



PARENT AND STUDENT
HANDBOOK

2018-2019

Student and Parent Handbook

Addendum

Office Hours

The office hours for Napi Elementary are 7:30 a.m. to 5:00 p.m. Student's absences, tardiness, or homework requests should be called in before classes start at 8:10A.M. In the event you have questions concerning the school buses, you may call Transportation for assistance at 338-2952 from 6:00 a.m. to 5:00 p.m.

School Hours

Students can enter the building when the bell rings at 8:05 a.m. Classes end at 3:20 p.m. If the weather is bad, they may be sent to the gymnasium at 7:45 a.m. Parents are advised that playgrounds are supervised from 7:45 a.m. - 3:30 p.m.

Students are expected to arrive no earlier than 7:45 a.m. and leave no later than 3:30 p.m. unless involved in extracurricular activities or tutoring. Otherwise, students must have permission from a supervising teacher to remain in the building after school.

School Dismissal

We want all children to be safe after school. Please be prompt when picking up your child. If your child has not been picked up by 4:00 p.m. Mondays thru Thursday, we will call an emergency contact that is listed in Infinite Campus. In the event we cannot reach anybody, we will call Child Protection Services.

Please check the school calendar for early dismissal dates. Parents must have a plan in place for Fridays' and early dismissals before holidays'. If your child has not been picked up by 3:00 p.m., we will call an emergency contact number and/or Child Protection Services.

Messages to students cannot be guaranteed after 2:00 p.m. on regular school days and 1:00 p.m. on early out days.

School Visitors

All parents and visitors must sign-in at the office and state their destination. Anybody that appears to be angry or requests to see a teacher during instruction time will not be allowed beyond the office.

Attendance

Students are expected to arrive at school on time and stay the entire day. Students are tardy to school if they arrive after the school day has begun, up to 9:00a.m. After 9:00 a.m tardies will be changed to absent for the morning session. Students checked out before 3:00 p.m. Monday-Thursday, and before 2:00 p.m. on Friday's will be marked absent for ½ day. Any student who leaves campus without permission, or gets off the bus at another school will be considered truant, and are subject to discipline. ****ALL ATTENDANCE SLIPS – MEDICAL, DENTAL, SPECIAL**

CIRCUMSTANCE, ETC MUST BE TURNED IN TO THE OFFICE WITHIN 10 DAYS OF RETURNING TO SCHOOL IN ORDER TO VERIFY AND MEET THE ATTENDANCE POLICY REQUIREMENTS.**

Perfect Attendance:

- Have no tardies-attendance is taken at 8:15 a.m. and tardy slips are given then
- Have no check outs before 3:15 pm (M-Th) and 2:15 pm (F or any early out)
- School Related absences will not count against student
- Special Circumstance absences will not count against student up to 3 days

Great Attendance:

- Student can have up to 4 absences
- Student is counted AM tardy absent after 9:00A.M.
- Students can be checked out during the day for no longer than 2 hours and must return before the end of the school day.
- School Related and Special Circumstance absences will not count against student (up to 3 days).

95% Attendance:

- Students can have up to 4 absences per year.
- Students counted tardy absent after 9:00 A.M. and P.M. absent after 12:00 P.M.
- Students can be checked out during the day for no longer than 2 hours and must return at end of the school day.
- School Related and Special Circumstance absences will not count against student (up to 3 days)

Extra-Curricular Activities

We encourage Napi Elementary students to become actively involved in school activities outside of their regular academic schedule. Clubs are offered provided a club sponsor is recruited.

Clubs and Activities

Culture Club

Beading Club

Chess Club

Chorus

Band

Monthly Family Activities

Open House

Christmas Program

Science Projects

Parent Teacher Organization

Sports Offered

Girls Basketball

Boys Basketball

Volleyball

Football

Cross Country

Track

Softball---4th thru 6th Grade Girls only are eligible.

