



**Family
Handbook
2021-2022**

Campus Hours

Daily 7:30-4:15

High/Middle/Elementary:

**3700 Del Paso Road,
Sacramento, CA 95834**

High/Middle: 916-567-5740 Elem: 916-567-5890

Natomas Pacific Pathways Prep

Mission Statement

The NP³ community graduates college ready students who value diversity, intellectual engagement, and are dedicated to personal and civic responsibility.

Vision

The vision of NP³ K-12 is to inspire, cultivate, and support innovative educational excellence every day.

Values

The NP³ 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 = Lead

E = Engage

A = Achieve

D = Develop

NP³ COVID-19 Policies and Procedures

NP³ created this plan to assist in the reopening of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to our schools. The policies referenced in this plan are aligned with the guidance from the Centers for Disease Control and California Department of Public Health. We will also monitor and follow local recommendations and guidance from Sacramento County Public Health. The information contained within this document is current as of July 15, 2021. Updates and revisions may be made to these policies as we receive updated guidance from applicable federal, state, and local agencies. For more detailed information, please refer to the [K-12 Schools Guidance from CDPH](#).

As we plan for the return to full in-person instruction on our physical campuses on August 2, 2021, we want to provide our families with information regarding the health and safety measures we are taking to protect our students, families and staff.

Prioritizing Vaccination

This is our best protection against COVID-19 and the highly contagious Delta Variant. All students and family members 12 and older are strongly encouraged to get vaccinated as soon as possible. To find a vaccination clinic, please go to myturn.ca.gov. NUSD also has information on vaccination clinics on their [website](#).

Masks

- All K-12 students are required to mask indoors. Adults in K-12 settings are required to mask while sharing indoor spaces with students.
- Masks are optional outdoors.
- A mask will be provided to students who forget to bring a mask to school or lose their mask.
- If a student refuses to wear a mask, the student will be sent home and provided with alternative work to complete.

Ventilation

- All classroom filters have been upgraded to high capacity MERV-13 and are changed every 3 months.
- Portable high efficiency air purifiers have been added to all classrooms.
- When feasible, classroom doors will remain open for air circulation.

Stay Home when Sick and Getting Tested

- Students, teachers, and staff who have symptoms of infectious disease, such as influenza (flu) or COVID-19 are required to stay home and should contact their healthcare provider for testing and care.
- Getting tested for COVID-19 when symptomatic will help with rapid contact tracing and prevent possible spread at schools. Please go to the Sacramento County Public Health [website](#) for information on testing locations. Medical providers also provide testing.

- Staff members and students with symptoms of COVID-19 infection cannot return for in-person instruction until they have met CDPH criteria to return to school for those with symptoms:
 - At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
 - Other symptoms have improved; and
 - They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.

COVID-19 Testing

NP³ will provide rapid antigen testing for symptomatic students and staff, as needed. In addition, we have the capacity to administer rapid testing in certain situations, such as testing of close contacts, testing of students in extracurricular activities, and testing students before participation in events.

Quarantine Policies

NP³ will follow all quarantine guidance and recommendations issued by CDPH and Sacramento County Public Health.

Quarantine for vaccinated close contacts

For those who are vaccinated, NP³ will follow the [CDPH Guidance for Fully Vaccinated People](#) regarding quarantine. Asymptomatic students and staff members are not required to quarantine if exposed; however, they must continue to monitor for symptoms.

Quarantine for unvaccinated students for exposures when both parties were wearing a mask, as required in K-12 indoor settings

In situations where both parties are masked, students may be eligible to complete a modified quarantine (quarantine at home except to attend in-person instruction) if certain conditions are met (asymptomatic, appropriate mask usage, twice weekly testing, continued quarantine for all activities other than in-person instruction).

Quarantine for unvaccinated [close contacts](#) who were not wearing masks or for whom the infected individual was not wearing a mask during the indoor exposure

In situations where one or more parties was not masked, individuals who remain asymptomatic may discontinue quarantine:

- After day 10 from the date of last exposure; OR
- After Day 7 if tested negative using a specimen collected after Day 5 from the date of last exposure.

