



Student Handbook 2018 - 2019

4450 South Durfee Avenue
Pico Rivera, CA 90660
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Administration

Gisela Castanon – Principal

Ricardo Ramirez – Assistant Principal

Counselors

Patsy Celiz

School Psychologist

Sandra Robles

The Mission of North Park Academy of the Arts

North Park Academy of the Arts is dedicated to producing academically proficient students of strong character by engaging all stakeholders and establishing high expectations for all students. We value integrity and accountability and believe that all students have the potential to learn.

ADMINISTRATIVE OFFICE

The administrative office is open each day from 7:30 A.M. until 4:00 P.M. It is here where contacts between home and school are made and all other record-keeping and regular school business takes place. Students must have a pass from a teacher to visit any office during class time. Most student business is conducted at the attendance window.

HOURS

Regular school day hours at North Park Academy of the Arts Academy are 8:00 A.M. until 2:45 P.M. (7:00 A.M. for 0 Per.). Students are to arrive no earlier than 6:45 A.M. and stay no later than 3:00 P.M. unless participating in supervised activities. Students doing make-up work or being tutored, staying after school for disciplinary reasons, or participating in extracurricular activities should report to the appropriate classroom before 2:50 P.M. and leave the campus immediately upon finishing the activity. We are very concerned about the safety of our students, and supervision is necessary.

OFFICE STAFF

(562) 801-5137

Secretary	Mrs. Rosie Vazquez
Attendance	Mrs. Susan Carrillo
School Nurse	Mr. Dara Prak
Health Clerk	Mrs. Joanne Koenig
ELD Clerk	Mrs. Elva Contreras

THE PLEDGE OF ALLEGIANCE

The pledge to the flag is recited daily at North Park during the first hour of the day. All students are expected to be respectful during this time.

I PLEDGE ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA AND TO THE REPUBLIC FOR WHICH IT STANDS; ONE NATION UNDER GOD, INDIVISIBLE, WITH LIBERTY AND JUSTICE FOR ALL

SCHOOL DAY SCHEDULE

Regular Day

	Mon	Tue	Wed (min day)	Th	Fri
7:00-7:57	Per. 0	Per. 0	Per. 0	Per. 0	Per. 0
8:00-9:01	1 st	5 th	4 th 8-8:40	3 rd	2 nd
9:06-10:03	2 nd	1 st	5 th 8:45-9:21	4 th	3 rd
10:08-11:05	3 rd	2 nd	1 st 9:26-10:02	5 th	4 th
11:10-12:07	4 th	3 rd	2 nd 10:07-10:43	1 st	5 th
11:05-11:39	1 st Lunch	1 st Lunch	3 rd 10:48-11:24	1 st Lunch	1 st Lunch
12:07-12:41	2 nd Lunch	2 nd Lunch	6 th 11:29-12:05	2 nd Lunch	2 nd Lunch
11:44-12:41	4 th	3 rd	Lunch @ 12:05	1 st	5 th
12:46-1:43	5 th	4 th	X	2 nd	1 st
1:48-2:45	6 th	6 th	X	6 th	6 th

Early Release Day

(Every Wed/Min/Modified Day)

7:20 - 7:56	Period 0	
8:00 - 8:40	Period 4	(1, 2, 3, 5)
8:45 - 9:21	Period 5	(2, 3, 4, 1)
9:26 - 10:02	Period 1	(3, 4, 5, 2)
10:07 - 10:43	Period 2	(4, 5, 1, 3)
10:48 - 11:24	Period 3	(5, 1, 2, 4)
11:29 - 12:05	Period 6	

STUDENT CODE OF CONDUCT

A major goal of the North Park Academy student body and staff is to maintain a safe and healthy campus environment and classroom climate conducive to learning. Student enrolled at North Park Academy are expected to conduct themselves in such a way as to show at all times that they understand and accept the school policies and rules that regulate student behavior.

I am here to learn, therefore **I will:**

- **Be Respectful, Be Responsible, and Be Safe**
- Restrain from physical contact, sexual activity, or public display of affection on campus or at any school activity.

CLOSED CAMPUS

North Park Academy of the Arts is a closed campus. No student may leave the campus at any time without signed and approved permission of the school attendance office and parent or an adult designated by a parent or legal guardian.

VISITORS

For the protection of all students, all visitors, including parents, must report to the office immediately upon arrival on campus to sign in and receive a visitor's badge. The badge is to be worn at all times and returned when leaving campus. It is a violation of state law for anyone to enter a campus during school hours unless entry is granted by the school administration. Students are not allowed to have friends or relatives come to "visit" their classes for a day. School is a students' place of business and as such should be a place where there are minimum disruptions in the classroom. Parents of North Park Academy students are welcome to visit classrooms; however, the date and time must be cleared through the office prior to the desired visit.