Eligibility

Napi Elementary sponsors extracurricular activities for grades 4-6. All activities are instructional and geared toward fun. In order for Napi Elementary students to be eligible for extracurricular activities the following requirements must be met:

-Attendance Requirements

1. Student athletes must attend school 4 of the last 5 days prior to participation in game/activity.
2. Attendance the day of the game/activity is mandatory.
3. Exceptions to this will require a medical excuse (See Medical Absence in Napi Parent/Student Handbook).

-Student Behavior Requirements

1. Student athletes who receive a Severe 1 referral during a particular season will be ineligible to participate for 5 consecutive school days for practice and/or games during that time period.
2. Student athletes who receive a Severe 2 referral during a particular season will be ineligible to participate in that sport for 10 consecutive school days for practice and/or games during that time period.
3. Student Athletes who receive a Severe 3 referral during a particular season will be ineligible to participate for 15 consecutive school days for practice and/or games.

4. Students who receive an Extreme 1 referral will be ineligible for the remainder of the semester. Students who receive an Extreme 2 referral will be ineligible for the remainder of the school year.
5. Student athletes must have no missing or damaged library books, textbooks, or school equipment.
6. All fines are to be paid.

-Academic Requirements

1. Students must maintain a 70% in all academic areas.
2. Students marked ineligible will remain ineligible until their grades meet the 70% criteria in all academic areas.

Parents are encouraged to utilize Infinite Campus to monitor their students academic, behavior, and attendance. Please contact the building secretary if you need assistance accessing Infinite Campus.

Make-up Work

Parents/Guardians are responsible for contacting teachers directly to request make-up work/homework. Secretaries will transfer calls for such requests to the homeroom teacher's via voicemail, where the request can be made. Please provide the teacher 24 hours to accommodate these requests. Students have two days for every day they are absent to complete missed assignments.

Tutoring

After-School Tutoring will be available Tuesday-Thursday from 3:30 – 5:00p.m. Students must turn in a completed permission slip in order to attend.

Cellular Phones and Electronic Devices

Napi Elementary complies with district policy #3630 which allows for use of cellular phones and other electronic devices before and after school only. Since the allowance of these items has presented a problem in the past, students are strongly encouraged to leave them at home. If a student chooses to bring these items, they must be turned into the office or the homeroom teacher at the beginning of the instructional day, and will be returned to the student at the end of the school day. If the homeroom teacher elects to not keep cellphones, the students will be allowed to bring their phone to the office. If a substitute teacher is in the classroom, the student is encouraged to bring their device to the office. Electronic devices that are not turned in will be confiscated and only returned to parents/guardians. Napi Elementary or District #9 will not be responsible if these items are lost or stolen. Recording any student or staff member while at school is prohibited. Failure to comply will result in loss of this privilege and/or discipline.

Appropriate Dress

Hats may be worn to school, but must be removed and placed in the locker upon entering the building. Students will be subject to discipline if they are wearing their hat in the building. Students will be allowed to wear hooded sweatshirts. Hoods need to be removed while in the building. Students who refuse to remove their hoods are subject to discipline and will be required to remove their hooded sweatshirts during

the school day. We encourage students at Napi Elementary to refrain from wearing eye make-up, lipstick, and apparel that shows a student's undergarments. Students need to wear appropriate shoes; if shoes are worn to school that are a safety hazard, the student will be sent home to change into appropriate shoes.

Personal Space

Students are encouraged to respect each other's personal space. Personal space is defined as: the distance from another person at which one feels comfortable when talking to or being next to that other person.

Public Displays of Affection

Being affectionate in school creates an environment that is not conducive to concentration and learning, therefore students should refrain from inappropriate, intimate behaviors on campus or at school related events and activities. Students are expected to show good taste and conduct themselves respectfully at all times.

Parties/Snacks

Parties and snacks will be allowed for special occasions. Parties will be at the discretion of school staff. Snacks will need to be left at the front office if brought during instructional times. The front office will contact teachers to schedule a time to deliver snacks. Beverages other than water will not be allowed.

