

NORTH HILLS PREP



2010-2011
FACULTY, STUDENTS & FAMILY
SURVIVAL HANDBOOK &
SCHOOL CALENDAR

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NORTH HILLS PREP SCHOOL
EVERYTHING YOU NEED TO KNOW TO SURVIVE IN SCHOOL

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NORTH HILLS PREPARATORY SCHOOL PROFILE

To the Parents, Students, and Friends of North Hills Prep:

This handbook is designed to provide helpful information and let you know how to make the best of what the school has to offer. We encourage each family to review it together. NHP encourages the development of individual talents and respects the rights of every student to his or her opinion. There must also be commonly accepted standards of behavior and communication. These expectations are published in this handbook. We expect each member of the community to have respect for other people. Honesty and courtesy are expected and we trust that you will do your part in making the North Hills experience one that will enable the entire school community to grow in spirit as well as in wisdom.

North Hills Preparatory School strives to provide a nurturing environment for academically capable middle and high school students who are more able to maximize academic and social success from small class sizes and flexible schedules. Accredited by the Western Association of Schools and Colleges (WASC), our mission is to provide each student with the environment necessary to achieve the California high school graduation requirements and to promote a desire for continuing post-high school education. The purpose of this institution is to accomplish our goal whether or not the students are those who have gifted and/or advanced skill, require more of the individualized programs, or are able to function within the public system but at a reduced level of performance. We believe that it is important to admit students of any race, color, national or ethnic origin, or religious belief.

With a student population of 120 students, we believe the purpose of education is to shape character and to develop talent. An academic environment must create an atmosphere where students who have had difficulties feel safe enough to take the risks involved in real learning. We believe that school is place where students learn to value and respect each other's differences. We foster each individual student's ability to act responsibly and to be respectful of others. We believe that all students have humanity, dignity, worth and the right to have assistance in developing their abilities, talents and personalities.

It is our goal that each student graduates with the social and academic skills to support positive post high school choices. It is our goal for each graduate to have gained a degree of competency to support appropriate choices during their transitions to independent living. Each student should be able to utilize their acquired and accumulated knowledge and experience not only to be involved, contributing members of society, but to be a part of creating positive changes in the world.

North Hills Prep recognizes our responsibility to nurture each student's curiosity and his/her satisfaction from learning so that he/she has the momentum as well as the skills to continue his/her learning beyond the classroom. Most of our students are offered six classes a day and the opportunity of dual enrollment. Our students work from an Individualized Education Plan that focuses on his/her academic and social strengths and weaknesses. We follow LAUSD district and California state curricular guidelines and standards and offer many electives. Many of our students are funded through the IEP process. We contract with most school districts serving the Greater Los Angeles area.

Continuous contact between parent and school regarding the student's total development is essential. We believe that the attitude of the individual must incorporate an awareness and respect for the inherent rights and property of other individuals, the school and community. We believe that in order to achieve maximum individual development, we must be constantly aware of changes in society and initiate on-going modifications and adaptations of the school's programs.

ADMISSION CRITERIA / CONTACT INFORMATION

The admissions process includes an initial interview with parent and/or student and a tour of the campus. A two-day student visitation is recommended followed by a complete review of the student's educational and related records by the admissions committee. North Hills Prep accepts applications throughout the school year.

We recognize that not all young people fit into standardized, scholastic models. We provide a creative blend of structure and freedom allowing the students to achieve their maximum potential. North Hills Preparatory School admits students of either sex, and any race, color, religion, sexual orientation, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded, or made available to students at the school. Consistent with its obligations under the law, it prohibits discrimination, including harassment, against students on the basis of sex, race, age, color, disability, religion, sexual orientation, gender identity, national and ethnic origin, and any other characteristic protected by applicable law in the administration of its educational policies, admissions policies, and athletic and other school administered programs.

For further information about the North Hills Prep program, please contact Claire Bowman or Elin Bradley.

