STUDENT/FAMILY HANDBOOK

Providing extended learning opportunities to increase scholar engagement, connecting social emotional supports, and promoting academic achievement.

Table Of Contents

NATOMAS UNIFIED SCHOOL DISTRICT **3**
BOARD OF TRUSTEES 3
NUSD Vision 3
NUSD Core Values 3
Safe Haven 4
Section 1: Program Information **5**
Contact Information 5
Section 2: Enrollment **6**
Enrollment Eligibility 6
Section 3: Procedures **7**
Arrival and Dismissals 7
Health and Wellness 8
Nutrition Services 8
Family Involvement on Campus 9
Student Deliveries 11
Section 4: Student Expectations and Supports **12**
Section 5: Student Safety and Behavior Policies/Procedures **14**
Suspension 14
Progressive Student Discipline 14
LEAP Academy Student Expectations & Rules 15

NATOMAS UNIFIED SCHOOL DISTRICT

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

BOARD OF TRUSTEES

Micah Grant
Ericka Harden
Sumiti Mehta
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

Section 1: Program Information

Contact Information

Office Hours	Monday - Friday, 8:00am - 4:30pm
Main Office	leapacademies@natomasunified.org

Administration Contact Information

Name: Justin Locketz
Role: Coordinator
Email: jlocketz@natomasunified.org

Name: Juliane Link-Oberstar
Role: Coordinator
Email: jlink-oberstar@natomasunified.org

Name: Lisset Mijares
Role: Executive Director
Email: lmijares@natomasunified.org

Site Coordinator/Site Manager Contact Information

Visit the LEAP Academy website for site specific coordinator contact information.
www.natomasunified.org/leap-academy

Section 2: Enrollment

Enrollment Eligibility

- Priority is given to TK-8 students classified as Foster Youth, Experiencing Homelessness, English Learners, and those eligible for free or reduced price meal services. Once these priority students have been offered services, the program can expand to serve all students in TK-8 as space is available.
- Students must be enrolled and attending the school site at which they are enrolled for the LEAP Academy after-school program.
- LEAP programs offer academic intervention, support, and enrichment programs (through partners) with ratios of 10:1 for TK/K and 20:1 for grades 1-8.
- LEAP Academy offers after-school and summer break programs to create a school day up to 9 hours per day.
- All sites will make an effort to offer the expanded learning opportunities to all enrolled students meeting the priority eligibility requirements.

Grades served at each school site:
American Lakes: TK - 8
Bannon Creek: TK - 8
H. Allen Hight: TK - 6
Heredia Arriaga: TK - 2
Heron: TK - 6
Jefferson: TK - 8
Natomas Middle: 7 - 8
Natomas Park: TK - 6
Paso Verde: TK - 6
Two Rivers: TK - 5
Witter Ranch: TK - 6

Enrollment Procedures

- Application forms can be completed on the LEAP Academy website at https://natomasunified.org/leap-academy/.
- A separate application form must be submitted for each student.
- If the student transfers to another school a new application must be completed. LEAP Academy applications and enrollments do not transfer.
- Parent/Guardian will be notified of program enrollment status via email.
- Students who do not attend the first two days of the program will be removed as a “No Show.”

Section 3: Procedures

Arrival and Dismissals

Arrival

After-School
Students arriving for after-school programs will be taken from a designated meeting area or classroom. Attendance will be taken upon pickup.

Summer School Program
Students arriving during the Summer Program will need to be checked in by an authorized adult, parent or guardian.

Closed Program

LEAP Academy is a closed program. Students are not permitted to leave the program without proper authorization.

Dismissal

Please help school staff keep all students safe and accounted for by following the check-out procedure. Students should always exit the program through the authorized checkout area. Students should not be called out of the program by an adult via student's cell phone.

An authorized adult must come into the program checkout area and show a valid ID or use an authorized electronic sign out process to take the student out of the program. Dismissals over the phone are not permitted. 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/caregiver not listed on our contact information for that student unless approved by Administration.

Rideshare Companies

Students **cannot** be released to rideshare companies such as Uber/Lyft.

Students Walking Home

Students with a walking form on file will be released to walk home at the designated “walker” time. Students without a signed walking form on file will not be permitted to walk home.

Late Pickups

All students must be picked up prior to 6:00 pm every day. Students with two or more late pickups will be removed from the program.

Buses/Transportation

Bus pick up and drop off are not provided for after-school programs.

Summer programs may be offered at a limited number of campuses. Information for intersession bus schedules and processes will be communicated to families who sign up for transportation for the Summer programs.

Health and Wellness

Illness and Contagious Infection

Students may not attend the LEAP Academy program if they are sent home sick from school. Students should not attend LEAP Academy if they have a fever, lice, strep, or other contagious infections.

Medications

The law requires all parents/guardians to inform the school if their child is taking medication. NO SCHOOL NURSE IS ON DUTY during the after school programs. After school staff are NOT authorized to dispense prescription or over-the-counter medication of any kind. For emergency medication a *"Medication Order for School"* form must be on file with the provider. Both the parent/guardian AND the physician MUST sign this form. If the student has asthma, the student may carry an inhaler with a physician provided *"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 program 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 the after-school parent software will be contacted.

Nutrition Services

Nutrition Provided during LEAP Academy programs

- NUSD Nutrition Services department provides students participating in the after-school program with supper and/or a snack.

- NUSD Nutrition Services department provides students participating in the summer break program breakfast, lunch, supper, and/or a snack throughout the day.