Please do not go past the office and bring snacks/drinks to your child's classroom.

Lunch

Free hot lunch is provided to all students. Students are free to bring their own lunch, but we ask that the meal be of high nutritional value. Candy and soft drinks are not allowed in school or the cafeteria.

Parents who drop off lunch for students must do so by 11:00 AM.

Food and Drink

Water is the only acceptable drink during school hours. Chips, gum, candy, and other snacks will not be allowed during the school day. Students who are in sports or clubs are allowed to bring sports drinks and a snack for after school. Gum will still not be allowed.

Bullying

Bully prevention is one of our highest priorities at Napi Elementary. Bullying will simply not be tolerated. Students who are guilty of such behavior will be firmly addressed through a progressive intervention plan that is determined by the building principals.

Anti-bullying class meetings are held weekly. In these meetings students learn strategies to prevent, address, and report bullying. Students need to share the responsibility of implementing what they learn in these meetings to help ensure their school is a safe and welcoming place for everybody. For example, students are taught that cheering on or planning of bullying related incidents is a form of bullying.

Students with bullying related referrals will be placed on the Administrative Support Plan based on the severity and/or number of incidents. Principal discretion will be applied.

Victims of bullying will be referred to the school counselors. Parents are asked to report bullying to building administrators, teachers, and/or counselors.

Field Trip Criteria

Napi Elementary students are expected to conduct themselves in an orderly and respectful manner whether on school grounds or attending a school function (i.e. field trip, assemblies). Field trips, special events, and off-campus school activities are a privilege and not a right. **As such, Napi Elementary reserves the right to deny participation in field trips, travel or activities for those students who have demonstrated inappropriate behavior in the school setting or at previous functions.**

The following criteria will be used to determine eligibility for all students to attend any field trips supported by Napi Elementary.

1. Good Behavior field trip/activity---No referrals for 2nd thru 4th quarter of the academic year
2. Attendance field trip/activity---no more than 4 absences for the year
3. Honor Roll field trip/activity---3.0 GPA for any three quarters
4. Educational field trip---Referral criteria below:

Students who receive two or more severe referrals during the second semester will not be eligible to attend the field trip. Students who have 10 or more absences during the second semester are not eligible to attend. Second semester begins in January, please reference BPS School Calendar for the exact date.

Students who do not attend field trips will still be expected to attend school and will be provided alternative required work during the school day.

Good Behavior, Good and Perfect Attendance, High Honor Roll, and Honor Roll Field Trip

At the end of the year, we have an activity/trip for all students who have made High Honor Roll or Honor Roll for three quarters, have good and/or perfect attendance for the year, and for students who have had no referrals for the entire year. Students who transfer to Napi Elementary during the school year will be eligible to participate if they met the requirements.

Students who receive an Extreme referral may not be allowed to attend field trips/and or activities for the entirety of the school year. Principal discretion will be applied.

Student Signature Page

Students will not be allowed to participate in school related activities or utilize technology until their Student Signature page is signed by a parent or guardian and returned to the office.

Quarterly Awards

- Honor Roll---3.0 GPA
- High Honor Roll---4.0 GPA
- Attendance—no more than one absence per quarter
- Behavior—no referrals

Grading

- 75%---Daily attendance, classwork, and participation
- 25%---Formal assessments

Napi Elementary Behavior Management Plan

Classroom Plan Expectations

1. Follow directions the first time
2. Have learning tools ready
3. Use Active Listening Posture
4. Participate
5. Be Respectful & Do Your Best Work

Positives

Individual teachers will have a list of classroom incentives and rewards listed on classroom plans.

