Monday - Friday, 7:45 am - 4:00 pm <i>*Except holidays and breaks (see School Calendar)</i>
Main Office	916-567-5640
Attendance	916-567-5655 or 5658

### Administration Contact Information

Scott Pitts  
Principal  
[SPitts@natomasunified.org](mailto:SPitts@natomasunified.org)  
916-567-5640

Marco Farias  
Assistant Principal  
[MFarias@natomasunified.org](mailto:MFarias@natomasunified.org)  
916-567-5640

Nancy Luna  
Assistant Principal  
[nancyluna@natomasunified.org](mailto:nancyluna@natomasunified.org)  
916-567-5640

Greg Lambrecht  
Assistant Principal  
[GLambrecht@natomasunified.org](mailto:GLambrecht@natomasunified.org)  
916-567-5640

Jodie Stueve  
Assistant Principal  
[jstueve@natomasunified.org](mailto:jstueve@natomasunified.org)  
916-567-5640

### 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.

Melanie Castellanos  
M

Debbie Eisberg  
[deisberg@natomasunified.org](mailto:deisberg@natomasunified.org)  
(916) 567-6702

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(916) 567-6702

Craig Van Nort  
[cvannort@natomasunified.org](mailto:cvannort@natomasunified.org)  
(916) 567-6702

### School Psychologist Contact Information

The primary function of the school psychologist is to provide assessment, consultation, counseling, and referral service to students, school staff, and parents. The aim is to improve student learning and adjustment.

School Psychologist: Lynn Cantoneros  
[lcantoneros@natomasunified.org](mailto:lcantoneros@natomasunified.org)  
(916) 567-5640

School Psychologist: Meaghan Phillips  
[mphillips@natomasunified.org](mailto:mphillips@natomasunified.org)

(916) 567-5640

### Teacher Contact Information

Inderkum High School teachers can be contacted through email or phone. To find your teacher's email address, please refer to the school website at <https://natomasunified.org/ihs> or call the school office at 916-567-5640 and let the office staff know you would like to leave a message for the teacher.

# 2024-2025 NUSD Student Calendar

<b>2024-2025 Student Calendar</b>																									
180 Instructional Days																									
<b>July</b>							<b>January</b>																		
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28	29	30	31				26	27	28	29	30	31													
<b>August</b>							<b>February</b>							First Day of Class		August 8, 2024									
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				1	2	3							1	No School											
4	5	6	7	8	9	10	2	3	4	5	6	7	8	July 4		Independence Day									
11	12	13	14	15	16	17	9	10	11	12	13	14	15	September 2		Labor Day									
18	19	20	21	22	23	24	16	17	18	19	20	21	22	October 7		District Staff Development Day									
25	26	27	28	29	30	31	23	24	25	26	27	28	November 11		Veteran's Day										
														November 25		Certificated Holiday									
														November 26		Certificated Holiday									
														November 27		Local Holiday									
														November 28		Thanksgiving Day									
														November 29		Local Holiday									
														December 23-January 3		Winter Recess									
														December 24		Christmas Eve									
														December 25		Christmas Day									
														January 1		New Year's Day									
														January 20		Martin Luther King Day									
														February 10		Presidents' Day (Lincoln Day)									
														February 17		Presidents' Day (Washington Day)									
														March 31 - April 4		Spring Recess									
														April 21		Local Holiday									
														May 26		Memorial Day									
														June 19		Juneteenth									
<b>September</b>							<b>March</b>							<p><b>District Wide Minimum Days:</b> December 20, 2024 and May 23, 2025</p> <p><b>Elementary and K-8 School Minimum Days:</b> 5 minimum days for Parent/Teacher Conferences Check your school calendar for days</p> <p><b>Secondary (Middle and High) School Minimum Days:</b> December 18-19, 2024 May 21-22, 2025</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>1st Quarter: 10/4/2024</td> <td>1st Trimester: 11/1/2024</td> </tr> <tr> <td>2nd Quarter: 12/20/2024</td> <td>2nd Trimester: 2/28/2025</td> </tr> <tr> <td>3rd Quarter: 3/14/2025</td> <td>3rd Trimester: 5/23/2025</td> </tr> <tr> <td>4th Quarter: 5/23/2025</td> <td></td> </tr> </table>				1st Quarter: 10/4/2024	1st Trimester: 11/1/2024	2nd Quarter: 12/20/2024	2nd Trimester: 2/28/2025	3rd Quarter: 3/14/2025	3rd Trimester: 5/23/2025	4th Quarter: 5/23/2025	
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<b>December</b>							<b>June</b>																		
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29	30	31					29	30																	

## 2024-2025 Inderkum High School Student Calendar

In order to provide the most up to date information we encourage you to frequently visit our school website at <https://natomasunified.org/ihs>.

<b>Event</b>	<b>Date</b>
<i>Back to School Night</i>	<i>August 27, 2024 6:30 p.m. - 8 p.m.</i>
<i>Minimum Days</i>	<i>December 18 - 20, 2024 May 21 - 23, 2025</i>
<i>Open House</i>	<i>To be announced 6 p.m. - 7:30 p.m.</i>

# Inderkum Bell Schedule

## Inderkum High School

COLLEGE AND CAREER: SUCCESS STARTS HERE!