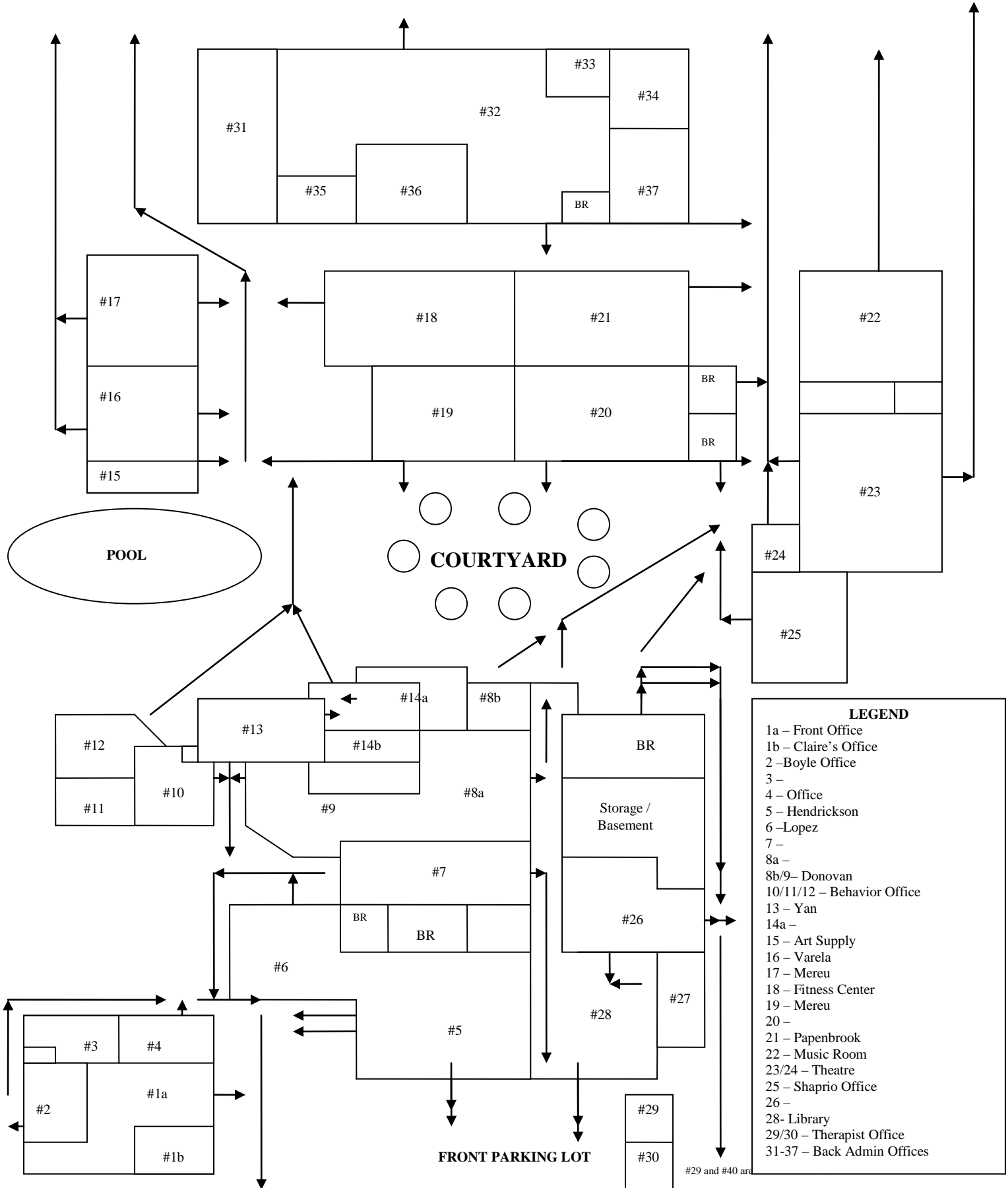
Phone: (818) 894-8388 For admissions only: (818) 427-6431
Fax: (818) 894-2850 www.northhillsprep.com

ADMINISTRATION CONTACT INFORMATION

NAME	TITLE	RESPONSIBILITY	EMAIL
Claire Bowman	Chief Executive Officer	Admissions	
Elin Bradley	Executive Director	Operations/Management	e.bradley@northhillsprep.com
Debbie Boyle	Director of Education	Scheduling, IEP Questions Academics, Course/class questions	d.boyle@northhillsprep.com
Christina Gwin,	Director of Operations	Tuition, Payments, Billing	c.gwin@northhillsprep.com
Frank Shapiro	Dean of Students	Behavior, Medication, Peer Conflicts	f.shapiro@northhillsprep.com
Steve Friedman	Director of Clinical Services	DIS Counseling oversight	s.friedman@northhillsprep.com
Debbie Donovan	Career/Transition Counselor	Junior College	d.donovan@northhillsprep.com
Mike Yan	Dean of Faculty	Academics/Teacher Liaison	m.yan@northhillsprep.com
Peter Carrillo	Transportation Coordinator	Transportation Issues	p.carrillo@northhillsprep.com
Tameka Decambra	Office Manager	Intake Packets and Attendance	t.decambra@northhillsprep.com
DIS Counselors	Clinical Department	Issues relating to counseling	nhp@northhillsprep.com



NORTH HILLS PREP SCHOOL



LEGEND	
1a	– Front Office
1b	– Claire’s Office
2	– Boyle Office
3	–
4	– Office
5	– Hendrickson
6	– Lopez
7	–
8a	–
8b/9	– Donovan
10/11/12	– Behavior Office
13	– Yan
14a	–
15	– Art Supply
16	– Varela
17	– Mereu
18	– Fitness Center
19	– Mereu
20	–
21	– Papenbrook
22	– Music Room
23/24	– Theatre
25	– Shaprio Office
26	–
28	– Library
29/30	– Therapist Office
31-37	– Back Admin Offices

