

# **NP3 Family Handbook 2018-2019**

**Campus Hours**

**Daily 7:30-4:15**

**High/Middle: 3700 Del Paso Road,  
Sacramento, CA 95834**

**Elementary: 4400 East Commerce,  
Sacramento, CA 95834**

**High/Middle: 916-567-5740    Elem: 916-575-7557**

# Natomas Pacific Pathways Prep

## Mission Statement

The NP<sup>3</sup> community graduates college ready students who value diversity, intellectual engagement, and are dedicated to personal and civic responsibility.

## Vision

The vision of NP<sup>3</sup> K-12 is to inspire, cultivate, and support innovative educational excellence every day.

## Values

**The NP<sup>3</sup> community values:**

- relationships
- diversity
- service learning
- high levels of learning
- a collaborative culture
- student voice

## True Pirates Lead

**T** = Tenacity

**R** = Reflection

**U** = Unity

**E** = Empathy

**P** = Persevere

**I** = Inspire

**R** = Responsibility

**A** = Accepting

**T** = Thoughtful

**E** = Empowered

**S** = Safe

**L** = Learn

**E** = Engage

**A** = Achieve

**D** = Develop

# Tardy and Attendance Policy

**Attendance** – Students are expected to attend school daily. Consistent daily attendance is critical for a student’s academic success. **The State of California considers ten days of absence for one school year (for any reason) excessive. Excessive absences will result in a parent/guardian conference. If a parent/guardian conference does not result in an improvement in a student’s attendance, the parents/legal guardians will receive a SARB (School Attendance Review Board) letter and the student’s enrollment at NP3 will be considered for dismissal.**

**Tardy Procedure** – Students are expected to be in class seated at their desk for the start of each class. When a student’s tardiness has a negative impact on the student’s academic achievement, is causing a negative impact on the instruction of others, or is a repetitive disruption, the teacher will inform the student’s Advisory teacher. The Advisory teacher will contact the parent and if necessary hold an attendance conference. **The State of California considers three tardy’s equal to a 1 day absence. Therefore, excessive tardy’s will result in a parent/guardian conference. If a parent/guardian conference does not result in an improvement in a student’s attendance, the parents/legal guardians will receive a SARB (School Attendance Review Board) letter and the student’s enrollment at NP3 will be considered for dismissal.**

Parents are asked whenever possible to make appointments for their student outside of the school day. California Education Code 48205 states that a student may be excused legally from school when the absence is due to:

- Personal illness or injury.
- Quarantine under the direction of a county or city health office.
- Medical, dental, optometric, or chiropractic services.
- Attendance at funeral services for a member of the immediate family.
- Jury duty.
- Pupil is the custodial parent of a child who is ill or has a medical appointment during school hours.
- Justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil’s absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative.
- For the purpose of serving as a member of a precinct board for an election.
- Exclusion for failure to present evidence of immunization.
- Exclusion from school because student is either the carrier of a contagious disease or not immunized for a contagious disease.

**Absence Procedure** – When a student is absent, the parent/guardian is to call the office on the day of the absence (**High/Middle 567-5740, Elementary 916575-7557**). A written note stating the reason and date(s) of the absence(s) is also required on the day the student returns to school. **Again, Students who are absent more than 10 times are in violation of California Education Code**

**Early Dismissal** – Students leaving campus early must be signed out in the office by the parent/guardian or an adult identified on the student’s Emergency Card with a note from the student’s parent/guardian. Parents/Guardians are asked, when possible to schedule all appointments outside of the school day. Teachers are to keep students in class until notified by the office to release the student. Please do not text student during class time.

**Intervention** – There may be times, for academic intervention, that students may be required to extend the school day until 4:15. Intervention may be assigned by a teacher, an Advisory teacher, through an Academic Intervention Conference or by an Administrator. NP<sup>3</sup> will provide a 4:15 bus to accommodate transportation.

**NP<sup>3</sup> Independent Study Policy** - Educational opportunities through independent study will be offered when requested by the parent/guardian due to emergencies, student illness or an outside educational experience, submitted for administrative approval. Independent study may be used on a short-term basis to ensure that the student is able to maintain academic progress in his /her regular classes. Independent Study is not approved for extended travel or vacations.

## **Electronic Devices**

While not recommended, students may bring electronic devices (i.e. cell phones, iPods etc.) to school. They may be used before school, during passing periods, lunch and after school. Phones and other electronic devices are to be off during class time. Students may not use electronic devices without permission during class time. Teachers may ask students to check in their cell electronic devices at the start of class. Teachers will take all efforts possible to safe-guard the collected items. NP<sup>3</sup> is not responsible for lost, stolen or damaged electronics.

### **Consequences**

On the 1<sup>st</sup> offense the electronic device will be confiscated and secured in the principal’s office. After a conference with the Principal the device will be returned to the student. On the 2<sup>nd</sup> offense the device will be confiscated and will only be returned to the student’s parent/guardian. On the 3<sup>rd</sup> offense the device will be confiscated, returned to the parent/guardian and the student will not be allowed to bring the device to school for the remainder of the year.

**Parents are not to call or text student’s cell phones during the school day. Parents wishing to contact their student during the day should call the front office at 916-567-5740.**

## **Bikes/Skateboards/Scooters**

All students who use a bike, skateboard or scooter as a means of transportation to and from school must store the bike, skateboard or scooter in the proper designated location during school hours.

**Bikes:** All bikes must be walked while on campus (upon entering/until exiting the parking lot). **This is a safety concern for all students.** All bikes must be locked in the bike rack area located at the west end of the front parking lot during school hours.

**Skateboards/Scooters:** All skateboards or scooters must also be walked while on campus (upon entering/until exiting the parking lot). **This is a safety concern for all students.** All skateboards or scooters must be stored in the designated area in the front office during school hours. Students are not permitted to carry their skateboard or scooter with them during the school day.

## **Fast Food/Balloons/Celebration Donations**

**Fast Food:** Students who bring in fast food or any fast food that is delivered to a student, must be stored/consumed in the front office **only**. Any fast food **may not be taken out of the front office**.