OFFICE PROCEDURES FOR STUDENTS

The school office is a busy place. Students are reporting to the principal, the assistant principal, or attending to other business. The office is to be used in a businesslike manner.

We ask all students to observe the following rules:

The office is open to students before school at 7:30 A.M. and after school until 4:00 P.M. daily. During school hours, students are to use only the attendance office window when they have business to conduct in the office. Except during lunch, a hall pass is required at all times when coming to the office. Do not accompany a friend to the office. Only the student conducting business should enter the office. You will be met at the attendance office window by either school office staff or a student office aide. Do not go into the office unless asked to do so by the office staff.

COUNSELING AND GUIDANCE OFFICE

Counseling services are available for all students to assist with mental, social, and academic issues. Our staff will be happy to help with any problems concerning both school and one's personal life. Please do not hesitate in calling (562) 801-5137 to talk to one of our counselors.

OFFICE POLICIES FOR PARENTS

Students will only be released to adults 18 years or older who are parents or guardians authorized on the emergency card. If you send a note, the person taking your child must be on the emergency card. Siblings who are under 18 years of age cannot pick up students during the school day. Siblings 18 years or older may pick up students if the parent/guardian has authorized them to do so by placing them on the emergency card.

We ask that parents/guardians schedule medical and other appointments for students outside school hours whenever possible. Research shows that student achievement is directly related to the amount of time the student spends in school. When arrangements outside of school cannot be made, send your child to the attendance office window before school so that an off-campus pass can be issued. Then come to the form office as the designated time to sign out your child.

The office phone is for emergencies only and for students who are ill. Making arrangements for home transportation asking permission to go somewhere after-school are not considered emergencies. Students need to make these arrangements with their parents/guardians before coming to school.

Students are responsible for bringing their homework assignments and projects to school. To avoid classroom disruptions, notes will not be sent to students to pick up forgotten homework, projects, musical instruments, or lunches. If homework is dropped off at the office by parents, it will be placed in the teacher's mailbox by the end of the day. Remember, by assuming these responsibilities for your child, he or she will not learn how to be responsible. Our goal is to work with you to teach students how to be responsible for their own work.

If your child is ill, you may request homework by contacting the teacher through phone, email or their website. To access their info go to npms.erusd.org

INFORMATION CHANGES

At the beginning of school, parents/guardians will be asked to complete emergency cards. Whenever a student changes an address, a telephone number, a cell number, or other pertinent information, it must be reported to the school office. It is extremely important that the personal data on file be accurate and current. According to California law, a phone number must be on file for emergencies.

ATTENDANCE

Pupils aged 6-18 are required to attend school full-time, with regular and punctual attendance. Schools are required to enforce this compulsory attendance law. When children are absent the entire school day, the reason must be identified and recorded as either excused or unexcused. Excused absences are compliant with compulsory attendance law (illness, doctor or dentist appointments are the only excused absences); unexcused absences are noncompliant and subject to truancy law after three incidents. It is the responsibility of parents to notify the Attendance Office immediately of all absences. The office must be notified of a child's absence, preferably in the morning of the first day of absence by a phone call from the parent. If a parent or guardian does not contact the school, the student must bring a note to the office from the parent on his/her first day back to school. The note must include the student's name, grade, days and dates of absence, reason for absence, and signature of a parent or guardian. **Absences must be cleared within 3 days.** Any absence which is not cleared within 3 days becomes a TRUANT. A student may be assigned Saturday School if the truant is not cleared within 2 weeks.

If a child has a medical or dental appointment during the day, have him/her bring a note to the attendance office before school for a permit to leave the school grounds. Unexcused absences are truants, and the school receives no reimbursement. Whenever such absences are unavoidable and arranged in advance, students will be permitted to make up work.

INSURANCE

Our school district has student accident insurance available to all students on a voluntary basis. Students participating in after-school sports must complete and have on file the required forms. The school does not provide insurance for personal property of students. **Personal property brought to school is brought at the owner's risk.**

WITHDRAWAL FROM SCHOOL

If a child is transferring to another school, the student should bring a note to the office from the parent on the day before the student's last day. The note must include the student's name, grade, and date of move, new address, and name of new school if this is known. The student will receive a withdrawal slip. Be sure all textbooks, library books, and other issued materials are returned to the school office.