**STUDENTS' DAILY LIFE
DAILY SCHEDULE**

8:40 – 9:10	Homeroom
9:13 – 10:00	First Period
10:03– 10:51	Second Period
10:51 – 11:06	Nutrition
11:09 – 11:57	Third Period
12:00 – 12:48	Fourth Period
12:48 – 1:18	Lunch
1:21 – 2:09	Fifth Period
2:12 – 3:00	Sixth Period

MINIMUM DAY SCHEDULE

8:40 – 9:05	Homeroom
9:08 – 9:38	First Period
9:41 – 10:11	Second Period
10:14– 10:44	Third Period
10:44 – 11:13	Nutrition
11:16– 11:46	Fourth Period
11:49 – 12:19	Fifth Period
12:22 – 12:52	Sixth Period

SUMMER SESSION SCHEDULE

8:30 – 11:30	First Period
11:30-12:00	Lunch
12:03-3:00	Second Period

NHP WEBSITE

Our website provides vital information about NHP and our school programs to our parents, our students, and other interested parties. Included on our webpage is a link to our school newspaper, the “Gator Gazette.” Parents have the opportunity to access this monthly publication, which is an important avenue for learning about campus life. A useful link on the website is our Homework webpage. This link allows parents and students to remain up-to-date with weekly class work and homework assignments. If students are absent, they can access their assignments and not fall behind with their school work. Parents can also contact NHP via email at nhp@northhillsprep.com or NHPGuidance@msn.com.

HOMEWORK

Homework is assigned to reinforce lessons from the school day. Each student has an individual homework program to instill appropriate study patterns in ways each student can experience growth and success. Teachers include homework policies on their course descriptions and syllabi. Homework can be viewed on the NHP website at <http://www.northhillsprep.com/homework/index.html>.

ACADEMIC RESOURCES FOR STUDENTS

North Hills Prep has designed a program to successfully work with students with learning disabilities. In order to serve their needs, North Hills Prep has incorporated the *Language!* and Scholastic *READ 180* program, a reading program designed to address a variety of learning disabilities. It connects the language, auditory, and visual processes and assists students in decoding as well as comprehension. We currently offer one-on-one intensive tutoring for students who have been funded by LAUSD to receive these services. In addition, after-school tutoring is available for students requiring additional support. Students are able to remain after school Mondays through Thursdays for an hour to work with either another student or a staff member to get help in classes where they are experiencing difficulties. *Inspiration Software*, *Dragon Speak*, and *Dragon Dictation* are utilized in English classes to assist with writing and are applied in other classes when deemed necessary.

ASSESSMENT PROCEDURES

North Hills Prep utilizes a variety of assessment procedures. We maintain individual academic portfolios for each student in addition to the portfolios maintained by their teachers. Students participate in school-wide assessments twice a year, which include the Wide Range Achievement Test, the Brigance Reading Comprehension Assessment, and SpMAT math assessment.

The format of a test in any particular subject may well include multiple choice questions, short answers, matching, and a variety of other formats that allow each student to access one or more ways to demonstrate their mastery of key skills and concepts. A list of accommodations would include, but is not limited to, more time on tests, oral tests, alternative assessments, assistance with technology, a one-on-one aide, a change in schedule, and/or peer tutoring. In addition, there are educational assistants on campus to meet with students individually to work on difficult assignments and/or to address areas of deficits in academic areas.

TRANSITION SERVICES / HOMEROOM

North Hills Prep has implemented a well-utilized schoolwide Career and Transition Program. A daily, 30-minute homeroom period is used to provide our students with transition services. The Career and Transition Services (CATS) Counselor and Clinical Department work with our teachers, and individually with our students, to develop appropriate annual goals for transition which helps our students have a successful future. Each student has a CATS portfolio, which contains materials required by the district and that pertain to the students' future goals. Students have on-site and off-site options with the Department of Rehabilitation and the Work-abilities program. Community service hours are tracked and graded during homeroom.

EXPECTED SCHOOLWIDE LEARNING RESULTS

NHP STUDENTS WILL STRIVE TO BECOME:

Effective Communicators who...

- Express ideas and thoughts with clarity and confidence
- Use oral, written, and creative forms of expression to communicate information, ideas and emotions
- Use artistic, mathematical, and technological skills to convey ideas

Skilled Individuals who...

- Demonstrate mastery of academic content and concepts
- Utilize various resources including media, technologies, and reading materials to connect and apply academic learning to real life situations
- Develop cognitive skills to negotiate, adjust, and support when collaborating with others
- Demonstrate mastery of technological skills necessary for success in education and the work force

Life Long Learners who...

- Apply high standards and achieve realistic personal goals
- Identify individual interests and understand preferred learning styles
- Develop a positive attitude towards academics
- Embrace a curiosity, flexibility, and persistence in learning new information
- Develop resilience and the ability to deal with change
- Use available resources effectively to choose colleges, training programs, or careers

Responsible Problem Solvers who...