Nutrition Services Expectations/Rules

- Outside food delivery is prohibited
- Selling outside food during the program is prohibited without administrative authorization

Family Involvement on Campus

Visitor/Volunteers - BP/AR 1250

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

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 or program officials shall arrange for the parental observation of the program 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, site coordinator, district administration, upon his or her discretion, may grant a program visit with a verbal request.

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 program hours. Visits during program hours should be arranged with the site coordinator or district LEAP Coordinator or designee 24 hours in advance. When a visit involves a conference with the site coordinator and/or the district LEAP Coordinator, an appointment should be scheduled during non-instructional time.

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

Pathway to Successful Communication

- Address the matter with the site staff member directly (team lead, site coordinator, coach, etc.) by scheduling an appointment 24 hours in advance
- If unresolved, please contact the District LEAP Coordinator.
- 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

ParentSquare

LEAP Academy uses ParentSquare for after-school communications, primarily with email, text and app notifications. ParentSquare will generate 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.

Student Deliveries

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 program personnel and held until pickup.

Section 4: Student Expectations and Supports

Cell Phone Policy

To reduce disruptions, LEAP Academy limits access and use of cell phones by students during their time in the program. Parents and guardians should communicate through the site coordinator to reach their student during program hours.

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

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.

Program Safety Preparedness

The safety of our students is of critical importance at LEAP Academy. All staff are trained with the district's "Emergency Management Plan". In addition, in alignment with required safety drills the following are practiced throughout the school year:

- **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.

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 event, a reunification may occur at a different location than the location of the program. 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 program, school, or district may use its broadcast phone, text message system, or the Procare App. 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 location of activities.

Potty Training and Toileting

LEAP Academy highly encourages full potty-training for general education pupils. LEAP Academy staff are only able to assist students with small, contained accidents where the student is able to properly assist with sanitary cleanup. For extensive accidents, the parent/guardian or emergency contacts will be called to assist or take the child home.

A fully potty-trained student may occasionally have an accident, but this generally means the child:

- Comes to school in "big kid" underpants (not pull-ups).
- Can communicate the need to use the bathroom.
- Can independently manage toileting (pull down underpants, sit on the toilet or stand at the urinal, and void the bowels or bladder).
- Can independently manage related hygiene (can access toilet paper, wipe, place used toilet paper in the toilet bowl, flush, pull up underpants without assistance, and wash and dry hands).

Section 5: Student Safety and Behavior Policies/Procedures

Suspension

Students suspended from school may not participate in the LEAP Academy program while suspended.

Progressive Student Discipline

Maintaining a safe and orderly program is a necessary component for student and staff safety. There are occasions when students do not follow program 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

- Parents/guardians will be notified and the student will complete a behavior reflection activity.
- A behavior agreement may be required to continue in the program.

Tier 2 Procedure and Related Consequences

- Parents/guardians will be notified and the student may be suspended from the program for a defined period of time.
- A parent/guardian meeting may be required prior to the student returning to the program.
- A behavior agreement may be required to continue in the program.

Tier 3 Procedure and Related Consequences

- The student may be removed from the program.

LEAP Academy Student Expectations & Rules

Aerosol Sprays/Perfumes

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

- Hair sprays, computer duster sprays, deodorant sprays are potential inhalants, which can and have been used by students to affect the central nervous system as a stimulant, depressant or hallucinogen. Various inhalants produce different effects. The possession of these products, for this purpose, or the use of these products in that manner is in violation of State Penal Code sec. 381.
- The propellants in aerosol containers cause the mist to project into a room and linger long enough to set off the smoke detectors. Students have been doing this at great expense to the educational process and local fire protection agencies. Deodorants, hair

fixative, etc. can be obtained in other forms: pump, roll on, etc. which are not aerosols and do not propel the contents in a fashion as described above.

Baked Goods

Baked goods, such as cakes, cupcakes, brownies, etc. are NOT allowed in the program and will be confiscated. Baked goods, for the use of celebrations, must be approved by program administration and provided directly to the students by the program staff.

Bullying - BP 5131.2

To the extent possible, district and program 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 program rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

Students are encouraged to notify 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 be removed from the LEAP Academy program immediately.

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.
- Student will be removed from the LEAP Academy program immediately.

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 removal from the LEAP Academy program.

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 a staff member, the principal, or any other available school or district 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) shall be subject to progressive discipline.

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 staff, 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 staff member or administrator. Staff members must report these incidents to a program administrator immediately.

Consequences for Mutual Combat (Fighting)

Students who engage in mutual combat (fighting) will be removed from the LEAP Academy program and may be immediately suspended from school in accordance with California Education Code and Board Policy. Students who engage in mutual combat may be required to participate in restorative activities, such as mediation, detention, No Contact Contracts, and/or Project Save. Mutual combat may be reported to the Sacramento Police Department because these acts constitute a violation of California Penal Code.

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 removal from the LEAP Academy program and school suspension.

Prohibited Items

Items that are not allowed on the campus or LEAP Academy programs 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)

LEAP Academy is focused on 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 removal from the LEAP Academy program, suspension or expulsion. Parents or guardians shall be liable for all damages so caused by the student.

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 staff or administration and returned to parents once determined the items involved are not illegal or stolen.

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 and program staff may search students, their property, and/or district property under their control and may seize illegal, unsafe, or otherwise prohibited items.

School officials and program staff 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, 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.