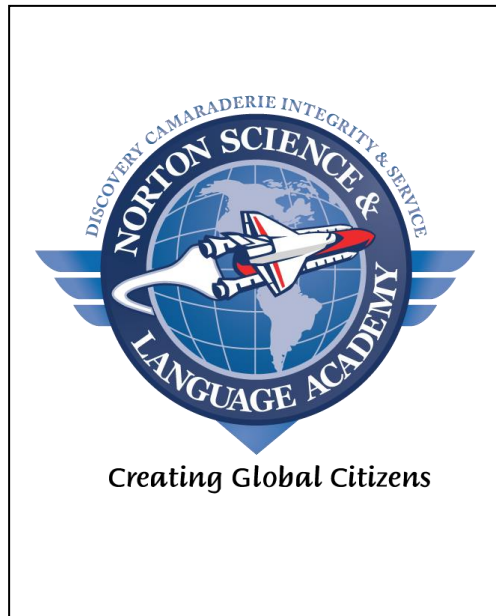


NORTON SCIENCE AND LANGUAGE ACADEMY



STUDENT-PARENT HANDBOOK 2018-2019

MISSION

Our NSLA mission is to ensure learning for a diverse and often underserved population of students who will be college and career ready as a result of our safe and rigorous bilingual, biliterate, and multicultural education.

VISION

We are a bilingual, biliterate, and multicultural community that achieves at the highest academic level

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School Calendar

NORTON ACADEMY 2018-2019 SCHOOL YEAR

NSLA STUDENT CALENDAR - 180 School Days

Grades TK-8 school starts at 8:15am

Grades 1-8 dismissal at 2:45pm (M, T, Th, F) & 1:35 (W)

*** TK/Kinder dismissal every day at 1:30pm ***

Grading Periods K-8		Holidays		Special Dates	
Aug 7-Nov 2	1st Trimester	Sept 3 - Labor Day	Feb 11 - Lincoln's Bday	Kinder orientation - Aug 6	
Nov 5-Mar 1	2nd Trimester	Nov 10 - Veteran's Day	Feb 18 - President's Day	Kinder Recognition & Awards Assemblies-June 6	
Mar 4-Jun 6	3rd Trimester	Nov 19-23 Thanksgiving Break	Mar 18-Mar 29-Spring Break	Student First Day--August 7	
		Dec 17-Jan 4 - Winter Break	May 27 - Memorial Day	Student Last Day--June 6	
		Jan 21- MLK Day		8th grade promotion --June 6	
No School	Holiday	Teacher In-Service, No School	* Trimester Ends	Early Dismissal 1:35	
First and last days of school	Parent-Teacher conferences, dismissal at 12:30 for ALL GRADES				

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

School Days (0)

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

School Days- 19

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

School Days- 19

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

School Days- 22

M	T	W	TH	F
			1	2*
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

School Days- 16

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

School Days- 10

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

School Days- 18

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

School Days- 18

M	T	W	TH	F
				1*
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

School Days- 11

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

School Days- 22

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

School Days- 21

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
18	19	20	21	22
25	26	27	28	29

School Days- 4

School Days

August	19
September	19
October	22
November	16
December	10
January	18
February	18
March	11
April	22
May	21
June	4

##

Teacher Work Days

185

CAMPUS INFORMATION

The Norton Science & Language Academy (NSLA) is located at the following location:

503 E. Central Avenue

San Bernardino, CA 92408

(909) 386-2300 • Fax (909) 386-7855

Registrar Ext. 744

Web: <http://nsla.lewiscenter.org/>

Twitter: https://twitter.com/nsla_school

Facebook: <https://www.facebook.com/pages/Norton-Science-and-Language-Academy-NSLA/131675083524631>

HOURS

The Norton Science & Language Academy is open from 7:45 a.m. to 3:30 p.m. If you call before or after hours, please leave a message on voice mail. For faster service, it is recommended that you call during office hours.

ON-LINE INFORMATION

Main Website <http://www.lewiscenter.org/>

Wednesday Folder Bell Schedule for TKinder-5th Bell Schedule for the Middle Grades (6th-8th) School Calendar Calendar of Events Back to School Flyer English Learners Advisory Committee-ELAC NSLA Summer 2018 Information Common Core State Standards Next Generation Science Standards Chinese Classes Community Events School Site Council (SSC) Nurse's Corner Parents and Pastries Meeting Information Counselor's Corner Lunch application	Dual Immersion Grade Newsletters Medication Form Menu - Breakfast/Lunch NSLA Founder's Group Parent-Student Handbook School Accountability Report Card (SARC) Staff Directory Attendance Policy Instructional Minutes Title I Information Local Control and Accountability Plan Local Educational Agency Plan Dress Code Information Fees Policy Discipline Policy
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Our website and all documents are available in both Spanish and English.

CHIEF EXECUTIVE OFFICER/CHIEF

ACADEMIC OFFICER

DIRECTOR EJECUTIVO/DIRECTOR

ACADÉMICO

Lisa Lamb

PRINCIPAL

DIRECTORA

Dr. Fausto Barragan

VICE PRINCIPAL

SUBDIRECTORA

Toni Preciado

DEAN

DECANO

Myrna Foster – K2

SCHOOL PSYCHOLOGIST

PSICÓLOGO ESCOLAR

Marcelo Congo — K2

SCHOOL COUNSELOR

CONSEJERA

Sharmeen Mahmud— K2

REGISTRAR

REGISTRADOR

David Garcia — K1

OFFICE STAFF

PERSONAL DE OFICINA

Vincent Garcia-Admin. Assistant

Sophia Martinez -Office Assistant

Nancy Dust-Receptionist

NURSE

ENFERMERA

Heather O'Bier

Juliana Teran

LIBRARY

BIBLIOTECA

Leslie Butler-E11

CAFETERIA STAFF

PERSONAL DE LA CAFETERIA

Kathy Gómez

Erica Cairo

Amber Durazo

Nancy Rico

FACILITY STAFF

PERSONAL DE MANTENIMIENTO

Tyrone Nicholes

HELPSDESK TECHNICIAN

HELPSDESK TÉCNICO

Jeovanni DeReza

ENRICHMENT/ROTATION TEACHERS

MAESTROS EN

ROTACIÓN/ENRIQUECIMIENTO

Claudia Muñoz-Art/Arte

OPEN- Music/Música

Cecilia Dolán-PE/Ed.Física

OPEN- Chinese/Chino

ISAI

CLASES INTENSIVAS

Cari Walworth/Elementary—D8

Steve Bradberry/Middle grades-G7

LEARNING CENTER

CENTRO DE APRENDIZAJE

Marisa Caceres RSP Kinder-5th-D9

SPEECH PATHOLOGIST

TERAPEUTA DEL LENGUAJE

Nancy Martinez—D9

TEACHER ON ASSIGNMENT

MAESTRA EN ASIGNACIÓN

OPEN—E3

CDOS-CHARACTER DEVELOPMENT

OFFICERS

OFICIALES DEL DESARROLLO

DEL CARÁCTER

Anthony Garcia

Fernanda Macias

Teresa Monroy

María Manzanilla

Veronica Reyes

Yanet Jimenez

Jennifer Jahen

Valeria Perez

Lupe Perez

INSTRUCTIONAL AIDES

ASISTENTES DOCENTES

Norma Cortez-E3

Jennifer Arroyo-E3

Mayra Alvarez-E3

Anna Villalpando-E3

Georgina Flores-E3

Angelica Lopez-Learning Center D9

Erica Acentares-ISAI D8

AFTER SCHOOL PROGRAM

PROGRAMA DESPUÉS DE ESCUELA

Angela Rodriguez- ASP IA

Micaela Cash Reyes- ASP IA

Sumayya Elahi-ASP IA

Rachel Sagastume- ASP IA

KINDERGARTEN/KÍNDER

Maria Carreon-C1

Angélica Ramos-C2

Yesenia Moreno -C3

Olga Loreto-C4

Carolina Torres-C5

1ST GRADE/1^{ER} GRADO

Sylvia Cruzado—D1

Olga Aran - D2

Silvia Villagrana—D3

Esmeralda Gabriel —D4

Daisy Mejía —D5

2ND GRADE/2^O GRADO

Maria Funaki—E1

Ana Monterroso —E2

Eunise Rubio -E4

Crystal Rodríguez—E5

3RD GRADE/3^{ER} GRADO

Karla Manes- F1

Carmen Pacheco—F2

Sylvia Ramos - F3

Erika Zavala - F4

4TH GRADE/4^O GRADO

Letisia Hurtado - E14

Jessica Sepulveda- E13

Erin Mason - E12

5TH GRADE/5^O GRADO

Lilia Avila- G1

Yvette Fregoso - G2

Antonia Alvarado- G3

MIDDLE GRADES

GRADOS INTERMEDIOS

Stephanie Deiningner—E10

Marco Lara- G4

Micaela Sepulveda—G5

Charles Martin Jr/ELA-G6

Steve Bradberry/RSP-G7

Rodolfo Remigio—G8

Rosalva Manzanero—G9

Stacy Bruneau- G10

Dominic Chavira- PE Office

SPECIAL EDUCATION

Educación Especial

Cari Walworth- D8

Marisa Caceres- D9

Nancy Martinez- D9

NORTON SCIENCE AND LANGUAGE ACADEMY



BELL SCHEDULE/HORARIO ACADEMIC DAY*/EL DIA ACADEMICO* 2018-2019 TK – 5th Grade

7:45 – 8:05	Breakfast program/Programa de desayuno
7:55 – 8:15	Arrival of students not in Breakfast Program
8:15	School Begins/El día escolar empieza
9:25 – 9:40	TK-Kinder Recess / Recreo de Kinder (Mesinas, Loreto, Torres)
9:45 – 10:00	TK-Kinder Recess / Recreo de Kinder (Ramos, Moreno, Carreón)
9:25 – 9:40	1 st Grade Recess/Recreo de primer grado
9:45 – 10:00	2 nd Grade Recess/Recreo de segundo grado
10:05 – 10:20	3 rd Grade Recess/Recreo de 3er grado
10:25 – 10:40	4 th & 5 th Grade Recess/Recreo de 4to y 5to grado
10:45 – 11:30	Kinder Lunch Recess /Almuerzo y recreo de Kinder (Recess 10:45 – 11:05, Eat inside 11:05 – 11:30)
11:15 – 12:00	1 st Grade Lunch Recess/ Almuerzo y recreo de 1er grado (Recess 11:15 – 11:35, Eat inside 11:35 – 12:00)
11:45 – 12:30	2 nd Grade Lunch Recess/ Almuerzo y recreo de 2 ^{do} grado (Recess 11:45 – 12:05, Eat inside 12:05 – 12:30)
12:15 – 1:00	3 rd Grade Lunch Recess/ Almuerzo y recreo de 3er grado (Recess 12:15 – 12:35, Eat inside 12:35 – 1:00)
12:40 – 1:25	4 th & 5 th Grade Lunch Recess/ Almuerzo y recreo de 4 ^{to} y 5 ^{to} grado (Recess 12:45 – 1:05, Eat inside 1:05 – 1:30)
1:30 p.m.	Dismissal—Kinder/Salida de Kinder
2:45 p.m. *	Dismissal—1 st -5 th grades/Salida de 1 ^{er} a 5 ^o grados*

*** Every Wed. is a MINIMUM DAY with dismissal at 1:35 for TK - 8th graders**

*** Cada miércoles es día mínimo, los estudiantes de Kinder Transicional a 8^o salen a la
1:35pm.
6.21.18**



BELL SCHEDULE/HORARIO—EARLY DISMISSAL

PARENT-TEACHER CONFERENCES CONFERENCIAS DE PADRE-MAESTRO

**12:30 pm Release Days-
12:30 pm Días mínimos**

2018-2019

7:45 – 8:05	Breakfast program/Programa de desayuno
7:55 – 8:15	Arrival of students not in Breakfast Program
8:15	School Begins/El día escolar empieza
9:25 – 9:40	TK-Kinder Recess / Recreo de Kinder (Mesinas, Loreto,Torres)
9:45 – 10:00	TK- Kinder Recess / Recreo de Kinder (Ramos, Moreno,Carreón)
9:25 – 9:40	1st Grade Recess/Recreo de primer grado
9:45 – 10:00	2nd Grade Recess/Recreo de segundo grado
10:05 – 10:20	3rd Grade Recess/Recreo de 3 ^{er} grado
10:25 – 10:40	4 th & 5 th Grade Recess/Recreo de 4 ^o grado y 5 ^o grado
10:00 – 10:30	TKinder Lunch/Almuerzo de Kinder Transicional & Kinder
10:30 – 11:00	1st Grade Lunch/Almuerzo de 1 ^{er} grado
11:00 – 11:30	2nd Grade Lunch/ Almuerzo de 2 ^o grado
11:30 – 12:00	3rd Grade Lunch /Almuerzo de 3 ^{er} grado
12:00 -12:30	4 th & 5 th Grade Lunch/Almuerzo de 4 ^o grado y 5 ^o grad