- Employ a variety of logical, analytical, and creative thinking skills to reach solutions
- Adapt to new situations with assurance and open-mindedness
- Resolve conflicts successfully
- Prioritize tasks and use time wisely
- Apply complex problem-solving processing and critical thinking to real-life scenarios while cooperating and collaborating with others

Socially & Personally Conscientious Citizens who...

- Take responsibility for and pride in personal choices and actions
- Make wise choices about substances, relationships and safety
- Contribute time, energies and talents to improve the quality of life in our school, community, nation, and world
- Promote mutual respect, appreciation, and acceptance among people of different backgrounds, cultures, and abilities

COMMUNITY SERVICE

In an attempt to expand our students' experiences, we have a mandatory community service program. Seniors are required to complete 40 hours of community service, juniors must complete 30 hours, sophomores must complete 20 hours, and 7th-9th graders must complete a total of 10 hours. Students are given a variety of options to complete the requirement: after-school tutoring, participating in Wild Life on Wheels, walking in the AIDS Walk, rallying for peace, working in the office after school, volunteering to assist in school-related events, writing letters, and collecting and donating items to the needy. Any type of volunteer work is acceptable and must be turned in through the Homeroom teacher. Beginning in 2006, LAUSD has implemented a Service Learning component to the graduation requirements. Graduating seniors must complete their hours in order to receive their diploma.

COUNCIL

The tradition of Council is ancient. On this continent, it can be traced to the League of the Iroquois (who had great influence on shaping our form of government) and the native peoples of the Plains and Southwestern Pueblos. Participating in Council teaches us how to let go of personal expectations and become fully attentive to others. The practice fosters compassionate response and provides a continuing source of wisdom. Compassion arises naturally when we listen with respect and express ourselves honestly with an open heart, whether it be in words, song, movement, or silence. The expression of the "truth of council" can come through any individual in the circle, or through the profound silence. Listening to the voice of council teaches the participant that the circle's knowledge is greater than the totality of its members' individual knowing.

In this state of collective awareness, diversity and disagreement lead to exploration of issues and harmony of existence, rather than polarization and hostility. Learning to hear the voice of council can help one transcend even the most deeply ensconced cultural, racial, and personal identification. Feeling part of the circle's wholeness reduces the fear and despair of isolation, which can allow disagreement to become the bridge to greater mutual understanding. Students are given the opportunity to participate in this amazing experience through several groups offered throughout the week.

SCHOOLWIDE EVENTS

North Hills Prep has a commitment to introducing our students to a variety of experiences. Annual events such as Multi-Cultural Day, Accept and Respect Festival, and Career Expo expose our students to different cultures and communities and career and school opportunities that they would normally not encounter in their everyday life. Students, parents, and community members volunteer their time to making these events greatly successful. Our Art Department sponsors an annual art exhibit at a local art gallery. Students and alumni are given the opportunity to enter their art work for acceptance into the exhibit. One weekend during the spring is devoted to showing our students' photographs, sculptures, paintings, drawings, and more.

NHP STUDENT GOVERNMENT

Our student cabinet offers an opportunity for students to have their voices heard. It is a program for students motivated to participate in the daily workings of their school community. The students who participate in Student Cabinet have been integral in developing and implementing several schoolwide programs. They offer lunch-time tutoring for kids seeking help in their classes. They conduct surveys and disseminate information pertaining to events and programs on campus. They run the student store and recycling program and raise funds for events they wish to hold. These students are given an opportunity to participate in a three-day retreat with teachers and administrators, in which they were able to give feedback about the NHP program and our progress towards meeting the ESLRs.

TELEPHONES AND MESSAGES

Unless special permission has been given by a faculty member, students are not permitted to use the telephones in the school's offices. Delivering personal messages to students interrupts classes. In the event of an emergency, students will be notified as soon as possible. Cell phones and pagers are **only** to be used during nutrition or lunch. **If cell phones or pagers go off or are used at all during class, the device will be confiscated and returned at the end of the day.**

LOCKERS

Lockers for books and clothing are assigned by an administrator. Lockers should be locked at all times to protect personal property. All locks used on campus must be provided by the school. Other locks may be cut off lockers. Lockers are school property on loan to students and should be kept neat and undamaged.

PERSONAL PROPERTY/LOST AND FOUND

The school discourages use of and assumes **NO responsibility** for cell phones, pagers, CDs, CD players, ipods, radios, games, cameras, etc. Students are responsible for their personal property and are encouraged not to leave purses, bags, or other property unattended at any time. Items found by school staff will be placed in the Lost and Found located in the Behavior Office.

SECURITY

Although the atmosphere on campus is a relaxed one, theft can occur. Theft includes everything from permanently "borrowing" a book left out, eating someone else's lunch, to taking an unattended camera or backpack. The easiest way to prevent theft is for students to lock belongings in locker. Theft should be reported to an administrator immediately. It is sensible not to bring valuables to school.

