



Creating Global Citizens

2022-2023 Parent-Student Handbook

Table of Contents

General Information.....	5
Handbook Overview	5
NSLA Mission	5
NSLA Vision	5
NSLA Collective Commitments	6
Expected Schoolwide Learning Results	6
CLASE	6
Dual Immersion	7
Academics.....	8
Academic Philosophy	8
State Standards	8
Course Offerings	9
Standardized Assessments	10
Academic Integrity Policy	11
Cheating	11
Plagiarism	11
Forgery	12
NSLA Grading Policies	12
Grades Determined by Teacher	12
Challenging a Grade	12
Honor Roll	13
Seal of Biliteracy Pathway Awards	13
Elementary Academic Guidelines	13
Grade Reporting	13
Promotion and Retention	13
Middle School Academic Guidelines	13
Grade Reporting	13
Course Requirements	14
Promotion and Retention	14
High School Academic Guidelines	16
Graduation Requirements	18
Promotion and Retention	18
Academic Awards	18
Golden State Seal Merit Diploma	18
Valedictorian and Salutatorian	19
Course Changes	20
Transfer Credits	20

College Credit Acceptance Policy	21
Concurrent Enrollment	21
A-G Requirements	21
Transfer Students	22
Grad Night Requirements	22
Early Graduation	22
Athletics.....	23
Philosophy	23
Goals	23
Scholar Athlete	23
Equipment/Uniforms	24
Participation	24
Athlete Dress Code on Game Days	24
Physicals	25
Transportation	25
Attendance.....	26
Attendance and Tardy Policy	26
Verifying Absences	27
Truancies and Unexcused Absences	28
Late Sign In/ Early Sign Out	28
Makeup Work	29
Perfect Attendance	30
Student Attendance Review Team (SART)	30
Home Hospital Instruction	30
Dismissal Procedures	30
Health Services.....	32
Health Office Overview	32
Fever and Sick Guidelines	32
Health and Safety Policy for COVID-19	33
Contagious Diseases	33
Injury Reporting	33
Immunization Requirements	33
Vision, Hearing, and Scoliosis Screenings	34
Emergency Cards	34
Medication at School	34
Anaphylaxis Treatment Notification	34

Diabetes	34
Feminine Hygiene Products	34
Medical Emergencies	35
California Healthy Youth Act	35
Student Discipline.....	35
Student Expectations	35
Uniform Dress Code	36
Suspension and Expulsion	39
Bullying Policy	48
Cell Phone/Smart Watch Policy	49
Campus Safety.....	52
School Safety Plan	52
Campus Visitor Policy	52
Closed Campus	52
Bicycles, Scooters, and Skateboards	53
Additional Information.....	53
Photo Release	53
Personal Property	53
Computer Use	53
Lost and Found	54
Volunteer Drivers	54
Student Drivers	54
Extracurricular Activities	55
Clubs	55
Associated Student Body	55
Resources.....	55
Uniform Complaint Notice	55
22-23 School Year Calendar	58
Elementary TK-5 Schedule	59
Middle School/High School Bell Schedule	60
2022-2023 grading periods	61
Staff List-Room Assignments	62
Acknowledgement	63

General Information

Handbook Overview

The purpose of the NSLA Parent-Student Handbook is to give students and their parents/guardians an understanding of school expectations and policies as well as provide pertinent information. The handbook includes detailed expectations for student attendance, behavior and discipline, including policies and consequences for bullying and harassment, due process rights related to discipline (including suspension, expulsion, and special education), and a description of both informal and formal complaint procedures that parents may pursue in the event of disagreements. NSLA annually updates the Parent-Student Handbook for distribution to families. Amendments to the handbook by NSLA may be made throughout the year.

Every student and his/her parent or guardian is required to sign and return an Acknowledgement Form at the beginning of each academic year establishing that they have read and understand the expectations and policies.

NSLA's Mission Statement

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.

The Norton Science and Language Academy exists to prepare students for post-secondary success through a relevant, rigorous college-preparatory education.

NSLA's Vision Statement

With Courage, Generosity and Honor, the Norton Science and Language Academy works to ensure high levels of learning and to nurture a growth mindset for all. As a collaborative community, we use effective instructional practices that are STREAM-focused, research-based and data-driven. We engage in integrated learning experiences that promote global-mindedness, critical thinking, and a re-defined use of technology.

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

NSLA's Collective Commitments

- Work collaboratively, using research-based curriculum and best practices to achieve vision-aligned goals that support the achievement of our students.
- Utilize multiple measures of assessment to monitor student learning, drive instruction and inform stakeholders.
- Provide an environment that engages students in technology rich, authentic learning.
- Promote a sense of global-mindedness to prepare students for success in the 21st century.
- Differentiate the educational experience to develop talents and abilities within students as well as nurture a growth mindset.

Expected Schoolwide Learning Results

CLASE

Community

- Demonstrate an internalized set of three personal standards; Show Respect, Make Good Decisions, Solve Problems.
- Build relationships by working collaboratively with peers, staff, families and the community

Language

- Recognize and celebrate the value of multiculturalism
- Become global citizens by applying bilingual and biliterate skills

Academic Achievement

- Use acquired knowledge and skills to be college and career ready
- Create data-driven goals and implement action plans to ensure success

Science

- Apply knowledge of science, technology and math across the learning disciplines
- Be proficient in the use of technology to support learning

Empowerment

- Demonstrate autonomy by making rational, informed decisions that support NSLA, the local community and global causes
- Foster a growth mindset when faced with challenge

Dual Immersion/Doble Immersion

Norton Science and Language Academy

A Dual Immersion School

What is a dual immersion program?

Dual immersion, also known as Two-way immersion programs, integrate 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.

There are two common program models:

1. **50/50 Model:** Both English and the target language are used 50 percent of the time during the entire program.
2. **90/10 Model:** English is used for a minimum of ten percent of the time beginning in kindergarten, and the percentage increases annually until both English and the target language are used equally.

Norton Science and Language Academy follows the 90/10 model. Please click on the link below to see what subjects are 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.

Kindergarten students attend school for the full day. New students entering Norton Science and Language Academy 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.

Instructional Minutes Required

Charter School	Required Days	Required Minutes
Applicable to all charter schools	175	K 36,000 1–3 50,400 4–8 54,000 9–12 64,800

Academics

Academic Philosophy

The Norton Science Language Academy is committed to maintaining a relevant, rigorous college-preparatory education for all students.

State Standards

NSLA utilizes the adopted State Standards in all content areas. Lessons and curriculum have been aligned to meet these standards. NSLA regularly reviews its adopted curriculum through a review process that includes: needs assessment, selection, adoption, implementation, monitoring and review. When deemed necessary, new curriculum purchases are included in the annual LCAP and budget to ensure adequate funding for successful implementation. NSLA has adopted the Integrated Science curriculum model for the Next Generation Science Standards.

Science is the process of noticing, wondering, and finding supported explanations for processes all around us. As an academic subject, science combines the mathematical skills of measuring and data with the language arts skills of describing, asking, answering, and arguing. Studying science is not merely an excellent way to prepare for a career, but also represents an opportunity to gain a better understanding and a fuller appreciation of the world in which we live. Such knowledge protects us from being misled and allows us to make informed decisions. Informed decision-making is a vital responsibility of citizenship in a democratic society.

At Norton Science and Language Academy we encourage students to carefully practice the art of scientific inquiry as they internalize the body of knowledge that science has provided them in the hope that it will provide useful guidance throughout their lives.

GOALS

In each course, the Science Department provides:

1. A stimulating, rigorous, and thought-provoking curriculum

2. Investigations, laboratory experiences, outdoor activities, and inquiry based projects that emphasize the development of science-based skills (procedural knowledge), working within and among the greater community of scientists, critical thinking, and the scientific method
3. Encouragement to consider education as a lifelong experience
4. A scientific knowledge base (declarative knowledge) that will lead to successful career choices
5. Reasons to respect the balance between humanity and the natural environment
6. Opportunities to use a variety of technologies related to science

SCIENCE COURSE OFFERINGS

The 6th grade middle school science course is based on an integrated grouping (as determined by the California Department of Education) of Next Generation Science Standards (NGSS). Students build expertise with disciplinary core ideas, science and engineering practices, and crosscutting concepts. Students learn essential practices and routines of scientists including arguing from evidence. Units include a discussion of scale and systems in the microbiome, energy flow in the human body during metabolism, and natural traits and heredity. Students will learn about the flow of energy in different substances and apply those concepts to oceans and weather patterns, deepening understanding of energy transfer and its effects on Earth systems.

The 7th grade middle school science course is based on an integrated grouping (as determined by the California Department of Education) of Next Generation Science Standards (NGSS). Students work closely with frequent references to disciplinary core ideas, science and engineering practices, and crosscutting concepts in all units, anchored with natural phenomena. A focus on written and oral argumentation from scientific evidence is a key component to the lessons. and will introduce students to the following concepts (arranged topically): how matter cycles and energy flow through ecosystems, how ecosystems function dynamically in an effort to remain resilient to change, how energy is involved in chemical process and in everyday life. In the earth sciences students will learn about various earth materials and systems, the roles water plays in the Earth's surface processes, and about plate tectonics and other large-scale earth processes. During the year as students are studying various aspects of life, earth and physical sciences, students will learn to define and delimit engineering problems while being asked to develop possible solutions and considering how their solutions can be optimized.

The 8th grade middle school science course is based on the Next Generation Science Standards (NGSS), and introduces students to disciplinary core ideas, science and engineering practices, and crosscutting concepts. Utilizing scientific phenomena Students will focus on scientific argumentation from evidence. Concepts include energy and matter, mechanisms of natural patterns, cause and effect across topics including space science, earth science, life science, proper science practices, and engineering design. An emphasis is put on group collaboration, proper recording of information, graphing of results, and factors that lead to variation in science. Students will implement engineering techniques, learn to define criteria and constraints of a design problem, evaluate, analyze, and test competing designs to develop models.

This course will explore topics in Astronomy and Space Exploration. Requirements include developing an Astronomer's Journal, researching historical and current events in Astronomy and Space Exploration. Public viewings and observations of the night sky may be required outside of traditional school hours. Students will actively participate in GAVRT projects that support NASA/JPL missions. Hands-on projects of physical models and research topics are required.

This is a project-based class. Students work in teams to create plans and solve hands-on academic challenges, develop problem solving skills, and use their creativity to communicate results in unique ways. Requirements include developing an engineering plan and project development. Students may choose the Campus or Tournament tracks. For students interested in presenting their projects along with other teams from around the state at Tournaments, time outside the classroom will be required.