ACADEMIC INCENTIVES

In addition to the many classroom student recognition awards, the following are provided:

Honor Roll Assemblies:

Principal's Honor Roll--3.5+GPA

Regular Honor Roll--3.0 GPA

End of the Year Awards:

Academic Excellence

Academic Improvement

Gold Cord (8th Grade Only):

3.5 GPA or better for 3 years

Lancer Legend (all grade levels):

4.0 GPA end of 1st semester each year

8th Grade Activities (*Knott's Field Trip,*

8th gr. Dance, & 8th gr. Promotion Ceremony):

2.0+ Cumulative (6th- 8th grade) GPA; no more the 1 U in citizenship (2nd semester 8th Grade)

GRADE REPORTING

Report cards are issued 2 times a year at the end of each semester. Letter grades are used to designate a pupil's academics. A student's citizenship will also be reported. Report cards are mailed home.

Progress reports will be mailed home 2 times a year between the ninth and tenth week of each semester. Letter grades are used for each class that shows their progress at this time. It should be noted that such reports are given to help students and parents understand academic or conduct deficiencies.

The letter grades, which students may earn in the various subjects, are as follows:

A--Excellent or Superior

B--Better than Average

C--Average for Your Grade Level

D--Barely Passing

F--Failure or Unsatisfactory Work

The citizenship marks are:

O--Outstanding

S--Satisfactory

N--Needs improvement

U--Unsatisfactory

The teachers may make comments on the report.

Parents with questions about the progress or grade reports should confer with their children. Questions that still remain after such discussion should be directed to the teacher or teachers concerned. Remember that teachers do not give grades; rather, students earn grades.

HOMEWORK

Homework at the middle school level is an extension of instruction, a form of practice. Although there may be differences among teachers, it will not always be possible to complete assignments in class and additional work at home will be necessary.

- Students must budget time effectively and turn homework in on time.
- Students should expect an average of 30 minutes per academic class of daily homework. There will be some weekend and/or long-term assignments.
- Students are responsible for the work missed during an absence.
- Homework assignments will be posted online on Parent Portal or on NPAA website.

In the event that a student fails to complete and turn in homework, he/she may be detained up to 30 minutes after school in order to complete it.

HONOR CODE

North Park Academy of The Arts Academy believes that a sound educational program must insist upon academic honesty. We expect students to display personal integrity and self-respect. The final value of one's education is what is learned and not what grade a student receives. Grades mean little when cheating is accepted. Helping someone else to cheat is no different than cheating oneself.

These are violations of academic honesty:

- Copying from another student's assignment/test
- Using a "cheat" sheet or other external assistance during an exam
- Creating false data for a bibliography
- Plagiarism: copying word for word from a source without giving proper credit
- Assisting another student with the process of cheating

Anyone found to be violating the HONOR CODE will be dealt with on an individual basis and may receive any of the following consequences from teacher and/or administrator:

- Automatic "F" (failure) on the assignment(s) or test(s)
- Parent conference
- Referral placed into student's file
- Student removed from any and all elected or appointed leadership positions for the remainder of the semester or school year
- Student removed from all extracurricular activities for the remainder of the semester or school year
- Disciplinary actions may be taken.



SCHOOL ACTIVITIES

On occasion during the school year, assemblies will be scheduled. When this occurs, students are to move to the assembly area and take their seats in a quiet, orderly manner. Seating will be arranged by class. Assemblies are scheduled for your benefit. They deserve your attention and cooperation.

Dances are a part of the co-curricular program at North Park Academy of The Arts. Students need to have a **2.0+GPA** to attend. As long as students demonstrate responsible citizenship at school, dances will be scheduled occasionally. Adult supervision will be provided. Dances are for North Park students only.

Field trips to places of special educational interest are provided from time to time. A permission slip filled out and signed by a parent or guardian is required. Students who have not returned the forms by the deadline will be excluded from the trip. It is the responsibility of the student to make up work missed.

At North Park Academy the following are considered extracurricular activities, which include, but are not limited to: band activities beyond the regular school day, clubs, afterschool sports, newspaper, yearbook, school dances, and ASB.

- Students may be eligible to participate in these activities if they maintain a **2.0 GPA** and no more than 1 U in Citizenship based on all classes on their most recent progress report or report card. (Subject to grade level)
- Students who are not eligible to participate in extracurricular activities based on their most recent report card, may become eligible if they meet the **2.0 GPA** requirements on any subsequent progress reports or semester report card.
- The eligibility list is updated using current progress reports and report cards.