Example: Extra Recess, Positive Note Home, Tickets for School Store

Consequences

1. Warning: Student's name written in behavior log
2. Calming time in classroom

3. Self-Reflection Room: Minimum of 15 minutes and parent contact
4. Noon Detention: Assigning teacher will email student's name and reason to teacher doing lunch detention
5. Referral: Documentation of Time-Out, Buddy Room, Parent Contact, and Noon Detention slip

***Teacher's are encouraged to contact parents prior to step 5. Parents may be contacted on step 1 or 2, depending on the circumstances.

Severe Clause

1. **Fighting: Fighting is defined as making contact with another student (punching, slapping, kicking etc) regardless of which student started the fight, and will not be considered a form of self-defense, and will require disciplinary action. Reasonable forms of self-defense like blocking a punch will not require disciplinary action.**
2. Anything that poses a threat or is extremely unsafe to yourself or others
3. Profanity
4. Bullying
5. Disruption of the classroom that requires office staff to remove the student
6. Students who have progressed through all 5 steps of the behavior plan in the classroom

Napi Administrative Support Plan

Parents may have the option of shadowing their child for the scheduled days of ISS and/or OSS so that they may remain in their homeroom class. The parent needs to remain with the child for the entire school day, including lunch and recess. Principal discretion will be used.

<u>Steps</u>	<u>Severe</u>
Step #1 Principal conference with student 1 Days of ISS lunch detention Parent Contact-optional	Severe #1 Principal conference with student 2 Days of ISS starting at 11:00* *Start time at Principal's discretion Parent Contact
Step #2 Principal conference with student 2 Days of ISS lunch detention Parent Contact-optional	Severe #2 Principal conference with student 3 Days of ISS starting at 11:00* *Start time at Principal's discretion Parent Contact

Step #3 Principal conference with student 3 Days of ISS lunch detention Parent Contact-optional	Severe #3 Principal conference with student 3 Full days of ISS Parent Contact
Step #4 Principal conference with student 4 Days of ISS lunch detention Parent Contact	Severe #4 Principal conference with student 3 Full days of ISS Parent Contact
Progress to Severe #1	Progress to Extreme #1

Behavior Intervention Strategies will be taught in ISS Daily

Extreme

Students reach the extreme level through the following:

1. By progressing through the previous steps in the discipline plan
2. Being in possession of, using, or purchasing drugs, alcohol or tobacco
3. Being with others who are in possession of, using, or purchasing drugs, alcohol or tobacco.
4. Assault
5. Set off Fire Alarm, placed on Extreme 4
6. Weapons
7. Threats or violence directed towards students, staff, or school
8. Building administration reserves the right to place students on any level based on his/her discretion.

Extreme #1

- Parent contact with copy of the referral
- 1 full day OSS and 1 day of ISS
- Mandatory re-entry meeting with team (homeroom teacher, person who wrote the referral, counselor, administrator, parent, and student)
- 2 classes of one on one behavior interventions with counselor

Extreme #2

- Parent contact with copy of the referral
- 2 full days OSS and 2 days of ISS
- Mandatory re-entry meeting with team (homeroom teacher, person who wrote the referral, counselor, administrator, parent, and student)
- 3 classes of one on one behavior interventions with counselor

Extreme #3

- Parent contact with copy of the referral
- 3 full days OSS and 2 days of ISS
- Mandatory re-entry meeting with team (homeroom teacher, person who wrote the referral, counselor, administrator, parent, and student)
- 3 classes of one on one behavior interventions with counselor

Extreme #4

- Parent contact with copy of the referral
- 5 full days of OSS
- Mandatory re-entry meeting with team (homeroom teacher, person who wrote the referral, counselor, administrator, parent, and student)
- 5 classes of one on one behavior interventions with counselor

Extreme #5

- Parent contact with copy of the referral
- 10 full days of OSS
- Re-entry meeting with team (homeroom teacher, person who wrote the referral, counselor, administrator, parent, and student) student may be placed on an alternate schedule
- 5 classes of one on one behavior interventions with counselor

Students who continue to receive behavior referrals after they have reached Extreme level #5 may be suspended from school for up to 10 days and may be recommended for expulsion.