Standardized Assessments

NSLA participates in the California Assessment of Student Performance and Progress (CAASPP) System. On January 1, 2014, California Education Code Section 60640 established the CAASPP System of assessments. Included within this system is the Smarter Balanced Assessment System.

The Smarter Balanced Assessment System (SBAC) utilizes computer-adaptive tests and performance tasks that allow students to show what they know and are able to do. This system is based on the Common Core State Standards (CCSS) for English language arts/literacy (ELA) and mathematics.

The Smarter Balanced Assessment System has three components designed to support teaching and learning throughout the year: The Summative Assessments, the Interim Assessments, and the Digital Library.

In the spring of each year, students are required to participate in the SBAC Assessment program that 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.

Academic Integrity Policy

Norton Science and Language Academy values real mastery of subject content and has adopted high standards for honesty. Prohibited activities include:

- Cheating
- Plagiarism
- Forgery

Any student determined to have cheated, plagiarized, or committed forgery will be subject to consequences which may include, but are not limited to the following:

- Receive a zero grade on the assignment or test
- Receive a failing grade for the class
- Receive an opportunity to retake test or complete assignment honestly

Any student assisting in any of the above will also be subject to consequences. The instructor and administration will determine consequences based on the nature of the offense.

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.
- Taking credit for group work when you have not contributed an equal or appropriate share toward the end result.
Accessing a test or quiz to determine the questions prior to the administration of the test.

Plagiarism

The ability to present thoughts and ideas clearly and coherently in a written form is a cornerstone of academic success. Plagiarism prevents students from developing the skills necessary for academic competence. Additionally, it prevents the instructor from providing appropriate feedback and assessment to assist the student in correcting any deficiencies in his or her writing.

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 a disciplinary issue.

NSLA Grading Policies

Grades Determined by Teacher

As stated in California Education Code 49066, when grades are given for any course of instruction taught in a school district, the grade given to each pupil shall be the grade determined by the teacher of the course and the determination of the pupil's grade *by the teacher*, in the absence of clerical or mechanical mistake, fraud, bad faith, or incompetency, *shall be final*.

Challenging a Grade

There are two conditions when a grade may be challenged:

- SBAC- We realize that there are times that students may not do well in the class but can perform well on the state assessment. If a student receives a "Proficient or Advanced" through SBAC testing, and has received an F for the corresponding course, the teacher may raise the grade to a C- at his or her discretion.
- Advanced Placement- Advanced Placement exam scores: If a 10th, 11th or 12th grade student passes an AP test with a score of 4 or 5, the student may then appeal to the teacher of that course to raise the second semester grade of the corresponding course one letter grade. If for some reason, the teacher is no longer available to contact, the grade given is final.

Honor Roll

Students in Transitional Kinder through 5th grade earn HonorRoll by having 3 in Spanish Language Arts, Math, or English Language Arts depending on their grade level. Students who received the award 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.

Elementary Academic Guidelines

Elementary Grade Reporting

To communicate the achievement of learning targets based on adopted State Standards, NSLA elementary grades TK-5, use standards-based grading and reporting. Standards are the academic skills a child should be able to demonstrate proficiency in by the end of their current school year.

For each of the three reporting periods on the report card, the student will receive a proficiency level of a 1, 2, 3, or 4 based on evidence collected over a period of time. It is expected that students progress throughout the school year to eventually score a 3 or 4 by the end of the year.

Elementary Promotion and Retention

Teachers will work closely with parents/guardians to determine the best academic placement for students. Each case will be considered individually and will take into account multiple factors to ensure the highest likelihood of future academic success.

Middle School Academic Guidelines

Middle/High School Grade Reporting

All secondary classes are awarded 5 units of credit for the successful completion of each semester. The one exception to this is homeroom, which is 2.5 units/credits per semester. All semester grades are recorded as a permanent record on the student's transcript.

For the purposes of calculating a grade point average, the following applies:

Unweighted GPA - Standard Course	Weighted GPA - Extra weight will be given to Honors, Advanced Placement, and SBCC courses that are UC/CSU transferable.
A = 4 points	A = 5 points
B = 3 points	B = 4 points
C = 2 points	C = 3 points
D = 1 point	D = 1 point
F = 0 points	F = 0 points

MIDDLE SCHOOL COURSES:

Courses are subject to change based on student need and staffing.	
	Subject/Course
	English Language Arts
	Math
	Science
	History
	Physical Education
	Electives/ Foreign Language

Middle School Promotion and Retention

Pupil Promotion and Retention (PPR) policy requirements for supporting struggling students entered California *Education Code (EC)* over three decades ago. As a result of concerns about “social promotion” of students who did not meet grade level standards, the goals behind these laws were to mandate all local education agencies to develop PPR requirements for second through twelfth grades and to specify the types of support for students who were in danger of failing.

"Retention" for purposes of this policy, shall mean that the student has not met the minimum standard required for promotion, and that the student will continue to receive systematic, direct, and intensive instruction directed at removing the academic deficiencies.

NSLA feels strongly that students should take ownership of their coursework. The following will serve as the guideline for repeating courses and/or a particular middle school grade level:

- If one core academic (English, Science, History, Math) is failed in a semester of the school year, the student will not receive credit for that semester of coursework, and may be required to attend summer school.
- If two or more core classes (English, Science, History, and Math) are failed in a semester, the student may be required to repeat the school year in the grade in which the courses were failed.
- Math courses are sequential and integrated in nature. If a student fails one or two semesters of a middle school math course, they may be required to repeat that course and/or attend a support class the following year. Students may be required to give up their elective class to repeat the course. Successful completion of Math 8 is required to enroll in high school math coursework.
- Core academic classes (English, Math, Science, and History) will have a grading scale of A, B, C and F. There are no grades of D in the grading structure.

Retention will be considered on an individual basis after thorough dialogue with parents, teachers, and administrators to determine the most appropriate course of action.

High School Academic Guidelines

High School Graduation Requirements

Subject Area	NSLA Graduation Requirements	UC / CSU Entrance Requirements
Social Science (Area - A)	<p>3 year long courses</p> <p>World History - 1 yr.</p> <p>US History - 1 yr.</p> <p>American Gov't - ½ yr. / Economics - ½ yr.</p>	<p>2 years required</p> <p>(3 years recommended)</p> <p>World History - 1 yr.</p> <p>US History - 1 yr.</p> <p>OR</p> <p>World History - 1 yr.</p> <p>US History - ½ yr. / Amer. Gov't. - ½ yr.</p>
English (Area - B)	<p>4 year long courses</p> <p>Intro to Literature</p> <p>World Literature</p> <p>American Literature/AP English Language</p> <p>British Literature/AP English Literature</p>	<p>4 years required</p> <p>Intro to Literature</p> <p>World Literature</p> <p>American Literature</p> <p>British Literature</p>

Mathematics (Area - C)	3 year long courses including at least Integrated Math 1 Or Algebra 1 and Geometry	3 years required (4 years recommended) College-prep mathematics that includes the topics covered in elementary and advanced algebra and 2D/3D geometry. Approved integrated math courses may be used to fulfill part or all of this requirement
Science (Area - D)	3 year long courses Earth Science - 1 yr. Biology - 1 yr. Chemistry - 1 yr.	2 years required (3 years recommended) 2 years of lab science
LOTE (Area - E) Language Other Than English	1 year of a language other than English OR 1 year of a Visual or Performing Art	2 years required (3 years recommended)
VPA (Area - F) Visual or Performing Art		1 year required VPA courses such as art, drama/theater, music, dance, or video
Electives (Area - G)	NSLA students must complete a minimum of 70 HS elective credits to graduate from high school.	1 year required Any additional UC approved course
Physical Education	2 years required	None

***Participation in commencement exercises requires that all graduation requirements be satisfied one full day prior to the graduation ceremony.

***Seniors making up courses in summer school must be finished by August 1st of the graduating year in order to be issued a diploma.

High School Promotion and Retention

Grade level promotion is based upon successful unit completion as outlined below:

- 9th Grade = 65 Credits
- 10th Grade = 130 Credits
- 11th Grade = 195 Credits
- 12th Grade = 235 Credits

In order for a student to be considered in one of the above grades, that student must have at least the number of corresponding credits. For example, to be considered a 10th grade student, a student must first complete 60 credits of course work.

High School Academic Awards

Graduates of each graduating class will be honored as follows:

- Valedictorian and Salutatorian will have specially designated cords or ribbons
- Students with a cumulative weighted GPA of 4.0 or above through the first semester of the senior year will have gold cords.
- Students with a cumulative weighted GPA of 3.6 to 3.99 or above through the first semester of the senior year will have silver cords.

Each semester students will be recognized for their academic accomplishments for the previous semester as follows:

- Principal's Honor Roll = 3.6 GPA or above
- Honor Roll = 3.3 to 3.59 GPA
- In high school, an academic letter can be earned when a student earns a Principal's Honor Roll for two consecutive semesters. A chevron will be earned for each semester they are on Principal's Honor Roll thereafter.
- A Lamp of Knowledge pin may be earned for each semester that a 4.0 GPA is achieved.

The total cumulative weighted GPA will be used for the above awards. If a student believes he/she qualifies for an award listed above, they should contact the School Counselor.

Golden State Seal Merit Diploma

To be eligible for the GSSMD, students must be eligible to receive a high school diploma and have demonstrated the mastery of the curriculum in at least six subject matter areas as follows:

- English Language Arts and Mathematics—students must have earned one of the following:

- A grade of B+ (or numerical equivalent) or above in a single course (each semester) completed in grade nine, ten, or eleven
- An achievement level of “Standard Met” for the high school Smarter Balanced Summative Assessment
- Science and History—students must have earned one of the following:
 - A grade of B+ (or numerical equivalent) or above in a single course (each semester) completed in grade nine, ten, or eleven
 - A qualifying score that demonstrates mastery of the subject as determined by the LEA for an examination produced by a private provider or the LEA
- Two other subject matter areas: choose from any of the following:
 - Any additional qualifying grade or score listed above earned for the subjects of ELA, mathematics, science, or U.S. history not already used to meet eligibility
 - A grade of B (or numerical equivalent) or above upon the completion of high school courses in other subjects
 - A qualifying score that demonstrates mastery of other subjects, as determined by the LEA, for an examination produced by a private provider or the LEA

Valedictorian/Salutatorian

The valedictorian and salutatorian are designed to recognize the highest achieving students in each graduating class.