**Balloons/Celebration Donations:** Any balloons/celebration donations are not allowed on campus. If any balloons/celebration donations are brought by/for a student, they will be confiscated and stored in the front office during school hours. The student may pick them up from the front office before exiting campus.

## **NP<sup>3</sup> Student Code of Conduct and Behavior**

A NP<sup>3</sup> student is considered a member of the school community at all times and in all places. As such, he or she must always be conscious of his or her actions and show courtesy and respect. Respect for self, peers, staff and school should guide all student decisions. NP<sup>3</sup> reserves the right to review and take action in cases involving student conduct and actions, regardless of when or where such actions take place, if they are of a nature to bring discredit upon the school and/or are in violation of criminal or civil law or the reasonable rights of others.

**Alcohol:** Possession of, use of, consumption of, distribution of, or being under the influence of, any alcoholic beverage on campus, within view of the campus or at any school function is strictly prohibited, and makes a student subject to suspension and/or expulsion. NP<sup>3</sup> does not condone student use of any alcoholic beverages at non-school related functions or gatherings, and reserves the right to address cases involving student conduct and actions, regardless of when or where such actions take place.

**Tobacco:** Possession of, use of, or distribution of any form of tobacco or tobacco products, including E-cigarettes and pipes, on campus, within view of the campus or at any school function is strictly prohibited, and makes the student subject to suspension and/or expulsion.

**Drugs:** Possession of, use of, distribution/sale of, manufacturing of, or being under the influence of illegal or unauthorized prescription drugs on campus, within view of campus, or at any school function is strictly prohibited and makes the student subject to suspension and/or expulsion. NP<sup>3</sup> does not condone student drug use at non-school functions or gatherings and reserves the right to address cases involving student conduct and actions regardless of when or where such actions take place.

***There may be times when the school requires a student to undergo drug/ alcohol testing and/or treatment at the expense of the parent/guardian as a condition for continued enrollment.***

**Theft/Vandalism:** Theft/Vandalism is prohibited under California Ed Code (48900 e-g). Any student caught stealing or attempting to steal any public or private property, or vandalizing public or private property on campus may make the student subject to consequences such as Peer Court sentencing, suspension, or expulsion.

**Weapons:** Weapons of any kind – including paraphernalia such as knives, guns, brass knuckles, chains, lighters, and other such objects that can be used as weapons or in a threatening manner – may not be brought on campus or to school activities. Any student who brings such items on campus or to school activities is subject to suspension/expulsion.

**Gambling:** Any form of gambling, whether or not money is visible, is prohibited on campus. Students involved in gambling are subject to suspension.

**Closed Campus:** The NP<sup>3</sup> campus is a closed campus. Once students arrive at school they may not leave the campus without parent/guardian permission and an early dismissal cleared

through the front office. Students violating the closed campus policy are subject to detention, Saturday detention or suspension

**Food Service:** NP<sup>3</sup> provides cafeteria service. Students may purchase breakfast and lunch from the cafeteria. Students may also bring lunches from home. Food from outside vendors is not allowed. Any fast food brought to the student will need to be eaten in the front office – it will not be allowed elsewhere on campus. Students are never to order food for delivery to campus or have friends/family deliver food to them. Food from outside vendors will be confiscated without reimbursement and students are subject to detention or suspension.

## **NP<sup>3</sup> Suspension Policy**

A Student may receive a suspension when he/she demonstrates a disregard for school rules and policies, chronically violates policies or is a chronic disruption to instruction. Only the Principal or Dean of Students may suspend a student. Suspension will generally be for one (1) to five (5) school days. The Principal or Dean of Students will determine the length of the suspension.

The student's parent/guardian will be informed of the suspension. A conference with the Principal and/or Dean of Students, Parent/Guardian, and Student will be held. A suspended student may not attend regular classes, any school function, event, or activity. Suspension may be imposed for any of the following:

- Defiance of authority.
- Acting in any way that could cause personal injury, property damage, or endanger other students, staff, or self.
- Using or possessing any form of alcohol, drug or tobacco on campus or within view of the campus or at any school event.
- Using obscenity.
- Fighting on campus or at any school sponsored activity.
- Failure of past disciplinary action to effect improved conduct.
- Demonstrating disregard through attitude or actions for staff or other students or the NP<sup>3</sup> school community and/or disrupting the orderly process of learning.
- Falsifying notes or phone calls from parents/guardians.
- Academic dishonesty.
- Any other action deemed serious at the discretion of the Principal.

There are 2 types of suspension: In-House and Out of School Suspension. Generally, In-House Suspension will be given as an alternative to Out of School Suspension if the offense is of a lesser nature. In-House Suspension is up to the Principal's discretion. The nature and number of violations of school rules will be a consideration in the decision as to which suspension the student is to receive. No student will be referred to In-House who could be a threat to himself/herself or to other students or staff.

All suspensions will be considered an unexcused absence.

Students receiving multiple disciplinary actions will be placed on a behavior contract. Failure to follow the conditions of the contract will result in the student, parent/guardian being asked to withdraw from NP<sup>3</sup>.



# NP<sup>3</sup> Harassment Policy

NP<sup>3</sup> is committed to providing a safe educational environment that is free from harassment and discrimination for all individuals. All students and employees are forbidden from engaging in any harassing behavior.

The school will investigate allegations of harassment in a prompt, confidential, and thorough manner. Substantiated acts of harassment will result in disciplinary action, up to and including expulsion or termination of employment. Students found to have filed false and frivolous claims of harassment will be subject to disciplinary action, up to and including expulsion.

Harassment occurs when an individual is subjected to treatment or to a school environment that is hostile or intimidating because of that individual's actual or perceived race, creed, color, religion national origin, age, veteran status, physical disability, gender, or sexual orientation. NP<sup>3</sup> will afford equal opportunity to all individuals. Harassment, which can occur any time during school or during school related activities, includes, but is not limited to, the following:

1. **Verbal Harassment:** Derogatory comments and jokes, epithets, threats, etc.
2. **Physical Harassment:** Unwanted physical touching, intimidation, interference with normal work or movement, etc.
3. **Visual Harassment:** Derogatory or inflammatory posters, cartoons, written words, drawings, gestures, etc.
4. **Sexual Harassment:** Includes unwelcome sexual advances or favors, and other verbal or physical conduct of a sexual nature, particularly when any or all of the following occurs:
  - a) Submission to such conduct is made either explicitly or implicitly; a term or condition of a student's academic status; or issued as a basis of academic decisions concerning the student; or
  - b) Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or of creating an intimidating, hostile or offensive educational environment.