CAMPUS BOUNDARIES

Before School

- Students will enter campus through the front or back gate.
- Once students are on campus, they may not leave.
- Students may not gather around the bike and skateboard racks.
- Students may not be on or around the stairs or on the balcony of the 600 building.
- Students may only pass by Room 504 and Room 601 and Room 602 if they are in route to the library. They may not hang out in those areas.
- Students are to remain in the main walkway area or on the black top.
- Stage and grassy areas are off limits.
- No handball, football, soccer, or any other type of ball game may be played around the cafeteria or any other area on campus, except the basketball courts.
- Students may come to the attendance window to drop-off notes before school.
- No student may come to the administrative office, counselor's office, or nurse's office without the permission of a staff member.
- No student may enter the office through the front door unless a parent accompanies them or they are arriving at school after the tardy bell rings.
- Students may not go behind the PE line until the first bell rings.

After School

- Students will leave campus through the North gate, near the cafeteria or the back gate.
- Students not participating in after school activities should leave campus and the parking lot area immediately after dismissal.
- Students participating in after school activities must report to their designated areas within 5 minutes after dismissal.
- No loitering around campus.

Lunch Time

- Students will walk to the lunch area and form a single line.
- Students who are pushing or misbehaving in the lunch line will be sent to the end of the line.
- Students who repeatedly ignore rules of safety will not be allowed to get lunch from the cafeteria.
- Students who are getting lunch may only enter the cafeteria through the lunch line.
- During lunch, no students may enter the cafeteria through the door facing the office.
- These areas are off limits during every lunch: the stage area, grassy areas, the administration office, and the nurse's office, the walkway in front of the office, the area beyond the corner of the 300 building, and the area beyond the corner of Room 501.
- Students are never allowed to be on the stairs or to congregate anywhere around the 600 building.
- Students must have authorization from their teachers to go have lunch in their rooms.

Field Area During Lunch

- No student is allowed to go beyond the yellow light poles that form the border around the North Park Academy of the Arts area of the field.
- Students are not allowed to go on or behind any of the baseball diamonds.
- The blacktop area in front of the 600 and 100 buildings is off limits.
- Students should not eat lunch on basketball courts or field area. Food and drinks are not permitted on the field area.

BICYCLES/SKATEBOARDS

Bicycles and skateboards are stored in the racks near the main entrance in front of the 500 building. They are to be ridden to and from school, but not on campus at any time. California law requires bicycle riders to wear helmets. Make sure that you use a good lock and chain to secure your bike/skateboard. The school is not responsible for your bike or skateboard if it is stolen. Students are allowed in the rack area only to put/pick up their bikes/boards. Once the student locks his/her bike or board, he/she must leave the rack area immediately.

CHARACTER EDUCATION

Our character education program is Character Counts! centered on basic values called the Six Pillars of Character: **trustworthiness, respect, responsibility, fairness, caring, and citizenship.**

The following standards of behavior are designed to provide North Park Academy of the Arts students with a **respectful, responsible, and safe** educational environment. All guidelines apply during the time students are on campus, walking or riding the bus to and from school, and during any extra/co-curricular activity, including, but not limited to, field trips, performances, and dances.

CLASSROOM/SCHOOL EXPECTATIONS

Students will:

- Be in their seats when the tardy bell rings.
- Engage in active learning by only talking during instruction when appropriate.
- Be prepared for class with the appropriate materials and homework completed.
- Eat and drink in designated areas.
- Leave gum at home.
- Respect and follow directions from all staff of the school.
- Respect others and will not be involved in any bullying, intimidating, teasing, ridiculing, or harassing of staff or students.
- Respect the personal property of others, school and that of the district.
- Dress according to school guidelines.
- Use appropriate language and volume.
- Refrain on bringing anything related to alcohol, cigarettes, and/or drugs.
- Refrain on bringing any type of aerosol cans or containers.
- Use authorized electronic devices only when allowed by the teacher.
- Be released to go to the office, nurse, restroom, library, or anywhere else on campus with a green hall pass or a blue pass signed by the teacher stating the date, time, and destination. **All students need a pass to be out of class.**
- Be dismissed only by their teachers. The teacher dismisses the class, not the bell.
- Remain inside of a classroom when a class is in session.
- Put trash in appropriate containers.
- Keep facilities clean (restrooms/lockers)
- Keep walls clean and keep floors dry.
- Help others.

BULLYING/HARASSMENT



Student harassment or bullying occurs when a person is purposely made to feel uncomfortable, embarrassed, humiliated, or threatened. Verbal or physical bullying, calling others names that put them down, using words that make another person feel extremely insulted, touching others in an unacceptable manner, and making comments of a sexual nature are considered harassment.