The following criteria will be considered for the selection of each:

- 1) Academic Rigor – the student engaged in academically challenging coursework (i.e. at least 3 Advanced Placement courses or the equivalent).
- 2) Total Cumulative Weighted - GPA 9-12. – one of the top 10 students of the class when ranked according to Total Cumulative Weighted GPA, based on the first seven semesters of high school, otherwise defined as through the first semester of the student’s senior year of high school.
- 3) School Involvement – the student has been involved in leadership capacities within the school in one of the following areas:
 - a. School Sponsored Club: either for multiple years (two or more) with the same club or with multiple clubs (at least two) or
 - b. Sports: either one sport for multiple years (two or more) or with multiple sports (at least two) or
 - c. Visual and Performing Arts performance groups (two years or two different groups)
- 4) NSLA Code – the student has demonstrated Courage, Generosity, and Honor
- 5) Additional consideration will be given to students who complete all high school core classes at the NSLA.

Recommendations for those students being considered for valedictorian and salutatorian will be brought forward to the high school Administrative Team as follows:

- 1) School Counselor will identify valedictorian and salutatorian candidates based on the selection criteria listed above.

- 2) The Administrative Team will then determine the Valedictorian(s) and Salutatorian(s) using the selection criteria listed above.
- 3) School officials reserve the right to rescind the offer of this honor due to a breach of the above criteria in the final semester of the student's senior year.
- 4) The Principal will have final say as necessary.

Course Changes

Students and their parents are encouraged to carefully select classes in the Spring for the following school year. We realize that academic plans and goals change and therefore students may need to make course adjustments. However, we also recognize the need for continuity in classroom instruction. In trying to balance the two issues, the following course change procedure will be in effect.

1. Student or parent initiated course change requests will only be considered during the first two weeks of the semester. After this time, course changes will only be made to address academic concerns.
2. Course changes will only be made for academic or medical reasons. Requests to be placed in different courses based on personal preference (i.e. being with a friend), will not be honored.
3. Classes dropped after the 4th week of the semester will result in the student receiving an F for the entire semester in that class. This does not apply to level changes initiated by NSLA staff for proper academic placement.
4. In general, courses at NSLA are considered to be year long in nature. As a result, approval for second semester changes will only be considered for the purpose of addressing academic or medical concerns.

Due to the infrastructure of our school as it relates to facility size and staffing plans, students will be allowed to take a core academic course (other than math or science) only one time. If a student fails to pass a core academic class necessary for graduation, he/she must pursue summer school options in order to fulfill that requirement. Please see the School Counselor for information on making up necessary courses.

Transfer Credits

The Norton Science and Language Academy is fully accredited by the Western Association of Schools and Colleges (WASC). We will gladly accept credits from any WASC accredited school with the following conditions:

1. Summer school at a local high school is for makeup of failed classes only, not for advancing in core curriculum.
2. San Bernardino Valley College or another college is the appropriate avenue for advancing in coursework related to high school graduation. All coursework must be completed prior to the time the student would normally be scheduled for the class.
3. Any exceptions must be submitted in writing to the administration for consideration.

College Credit Acceptance Policy

Beginning with the Class of 2025, the NSLA's policy for accepting credit earned at a community college shall be as follows:

- When a student chooses to submit college coursework for high school credit, all coursework listed on the student's college transcript must be added to their high school transcript in its entirety.
- All coursework submitted for high school credit and inclusion on the student's high school transcript shall qualify as a general education applicable course. The NSLA will use the University of California's IGETC (Intersegmental General Education Transfer Curriculum) list of courses for the determination of applicable courses. The administration reserves the right to accept additional courses not on the IGETC list on a case-by-case basis.

Concurrent Enrollment

Concurrent Enrollment is a program provided by the community college system that allows students to be concurrently enrolled in college courses while still attending high school. Concurrent Enrollment is a privilege and a wonderful opportunity provided to NSLA students and must be handled responsibly. The purpose of the program is to provide:

- An opportunity for a student to be challenged by college-level coursework
- An opportunity for students to be better prepared for transition into the college atmosphere

Please view in the 2020-2021 High School Course Catalog for a more detailed explanation of the opportunities and responsibilities involved with the concurrent enrollment program or see a member of the NSLA Student Services staff.

A-G Requirements

University of California (UC) and California State University (CSU) Entrance Requirements are as follows:

Subject Area	UC / CSU Entrance Requirements
Social Science (Area - A)	2 years required (3 years recommended) World History - 1 yr US History - 1 yr OR World History - 1 yr US History - ½ yr / American Government. - ½ yr
English (Area - B)	4 years required

Mathematics (Area - C)	3 years required (4 years recommended) College-prep mathematics that includes the topics covered in elementary and advanced algebra and 2D/3D geometry. Approved integrated math courses may be used to fulfill part or all of this requirement
Science (Area - D)	2 years required (3 years recommended) 2 years of lab science
LOTE (Area - E) Language Other Than English	2 years required (3 years recommended)
VPA (Area - F) Visual or Performing Art	1 year required VPA courses such as art, drama/theater, music, dance, or video
Electives (Area - G)	1 year required Any additional UC approved course

NSLA's UC approved course list is located on the NSLA website.

Transfer Students

When a student comes in after the fourth week of a semester, it becomes increasingly difficult for a teacher to adequately assess learning. Students who transfer in after four weeks should either have a transfer grade from the previous school or be aware that makeup work will be at the discretion of the teacher. If there are no transfer grades, the possibility exists that no credit may be earned for the semester. The longer the time period in which there is no record of learning, the more likely that there would be no credit for the class.

Grad Night Requirements

In an effort to ensure greater opportunity for students to meet the Norton Science and Language Academy high school graduation requirements, and to participate in commencement exercises, there will be an academic requirement regarding Grad Night. All students must be considered in good standing, and passing all classes necessary for graduation, in order to be eligible for participation in Grad Night. Purchased tickets will not be refunded.

Early Graduation

Under certain circumstances, a student may be eligible to graduate mid-term during senior year. Students must receive permission from the counseling office before the end of the junior year to

be considered for this option. Students must notify the Counseling office in writing by June 1st of their Junior year of their intent to graduate early during their senior year. Students who graduate early are not eligible for participation in second semester sports or extracurricular activities. They will also not receive consideration for Valedictorian or Salutatorian.

ATHLETICS

Philosophy

The philosophy of the Norton Science and 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.

Mission

The mission of the Athletic Department at Norton Science and Language Academy is to develop our student's academic, social-emotional, physical well-being through the integration of teamwork, sportsmanship, and athletic competition. The athletic program at Norton Science and Language Academy is valuable to the overall education process & experience. Therefore, the program operates within the same objectives and goals of the educational program. It's known that athletics help to foster team-building skills, problem-solving skills, self-discipline, and self-confidence. With the development of these skills, we are preparing students to become independent, confident, caring citizens of our community.

Goals

- Provide opportunities to develop proper attitudes toward winning and losing and competing along with teammates toward a common goal.
- Encourage development of character qualities, including self-control, responsibility, accountability, and learning by setting and realizing goals.
- Foster a healthy and realistic self-concept through physical activity in interscholastic sports.
- Promote school spirit and sense of pride among students.

Scholar Athlete

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 is currently enrolled in at least 20 semester units of work.
 - The student is passing in the equivalent of at least 20 semester units of work at the completion of the most recent regular grading period.

- o The student is maintaining a minimum progress toward meeting the high school graduation requirements as prescribed by the governing board.
 - o 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.
- 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 appointment, dentist appointment) 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.

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 and uniforms before being eligible for another sport.

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 the NSLA." There are no guarantees as to actual playing time, or number of games played.
- It is expected that a student attends 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, 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 their scheduled classes or they may not participate in practice/game on that day.
- Unexcused absences, tardies and trancies will result in loss of playing time as determined by school administration and/or the coach. Recurring unexcused absences may ultimately lead to dismissal from the team.
- If a student reaches 13 or more absences during the school year, he/she may be removed from their respective team.

Athlete Dress Code On Game Days

In an effort to strengthen school spirit and increase the visibility of our student athletes on campus; the Athletic Department has decided on the following dress code. This dress code will apply to student athletes of all levels (Middle School, Varsity). Student athletes must follow this dress code on the day of scheduled home and away games, matches, and meets.

The following may be worn on game days:

- ✓ The Athletic Department team issued uniform tops with school approved uniform bottoms.
- ✓ School issued team warm ups.
- ✓ Closed toed athletic shoes must be worn

Physicals

- Every student who has a desire to try out for any sport **MUST** have a current sports physical on file in the Athletic Office.
- Physicals stay current for a period of one (1) calendar year.
- Students must obtain a physical from his/her own physician and bring confirmation, as well as the completed sports packet, to the Athletic Office **PRIOR** to try-outs for any sport.
- Sports packets are available in the office.

Transportation

At times, the NSLA will provide transportation to athletic competitions. If there are circumstances that a child has to take alternative transportation from an athletic event, other than the bus, they must fill out a form with the coach or Athletic Director.

When parents are providing transportation to events for other students, they must follow these guidelines in order to be an approved driver through Lewis Center's HR Department:

- Be a minimum of 25 years old
- Show proof of insurance (\$100,00/\$300,000)
- Obtain volunteer DOJ fingerprint clearance
- Provide a DMV driver record
- Not have any felony driving convictions
- Turn in an accurate and complete Off-Site Form (can be obtained from the Athletic Office) to the CDO in the Kiosk prior to leaving NSLA
- Follow all applicable vehicle laws including seat belt laws

If these procedures are not followed, consequences may include forfeiting that game. It is vitally important that we protect the safety of our students.

Middle School Sports:

Fall

Flag Football (Co-Ed)

Girls Volleyball

Winter

Baseball
Softball
Boys Basketball
Girls Basketball

Spring

Boys Soccer
Girls Soccer

High School Sports:**Fall**

Girls Volleyball

Winter

Boys Soccer
Girls Soccer
Boys Basketball
Girls Basketball

Spring

Baseball
Softball

Attendance**Attendance and Tardy Policy**

Regular attendance is essential to any school. We require every parent to support the NSLA by bringing his or her students on time each and every day. 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 does not recognize 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.

Students are expected to attend all classes and be on time unless properly excused. The NSLA 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 with a doctor/dentist appointment need to attend school that day, before or after the appointment.