Specific examples of sexual harassment include, but are not limited to:

- Making unsolicited sexual advances and propositions.
- Using sexually degrading words to describe a student or a student's body.
- Displaying sexually suggestive objects or pictures.
- Telling inappropriate or sexually related jokes.
- Making reprisals, or explicit or implied threats of reprisals following a negative response to sexual advances.

It is the responsibility of every individual to:

- Conduct himself or herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, or harassing.

- Cease discriminatory, intimidating, harassing, or unwelcome conduct once he or she has been warned of said conduct.

**Complaint Filing and Investigation Procedures:** The following procedures should be followed for filing and investigating a harassment claim:

1. The individual being harassed should first tell the individual causing the harassment that his or her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the principal, teacher, or counselor or any other staff member.
2. The individual alleging harassment will be asked to complete a formal written complaint. The school will thoroughly investigate the claim, involving only the necessary parties. Confidentiality will be strictly maintained.
3. The investigation will include a meeting with the alleged harasser, sharing with that person the nature of the allegations and, when appropriate, the name of the person bringing the allegation. If appropriate, the accused adult(s) will be placed on administrative leave during the investigation.
4. Once the facts of the case have been gathered, the principal will decide what, if any disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions, including expulsion or termination of employment.
5. If the complaint is against the Principal, the NP<sup>3</sup> Board President or the President's designee will handle the investigation and action. If the complaint is against a non-employee or non-student, the school will take steps, within its power, to investigate and eliminate the problem, including involving law enforcement agencies when necessary.

# NP3 Cyberbullying Policy

## Definition of Cyberbullying

Cyberbullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- Sending false, cruel, vicious messages.
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others.
- Breaking into an email account and sending vicious or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
- Posting of a student picture without their permission.

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of a student's right to be safe and secure. Cyberbullying and Harassment will not be tolerated. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property or damaging a person's reputation or disrupting the orderly operation of the school, will not be tolerated.

The online activities and technologies often used by students engaged in Cyberbullying include but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cellphone cameras, and webcams. As new technologies emerge, they too may be included with the above forms of electronic communication.

## Consequences for Harassment and/or Cyberbullying

Education Codes 48900.4 and 48900 (r), strictly prohibit harassment or bullying of any kind and such behavior is subject to suspension and possible expulsion

**\*\*\* Education Codes 48900.4 "Harassment, threats, or intimidation creating an intimidating or hostile educational environment"**

**\*\*\* Education Code 48900 (r) "Engaged in an act of bullying, including, but not limited to bullying committed by means of an electronic act, as defined in subdivisions (f) and (k) of Section 32261, directed specifically toward a pupil or school personnel"**

If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students to be secure, school administration may impose consequences. The Administration may also report the Cyberbullying or Harassment to the police.

## **Action Steps to Respond to Cyberbullying or Harassment**

- Save the evidence. Print hard copies.
- Identify the Cyberbully.
- Clearly tell the Cyberbully to stop.
- Ignore the bully by leaving the online environment and/or blocking communications.
- File a complaint with the Internet or Cell Phone Company.
- Contact the school administration.

## **Suicide Prevention**

The Governing Board of Natomas Pacific Pathways Prep recognizes that suicide is a leading cause of death among youth and that an even greater amount of youth consider (17 percent of high school students) and attempt suicide (over 8 percent of high school students). The purpose of this policy is to protect the health and well-being of all K-12 NP3 students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide. NP3: (a) recognizes that physical, behavioral, and emotional health is an integral component of a student's educational outcomes, (b) further recognizes that suicide is a leading cause of death among young people, (c) has an ethical and legal responsibility to take a proactive approach in preventing deaths by suicide, and (d) acknowledges the school's role in providing an environment which is sensitive to individual and societal factors that place youth at greater risk for suicide and one which helps to foster positive youth development. This policy is based on research and best practices in suicide prevention, and has been adopted with the understanding that suicide prevention activities decrease suicide risk, increase help-seeking behavior, identify those at risk of suicide, and decrease suicidal behaviors. In an attempt to reduce suicidal behavior and its impact on students and families, NP3 shall develop strategies for suicide prevention, intervention, and postvention and the identification of the mental health challenges frequently associated with suicidal thinking and behavior. These strategies shall include professional development for staff. Please see our school websites to review the policy in full.

ES-<https://natomasunified.org/content/uploads/sites/24/2017/09/NP3-Suicide-Prevention-Policy.pdf>

MS-<https://natomasunified.org/content/uploads/sites/16/2017/09/Suicide-Prevention-Policy.pdf>

HS-<https://natomasunified.org/content/uploads/sites/17/2017/09/Suicide-Prevention-Policy.pdf>

## **State Testing**

NP<sup>3</sup> schools will give the mandated state testing to all students required to take the exams in their specific grade level in spring 2019. All students need to be at school during this time frame. Independent study requests will not be approved. The Smarter Balanced tests will be taken on computers; practice tests are available for everyone to use at <http://www.smarterbalanced.org/>. NP<sup>3</sup> encourages you to explore the practice tests with your student and discuss them with each other. If you have further questions about any of the state tests or would like your student to opt-out please contact your student's counselor.

## **California Healthy Youth Act**

The California Healthy Youth Act, which took effect in January 2016, requires school districts to provide students with integrated, comprehensive, accurate, and unbiased comprehensive sexual health and HIV prevention education at least once in middle school and once in high school. The law is intended to ensure that students develop the knowledge and skills necessary to 1) protect their sexual and reproductive health from HIV, other sexually transmitted infections, and unintended pregnancy; 2) develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family; and 3) have healthy, positive, and safe relationships and behaviors. It promotes understanding of sexuality as a normal part of human development.

To access additional information regarding the law, please go to the following website:  
<https://www.cde.ca.gov/ls/he/se/>

As a parent, if you would like to opt your child out of comprehensive sexual health instruction, you must provide a written request to your child's counselor.