****12:30 p.m. Dismissal Grades TK-5****

NSLA Middle Grades Schedule Horario de los Grados Intermedios 2018-2019



	Sepulveda G5 Multiple Subjects	Manzanero G9 SLA & Estudios Sociales	Remigio G8 SLA & Estudios Sociales	Deininger E10 ELA & Science	Bruneau G10 ELA & Science	Marbin G6 Multiple Subjects	Lara G4 Math	Chavira PE Office PE
1 8:15 – 9:05 50 min	6A Math	7A	8A	7B	8B	6C ELA	6B	7C
2 9:05-9:55 50 min	6A PE	7A	8A	7B	8B	6C SCI.	7C	6B
3 Elective 10:00- 10:35 35 min	STUDY SKILLS	YEARBOOK	TECH.	ART	CHINESE	TA	MUSIC	ACADEMIC SUPPORT E3
Nutrition Break 10:35 – 10:45 10 min								
4 10:45- 11:35 50 min	6B SLA	6A	8B	7C	8A	7B MATH	7A	6C
5 11:35 – 12:25 50 min	6B ES	6A	8B	7C	8A	7B PE	6C	7A
Lunch 12:30 - 1:00 30 min								
6 1:05-1:55 50 min	6C SLA	7B	7C	6A	7A	6B ELA	8B	8A
7 1:55-2:45 50 min	6C ES	7B	7C	6A	7A	6B SCI	8A	8B

Notes:

1. Each day begins at 8:15 am
2. Monday, Tuesday, Thursday, Friday release is 2:45pm
3. Wednesday Early Release 1:35pm
4. There are no 3rd period electives on Wednesdays

Minimum Day Schedule 12:30 Release

Period 1	8:15 – 8:51
Period 2	8:51 - 9:27
Period 3	
Nutrition	9:27-9:37
Period 4	9:37 – 10:12
Period 5	10:12 – 10:48
Lunch	10:48 – 11:18
Period 6	11:18 – 11:54
Period 7	11:54 – 12:30

NORTON SCIENCE AND LANGUAGE ACADEMY

DUAL LANGUAGE IMMERSION PROGRAM

INSTRUCTIONAL MINUTE BREAKDOWN

2018---2019

Kindergarten	First Grade	Second Grade	Third Grade	4th & 5th Grade	6th---8th Middle Grades
Total Instructional Minutes=255	Total Instructional 8:15---2:45 <u>Total=330</u>	Total Instructional 8:15---2:45 <u>Total=330</u>	Total Instructional 8:15---2:45 <u>Total=330</u>	Total Instructional 8:15---2:45 <u>Total=330</u>	Total Instructional 8:15---2:45 <u>Total=330</u>
90% 10%	80% 20%	70% 30%	60% 40%	50% 50%	29% Spanish 71% English
Spanish 225 minutes	Spanish 265 minutes	Spanish 231 minutes	Spanish 198 minutes	Spanish 160 minutes	Spanish 95 minutes
Opening Activities 20 minutes	Opening Activities 20 minutes	Opening Activities 20 minutes	Opening Activities 10 minutes	Spanish Language Arts 60 minutes	Spanish Language Arts & Social Studies 95 minutes
Language Arts 110 minutes	Language Arts 145 minutes	Language Arts 121 minutes	Language Arts 78 minutes	Social Studies 60 minutes	
Math 70 minutes	Math 60 minutes	Math 60 minutes	Math 50 minutes	PE 20 minutes	
PE/Art/Music 25 minutes	Social Studies 20 minutes	Social Studies and Language Arts integrated 30	Social Studies 30 minutes	Art/Music 20 minutes	
	PE/Art/Music 20 minutes		PE/Art/Music 30 minutes		
English 30 minutes	English 65 minutes	English 99 minutes	English 132 minutes	English 160 minutes	English 230 minutes
ELD/ALD Science/Social Studies 30 minutes	ELD/ALD Science 65 minutes	ELD/ALD (Reading/Writing in English) and Science 69 minutes	ELD/ALD (Reading/Writing in English) 52 minutes	Science 55 minutes	Science & English Language Arts 95 minutes
		PE/Art/Music 30 minutes	Science 60 minutes	Math 55 minutes	Math 55 minutes
			Math Skills/Vocabulary 20 minutes	English Language Arts (Word Study, Book Club) 50 minutes	PE 40 minutes
					Enrichment clases 40 minutes

DUAL LANGUAGE IMMERSION

Norton Science and Language Academy is a **Dual Immersion Program School** which supports our charter educational goals. Our goal is for all Dual Immersion students to be able to speak, read, and write in English and Spanish in all academic areas after continued attendance in the program for five (5) years.

What is a dual immersion program?

Dual immersion, also known as Two-way immersion programs, integrates language minority students (English learners) and language majority students (English speakers) in order to develop their bilingualism and bi-literacy in English and another language. In two-way programs, the model selected generally prescribes the amount of time spent in the target (non English) language. The NSLA uses the research based 90/10 Model where English is used for a minimum of ten percent of the time beginning in Transitional Kinder and kindergarten, and the percentage increases annually until both English and the target language are used equally.

Norton Science and Language School follows the 90/10 model. Below is a table that shows the subjects taught in Spanish and/or the number of minutes a subject is taught in English.

In both models, instruction is delivered in and through the two languages, however, only one language at a time is used for instruction. Two-way immersion programs combine a maintenance bilingual education with a foreign language immersion model and minimally last from five to seven years. Transitional Kinder and Kindergarten students attend school for the full day. New students entering Norton School in grades above 2, should come from a bilingual classroom or bilingual home environment to be considered for the program.

What are the goals of a dual immersion school? Bilingualism: High levels of proficiency in English and a second language. All participants will demonstrate oral proficiency in their first and a second language.

Bi-literacy: High levels of academic proficiency in English and a second language. All participants will demonstrate their ability to perform on grade level in English on the same tests and standards as all students as well as in the target language.

Multicultural proficiency: Understanding of different cultures and development of high self-esteem. All participants will demonstrate their ability to appreciate the values of other cultures in our society.

Norton Academy: A Language and Science Academy



UNIFORM DRESS CODE

Research has shown that schools that have adopted a uniform policy show academic improvement and fewer behavioral violations. The purpose of a uniform dress code is to ensure student safety.

Transitional Kinder - 5th GRADE UNIFORMS



Bottoms: khaki pants, skirts, skorts, Bermuda shorts.

NO JUMPERS, DRESSES OR JEANS

-Pants must fit snugly at the waist, utilizing a belt to keep pants at waist level. Skirts, skorts, and Bermuda shorts may not be shorter than five (5) inches above the knee.

Shirts: Navy blue polo shirts

-All shirts should be tucked in or worn at a length that prevents underclothing or midriff from showing.

MIDDLE GRADES UNIFORMS (6th , 7th & 8th)



Bottoms: navy pants, skirts, skorts, Bermuda shorts.

-NO JUMPERS, DRESSES OR JEANS.

-Pants must fit snugly at the waist, utilizing a belt to keep pants at waist level. Skirts, skorts, and Bermuda shorts may not be shorter than five (5) inches above the knee.

Shirts: Light blue polo shirts

-All shirts should be tucked in or worn at a length that prevents underclothing or midriff from showing.

FOR ALL

-Shoes: Black, navy blue or white **ATHLETIC TENNIS** shoes ONLY.

-NO OPEN TOE SHOES OR SANDELS.

Sweaters/Jackets/Coats: Navy blue or black, no graphics or logos.

-Hoods are NOT ALLOWED IN CLASS.

-Socks: blue, black or white

-Cold weather: mittens, ear-muffs, and umbrellas are permitted

-If shirts extend beyond the bottoms packets, students will be required to tuck them in.



HAIR

Hair must be of a natural born color. It may not be worn or styled in a manner that distracts from the educational process (i.e. Mohawk, striped, engraved styles, or anything deemed distracting by school administration).

TATTOOS/PIERCINGS

- Tattoos (toy ones included) or drawings on the body may not be visible while on campus
- Facial piercings are **NOT** allowed at NSLA. Ear piercings are permitted.

OTHER

Clothing accessories (belts, buckles, hats, beanies, scarves, ties, etc.) must reflect the chosen uniform dress code colors. All hats must be removed indoors. Hats must be worn properly with the bill of the cap straightforward. Bandanas, doo-rags or sweatbands are not permitted.

Backpacks are to be kept neat and free from excessive/distracting writing, drawings, buttons, indicative of gang affiliation or other decorations.

The uniform dress code is mandatory whenever a student is on campus. All students must dress for school according to the established dress code policy. The school uniform may not be altered in any way and must be worn properly.

Repeated dress code violations will be subject to progressive disciplinary actions, up to and including suspension or expulsion.

Some classes/school activities may occasionally require clothing that varies from the established uniform policy. Students will be notified in advance of the day and time. The clothing worn must still be modest in nature and reflect the tone of the NSLA uniform policy. At no time, are tank tops or sleeveless tops allowed.

ROCKETS ARE COLLEGE BOUND/ SPIRIT DAY

Fridays have been designated as NSLA Spirit days, and students are encouraged to wear any college or university t-shirt, or any NSLA t-shirts including previous Rocket Races commemorating t-shirts. **School t-shirts are only allowed on Fridays.**

FIELD TRIPS

Any decisions regarding the implementation of the dress code are made at the sole discretion of the site administrators.

If you are not sure what is appropriate, please call the school office or discuss the attire with an administrator prior to wearing the attire to school. Students not following this Uniform Dress Code Policy will be given a Dress Code Infraction Notification and the opportunity to correct the issue the following day. Parents will be asked to bring proper uniform attire for students who do not take corrective action after being notified.

CAMPUS VISITOR POLICY

- ☐ The NSLA visitor policy has been established for adult visitors wishing to visit the campus.
- ☐ All adult visitors must sign in at the office and be issued a "Visitor Pass". The Visitor Pass must be worn for the entire visit. The principal must approve visits. Parents must make arrangements with their child's teacher prior to observing in the classroom, and such observations **shall not exceed one hour per trimester**.
- ☐ Visitor Parking - all visitors will be directed to designated "VISITOR" parking areas.
- ☐ Non-NSLA students are not allowed on campus.
- ☐ The Principal has final discretion regarding visitors.
- ☐ We appreciate that parents who wish to visit classrooms give 24 - 48 hour notice to the teachers and front office.
- ☐ Friends and relatives are not permitted to come to school with students. Under special circumstances, exception can be made with an administrator's authorization. This must be requested 24-48 hours prior to the visit.
- ☐ All food deliveries must be pre-approved by the Principal's office.
- ☐ Under NO circumstances may parents enter the school grounds and confront an adult or child concerning a personal, or school problem. If you need to meet with a teacher, counselor, or administrator, please make an appointment.

CLOSED CAMPUS

The NSLA is a closed campus. This means that students are not permitted in unauthorized areas or to leave campus from the time they arrive on campus until the time they complete their last scheduled class. Students will not be permitted to return to campus after their last scheduled class unless it is for a school function or with prior approval from the school administration. Leaving the campus without prior approval from the school official for any reason is a violation of this closed campus policy. Any student who leaves the campus at anytime during the day, without prior approval being granted from the school administration may be subject to a disciplinary consequence for closed campus violation.

CORPORATE STRUCTURE

The High Desert "Partnership In Academic Excellence" Foundation, Inc. The Lewis Center for Educational Research operates under the governance of a non-profit 501 (c)

(3) educational foundation, the High Desert "Partnership in Academic Excellence" Foundation, Inc. The Board of Directors are non-paid and meet quarterly. The

President/CEO is a non-voting member of the Foundation Board and answers directly to the Board of Directors. All employees of the Lewis Center, including the NSLA, work for the Foundation. The Foundation Board acts in the oversight capacity of the School Board. The NSLA

School Board Committee meets once a month, date can found on the LCER website. The meetings are open and follow all legal requirements of the Brown Act.

Lewis Center for Educational Research
Board of Directors/Mesa Directiva

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Beck's Tax & Business Services, LLC
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Fontana, CA 92336
Phone: 909-379-5649
E-mail: duberlyb@sbcglobal.net

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THE LEWIS CENTER EDUCATIONAL RESEARCH

The Lewis Center for Educational Research and its two schools (NSLA and the Academy for Academic Excellence, NSLA) are under the direction of the Board of Directors for the The LCER Executive Administrative staff administer High Desert Partnership in Academic Excellence Foundation, Inc. (HDPIAEF) and it. The LCER is one organization comprised of a number of divisions and departments committed to a common goal of providing educational resources and programs for children in our community, state and nation. Our operation is funded through several sources, including public and private grants, fundraising, and Average Daily Attendance (ADA). These resources are carefully tracked and applied with care and stewardship. Every employee is fully aware of the tremendous responsibility we have to our customers our benefactors to operate with utmost integrity.