Students who are absent from school for any reasons provided in Ca. Ed. Code 482015 are not in violation of the compulsory attendance law upon verification by the school of the reason for the absence. This regulation states a student may be excused legally from school when the absence is due to:

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

1. Personal illness or injury
2. Quarantine under the direction of a county or city health officer.
3. Medical, dental, optometric, or chiropractic services rendered.
4. Attendance at funeral services for a member of the immediate family (1 day in state, 3 days out of state).
5. Jury duty in the manner provided by law.
6. Pupil is custodial parent of a child who is ill or has a medical appointment during school.
7. Exclusion for failure to present evidence of immunization (Ed. Code 48216).
8. Pupils in grades 7-12 who leave school (with prior approval of the Principal or his/her designee) to obtain confidential medical services. The pupil should return a copy of the medical professional's appointment verification form.
9. Time for a student to spend with a family member who is being deployed or returning for deployment.
10. Attendance at self/family naturalization ceremony.
11. Upon written request of the parent or guardian and approval of the Principal or his/her designee and pursuant to board policy, a student's personal justifiable absence may be excused. Reasons include, but are not limited to:
 - a. Appearance in court.
 - b. Observation of a holiday or ceremony of his/her religion.
 - c. Attendance at religious retreats not to exceed four (4) hours per semester.
 - d. Employment interview or conference. Attendance at funeral services (for other than the immediate family).
12. COVID-19 Symptoms or high temperature of 100.4 or higher

Verifying Absences

To report an absence, a parent must send a note to school, email to nslaattendance@lcer.org , or call in to our absence verification hotline at (909) 386-2300 ext.770

- Absences should be verified within 24 hours.
- Parents/Guardians have 10 school days to verify the reason for absences to make it excused, after which it will require a doctor's note.
- Doctor appointment absences require a doctor's note for excused absence.

Absence verification needs to include:

- Full name of student
- Date(s) of absence
- Specific reason of absence
- Name and/or identity (i.e. mother or father) of person providing the information

Excessive excused absences may require a doctor's note.

Attendance concerns will be addressed by a Student Attendance Review Team (SART) prior to referral to the NSLA School Board.

Truancies and Unexcused Absences

Reasons NOT acceptable for being absent from school and are considered truancies per California Education Codes 46010 & 46010.5:

1. Oversleeping/alarm clock not working
2. Repairing car or household items
3. Going to the beach, lake, river, mountains or desert, family vacations or reunions
4. Visiting friends, baby-sitting, taking care of other family members
5. Personal problems
6. Bus not available/missing bus/lack of transportation
7. College courses taken during school hours
8. DMV or Driver Training appointments
9. Going to work; including with parent or other family member
10. Any reason not covered in the excused list

Students, who are absent for any of the reasons listed above, will receive an unexcused absence.

Late Sign In/ Early Sign Out

Late Sign In

- Students arriving after the start of school must check into the attendance office in the Main Building before proceeding to class.
- In order for a tardy to be excused, either a note from a parent/guardian must be provided or a parent/guardian must be present at sign in and state a valid excuse on the sign in sheet (see list below).
- Once signed in, the student will receive a tardy slip and may then proceed to their assigned classroom.

Acceptable excuses for late arrival:

- Illness
- Visitation to a medical office, clinic, doctor or dentist (note required from office)
- Funeral of an immediate family member
- Quarantine of the home-suspected COVID-19
- All other excuses are not acceptable and will result in an unexcused tardy

Early Sign-Out

- Only authorized adults (listed on the emergency card) with photo ID can sign out a student at the attendance office.
- For student safety, students will not be released from class until the parent arrives on the school campus or has made prior arrangements with the attendance office via email.

- Students who are not 18 years of age cannot sign themselves off campus without written permission from their parent/guardian. A note or email must be received from their parent with a valid phone number where they may be reached. Students may leave once parent contact has been made.
- Removal from school 30 minutes or less prior to dismissal should only occur on a rare occasion. A constant pattern of early removal will require a parent/student meeting with administration. The Administration strongly discourages the removal of any student 30 minutes or less prior to the scheduled dismissal time.

Acceptable early sign-out excuses:

- Illness when approved through the health office
 - Students are to visit the health office for evaluation when requesting to leave campus due to illness/injury.
 - Students will only receive an excused early release if sent home directly from the health office.
 - Students who leave campus through attendance without approval from the health office will have the remainder of the day's attendance be marked as unexcused.
- Visitation to a medical office, clinic, doctor or dentist (note required from office)
- Funeral of an immediate family member (documentation requested)
- Quarantine of the home
- School sponsored events
- Jury duty
- Religious event (up to 4 hours per semester)

Makeup 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 scheduled school holidays, please notify your child's teachers at least 3 days in advance to give the teachers 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.
- If a student is pulled out of school for unexcused absences, after school tutoring to make up missed in-class instructions may not be available and some of those in-class assignments may carry a grade of zero.

- Students who are also out with unexcused absences on days when there is a quarter assessment or semester final may not be able to make up that assessment and their grade may be negatively impacted.

Perfect Attendance

Recognition is given to students that are present every day of an academic school trimester for at least ½ of the school day with any missed periods being excused. Three tardies in one trimester is equal to one absence and disqualifies a student from participating in our Perfect Attendance Celebration.

Student Attendance Review Team

Irregular attendance including but not limited to excessive early sign outs, tardies and/or absences are grounds for referral to the Student Attendance Review Team (SART). 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.

Home Hospital Instruction

If a student will be absent for an extended illness of more than two weeks, the parent must contact the Attendance Clerk and see the School Counselor 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 there is a doctor's statement describing the illness or disability as well as the anticipated duration of the illness. Home Hospital instruction is a short-term option. If the condition persists for more than one quarter, alternate solutions should be explored.

Dismissal Procedures:

Student Drop Off / Entrada de Estudiantes

TK/Kindergarten

Monday through Friday: 8:15 a.m. - 1:30 p.m

Minimum Days: 8:15 a.m.-12:30 p.m.
(for Parent Conferences, special events, etc.)

*Please do not drop students off prior to 7:45 am
* por favor no dejar a sus estudiantes antes de las 7:45 am

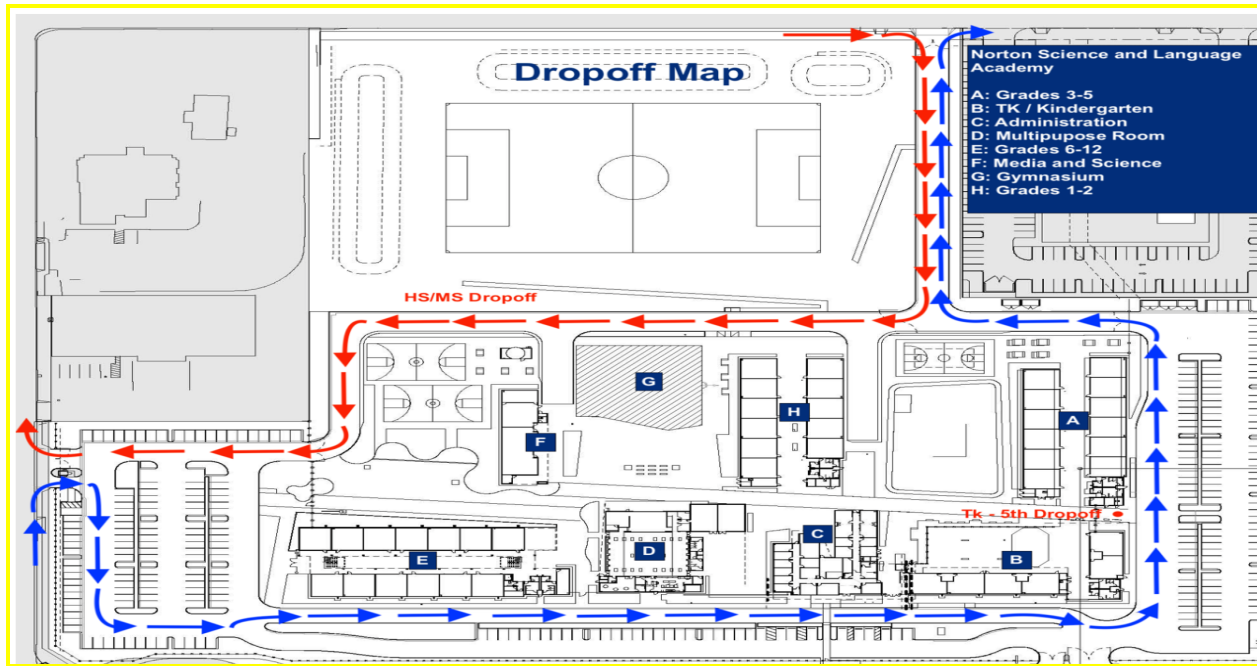
Grades 6th - 10th / Grados 6 to a 10

M, T, Th, F 8:30 a.m - 3:24 p.m

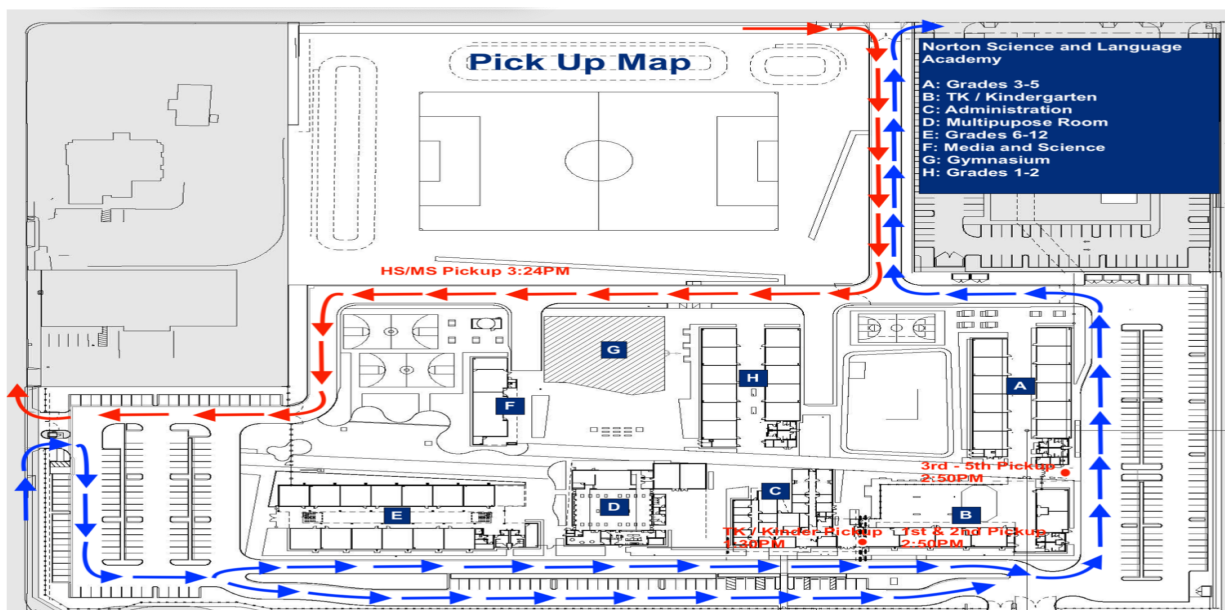
Every Wednesday 8:30 a.m - 2:18 p.m

*Please do not drop students off prior to 7:55 am
* por favor no dejar a sus estudiantes antes de las 7:55 am
(**7:45 if w/ elementary sibling)

Blue Arrows TK-5
Red Arrows 6th-10th



Student Pick Up / Salida de Estudiantes



Health Services

Health Office Overview

The Lewis Center employs a full-time Credentialed, Registered Nurse to oversee the health needs of both campuses (AAE and Norton Science and Language Academy). Norton has an assigned Licensed Vocational Nurse 5 days a week.