**NP3**

**Family**

**Handbook**

**High School**

**Addendum**

# Dress Code Policy for Students

All students are expected to wear clothes that are neat, clean, in good condition and fitting appropriately for conventional school standards.

## **Dress Considered Acceptable:**

### **Tops:**

- Students may wear sweatshirts, sweaters, collared shirts or blouses. Students may also wear any v-neck shirts that are any color or design.
- T-shirts that are plain black or orange, have a college logo, or have NP<sup>3</sup> on it.
- Tops must cover the midriff.

### **Bottoms:**

- Pants of any material (except sweats or athletic pants) are acceptable as long as they fit at the natural waist.
- Leggings are acceptable when they are worn underneath a tunic, dress, skirt or shorts.
- Skirts and shorts (except sweats or athletic shorts) of any material may be worn. These should fit at the natural waist and be at least fingertip length.

### **Hats and Hoods:**

- Hats and hoods may only be worn outdoors.

### **Shoes:**

- Shoes must be worn at all times. While acceptable, flip-flops and backless shoes are discouraged due to safety concerns.

## **Dress Considered Unacceptable:**

### **Tops:**

- Spaghetti straps are not acceptable.
- Students may not wear shirts that are low cut, oversized or excessively tight.
- Sleeveless shirts, tank tops or cami tops are not acceptable.
- Athletic attire is not acceptable. This includes warm-ups and jerseys.

### **Bottoms:**

- Students may not wear bottoms that are sagging or excessively tight.
- Leggings and tights may not be worn (unless underneath a dress)
- Students may not wear bottoms that are ripped, torn or frayed, including pants and shorts that are purchased with intentional rips or fraying.
- Athletic attire is not acceptable. This includes sweats, warm-ups, and athletic shorts.

### **Hats and Hoods:**

- Hats and hoods may not be worn indoors.

### **Belts:**

- Students may not wear belts that dangle or chains.

### **Other:**

- No article of clothing (or other belonging) may promote drugs, alcohol, violence, racism or discrimination.



- Leggings that are worn under ripped, torn or frayed clothing is not acceptable (ripped, torn, or frayed clothing is not accepted at any time).

### **T-shirt Fridays**

In addition to the acceptable t-shirt policy listed above, any t-shirt may be worn on Friday as long as it does not promote alcohol, drugs, violence, racism or discrimination. T-shirts may not be low cut, oversized or excessively tight.

All other aspects of the dress code policy still apply.

*The administration reserves the right to make a determination that an item of clothing, a logo or other style or fashion statements is disruptive or inappropriate to student learning or safety. Students in violation of the dress code policy will be required to call home and borrow loaner clothes and will not be allowed to attend class until appropriately dressed. Loaner clothes are in exchange for an item such as a cell phone until the clothing items are returned. Students may also be asked to attend a detention for dress code violation.*

## **NP3 Senior Attendance Expectations**

The expectation of the NP3 Administration and its staff is that all seniors attend class regularly. As stated in the NP3 Attendance and Tardy policy: **The State of California considers ten days of absence for one school year (for any reason) excessive. Excessive absences will result in a parent/guardian conference. If a parent/guardian conference does not result in an improvement in a student's attendance, the parents/legal guardians will receive a SARB (School Attendance Review Board) letter and the student's enrollment at NP3 will be considered for dismissal.**

**If a senior is absent more than 10 times in any one class then the senior's ability to participate in the graduation ceremony could be in jeopardy. The State of California also considers 3 tardies equivalent to 1 absence. So a significant number of tardies could also effect a senior's ability to participate in the graduation ceremony.**

***Additionally, if the parent/guardian conference does not result in an improvement in a senior's attendance, the senior will not be allowed to participate in the graduation ceremony.***

# NP<sup>3</sup> School Wide Grading Policy

NP<sup>3</sup> High School utilizes a uniform grading policy in all academic content areas throughout the school. The goal is to ensure that grading practices reflect student learning and provide an accurate representation of student achievement, as determined by the completion of learning targets. The following grade scale will be used:

**A (90-100)** = Mastery: Demonstrates a thorough understanding of the course content and consistently applies the standards, skills, and/or concepts in a variety of contexts.

**B (80-89)** = Proficient, with elements of mastery: Demonstrates an understanding of the course content and consistently applies the standards, skills, and/or concepts in a variety of contexts.

**C (70-79)** = Proficient: Demonstrates a basic understanding of the course content; may need additional support to apply the standards, skills, and/or concepts in a variety of contexts.

**NC (69 and below)** = fails to demonstrate proficiency, and thus No Credit is earned.

## Process and Product Assignments:

All graded work will be entered as either a **Process** assignment or a **Product** assignment. In each class, students will be given multiple opportunities to demonstrate their learning. Some of these opportunities occur while in the process of learning specific concepts. Examples of these types of **process assignments** are worksheets, study guides, notes, homework, in-class participation, quizzes, first drafts of essays, etc. Ultimately, other significant opportunities are provided for students to demonstrate their culminating understanding of course objectives and learning standards. These **product assignments** may be in the form of essays, tests, projects, presentations, labs, etc.

- All grades will be recorded as Product or Process.
- All grades will be recorded as a percentage, with a 50% being the lowest possible grade. If work is not turned in, it will be entered as a 50% in the gradebook.
- 80% of the final grade for the course will be made up of Product assignments and 20% of the final grade will be made up of Process assignments.

## Late and Missing Work

- Process assignments that are turned in late, but are proficient, will earn a 70%.
- All Product assignments must be completed to pass each class; therefore, late work will be accepted on Product assignments. Students are expected to complete all Product assignments by the DUE Date, and will lose 1% for each school day that the assignment is late. The penalty will be capped at 10%.
- No missing Products will be accepted for a grade the final week of the term. The last day to complete missing product assignments for a letter grade Term 1 is: Friday, December 14, 2018 at 11:59 p.m. The last day to complete missing products for Term 2 is: Friday, May 24, 2019 at 11:59 p.m. If a student turns in a missing product during the final week of the term, the student will receive a 50% on the Product, but the grade will not be locked at an NC.