Olweus Anti-Bullying Rules

- We will not bully others.
- We will try to help students who are bullied.
- We will try to include students who are left out.
- If we know that somebody is being bullied, we will tell an adult, both at school and at home.

CELL PHONE USE

All cell phone use is prohibited during school hours. Phones need to be OFF during school hours, including lunch. If it is an emergency, the student needs to come to the office. If a student is observed using a cell phone on campus, that phone may be confiscated. Cell phones may be used in class if teachers allow it for educational purposes. The school will not be responsible for damaged, lost, or stolen devices. **Confiscated items will be returned to the parent/guardian on the following Monday, between the hours of 3:00 and 4:00 P.M. in the office. If Monday is a holiday, the assigned date for picking up items will be Tuesday during the same hours.**

BACKPACKS

Students are advised to be very careful with their backpacks. Students should not leave money or other valuables in their backpacks. Students are expected to respect each other's property and not to enter or tamper with another student's backpack. Backpacks must be free of graffiti.

****SCHOOL ADMINISTRATION IS AUTHORIZED TO CONDUCT SEARCHES, INCLUDING PERSONAL PROPERTY (back packs, cellular phones, etc) WHEN THERE IS REASONABLE SUSPICION THAT THE SEARCH WILL UNCOVER EVIDENCE THAT THE STUDENT IS VIOLATING THE LAW OR RULES OF THE DISTRICT OR THE SCHOOL (ED CODE 49050)**

TEXTBOOKS

The care and use of textbooks is an important part of student responsibility. Students are expected to:

- Use the books with care so that other students may use them in the future
- Cover the books with paper or other appropriate material
- NOT write or destroy textbooks
- Pay for loss or damage textbooks

DRESS FOR SUCCESS

Our goal at North Park Academy is to have students dress safely and modestly to maximize learning for all students. This dress program helps establish an atmosphere where students concentrate on their learning. Clothes should be neat, clean, and reflect good taste and decency.

SHIRTS DO NOT NEED A COLLAR BUT MUST HAVE SLEEVES.

Note: The following is not a Uniform Policy; therefore, NO WAIVERS will be granted.

The following clothing/accessories are NOT allowed:

- Shorts/skirts which are shorter than mid thigh and shorts/pants with holes above mid thigh.
- Crop tops or bare midriff tops, Strapless or one strap halter tops or any type of shear or hole revealing clothing.
- Excessive wide and baggy pants/shorts. All pants/skirts/shorts must be worn correctly around the waist and no visible undergarments. Long socks may not be pulled up to shorts.
- Any gang related attire. Professional team jerseys are NOT allowed.
- Any tagging related attire is not permitted (e.g. spray can or sharpie print shirts).
- Belts must be of the appropriate size, and the ends may not dangle or hang down. Initial or logo belt buckles may not be worn.
- Shoes must be worn at all times. Shoes must have a firm sole. No flip-flops, sandals, "chanclas", slippers, etc. Steel toed or reinforced footwear may not be worn.
- Hats, caps, hoods, and hoodies may not be worn at school. The only exceptions are head coverings worn for medical, religious reasons, or official North Park Academy of The Arts headgear, or for special hat days announced by the school.
- Ear piercing is permitted, however, hoops, dangling earrings, and ear spikes are not permitted for student's safety. Facial piercings of any sort are not permitted, including but not limited to nose, tongue or lip piercings.

Clothing and accessories may not be worn if they:

- **Are disruptive to the educational program**
- **Are offensive**
- **Contain obscene or sexual drawings or messages**
- **Advertise or represent alcohol, drugs, tobacco or illegal substances**
- **Suggest gang affiliation (socks pulled up to meet shorts, sports jerseys, logos etc.)**
- **Identify a group of students for the purpose of harassing, threatening, or intimidating others**

Students who are out of dress code will be required to change clothing and the article in question may be returned only to the parent. After multiple infractions, the principal or assistant principal may contact parents for a conference, and/or assign detention, and/or Saturday School, and/or possible suspension for defiance.

VALUABLES

Students should be very careful of their backpacks, purses, and valuables. Large sums of money and valuables should not be brought to school. Anything of value that might be lost at school should be left at home. The school is not responsible for lost valuables.

TRUANCY AND TARDY POLICIES

TRUANCIES

A truant is “any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof...” (Education Code, §48260.)