The health office, located in the C-building, has a rest area to care for students for a short period. If a student is feeling ill and cannot remain in their classrooms, students should request a pass to the "Health Office". Upon arrival, the student will be assessed and the determination will be made if the student should be sent home or not. *Students should not call their parents to pick them up without coming to the Health Office first.* Please emphasize to your child that ANY INJURIES that happen on campus MUST be reported to an adult. We cannot provide first aid, call for assistance, or notify you if we are not informed or made aware of the situation.

Please contact the nurse at ext. 739 with any questions or concerns regarding your student's health or safety.

Fever and Sick Guidelines

Should your child exhibit signs and symptoms of illness that include any of the following: fever (>100), vomiting, diarrhea, unexplained skin rash or general malaise, please do not bring your child to school. If your child exhibits any of these symptoms at school, we will attempt to contact you to have the child picked up from school. They will not be permitted to return until they are

free of fever, diarrhea, and/or vomiting for 24 hours without the need to use fever-reducing medicine.

If we are unable to make contact with the student's parents/guardians or other emergency contacts, school staff will call 911 if determined necessary. Please make sure that your emergency contacts are kept up-to-date.

Health and Safety Policy for COVID-19-

It is the policy of the Lewis Center for Educational Research ("LCER") to take all reasonable measures to prevent the spread of the novel coronavirus disease ("COVID-19") among students, staff and visitors at all of its campuses.

Please visit our website for all COVID-19 School Information:

<http://www.lewiscenter.org/Coronavirus-COVID-19/index.html>

Contagious Diseases

NSLA staff makes every effort to ensure a healthy school environment. In the case of a suspected or confirmed case of contagious disease, the school nurse and administration will work closely with the San Bernardino County Public Health Department. Together, we will monitor any outbreaks and notify parents as directed.

Injury Reporting

The school nurse is to be notified in the event of a serious injury. If the nurse is not available, staff will use school emergency guidelines and good judgment to determine appropriate steps and safeguards. If medical assistance is needed, 9-1-1 will be called. Parents/legal guardians will be notified in the event of an emergency.

Immunization Requirements

California law requires students to be up-to-date on all their necessary immunizations in order to enroll in school. Effective January 2021, SB 277 went into effect stating medical exemptions can only be issued through the California Immunization registry- Medical Exemption website (CAIR-ME) by physicians licensed in California. Previous waivers will be honored until the student enters the next grade span (TK, K-6, 7-12). At that time students must be up to date on immunizations. Effective July 2019, CCR Title 17 Division 1 Chapter 4 goes into effect. Those changes include: A medical waiver must include medical condition requiring exemption, what immunization(s) are being exempted and whether they are permanent or temporary (temporary waiver expires after 12 months). All students entering 7th grades must show proof of a TDAP booster and 2 varicella (Previously was 1). For students who had a personal belief waiver prior to 7th grade entry, they must receive the necessary immunizations to enroll or advance to 7th grade (Tdap/TD, Polio, MMR, and Varicella). Recommended, but not required for teen years are vaccines for meningitis, and HPV series (human papilloma virus). NO SHOTS - NO SCHEDULES - NO SCHOOL For more detailed information see: <https://www.shotsforschool.org>

Vision, Hearing, and Scoliosis Screening

NSLA adheres to Education Code Section 49450, et seq., as applicable to the grade levels served by NSLA. Students are screened for vision, hearing in grades TK, K, 2. 5. 8. Ad upon referrals from teachers or for assessment purposes for special education purposes.

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 9-1-1 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. The student emergency card is a vital piece of information in determining who to call for student pick-up; therefore, please keep it current by calling or coming into the registrar's office to make any changes.

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.

Please be aware that the above regulations must be followed if your student is to receive medications at school. Additionally, the following apply:

1. A child in elementary school must never transport medications. Parents/guardians are responsible for bringing medication to school and taking it home.
2. School personnel will give only prescribed doses at prescribed intervals. They will not cut or break medications if the pill comes in a larger dose. Please inform your pharmacist and doctor of this.
3. All medications are kept in a locked area and dispensed by trained, but unlicensed, school personnel if the nurse is not available. If this is not acceptable to you, then you or your designee may come to the school and give the medication.

Anaphylaxis Treatment Notification

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. SB 1266 requires schools to provide emergency epinephrine for individuals who may be experiencing anaphylaxis.

Diabetes

The school nurse provides an information sheet regarding Type 2 diabetes to the parent/guardian of incoming 7th grade students, pursuant to Education Code Section 49452.

Feminine Hygiene Products

NSLA will stock at least 50% of its restrooms with feminine hygiene products, and shall not charge students for these products, pursuant to Education Code Section 35292.6. Products are also available in the Nurse's Office.

Medications

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). Exceptions: sunscreen, lip balm, cough drops, hand lotions or body creams, non-medicated eye or contact solutions.

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 under the NSLA/Nurse's Corner/Ready for school. **This must be done EVERY SCHOOL YEAR.**

Medical Emergencies

For serious injury or illness, school staff will call 9-1-1. In an emergency, the responsible school nurse or administrator will be notified and take charge upon arrival. The responsible school nurse, administrator, or a designated employee will notify the parent/legal guardian as soon as possible to determine the appropriate course of action. If we are unable to make contact with the student's parents/guardians or other emergency contacts, appropriate course of action may be determined by Emergency Medical Services (EMS). Please make sure that your essential emergency contacts are kept up-to-date.

For those experiencing sudden cardiac arrest, Automated External Defibrillators (AED) can be found on campus at the following locations:

- Outside of nurse's office C Bldg (front entrance)
- D Bldg (MPR) North entrance

California Healthy Youth Act

NSLA teaches comprehensive sexual health education and human immunodeficiency virus (HIV) prevention education to students in grades 7-12, one time in middle school and one time in high school, pursuant to Education Code Section 51930. For more information about the California Healthy Youth Act, contact the principal.

Student Discipline

Student Expectations

NSLA has developed and maintains a current and comprehensive set of student expectations and discipline policies. Together NSLA students, parents, and staff exemplify the highest standards of behavior and work ethics to ensure continued excellence. Every student and his /her parent/legal guardian is required to sign an Acknowledgement Form at the beginning of each academic year establishing that they have read and understand the expectations and policies.

Uniform Dress Code

Research has shown that schools that have adopted a uniform policy show improved academics and fewer behavioral violations. The purpose of a uniform dress code is to ensure student safety, assist students in wearing modest clothing, and protect the academic integrity of the school.

The following styles and colors have been approved by the LCER Board of Directors:



Norton Science & Language Academy A LEWIS CENTER SCHOOL



UNIFORM DRESS CODE

NSLA is a uniform school. Students must come in proper uniform daily, unless a Spirit Day is designated. The uniform dress code is mandatory whenever a student is on campus. All students must dress for school according to the established school uniform policy and LCER dress code. The school uniform may not be altered in any way and must be worn properly. The purpose of a uniform dress code is to ensure student safety.

Elementary Uniforms (TK – 5th grade)



Shirts: Navy Blue Polos - Short or Long sleeve. All shirts should be tucked in or worn at a length that prevents underclothing or midriff from showing. PTO sells school logo polos year-round.

Bottoms: Khaki Pants, Skirts, Skorts, Shorts, or Jumpers.

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. Navy blue, black, or gray leggings are allowed under skirts during cold weather only. No colorful or character designs allowed on leggings. Solid School colors only.

Middle School Uniforms (6th – 8th grade)



Shirts: Light Blue Polo Shirts – Short or Long sleeve. All shirts should be tucked in or worn at a length that prevents underclothing or midriff from showing. PTO sells school logo polos year-round

Bottoms: Navy Blue Pants, Skirts, Skorts, Shorts or Jumpers.

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. Navy blue, black, or gray leggings are allowed under skirts during cold weather only. No colorful or character designs allowed on leggings. Solid school colors only.

High School Uniforms (9th & 10th grade)



Shirts: Black or White Polo Shirts – Short or Long sleeve. All shirts should be tucked in or worn at a length that prevents underclothing or midriff from showing. PTO sells school logo polos year-round

Bottoms: Khaki or Black Pants, Skirts, Skorts, Shorts, or Jumpers.

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 knees. Navy blue, black, or gray leggings are allowed under skirts during cold weather only. No colorful or character designs allowed on leggings. Solid school colors only.

FOR ALL STUDENTS: Clothing must be neat and clean. No garment may be worn that is cut-off, faded, ragged or torn. Clothing must have appropriate hems, exhibit no slits, tears, or holes. Repeated dress code violations will be subject to progressive disciplinary actions, up to and including suspension or expulsion.

SWEATERS/JACKETS/COATS

Outerwear shall reflect the chosen uniform colors: navy blue, black, gray, or approved NSLA spirit wear and follow the LCER dress code. The only sports jackets permitted are those representing NSLA school athletics. Trench coats are not permitted.

BOTTOMS FOR PE or ATHLETICS (GRADES 6-10 ONLY)

Sweatpants or athletic shorts during PE/Athletic classes and T-shirts/sweatshirts shall reflect the chosen uniform solid colors: navy blue, black or gray.

HATS/HOODIES

Hats or caps are to be worn in an acceptable manner, may not be worn in the classroom or inside school buildings, and must reflect uniform colors: Solid navy blue, solid black, solid gray. The only sports caps permitted are those representing NSLA. Hoods (hoodies) that are attached to shirts/sweatshirts/jackets may not be worn in the classroom or inside school buildings.

SHOES/SOCKS

Safe footwear must be worn at all times. Black, navy blue, or white tennis shoes. Sandals and clogs are not allowed in grades TK-5. Students in grades 6-12 may not wear sandals or clogs during PE/Athletic classes, or other classes that involve outdoor physical activity. Slippers and flip-flops are not permitted. Navy blue, black, gray or white socks permitted. Knee high socks are acceptable for girls.

BACKPACKS

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

FRIDAY ROCKET DRESS

- Tops: NSLA Spirit Wear, NASA, college and university, or U.S. military
- Bottoms: uniform bottoms or blue jeans (no ripped jeans)
- Rocket Dress attire is considered appropriate for field trips, unless a teacher or administrator directs otherwise. All Friday Rocket Dress clothing must follow the LCER Dress Code policy.