- If a final product assignment is due the last week of the term, it must be turned in on the Due Date. If it is turned in after the due date, but by the end of the term (12/21/18 @ 11:59 p.m. and 5/31/19 @ 11:59 p.m.) it will receive a 50%.
- If a Product assignment is not turned in, the overall grade will be locked at an NC until the assignment is completed.
- If a student has an excused absence they will have the same number of days to turn in missed work as the number of days of their absence. It is the student's responsibility to gather missed work.

### **Reassessments in CP classes**

- Reassessments will only be provided on Product assignments.
- In order to re-assess, a student must make a good faith effort on the original Product assignment and complete the assignment on time. Students who turn in late Product assignments will not be eligible to re-assess.
- All process assignments done in preparation for the Product must be completed in order to re-assess, thus showing that the student has engaged in the learning process leading up to the Product assessment.
- If a student fails a Product assignment, they will be allowed to reassess until they reach 70%. If a student earns a 70% or higher they will have one opportunity to re-assess, providing that they have met the reassessment requirements stated above.
- Each department will establish a reassessment policy which includes appropriate steps and deadlines that a student must follow to reassess. Steps may include attending closed tutorials or after school tutoring, completing practice work, participating in writers' workshops, etc. It is the student's responsibility to meet the expectations for reassessment.
- Reassessment opportunities exclude finals, oral presentations and labs.

### **Reassessments and Grade Bumps in AP classes**

- Due to the pace of AP courses and the quantity of material covered, reassessments will not be given in most AP courses. Departments will determine when and if it is necessary to allow for a reassessment opportunity for students.
- Students will be able to demonstrate improvement and growth on either their cumulative midterm, final, or both, depending on the course. Teachers can evaluate cumulative exams to determine if a student has demonstrated proficiency and improved their understanding of content assessed in prior units. If it is determined that performance on the cumulative exam is better than the unit exams, teachers can replace unit exam scores with scores from the cumulative exam.
- Students must take the National AP exam in May to receive AP credit on their transcript.
- The following will be used to adjust student grades based upon their scores on the national AP exam:
  - Score: 3** - NC converts to C (As, Bs and Cs remain)
  - Score: 4** - One letter grade bump (NC to C, C to B, B to A)
  - Score: 5** - Grade converts to A (regardless of final grade)

**Report Cards: A student's academic grade is a reflection of their mastery of the standards. In addition to reporting academic grades, students will also be given work habits scores on their report cards. The work habits scores will provide feedback on attendance/tardies, ability to meet deadlines, and overall work completion.**

## **Infinite Campus**

Infinite Campus is a browser-based student information system. Parents and students can use the parent portal of Infinite Campus to view grades, attendance, comments, and teacher email addresses. Infinite Campus is available to students, teachers and parents anytime and from any computer with internet access.

**If you experiencing trouble logging into the parent Infinite Campus Portal, please contact our front office at (916) 567-5740.**

## **NP3 Academic Dishonesty Policy**

NP3 expects all students to commit to a high level of responsibility and integrity in their academic achievement. Academic honesty and personal integrity are fundamental components of a student's education and character development. It is the responsibility of each student to adhere to this level of integrity in all aspects of their academic performance. The integrity of the entire school community depends on the student accepting responsibility for personal conduct in both social and academic endeavors.

Academic dishonesty is considered a serious offense.

Examples of academic dishonesty include:

Using, as your own, the work, ideas and information provided, knowingly or unknowingly, by others.

1. Sharing and/or copying homework, labs, projects, essays, and/or all other assignments.
2. Using unauthorized information during class time, including information stored in a calculator or phone, or on a "cheat sheet."
3. Sharing and/or copying test/quiz answers.
4. Using friends or siblings papers or work from previous years as your own.
5. Fabricating data, information, or sources to pass off made up material as the result of genuine efforts.
6. Submitting images or documents from the Internet without citation of the source(s).
7. Using another's ideas without proper citations.
8. Incorporating portions of another's writing within the context of your own work.
9. Failing to acknowledge a source of information.
10. Using graphs, charts, diagrams, and illustrations without citations.<sup>1</sup>

Any student who engages in academic dishonesty will be subject to the following consequences:

### **1<sup>st</sup> offense –**

- Students will receive a failing grade (50%) on the assignment and will not have the ability to reassess process assignments. Students must reassess product assignments,

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<sup>1</sup> "Academic Integrity Code." *Granville Exempted Village School District*.  
<http://www.granvilleschools.org/AcademicIntegrityCode.aspx>. Accessed 3 Feb. 2

however, the grade for the course will be locked at an NC until the assignment is successfully completed. The grade for the assignment will remain at 50%.

- The student's name will also be documented by the NP3 administration.
- Administration will notify the following stakeholders of the student's offense: student's parent/guardian, counselor, and advisor.

### **2<sup>nd</sup> offense –**

- Any student who commits academic dishonesty a second time will be subject to further consequences in addition to receiving the 50% in conjunction with the 1<sup>st</sup> offense. Further consequences include, but are not limited to:
  - Referral to Peer Court.
  - Notification of the student's academic dishonesty to the following stakeholders in the form of an Academic Intervention Conference (AIC): all current and future academic teachers, the student's parent/guardian, counselor, and advisor.
- For repeat offenses on Product assignments in the same class within the same term, the student will automatically fail the course and may be removed from the class.
- Student will be ineligible and/or lose eligibility from all academic organizations (National Honor Society, Student Government, tutoring programs, etc.) for the remainder of the current academic year.
- Student will be removed from any appointed leadership role for the remainder of the academic school year.
- Student will receive no academic recognition at award events, including promotion and/or graduation ceremonies for the school year.

### **3<sup>rd</sup> Offense -**

- Student will be subject to consequences in conjunction with the 1st and 2nd offense.
- Student will be suspended.
- Student may face an expulsion hearing.