THE NORTON SCIENCE AND LANGUAGE ACADEMY

The Lewis Center for Educational Research (LCER) is the umbrella organization for the Norton Science and Language Academy (NSLA). The NSLA is a public charter school chartered by the San Bernardino County Board of Education and the State of California. Norton Science and Language Academy is a **Dual Immersion Program School**, which supports our charter educational goals. Our goal is for all students to be able to speak, read, and write in English and Spanish in all academic areas after continued attendance in the program for five (5) years. (For more detailed information about how a dual immersion program works and for research based information, please click on the Dual Immersion link on the webpage.)

LCER CODE:

As part of the Lewis Center for Educational Research, the Norton Science and Language Academy is dedicated to the highest standards of personal integrity. The following guidelines are designed around the fundamental principles on which the school was founded, Courage, Generosity, and Honor, and are intended to provide clear guidelines of acceptable conduct and dress. They are designed to protect students and staff, to reduce distraction to the educational environment, and to ensure that all those on campus represent the highest standards possible.

Courage

- ☐ We expect students to demonstrate courage.
- ☐ Courage to try especially when class work and/or homework is challenging.
- ☐ Courage to choose wisely -respect for the classroom rules, respect for school staff, and respect for the rights of others to learn in a safe, friendly school environment.

Generosity

- ☐ We expect students to be generous with what they have.
- ☐ Generosity of self -willing to give up time in order to make sure schoolwork has first priority.
- ☐ Generosity of time -willing to give up time with one's friends to ensure that new students feel welcome at school

Honor

- ☐ We expect students to demonstrate a sense of honor and personal integrity.
- ☐ Honor family -students represent their families. We expect students to demonstrate honor for families in their speech, actions, and dress.
- ☐ Honor others -Students have a responsibility to honor the rights of others to learn. Students are to honor the academic environment of the school by not disrupting the classroom environment and not using profanity at any time while on campus.

- Honor self -Students have a responsibility to honor themselves by doing their best on a daily basis

NSLA AS A LABORATORY SCHOOL

The NSLA functions as a lab school for the LCER. Traditionally, a lab school serves as a place for educational research to occur, including the development and analysis of instructional methodologies. Lab schools also serve as a place for the professional development of instructors. The NSLA, in conjunction with the LCER, the University of Redlands, and the University of California at Riverside, has established itself as a laboratory school so that positive educational change can occur on a global scale. Families enrolled in the NSLA agree to participate in on going educational research efforts. These include the completion of questionnaires, surveys, and evaluative or diagnostic assessments. This specifically includes the family survey and any other surveys as deemed necessary by the NSLA. Additionally, students and parents may be asked to voluntarily participate in experimental studies. In such a case, the LCER and NSLA follow carefully established guidelines for experimental research as outlined by the American Psychological Association (APA) guidelines. The results of the research conducted at the LCER and NSLA will be made public through publications and presentations and on the LCER website. Strict guidelines for maintaining individual privacy are adhered to as outlined by APA's standards.

PARENTAL INVOLVEMENT

NSLA encourages parents to be involved as partners in the educational process for their student. The various avenues for involvement are:

- The Local Control and Accountability Plan
- Parent Teacher Organization (PTO)
- Parents and Pastries Meetings
- Parenting with Love & Logic classes and other parent workshops
- Volunteer in the classroom and around campus for various activities on campus such as pictures, and health screenings.
- School Site Council and ELAC Committees

NSLA Volunteers Policies & Procedures

1. The safety of the children is NSLA's first concern. Please report any unsafe situations that you may notice.
2. All volunteers must be cleared through the Lewis Center's HR department (fingerprinted and TB-cleared). An ID badge will be issued and **MUST** be worn at all times while working on campus. All volunteers must have a tuberculosis risk assessment, intra-dermal TB test, or chest x-ray showing that the volunteer does not have risk factors for tuberculosis nor do they have active tuberculosis on file with the Human Resource Department. Volunteers are also required to immediately notify the Human Resource Department if they have had any exposure to TB after the assessment, test or x-ray date. The District Registered Nurse will be available on select days to administer the TB risk assessment free of charge for our volunteers. Please contact Human Resources for more information.
3. Volunteers are to **sign-in** each time they come to NSLA in the school office and **sign-out** as they leave. Sign-in books are located at the front reception desk.

4. Volunteers are NEVER to take children off of the NSLA campus by themselves.
5. Teachers and Character Development Officers (CDOs) will handle the discipline needs of a student. Volunteers are not to discipline students.
6. Volunteers will not address other students' parents regarding their child's discipline or academic needs.
7. Babysitting is not provided. If you are scheduled to volunteer, please make arrangements for your children.
8. Smoking is **NOT** permitted on the NSLA campus.
9. Volunteers should maintain a professional image and display appropriate manners while at NSLA.
10. Proper dress is required for all volunteers. Volunteers must be neat and clean in appearance. Volunteers are expected to follow the same dress code rules that have been set for the staff of the LCER. Use common sense.
11. When volunteers are working outside, they are under the direction of the CDOs and NSLA staff.
12. Volunteers are to keep personal student information confidential.

Classroom Policies for NSLA Volunteers

1. Please do not bring siblings to class.
2. Please have cell phones turned off or to vibrate.
3. Teachers value your assistance and often prepare items and schedule activities with you in mind. Be sure to let the teacher know in advance if you will not be able to come in on your scheduled day.
4. Please do not visit with the other adults in the classroom.
5. Help the students BUT do not do the work for them.
6. Notify the teacher of any discipline problem and let the teacher handle it.
7. As a volunteer, you should be open to correcting papers, copying, filing, helping with the bulletin boards, helping student with seatwork, and various other duties assigned by the teacher.
8. Try to honor your commitment. Please give the teacher advance notice if you will not be able to volunteer.
9. Please dress modestly and in compliance with the standard of our dress code.

Emergency Procedures for NSLA Volunteers

1. Stay Calm.
2. Evacuate your area quickly and quietly. Assist the teacher in walking the children to designated evacuation area. It is especially important to keep the students together.

3. If you are in an area outside of a building, DO NOT enter the building to get to the evacuation area. Walk around the outside of the building. If you are inside pick the safest route possible.
4. Have the teacher in charge take roll to account for all guests.
5. Facilities and administrative staff will check all building, restrooms, and classrooms to make sure all areas are clear. Under NO circumstances are you to reenter a dangerous area.
6. Wait for instructions indicating that it is clear to return to the site you have evacuated. Do so in an orderly fashion.
7. Safety is our #1 priority.

Parent Volunteers will be invited to attend a parent volunteer workshop. It is required that all volunteers are fingerprinted and TB-cleared. They will also be required to sign in and out at the school office at which they are volunteering.

SCHOOL SITE COUNCIL

The basic principle underlying the establishment of the School Site Council (SSC) is that those individuals who are most affected by the operation of their school should have a major role in the decisions regarding how their school functions. The Council consists of members of the staff and parent representation. The primary task of the SSC is to ensure that the school is continually engaged in identifying and implementing practices that result in both strengthening the core academic program and ensuring that students have access to and success in that program.

NSLA ATTENDANCE POLICY—



Attendance every day is essential for the success of your child in school. Because Norton Space and

Aeronautics Academy is a **dual immersion program, daily attendance is even more important** in order for your child to succeed and benefit from our program. We highly encourage each family to ensure their child is at school daily in order to engage in active learning. Students who arrive on time are better prepared to master the material provided by the instructor and consistently perform higher than those who come late or are habitually absent. In addition, consistent tardiness and absences affect our school monetarily. All schools in California are compensated based on their attendance (Actual Daily Attendance). The state no longer recognizes excused absences and does not compensate the school for students who do not attend, for any reason. Unfortunately, our operating costs are unaffected by attendance -it costs us the same to operate each day, regardless of the number of students.

Students are expected to attend all classes and to be on time unless properly excused. The NSAA requests that appointments be scheduled after school, if possible. If an appointment must be scheduled during school hours, please schedule it at a time where the student can still attend a portion of the day. **Students may not be checked –out within 30 minutes of the end of the school day.**

The State of California (46010,46010.5,48205 Ed Code) has determined that excused absences are limited to the following reasons:

- Personal illness (school requires a doctor's note verifying absence after 4 days).
- Visitation to a medical office, clinic, doctor or dentist
- Funeral of an immediate family member limited to one day in state and three days out of state
- Quarantine of the home under the direction of a county or city health officer
- Student serving on Jury Duty
- Personal court appearance (requires verification)
- Observance of a holiday or ceremony of his/her religion
- Attendance at religious retreats and shall not exceed four hours per semester
- For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at

religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

- For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

(b) 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.

(c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

Students who are absent for any of the reasons listed above will receive an unexcused absence. Irregular attendance including but not limited to excessive early sign outs, tardies and/or absences are grounds for SART (Student Attendance Review Team), Administrative review and/or disenrollment from NSAA. A maximum of twelve (12) absences per year (both excused and unexcused) are allowed. Any more than twelve (12) absences per year will be deemed excessive and grounds for Administrative Review, which may lead to disenrollment. Remember that 3 tardies equal an absence.

Truancies & Unexcused Absences Reasons NOT acceptable for being absent from school and are considered truancies:

- Oversleeping/alarm clock not working
- Repairing car or household items
- Going to the beach, lake, river, mountains or desert
- Visiting friends, baby-sitting, taking care of other family members
- Personal problems
- Bus not available/missing bus
- College courses taken during school hours
- DMV or Driver Training appointments

Administrators will:

- Support teachers by assigning and monitoring detention

CDOs will:

- Patrol de campus and check for students that are out of class without a pass or in an unauthorized area.
- Assist students in getting to class on time.
- Check on every student who is out of class, and return wanderers to their classroom.

Teachers will:

- Make every effort to monitor hallways during passing periods.
- Be a positive adult presence.
- Show students that they want students to be on time.
- Make parent contacts when tardiness becomes a problem.
- Notify attendance office and administrators of chronically tardy students.

Students will:

- Arrive to each class on time and be prepared to learn.
- Attend detention when assigned.

Parents will:

- Support their child in arriving to class on time.
- Communicate with teachers, proctors, and administrators regarding tardiness.
- Support the discipline process at the school.

Absences and Make-Up Work

Students are responsible for work missed while absent. The instructor can assist the student in

obtaining a list of class assignments that need to be completed in a timely manner. Students who are absent should be proactive in finding out from their instructor(s) what was missed during their absences from school. Generally speaking, there is one day granted for each day of an excused absence in order to turn in the makeup work in a timely fashion.

Please discuss make up work options with your instructors.

In the case of planned absences, please note the following: If you must pull your child from school for time periods other than the already arranged school holidays, please notify your child's teachers at least 3 days in advance to give them time to put work together. If arrangements are made in advance to collect work to be done while the student is gone, then that work is due the first day the student returns to school.

Teachers may opt to not give work before the student leaves, but assign it after the student returns. We highly encourage parents to make arrangements for family vacations and time outs during the assigned school holidays.

Home Hospital Instruction

If a student will be absent for an extended illness of more than two weeks, the parent must contact the school office for a homebound hospital packet. Arrangements will be made for a home instructor. Home instructors are only assigned if the absence is two weeks or more and if there is a doctor's statement describing the illness or disability as well as the anticipated duration of the illness. Students who are absent for any of the reasons listed above will receive an unexcused absence. A maximum of twelve absences per year (both excused and unexcused) are allowed.

Any more than twelve (12) absences per year will be grounds for Administrative Review, which may lead to disenrollment.

Tardiness

Student success is directly related to maintaining good attendance patterns at school. Administrators, proctors, teachers, students and parents must work together to ensure that students are present and on time to each class of the day. Only by working together will we be able to change a culture of tardiness. While there will be consequences for being tardy. There must also be support by each person in our school community to make sure that students get to class on time. Administrators will support teachers by assigning and monitoring detention. Proctors will patrol the campus and assist students in getting to class on time. Teachers will be a positive adult presence and show students that they want them to be on time every day. Teachers will also make parent contact when tardiness becomes a problem.

Students will arrive to each class on time and be prepared to learn. Parents support their child in arriving to class on time and support the discipline process at the school.

Consequences for arriving late to class include:

First Tardy: Warning issued by teacher

Second Tardy: Warning issued by teacher

Third Tardy: Teacher notifies parent by phone or in writing. Warning by administration. 1st attendance letter sent home

Fourth Tardy: Fifth Tardy: Sixth Tardy and up: lunch detention. 2nd attendance letter sent home Ninth tardy: After School detention for the Middle Grades. 3rd attendance letter sent home Twelve tardy: After School Detention for the Middle Grades. 4th attendance letter sent home Fifteen tardy: SART letter sent home, after school detention and loss of extra curricular activities Eighteen tardy: Letter sent from attendance with date and time of a SART meeting and In House Discipline

Thirty-sixth tardy: Final SART letter sent home.

Late Sign-In

- Students who arrive after 8:15 a.m. are considered truant, and must sign in with the school office. •Once parents have signed in the students. The students will receive a tardy slip and may proceed to assigned classroom.

- The instructor will record the tardy.

Acceptable excuses are:

- Illness

- Visitation to a medical office, clinic, doctor or dentist (note required from office)

- Funeral of immediate family member

- Quarantine of home

Early Sign-Out

- Only authorized adults (listed on the emergency card) with photo ID can sign out a student at the school office. A note is not sufficient.