LCER DRESS CODE POLICY:

1. Clothing or accessories that promote or depict obscenities, drugs, tobacco, alcohol, weapons, violence, gangs, hate or division are not permitted.
2. Crop tops, clothing exposing bare midriffs, tank tops, halter tops, plunging necklines, tube tops, spaghetti straps, open-sided shirts, skirts and shorts shorter than mid-thigh

(finger-tip length), and see-through or mesh materials which expose bare skin are not permitted at school. Undergarments must be fully covered.

3. Any apparel, accessories, or manner of grooming which by virtue of its arrangement, trademark, or any other attribute denotes gang affiliation or promotes drug use, disruptive behavior, or violence is not permitted.
4. Sunglasses (unless prescription) may not be worn in classrooms or inside school buildings.
5. Jewelry or accessories which may be considered disruptive or a safety hazard are not permitted. Ear piercings and a single, small nose piercing is permitted. Gauges are not permitted.
6. Tattoos or drawings on the body may not be visible while on campus.
7. Hairstyles that are disruptive to the educational process are not permitted.
8. Meeting the requirements of the dress code does not prohibit a student from adhering to the tenets of an established religion or faith as they relate to dress and grooming.
9. Anything not specifically covered in the above code that is disruptive to the educational process or considered to pose a safety hazard will be at the discretion of the school administration or designee.

*Any family who would like additional information or uniform assistance is encouraged to contact the school.

Students attending NSLA are required to follow the dress code. Parents/Guardians of students not dressed appropriately in school uniform will be contacted for a change of clothes. When a change of clothes is not available, students will be offered “loaner” clothes.

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 NSLA uniform policy.

Spirit Days

Administration/ ASB will determine Spirit Days in advance. Guidance will be provided as to allowed and disallowed clothing styles. In general, no dress may be immodest, distracting to the educational environment, reflective of gang affiliation or the occult. At no time are tank tops or sleeveless tops allowed.

Spirit Dress Days are designated PTO or school designated celebration dress attire. Students must either wear NSLA standard uniform, or the designated concept, or celebration idea approved by administration or ASB

Dress Days are not free dress days and students must either wear NSLA Dress or the standard NSLA uniform. Dress clothing must not be immodest, shall be free of holes, and patches. NSLA spirit dress day attire is considered appropriate for field trips unless a teacher or administrator directs otherwise.

Suspension and Expulsion

This Pupil Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and well being of all students at NSLA. A complete copy of NSLA Student Discipline Policy is available upon request at NSLA Principal's office. In creating this policy, NSLA has reviewed Education Code Section 48900 *et seq.* which describes the non-charter schools' list of offenses and procedures to establish its list of offenses and procedures for suspensions and expulsions. The language that follows closely mirrors the language of Education Code Section 48900 *et seq.* NSLA is committed to annual review of policies and procedures surrounding suspensions and expulsions and, as necessary, modification of the lists of offenses for which students are subject to suspension or expulsion.

When the Policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. NSLA's policy and procedures for student suspension and expulsion may be amended from time to time as needed. NSLA staff shall enforce disciplinary rules and procedures fairly and consistently among all students.

Corporal punishment will not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the policy, corporal punishment does not include a staff member's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

A student identified as an individual with disabilities or for whom NSLA has a basis of knowledge of a suspected disability pursuant to the Individuals with IDEA or who is qualified for services under Section 504 is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to general education students except when federal and state law mandates additional or different procedures.

Procedures

A. Grounds for Suspension and Expulsion of Students

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at any time including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity.

NSLA will not suspend or recommend expulsion for a student unless an administrator determines the student has committed a specified act, including among other acts, disrupting school activities or otherwise willfully defying the valid authority of teachers, supervisors, administrators, school officials, or other school personnel engaged in the performance of their duties.

B. Enumerated Offenses

1. Discretionary Suspension Offenses. Students may be suspended for any of the following acts when it is determined the pupil:
 - a) Caused, attempted to cause, or threatened to cause physical injury to another person.
 - b) Willfully used force or violence upon the person of another, except self-defense.
 - c) Unlawfully possessed, used, or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
 - d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented the same as 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, which includes but is not limited to, electronic files and databases.
 - g) Stole or attempted to steal school property or private property, which includes but is not limited to, electronic files and databases.
 - h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
 - 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 defined in Health and Safety Code Section 11014.5.
 - k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. This section shall apply to pupils in any of grades 9 to 12, inclusive.
 - l) Knowingly received stolen school property or private property, which includes but is not limited to, electronic files and databases.
 - m) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
 - n) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
 - o) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
 - p) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially

recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.

- q) Made terroristic threats against school officials and/or school property, which includes but is not limited to, electronic files and databases. For 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 (\$1,000), 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 property, which includes but is not limited to, electronic files and databases, or the personal property of the person threatened or his or her immediate family.
- r) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- s) Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- t) Intentionally harassed, threatened or intimidated school personnel or volunteers and/or a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of either school personnel or volunteers and/or student(s) by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- u) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
 - “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
 - Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care,

skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property.

- Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
- Causing a reasonable student to experience substantial interference with his or her academic performance.
- Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.

- 1) "Electronic Act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - i. A message, text, sound, video, or image.
 - ii. A post on a social networking Internet Web site including, but not limited to:
 - (a) Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
 - (b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - iii. An act of cyber sexual bullying.
 - (a) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

- (b) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
 - 2) Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
 - v) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1)(a)-(b).
 - w) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee’s concurrence.
2. Non-Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:
- a) Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee’s concurrence.
 - b) Brandishing a knife at another person.
 - c) Unlawfully selling a controlled substance listed in Health and Safety Code Section 11053, *et seq.*
 - d) Committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900(n).
3. Discretionary Expellable Offenses: Students may be recommended for expulsion for any of the following acts when it is determined the pupil:
- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
 - b) Willfully used force or violence upon the person of another, except self-defense.
 - c) Unlawfully possessed, used, or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
 - d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented the same as 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, which includes but is not limited to, electronic files and databases.

- g) Stole or attempted to steal school property or private property, which includes but is not limited to, electronic files and databases.
- h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- 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 defined in Health and Safety Code Section 11014.5.
- k) Knowingly received stolen school property or private property, which includes but is not limited to, electronic files and databases.
- l) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- m) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- n) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- o) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.
- p) Made terroristic threats against school officials and/or school property, which includes but is not limited to, electronic files and databases. For 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 (\$1,000), 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 property, which includes but is not limited to, electronic files and databases, or the personal property of the person threatened or his or her immediate family.
- q) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s

academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

- r) Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- s) Intentionally harassed, threatened or intimidated school personnel or volunteers and/or a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of either school personnel or volunteers and/or student(s) by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- t) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
 - 1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
 - i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student’s or those students’ person or property.
 - ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
 - iii. Causing a reasonable student to experience substantial interference with his or her academic performance.
 - iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
 - 2) “Electronic Act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - i. A message, text, sound, video, or image.
 - ii. A post on a social networking Internet Web site including, but not limited to:
 - (a) Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
 - (b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph

(1) above. “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

iii. An act of cyber sexual bullying.

(a) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(b) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

3. Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

u) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (3)(a)-(b).

v) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee’s concurrence.

4. Non-Discretionary Expellable Offenses: Students must be recommended for expulsion for any of the following acts when it is determined pursuant to the procedures below that the pupil:

- a) Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.
- b) Brandishing a knife at another person.
- c) Unlawfully selling a controlled substance listed in Health and Safety Code Section 11053, et seq.
- d) Committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900(n)

If it is determined by the Administrative Panel and/or Board of Directors that a student has brought a firearm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994. In such instances, the pupil shall be provided due process rights of notice and a hearing as required in this policy.

The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term "destructive device" means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

No Right to Appeal -

The pupil shall have no right of appeal from expulsion from NSLA as the LCER Board of Directors' decision to expel shall be final.

Expelled Pupils/Alternative Education

Parents/guardians of pupils who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within the County or their school district of residence. NSLA shall work cooperatively with parents/guardians as requested by parents/guardians or by the school district of residence to assist with locating alternative placements during expulsion.

Rehabilitation Plans

Students who are expelled from NSLA shall be given a rehabilitation plan upon expulsion as developed by the Board of Directors at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the pupil may reapply to NSLA for readmission.

Readmission

The decision to readmit a pupil or to admit a previously expelled pupil from another school district or charter school shall be in the sole discretion of the Board of Directors following a meeting with the Principal or designee and the pupil and parent/guardian or representative to determine whether the pupil has successfully completed the rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The Principal or designee shall make a recommendation to the Board of Directors following the meeting regarding his or her determination. The Board shall then make a final decision regarding readmission during the closed session of a public meeting, reporting any action taken during closed session consistent with the requirements of the Brown Act. The pupil's readmission is also contingent upon NSLA's capacity at the time the student seeks readmission.

Bullying

Norton Science and Language Academy recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm.

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act. Bullying includes one or more acts committed by a student or group of students that may constitute harassment, sexual harassment, hate violence, or creates an intimidating, threatening and/or hostile educational environment, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a reasonable student or students in fear of harm to that student's or those students' person or property
- Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health
- Causing a reasonable student to experience a substantial interference with his or her academic performance
- Causing a reasonable student to experience a substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by NSLA

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device, as defined in Education Code 48900. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Strategies for addressing bullying are developed with involvement of key stakeholders, including students, parents/guardians, and staff.

Prevention

NSLA will focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students will be informed of school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

As appropriate, NSLA will provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. Threats or incidents may be reported confidentially and anonymously through Stop-It.

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee.

Investigation and Resolution of Complaints

Any complaint of bullying against a student who is of a protected characteristic, actual or perceived, as defined in the LCER's Uniform Complaint Procedures, shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the LCER's Uniform Complaint Procedures.

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

Discipline

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900 may include suspension or expulsion in accordance with NSLA policies and regulations.

Cell Phone and Smartwatch Policy

The Lewis Center for Educational Research ("LCER") recognizes potential for cell phones, smartphones, pagers, and electronic signaling devices (referred to collectively as "private devices") to disrupt the learning environment, and adopts this policy to permit students to possess but not use private devices during class time. Students who possess these private devices

must keep them silenced and out of view during class time. Teachers, administrators, and staff will confiscate any private devices used by a student in violation of this policy.

All students are required to adhere to the following guidelines regarding private devices:

Private devices may be used:

- Before and after school
- Between class periods or during lunch
- In the case of an emergency, or in response to a perceived threat of danger.
- When a NSLA staff member grants permission to a student to possess or use a private device, subject to any reasonable limitation imposed by that staff member.
- When a licensed physician or surgeon determines that the possession or use of a private device is necessary for the health or well-being of the student.
- When the possession or use of a private device is required in a student's individualized education program ("IEP").