### **Protocol for Staff:**

Once you have determined that a student has engaged in Academic Dishonesty:

- Send the name of the student along with any proof to the NP3 Administration (Mori or McGuire) so the incident can be recorded.
- Follow the steps in the NP3 grading policy.
- If you are not certain of the alleged academic dishonesty, or if the student is denying the accusation, bring what evidence you have to Mr. McGuire for further investigation. Mr. McGuire will then question the student, with you present if possible, to determine if the student did in fact engage in academic dishonesty.
- The NP3 administration will record the offense in Infinite Campus to maintain an accurate account of the number of offenses the student has earned.
- NP3 Administration will notify the Advisory teacher and parent/guardian of the offense, and/or notify all academic teachers if the student has been found guilty more than once.

# Student Support at NP3

## Advisory Teachers & Counselors

The Advisory teacher welcomes the student to Freshman Year and meets with their Advisory class just about every school day until Graduation. The Advisory teacher is the students and parents first line of communication with NP<sup>3</sup> High School. Throughout the school year, the Advisory teacher contacts each of their Advisory student's parent/guardian at least once a month, often through email. Each Advisory Class forms a bond and creates a small learning community within our bigger NP<sup>3</sup> family. The Advisory teacher checks their students' grades regularly, and may make referrals to Intervention, Study Skills, and/or the student's Counselor. They help students to update their 4-Year Plan, publicize Service Learning opportunities, Career & College Exploration activities in 9<sup>th</sup> & 10<sup>th</sup> & 11<sup>th</sup> Grades, and in 12<sup>th</sup> grade, and facilitate Senior Project planning and implementation, and write letters of recommendation for colleges, scholarships and jobs.

**All Students:** Counselors are assigned by grade level Advisory class. Our counselors meet with each of their students at least once during the school year, to discuss their progress, future plans, and address any personal concerns. They also visit Advisory classes to explain the role of counseling at NP<sup>3</sup>, work with Advisory teachers to help each student develop their 4-year plan, provide materials and appropriate career and college prep information to students and parents, help coordinate college visits, and present the Academic Planning meetings for parents each February. Students may request an appointment by sending an email, or by leaving a note in their counselor's mailbox. Parents and teachers may also refer a student to counseling.

### Counseling Assignments:

9th-12th Grade Counselor: Ms. Kelly Clancey, [kclancey@natomasunified.org](mailto:kclancey@natomasunified.org)

- 9th Grade Advisory classes: England, Parker, Riehl
- 10th Grade Advisory classes: Knestrick, Osborn
- 11th Grade Advisory classes: Durham, E. Jones
- 12th Grade Advisory classes: Branson, Hagarty, Higgins

9th-12th Grade Counselor: Ms. Navjot Hayer, [nhayer@natomasunified.org](mailto:nhayer@natomasunified.org)

- 9th Grade Advisory classes: Qasmi, Vallesfino
- 10th Grade Advisory classes: Flores, A. Jones
- 11th Grade Advisory classes: Ciubal, Cuellar, Felt
- 12th Grade Advisory classes: Courtright, Hembree

9th-12th Grade Counselor: Ms. Lindsay Ulrich, [lsullivan@natomasunified.org](mailto:lsullivan@natomasunified.org)

- 9th Grade Advisory classes: Asher, Sieglitz
- 10th Grade Advisory classes: Lowery, Peacock, Villaneva
- 11th Grade Advisory classes: Dillingham, R. Jones
- 12th Grade Advisory classes: Orosco, Tyshchenko

**NOTE:** Because our Advisory teachers are teaching most of the day, and our Counselors schedule many appointments with students every day (including before and after school), please be sure to ***call or email in advance to make an appointment***. We know that your time is valuable, too, and we don't want you to have a long wait until your student's Counselor or Advisory teacher is available to speak with you.

## **NP<sup>3</sup> Peer Sentencing Court**

Peer Sentencing Court is an alternative to traditional school discipline. The student court conducts authentic sentencing hearings for peers who have admitted guilt to violations of school policy or state education code. The Court strives to assign meaningful and appropriate consequences to defendants while providing the school with alternatives to suspension and other routine forms of discipline.

To be eligible for Peer Sentencing Court, a student defendant must admit guilt to the offense to the school administration and consent to plead his or her case to a court of peers for determination of consequences.

Student defense attorneys are assigned to represent and counsel the defendant, and prior to the hearing, investigate the case, interview witnesses, and develop arguments for a mitigated sentence. Student prosecuting attorneys likewise investigate the case and argue on behalf of NP<sup>3</sup> for what it determines to be an appropriate sentence. Law students coach the attorneys and guide them through the legal limitations of student discipline under California Education Code.

During the hearing student attorneys present opening statements, perform direct and cross-examination of sworn witnesses, engage in plea negotiations, and present closing arguments. A three student panel of judges hears sentencing arguments and submits its own recommendations to the school principal or Dean of Students for final disposition. Court records and documents are filed with McGeorge law students and the school. The court then monitors sentencing orders for compliance and completion.

Through the hands on experience of Peer Sentencing Court, NP<sup>3</sup> students take ownership and responsibility for the school climate and culture with campus wide impact.





**NP3**

**Family**

**Handbook**

**Middle School**

**Addendum**

# Dress Code Policy for Students

All students are expected to wear clothes that are neat, clean, in good condition and fitting appropriately for conventional school standards.

## **Dress Considered Acceptable:**

### **Tops:**

- Students may wear sweatshirts, sweaters, collared shirts or blouses. Students may also wear any v-neck shirts that are any color or design.
- T-shirts that are plain black or orange, have a college logo, or have NP<sup>3</sup> on it.
- Tops must cover the midriff.

### **Bottoms:**

- Pants of any material (except sweats or athletic pants) are acceptable as long as they fit at the natural waist.
- Leggings are acceptable when they are worn underneath a tunic, dress, skirt or shorts.
- Skirts and shorts (except sweats or athletic shorts) of any material may be worn. These should fit at the natural waist and be at least fingertip length.

### **Hats and Hoods:**

- Hats and hoods may only be worn outdoors.

### **Shoes:**

- Shoes must be worn at all times. While acceptable, flip-flops and backless shoes are discouraged due to safety concerns.

## **Dress Considered Unacceptable:**

### **Tops:**

- Spaghetti straps are not acceptable.
- Students may not wear shirts that are low cut, oversized or excessively tight.
- Sleeveless shirts, tank tops or cami tops are not acceptable.
- Athletic attire is not acceptable. This includes warm-ups and jerseys.