- For student safety, students will not be released from class until the parent arrives on the school campus.

Acceptable early sign-out excuses are:

- Illness
- Visitation to a medical office, clinic, doctor or dentist
- Funeral of an immediate family member •Quarantine of the home
- School-sponsored events
- Jury Duty
- Religious event

We understand that there are times when a child cannot attend school due to serious illness, injuries, or a family reason. When an unavoidable situation occurs and a child must miss school.

- Please call the attendance line at (909)386-2300 Ext. 744 or e-mail NSLAattendance@lcer.org to verify an absence. Please be sure to state your name, child's name, teacher, reason for absence, and dates your child has been or will be absent. Absences not called in will be considered unverified (UNV). Students with three (3) or more unverified absence may be referred to the District's Attorney's Office.
- If you are unable to call or e-mail please bring in a signed note to the office in order to verify the absence stating your name, child's name, teacher, reason for absence, and dates if more than 1.
- If student is absent 3 days or more a doctor's note is required upon returning and may be turned in to the front office.
- If a student is absent or tardy 5 or more days in the school year, parents will be notified and a reporting process may begin.
- Please remember 3 tardies will be considered an absence.
- Students in the Middle grades with 3 or more unexcused absences or 9 or more tardies will be assigned Detention on the Wednesday following the mentioned absence or tardy, from 11:30am-12:00pm.

DETENTION

NSLA is a Love & Logic school, and as so we want to impress upon our NSLA students the importance of taking ownership of their actions and behaviors, including completion of their work and their attendance. During this time, students are expected to use their good judgment and complete work missed due to lateness or absences.

Teachers will not assign work at this time.

NSLA has established an in-school detention program for students who receive 9 or more tardies, 3 or more unexcused absences and/or varying discipline concerns. Detention applies to MIDDLE GRADE (6th-8th) students and will be held on Wednesday's from 11:30am-12:00pm.

ATTENDANCE AWARDS

In addition, every year we place incentives for our students to be here daily such as certificates, pencils, stickers, and trophies at the end of the year.

We celebrate attendance accomplishments each trimester, and at the end of each school year.

The following are the ways students are recognized:

- Trimester Perfect Attendance Recognition: NO Absences and NO tardies during each trimester
- Annual Perfect Attendance Trophy: NO absences and NO tardies.
- ******Note:** Students who arrive tardy **will not** be eligible for the perfect attendance awards and there are **NO EXCEPTIONS**. Please be aware that for students in the Middle Grades, each period constitutes a class, and they could be marked tardy or absent for any of those classes if they are not present on time.

We hope that you will help us reduce absences and excessive tardiness in order to achieve a higher daily attendance rate! Our students success AND our **school funding** relies on our students' Average Daily Attendance (ADA).

If you have any questions please contact Mr. David García, NSLA Registrar at dgarcia@lcer.org or by calling 909-386-2300 ext. 744.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Schools may disclose, without consent, directory information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to

request that the school not disclose directory information about them.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Norton Science and Language Academy (NSLA) receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the NSLA to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a

legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the NSLA to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- ☐ To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests.
This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- ☐ To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- ☐ To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State.
Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- ☐ In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine

eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- ☐ To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- ☐ To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- ☐ To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- ☐ To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- ☐ To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- ☐ To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- ☐ Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- ☐ To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- ☐ To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

PHOTO RELEASE/ YEARBOOK

Upon enrollment, you had the opportunity to indicate that you did not want photos taken of your student. If you indicated that please be advised that this does not apply to the school yearbook.

CAMERAS/CELL PHONES

To protect student privacy, cameras of all types – both still and video, (including cell phones, tablets or entertainment devices) – may **not** be used at school without permission from an administrator. (Ed Code 51512)

PARENT SUPPORT SERVICES

Parental Ownership

The Norton Academy (NSLA) recognizes parents (guardian) as the central figures in ensuring that their children are prepared and ready to learn every day. This Parental Ownership is key to the overall academic progress and developmental success of each child. As such, parents will have the primary responsibility in preparing their child(ren) in being ready to learn by having all required materials, completed assignments, appropriate attitude, motivation and behaviors, needed rest and nourishment to perform at their best at all times. If at any time the child is not ready to learn, school staff will call upon the parent to aid in resolving these concerns. This will include assisting in addressing behavioral issues, inappropriate dress, missing or incomplete class assignments, etc. When called upon, the parent will respond positively in a responsible, appropriate and timely manner.

Parents are recommended to develop Parental Ownership in the following ways:

- Attend any and all training classes to include our primary curriculum of "Parenting with Love & Logic[®]".
- Attend any training classes (programs) to aid the student in choosing behaviors that will strengthen his/her character development.
- Participate in lab school and other related research activities to include: providing information, filling out questionnaires, participating in the family survey
- Communicate regularly with school staff to maximize academic performance levels.
- Attend academic and other intervention meetings, as requested.

STUDENT OWNERSHIP

Consistent with Love & Logic[®] principles, students will be given the tools to own and solve their problems (i.e. any and all solutions to the presenting problem will be considered as long as they don't cause a problem for anyone else).

Students are required to actively develop student ownership skills in the following ways:

- Actively seek adult support for solutions to their problems.
- Contact their teachers when needed, check their grades on a regular basis, and utilize on campus support services when needed.

SUPPORT SERVICES

The Norton Science and Language Academy (NSLA) provides a complement of educational support services to students with mild to moderate disabilities in order to meet their unique needs and challenges. These services include, but are not limited to, speech and language, inclusion support in the regular education classroom, pull out support (remediation in reading, math, and written language skills) and separate class support (self-contained classroom), educational therapies and counseling.

The NSLA subscribes to the Child-Find/Proactive Intervention model. The Individuals with Disabilities in Education Improvement Act (IDEIA) mandates that schools actively seek out, identify, and serve students (ages: 0-21, Education Code 56300) with disabilities that negatively impact their education. This places the primary responsibility of providing appropriate educational services with the local educational agency ("LEA.") The NSLA implements outreach programs, policies and procedures consistent with Federal and State law and uses Desert Mountain SELPA policies, procedures and forms to assist in these efforts.

The NSLA uses a Student Success Teams (SST) process. A team of people relevant to the students' educational needs will be formed to include an LEA representative, regular & special education teachers, school psychologist, parents and others as needed to proactively and effectively identify the needs of any student, and formulate an Individual Education Plan (IEP) or a 504 plan as needed. The Student Success Teams (SST) flow chart will be utilized as a tool to guide the process and as a record to ensure compliance.

NSLA staff members play an integral part in supporting and encouraging parental involvement by assisting the parent in understanding their rights related to special education to include a variety of assessments and services. For example, consistent with Federal and State law, special education staff members will assist the parent in preparing a written request for said services. The special needs department will then assist the parents with the AR process and any needed assessments.

The Counselor at NSLA

The counselor is here to provide supports to all students in the areas of academic achievement, personal/social emotional development, as well as, high school and college readiness. The Counselor provides whole-school prevention programs, such as, bully prevention education, character education, drug and alcohol awareness, and career education. These lessons generally take place with the entire class or during school assemblies. The counselor will also provide individual and group counseling as needed in consultation with teachers. Parents and teachers may refer students to counselor through email and phone.

It is important to note student-counselor relationship entails limits of confidentiality. The discussion between student and counselor will stay between student and counselor unless there is concern of student's safety.

Please refer to NSLA website at Counselor Corner for resources of outside therapist, crisis and referral hotlines.

SPECIAL NEEDS

Child Find, Assessment, Identification, and Service Requirements

Norton Science and Language Academy (NSLA) provides a full complement of educational support services to students with a variety of learning challenges/disabilities in order to meet their unique needs and challenges.

These services include, but are not limited to, speech and language, inclusion support in the regular education classroom, intensive specialized academic instruction (ISAI), (pull-out remediation in reading, math, and written language skills) and other educational therapies (occupational therapy, physical therapy and counseling), as recommend by the IEP team.

NSLA subscribes to the Child-Find/Proactive Intervention model. The Individuals with Disabilities in Education Improvement Act (IDEIA) mandates that schools actively seek out, identify, and serve students (ages: 0-21, Education Code 56300) with disabilities that negatively impact their education. This places the primary responsibility of providing appropriate educational services with the local educational agency ("LEA."). NSLA implements outreach programs, policies and procedures consistent with Federal and State law and uses Desert Mountain SELPA policies, procedures and forms to assist in these efforts.

NSLA uses the *Academic Review* (AR) process. A team of people relevant to the students' educational needs will be formed to include an LEA representative, regular Special education teachers, school psychologist, school counselor, parents and others as needed to proactively and effectively identify the needs of any student, and formulate an Individual Education Plan (IEP) or a 504 plan as needed. The *Academic Review* (AR) flow chart will be utilized as a tool to guide the process and as a record to ensure compliance.

NSLA staff members play an integral role in supporting and encouraging parental involvement by assisting the parent in understanding their rights related to special education to include a variety of assessments and services. For example, consistent with Federal and State law, special education staff members will assist the parent in preparing a written request for said assessments. The special needs department will then guide the parents with the AR process and any needed assessments.

The NSLA ensures that each IEP or 504 plan offered provides a combination of general education and/or special education supports which are reasonably calculated to deliver academic benefit and a free and appropriate education as required by the IDEIA.

For more information regarding the NSAA's special education services, please contact the special needs department at 760-946-5414, ext. 296.

NSLA SCHOOL DISCIPLINE PLAN— EXPECTATIONS AND RULES FOR STUDENT CONDUCT

The NSAA Core Beliefs Regarding STAFF, PARENT AND STUDENT INTERACTIONS

NSLA is a Love & Logic[®] School:

The faculty and staff of the NSLA believe that a well-disciplined student body is essential for academic success. To achieve this goal, we have adopted a common set of beliefs based on the Love & Logic[®] Principles, regarding discipline at the NSLA. This set of core beliefs, agreed upon by NSLA staff, will be adhered to when dealing with issues and concerns:

- ☐ We believe that students should be guided and expected to solve the problems they create without creating problems for anyone else.
- ☐ We believe that we should make every attempt to maintain the dignity of both the student and the adult during a disciplinary situation.
- ☐ We believe that students should be given opportunities to make decisions and live with the consequences be they good or bad.
- ☐ We believe that the adult's emphasis should be placed on helping students learn to problem-solve and to adopt new behaviors, instead of making students "pay" for past misdeeds.
- ☐ We believe that school issues should be handled by school personnel, and that violations of criminal law should be handled by the authorities.
- ☐ We believe that misbehavior should be handled with natural or logical consequences instead of punishment, whenever possible.
- ☐ We believe that students should see a reasonable connection between their actions and the consequences that follow.

Each student is a unique individual with unique personal, social and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique students and the unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequence.

Our school staff dedicates itself to following a set of core beliefs (listed above) that provide a guide for dealing with student discipline. The cores beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and their resulting consequences.

BEHAVIOR CODE

Love and Logic Rules for our School:

Students are free to make their own choices as long as it doesn't create a problem for anyone else.

In maintaining a safe and orderly educational environment, the following are some guidelines that staff and administration expect who attend the NSLA. We have observed that students who get the most out of their time at the NSLA and find it to be an enjoyable and educational experience practice the following skills:

- ☐ Respect students and staff
- ☐ Comply with rules and regulations
- ☐ Engage in uplifting conversations
- ☐ Use appropriate language
- ☐ Come on time and prepared for class and work with their peers to create an educational environment
- ☐ Remain in supervised campus area
- ☐ Refrain from inappropriate public displays of affection (no kissing, no extended hugging, etc.). A brief hug is permitted.
- ☐ Refrain from bringing anything relating to drugs, alcohol or weapons on campus
- ☐ Refrain from gum chewing, spitting, defacing, damaging, littering or destroying school property
- ☐ Electronic devices are not permitted on campus. Administration and staff reserve the right to confiscate such items and return them to the parent / student at their discretion. Any inappropriate use of picture phones will be reported to the District Attorney.
- ☐ A student under suspension may not attend any school function held on or off campus. During a suspension, a parent or guardian is encouraged to pick up class work, if available, to be completed at home.

Students are free to make their own choices as long as it doesn't create a problem for anyone else. In maintaining a safe and orderly educational environment, the following are some guidelines that staff and administration expect of students who attend the NSLA:

- 1) Treat others with the same respect with which you are treated by the adults at our school
- 2) Your actions, dress, words, and possessions may not cause a problem for anyone else. Problem actions include, but are not limited to:

- Use of inappropriate language
 - Disrupting the learning of other students
 - Touching, pushing, shoving, or hitting another student
 - Not following a teacher or another adult's request/instructions
 - Playing in the restrooms
 - Chewing gum
 - Littering and not keeping our campus clean
 - Arriving to school late
 - Not being prepared for class or not completing your homework
 - Leaving the campus area
 - Bringing electronic items to school.
 - Not following the NSLA Dress Code
- 3) Students will be guided and expected to solve their problems without causing a problem for anyone else. If students are not able to or choose not to solve their problem, the teacher, staff, and/or principal will set the consequence depending on the situation and the person involved. Staff members will use their best judgment based upon the information they have at the time.
- 4) If students and/or parents feel that the consequences appear not to be fair, they may request a "due process" hearing. A due process hearing does not need to be formal in nature. It is simply a time for concerned individuals to meet together and share information related to the situation in question. In the event that this discussion provides additional information that sheds different light on the situation, or shows the consequence to be unfair, the consequences may be changed or eliminated to better fit the unique situation.