To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:

- Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND
- Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.

If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.

Food Services/Lunch

NP³ will maximize physical distance as much as possible while eating (especially indoors). We will utilize outdoor spaces during lunch to facilitate distancing. NP³ will clean frequently touched surfaces. Surfaces that come in contact with food will be washed, rinsed, and sanitized before and after meals.

Vaccination Verification

To inform implementation of prevention strategies that vary by vaccination status (testing, contact tracing efforts, and quarantine and isolation practices), NP³ will ask for the vaccination status of each student. NP³ will use the same standard protocols that are used to collect and secure other immunization or health status information from students. If vaccination status is not provided, the student will be treated as unvaccinated when it comes to testing, contact tracing efforts, and quarantine and isolation practices.

Tardy and Attendance Policy

Your child's attendance patterns often have a direct link with their achievement. Frequent absences hurt academic performances. California State Law mandates that children must be on time and attend every day school is in session unless they are ill.

Excused Absences:

1. Student illness
2. Student medical appointment
3. Bereavement (for member of immediate family)
4. Observances of religious holiday

For any of the above reasons, parents must notify the NP³ school office within 24 hours. This must be done by phone.

Absence Procedure -When a student is absent, the parent/guardian is to call the office (High/Middle 916-567-5740, Elementary 916-567-5890, or bring a written note stating the reason and date(s) of the absence(s) on the day the student returns to school.

All other absences shall be considered unexcused including absences for family vacations and/or trips.

PROCESS FOR UPHOLDING THE ATTENDANCE POLICY

First Day of School Policy:

- Students who are not in attendance on the first day of school will be contacted by phone to ensure their intent to enroll.
- Students who have indicated their intent to enroll, but have not attended by the **third day** will receive a communication (phone call, letter, and email) **indicating the student will be disenrolled after the end of the third day.**

Extended Unexcused Absence Policy:

Students who have ten (10) consecutive unexcused absences during the school year will be at risk of being disenrolled from the roster after a hearing with the SARB.

Procedure:

- If a student reaches ten (10) consecutive unexcused absences during the academic year, the parents will be contacted by phone to review the policy and its consequences.
- If required a follow up letter will be sent after the phone conversation stating possible consequences and a referral to the SARB.

Cumulative Absence Policy:

Students who have been absent for 10% of the school year (combined excused and unexcused) may be referred to the SARB.

Procedure:

- Students who have unexcused absences totaling 2% of the school year (5 days) will receive a communication notice by phone.
- Students who have unexcused absences totaling 8 days will receive a written communication notice and a follow-up phone call.
- Students who have unexcused absences totaling 11 days of the school year may be referred to the SARB.

These policies will be enforced fairly, uniformly, and consistently without regard to race, creed, color, sex or physical or mental disabilities.

Student Attendance Review Board ("SARB")

NP³ School has implemented a Student Attendance Review Board ("SARB") process to address attendance and tardy issues. The SARB is designed to meet with parent/ guardians of children who have exceeded the allowable amount of unexcused absences.

The purpose of the meeting is to discuss the child's attendance record and develop a plan for the child's regular participation in school drawing from community resources where possible. The team may include representatives of the school, including teachers and the Executive Director.

THE SARB PROCEDURES**STEP 1: FORMAL WRITTEN NOTICE**

Formal Written Notice sent home to parents/guardians alerting them to their child's absence or tardiness pursuant to the above referenced attendance issues.

STEP 2: FORMAL MEETING NOTICE - SARB MEETING

(Parent/guardian and student are required to be in attendance)

When a student is referred to the SARB, the parent/ guardian will be sent a formal meeting notice inviting them to a mandatory SARB meeting.

The parent/ guardian and the Student will be required to attend the SARB meeting, during which time the SARB will consider whether it is in the best interest of the student to remain enrolled in NP³. This meeting shall be held as soon as possible. The parent/guardian may request one postponement, not to exceed five (5) school days, of the SARB meeting for good cause.