- A student may lose (at teacher’s discretion) the privilege of making up missed work as a penalty for truancy.
- If a student is truant for any part of the school day, LASD or School Police Officer may issue truancy citation.
- Truancies will affect citizenship and may affect academic grades.
- **ALL TRUANCIES MAY BE ASSIGNED SATURDAY SCHOOL!!**

TARDY POLICY

As stated under Board Policy, continued tardiness on the part of any student will be viewed as a very serious matter. Promptness to class is extremely important. **Students are expected to be in their seat or in the locker room, ready to work before the tardy bell rings, otherwise you are LATE.**

- The tardy policy cycle is per 1st hour, per class and per semester.
- Accurate records must be kept in the teacher’s roll book. An understood and consistent policy promotes compliance.

1st Tardy: Teacher warning to student.

2nd Tardy: Parent notification **from teacher** through Teleparent.

3rd Tardy: Parent notification **from teacher** through Teleparent. Student assigned 15 min detention.

4th Tardy: Parent notification through personal phone call (not Teleparent). Student assigned 30 minute detention.

5th Tardy: Student Referral. Office will assign mandatory Saturday School. Student will receive a “U” in citizenship for that class.

- Student has the option to attend a second Saturday School to clear tardies.
 - For 6+ tardy, student will be assigned 30 min after school detention for every tardy.
- *Student will also receive Saturday school for every 5th, 10th, 15th tardy (increments of 5 per semester).*

DISRUPTIVE BEHAVIOR PROCEDURES

Consequences for disruptive behavior will be based on the established school policies, district policies, and the State Education Code. They may include warnings, parent contact, detentions, and parent conference, on/off campus suspension, Saturday School, intervention transfers, suspension, expulsion, and the School Behavior Review Team.

STEP 1: The teacher holds an individual conference with the student and explains appropriate classroom behavior and consequences that might occur if inappropriate behavior continues. The teacher records conference date.

STEP 2: The teacher will contact the parent via Teleparent.

STEP 3: 3rd infraction - The teacher assigns before or after school detention in classroom, contacts parent via telephone (NOT TELEPARENT) and makes notation.

STEP 4+: 4th infraction - The teacher sends student to the office on a Behavioral Referral. The referral must include all prior action, especially verification of parent contact. The administration will assign appropriate consequence and interventions, which may include, but are not limited to the following:

- Detention/Saturday School
- Parent-Teacher conference
- The parent may be required to make a classroom visitation
- Loss of school related privileges/Removal from extra-curricular activities
- Suspension from School and/or recommended for expulsion

DETENTION

According to the CA Ed Code, students may be detained by a teacher for discipline purposes or for individualized instruction for up to 60 minutes per day after parent contact has been made. A student will be excused from detention on a given date if such excuse is authorized, but the student will be required to serve the detention on a rescheduled date.

SATURDAY SCHOOL

A Saturday School program for academic enrichment, truancies and tardies has been implemented. Students receiving a period truancy or all day truancies may be assigned Saturday School which is held from 8:00 am -12pm.

SUSPENSION/EXPULSION

The following are the most serious offenses and are grounds for suspension or expulsion:

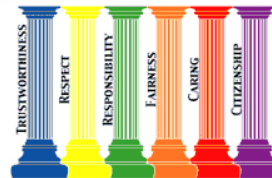
- Fighting/threaten/attempting to cause injury
- Possession of weapons
- Use/possession of illegal substances
- Defacing/Stealing school/personal property
- Use of profanity/vulgarity or bullying

RULES AND CONSEQUENCES—IMPORTANT ONES TO KNOW

THINK BEFORE YOU ACT



CHARACTER COUNTS!



In order to guarantee all students at NPAA the excellent learning climate that each student deserves, students are expected to treat each other and all staff members with **RESPECT!**

Truancy- (Please refer to attendance information)

- Pupils ages 6-18 are required to attend school full-time, with regular and punctual attendance. Students are expected to be in every class, every period unless written permission is obtained.
- Students who are out of class without permission, whether on or off campus, will be in jeopardy of receiving a Truancy Citation that results in a court appearance and possible fine.
- Detention/Saturday School will be assigned. No excuses are accepted for failure to attend detention on the assigned dates.
- Excessive truancies will result in the student and his/hers parent or guardian meeting with the Attendance Counselor. If necessary, student will be referred to the district's Student Attendance Review Board (SARB), conducted in conjunction with the District Attorney's Office (DA) and Office of Probation (PO).

Physical/Verbal Altercations (ed code 48900 A.1, A.2)

- Fighting, attempting to cause harm or verbal threats will not be permitted on or around campus. All students are expected to do **EVERYTHING** they can to avoid a confrontation.
- Any type of confrontation will result in an immediate **SUSPENSION**.
- A parent conference required before student returns from suspension.
- Students will sign Behavioral Contract, Confrontation Contract, and Conflict Resolution Form.
- All students involved in confrontations may result in a citation from School Police Officer.
- Any additional confrontations will result in immediate **SUSPENSION**, plus possible expulsion.