### REGULAR SCHEDULE

0 Period	7:30 – 8:29 (before school)
First Bell	8:25
Period 1	8:30 – 9:29
Period 2	9:34 – 10:33
Period 3	10:38 – 11:42
Period 4A	11:47 – 12:46
<b>LUNCH A</b>	<b>11:42 – 12:17</b>
Period 4B	12:22 – 1:21
<b>LUNCH B</b>	<b>12:46 – 1:21</b>
Period 5	1:26 – 2:25
Period 6	2:30 – 3:29
Period 7	3:34 – 4:33 (after school)

### LATE START WEDNESDAY

0 Period	7:30 - 8:29 (before school)
Collaboration	8:30 - 9:25
First Bell	9:25
Period 1	9:30 – 10:19
Period 2	10:24 – 11:13
Period 3	11:18 – 12:12
<b>LUNCH A</b>	<b>12:12 – 12:47</b>
Period 4A	12:17 – 1:06
<b>LUNCH B</b>	<b>1:06 – 1:41</b>
Period 4B	12:52– 1:41
Period 5	1:46 – 2:35
Period 6	2:40 – 3:29
Period 7	3:34 – 4:33 (after school)

### MINIMUM DAY SCHEDULE

Period 1	8:30 – 9:05
Period 2	9:10 – 9:45
Period 3	9:50 – 10:30
Period 4	10:35 - 11:10
Period 5	11:15 – 11:50
Period 6	11:55 – 12:30

**OPTIONAL LUNCH** 12:30 - 1:10

### OUTDOOR RALLY SCHEDULE

0 Period	7:30 – 8:29
First Bell	8:25
Period 1	8:30 – 9:22
Period 2	9:27 – 10:19
Period 3	10:24 – 11:21
<b>LUNCH A</b>	<b>11: 21 – 11:56</b>
Period 4A	11:26 – 12:18
<b>LUNCH B</b>	<b>12:18 – 12:53</b>
Period 4B	12:01 – 12:53
Period 5	12:58 – 1:50
Period 6	1:55 – 2: 47
<b>RALLY</b>	<b>2:52 – 3:29</b>
Period 7	3:34 – 4:26

### FINALS SCHEDULE

Period 1/3/5	8:30 – 10:25
Period 2/4/6	10:35 – 12:30

**OPTIONAL LUNCH** 12:30 – 1:10

### INDOOR RALLY SCHEDULE

**First Rally (Rally A):** All A & C Wing classrooms, PE, CECA Modified, Modified & Office TA's

1:30 - 2:20 PM	Rally
2:30 - 3:29 PM	6th Period Class

**Second Rally (Rally B):** All G, F, D and TC 1-3

2:30 until All Call	6th Period Class
2:40 to 3:29 PM	



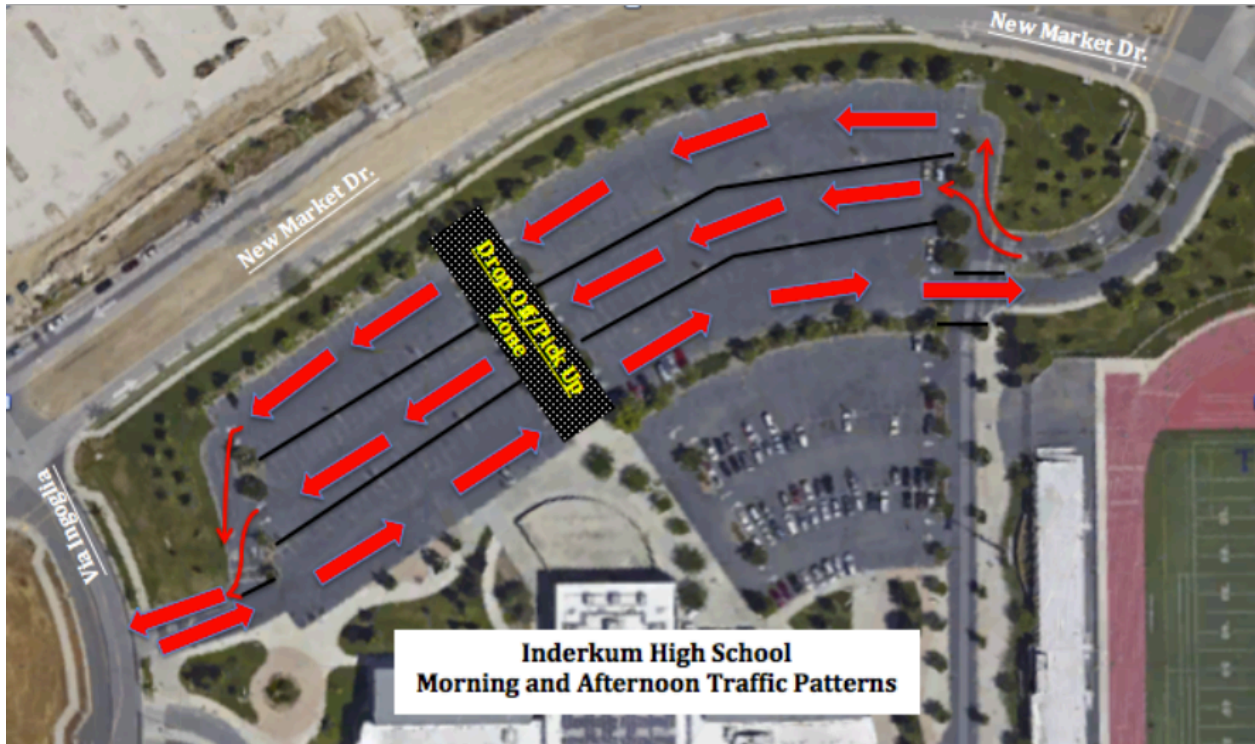
2024 June

## Arrival and Dismissals

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

Before and after school can be a busy time at Inderkum High School. We ask all parents who are dropping off or picking up their students, to follow all traffic laws and exhibit safe driving practices while on or around campus. Entrances and exits are available on both the Northeast and Northwest sides of the campus. If you need to wait to pick up your student after school, we ask that parents please wait in one of the available parking spots on campus.