STUDENT VISITORS

North Hills Prep does not allow visitors on campus during the school day unless the visit has been prearranged with the Executive Director. Visitors must sign in with the Attendance Office. Any stranger on campus should be reported to any faculty or staff person immediately.

DAILY BULLETIN

Each day, North Hills Prep publishes a Daily Bulletin which contains official school notices as well as announcements concerning extracurricular activities and events. Classroom teachers read the bulletin to their second period classes. If a student is not in class to hear it, he/she should make a definite point of reading the Bulletin which is posted in the Attendance Office and in other areas on campus.

FIELD TRIPS

Field trips are an integral part of our program. **A student, however, must maintain a C average in every class to participate in these special trips.** For participation in any class trip, a signed Medical Emergency Form must be on file in the Front Office. In addition, signed permission forms are mandatory; students will not be permitted to attend a school-sponsored event without them. Students are expected to comply with the rules and regulations of the place they are visiting and to respect the rights of others. Campus regulations regarding courtesy, dress, smoking, alcohol, and drugs apply to all school-sponsored functions.

WORK PERMITS

Students in need of a work permit can obtain an application from the Career and Transition Counselor once employment is secured. This application needs to be filled out completely by the employer and parent, then returned to the Career and Transition Counselor. The actual work permit will then be issued.

BEHAVIORAL EXPECTATIONS

North Hills Prep expects students to display respect for themselves, for others, and for the school. The school strives to guide students in establishing their own values toward the development of the self-discipline that enables them to act in accordance with those values. A sense of responsibility for one's own conduct, as well as for the general well-being of the community is expected. Rules are essential to the functioning of any organization or community. At NHP we have tried to make our rules clear in purpose, and it is assumed that everyone will understand and accept all the rules of the community. The health of the school and its ability to grow and be effective are directly related to students' willingness to suspend a portion of their individuality as reflected in the above policies. It is expected that all students associated with the school will have the integrity and self-discipline to accept that which is asked of them.

When a student enrolls at NHP, school guidelines, rules, and behavioral expectations are discussed with the student and his/her parent(s). Each family is given a school handbook that clearly states our rules and policies. The student and his/her parent are required to read the handbook and sign a verification that they understood what was written. Through parent report (including an extensive questionnaire), student report, and documentation (including IEPs, psychological reports, and any other pertinent information), the clinical, administrative, behavioral, and teaching staff formulate a plan for working with the student, which includes both educational and behavioral strategies. The student's individual needs and the structure and requirements of the school community are taken into consideration.

North Hills Preparatory seeks non-punitive responses to behavior problems whenever possible. Time-out and discussion of the issue are employed first. Students are encouraged to act in their own best interests and manage themselves independently. However, if this is not possible, students receive warnings and write-ups, loss of privileges (such as field trip and sports participation, etc.), and parent notification. Bi-weekly progress reports document academics and behavior and keep parents informed of students' work and homework completion. In-house suspension requires the student to work in the behavior office for the day. For chronic problems that the student is unable to correct with staff assistance, a meeting with parents is requested.

RIGHTS OF OTHERS

Absolute respect for the rights of others is expected of all members of the school. Rudeness, profanity, socially-offensive language, or physical or verbal malicious behavior to faculty, staff, or peers will not be tolerated. Dishonesty, lying, insolence, profanity, verbal abuse, harassing (including sexual harassment and any sort of harassment by phone, mail, Internet, or e-mail), displays of affection that embarrass others, hazing, and physical abuse or acts endangering the safety of others are regarded as serious breaches of conduct and will result in serious disciplinary action that may involve intervention from outside agencies.

Academic disruption, which includes inappropriate behavior inside or outside any class in session, in any part of the library, the lunch area, or the back field will be addressed according to school rules with the student's individual behavioral goals in mind. In addition to respecting the property belonging to the school or to others on the campus, students must respect the property of homeowners and businesses in the community. Stealing or vandalism in any form, including the unauthorized "borrowing" of another's belongings, which includes entry into another's locker, purse, book bag, or other personal item; removing food illegally from the student store; removing athletic equipment from the PE and Sports teachers without permission; writing or carving on desks, walls, bulletin boards, or other property; or removing books from the library without signing them out will result in disciplinary action.

STUDENTS OVER THE AGE OF 18

NHP recognizes that students over 18 years of age have full educational rights and decisions during IEP meetings. However, NHP does consider students over the age of 18, and still living with their parent/guardian, dependants and not entitled to sign NHP forms, permission slips, sign out to go off campus, take alternative transportation home, authorize NHP to administer medication, etc. NHP requires parent consent on all forms and permission slips regarding school policies and procedures. In addition, parents will continue to be informed of academic performance and behavior on campus as long as the student remains enrolled at NHP.