At the SARB meeting, the parent/ guardian and student shall be informed of the reason for the Attendance review and the evidence of the student's violations of this policy. If the parent and/or representative do not attend the SARB meeting, the SARB will review the relevant information and make a determination in the student's absence.

The parent and/or his/her representative shall be given the opportunity to present information and/or witnesses to the SARB either orally or in writing or both during the meeting. The SARB shall take any information presented by the parent/ guardian and student into consideration when determining whether to recommend that the student be placed on an attendance contract and subject to disenrollment upon further violation of this policy. Additional factors to be considered include but are not limited to the following:

- Students' grades at the time of the evaluation
- Teacher observation/feedback
- Student's progress in the curriculum
- Disruption to other students when student arrives late

The SARB's decision shall be provided in writing to the parent/guardian within two (2) days of the meeting.

The SARB may:

- Place the student on probation and require an attendance contract be signed by both the Parent and the Student acknowledging that any further unexcused absences or tardies shall be cause for another hearing in front of the SARB, which may result in dismissal from NP³.
- Place the student on attendance probation to be evaluated again at a later time if the student continues to fail to attend school on time,
- Use other alternatives to improve attendance,
- Disenroll the student from NP³

APPEAL OF DISENROLLMENT

If a student is disenrolled from NP³ by the SARB, the parent/guardian may appeal the SARB decision to the governing Board of NP³.

The appeal must be in writing and delivered to the Executive Director within five (5) business days after the postmarked date of the notice of disenrollment. During the appeals process the student must continue to attend NP³ until the Board makes the final decision regarding the appeal.

The Board shall schedule the appeal to be heard within thirty (30) days. The Board shall send out written notice of the date, time and location of the meeting to the parent/guardian.

The appeal shall proceed as follows:

The Board shall review the attendance records and any documents submitted by the Parent. The Board shall also review all records considered by the SARB.

The Student/Parent or his/her representative may address the Board regarding the matter.

The Executive Director or SARB representative may address the Board regarding the Student's attendance.

The final decision with regard to continued enrollment at NP³ shall be Made within ten (10) school days following the conclusion of the hearing. The parent shall be informed in writing of the Board's decision. The **decision of the Board is final.**

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, unless the teacher has permitted use for educational purposes. **Teachers may collect electronic devices at the start of class and the student will receive it back at the conclusion of class.** Teachers will take all efforts possible to safeguard the collected items. NP³ is not responsible for lost, stolen or damaged electronics.

Students must understand that they are not guaranteed any rights to privacy with respect to use of NP³ technology, including use of NP³-owned devices and the District Network, and that from time to time the district may monitor the District Network for general security purposes and in order to ensure compliance with Board Policy, Administrative Regulation and this policy. Please review the information below on GoGuardian.

Consequences

If a student is misusing a cell phone or other device without permission during class time, then the student may be subject to the following consequences:

- Teachers may issue a warning and request for the device to be put away.
- The device may be confiscated by the teacher and returned to the student at the end of class following a brief discussion.

If a student continues to misuse the device:

- The electronic device may be confiscated and secured in the Administrator's office. After a conference with the Administrator, the device will be returned to the student.
- The device may be confiscated and will only be returned to the student's parent/guardian following a brief meeting with an administrator.
- The device may be confiscated, returned to the parent/guardian and the student must turn in the device each day upon arrival on campus for the remainder of the school year. The device would then be returned to the student each day when exiting campus.

Students may also be held accountable for misuse of electronics during school hours AND/OR outside of school hours if:

1. The use results in bullying/cyberbullying of another student who attends NP³ (see Cyberbullying policy in handbook).
2. Is deemed inappropriate or provides misinformation in regards to students themselves, other students or staff at NP³ and/or causes a distraction to learning during the school day.

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.

GoGuardian

GoGuardian unifies school filtering, classroom management, and school mental health tools into one system. GoGuardian's tools help maximize the learning potential for schools 1:1 school technology program. NP³³, in cooperation with NUSD, uses GoGuardian to filter content used on any school-owned technology equipment and its Network. All devices issued by NP³³ or any device which is connected to NP³³ or NUSD's network, is subject to monitoring using the GoGuardian system. GoGuardian is designed to filter content, provides teachers with classroom management tools and assists NP³³ administrators with monitoring student safety. For more information, contact NP³ administration 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 stored in the front office during school hours. The student may pick them up from the front office before exiting campus.