### Traffic Safety



### Buses/Transportation

In accordance with current Natomas Unified School District policies, daily routine transportation is only provided for students receiving specialized services. NUSD and Inderkum High School does provide transportation for athletic events, field trips and other school related activities.

### Student Safety/Safe Routes

Inderkum High 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**

Inderkum High School is a closed campus. Students are not permitted to leave campus without proper authorization. Students are not permitted to enter designated “out of bounds” areas, closed wings, unsupervised areas, or leave campus once the school day has started.

During Lunchtimes or Passing Periods, the following areas are “out of bounds” and closed to students (see map):

- Outside of the School Building on the North or West sides of campus; including Parking Lots, Bike Rack, and Bus Circles
- All Parking Lots (including ARC and Library side)
- Football Stadium
- Outdoor basketball courts and grass area beyond the 1st three courts closest to the football field and beyond the football scoreboard
- Wings closed during lunch periods

Students who enter “out of bounds” areas or leave campus without permission will receive appropriate consequences, including detentions and/or Saturday Schools.

## 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) 567-5655, 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 the Inderkum High School Late Policy:

- Students are considered tardy if they are not in class ready to learn as defined by the teacher. Students will be marked tardy by the teacher if he or she is late by 15 mins or less. If they are more than 30 minutes late to their first period, then the student must go directly to the Attendance Office to sign in and receive their tardy pass. Students who arrive late to school must have a written note explaining the lateness. Please refer to the aforementioned section “Excusable Absences”.
- **Teachers simply mark students who are less than 15 minutes late as tardy.**
  - For the first 4 tardies in a semester, teachers will document classroom interventions including but not limited to contact with parents/guardians, teacher held detention, conference and/or goal setting with the teacher, etc.
  - At the 5th tardy accumulated in a class during a semester, students may be referred to administration to serve detention. Please reference the Detention/Saturday School section for applicable rules.

## **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 get an office pass from their teacher to go to the office or a bathroom pass to go to the bathroom. Students should never be out of class without a pass from their current teacher.

Students should remain in their classroom wing unless they have a pass to go to the front office, Wellness Center, special service, or the restroom that is part of their wing/class.

## **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 is served every day from 7:45 a.m. - 8:15 a.m. except on Wednesdays from 8:45 a.m. - 9:15 a.m.

- Lunch is determined by either Lunch A or Lunch B.
  - On a regular school schedule lunch is at the following:
    - Lunch A: 11:42 a.m. - 12:17 p.m.
    - Lunch B: 12:46 p.m. - 1:21 pm.
  - On our Late Start Wednesday lunch is at the following:
    - Lunch A = 12:12 p.m. - 12:47 p.m.
    - Lunch B = 1:06 p.m. - 1:41 p.m.
- Dinner is provided after school from 3:29 p.m. - 3:45 p.m. outside in the snack bar area of the G building.

### **Nutrition Services Expectations/Rules**

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

RULES for the cafeteria and snackbar area are as follows:

- Come in and form a line
- Enter your own student ID number
- Get your meal and make sure to have a fruit/veggie/salad with your meal
- You are provided only 1 meal per breakfast, lunch or dinner
- For the supper meals after school, any school-age child (ages 5-18 years) is welcome to a meal as long as they can provide their name and Student ID number. These meals are free of charge to all of our students.

## **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)
- Booster Club (Music, IABC, IB or CECA)

### **Parent Square**

Inderkum High 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](http://www.childaction.org)

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

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

## **Student Academic Monitoring**

### **School Site Grading Periods**

School Name School operates on a 2 semester, 4 quarter system. Progress reports are mailed home every quarter (approximately every 9 weeks). Final report cards are mailed home at the end of each semester. Only semester grades are used for GPA calculation and college admission purposes.

Teachers will update grades a minimum of every other Friday by 4:00 p.m. beginning August 23, 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 contact the IC help desk at (916) 567-5819 or email [icportal@natomasunified.org](mailto:icportal@natomasunified.org). To request a password reset, complete the form found in the Help Desk and Password Reset tab below.

## **Student Deliveries**

Due to the importance of instructional time, student deliveries will not be made during the school day. Deliveries of birthday or other celebration items (like balloons, flowers, etc.,) will not be delivered. If a student is found to have these items and is a distraction to the learning environment, the items may be confiscated by school personnel and held until the end of the school day.

## **Before and After-School Care**

Students can access student clubs at the following link, <https://natomasunified.org/ihs/students/student-activities>.

Students are required to follow school rules while on campus prior to school beginning, as well as after school. Students should travel home after school, unless they are in a school club, class, or involved in athletics. In general, the campus is cleared at 3:45 p.m.

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

### **Academic Programs**

Inderkum High School is proud to offer a variety of academic programs and supports to prepare all graduates for college and career. Please see a counselor for more information about any of the programs listed below:

#### **International Baccalaureate Diploma Programme (DP)**

IB DP is a comprehensive, world-renowned program that teaches crucial skills and focuses on common themes. It exposes students to a broader world view and empowers them to take on challenges beyond the classroom.

