

H Allen Hight



H. ALLEN HIGHT

STUDENT/FAMILY HANDBOOK

3200 North Park Dr., Sacramento Ca 95835

(916) 567-5700

[www.https://natomasunified.org/hah/](https://natomasunified.org/hah/)

The Cheetah Way

Be Safe

Be Responsible

Be Respectful

H Allen Hight Mission

Mission

At H. Allen Hight, we are striving to build a community of lifelong learners who are caring, productive, global citizens of the world. We focus on the development of the whole child by having a balanced approach to our curriculum. Staff members establish high levels of academic standards while engaging students in inquiry-based units of study that encourage students to be knowledgeable, open-minded, and reflective thinkers. Through modeled behavior and direct instruction, students learn respect, responsibility, and safety. We are determined to meet the needs of all our students in a caring and positive environment. We will do this by inspiring, encouraging, and motivating our students to do their best in an academic setting and in life. We believe all students should have access to a quality education that supports them, celebrates and embraces diversity, and serves each student equitably.

Section 1: School Site Information

Contact Information

Office Hours	Monday - Friday, 7:45-3:30
Main Office	(916) 567-5700
Attendance	(916) 567-5700

Administration Contact Information

Sara Henderson
Principal
sarahenderson@natomasunified.org
916-567-5700

Eric Volan
Assistant Principal
evolan@natomasunified.org
916-567-5700

Teacher Contact Information

H. Allen Hight Elementary teachers can be contacted through email or phone. To find your teacher's email address, please refer to the school website at [H Allen Hight School Website](#) or call the school office at 916-567-5700 and let the office staff know you would like to leave a message for the teacher.

H Allen Hight Bell Schedule



**H. ALLEN
HIGHT**

H. Allen Hight Elementary School
3200 North Park Drive, Sacramento, CA 95835
Office 916.567.5700, Fax 916.567.5709
Sara Henderson, Principal
Eric Volan, Assistant Principal

Elementary Regular Day		Elementary Minimum Day	
8:00	Instruction begins for all grades	8:00	Instruction begins for all grades
8:55-9:10	1st/ 2nd Grade Recess	8:55-9:10	1st/ 2nd Grade Recess
9:10-9:55	Preschool Recess	9:10-9:55	Preschool Recess
9:12-9:27	3rd Grade Recess	9:12-9:27	3rd Grade Recess
9:29-9:44	4th Grade Recess	9:29-9:44	4th Grade Recess
9:46-10:01	5th Grade Recess	9:46-10:01	5th Grade Recess
10:03-10:18	6th Grade Recess	10:03-10:18	6th Grade Recess
10:00-10:40	TK Lunch Recess/ Lunch	10:00-10:40	TK Lunch Recess/ Lunch
10:15-10:50	K Lunch/ Lunch Recess	10:15-10:50	K Lunch/ Lunch Recess
11:00	AM Preschool ends	11:00	AM Preschool ends
10:20-10:55	1st Grade Lunch Recess/ Lunch	10:20-10:55	1st Grade Lunch Recess/ Lunch
10:40-11:15	2nd Grade Lunch Recess/ Lunch	10:40-11:15	2nd Grade Lunch Recess/ Lunch
10:58-11:33	3rd Grade Lunch Recess/ Lunch	10:58-11:33	3rd Grade Lunch Recess/ Lunch
11:17-11:52	4th Grade Lunch Recess/ Lunch	11:17-11:52	4th Grade Lunch Recess/ Lunch
12:00	PM Preschool starts	12:00	PM Preschool starts
11:40-12:15	6th Grade Lunch/ Lunch Recess	11:40-12:15	6th Grade Lunch/ Lunch Recess
12:15-12:50	5th Grade Lunch Recess/ Lunch	12:15-12:50	5th Grade Lunch Recess/ Lunch
12:05-12:35	TK Recess	11:30-12:00	K Recess
12:40-1:10	K Recess	12:00-12:30	TK Recess
12:40-12:55	1st grade Recess	12:33	TK/K Dismissal
1:00-1:15	2nd grade Recess	12:50	1st-6th Dismissal
1:25-1:40	3rd grade Recess	2:15-2:55	Preschool Recess
1:53	TK/K Dismissal	3:00	PM Preschool Ends
2:10	1st-6th Dismissal		
2:15-2:55	Preschool Recess		
3:00	PM Preschool Ends		