The 9 Essential Skills in Love & Logic[®]

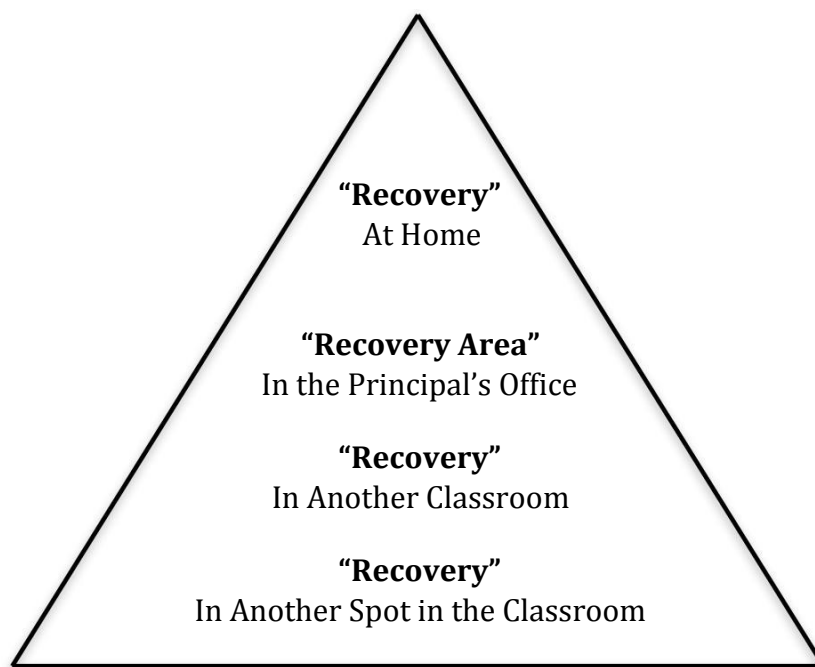
The following skills will be used in conjunction with the Core Beliefs to handle situations among students, parents, and staff

- ☐ Neutralize Arguing
- ☐ Delay Consequences
- ☐ Empathy
- ☐ The Recovery Process
- ☐ Develop Positive Relationships
- ☐ Set Limits with Enforceable Statements
- ☐ Use Choices to Prevent Power Struggles
- ☐ Use Quick and Easy Interventions
- ☐ Guide People to Own and Solve Their Problems

The Recovery Process

Based on the behavior and responses by students, NSAA will be implementing the Pyramid of Short-Term Recovery Settings school-wide in order to preserve safety and optimal learning for all. This tool is not intended to be punitive or humiliating. Each alternative setting merely represents a place where a student can go *temporarily* with the goal of eliminating the disruption—so that the teacher can continue teaching. As one moves up the pyramid, the setting becomes more restrictive. When in the "recovery zone" the student is supervised but receives minimal attention. They will not be asked to do work during that time or receive counseling—the counseling and support will come later.

When the student is in the Recovery Zone, they should stay just long enough to get calmed down and be able to return to the learning in their classroom. In most cases, the student makes the decision when they are ready to return to their regular classroom.



Classroom Discipline Plans

Each teacher will create an approach to managing discipline in their own classroom using the theories and strategies of Love and Logic[©] and other tools. NSAA has adopted a common set of beliefs based on the Love & Logic[©] Principles, regarding discipline (see page 1). This set of core beliefs will be adhered to when dealing with issues and concerns in the classroom.

Love and Logic[©]

"There will never be enough consequences to motivate tough kids to learn and to behave if we are not first developing positive relationships. And without positive teacher-student relationships no discipline plan will work."

Four Basic Principles of Love and Logic[©]

- 1) Share the control
- 2) Share the thinking
- 3) Balance consequences with empathy
- 4) Maintain self-concept

Love and Logic Basic Rules

1. Use enforceable limits
2. Provide choices within limits
3. Apply consequences with empathy

Use of Physical Force

The only times any school employee may physically restrain a student are:

1. The student is a danger to him/herself or others
2. There is a danger to property

CELL PHONE POLICY

State Law:

- State law allows students to have cell phones on campus but schools may regulate their use (California Education Code # 48901.5.)

NSLA Policy:

- The Norton Science and Language Academy cell phone policy allows students to have cell phones, but they are not to be visible during regular school hours 7:00-3:00 pm. Students may be allowed to use their phone under a teacher or administrators' supervision.
- Students are not allowed to take pictures or videos.
- Phones are to be turned off during class time and hidden from view. Placing the cell phone in vibrate/silent mode is NOT considered "turned off".
- Cell phones may be collected prior to taking standardized exams (CAASPP, STAR, trimester exams).

Emergency Procedures:

- Parents who need to contact students in an emergency are directed to phone the school office.
- Students who need to make an emergency call during school hours must contact the administration.
- Students are directed not to use cell phones during an emergency evacuation as it may interfere with the safety and efficiency of the procedure.
- Cell phone use during a major crisis could add to the overload and knock out cell phone systems quicker than would normally occur.

Consequences/Other Actions:

- The first time a phone is seen in class, student will be asked to put it away.
- Second offense (any time during the year), the phone will be taken by the teacher, the parent will be notified and the phone returned to the parent/student. The school will not be responsible for theft or damage to cell phones.
- Third offense, phone is taken and sent to the office with a referral. The site administrator will notify the parent and the phone may be kept in the office for the remainder of the quarter.
- Any further incident will result in suspension.

At any step, should a student refuse to give the phone to the teacher, the teacher should contact the office and ask for the site administrator. The student may be suspended.

SERIOUS OFFENSES

Students in violation of state law or any other serious offense, as described in California Education Code, are subject to suspension and recommendation for expulsion. Some offenses may require school officials to notify local law enforcement agencies. NSLA does not permit the following:

- ☐ Possession or use of illegal drugs
- ☐ Possession or use of alcohol
- ☐ Acts or threats of violence
- ☐ Possession or use of dangerous articles

- ☐ Acts or threat of bullying
- ☐ Acts or threats of sexual harassment
- ☐ Use and misuse of district facilities and equipment
- ☐ Misuse of the Internet.

A student under suspension may not attend any school function held on or off campus. During a suspension, a parent or guardian is encouraged to pick up class work, if available, to be completed at home. Upon receiving 20 days of suspension, a student will receive an automatic recommendation for expulsion from NSLA.

NSLA BEHAVIOR PLAN

Each teacher will implement a classroom management plan, consistent with Love & Logic♥ principles, with their students. We believe that each student is an individual and therefore should be treated as such. Teachers will have the freedom, in their classes, to select and implement a consequence that will best assist each student in becoming a responsible citizen.

Philosophy

Staff members at NSLA have the important responsibility of assisting in the development of appropriate student conduct. Self-discipline is the key. This type of training is a necessary and an integral part of a total well-rounded educational program. Furthermore, we are certain that the academic school years are critical to each individual in his/her character development. The staff at NSLA is dedicated to providing a nurturing learning environment and a successful experience for every student. We know that cooperation and open communication between our school and the community will help foster positive behavior, strong values and maturity in our young people. The acceptance of, and adherence to conduct, based on the overall idea of civility, will provide students with a healthy, productive school environment.

Goals

These attitudes are the necessary requirements for citizenship in a democratic society, and can be summed up in these behavior goals.

1. Our students are expected to respect constituted authority. This includes compliance with school rules and regulations and those provisions of civil law that apply to the conduct of minors.
2. Our students are responsible for maintaining high standards of civility, courtesy, decency, morality, and proper language. Their behavior should reflect consideration for the rights and privileges of others at all times.
3. Our students are responsible for attending classes regularly, being on time, and having in their possession materials deemed necessary by the instructors for that particular class.

Teachers will utilize the most appropriate and effective classroom management techniques possible in order to ensure a sound educational environment. They will deal with general campus behavior in the same manner.

ANTI-BULLYING POLICY

The staff of NSLA remains vigilant in our attempt to reduce bullying among students and to eliminate bullying from the campus. The following guidelines have been developed to achieve this result.

An act of bullying, by either an individual student or a group, is expressly prohibited on school property and at school sponsored functions. This policy applies not only to students who directly engage in an act of bullying, but also to students who, by their behavior, initiate, condone or support another student's act of bullying.

False accusations of bullying against another student are also prohibited. Appropriate discipline will be taken against the student or students falsifying the reported incident of bullying.

The administration will act to investigate all complaints of bullying, and will discipline or take appropriate action as deemed necessary to deter future bullying.

Bullying is defined as any written or verbal expression, including the use of technology, physical act or gesture, or pattern thereof, by a student that is intended to cause, or is perceived as causing distress, to one or more students. This includes behavior that substantially interferes with another student's educational benefits, opportunities, or performance. Bullying may be verbal, written, or physical relating to the victim's sex, race, national origin, disability, physical or mental features or dispositions. This includes name calling, pulling or touching the clothing of the person, graffiti, notes, cartoons, offensive graphic posters or book covers, putting food, gum or other substances on a person or his/her personal belongings, and any physical acts of violence.

A person who engages in an act of bullying, reprisal, or false reporting of bullying, or permits, condones or tolerates bullying, is subject to discipline for that act in accordance with our school's policies and procedures.

Consequences for students who commit acts of bullying may range from behavioral interventions or warnings up to and including suspension and/or expulsion and legal action. Disciplinary consequences will be severe to deter future violations and to appropriately discipline prohibited behavior. Victims may also press legal charges for harassment. Ed Code 48900 (r).

SPECIFIC EDUCATION CODES

The State of California has passed laws to help both public and private schools deal with violence and other crimes on campus. In some instances the law gives no discretion to school administrators as to what must be done. The following education codes are listed to inform parents and students of some of the specific laws that we must apply.

California Education Code **48900**: (Grades TK-12)

- a. (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or (2) Willfully used force or violence upon the person of another, except in self-defense.

- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- c. Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stolen or attempted to steal school property or private property.
- h. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defines in Section 11014.5 of the Health and Safety Code.
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- o. Harassed, threatened, or intimidates a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p. Unlawfully offered, arrange to sell, negotiated to sell, or sold the prescription drug Soma.
- q. Engaged in, or attempted to engage in, hazing as defined in Section 32050
- r. Engaged in an act of bullying including but not limited to bullying by means of an electronic act as defined in Education Code 32261.
- t. Aid or abet the infliction or attempted infliction of physical injury.

California Education Code **48900.2** (Grades 4-12)
Committed sexual harassment as defined in Section 212.5.

California Education Code **48900.3** (Grades 4-12)
Caused, attempted to cause, threatened to cause, or participated in, an act of hate violence, as defined in subdivision (e) of Section 233.

California Education Code **48900.4** (Grades 4-12)
Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either pupil or school personnel by creating an intimidating or hostile educational environment.

California Education Code **48900.7**
Has made terroristic threats against school official or school property, or both. For the purposes of this section, "terroristic 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 damage in excess of one thousand dollars, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

California Education Code **48915** MANDATORY RECOMMENDATION FOR EXPULSION
(Grades TK-12)

- (A) 1. Causing serious physical injury to another person, except in self-defense.
- 2. Possession of any knife, or other dangerous object of no reasonable use to the pupil.
- 3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
- 4. Robbery or extortion.
- 5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.
- (B) 1. Possessing, selling, or otherwise furnishing a firearm.
- 2. Brandishing a knife at another person.
- 3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- 4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
- 5. Possession of an explosive.

Right to Attend a Safe Campus

The California Constitution requires that all students and staff of public schools have the inalienable right to attend campuses that are safe, secure, and peaceful. As such, the LCER adopts Board Policy 5145 outlining the search and their property, student use areas, student lockers, and /or student automobiles and the seizure of illegal, unauthorized or contraband materials in the search.

A student's person and/or personal effects (e.g. backpacks, purse, etc.) may be searched if a school official has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the LCER rules and regulations, including, but not limited to, possession of illegal, unauthorized or contraband materials. Illegal, unauthorized or contraband materials include those materials that are dangerous to the health or safety of school personnel, are disruptive or potentially disruptive, or which have been cited as unauthorized in school rules and regulations.

For the health and safety of our students, staff, and guests, NSLA adheres to California State law, which prohibits tobacco use or any product containing tobacco or nicotine products, including but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. Employee's use of electronic nicotine delivery services (ENDS), such as electronic cigarettes, electronic hookahs, and other vapor emitting devices, with or without nicotine content, which mimics the use of tobacco products is also prohibited. This policy applies anytime, anywhere by anyone on all NSLA property, and at all school-sponsored events. School property includes but is not limited to buildings, grounds and vehicles owned or leased by the school. School-sponsored events include but are not limited to sporting events, school fundraisers and other events held on and off school property.