Teachers are developing curriculum focusing on globally-relevant contexts to help students make connections between subject areas and the real world. This allows our students to learn

about themselves and others in the world and gain an international perspective. Curriculum is focused on the following contexts:

- Fairness and Development
- Globalization and Sustainability
- Identities and Relationships
- Orientation in Space and Time
- Personal and Cultural Expression
- Scientific and Technical Innovation

### **International Baccalaureate Middle Years Programme (MYP)**

All 9th and 10th grade students take MYP classes. It doesn't matter if students are enrolled in the Scholars program (which leads directly to the IB Diploma Programme), the CECA Program, or have opted for a more traditional route. All classes operate under the MYP umbrella and abide by the common definition of good teaching.

Inderkum is an IB World School offering the MYP in partnership with Natomas Middle School. These are schools that share a common philosophy—a commitment to high quality, challenging, international education that the Inderkum High School partnership believes is important for our students. The focus of our instruction includes:

- Holistic Learning
- Student Inquiry
- Student Collaboration
- Real-world Application
- Intercultural Awareness
- Communication
- 21st century skills

### **California Early College Academy (CECA)**

CECA is a college readiness pathway that gives students the opportunity to graduate with a full year (or more) of UC/CSU transferable college credits through American River College—at no cost to the student. CECA offers real college experience within the student's high school experience.

### **Advancement Via Individual Determination (AVID)**

AVID teaches skills and behaviors for academic success, provides intensive support with tutorials and strong student/teacher relationships, creates a positive peer group for students, develops a sense of hope for personal achievement gained through hard work and determination.

### **Advanced Placement Courses**

AP courses are taught by highly qualified high school teachers who use the AP Course Descriptions to guide them and ensure that the course reflects college- and university-level expectations. The course descriptions outline the course content, describe the curricular goals of the subject, and provide sample exam questions. While the course descriptions are a significant source of information about the course content on which the AP Exams will be based, AP teachers have the flexibility to determine how this content is presented.

## CTE Pathways

Career Technical Education (CTE) prepares students for lifelong skills. Inderkum High School currently offers 4 CTE Pathways; Broadcast Media, Public Safety, Building and Construction Trades, and Cosmetology. Public Safety explores careers in both law enforcement and fire technology. Broadcast Media focuses on building skills needed for video production, interviews, and storytelling. Both Broadcast Media and Public Safety pathways are a three-year sequence of courses, and interested freshmen should fill a request in the introductory courses when they create their Multi Year Academic Planner (MYAP) with their counselor. Building and Construction Trades is open to Inderkum students and housed at Discovery High School. The Building and Construction Trades Pathway is designed to provide a rigorous academic program and career preparation for those interested in any of the multiple fields of construction. The Cosmetology program is open to Inderkum students and housed at Natomas High School. Students will learn the foundational aspects of health and safety, hair care, hair styling, shaving, fading, skin care, manicuring, and pedicuring, as well as business skills for entrepreneurs. Students will learn from cosmetologists in a state-of-the-art salon. Inderkum also offers a CTE course in Bike Tech. Interested students should see their counselors for enrollment information.

## Apex Credit Recovery

Students who have not successfully earned required course credits are provided the opportunity to get back on track for on-time graduation with Apex Learning digital curriculum. The same rigorous, standards-based content that engages students earning original credit ensures that all students are mastering the skills and concepts necessary for their future success.

## College and Career Readiness Center (CCRC)

The College and Career Center provides a variety of resources for college and career planning. Our students can come to obtain information on two and four year colleges and universities, testing and test preparation, financial aid and scholarships, career possibilities and college majors descriptions. In collaboration with our academic counselors, we continue to work on building a comprehensive college-going culture for all students. In addition to scheduled appointments, students are welcome to come to the CCRC during lunch or after school to utilize the resources, get tutoring help and study.

## Class Scheduling

The administrative and counseling teams at Inderkum High School have placed students in classes based upon their individual requests, academic history, and progress towards graduation.

## Graduation Requirements

Natomas Unified School District requires high school students to complete a minimum of 220 credits. For more details, please consult a counselor or review the 2017-2018 *Inderkum High School Course Catalog*.

Subject	Credits	Subjects	Credits
English	40 credits	World History	10 credits
Math (Including Math I)	20 credits	U.S. History	10 credits
Physical Science	10 credits	Physical Education	20 credits
Life Science	10 credits	World Language	10 credits

Health	5 credits	VAPA	10 credits
Government	5 credits	Technology	10 credits
Economics	5 credits	Electives	50 credits
World Geography	5 credits		
		<b>Minimum Credits</b>	<b>220 credits</b>
		<b>To Graduate</b>	

Additionally, for graduates to be eligible for acceptance to the UC/CSU systems, A-G requirements must be met as shown below which requires a minimum of 240 credits to be earned. As part of the NUSD vision to prepare all graduates to be college and career ready, all students will be enrolled in A-G courses unless parents opt-out through a meeting with the student's assigned counselor and administrator. A-G requirements are below.

Students can track their A-G requirements under the Infinite Campus Academic Progress.