NP³ Student Code of Conduct and Behavior

A NP³ 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. NP³ 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. NP³ 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. NP³ 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 NP³ 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: NP³ provides cafeteria service. Students may receive 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.

NP³ 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 NP³ 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 NP³.

Bullying, Cyberbullying, and Harassment

NP³ acknowledges that all students have the right to participate fully in the educational process, free from bullying and harassment, and in that regard, a safe and civil environment in school is necessary for students to learn and to achieve high academic standards. Bullying and harassment, like other disruptive or violent behaviors, are forms of conduct that disrupt both a student's ability to learn and a school's ability to educate its students in a safe environment. Because students learn by example, school administrators, faculty, staff, and volunteers should be expected to demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate bullying and harassment.

Definitions

A. "Bullying" means written, verbal or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school's educational programs or activities by placing the student (or students) in reasonable fear of physical harm. This includes conduct that is based on a student's actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion or any other distinguishing characteristics that may be defined by the district or state educational agency. This also includes association with a person or group with one or more of the abovementioned characteristics, whether actual or perceived.

B. "Harassment" means written, verbal or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school's educational programs or activities because the conduct is so severe, persistent or pervasive. This includes conduct that is based on a student's actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion, or any other distinguishing characteristics that may be defined by the district or state educational agency. This also includes association with a person or group with one or more of the abovementioned characteristics, whether actual or perceived.

C. "Cyber-bullying" means use of any electronic communication technology to bully or harass, as defined above, one or more students, regardless of location or the type of electronic communication used.

Scope of Proscribed Conduct

This policy is applicable to all educators, staff members, students, and volunteers, and covers conduct that takes place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles and at bus stops. This policy also pertains to usage of electronic technology and electronic communication that is used for bullying, harassment, or cyberbullying.

Prohibition on Bullying Behavior

Bullying, harassment, and cyber-bullying are prohibited at NP3. Retaliation or threats of retaliation meant to intimidate the victim of bullying, harassment, or cyber-bullying, or toward those investigating incidents thereof, are also prohibited.

Educator and Staff Responsibilities

Educators and school personnel share responsibility for modeling appropriate behavior and creating an environment where mutual respect, civility, tolerance, and acceptance among

students and staff are promoted and where students understand that bullying and harassment are inappropriate, harmful and are taken seriously.

All educators, school and staff members will take reasonable measures to prevent bullying, harassment, and cyber-bullying and are obligated to report in a timely manner any such acts or complaints of such that come to their attention.

Student Responsibilities

Students share responsibility for helping to create a safe school environment by not engaging in or contributing to bullying, harassment, or cyber-bullying, treating everyone with respect, and being sensitive as to how others might perceive their actions or words. Any student who observes an act of bullying, harassment, or cyberbullying should report the incidents to school authorities in a timely manner.

Complaint Procedure

A. All allegations of bullying, harassment, or cyber-bullying shall be reported to the designated school administrator, either orally or in writing. Any student, parent or guardian, volunteer, educator, or staff member may file such a report. If a report contains incomplete information, the designated administrator shall take reasonable measures to contact the individuals involved to determine whether an investigation should be pursued.

B. Upon receiving a complaint of bullying, harassment, or cyber-bullying from any student, educator, staff member, or parent, the designated school administrator shall:

1. Promptly and thoroughly investigate the alleged incident of bullying, harassment, or cyber-bullying;
2. Take immediate steps, at the administrator's discretion, to protect any involved students, educators, or staff pending completion of an investigation;
3. Provide notification to the parents or guardians of all involved students, provided that such notification does not endanger the health, safety or well-being of any student;
4. Maintain a written or electronic record of the complaint, any investigation, and any intervention or disciplinary actions taken;
5. Take proper disciplinary action immediately following the conclusion of the investigation.