Drugs (ed code 48900 C, D)

- Students may not be in possession, under the influence of, a controlled substance, an alcoholic beverage, or an intoxicant of any kind on campus or at any school function at any time. Violation of this policy will result in an immediate **SUSPENSION**, with possible expulsion.
- The selling of, or possession with intent to sell any controlled substance or controlled substance "look alike" will not be permitted on campus or at any school function at any time. The student will be immediately **SUSPENDED** and a recommended for expulsion.
- Students found to be in possession of, unlawfully offered, arranged or sold drug paraphernalia (Zig Zags, vaporizers, pipes, etc), may be suspended with possible expulsion.

Weapons (ed code 48900 B)

- Possession of any type of weapon is not allowed in/near school grounds or at any school function, on or off campus. This will result in a recommendation for **EXPULSION**.
- A student involved in a confrontation with a weapon will be recommended for **EXPULSION**.

Bullying (ed code 48900 A1, I, K, N, O, Q, R, .2, .4)

- Engaging in an act of bullying, cyber bullying, such as intimidation, harassment, or threats towards staff or students will not be tolerated on campus or school events.
- All acts of bullying are taken seriously. Claiming that comments, gestures, or looks made in jest will not pardon the student from the consequences for such actions.
- Students will be **SUSPENDED** from school.
- Students will be referred to appropriate professional counseling.
- Students will be expected to sign a Conflict Resolution Form.
- Students may be recommended for **EXPULSION**.

Vandalism (ed code 48900 F)

Students are not permitted to practice or display any form of graffiti (this includes notebooks, backpacks, artists books, etc.) Students are not permitted to deface, damage, destroy, or steal school property or personal property. Students shall not possess any form of graffiti tools (this will include, but not be limited to spray paint, unauthorized markers, scribes, and slap tags). These items will be confiscated and will not be returned.

Violation of any of the above stated disciplinary rules could lead to one or several of the following consequences:

- assignment to Saturday School
- behavior contract
- suspension and/or recommendation for expulsion
- restitution for damaged or defaced property

****Some offences may result in a citation or arrest by a School Police Officer, or a Los Angeles County Sheriff Deputy.**

Dog Searches

Administrators may use dogs trained to detect contraband to conduct random searches for contraband in student gym lockers, other common areas, and vehicles parked on school grounds. A qualified trainer and a school administrator will accompany the dog(s). If a dog indicates that contraband is present on school property, administrators can conduct a further search **including personal property** (such as back packs, purses, cellular phones, etc.)

****SCHOOL PERSONNEL ARE AUTHORIZED TO CONDUCT SEARCHES, INCLUDING PERSONAL PROPERTY (cars, back backs, cellular phones, etc) WHEN THERE IS REASONABLE SUSPICION THAT THE SEARCH WILL UNCOVER EVIDENCE THAT THE STUDENT IS VIOLATING THE LAW OR RULES OF THE DISTRICT OR THE SCHOOL (ED CODE 49050)**

***ALL GYM LOCKERS ARE PROPERTY OF NORTH PARK AND ARE SUBJECT TO SEARCH BY SCHOOL PERSONNEL. THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN PROPERTY.**

NORTH PARK ACADEMY OF THE ARTS

*is committed to providing a **SAFE, SECURE***

DRUG AND ALCOHOL-FREE SCHOOL

CONSEQUENCES FOR DRUG/ALCOHOL RELATED OFFENSES

POSSESSION, UNDER the INFLUENCE, USE of DRUGS or ALCOHOL, DRUG PARAPHENALIA (Zigs-Zags, Pipes, etc)

- 1st OFFENSE - Immediate **SUSPENSION** from school, Citation, Behavioral Contract, Drug Counseling.
- 2nd OFFENSE - Immediate **SUSPENSION** from school, Citation, Behavioral Contract, Drug Counseling, and possible recommendation for expulsion.

SALES of DRUGS

- 1st OFFENSE - Immediate **SUSPENSION** from school, Citation and/or Arrested, recommendation for **EXPULSION**.

Drugs and Alcohol don't belong on your campus or in your life!!