LANGUAGE

Excessive profanity, sexually-explicit language, or verbal harassment of another will not be tolerated, and discipline up to and including suspension may be employed to correct inappropriate verbalizing.

HARASSMENT

Students sign that they have read and understand the NHP and district harassment policies upon enrollment and at the beginning of each year.

Any form of harassment, including sexual harassment, whether verbal, physical, or visual, is strictly prohibited. All students must be allowed to work and study in an environment free from harassment and unsolicited and unwelcome sexual overtures. Sexual harassment does not refer to occasional compliments or other generally acceptable social behavior. Sexual harassment refers to behavior which is not welcome, personally offensive, or undermines or weakens morale.

Sexual harassment may include such conduct as (1) demands for sexual favors accompanied by implied or overt promises or preferential treatment or threats concerning student status, (2) pressure for sexual activity, (3) offensive, unwanted physical contact such as hugging, patting, pinching, or constant brushing against another's body, or (4) offensive unwanted sex-oriented verbal "kidding," jokes, or abuse.

NHP blocks sites that encourage instant messaging and communication via the web. Cyber bullying or harassment is not a school-related issue. Students who have problems with internet harassment need to inform their parents and should notify the police immediately. If a student becomes aware of any harassment of any kind, whether it be personal or not, or feels that he or she is a victim of harassment, this information should be communicated immediately to the Behavior Department, Administration, or your individual therapist. Any such complaint must be specific and should include all relevant information so that the school may conduct a thorough investigation. The Behavior Department is required to report such complaints to the Executive Director. The school will investigate the complaint. Upon conclusion of the investigation, the school will take action to remedy the situation. The school will not tolerate any retaliation against a student who files a complaint or participates in an investigation regarding a complaint of harassment. However, anyone who makes a false claim of sexual harassment will be subject to consequences from the school as well as outside agencies.

DRUG AND ALCOHOL ABUSE

North Hills Prep includes in its responsibility that of teaching its students how to handle the difficulties of adolescence and society. NHP has a concern to set standards, explain them, and maintain them. It is absolutely unacceptable to use, sell, or possess drugs, alcohol, or paraphernalia on campus, traveling to or from campus, or at any school function, including school-sponsored trips and occasions when one is representing the school, even during vacation time. This includes attending any school function when one is under the influence of drugs or alcohol.

North Hills Prep has a drug testing policy that tries to realistically address campus well being and safety. Urinalysis testing can be performed on-site and detects THC, methamphetamine, amphetamine, cocaine, and morphine. Violating NHP rules on drugs and alcohol will result in immediate suspension, police involvement, and can result in a recommendation for a more restrictive school environment. Reasonable suspicion of alcohol or drug use will result in disciplinary measures. Possession of illegal drugs will immediately be reported to law enforcement.

PHYSICAL ALTERCATIONS

Learning how to resolve conflicts in ways that achieve positive problem resolution is part of North Hills Prep's focus. Physical altercations will not be tolerated and will result in immediate suspension.

TARDINESS

Students are expected to be on time to ALL classes, assemblies, and class meetings. A student arriving late to school **MUST** sign in at the Front Office and receive a pass to enter class. Students entering late miss important information and disrupt the teaching and learning process. Individual teachers include a tardy policy in their course syllabus.

SAFETY

The following are prohibited whenever the school is responsible for student safety—on or off campus, during school-run trips, and at all official school functions:

- Possession or use of any gun, toy or real; fireworks or other explosives; knives, brass knuckles, tasers, or weapons of any sort.
- Leaving campus or a school group without permission.
- Using water pistols of any sort.
- Destruction of property (individuals or school)
- Littering or not picking up after oneself or others
- Skating, rollerblading, or skateboarding.
- Running; throwing balls, throwing water balloons, or other objects; playing contact sports outside of the field area.

DRESS CODE

We encourage individual expression and students may wear clothing of their own choice within the following guidelines. NHP administration reserves the right to ask students who are not properly dressed, fully clothed, or properly groomed, to change clothes or to be sent home.

- Students may not wear clothing that is vulgar or displays profanity.
- Blue jeans, shorts, and tee shirts with no offensive printing are permissible; Students may not wear attire that contain alcohol, weaponry, racist, or drug references.
- Students may not wear accessories made of chains, studs, spikes, and/or bullets. These items will be confiscated by staff.
- Students may not wear suspenders and rolled up pants with army boots/doc martins.
- Students may not display any clothing, items, or mannerisms associated with gangs, taggers, crews, posses, or any non-school clubs. This includes pants that are oversized or below the waist, long shorts with high socks, or hair styles that maybe associated with gangs.
- Shoes are required at all times. Students may not wear slippers.

- Students may not wear clothing that is excessively revealing of the midriff, cleavage, shoulders, or legs. Students may not wear exposed undergarments (this includes tank-type undershirts). Staff will address students on an individual basis.