Notification of Parents and Guardians

When a complaint of bullying, harassment, or cyber-bullying is filed, the designated school administrator shall notify the parents or guardians of all involved students. Additionally, when the investigation is completed, the designated administrator shall report in a timely manner regarding the complaint, investigation, and any disciplinary measures taken to the parents and guardians of any involved students. Private educational or personal data regarding an alleged perpetrator who is a student or employee of NP³ shall not be disclosed, to the extent protected by law. In certain circumstances, disclosure of the basis for which a student is bullied may result in additional negative consequences to the student's health and well-being. Prior to notification of any parent or guardian regarding any incident of bullying, harassment, or cyber-bullying, school authorities must consider the issue of notification as they would any other educationally-relevant decision, considering the health, well-being, and safety of any students involved in the incident.

Discipline and Counseling

Disciplinary actions for bullying, harassment, and cyber-bullying may include, but are not limited to: warnings; counseling; loss of opportunity to participate in extracurricular activities, school social events or graduation exercises; loss of school bus transportation; community service; in-school suspension; or short term suspension. The specific consequences should be consistent, reasonable, fair, age appropriate and match the severity of the incident. While NP³ takes ALL reported cases of bullying, harassment, and cyber-bullying seriously, we promote progressive discipline and intervention as opposed to "zero tolerance" policies.

If necessary, counseling will be provided for the target and/or the student perpetrating the bullying, harassment, or cyber-bullying.

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. For additional Sacramento area resources and crisis resources please view our website: <https://natomasunified.org/np3h/counseling/sacramento-area-resources-crisis-services/>

School Policies:

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

NP³ schools will give the mandated state testing to all students required to take the exams in their specific grade level in spring semester. 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/>. NP³ 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.



**Family
Handbook
High School
Addendum**

Dress Code Policy for Students

All students who attend NP³ are expected to respect the school community by dressing appropriately for a K-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

Requirements:

1. Clothing must cover areas from one shoulder across to the other shoulder, down to approximately 3 to 4 inches in length on the upper thighs.
2. Hats and hoods are limited to outdoors only unless permitted for religious, medical, or other reasons by school administration.
3. Tank tops or tops with spaghetti straps and athletic attire (jerseys or sweatpants material) may not be worn.
4. Clothing may not be ripped or torn.
5. Clothing may not depict, imply, advertise, or advocate illegal, violent, lewd conduct, weapons, the use of alcohol, tobacco, marijuana or other controlled substances.
6. Clothing may not depict or imply pornography, nudity, or sexual acts.
7. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
8. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
9. Specialized courses may require specialized attire, such as athletic attire or safety gear.

Consequences for not meeting the NP³ dress code:

- We will work with families to ensure students are dressed appropriately for school.
- If students are out of dress code, students will be asked to put on their own alternative clothing, if already available at school, to be dressed to code for the remainder of the day.
- Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
- If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

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.

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 School Wide Grading Policy

NP³ 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. 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 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 re-assess. 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)

Academic Dishonesty

- Academic dishonesty and plagiarism will not be tolerated. Students will receive a failing grade (50%) on the assignment and will not have the ability to reassess. In addition, if it is a Product assignment, the grade for the course will be locked at an NC until the assignment is successfully completed. (the assignment grade will remain a 50%) Additional disciplinary actions may also be taken.

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.¹

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

1st 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, 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.

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

2nd 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 1st offense. Further consequences include, but are not limited to:
 - Referral to Peer Mediation.
 - 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.

3rd 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.

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 NP³ 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 NP³ 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 9th & 10th & 11th Grades, and in 12th grade, and facilitate Senior Project planning and implementation, and write letters of recommendation for colleges, scholarships and jobs.