# INDERKUM TIGERS

## A-G REQUIREMENTS

<b>A</b>	<b>HISTORY:</b>	<b>2 YEARS</b>
<b>B</b>	<b>ENGLISH:</b>	<b>4 YEARS</b>
<b>C</b>	<b>MATH:</b>	<b>3 YEARS REQUIRED</b> <i>4 YEARS RECOMMENDED</i>
<b>D</b>	<b>SCIENCE:</b>	<b>2 YEARS REQUIRED</b> <i>3 YEARS RECOMMENDED</i>
<b>E</b>	<b>FOREIGN LANGUAGE:</b>	<b>2 YEARS REQUIRED</b> <i>3 YEARS RECOMMENDED</i>
<b>F</b>	<b>VISUAL/PERFORMING ARTS</b>	<b>1 YEAR REQUIRED</b>
<b>G</b>	<b>COLLEGE PREP ELECTIVE</b>	<b>1 YEAR ELECTIVE</b>

## **GRADUATION CEREMONY ELIGIBILITY**

In order to participate in graduation ceremonies, all students **MUST** meet all state and district eligibility requirements. These requirements include earning all credits within each given curricular area. **NO STUDENT** shall take part in the graduation ceremony that cannot be certified as meeting **ALL** stated graduation requirements. Requirements and protocols for the selection of ceremony speakers, Valedictorian, and Salutatorian will be delivered at the senior class meeting in the fall semester.

In order to ensure that senior activities and the graduation ceremony are the meaningful events that parents, faculty, and the graduating class desire, the following requirements must be adhered to by each senior:

- Understand that participation in the graduation ceremony is a **PRIVILEGE** and is voluntary.
- By 3 pm on the day before graduation, all course work (including APEX) must be complete.
- All fees must be paid, with no overdue billing, returning all borrowed materials (uniforms, technology, textbooks, etc.) during Senior Check Out in order to participate in Inderkum High School graduation ceremony.
- A serious violation of school rules, failure to maintain satisfactory attendance and/or failure to complete all discipline hours assigned during the school year may result in exclusion from senior activities, including the graduation ceremony.
- Inappropriate behavior at any school activity (i.e. Prom, athletic or co-curricular activities, or graduation practice) may jeopardize participation in the graduation ceremony.
- Be courteous during the entire graduation ceremony. Inappropriate behavior during the ceremony may result in removal from the ceremony and/or the withholding of a student's diploma.
- Wear the cap and gown as designated by Inderkum High School and to wear proper attire under cap and gown.
- Attend all scheduled graduation rehearsals.
- Be on time, follow the directions given and not leave the rehearsal until dismissed.
- In case of illness, contact administration prior to practice. Failure to attend any practice (or contact administration regarding illness or an emergency situation) may terminate participation in the ceremony.
- Participation or involvement in a "ditch day" (as defined by District policy) or a "Senior Prank" may lose senior privileges and activities, including participation in the graduation ceremony.

### **Valedictorian/Salutatorian Selection Process:**

- Based on the first 7 semesters, all students with a cumulative weighted GPA of 4.0 or higher will be named as Summa Cum Laude graduates provided that their 3rd quarter grades are consistent with their academic history. Any of these students wishing to speak at graduation will be invited to deliver a graduation address to a committee consisting of staff members, to be evaluated using a rubric.
- The committee will choose the top three speeches/speakers. The first place speaker will be named the Valedictorian. The second place speaker will be named the Salutatorian.

- In the event that final grade verification shows that a Summa Cum Laude graduate's cumulative weighted GPA has dropped below 4.0, the student will not be named as a Summa Cum Laude graduate. If this applies to the chosen Valedictorian or Salutatorian, the third place speaker will assume the speaking role. For example, if the Valedictorian dropped below a 4.0, the Salutatorian would become the Valedictorian, and the third place speaker would become the Salutatorian.
- The students with the TOP 20 GPAs will also be named the school's TOP 20 Graduates and will lead the processional at graduation.
- The speech must be between 3-5 minutes in duration. Candidates will select a presentation time to deliver their speech to the selection committee at a time to be determined. Those selected as Valedictorian and Salutatorian will be announced at Senior Awards Night.

### **SENIOR EXPECTATIONS**

The senior year at IHS includes memorable events planned to provide incentive and reward success through graduation. A student's commitment to GROWL, The Tiger Way, and a student's choice to maintain academic, attendance and behavior expectations will ultimately determine eligibility to participate in the fun and rewarding "Senior Class Activities", including Prom, Senior Trip, Senior Week Activities, and the Graduation Ceremony.

Eligibility for Senior Activities includes the commitment to GROWL: The Tiger Way, and includes adherence to the expectations below:

- Have all outstanding debts to I.H.S. paid and library/textbook clearance.
- Meet the requirements of campus policies, and students must:
  - Be in good social standing regarding behavioral referrals, detentions, Saturday Schools, or suspensions.
  - Have good attendance.
  - Have good behavior.
  - Extenuating circumstances must be resolved by the Advisory Committee prior to any payment deadline.
  - Have approval by the IHS Principal to attend. A student's eligibility for participation in the Senior Grad Night Trip may be revoked if the student's poor citizenship is serious enough to warrant loss of privilege.
- Students may not participate in extracurricular activities, such as Senior Trip, dances, etc., if a student engages in an Education Code violation, which could include physical/verbal altercations, theft, drug possession/use, social media and electronic threats/bullying, 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

Tutoring opportunities are available to students through Varsity Tutors.

Students may also receive additional academic support from individualized teachers but this is offered at teacher availability. It is recommended that students talk with their teachers regarding after school office hours.