CELL PHONE and ELECTRONIC DEVICES

After careful consideration and student feedback, the administration has reconsidered the policy on students using cell phones on campus. The following guidelines are to be followed in regards to cell phones and electronic devices on campus.

- Students may not use cell phones or pagers in the classroom or during designated class time.
- Students may use cell phones during nutrition and lunch only.
- Students may not take pictures of or video tape any other students or staff without written consent from the student and their parents and without written consent from the staff.
- Any infractions may result in the confiscation of the device for the remainder of the day.
- **NHP is not responsible for lost or stolen cell phones**

PEER RELATIONS / DISPLAYS OF AFFECTION

NHP seeks to provide students with a safe, nurturing environment. Staff is trained and expected to intervene whenever situations escalate to include excessive teasing, verbal insults or physical confrontations. Conflicts between students will be addressed in a problem-solving manner with the further goal of teaching conflict-resolution skills that can be applied in the future.

NHP allows appropriate affectionate behavior including handholding, side-to-side hugging, brief face-to-face hugging, and respectful salutations. Behavior not allowed includes lap-sitting, prolonged kissing, straddling, or other provocative sexual expression. Students are expected to respond to staff prompting if a behavior is deemed inappropriate.

TRUANCY POLICY

Unauthorized departure from NHP school grounds constitutes truancy, which will result in disciplinary action and may include suspension and/or contact with local police. Students are considered in attendance once they arrive to school, even if this is before the first bell sounds. Students are to remain on campus while waiting for transportation home. Leaving campus at nutrition, lunch, at the end of school, or at any time during class, is considered in violation of this policy

Students are expected to arrive to class on time and remain in class for the entire period. A warning bell sounds 3 minutes before the beginning of each period. Students who are late to class are expected to comply with staff prompting. Students who are asked to leave class by a teacher or who leave voluntarily are expected to report to the Behavior Office. Efforts are made by the Behavior staff to problem-solve student issues with them and encourage students to return to class (with teacher approval). Excessive tardiness or time out of class will result in constructive problem-solving or, if needed, disciplinary action.

Students **MAY NOT** leave campus at any time during the school day. Leaving campus without permission before school, during nutrition or lunch, or after school will result in disciplinary action.

GAMBLING AND THE EXCHANGE OF CURRENCY

For the security of all our students, carrying and exchanging of currency on campus is strongly discouraged. The selling of any items for any reason is not permitted. (Students wishing to sell items for a charitable purpose must apply through the Student Government Association in order to do so.) Gambling is prohibited.

SCHOOLWIDE CLASSROOM EXPECTATIONS

RESPECT CLASSROOM LEARNING

ATTEND SCHOOL DAILY (PARTICIPATION GRADE)

- If absence is excused, get a note from the front office to obtain missing assignments that must be made up.

BE IN YOUR SEAT PREPARED TO WORK WHEN THE TARDY BELL RINGS

- Excessive tardiness will negatively affect grade.

FOCUS ON CLASSROOM INSTRUCTION/ACTIVITIES

- Drug-talk and weapon-talk will not be tolerated
- Discussions of personal life or other off-topic comments unrelated to the subject matter will be addressed by staff
- Cell phones and/or electronic devices otherwise not permitted in class **MAY BE CONFISCATED BY STAFF**
- Lighters, matches, cigarettes, or other items otherwise not permitted in school **MAY BE CONFISCATED BY STAFF**

RESPECT THE RIGHTS OF OTHERS

- Rudeness, profanity, socially-offensive language, or teasing will not be allowed in classroom
- Physical or verbal malicious behavior to faculty, staff, or peers will result in suspension
- Keep your hands and feet to your self. Respect personal space.
- Negative comments about race, ethnicity, gender, sexual orientation, appearance, or intelligence is harassment and will be addressed accordingly

RESPECT YOUR ENVIRONMENT

- Students will be held responsible for damage to text books, desks, or the personal belongings of others.
- Clean up after yourself!!!

TITLE IX AND NONDISCRIMINATION

- Students have the right to equal learning opportunities in their schools.
- Students and employees may not be excluded from participation in, be denied the benefits of, or be subjected to harassment or other forms of discrimination on the basis of sex, sexual orientation, or gender identity in any program or activity.
- Students may not be required to take and/or may not be denied enrollment in a course because of their sex, sexual orientation, or gender identity.
- All Physical Education classes must be coeducational.
- Students have the right to be evaluated and graded without regard to their sex, sexual orientation, or gender identity.
- Students must be provided with counseling and guidance that is not discriminatory.
- Counselors may not urge students to enroll in particular career classes or programs or activities based on sex, sexual orientation, or gender identity.
- Schools must offer female and male students equal opportunities to play sports.
- Equipment and supplies, game and practice schedules, budgets, coaching travel allowances, facilities, publicity, support services, and tutoring offered to teams are to be equivalent between female and male teams.
- Pregnant and parenting students have the same right as any other student to continue in their regular school and in any program for which

VIOLATIONS OF LAW

While efforts are made by the Behavior staff to solve minor infractions on-campus, vandalism, assault (including verbal threats), and theft are violations of the law and may be reported to local police.