All Students: School counselors help develop social/emotional education and interventions for 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 NP³, 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@natomasunfied.org

- 9th Grade Advisory classes: Guzman, Knestrick
- 10th Grade Advisory classes: Felt, Qasmi
- 11th Grade Advisory classes: Higgins, Spall
- 12th Grade Advisory classes: England, Riehl, Parker

9th-12th Grade Counselor: Ms. Navjot Hayer, nhayer@natomasunfied.org

- 9th Grade Advisory classes: A. Jones, Osborn, Thompson
- 10th Grade Advisory classes: Chan-Artiga, Ciubal, Hernandez
- 11th Grade Advisory classes: Orozco, Simpson
- 12th Grade Advisory classes: Huang, Vallesfino

9th-12th Grade Counselor: Ms. Lindsay Ulrich, lulrich@natomasunified.org

- 9th Grade Advisory classes: Peacock, Villaneva
- 10th Grade Advisory classes: Dillingham, Durham

- 11th Grade Advisory classes: Hembree, Harris, Tyshchenko
- 12th Grade Advisory classes: Asher, Sieglitz

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.

NP³ Peer Mediation

Peer Mediation is an alternative to traditional school discipline. The student mediation team consists of trained students who serve as neutral mediators. These students work with their peers to uncover the root causes of conflict and decide on meaningful and appropriate solutions to resolve student conflicts. Peer mediation is a form of Restorative justice and during the mediation process students build empathy and develop problem-solving skills. Peer mediation provides an alternative to suspension and other routine forms of discipline.

The goal of peer mediation is to provide an effective conflict resolution resource within our school community and positively impact school climate by:

1. Preparing a core group of students to be peer mediators.
2. Developing a successful and sustainable means for students to resolve conflicts peacefully.
3. Impacting the entire student body by promoting student responsibility and empathy.

NP³ will use the mediation process when student conflicts arise. If a student declines to participate in the mediation process, the student issue will be referred to NP³ administration.



**Family
Handbook
Middle School
Addendum**

Dress Code Policy for Students

All students who attend NP³ are expected to respect the school community by dressing appropriately for a K-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

Requirements:

1. Clothing must cover areas from one shoulder across to the other shoulder, down to approximately 3 to 4 inches in length on the upper thighs.
2. Hats and hoods are limited to outdoors only unless permitted for religious, medical, or other reasons by school administration.
3. Tank tops or tops with spaghetti straps and athletic attire (jerseys or sweat pant material) may not be worn.
4. Clothing may not be ripped or torn.
5. Clothing may not depict, imply, advertise, or advocate illegal, violent, lewd conduct, weapons, the use of alcohol, tobacco, marijuana or other controlled substances.
6. Clothing may not depict or imply pornography, nudity, or sexual acts.
7. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
8. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
9. Specialized courses may require specialized attire, such as athletic attire or safety gear.

Consequences for not meeting the NP³ dress code:

- We will work with families to ensure students are dressed appropriately for school.
- If students are out of dress code, students will be asked to put on their own alternative clothing, if already available at school, to be dressed to code for the remainder of the day.
- Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
- If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

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.

NP³ 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 NP³ 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 NP³.

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. Taniia Edwards, tedwards@natomasunified.org

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

NP³ Peer Mediation

Peer Mediation is an alternative to traditional school discipline. The student mediation team consists of trained students who serve as neutral mediators. These students work with their peers to uncover the root causes of conflict and decide on meaningful and appropriate solutions to resolve student conflicts. Peer mediation is a form of Restorative justice and during the mediation process students build empathy and develop problem-solving skills. Peer mediation provides an alternative to suspension and other routine forms of discipline.

The goal of peer mediation is to provide an effective conflict resolution resource within our school community and positively impact school climate by:

1. Preparing a core group of students to be peer mediators.
2. Developing a successful and sustainable means for students to resolve conflicts peacefully.
3. Impacting the entire student body by promoting student responsibility and empathy.

NP³ will use the mediation process when student conflicts arise. If a student declines to participate in the mediation process, the student issue will be referred to NP³ administration.



**Family
Handbook
Elementary
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, 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 close-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 inside

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 or 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.

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 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:

Grade Level	Reading	Other
Kindergarten	10-20 minutes	10-15 minutes
1st and 2nd	20	15-30
3rd	20	20-40
4th and 5th	20-30	30-45

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.

NP³ 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 NP³ 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 NP³.