### Homework - BP 6154

The Governing Board recognizes that meaningful homework assignments can be a valuable extension of student learning time and assist students in developing good study habits. Homework shall be assigned when necessary to support classroom lessons, enable students to complete unfinished assignments, or review and apply academic content for better understanding. Homework assignments shall be reasonable in length and appropriate to the grade level and course. The Board expects that the number, frequency, and degree of difficulty of homework assignments will increase with the grade level and the maturity of students. Teachers shall assign homework only as necessary to fulfill academic goals and reinforce current instruction.

At the beginning of the school year, teachers shall communicate homework expectations to students and their parents/guardians. These communications shall include the manner in which homework relates to achievement of academic standards and course content, the impact of homework assignments on students' grades, any school resources and programs that are available to provide homework support, and ways in which parents/guardians may appropriately assist their children.

## **Cell Phone Policy**

**Education Code 48901.7 states that** (a) The governing body of a school district, a county office of education, or a charter school may adopt a policy to limit or prohibit the use by its pupils of smartphones while the pupils are at a school site or while the pupils are under the supervision and control of an employee or employees of that school district, county office of education, or charter school.

- (b) Notwithstanding subdivision (a), a pupil shall not be prohibited from possessing or using a smartphone under any of the following circumstances:
- (1) In the case of an emergency, or in response to a perceived threat of danger.
- (2) When a teacher or administrator of the school district, county office of education, or charter school grants permission to a pupil to possess or use a smartphone, subject to any reasonable limitation imposed by that teacher or administrator.
- (3) When a licensed physician and surgeon determines that the possession or use of a smartphone is necessary for the health or well-being of the pupil.
- (4) When the possession or use of a smartphone is required in a pupil's individualized education program

### **Class Assignments and Changes**

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

### **Computer and Internet Policy - AR 6163.4**

Parents and students should read and understand the provisions of the Natomas Unified School District Student Use of Technology Board Policy 6163.4 and the Administrative Regulation 6163.4, 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**

Inderkum High School has established a dress code to create and maintain a positive learning environment. To this end, extremes in dress or clothing regarded as disruptive, a distraction from the learning environment, or contributing to unsafe conditions are not permitted. The specifics of the dress code regulations are as follows, and violation of the dress code may result in disciplinary action.

### **Prohibited Clothing/Accessories**

- Clothing/accessories with pictures or messages that promote or symbolize the use of drugs, alcoholic beverages, or tobacco
- Clothing/accessories with messages that are sexually suggestive or promote violence
- Clothing/accessories considered by school officials or law enforcement to denote group intimidation, gang affiliation, cult affiliation, satanic reference, or any profane or racially offensive item

### **Specific Clothing Restrictions**

- **Shoes must be worn at all times.** House slippers may not be worn.
- **Underwear may not be exposed**, including under see-through clothing.
- **The torso must be covered.** Bare midriffs, backs, or cleavage must not be exposed.
- **Any excessively revealing clothing is not permitted.**
  - strapless, low-cut, backless or sideless tops/dresses and/or see-through clothing are not permitted
  - shorts / skirts must be of moderate length
- **Sagging of pants/shorts is not permitted.**

\*Students in violation of the dress code will be released to attend class or campus functions once clothes have been changed into proper attire.

## **DRESS FOR SUCCESS**

### **Weekly Dress Up Days**

At Inderkum High School, all persons are encouraged to join in dress up days as a means of displaying pride in the Tiger Family, a focus on college and career readiness, and individual recognition for being a part of Inderkum's programs, teams, clubs, and campus.

- **MONDAYS- University/College Day:** wear university/college shirts, sweatshirts, spiritwear
- **WEDNESDAYS- Campus Connection Day:** wear IHS program, team, or club shirts, sweatshirts, spiritwear
- **FRIDAYS- Tiger Family/School Spirit Day:** wear IHS Tigers, Jungle, class, navy blue & gold spiritwear

## **Spirit Day Dress Code**

On occasion, Inderkum High School will have spirit days to celebrate/draw attention to a specific event (such as Homecoming Spirit Week). As a show of school spirit, all persons on campus are encouraged to participate. However, dress/attire/costumes must follow the dress code regulations. Furthermore, masks, items that cover the face, or hairdos/makeup that distract from the learning environment are not permitted. Spirit Days are a memorable part of a positive high school culture, so get involved and have fun!

## **Field Trips**

Inderkum High School students have multiple opportunities to attend field trips that are aligned with the mission of all students being college and career ready upon graduation.

## **Lost and Found**

Inderkum High School's lost and found is located in the west corner of the atrium nearest the lower D-wing. Students may check the lost and found before or after school or during lunchtime periods. Students should not leave during class time to check the lost and found.

## **Student Supports and Resources (Differentiated Layers of Support)**

Here at Inderkum, we use a school-wide approach to support our students. Teachers, counselors, psychologists and administrators work as a team in order to support our students and plan their intervention.

Below are some of the supports offered to our Tiger Students.

- Whole class instruction
- Teacher tutoring after school
- Varsity Tutors
- School Site Team (SST) to explore causes a student is struggling and develop strategies
- 504 - once a student has a diagnosis, a team works together to develop accommodations to increase student success
- Helping Tigers GROWL tool - staff can fill out a form that addresses a positive behavior highlight, or a socio-emotional or academic concern.

## **Safe and Welcoming Learning Environment**

Inderkum High School believes that EVERY STUDENT CAN LEARN AND SUCCEED. In line with this belief, all students are expected to behave in class, on campus, and at school events in a manner that supports a safe, respectful, and positive learning environment. We accomplish this by keeping in mind our Mission Statement:

***Mission:*** It is the mission of Inderkum High School to promote a rigorous academic setting committed to producing students who read carefully, think critically, and work together to improve the local and global community.