Private devices shall be put away and not used:

- During class time, assemblies, and any other school/LCER activity, which takes place during the regularly scheduled school day.
- If we see it, hear it, use it, you lose it!

Possession of private devices is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy. All NSLA employees shall remove any private device from the possession of a student found to be violating this policy. If a private device is heard ringing, beeping, or buzzing from inside a jacket, purse, backpack, or other similar article, whether within the immediate presence of the student or not, an NSLA staff member may remove the private device and confiscate the private device. Parents/guardians will be contacted to pick up any confiscated private devices.

All other applicable student discipline policies shall continue to apply in response to a student failing to abide by the terms of this policy. Notwithstanding any other school policies on searches in general, absent reasonable suspicion of wrongdoing with the device beyond merely possessing it or having it turned on or out in the open, NSLA staff may not search any personal devices without the express authorized consent of the student and the student's parent or legal guardian.

Students who possess a private device shall assume responsibility for its care in accordance with this policy. At no time shall NSLA be responsible for preventing theft, loss or damage to private devices brought onto campus.

Pursuant to Education Code § 48901.7, NSLA allows pupils to possess or use a smartphone under the following circumstances:

- (1) In the case of an emergency, or in response to a perceived threat of danger.
- (2) When a teacher or administrator of the school district, county office of education, or charter school grants permission to a pupil to possess or use a smartphone, subject to any reasonable limitation imposed by that teacher or administrator.
- (3) When a licensed physician and surgeon determines that the possession or use of a smartphone is necessary for the health or well-being of the pupil.
- (4) When the possession or use of a smartphone is required in a pupil's individualized education program.

NSLA Policy:

- Devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or staff member.
- Any device with a camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.
- Students may use their devices on campus before school, during lunch and after school hours.
- Cell phones and smart watches will be collected prior to taking exams (CAASPP, AP exams, semester or mid-term exams, or at teacher discretion).
- The school assumes **no** responsibility if a phone or device is lost, damaged or stolen.

Consequences/Other Actions:

- The first time a phone/smart watch is used inappropriately in class, the student will be asked to put it away.
- Second offense (anytime during the year), the phone/smart watch will be taken by the teacher, the parent will be notified and the phone/smart watch returned to the parent/student at the end of the school day. Should a student refuse to give the phone/smart watch to the teacher, the teacher should contact the office and ask for the school administrator or CDO.
- Third offense, phone/smart watch is taken and sent to the office with a referral. The school staff will notify parent to arrange pickup. Additional offenses may result in the loss of cell phone/smart watch privileges on campus.
- Students will be disciplined if they have inappropriate photographs, graphics, videos, text, or music on their cell phones/smart watches or have sent these to another student's cell phone/smart watch.

Violations may result in devices being confiscated and returned at the discretion of the school administrator. Any inappropriate use of picture phones/smart watches will be reported to the legal authorities. (ED Code 51512)

Campus Safety

School Safety Plan

Norton Science and Language Academy has a Comprehensive School Safety Plan, which is reviewed and updated annually. The staff at the school are familiar with the plan and trained in emergency procedures. Students participate in scheduled emergency evacuation and lockdown drills.

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 might 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.

Campus Visitor Policy

- The NSLA visitor policy has been established for visitors wishing to visit campus:
- All visitors must check in at the front kiosk. A “Visitor Pass” will be issued by the kiosk or reception. The Visitor Pass must be worn for the entire visit.
- Former NSLA students must have approval from the Principal at least 24 hours in advance and must have an appointment with a specific staff member. Former student visits will be limited to 30 minutes during the school day.
- Visitor Parking – a Character development Officer (CDO) will direct all visitors to designated parking areas.
- The Principal has final discretion regarding visitors.
- Parents are always welcome at NSLA. However, we ask that you make an appointment to meet with a teacher or visit a classroom with 24-48-hours notice.
- Friends and relatives are not permitted to come to school with students or staff. Under special circumstances, exceptions can be made with an administrator’s authorization. This request must be made at least 24- 48 hours prior to the visit.
- Please see our office receptionist if you wish to have items (lunch, lunch money, projects, homework, etc.) delivered to your child during the school day. We will deliver these items to your child or have your child pick them up at the office at the least disruptive time for both students and staff. Balloons, flowers, gifts, etc. cannot be delivered to students until the end of the last period, due to the disruption it causes to the classroom.
- 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. Disruptive visitors will be asked to leave the premises and, if necessary, be issued an ouster notice and/or law enforcement called.

Closed Campus

The Norton Science and Language Academy 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, for any reason, is a violation of this closed campus policy. Any student who leaves the campus at any time during the day, without prior approval being granted from the school administration may be subject to a disciplinary consequence for closed campus violation. Students will only be released to those adults authorized on a child's emergency card.

Bicycles, Scooters, and Skateboards

All students must not ride while on campus and must have proper safety gear. California Vehicle Code Section 21212(a) requires anyone under the age of 18, who is riding a bicycle, skateboard, or scooter on any roadway, sidewalk, bike path or trail to wear a properly fitted and fastened bicycle helmet.

Students must lock their own bicycles, scooters, or skateboard to the racks with a quality lock and chain or cable. The bicycle racks are located on the left side of the Kiosk as you enter the school from Mana Road. Students may not ride on school grounds at any time.

Additional Information

Photo Release/Yearbook

Upon enrollment, parents/legal guardians have the opportunity to indicate that they do not want photos of their student taken or released. If you indicated that, please be advised that this does not apply to the school yearbook. If you choose to not have your son/daughter's picture in the yearbook, please submit that request in writing to administration so that it will be forwarded to the respective yearbook advisor.

Personal Property

Students who bring personal property onto campus do so at their own risk. NSLA will not be held liable for lost, damaged or stolen items.

Computer Use

In order to facilitate academic research endeavors, the Lewis Center for Educational Research provides restricted internet 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 a "Internet User Policy" wherein they agree to access only academically appropriate programs, material, and content. Failure to abide by this agreement may lead to disciplinary action.

Lost and Found

The Lost and Found is located outside of building D. All lost and found items will be donated to a local charity on the last day of school before each break. 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 CDO in the Kiosk prior to leaving the NSLA.
- Provide a DMV driver record.
- Attend a Volunteer Workshop

This policy does not apply when transporting your children only.

To register as an NSLA Volunteer Driver contact Human Resources:

1. Submit a copy of your current California Driver's License.
2. Submit completed Volunteer Driver Acknowledgement form.
3. Submit proof of the required liability insurance
4. Obtain volunteer fingerprint clearance.
5. Submit a DMV driver record.

Student Drivers

The NSLA allows students who have their California Drivers License to drive to and from the campus. These students must first apply for a driving permit in the MS/HS office. The application includes a letter on file from their parent or guardian allowing the student to drive to and from school, a current copy of the student's driver's license, vehicle registration and auto insurance. Once all paperwork has been submitted correctly, the student driver may park in designated student parking areas.

While on campus, all drivers must obey all driving rules. This includes a 5-mph speed limit, following the direction of the arrows, and dropping students off in the designated area, not in the

parking lot or on any cross street to the school.

Students cannot transport other students off-campus without prior approval from Administration. The Kiosk needs a written note from each parent of both drivers & passengers; including students that are 18 years old.

Students are encouraged to park on campus rather than on surrounding streets.

Athletes may not transport other athletes to games, except siblings.

Administration reserves the right to suspend driving privileges on campus for any violation.

ExtraCurricular Activities

Norton Science and Language Academy (NSLA) provides many learning opportunities outside of the classroom. These extra-curricular activities are overseen by NSLA personnel and allow the student to grow in areas besides academics. Currently, extra-curricular activities include: Student clubs, Athletics, and ASB.

Clubs

High School clubs must be student initiated and have a faculty advisor. They must also comply with the school's Code, write a constitution, elect officers, and be constructive to the mission of NSLA. For more information, contact the ASB advisor

Associated Student Body

The Middle School and High School Associated Student Body (ASB) raises funds to sponsor most of the school's social events. Officers and representatives are elected each spring by their peers, and are required to attend mandatory orientation meetings and must maintain a C or better in each of their classes. For more information, contact the ASB advisor.

Uniform Complaint Procedures (UCP)

The Lewis Center for Educational Research ("LCER") annually notifies our students, employees, parents or guardians of its students, school advisory committees, and other interested parties of the Uniform Complaint Procedures (UCP) process.

The LCER is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP.

Programs and Activities Subject to the UCP

The programs and activities subject to the UCP in which the LCER implements are:

- Accommodations for Pregnant and Parenting Pupils

- After School Education and Safety
- Compensatory Education
- Course Periods without Educational Content
- Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court
- Pupils now enrolled in a school district and Children of Military Families
- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans For Student Achievement
- School Safety Plans
- Schoolsite Councils

Pupil Fees

A pupil fee includes, but is not limited to, all of the following:

A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.

A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.

A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees complaint may be filed with the principal of a school or our Chief Executive officer or his or her designee. A pupil fees and/or an LCAP complaint may be filed anonymously, however, the complainant must provide evidence or information leading to evidence to support the complaint.

A pupil enrolled in a LCER school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

Additional Information

We shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in a LCER school, and pupils in military

families as specified in Education Code Sections 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

Contact Information

The staff member, position, or unit responsible to receive UCP complaints in our agency is:

Chief Executive Officer or designee
17500 Mana Road, Apple Valley, CA 92307
(760) 946-5414 extension 243
llamb@lcer.org

Complaints will be investigated and a written report with a Decision will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with our UCP policies and procedures.

The complainant has a right to appeal our Decision of complaints regarding specific programs and activities subject to the UCP, pupil fees and the LCAP to CDE by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

We advise any complainant of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of our Uniform Complaint Procedures process shall be available free of charge.