School Safety Plan

NSLA has a comprehensive Staff Safety Plan, which is reviewed and updated annually. The plan includes what to do in the event of an earthquake, fire, or bomb threat. It includes lockdown procedures for situations on our campus, the adjacent school campuses, or in the community such as an active shooter. During the school year students and staff participate in annual drills.

ACADEMIC INTEGRITY POLICY

The Norton Science and Language Academy has adopted a policy of academic integrity. Prohibited activities under this policy

include: •Cheating

•Plagiarism

•Forgery

Any student suspected of or caught doing any of these prohibited activities is subject to one or more of the following consequences:

•Receiving a zero grade on the assignment or test

•Receiving a failing grade for the class

•Suspension from the NSLA

•Expulsion from the NSLA

Any student assisting in any of the above will also be subject to consequences. The instructor and administration will determine the severity of the consequence.

Cheating

Cheating on an assignment or test robs a student of any inherent value of the assignment or test. In addition, cheating may unfairly affect other students by changing a grading scale or curve. The choice to cheat on an assignment or test may reflect more serious academic issues including fear of failure, an outside of school schedule that prevents the student from completing work, and/or incorrect class placement. Whatever the cause, students who engage in cheating compromise their integrity, dignity, and self-worth. All assignments should be considered individual unless specifically stated by the instructor as otherwise.

Cheating includes:

- Exchanging assignments with other students, whether you believe the assignment will be copied or not
- Using any form of assistance during tests or quizzes without the expressed permission of the instructor
- Giving or receiving answers during tests or quizzes. It is the student's responsibility to secure his or her own paper, thereby removing the opportunity for another to copy

Plagiarism

The ability to present thoughts and ideas clearly and coherently in a written form is a cornerstone.

All assignments must be written in the student's own words. Quotations, thoughts, and ideas taken from another's writing must be given appropriate credit in the paper.

Plagiarism includes:

- Taking someone else's assignment or portion of an assignment, and submitting it as your own
- Submitting material written by someone else, or rephrasing the ideas or thoughts of another, without giving the author's name and/or source
- Presenting the work of someone else, including tutors, friends, parents, or siblings, as your own
- Submitting purchased papers, in whole or in part
- Submitting papers from the Internet as your own, in whole or in part
- Supporting plagiarism by providing your work to others, whether you believe it will be copied or not

Forgery

There are many times when a parent or legal guardian must sign school documents. Some documents become part of the official school record and some are returned to individual instructors. It is vital that every document possesses a valid signature. Forgery places a student in the position of having his or her integrity questioned, not just in the specific incident, but also in any situation that requires trust. Any documented incidents of forgery will be dealt with as described above.

GRADING POLICY

Purpose

Up to this point in time, the NSLA has operated with a standards based, uniform grading policy in grades TK-5. The standards based reporting system will remain for these grades now using the Common Core State Standards. However, the Middle Grades will be moving to a weighted grading system. The scores for students in grades 6-8 will be reported as A, B, C, D or F.

What is the function of grades at the NSLA?

As the NSLA academic achievement and mastery of content knowledge and skills are of highest priority. Grades are the most visible indicator that demonstrates whether students have achieved mastery of the knowledge and skills in any course. The grade provides administrators, counselors and teachers with information regarding student performance. Administrators need to make informed decisions regarding students' progress at the NSAA. This is only possible if we all have the same view of the relative value of a grade. Teachers need to be assured that students are as fully prepared as possible to master the content of their course, based on mastery of prior knowledge and skills.

Philosophy of Mastery Learning

What is Mastery Learning? Although somewhat of a naïve summary, mastery learning is a concept that students must demonstrate they have successfully learned and integrated the skills and concepts necessary to be competent in a specific course of study. The concept has been around for a long time with 80% usually being set as the level that demonstrates mastery in an area. Students must demonstrate mastery before they can continue on to other units of study. A more detailed summary of Master Learning can be found at:

<http://www.edpsycinteractive.org/files/mastlear.html>

Consider the two following scenarios and their impact on subject matter competence:

1. A student passes all assessments, quizzes and tests. However, the student fails to complete a major portion of in-class and homework assignments. Has the student demonstrated subject matter competency? Should the student receive a passing grade?
2. A student completes all in-class and homework assignments with a passing grade. However, the student fails most or all of the quizzes and tests given in class. Has the student demonstrated subject matter competency? Should the student receive a passing grade?

In the first scenario, the student has indeed demonstrated subject matter competence. The student is able to successfully pass assessments of subject matter competence. Should the student receive a passing grade? Yes, the grade is a reflection of mastery, not responsibility.

In the second scenario, the student has not demonstrated subject matter competence. Regardless of the student's diligence in completing homework assignments, the student has not shown mastery of the content of the course. Should the student receive a passing grade? No, the grade is a reflection of mastery, not responsibility.

Issues to Consider

It is difficult to accept that a student who does not complete assignments could receive a passing grade. However, it is a reality. For grades to have any validity, they must be a measure of subject matter competency, not responsibility and diligence. Homework, when appropriate, can and should be an evaluative tool, as well as a method for review.

Does the NSAA discourage homework? No, we recognize that homework will vary from instructor to instructor and from course to course. The instructor of a particular course is the person most capable of determining the amount, appropriateness and type of

homework given. All this policy does is establish a weighted limit that homework contributes to the final grade in a course.

Teachers need to collaborate on homework so as not to overtax a student or family. Cross-curricular assignments provide for a single assignment to provide homework in multiple subjects. Homework needs to have genuine education value.

What about students who traditionally do not perform well on quizzes and tests? Sometimes, students use “test anxiety” as an excuse for poor preparation. However, we all recognize that students respond to testing situations differently. It becomes incumbent upon us as professionals to provide students with a variety of opportunities to demonstrate knowledge and skill development, rather than a single approach that may or may not meet the intended goal. Assessments must be frequent. It is not appropriate to suggest that one test at the end of a quarter provides teachers with enough information, and students with the opportunity, to demonstrate what they have learned.

To this end, you will note that there are two different “test” categories; quizzes are frequent, informal, and should be used as formative assessments that are given on an every-week or every-other-week basis. These formative assessments inform the instructor regarding student learning of the concepts taught during that time period. A formative assessment should be as valuable to the instructor as to the student.

Tests should be infrequent and test mastery of large “chunks” of material. They can consist of chapter or novel tests and quarter, trimester or semester tests. These assessments reveal student mastery of the content. Tests may be broken down into smaller segments, given over a longer period of time, for students who may need that type of assistance.

The following table gives the relative weight for each area for grades 6-8:

Homework	20%
In-class work (including labs/presentations)	20%
Quizzes	20%
Tests	25%
Quarter/Semester Benchmarks	15%

All teachers in the Middle Grades are expected to use this grading scale in arriving to a final grade when calculating Progress Reports, and Trimester grades.

Grades will be assigned based on performance

- A: 90% - 100%**
- B: 80% - 89%**
- C: 70%- 79%**
- D: 60%-69%**
- F: 50% and below**

Parent-Student Reference Grading Periods Referencia de los períodos de calificación para los padres y los estudiantes

1st Trimester Progress Reports- Sent Home: **September 26, 2018**

1st Trimester End- **November 2, 2018**

Report Cards Sent Home: **November 13-16, 2018**

2nd Trimester Progress Reports Sent Home: **January 16, 2019**

2nd Trimester End- **March 1, 2019**

Report Cards Sent Home: **March 8-15, 2019**

3rd Trimester End- **June 6, 2018**

Report Cards Sent Home: **June 7-14, 2019**

TK-5th STANDARDS-BASED REPORT CARDS GRADING POLICY

- ☐ The Common Core State Standards set high expectations for student, staff, and schools. Achieving these career and college ready standards requires continuous progress monitoring and providing targeted support as needed.
- ☐ Standards describe what students should know and be able to do at each grade level in all subjects. A standards-based report card is a positive step in better communicating grade-level expectations for student learning.
- ☐ The standards based report card provides specific feedback on progress to the standards so students, families, and teachers can work together to set meaningful goals for improvement.
- ☐ The standards based report card Includes academic content and expected behaviors. The report card reports academic and behavior expectations using 1, 2, 3. It also includes information about the student's primary language, attendance, reading levels, and if any support services are provided for the student.

GRADING SCALE	
I= INTRODUCED	I= INTRODUCED The standard was introduced, but not assessed for mastery.
P=PRACTICED	P=PRACTICED The standard was practiced, but not assessed for mastery.
3=CONSISTENTLY MEETS STANDARD	3=CONSISTENTLY MEETS STANDARD The standard was assessed and the student demonstrated mastery of grade level skills and concepts. The student demonstrates proficiency of the standard expected at the time of the report. The student, with few errors, grasps and applies key concepts, processes, and skills for the grade level.
2=PROGRESSING TOWARDS STANDARD	2=PROGRESSING TOWARDS STANDARD The student has not yet met the standards but is progressing toward achieving skills and learning end-of-year grade level concepts. The student is beginning to, and occasionally does, meet the standard expected at the time of the report. The student is beginning to grasp and apply key concepts, processes, and skills for the grade level.
1=LIMITED PROGRESS TOWARDS STANDARD	1=LIMITED PROGRESS TOWARDS STANDARD Student is not meeting the grade level standards and demonstrates inconsistent understanding and application of the concepts. Intervention is needed from teachers and parents.

Grade Marks of Zero

The NSLA has a no zero policy in all subjects. There are definitions and limitations to this policy – please read this section carefully and completely.

A zero in a gradebook creates a number of issues that run counter to the school's grading philosophy and policy.

1. Mathematically speaking, a zero is an unfair grade, particularly when a passing percentage in core classes is 70%.
2. Students have no reason to complete the assignment once a zero is assigned. Therefore, they miss the opportunity to learn those skills and concepts.
3. The assignment no longer shows up as “late” in the gradebook. Parents, who may be giving the gradebook a cursory glance, no longer see the assignment as late and assume it has been done when, in fact, it has not been completed.

Assignments received after the due date shall be reviewed by the teacher and as long as the assignment has been completed satisfactorily shall receive a mark of at least 50%. If the assignment has not been completed satisfactorily, it needs to be returned to the student to add any missing elements.

If a student fails to complete an assignment(s) at the end of a trimester or semester grading period, then that assignment may be marked as a zero or as “incomplete.”

Honor Roll

Students in Transitional Kinder through 5th grade earn Honor Roll by having 3 in Spanish Language Arts, Math, or English Language Arts depending on their grade level. Students who received honor roll during the three trimesters in a school year will earn a Principal’s Honor Roll award at the end of the year.

Students in the Middle Grades earn the following Honor Roll awards depending on their GPA:

Honors 3.0 Excellent

Honors 3.5

Highest Honors 4.0

Seal of Biliteracy Pathway Awards

Students meeting the Seal of Biliteracy Pathway Awards specifications demonstrating grade-appropriate bilingualism will receive this award in Kinder, 5th, and 8th grade.

Middle Grades Dances

Only students with C or better in their grades will be allowed to participate in trimester dances. Exceptions will be made under a waiver by teacher and administrator’s discretion.

Student Council Expectations-Middle Grades

1. Student Council members are expected to participate in all activity set up, tear down and to attend the activity.
2. Use the Student Council time to work on Student Council projects and complete the responsibilities of your specific position and help others as needed.
3. Follow all NSLA and LCER rules.
4. Be a positive role model on campus at all times.

Failure to meet the above expectations will result in a lower grade in the Student Council class. Working an outside job does not excuse students from their responsibilities.

Students can be removed from Student Council if the student does not meet the above responsibilities.

Students will be removed from Student Council for the following reasons:

1. Violation of the Academic Integrity Policy.
2. Violation of the School/Drug/Alcohol Policy.

3. Excessive absences.
 4. Suspension from school for more than one day.
 5. GPA below 2.5 in any grading period for the current year.
 6. Violating activities by acts that embarrass the school or student body image
-

NSLA HOMEWORK POLICY

Homework Outcomes

- 1) To provide a connection between the home and school (teacher and parent) around what the student is learning in class.
- 2) To provide a means to develop a sense of personal responsibility for work that is required.
- 3) To practice and develop key skills that need further support and focus.
- 4) To develop a love of reading

Homework Guidelines

The following amounts of time are suggested by research as appropriate maximum amounts of time per day for homework by grade level:

TK & K—0-10 minutes*

1st—10 minutes*

2nd—20 minutes*

3rd—30 minutes*

4th—40 minutes*

5th—50 minutes*

6th—60 minutes*

7th—70 minutes*

8th—80 minutes*

**Plus 20- 30 minutes of reading each night*

Our policy reinforces that homework is to be done nightly in the period of time appropriate for that grade level. ***Students are responsible for completing the amount of time, not the amount of work.*** The homework sent home for each child is focused on being a reinforcement of instruction and skills that need strengthening or practice by your student and to help your child develop responsibility.

Homework is also intended to be a meaningful means to share with parents what is being studied and focused on in class so parent involvement, monitoring, and support are KEY in making homework and learning meaningful for each child.