***If you are involved with drugs or alcohol and need help,
see your Counselor!!
We can help you!***

USE OF BREATHALYZERS:

In the event a student exhibits any signs of alcohol consumption, the breathalyzer exam procedure may be used. It is not the intent of the District to randomly test students. It is the intent to have the breathalyzer procedure serves as a deterrent to students attending school or school functions after consuming alcohol. Breathalyzer exams will be conducted by school administrators or designees. The procedure will be administered in a secure area away from student traffic whenever possible and the results will be forwarded to the Principal for appropriate action. Parents will be notified when their student tests positive for the presence of alcohol.

Refusal to submit to the breathalyzer procedure will be considered to be a positive test for presence of alcohol. The student will be disciplined in accordance with district policy.

VERBAL OR PHYSICAL CONFRONTATION POLICY

Fighting, attempting to cause harm or verbal threats will not be permitted on campus or any school function at any time. If a student continues to fight after attempts have been made to stop him/her, and places a staff member in a potentially harmful situation, or causes an injury requiring medical attention, the student may be suspended pending an expulsion hearing.

First Confrontation

- A. Suspension for remainder of the day and two additional days.
- B. Parent conference required. The Confrontation policy is explained to the student and the parent. The Confrontation, Behavioral and Conflict Resolution Contract are signed.

Second Confrontation

- A. Suspension for remainder of the day and three additional days.
- B. Parent conference required. The Confrontation Policy is explained to the student and the parent emphasizing that the next confrontation will result in their child being recommended for expulsion. The Confrontation, Behavioral and Conflict Resolution Contracts are signed.

Third Confrontation

- A. Suspension for remainder of the day and five additional days pending expulsion hearing.
- B. Parent conference required notifying parent their child will be recommended for expulsion.

All students who are involved in confrontations will fall under this policy. The provisions of this Policy also apply to students who provoke confrontations. Fighting, under certain circumstances, will be considered much more serious than the above policy indicates. Example:

- Confrontation in class
- Two or more against one
- Gang or group related confrontations
- Confrontations resulting in serious injuries
- Use of a weapon in a confrontation

Assault and/or battery will not be permitted on campus or at any school function at any time. Hazing, "trash canning," "initiation," harassment, or extortion of other students is strictly prohibited by state law.

LIBRARY

The mission of the library is to provide a variety of books and materials to support curriculum and promote a lifelong love of reading. Our goal is to provide an atmosphere where you can read, study, and use the computers in an intelligent and responsible manner. The following guidelines will facilitate this goal:

- Respect the rights of others. Everyone has the right to work in a quiet environment.
- If you need to discuss your assignment, your voice must remain low to maintain a quiet atmosphere.
- Chairs must remain at the tables or computers where they belong. Please push your chair in when you leave.
- The Internet is available for use in curriculum-related projects only.
- Use your ID to check out books, take AR quizzes, and access the Internet.
- Check out books only for yourself. Books can be renewed, but please return them when you are finished with them so that they are available for other students. You're responsible for lost and damaged books.
- Bring appropriate supplies to complete an assignment.
- No food or gum is allowed in the library.

PHYSICAL EDUCATION

Students are required to have PE shirts, shorts, and combination locks that can all be purchased at North Park Academy of The Arts. They are required to keep these supplies in their PE lockers, to dress daily, and to participate in PE activities. If a student habitually does not wear their PE clothes, the PE teacher will contact parents and may refer the child to the office and face possible disciplinary action. Students who are unable to participate must bring a note from a parent. A doctor's note is required to excuse a student from PE for three or more days.

RESTROOMS

Restrooms are to be used only for their intended purpose. Students are expected to leave the restrooms as soon as they are finished using them. Loitering, in or around the restroom, results in an inconvenience for other students. Restrooms are open before and after school, during passing periods, and at lunch. Students may use the restrooms during class time only in case of emergency with a pass from a teacher.

BUS RULES

Bus rules are made primarily for one reason--the safety of students. It is obvious that if the bus driver must continually discipline students, he or she cannot give full attention to safely operating the bus. Pupils transported in school buses are under the authority of and directly responsible to the driver of the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver will be sufficient reason for refusing transportation to any pupil and for such other punishment as the law provides.

CAFETERIA RULES

Students must follow these directions:

- Walk, don't run, to the lunch line.
- Wait your turn in line quietly, and follow the directions of the lunch supervisors.
- Be courteous.
- Sit at the directed lunch table.
- When finished eating, pick up all of your trash and place it in the proper receptacle.
- Leave the cafeteria as soon as you are finished with your lunch.

FIRE AND DISASTER DRILLS

Fire drills and disaster drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give instructions.

WEBSITE

Our school website is a primary source of communication for all of our families. It is there to provide information with regards to calendar, homework, programs, clubs, and general school business. Be an active participant and visit our school site periodically:

npms.erusd.org