Contact Information

Office Hours: Monday to Friday

7:30 am to 4:00 pm

Office Phone

(909) 386-2300

After School Program (ASP) Phone

(909) 744-4822

Attendance phone

(909) 386-6262

School Email / Correo electrónico:

NSLA@lcer.org

Enrollment Email / Inscripción:

Enroll-NSLA@lcer.org

Attendance Email / Asistencia:

NSLAattendance@lcer.org

2022-2023 School Year Calendar



NORTON SCIENCE & LANGUAGE ACADEMY

2022-2023 SCHOOL YEAR

STUDENT CALENDAR

180 School Days



Grading Periods TK-5			Grading Periods 6-10			NSLA Ceremonies	
August 3 - November 4	1st Trimester	62	August 3 - October 7	1st Quarter		Kindergarten Recognition	June 8
November 7 - March 3	2nd Trimester	61	August 3 - December 16	1st Semester		8th Grade Recognition	June 6
March 6 - June 8	3rd Trimester	60	January 9 - March 17	3rd Quarter			
			January 9 - June 8	2nd Semester			

	No School		Holiday		Early Release		Teacher In-Service, No School
	12:30 Release Min Day Schedule TK - 5 Only (Nov. 4 & March 3 = last day of trimester, Nov. 14 - 18 & Mar. 13 - 17 Parent Conferences)						
	12:30 Release for grades TK-10						
	FIRST & LAST Days of school						

July-22

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 0

August-22

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 21

September-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 21

October-22

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 16

November-22

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		

School Days 16

December-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 12

January-23

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 16

February-23

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			

School Days 18

March-23

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 13

April-23

	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 20

May-23

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 21

June-23

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 6

Total Student School Days 180
Teacher in Service Days 5

Elementary TK-5 Schedule
2022-2023
NORTON SCIENCE AND LANGUAGE ACADEMY



TK – 5th Grade Bell Schedule / Horario del día académico

Breakfast is available from 7:45 – 8:10 daily / Desayuno está disponible de 7:45 – 8:10 diariamente

8:15 School Begins / El día escolar empieza

Morning Recess / Recreo de la mañana

Grade / Grado	Time / Hora
TK	8:45 - 9:00
1st Grade	9:10 - 9:25
Kinder	9:05 - 9:20
2nd & 3rd Grade	9:30 - 9:45
4th Grade	9:50 - 10:05
5th Grade	10:10 - 10:25

Lunch & Afternoon Recess / Almuerzo y recreo de la tarde

Grade / Grado	Time / Hora	Lunch / Almuerzo	Recess / Recreo
TK	10:10 - 10:55	10:10 - 10:40	10:40 - 10:55
Kinder & 1st Grade	10:25 - 11:10	10:40 - 11:10	10:25 - 10:40
2nd & 3rd Grade	11:10 - 11:55	11:10 - 11:40	11:40 - 11:55
4th Grade	11:50 - 12:35	11:50 - 12:20	12:20 - 12:35
5th Grade	12:45 - 1:30	1:00 - 1:30	12:45 - 1:00

TK/Kinder Dismissal / Despedida 1:30pm
1st - 5th Dismissal / Despedida 2:50pm

Students in TK-5 are dismissed at 1:30pm every Wednesday
Los estudiantes en TK-5 salen a la 1:30pm cada miércoles

Middle School / High School Schedule

Norton Science And Language Academy

6th – 10th Bell Schedule 2022-2023

Early Release Every Wednesday

Monday		Tuesday		Wednesday		Thursday		Friday	
1	8:30 – 9:24 54 min	1	8:30- 9:24 54 min	1	8:30- 9:13 43 min	1	8:30- 10:22 112 min	2	8:30- 10:22 112 min
2	9:29 – 10:22 53min	2	9:29 – 10:22 53min	2	9:18 – 10:00 42 min				
3	10:27– 11:20 53min	3	10:27– 11:20 53min	3	10:05– 10:47 42 min	3	10:27– 12:18 111 min	4	10:27– 12:18 111 min
4	11:25– 12:18 53min	4	11:25– 12:18 53min	4	10:52– 11:34 42 min				
HS HR MS Lunch	12:23– 12:53 30min	HS HR MS Lunch	12:23– 12:53 30min	HS HR MS Lunch	11:39– 12:09 30min	HS HR MS Lunch	12:23– 12:53 30min	HS HR MS Lunch	12:23– 12:53 30min
MS HR HS Lunch	12:58– 1:28 30min	MS HR HS Lunch	12:58– 1:28 30min	MS HR HS Lunch	12:14– 12:44 30min	MS HR HS Lunch	12:58– 1:28 30min	MS HR HS Lunch	12:58– 1:28 30min
5	1:33 – 2:26 53min	5	1:33 – 2:26 53min	5	12:49 – 1:31 42 min	5	1:33- 3:24 111 min	6	1:33- 3:24 111 min
6	2:31 – 3:24 53min	6	2:31 – 3:24 53min	6	1:36 – 2:18 42 min				

Minimum Day Schedule

Period	Time
1	8:30 – 9:05
2	9:10 – 9:45
3	9:50 – 10:25
4	10:30 – 11:05
5	11:10 – 11:45
6	11:50 – 12:30
Lunch	12:35 - 1:05

2022-2023 grading periods

Norton Science & Language Academy
2022-2023 School Year
Grading Periods Elementary

Grading Periods TK-5

August 3 - November 4	1st Trimester
November 7 - March 3	2nd Trimester
March 6 - June 8	3rd Trimester

Norton Science & Language Academy
2022-2023 School Year
Grading Periods MS/HS

Grade Report	Grading period ends	Grades due in Infinite Campus
1st Qtr Progress	October 7, 2022	October 7, 2022
2nd Qtr AW		November 18, 2022
End of 1st Semester	December 16, 2022	December 16, 2022
3rd Qtr Progress	March 17, 2023	March 17, 2023
4th Qtr AW		May 5, 2023
End of 2nd Semester	June 8, 2023	June 9, 2023

Teacher Assignment List

ELEMENTARY TEACHERS				SECONDARY			
Stephany Mesinas Martinez	Transitional Kinder	B100	smesinas@lcer.org	Marco Lara	Math	E106	mlara@lcer.org
Yesenia Moreno Cornejo	Transitional Kinder	I01	ymoreno@lcer.org	Nicole Ireland	Math	E107	nireland@lcer.org
Angelica Ramos	Kinder	B102	aramos@lcer.org	Daniel Ruiz	Math	E201	druiz@lcer.org
Maria Carreon	Kinder	B103	mcarreon@lcer.org	Bertha Rito	Math	E211	brito@lcer.org
Olga Loreto	Kinder	B104	oloreto@lcer.org	Stephanie Deininger	Science Bio/Geo	E101	sdeininger@lcer.org
Carolina Torres	Kinder	B105	ctorres@lcer.org	Vanessa Gomez	Science General	E105	vgomez@lcer.org
Esmeralda Gabriel	First Grade	H101	egabriel@lcer.org	Sean Sullivan	Geoscience	E209	ssullivan@lcer.org
Silvia Cruzado	First Grade	H102	scruzado@lcer.org	Kevin Berghoefer	Geoscience	E202	kberghoefer@lcer.org
Daisy Mejia	First Grade	H103	dmejia@lcer.org	Carina Wolf	English	E111	cwolf@lcer.org
Silvia Villagrana	First Grade	H104	svillagrana@lcer.org	David Tellyer	English	E203	dtellyer@lcer.org
Eunise Rubio	First Grade	H106	erubio@lcer.org	Thomas Emick	English	E110	temick@lcer.org
Maria Funaki	Second Grade	H107	mfunaki@lcer.org	Raquel Garcia	English	E112	rgarcia@lcer.org
Erica Caballero	Second Grade	H108	ecaballero@lcer.org	Olga Aran	Spanish	E103	oaran@lcer.org
Ana Monterroso	Second Grade	H109	amonterroso@lcer.org	Elia Chavez Plaza	Spanish	E207	echavezplaza@lcer.org
Crystal Rodriguez	Second Grade	H110	crodriguez@lcer.org	Rebecca Soret	Spanish	E108	rsoret@lcer.org
Yvette Fregoso	Third Grade	A107	yfregoso@lcer.org	Chiaohao (Carl) Chang	Mandarin	E207	cchang@lcer.org
Micaela Sepulveda	Third Grade	A109	msepulveda@lcer.org	Rodolfo Remigio	Spanish Social Science	E109	rremigio@lcer.org
Erika Zavala	Third Grade	A110	ezavala@lcer.org	TBD	Spanish Social Science	E104	TBD
Carol Baez	Third Grade	A112	cbaez@lcer.org	Donald Cox	Social Science	E204	dcox@lcer.org
Esmeralda Mendoza	Fourth Grade	A103	emendoza@lcer.org	Jon Keller	Athletic Director and PE	C108	jkeller@lcer.org
Alicia Belman	Fourth Grade	A105	abelman@lcer.org	Dominic Chavira	Physical Education	D102C	dchavira@lcer.org
Leticia Hurtado	Fourth Grade	A106	lhurtado@lcer.org	Hong Tsu	Physical Education- Dance	D102D	htsu@lcer.org
Erin Mason	Fourth Grade	A108	emason@lcer.org	John Powell	Art	D103	jpowell@lcer.org
Karla Manes	Fifth Grade	A101	kmanes@lcer.org	Steve Bradberry	Education Specialist	E100	sbradberry@lcer.org
Jessica Sepulveda	Fifth Grade	A104	jsepulveda@lcer.org	Christina Scasserra	SPED Teacher	E200	cscasserra@lcer.org
Lilia Avila	Fifth Grade	A102	lavila@lcer.org	Johanna Regalado	SPED Teacher	E200	jregalado@lcer.org
Melissa Wagenhoffer	SPED	H100	mwagenhoffer@lcer.org				
Katie Ruiz	RSP	H105	kruiz@lcer.org				

NSLA 2022-2023 Acknowledgement

*Please return to teacher or 1st period teacher by **Friday August 12, 2022***

Student Name: _____

Grade: _____ (Please Print)

Primary or Homeroom Teacher: : _____

All of the following information referred to in this page is located in our website at:
nsla.lewiscenter.org under School Resources.

I have my **Infinite Campus (IC)** information (Username 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-10th)
- To make periodic updates for Emergency contact information. (TK-10th)
- To stay proactive regarding the academic progress of my student (3rd. -10th)
- To stay informed of school updates, communication notifications, etc. (TK-10th)

(Initials)

Parent/Student Handbook/Summer information

I hereby acknowledge receipt of the 2022-2023 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 Updated in Infinite Campus

Please verify the emergency contact information (Non Household Member) and ensure that everything is accurate. If any changes need to be made please make sure to make changes in Infinite campus under Demographics or visit the front office for an updated Emergency Contact form. Once the information is correct please sign and date the form with your corrections. 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 Enrollment documents and will submit a signed copy to the Enrollment Center. Copies of the Photo Release Form are available in the front office.

(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 - Acceptable Use - Privileges - Network - Responsibility - Etiquette - Privacy - Security - Vandalism - Updating - Internet Safety

(Initials)

By signing below I am acknowledging that I have read, understand, agree, and have received a copy of the NSLA Parent/Student Handbook for the 2022-2023 School Year.

Parent Name (Print)

Date

Parent Signature