## **GROWL ... It's the Tiger Way!**

Tigers:	<i>What?</i>	Read! Lead! Succeed!
	<i>Why?</i>	College and Career; Success Starts Here!
	<i>How?</i>	<b>G</b> – Grit
		<b>R</b> – Respect / Responsibility
		<b>O</b> – Optimism
		<b>W</b> – World-Focused
		<b>L</b> - Learner Profile - <b>Tigers Are:</b>
		<i>Inquirers</i> <i>Principled</i>
		<i>Knowledgeable</i> <i>Open-minded</i>
		<i>Thinkers</i> <i>Caring</i>
		<i>Communicators</i> <i>Balanced</i>
		<i>Reflective</i> <i>Risk-takers</i>

## **School Safety Preparedness**

The safety of our students is of critical importance at Inderkum High School. All faculty and staff are trained with the district's "Emergency Management Plan". Per Education Code 32280-32289.5, Inderkum High School's Comprehensive School Safety Plan is reviewed and updated 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](http://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.

**Student Athletic/Activity Eligibility**

In order to facilitate the use of student activities and athletics as both a means of building relationships with students and creating incentive for student academic and social achievement, the following eligibility policy will be used for student activities at Inderkum High School:

- Current enrollment at IHS
- 2.0 or better grade point average at grading periods.
- No more than one F
- Good academic standing- reaching grade level credit benchmarks (see below)
- Good attendance (avoiding unverified period absences, excessive tardiness, truancy letters, and/or the SART/SARB process).
- Acceptable social behavior in respect to discipline referrals, detentions, Saturday Schools, and/or suspensions.
- Debts or billing to the School and/or ASB cleared.
- In compliance with School Board / District policies, the Student-Athlete Handbook, and program specific requirements where applicable, when deemed necessary by school officials, individual students may be placed upon contract as a preemptive means of maintaining/restoring athletic/activity eligibility. *A student's athletic/activity eligibility for participation may be revoked if the student's poor citizenship is serious enough to warrant loss of privileges.*

**GOOD ACADEMIC STANDING:** It is Inderkum's primary responsibility to ensure that all students receive a quality education and are on track to graduate with their class. Therefore, students that have been unable to manage academics and extracurricular activities will not be allowed to participate until they are in good academic standing. This consists of reaching the following credit benchmarks at the beginning of the semester:

<b>Grade Level</b>	<b>First Semester</b>	<b>Second Semester</b>
<b>Sophomore</b>	<b>40 credits</b>	<b>70 credits</b>
<b>Junior</b>	<b>100 credits</b>	<b>130 credits</b>
<b>Senior</b>	<b>160 credits</b>	<b>190 credits</b>

For athletics, freshmen will begin the year academically and behaviorally eligible, and simply have the responsibility of maintaining eligibility. All other students' eligibility will be based on grades from the previous semester. Eligibility lists will be determined at the end of each quarter. For students not making athletic eligibility there will be an appeal process consisting of a panel of staff members. The panel's decision will be final. Students are allowed one appeal as a freshman or sophomore and an additional appeal during junior and senior years.

Administration may clear students for ASB activities, such as Prom and Senior Trip, after a pattern of successful progress is made on a student contract in the areas of grade point average, failing grades, attendance, and behavior issues. Social probation lists based on academics and behavior will be generated before each ASB activity to determine eligibility. Such activities include dances, assemblies, Day on the Green, etc.

### **Student Council**

Our student council meets every Tuesday morning before 1st period. This group consists of the meeting run by our four ASB officers, 5 class representatives for each class and 7 for the senior class. The meetings include discussion of old and new business from each class, the review or approval of ASB. Purchase Orders (PO's), and the approval of ASB. funding requests. ASB officers check balances and manage account numbers while a quorum of the student council, including class representatives, approve them.

### **Student Recognition**

Inderkum High School recognizes outstanding achievement by students in various areas, including: weekly GPA announcements, quarterly GPA recognition and acknowledge students who have displayed the learner profile for the week, quarterly perfect attendance, and displaying G.R.O.W.L. Our end of the year activities include a formal awards ceremony for all grade levels.

### **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

- Student conference
- Parent contact
- Parent/teacher Conference
- Possible class suspension

#### Tier 2 Procedure and Related Consequences

- Restorative Practices
- Referral to counseling/Student support
- Peer Mediation
- Student Contract
- Detention
- Possible Home Visit

#### Tier 3 Procedure and Related Consequences

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

# Inderkum High School Student Expectations & Rules

## Aerosol Sprays/Perfumes

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

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

## Baked Goods

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

## Bullying - BP 5131.2

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

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

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

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

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

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

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

- The drug(s)/alcohol will be confiscated.
- Students will be removed from class or school activity.

- Parents/guardians will be asked to come to the school.
- Law enforcement officials will be contacted and facts reported.
- Home suspension and possible recommendation for expulsion.

**Possession/Use of Tobacco Products**

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

**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](mailto: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, and/or No Contact Contracts. 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)**

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

### **School Property**

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

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

### **School Responsibility for Students To and From School**

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

### **Selling/Buying Personal Property**

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

## **Student Photo Identification Cards**

For safety purposes, all students should have an Inderkum electronic or physical ID card while on campus. Students must also have ID cards in their possession while attending any school function open exclusively to IHS students and their guests. Students must have their ID cards in order to purchase or receive their lunch in the school cafeteria.