Research References (here are a few references we looked at as a staff):

- ASCD-- <http://www.ascd.org/publications/educational-leadership/sept10/vol68/num01/Five-Hallmarks-of-Good-Homework.aspx>
- National Education Association: <http://www.nea.org/tools/16938.htm>
- Northwest Regional Educational Laboratory: <http://www.netc.org/focus/strategies/home.php>

- Rethinking Homework-- <http://www2.scholastic.com/browse/article.jsp?id=3750270>

ATHLETIC PROGRAM AT NSAA-MIDDLE GRADES

Philosophy

The philosophy of Norton Science & Language Academy Athletic Department is to pursue victory through Courage, Generosity and Honor. Our goals are to teach student athletes how to work together in knowledge and ability and to show students that physical activities are a vital part of a balanced lifestyle.

Goals

- ☐ To foster an interest and enjoyment of physical activity, providing wholesome alternatives in the use of leisure time, building motor skills, and developing the student's physical capacities in the areas of strength, flexibility, and cardiovascular fitness.
- ☐ To develop an understanding of how the body works and motivate students toward the maintenance of health, both mental and physical.
- ☐ To provide opportunities to develop proper attitudes toward winning and losing and competing along with teammates toward a common goal.
- ☐ To encourage development of character qualities, including self-control, responsibility, accountability, and learning by setting and realizing goals.
- ☐ To foster a healthy and realistic self-concept through physical activity in interscholastic sports.
- ☐ To provide necessary instruction in fitness and sport that will encourage success as students move on in life.
- ☐ To promote school spirit and sense of pride among students.

Academics

Playing interscholastic athletics is a privilege, and will never be given priority over academic activities. Students, therefore, are responsible for maintaining a high standard of academic performance while participating in the NSLA's athletic program.

- ☐ Students will be evaluated for athletic eligibility at the conclusion of each grading period to determine if they have maintained the grade requirements.
- ☐ A student is scholastically eligible if:
 - The student has maintained, during the previous grading period, a minimum 2.0 grade point average on a 4.0 scale in all enrolled courses.
- ☐ These academic eligibility requirements apply to all athletes regardless of grade level.
- ☐ Students will be allowed to miss practices for academic tutoring or other mandatory appointments of an academic nature, provided such appointments are pre-arranged with coaches and/or Athletic Director.
- ☐ Students must attend their scheduled classes in order to participate in an athletic event. Special circumstances (i.e. doctor's appointments, dentist appointments) will be reviewed by the athletic department in order to grant permission to play. Students who are absent for the entire day without a valid excuse will not be allowed to participate in that day's practice or game. If the coach is not aware of the unexcused absence and the student participates in that day's practice or game, the student will not be allowed to participate in the next regularly scheduled game.

Warning to student and parent

SERIOUS, CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION

By its very nature, competitive athletics may put students in situations in which SERIOUS, CATASTROPHIC and perhaps FATAL accidents may occur.

Many forms of athletic competition result in violent physical contact among players, the use of equipment, which may result in accidents, strenuous physical exertion, and numerous other exposures to risk of injury.

Students and parent must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution or supervision will totally eliminate all risk of injury. Just as driving an automobile involves choice of risk; athletic participation by Middle School students also may be inherently dangerous. There have been accidents resulting in death, paraplegia, quadriplegia and other very serious permanent physical impairment as a result of athletic competition.

By granting permission for your son/daughter to participate in athletic competition, you, the parent/guardian, acknowledge that such risk exists.

Students will be instructed in proper techniques to use athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must refrain from improper use and techniques.

If any of the foregoing is not completely understood, please contact the Athletic Director for further information. He can be reached by calling 909-386-2300 or by visiting him or her in their Class before or after school hours.

BEFORE A STUDENT MAY TRYOUT OR PARTICIPATE ON AN ATHLETIC TEAM, THE "ATHLETIC PACKET" MUST BE COMPLETED AND TURNED IN TO THE ATHLETIC OFFICE. STUDENTS MUST HAVE A PHYSICAL EVALUATION, WITH THE PROPER PAPERWORK COMPLETED BY A PHYSICIAN, PRIOR TO TRYING OUT FOR ANY SPORT. NO EXCEPTIONS!

Equipment/uniforms

- ☐ All students are responsible for equipment and uniforms issued to them and must replace any equipment or uniforms damaged in a manner other than normal wear or damage caused by normal play.
- ☐ All students must turn in all school-owned equipment in a timely manner.
- ☐ If equipment or uniforms are not turned in when required, the following steps will take place:
 - 1st will be given a written reminder
 - 2nd will result in a verbal reminder
 - 3rd will result in a discipline referral sent to the Administration and will result in restrictions from ALL extracurricular activities (i.e. dances, field trips, etc.) and participation from any other sports teams. Upon receipt of the uniform/equipment the restrictions will be lifted.

Athlete's code of ethics

Athletics is an integral part of the school's total educational program. All school activities, curricular and extra-curricular, in the classroom and on the playing field, must be congruent with the school's stated goals and objectives established for the intellectual, physical, social and moral development of its students. It is within this context that the following Code of Ethics is presented.

As an athlete, I understand that it is my responsibility to:

1. Place academic achievement as the highest priority.
2. Show respect for teammates, opponents, officials and coaches.
3. Respect the integrity and judgment of the game officials.
4. Exhibit fair play, sportsmanship and proper conduct on and off the playing field.
5. Maintain a high level of safety awareness.
6. Refrain from the use of profanity, vulgarity and other offensive language and gestures.
7. Adhere to the established rules and standards of the game to be played.
8. Respect all equipment and use it safely and appropriately.
9. Refrain from the use of alcohol, tobacco, illegal and non-prescriptive drugs, anabolic steroids or any substance to increase physical development or performance that is not approved by the United States Food and Drug Administration, Surgeon General of the United States or American Medical Association.
10. Know and follow all state, section and school athletic rules and regulations as they pertain to eligibility and sports participation.
11. Win with character, lose with dignity.

Discipline

- ☐ All students participating in the Norton Science & Language Academy Program are expected to maintain conduct in accordance with the Parent/Student Handbook, while representing the school, at home and away contests (games), and while traveling.
- ☐ Suspensions are to be served on the day scheduled and students may not participate in any athletic practices or events that day.
- ☐ Ultimate authority regarding discipline issues lies with the administrators of the Norton Space & Aeronautic Academy
- ☐ Additional penalties may be imposed by the Athletic Director.

Participation

- ☐ Participation in the NSLA's Athletic Program is defined as "being an active, eligible member of one of the many teams that are sponsored by NSLA". There are no guarantees as to actual playing time, or number of games played.
- ☐ It is expected that a student attend all practices and games. If a student attends school on a given day, he/she is expected to attend practice on that day, if one is scheduled.
- ☐ Excused absences include illness, medical or dental appointments, vacation, academic tutoring, or other valid reasons that the NSLA deems "excused".

- ❑ **Students and parents are encouraged to schedule vacations, medical appointments, etc. at times that will not conflict with the athletic schedules or classes.**
- ❑ A student must be in attendance at school for at least 4 periods or they may not participate in practice/game on that day.
- ❑ Unexcused absences will result in loss of playing time as determined by the coach of the team, and recurring unexcused absences may ultimately lead to dismissal from the team.

Transportation

- ❑ The majority of the time the NSLA will be providing transportation to Athletic competitions. We require that all the Athletes will ride the School Provided Transportation to and from the Athletic event. Athletes must ride the School Provided Transportation accordingly, One team at the back of the bus and another team at the front of the bus (ex: boys team at the back and girls team at the front).
- ❑ If there are circumstances that a child has to ride home from an Athletic event they must fill out a form (from the Athletic Office) **a day prior** to the game.

If by chance we do need parents to transport athletes to athletic events, they must follow these guidelines:

- ❑ Be a minimum of 25 years old
- ❑ Show proof of insurance (\$100,000/\$300,000)
- ❑ Follow all applicable vehicle laws including seat belt laws
- ❑ Obtain volunteer DOJ fingerprint clearance
- ❑ Not have any felony driving convictions
- ❑ Turn in an accurate and complete Off-Site Form (can be obtained from the School Office) to the front office prior to leaving NSLA.

If these procedures are not followed, the Athletics Director/Coach will forfeit that game. It is vitally important that we protect the safety of our students.

Off-site event/attendance form

The NSLA **requires** the Off-Site Event/Attendance Form to be completed by each and every driver of students to an athletic event. This applies to drivers of their own children. This form enables the NSLA to know where each student is at all times. This information is necessary due to the fact that any number of incidents could arise where the NSLA and/or the student's parents, might need to get in touch with the athlete. In addition, if there is an accident, the NSLA can inform the authorities which students are in which cars, thereby speeding up the process for the authorities. A call can also be made to the parent of the student in that particular car without alarming all parents. If there are any delays, due to traffic, etc., where the athletes will be late returning to campus, the NSLA can inform the parents of the delay by knowing which vehicle their student is riding in and verifying the time of their arrival.

These forms will be given to each driver from the School Office. The Off-Site Event portion of the form is filled out prior to the driver arriving on campus. Then when the driver picks up the athletes, the Attendance side of the form will have the names and phone numbers of all athletes on the team, the driver can simply check off those athletes riding in their car and hand the form to the proctor at the gate prior to leaving campus.

This form is then given to the Attendance Office, verifying the athlete's attendance. Hard copies will be provided to the Athletics Director/Coach in case of emergency or delay.

These forms are required and are not optional.

Vehicle rules

- ☐ While in the vehicle passengers will wear seatbelt provided.
- ☐ The number of passengers shall not exceed the number of seatbelts provided.
- ☐ Passengers shall at all times conduct themselves in a manner that influences others in a positive way.
- ☐ Athletes may NOT drive other athletes regardless if notes are provided. The ONLY exception to this rule is for siblings to ride together.
- ☐ Drivers will at all times operate the vehicle in a lawful manner.
- ☐ Drivers will ensure that all passengers have a safe and secure place to sit.
- ☐ Drivers will refrain from using a cell phone or any other device that would be a distraction while driving the vehicle.

**California education code for Athletics
Section 44811**

Before a student may tryout or participate on an athletic team, this form must be signed by the parent(s) indicating they have read and understand Section 44811 of the California Education Code. This form should be returned to the athletic office along with the parent consent form.

44811. Disruption of class work or extracurricular activities: punishment: exemptions

- (a) Any parent, guardian, or person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor
- (b) A violation of subdivision (a) shall be punished as follows:
 - (1) Upon the first conviction, by a fine of not less than five hundred dollars (\$500) and not more than one thousand dollars (\$1,000), or by imprisonment in a county jail for not more than one year, or by both fine and imprisonment.
 - (2) Upon a second conviction, by imprisonment in a county jail for a period of not less than 10 days, and not more than one year, or by both imprisonment and a fine not exceeding one thousand dollars (\$1,000). The defendant shall not be released on a probation or for any other basis until he or she has served not less than 10 days in a county jail.
 - (3) Upon third or subsequent conviction, by imprisonment in a county jail for a period of not less than 90 days, and not more than one year, or by both imprisonment and a fine not exceeding one thousand dollars (\$1,000). The defendant shall not be released on probation, or for any other basis, until he or she has served not less than 90 days in a county jail.
 - (4) Upon a showing of a good cause, the court may find that for any mandatory minimum imprisonment specified by paragraph (2) or (3) of this subdivision, the imprisonment shall not be imposed, and the court

may grant probation, or the suspension of the execution of imposition of the sentence.

ADDITIONAL INFORMATION

To maintain a well-ordered and safe campus, the Lewis Center for Educational Research (LCER) and the Norton Space and Aeronautics Academy (NSAA) have developed a series of policies, procedures, and guidelines to ensure that all students are safe from injury and can concentrate on pursuing their academic goals.

Drop off and Pick Up:

We are making some changes to the drop off and pick up of our students.

With your support and the support of our staff, we can make this transition smooth and successful. We are encouraging parents to drive through the cone area to the roundabout to drop off and pick up their child. CDO's and staff members will be there to open the door for the students and guide parents. If you are a walking parent, please go to field fence door by 1st grade and wait with your student there until 7:45 am. The parking space in front of the office will be coned for staff use only.

Emergency Procedures

Please instruct your children that in the event of an emergency, they must follow all directions given by any staff member. The escape route for each classroom has been posted, and each child should be familiar with the general location of that route. Please remember, do not park in the fire lane, behind other cars, or block emergency access areas. If an emergency does occur, we will use the Emergency Information Card as your instructions to us as to whom we should release your child to, whom to call, any special needs your child may have, etc. The emergency card is vitally important and should have current information at all times. Please keep your Emergency Information Cards up to date and notify us of any changes.

School Closure

Please contact your local radio stations in the event of possible school closure due to inclement weather. You may also look for updates on Facebook, Instagram, Twitter, and Parent Square. *Do not contact the school.*

Health Services

Immunization Requirements California law requires students to have received all their necessary immunizations or have a personal belief or medical waiver on file in order to enroll in school. This is extremely important to safeguard your child from disease. If your student is in need of immunizations, there are free clinics available. The health office has information on those locations.