### **Bottoms:**

- Students may not wear bottoms that are sagging or excessively tight.
- Leggings and tights may not be worn (unless underneath a dress)
- Students may not wear bottoms that are ripped, torn or frayed, including pants and shorts that are purchased with intentional rips or fraying.
- Athletic attire is not acceptable. This includes sweats, warm-ups, and athletic shorts.

### **Hats and Hoods:**

- Hats and hoods may not be worn indoors.

### **Belts:**

- Students may not wear belts that dangle or chains.

### **Other:**

- No article of clothing (or other belonging) may promote drugs, alcohol, violence, racism or discrimination.

- Leggings that are worn under ripped, torn or frayed clothing is not acceptable (ripped, torn, or frayed clothing is not accepted at any time).

### **T-shirt Fridays**

In addition to the acceptable t-shirt policy listed above, any t-shirt may be worn on Friday as long as it does not promote alcohol, drugs, violence, racism or discrimination. T-shirts may not be low cut, oversized or excessively tight.

All other aspects of the dress code policy still apply.

*The administration reserves the right to make a determination that an item of clothing, a logo or other style or fashion statements is disruptive or inappropriate to student learning or safety. Students in violation of the dress code policy will be required to call home and borrow loaner clothes and will not be allowed to attend class until appropriately dressed. Loaner clothes are in exchange for an item such as a cell phone until the clothing items are returned. Students may also be asked to attend a detention for dress code violation.*

# **Grading Expectations and Guidelines**

The primary purpose of grades is to communicate student achievement to students, parents, and school administrators. The expected outcome for students is the creation of citizens who are knowledgeable, ethical, responsible, critical thinkers and engaged members of society. In order to achieve this outcome, parents, students, and teachers all have responsibilities around the areas of Academic Performance and Social Development and Work Habits.

The grading policy is derived from a mastery of learning approach. Grades K-8 use standards based grading and a standards based progress report. Grading standards and procedures are intended to assure that course grades reflect mastery of learning. However, these guidelines recognize that parents also want to know if their child is applying him/herself and behaving in class. Thus, progress reports will reflect both Academic Performance and Social Development and Work Habits. The purpose of the standards based report card is to communicate a clear and accurate description of your child's progress in meeting the California State Standards in each subject area. Each grade level has identified a set of key standards based on the California State Standards.

Progress Reports will be distributed during the fall, winter, and spring conferences and at the end of the school year.

## **Academic Performance**

Progress is measured by the student's ability to show mastery on identified standards. Multiple measures of assessments are used to measure a student's understanding of a concept or skill.

## **Social Development and Work Habits**

Social Development and Work Habits will be communicated on the progress report and at parent conferences. Social Development and Work Habits include, but are not limited to the following: responsibility, organization, collaboration, academic goals, and being prepared.

## **Homework**

Homework is an opportunity for students to reinforce a concept or skill. Homework should be completed independently. Students should expect 1-2 hours of homework daily.

## **Infinite Campus**

Infinite Campus is a browser-based student information system. Parents and students can use the parent portal of Infinite Campus to view grades, attendance, comments, and teacher email addresses. Infinite Campus is available to students, teachers and parents anytime and from any computer with internet access.

**If you experiencing trouble logging into the parent Infinite Campus Portal, please contact our front office at (916) 567-5740.**

### **Student Led Conferences (SLC)**

The purpose of student led conferences is for the student, parents/guardians and teacher to meet to discuss the student's goals and progress throughout the year. Conferences take place prior to each two week break. NP3 is excited to continue student-led conferences this year!

## **Academic Dishonesty**

Students who engage in academic dishonesty shall be subject to disciplinary consequences and shall still be required to do the work and/or demonstrate mastery of the content. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students. Academic dishonesty will result in disciplinary action by the Principal or the Dean of Students.

# Discipline Plan

Teachers and students work within a raised responsibility classroom philosophy using proactive strategies that promote natural consequences. This plan is used school-wide K-8 and is based on the Discipline Without Stress model by Dr. Marvin Marshall. Common language from this model will be used.

## NP<sup>3</sup> Suspension Policy

A Student may receive a suspension when he/she demonstrates a disregard for school rules and policies, chronically violates policies or is a chronic disruption to instruction. Only the Principal may suspend a student. Suspension will generally be for one (1) to five (5) school days. The Principal will determine the length of the suspension.

The student's parent/guardian will be informed of the suspension. A conference with the Principal, Parent/Guardian, and Student will be held. A suspended student may not attend regular classes, any school function, event, or activity. Suspension may be imposed for any of the following:

- Defiance of authority.
- Acting in any way that could cause personal injury, property damage, or endanger other students, staff, or self.
- Using or possessing any form of alcohol, drug or tobacco on campus or within view of the campus or at any school event.
- Using obscenity.
- Fighting on campus or at any school sponsored activity.
- Failure of past disciplinary action to effect improved conduct.
- Demonstrating disregard through attitude or actions for staff or other students or the NP<sup>3</sup> school community and/or disrupting the orderly process of learning.
- Falsifying notes or phone calls from parents/guardians.
- Academic dishonesty.
- Any other action deemed serious at the discretion of the Principal.

There are 2 types of suspension: In-House and Out of School Suspension. Generally, In-House Suspension will be given as an alternative to Out of School Suspension if the offense is of a lesser nature. In-House Suspension is up to the Principal's discretion. The nature and number of violations of school rules will be a consideration in the decision as to which suspension the student is to receive. No student will be referred to In-House who could be a threat to himself/herself or to other students or staff.

All suspensions will be considered an unexcused absence.

Students receiving multiple disciplinary actions will be placed on a behavior contract. Failure to follow the conditions of the contract will result in the student, parent/guardian being asked to withdraw from NP<sup>3</sup>.

# **Student Support at NP3 Advisory Teachers & Counselors**

The Advisory teacher welcomes the student at the beginning of each school year and meets with their Advisory class four days a week until the end of the school year. The Advisory teacher is the students and parents first line of communication with NP3 Middle School. Each Advisory class forms a bond and creates a small learning community within our bigger NP3 family. The Advisory teacher checks their students' progress, works on organization and community building, holds student-led conferences with three times a year, and participates in other school-wide activities such as Career or College Fair. They help students update their planners, choose enrichment courses, and prepare them for high school.