2026-27 H.A.H. Minimum Days

Tuesday, September 1, 2026
Tuesday, October 13, 2026
November 16-20, 2026 (Parent/Teacher conferences)
Tuesday, December 8, 2026
Friday, December 18, 2026
Tuesday, January 12, 2026
Tuesday, February 23, 2026
Friday, May 28, 2027

2026-2027 HAH Non-School Days

August 13, 2026	First Day of instruction
September 7, 2026	Labor Day
November 2, 2026	District Staff Development Day
November 11, 2026	Veteran's Day
November 23-27, 2026	Thanksgiving Break
December 21, 2026- January 4, 2027	Winter Break
January 18, 2027	MLK Day
February 8, 2027	President's Day (Lincoln)
February 15, 2027	President's Day (Washington)
March 29 - April 2, 2027	Spring Break
May 28, 2027	Last Day of instruction

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) 567-5700, 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

Arrival and Dismissals

Student Pickup/Drop Off (Parking Lots)

In an effort to minimize street traffic and prevent unsafe drop-offs, we will be using the entire loading zone in the front of our school. When driving into the parking lot, you will see that an area is blocked off. Please drive all the way down to the crosswalk to drop off and pick students up.. This should alleviate some of our morning and afternoon traffic but we will still ask you to stay in your vehicle as you drop off your scholar. You also have the option of parking further away and walking your scholar to campus if you would prefer that option.

There is no supervision on campus before 7:45 am. For safety and liability, students should not be on campus before 7:45 am.

- Breakfast begins at 7:35 am and ends at 7:55. Students on campus for breakfast should go immediately to the cafeteria.
- Supervision on the playground begins at 7:45 am. Students enter through the main gate on North Park Drive. They should line up on their assigned number and wait for the teacher to arrive to walk students to class.
- When TK & Kindergarten students arrive, they will line up at the teacher assigned cone on the TK/Kinder playground at the corner of North Park and Kokomo Drive. Dismissal time is 1:53 from the TK/Kinder playground. For any scholar who is not picked up by 2PM, a staff member will walk them to sit inside of the main gate and wait for their parents.
- Parents and students may NOT enter the building to wait for older siblings. We ask that you wait in your car or in front of the school for your older Cheetahs. Thank you for ensuring our students' safety and following our TK/Kindergarten pick-up procedure.
- 1st- 6th Grade students will be walked out by teachers at the North Park Drive gate. Students will wait outside the front of the school while waiting to be picked up. Students not picked up by 2:25 will be supervised by a staff member outside the main office.
- Students are not allowed on the Natomas Middle School campus while waiting for

- parents/guardians or sibling(s).
- Students should not leave the campus to visit/solicit vendors(ice cream/snack) in the neighborhood while waiting to be picked up.

Traffic Safety

Please park in designated spots only. Do not leave your car parked in the loading/unloading zone(white curb) or in the fire lane.

Parent Opportunities for Involvement

- Parent Teacher Association (PTA)
- School Site Council (SSC)
- English Learner Advisory Committee (ELAC)
- Classroom Helper/completing projects from home
- Dads of Great Students (D.O.G.S.)

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

<https://www.natomasunified.org/departments/nutrition-services>

Nutrition Service Hours of Operation

- Breakfast: 7:35-7:55 am
- Lunch: 10:15-12:50 pm
- Supper: 2:00-2:30 pm

Nutrition Services Expectations/Rules

- Outside food delivery is prohibited including cupcakes and pizza parties.
- Selling outside food on campus is prohibited, without administrative authorization

Location	Be Safe	Be Respectful	Be Responsible
Cafeteria	Walk at all times. Remain at your class's assigned table.	Use appropriate voices and manners. Clean your area before you leave.	Raise your hand to request assistance. Stay seated unless given permission. Keep food in the cafeteria.

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 30 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 H Allen Hight's Late Policy:

Students are to be in their lines on the playground by 8:00 a.m. Students arriving after 8:00 a.m. are considered tardy. The student should bring a note from the parent/guardian stating the reason for the tardiness. All students arriving after 8:00 a.m. must report to the front office for an admit ticket/pass. If a tardy is due to an appointment, please provide a note from that office. In severe cases, tardiness may be regarded as **truancy** and could result in more severe corrective measures. Students with three(3) or more unexcused tardies may result in disciplinary consequences.

Before and After-School Care

Students may enter campus at 7:35 am if they are eating breakfast in the cafeteria, otherwise gates open at 7:45am when there is adult supervision on the playground.