## **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

Students might not be able to participate in extracurricular activities, such as attending sporting events, going on the Senior Trip, attending dances, etc., if a student engages in an Education Code violation, which could include a physical/verbal altercation, theft, drug possession/use, social media/electronic threat/bullying, etc. Students may also be placed on a behavior contract in order to support their positive behavior at Inderkum High School.

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

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

	Intervention	SUSPENSION (OR ALTERNATIVE )	EXPULSION	ARREST
VI. DAMAGE TO PROPERTY (E.C. 48900(f))				
<ul style="list-style-type: none"> <li>• Cause, or attempt to cause, damage to school or private property</li> <li>• Arson</li> </ul>		X X	X X	X X
VII. THEFT OR STEALING (E.C. 48900(g))				
<ul style="list-style-type: none"> <li>• Stealing or attempting to steal school or private property</li> </ul>		X	X	X
VIII. TOBACCO (E.C. 48900(h))				
<ul style="list-style-type: none"> <li>• Possession of tobacco or nicotine products</li> <li>• Use of tobacco</li> <li>• Students' possession or use of electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products is prohibited (BP 5131.62(a))(Discipline under 48900(k))</li> </ul>	X X	X X X		
IX. PROFANITY, OBSCENE ACTS, DEMEANING RACIAL STATEMENTS, VULGARITY (E.C. 48900(i))				
<ul style="list-style-type: none"> <li>• Directed at peers</li> <li>• Directed at school personnel</li> </ul>	X	X X	X X	X X
X. DRUG PARAPHERNALIA (E.C. 48900(j))				
<ul style="list-style-type: none"> <li>• Possession</li> <li>• Offer, arrange, or negotiate to sell</li> </ul>		X X	X X	X X
XI. WILLFUL DEFIANCE (E.C. 48900 (k))				
<ul style="list-style-type: none"> <li>• Failure to follow school rules</li> <li>• Failure to follow directives or instruction of staff or teachers</li> <li>• Failure to follow conduct code for school bus passengers</li> </ul> <p><b>*Students enrolled in kindergarten or any of grades 1 to 8, shall not be suspended solely (independently) for any of the acts listed under 48900k</b></p>	X X X	X X X		

XII. POSSESSION OF STOLEN PROPERTY (E.C. 48900(l))	X	X	X	X
XIII. POSSESSION OF IMITATION FIREARM (E.C. 48900(m))				
<ul style="list-style-type: none"> <li>• Replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.</li> </ul>		X	X	
XIV. SEXUAL ASSAULT OR BATTERY (E.C. 48900(n))		X	X	X

	Intervention	SUSPENSION (OR ALTERNATIVE )	EXPULSION	ARREST
XV. HARASSMENT, THREATS, OR INTIMIDATION OF A WITNESS (E.C. 48900(o))	X	X	X	X
<ul style="list-style-type: none"> <li>• Related to disciplinary proceedings.</li> </ul>				
XVI. BULLYING (E.C. 48900(r))	X	X	X	
<ul style="list-style-type: none"> <li>• Any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act</li> <li>• Cyberbullying including posts on Social Networks</li> <li>• Creating a burn page</li> <li>• Creating a credible impersonation of another</li> </ul>	X X X	X X X	X X X	
XVII. SEXUAL HARASSMENT (E.C. 212.5 & 48900.2; A.R. 5145.7)	X	X	X	X
<ul style="list-style-type: none"> <li>• Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. (Applies to grades 4-12.)</li> <li>• Note: Harassment of any type is not tolerated. Students in grades K-3 will be dealt with appropriately in cases of harassment.</li> </ul>				
XVIII. ACTS OF HATE VIOLENCE (E.C. 48900.3)	X	X	X	X
<ul style="list-style-type: none"> <li>• Students in grades 4-12 may be suspended or recommended for expulsion for causing, threatening or attempting to cause, or participating in an act of hate violence, defined as willfully interfering with or threatening another person's personal or property rights because of race, ethnicity, national origin, religion, disability, or sexual orientation. Speech that threatens violence, when the per-petrator has the apparent ability to carry out the threat, may be considered an act of violence.</li> </ul>				
XIX. OTHER HARASSMENT (E.C. 48900.4)				
<ul style="list-style-type: none"> <li>• Students in grades 4-12 may be suspended or recommended for expulsion for intentionally engaging in</li> </ul>		X	X	X

<p>harassment, threats, or intimidation against a student or group of students when the harassment is severe and pervasive and disrupts classes or creates disorder or an intimidating or hostile educational environment.</p>				
<p>XX. TERRORIST THREATS (E.C. 48900.7)</p> <ul style="list-style-type: none"> <li>• Against School officials, school property, or both. "Terrorist Threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person or property.</li> </ul>		X	X	X

## Section 5: Student and Family Acknowledgement Form



### Inderkum High School Student and Family Handbook Received Acknowledgement Form

This document is available on our school website at <https://natomasunified.org/ihh> 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 “Inderkum High School Student and Family Handbook Received Acknowledgement Form”** after your family has had a chance to review and discuss the information. Students will be held accountable for the expectations outlined in this handbook, therefore teachers will also review the handbook during the first 3 days of school and again in January 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 Inderkum High School Student and Family Handbook, and we understand and agree to follow the Policies and Procedures established by the school.

Student Name (Print) \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name (Print) \_\_\_\_\_ Relationship: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_