**All Students:** Counselors are assigned by the student's last name. They meet with each of their students at least once during the school year to discuss their progress, future plans, and address any personal concerns. They also visit Advisory classes to explain the role of counseling at NP3, work with Advisory teachers to help make sure each student is being supported, coordinate college visits, College Fair, Career Fair and Career Day. Students may request to see their counselor by filling out a counseling form. Forms are located in every teacher's classroom and also in the front office. Parents and teachers may also refer a student to counseling.

## **Counseling Assignments:**

6th-8th Grade Counselor for students with last names A-K:  
Mrs. Tania Edwards, [tedwards@natomasunified.org](mailto:tedwards@natomasunified.org)

6th-8th Grade Counselor for students with last names L-Z:  
Mr. Jon Brinkmann, [jbrinkmann@natomasunified.org](mailto:jbrinkmann@natomasunified.org)

## **NP<sup>3</sup> Peer Sentencing Court**

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**NP3**

**Family**

**Handbook**

**Elementary**

**School**

**Addendum**

# Dress Code Policy for Students

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- Students may wear sweatshirts, sweaters, collared shirts, v-neck shirts or t-shirts.
- Sleeveless shirts are also appropriate.
- Tops must cover the midriff.

### **Bottoms:**

- Pants of any material are acceptable as long as they fit at the natural waist.
- Skirts and shorts of any material may be worn. These should fit at the natural waist and be at least fingertip length.

### **Hats and Hoods:**

- Hats and hoods may only be worn outdoors.

### **Shoes:**

- Students must wear closed-toe shoes.

## **Dress Considered Unacceptable:**

### **Tops:**

- Spaghetti straps are not acceptable.

### **Bottoms:**

- Students may not wear bottoms that are sagging nor excessively tight.

### **Hats and Hoods:**

- Hats and hoods may not be worn indoors.

### **Shoes:**

- Students may not wear flip flops.

### **Belts:**

- Students may not wear belts that dangle or chains.

### **Other:**

- No article of clothing (or other belonging) may promote drugs, alcohol, violence, racism, discrimination.

*The administration reserves the right to make a determination that an item of clothing, a logo or other style or fashion statements is disruptive or inappropriate to student learning or safety. Students in violation of the dress code policy will be required to call home and borrow loaner clothes and will not be allowed to attend class until appropriately dressed. Loaner clothes are in exchange for an item such as a cell phone until the clothing items are returned. Students may also be asked to attend a detention for dress code violation.*

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Progress Reports will be distributed during the fall conference, spring conference and on the last day of school.

## Academic Performance

Progress is measured by the student's ability to show mastery on identified standards. Multiple measures of assessments are used to measure a student's understanding of a concept or skills. Students will be retaught and re-assessed as needed.

## Social Development and Work Habits

Social Development and Work Habits will be communicated on the progress report and at parent conferences. Social Development and Work Habits include, but are not limited to the following: responsibility, organization, collaboration, academic goals, and being prepared.

## Homework

Homework is an opportunity for students to reinforce a concept or skill. Because homework is completed independently, without teacher support, it is the teacher's responsibility to ensure the assignment is appropriate and developmentally appropriate.

Homework will not be assigned on Friday.

Please see the chart below to use as a guide in how much homework to expect for your student Monday-Thursday:

<b>Grade Level</b>	<b>Reading</b>	<b>Other</b>
<b>Kindergarten</b>	<b>10-20 minutes</b>	<b>10-15 minutes</b>

<b>1st and 2nd</b>	<b>20</b>	<b>15-30</b>
<b>3rd</b>	<b>20</b>	<b>20-40</b>
<b>4th and 5th</b>	<b>20-30</b>	<b>30-45</b>

### **Parent Conferences**

The purpose of parent conferences is for the student, parents/guardians and teacher to meet to discuss the student's goals and to discuss the student's progress throughout the year. At these meetings the teacher will discuss any concerns that the student's teachers had about his/her academic performance or behavior. The teacher will also discuss goals for improvement for the following quarter. Parents can expect the spring conference to be student-led.

### **Infinite Campus**

Infinite Campus is a browser-based student information system. Parents and student can use the parent portal of Infinite Campus to view grades, attendance, comments, and teacher email addresses. Infinite Campus is available to students, teachers and parents anytime and from any computer with internet access.

# Discipline Plan

Teachers and students will work within a raised responsibility classroom philosophy using proactive strategies that promote natural consequences. This plan is used school-wide K-8 and is based on the Discipline Without Stress model by Dr. Marvin Marshall. Common language from this model will be used.

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The student's parent/guardian will be informed of the suspension. A conference with the Principal, Parent/Guardian, and Student will be held. A suspended student may not attend regular classes, any school function, event, or activity. Suspension may be imposed for any of the following:

- Defiance of authority.
- Acting in any way that could cause personal injury, property damage, or endanger other students, staff, or self.
- Using or possessing any form of alcohol, drug or tobacco on campus or within view of the campus or at any school event.
- Using obscenity.
- Fighting on campus or at any school sponsored activity.
- Failure of past disciplinary action to effect improved conduct.
- Demonstrating disregard through attitude or actions for staff or other students or the NP<sup>3</sup> school community and/or disrupting the orderly process of learning.
- Falsifying notes or phone calls from parents/guardians.
- Academic dishonesty.
- Any other action deemed serious at the discretion of the Principal.

There are 2 types of suspension: In-House and Out of School Suspension. Generally, In-House Suspension will be given as an alternative to Out of School Suspension if the offense is of a lesser nature. In-House Suspension is up to the Principal's discretion. The nature and number of violations of school rules will be a consideration in the decision as to which suspension the student is to receive. No student will be referred to In-House who could be a threat to himself/herself or to other students or staff.

All suspensions will be considered an unexcused absence.

Students receiving multiple disciplinary actions will be placed on a behavior contract. Failure to follow the conditions of the contract will result in the student, parent/guardian being asked to withdraw from NP<sup>3</sup>.