LEAP

LEAP is a creation of the Natomas Unified School District and made possible from new state funding, from the Expanded Learning Opportunities Program (ELO-P), for districts to provide expanded emotional learning opportunities at elementary and K-8 school sites. While there are state criteria that the district must follow that includes priority enrollment for students who meet certain criteria; NUSD staff is hopeful that the students who need the services the most will be able to access them, if their families choose to participate.

Athletics

Students are expected to comport themselves in alignment with our school-wide expectations. Students may face consequences for in-school behavior that could include losing practice or game time. Coaches will communicate with families if/ when this occurs. Uniforms are the property of NUSD and must be returned at the end of the season. A lost uniform will result in consequences that will be determined by the Athletic Director in coordination with the coach and family. This could be reimbursement, withholding of the report card, or community service to support our Athletic Program.

Lost and Found

It is recommended that students' personal items are labeled with their name. Lost and Found is located in the main entryway to our building and on the TK/K yard. Students should check for lost items before school, at lunchtime or after school. Students are not to search through items during class time. Parents are welcome to check lost and found at any time but must get a pass to come onto campus. We will attempt to put out lost and found at least once a month at the end of the day for easier access for families. Items that are not claimed are donated to local charity periodically.

Student Photo Identification Cards

H. Allen Hight students can receive a student photo identification card with a school portrait purchase.

Section 2: Site-Specific Programs and Student Support

Positive Behavior Interventions and Supports (PBIS)

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

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

Student Council

5th and 6th grade students represent their peers and plan enrichment activities and assemblies

Gifted and Talented Education (GATE)

The GATE program for students who display extraordinary academic ability or high intellectual ability in the classroom. Students who qualify receive a differentiated core curriculum to modify their instruction at school.

Healthy Kids Act: Every 5th grade student will participate in the California State Physical Fitness Test.

Early Release

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 Release:**
 - 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 release.
 - 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 Release over the phone is NOT permitted: 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.

Academic Support

Our district reports progress through the use of report cards, three times a year, at the end of each trimester as additional means of communicating with parents regarding their student’s progress in school. Students are graded on a Standards Based Grading system. This means that students are graded on their learning progression of the full Common Core Standard. Students needing academic support receive it in a variety of ways including 30 minutes of designated WIN (Whatever I need) time, Student Study Team referrals, small-group instruction, after school literacy program and targeted support from TOSA’s (Teachers on Special Assignment).

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 should have a pass to go to the restroom or office.

Section 3: Behavior Expectations

Student Expectations & Rules

CHEETAH WAY BEHAVIOR MATRIX

Location	Be Safe	Be Respectful	Be Responsible
Arrival & Dismissal	Walk bikes/scooters on campus. Keep hands, feet, and objects to yourself.	Use kind language. Listen to adults and follow directions the first time.	Wait in your designated area. Keep track of belongings. Throw away trash.
Hallways	Walk at all times. Keep hands, feet, and objects to yourself.	Use quiet voices. Respect learning by minimizing disruptions.	Go directly to your destination. Pick up trash if you see it.
Classroom	Keep hands, feet, and objects to yourself. Sit safely in your chair.	Listen when others are speaking. Respect yourself, others, and property.	Follow directions the first time. Clean up your area and do your best work.
Cafeteria	Walk at all times. Remain at your class's assigned table.	Use appropriate voices and manners. Clean your area before you leave.	Raise your hand to request assistance. Stay seated unless given permission. Keep food in the cafeteria.
Recess	A.C.T. Like A Cheetah to resolve conflicts. Report injuries or unsafe behavior to staff. Use equipment safely.	Follow game rules. Take turns. Use kind language. Follow staff directions the first time.	Follow playground procedures. Freeze at the first whistle. Walk to return equipment and line up at the second whistle.
Bathrooms	Wash hands with soap. Keep water in the sink. Keep hands, feet, and objects to yourself.	Use quiet voices. Leave the restroom clean. Respect privacy.	Flush the toilet. Return to class promptly. Report damage or concerns to an adult.
Office	Keep hands, feet, and objects to yourself. Once given direction, remain in the designated area.	Use polite language and an indoor voice. Wait at the counter until an adult is available to assist you.	Follow directions the first time. Return to class promptly.

Safe and Welcoming Learning Environment

Every NUSD student is a valuable part of our district family and preparing them to be a college and career ready, productive, responsible and engaged global citizen is H. Allen Hight's mission.

Dress Code

1. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.
2. Appropriate shoes must be worn at all times.
3. Hats, caps, and other head coverings shall not be worn indoors.

4. Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited.