Emergency Cards

California Education Code 49403 requires that all parents submit an emergency card with information as to home phone, work phone, emergency contacts, etc. **IT IS VITAL THAT WE RECEIVE THIS INFORMATION AT THE START OF EACH SCHOOL YEAR AND WHENEVER INFORMATION CHANGES!** Without an up-to-date emergency card on file, (if your student is injured or ill), we may have to call 911 for treatment at your expense.

Please include at least 2-3 local numbers of persons who could care for your student if you are not available.

Health Concerns

For your student's health and safety, it is important that we are aware of any health condition that they may have. Please note ANY health problems on the appropriate space on the emergency card. This information is necessary for us to meet health and safety concerns for your child and also for any emergency personnel that may care for him/her. Medical information is confidential and will only be shared with staff that may need to know. Please contact the school if you have any questions on this.

Medications at School

School personnel will dispense medications to students only as prescribed (by a physician and authorized by the parent/guardian) during the school day in order for them to be able to attend school without jeopardizing their health. This includes "over the counter" medications. (Education Code 49423

If you wish us to give your student any new medications and/or you request that we give necessary medication ordered previously, you must fill out a medication form, which can be found in the school office or now on line. Please be aware that the following regulations must be followed if your student is to receive medications at school.

- A child must never transport medications. Parents/guardians are responsible for bringing medication to school and taking it home when any medication is discontinued, outdated, and/or unused before the end of the school year. Medication left after 1 week after the end of the school year **will be destroyed**.

When possible, a paper, email, or phone call reminding parents/guardians to pick up medications will be sent before medications are destroyed.

- School personnel will give only prescribed doses at prescribed intervals. They will not cut or break medication if the pill comes in a larger dose. Please inform your pharmacist or doctor of this.
- All medications are kept in a locked area and dispensed by trained, but unlicensed, school personnel. If this is not acceptable to you, then you or your designee may come to the school and give the medication.

Anaphylaxis Treatment

Notification to Parents

California Education code 49414 authorizes school districts to provide epinephrine auto-injectors to trained personnel to use to provide emergency medical aid to persons suffering from an anaphylactic reaction. As of January 2015, SB 1266 now requires schools to provide emergency epinephrine for individuals who may be experiencing anaphylaxis

Anaphylaxis is a rapid, severe allergic response triggered by insect stings, foods, medications, latex materials, exercise, or in rare cases unknown causes. This is a life-threatening allergic condition, requiring immediate treatment. Administering epinephrine to students during a medical emergency may help to insure the student's health and safety at school. Therefore, The Lewis Center for Educational Research has adopted a policy for giving life-saving epinephrine to students in need of such treatment.

This policy states that a credentialed, licensed school nurse or trained, unlicensed school

staff, under the direct or indirect supervision of the credentialed school nurse, may administer epinephrine in the form of an EpiPen during a severe, life-threatening allergic reaction. The EpiPen rapidly delivers a pre-measured sterile, single dose of epinephrine by direct injection through the skin. After administration, 911 will be called. **If parents/guardians do not wish their child to receive this treatment in the case of a severe, life-threatening allergic reaction, they must so indicate in writing within two weeks of the beginning of school or initial enrollment if new to the school.**

Lock Down Procedure

In the event of an emergency not requiring evacuation, the NSLA will institute a "lock down" procedure. This means that all the students will go with staff and adults into a safe area. Attendance and necessary precautions will be taken to ensure student and adult safety. Being cautious and prepared is the best way to ensure the safety of everyone at the NSLA. Look for possible updates on Facebook, Twitter or via email. For everyone's safety do not contact the school.

Personal Property

Students are not permitted to bring personal equipment (i.e. basketballs, footballs, baseballs, electronics and others) on campus unless authorized to do so by the site administrator or other staff in writing.

Bottles and Containers

Students are encouraged to bring bottled water as needed. Energy drinks are not allowed on the TK-8 campus. Glass bottles and containers are not allowed on the NSLA campus.

Academic Testing

In the spring of each year, all students (3rd-8th grade) are required to participate in the state computerized assessments to measure their progress mastering the Common Core State Standards in English Language Arts and Math. Students will take the California Assessment of Student Performance and Progress. This program is designed to measure their academic growth over the preceding year. The results from this test are used by the State of California to evaluate the overall effectiveness of our program.

Computer Use

In order to facilitate unhampered academic research endeavors, the Lewis Center for Educational Research provides restricted computer access. While the benefits gained from this service are clearly enormous, there is the potential for abuse. In order to continue this service, we ask that all students, staff and visitors sign an "Internet User Policy" wherein they agree to access only academically appropriate programs, materials and content. Failure to abide by this agreement may lead to disciplinary action.

Lost and Found

If your child's name is written in the garment, it can be returned once it is found. The Lost and Found is located outside. All lost and found items will be donated to a local charity at the end of each month. Please retrieve any lost items before then.

Volunteer Drivers

At times, the school depends on parents to transport students. The following procedures must be in place before you drive students.

Volunteer drivers who are transporting students in their private vehicle are required to:

- Be a minimum of 25 years old
- Obtain volunteer DOJ fingerprint clearance
- Provide proof of minimum liability coverage of \$100,000/300,000. Proof of insurance must be updated every 6 months.
- Not have any felony driving convictions. • Turn in an accurate and complete Off-Site Form to the office prior to leaving the NSLA.
- Provide a DMV driver record (obtained at any DMV). This policy does not apply when transporting your children only. To register as an NSLA Volunteer Driver contact the school office to:
1. Submit a copy of your current California Driver's License.

1 Submit completed Volunteer Driver Acknowledgement form

2 Submit proof of the required liability insurance

3 Obtain volunteer fingerprint clearance.

4 Submit a DMV driver record.

APPENDIX

School Bus Safety: A Parent's Guide

The LCER is different from other school districts, in that we do not provide transportation to and from school. We also charter buses for transporting students to athletic events and field trips. It is important to understand that riding the school bus is a privilege. This privilege can be revoked when serious misconduct occurs or when minor infractions occur repeatedly. Title 5 CAL. Section 14203 of the State law reads:

Pupils transported in a school bus shall be responsible to and under the authority of the driver of the bus. The bus driver is responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street or highway. Continued misconduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation.

At the conclusion of a trip, student's in grades TK-8 are released only to a parent or guardian, police official, school official, or an older brother or sister unless they have a signed note from the parent.

Rules of Safe Conduct

Students must:

- ☐ Be at the bus approximately 15 minutes before scheduled departure
- ☐ Wait for the school bus in a safe place.
- ☐ Do not cross between two or more parked buses.
- ☐ Never try to get anything that is dropped around the bus. Tell the driver or the teacher.
- ☐ Be courteous and respectful to the bus driver, obeying their directions. They are responsible for student safety while you are on the bus. Drivers need to give as much attention as possible to the task of driving the bus. A disciplinary problem could distract them.

- ☐ Although school buses are the safest form of highway transportation in the United States, there are specific steps that you and your children can take to improve their safety.
 - ☐ Observe and discuss with your child the school bus “Danger Zones.” The Danger Zone is the space all around the school bus. It goes out to 12 feet. The school bus driver cannot see children in this zone, especially around the wheels. It is very dangerous to be in this area because if the bus driver cannot see you, he/she may hit you. You must be very careful whenever you get on or off of the bus.

If the charter bus is equipped with seat belts,

- ☐ All seatbelts must be fastened. Ask your driver for assistance if they need to be adjusted to fit you.
- ☐ Take your seat, face forward, and remain seated while the bus is in motion.
- ☐ Talk in a quiet manner.
- ☐ Students are to remain quiet at all railroad crossings.
- ☐ Be courteous to your fellow passengers. Keep your hands, feet and objects to yourselves.
- ☐ ABSOLUTELY NO FOOD OR DRINKS are allowed on the bus. (WATER will be allowed, if the driver allows it).
- ☐ Small, handheld electronic devices such as iPods with earplugs, electronic games etc. may be allowed on the bus but need to remain in a backpack when not in use. Athletic equipment must remain in an athletic bag and will be stored in bus storage during the trip.
- ☐ Personal hygiene items (hairspray, deodorant, lotions, etc.) are to remain in a backpack at all times. They may NOT be used while on the bus. ABSOLUTELY NO AEROSOL items may be on the bus at any time.
- ☐ No loose batteries are allowed outside of a backpack.
- ☐ Animals of ANY kind shall not be allowed on school bus. Bringing such items on the bus creates disciplinary problems.
- ☐ Backpacks or athletic bags are allowed as necessary.
- ☐ Do not put anything out the windows

When you arrive at your destination, follow these guidelines:

- ☐ Stay seated until the bus comes to a FULL STOP. The driver will tell you when to go.
- ☐ Let those closest to the front off first. It is easier than everyone trying to get off at once.
- ☐ Line up on the way out.
- ☐ Use the front door unless directed differently from the bus driver.
- ☐ Use the handrails going up and down the steps to protect yourself from slips and trips.
- ☐ Watch your step...don't jump off the bus.
- ☐ Never reach back into the bus through the windows.

Notice of Unsatisfactory Conduct

When infractions occur, the driver will submit a Notice of Unsatisfactory Conduct to the Sr. Manager of General Administration and school administrator, including:

Student name

Date of occurrence

Nature of the trip (Athletic event, field trip, etc.)

Nature of Misconduct

Driver's signature

A copy of this note will be mailed to the home. The parent may call to discuss their child's conduct. If parent contact is not made, the student may lose their bus riding privilege until contact is made.

Although emergencies are rare, state law requires that children participate in emergency evacuation training.

The pupil will be instructed on emergency evacuation procedures on the bus that they will be riding. They will be instructed on how to open the emergency doors and the important fact that they must never play with the doors or to attempt to open them, except in an actual emergency or if so instructed by the School Bus Driver.

Who is to be in charge if something happens to the driver?

School employees, teachers, coaches or other adults on the bus will be in charge if something happens to the bus driver. If there are no other adults on the bus, older students will be trained in how to use the two-way radio or cell phone and how to apply the parking brake. Students riding in the front of the bus will know where the first aid kit and fire extinguisher are located. Students seated next to the exits will be instructed on how to open the exits and help with the evacuation of other students if necessary.

In case of emergency **STAY CALM.**

- ☐ Stay in your seat until the driver tells you what to do.
- ☐ Do not touch emergency equipment or safety releases until told by the driver or adult in charge.

If you do use an emergency exit:

- ☐ Do not crowd, let those closest to the exit go first.
- ☐ Wrap loose clothing around you, so you will not get caught.
- ☐ Keep your hands free; leave everything behind.
- ☐ Duck your head as you go out.
- ☐ Bend your knees if it is a big jump down.
- ☐ Get away from the exit so others can get out.

If you have any questions or concerns or if you need to contact someone at the Lewis Center during an off-campus event, call 909-386-2300 for the main campus. The school operator will answer and direct your call to the appropriate school employee.



NSLA 2018-2019 Acknowledgement Page

Please return to 1st period Teacher by Friday August 10, 2018

Student Name: _____

Grade: _____

(Please Print)

Homeroom Teacher (first period): _____

All of the following information referred to in this page is located in our website at:

<http://nsla.lewiscenter.org/School/Administration/NSLA-2018-19-Summer-InfoInformacion-de-verano-de-NSLA-2018-19/index.html>

If my child (ren)'s teacher(s) provided me with this option, I have my **Illuminate** information (ID and Password) and will keep it accessible and safe. This will be used as follows:

- ☐ To watch the ongoing accuracy of my child's attendance. (TK-8th)
- ☐ To make periodic updates for Emergency contact information. (TK-8th)
- ☐ To stay proactive regarding the academic progress of my student (3rd-8th) _____
(Initials)

Parent/Student Handbook/Summer information

I hereby acknowledge receipt of the 2018-2019 Parent-Student Handbook and Summer information further acknowledge I have read and agree to abide by the guidelines and information presented in this document. I also understand that the LCER/NSLA reserves the right to change procedures outlined in this handbook as deemed necessary. Any necessary changes to the handbook will be posted to the website.

(Initials)

Emergency Card Update

Please verify the emergency contact information and ensure that everything is accurate. If any changes need to be made please cross out the information and make any necessary changes on the form or attach a new sheet if necessary. Once the information is correct please sign and date the form with your corrections. This must be returned along with the emergency card by **Friday, August 10, 2018** to your child's teacher (middle grades to your 1st period teacher). Please ensure our records are accurate throughout the year as this information is vital in case of an emergency.

(Initials)

Photo/Yearbook Release

I have read the Photo Release form located in the Registrar Documents under the Resource Desk and will submit a signed copy to the Registrar *if I do not consent* to the release of any information and/or photographs or videos concerning our child as related to school activities, honors, or awards, including the school yearbook.

(Initials)

Internet User Agreement (IUA)

I have read/agree to the posted IUA and each of the following sections and have gone over it with my student with an age appropriate conversation:

Personal Responsibility	Acceptable Use	Privileges	Network Etiquette & Privacy
Security	Vandalism	Updating	Internet Safety

(Initials)

Parent Signature

Date