Tier 1 Procedure and Related Consequences

Give warning; problem solve with student; reteach expectations for behavior; remind student of consequences; inform parent/guardian

Tier 2 Procedure and Related Consequences

In-class self reflection; cool off area; visit buddy classroom; Campus Safety check in; minor behavior referral form; teacher will inform parent/guardian

Tier 3 Procedure and Related Consequences

Loss of privilege, which could include a sports team; check in with school psychologist or social worker; conference with the student; principal will contact or conference with parent; community service; suspension

Student Supports and Resources (Differentiated Layers of Support)

At H. Allen Hight, we are committed to high-quality, standards-based instruction that is both research-driven and culturally and linguistically responsive. We believe that every student can learn and thrive, including students experiencing poverty, students with disabilities, English learners, and students of all ethnic backgrounds—this belief is reflected in both our school and district culture.

Our staff utilizes a comprehensive data collection and assessment system, including universal screening, diagnostic tools, and progress monitoring, to make informed decisions about student support. Through a collaborative process, staff analyze student data, design targeted interventions, and evaluate their effectiveness within a multi-tiered system of support (MTSS).

In addition, H. Allen Hight implements research-based, schoolwide and classroom-level Positive Behavioral Interventions and Supports (PBIS) to foster a positive school climate and support students' social and academic success.

H Allen Hight School-Parent Compact

H Allen Hight School receives funding under Title 1, Part A of the Elementary and Secondary Act (ESEA) and must develop a written school-parent compact jointly with parents for all children participating in Title 1, Part A activities, services and programs. The compact is part of the school's written parental involvement policy developed by the school and parents under section 1118(b) of the ESEA. This compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help the students achieve the State's high academic standards.

As a Parent I will...

- Attend personalized learning conferences (Parent Teacher Conferences) for my child and then carry out my part of the plan with my child at home. Specific academic strategies will be discussed at the personalized learning conference.
- Read the materials my child brings home and return all requested correspondence.
- Send my child to school regularly and on time.
- Expect my child to follow school rules and support the school's efforts to ensure a safe learning environment.
- Provide a safe and supportive environment for the student to grow and develop.
- Discuss report cards, behavior reports, and other assessments of performance or achievement with my child.
- Attend quarterly school functions to show support and commitment to my child's education.
- Become actively involved in the school through volunteering in my child's classroom, PTA, and attending parenting workshops and family night activities when possible.

As a Student I will...

- Always do my best in my work and in my behavior.
- Attend school regularly and arrive on time.
- Bring needed materials to class and complete assignments on time.
- Assist in keeping my school safe and clean.
- Respect the personal rights and property of others.
- Demonstrate life skills by being safe, being respectful and being responsible in all areas of my academics and school, that is the Cheetah Way.
- Make sure to give important papers/documents to my parents and return items to my teacher that require parental signatures.

As a Teacher I will...

- Know the content standards that students must master in my class for on-grade level performance.
- Use instructional models and teaching strategies to meet the needs of all learners in my class.
- Assess student achievement regularly and communicate progress of areas of concern to students and parents through frequent progress reports, interim reports and report cards.
- Parents will have access to me before school, during my planning time, after school, by telephone, or email.
- Provide a print-rich environment in my classroom.
- Create conditions for learning in my class and establish procedures for effective classroom management. Help each child grow to his or her potential.
- Show respect, care, and concern for each student.

- Demonstrate professionalism in all areas of my work.
- Take an active role in communicating with parents and engaging them in their child's learning.
- Enforce class and school rules fairly and consistently.
- Encourage parents to attend quarterly activities at the school with their children.
- I will provide classroom activities that engage parents in student learning both during and after school hours.

As a Principal I will...

- Provide staff with the proper tools needed to help move children in their academic development and success to be college and career ready..
- Provide staff development and training for all staff members in academics, discipline and parental involvement.
- Be an active presence in classrooms.
- Monitor students' progress reports, interim reports, and report cards.
- Make sure parents have reasonable access to the administrative team as well as all staff members.
- Encourage and provide parents with quarterly activities at the school to participate in with their children.
- Encourage community involvement within the school and foster networks with local businesses to help enrich the school environment.

Teacher's Signature:

Principal's Signature:

Parent/Guardian's Signature:

Student's Signature:



**H Allen Hight
School Student and
Family Handbook**

Received Acknowledgement Form

This document is available on our school website, and we will always have additional copies in the front office as well. To save printing costs, we will not be printing the document for every student, but we ask that you **sign and return this “H Allen Hight 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 2026. 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 2026-2027 H Allen Hight 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 _____

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; and sexual orientation. (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