SUSPENSION AND DETENTION

Suspension from school/class or detention either at lunch or after school, are some of the methods that may be employed to assist in developing acceptable student conduct. Detention may be assigned by the teachers or the Behavior Department for minor rule infractions and must be served on the day of occurrence or the following day. Prior to suspension, other alternatives such as on-site remedial measures that take into consideration the needs of the student are employed. Education Codes 48900 and 48915 outline the reasons and conditions under which the administration may suspend a student. Specific information on these conditions may be obtained from the in-take packet received upon enrollment in North Hills Prep.

Suspension is used for the following infractions: possession or use of illegal drugs or alcohol on campus; possession of a weapon; fighting; and truancy. In cases such as these, parents are notified immediately and police are called if the law has been violated. Incident Reports document these significant events and include eyewitness reports and administrative response. These are sent to the student's district office within 24 hours of the incident.

The Behavior Department works closely with the Clinical Department and teachers to develop a coordinated approach for each student. All significant contact between students and behavioral staff are documented in a daily log, and then transferred to individual student logs. Also documented are teacher referrals and parent contacts. This gives staff, parents, and students a comprehensive profile of the student's behavior at school and provide important information regarding the student's level of independence and ability to manage relations

SCHOOL PROBATION

Probation is imposed on a student who has not shown significant improvement after a warning from the Dean of Students and Executive Director, a student guilty of repeated minor offenses, all cases of academic dishonesty or a student involved in a serious first offense. Probation is given for a period of at least one quarter. A student who shows significant and immediate improvement may be taken off probation early. A student who does not significantly improve will be referred to the Discipline Board for referral to a more restrictive environment.

EXPULSION (Referral to More Restrictive Environment)

Expulsion is the permanent removal of a student from North Hills Prep. A student may be expelled if his or her behavior does not significantly improve after either a warning from the Director or probation. Moreover, a student is subject to this action if he/she is involved in an "exceptional" situation as described below. Dishonesty during the investigation of a situation may result in referral to a more restrictive setting.

NOTE: Students dismissed from NHP are restricted from the campus and any school-sponsored activity (including athletic contests) for a period of 12 months from the date of dismissal. Only the Executive Director, in writing, may make exceptions to this rule.

EXCEPTIONAL CASES: In exceptional cases resulting from a single major offense, NHP reserves the right to immediately suspend a student pending further investigation. The Discipline Board will review such matters and may dismiss the student without reference to the student's previous behavior.

ATTENDANCE POLICY

Poor attendance severely undermines a student's education. Students cannot learn when they are not at school. Excused absences and make-up work do not replace the learning that occurs in the classroom.

The following program regarding absences and credits was designed for the purpose of honoring the school's mission of truly preparing students to be successful in life. Time management, discipline, consistency and commitment to success are vital, along with the students' innate intelligence, to being competent at the college level and successful in a career.

Classes begin at 8:40 am and students should arrive by 8:30 am as to not be late to their first class. Parents are to call the attendance office as early as possible to report an absence. Students absent for all or part of a school day may not participate in athletics or other extracurricular activities on the day of an absence except at the Director's discretion.

Excused absences are those due to illness, injury, family emergency or religious commitments. All work must be made up. Unexcused absences result from truancy, unauthorized early departure for or late arrivals from vacations, or official school suspension. In such cases, a teacher is under no obligation to help a student make up missed work.

Family vacations during scheduled school days are discouraged; taking students out of school disrupts their general education program and makes it difficult to stay up-to-date with all assignments. These absences are unexcused; the school has a right not to allow for make-up work for these absences.

Please support North Hills Prep in our commitment to student excellence.

1. Student must attend a class a minimum of 60 hours per semester in order to earn 5 (five) credits.
2. Less than 60 hours per semester will result in the reduction of credits.
3. Make-up work will not be accepted for class work missed due to unexcused absences. "Zeros" will be recorded for unexcused days missed from school.
4. After an excused absence, a note must be brought to the office the day the student returns to school. The student must be given an "Excused Absence Slip" to be presented to each teacher. The absence slip will be teacher's notice to let the student make up the class work missed.
5. An excused absence note must contain:

- Student's name
- Date of excused absence(s)
- Reason for absence (specify nature of illness i.e. cold/fever/flu, etc...)
- Parent/Guardian signature and phone number for verification

School districts require North Hills Prep to send a doctor's note for any absences of **3** or more consecutive days. If you have a question as to what constitutes an "excused" or an "unexcused" absence, please call the office for clarification. Regular attendance in class is critical to satisfactory academic progress. School districts are enforcing more extensive attendance policies, and students are expected to attend all classes unless they have a valid excuse from the Attendance Office. After school and lunch detention will be assigned to students for verified truanancies. Habitual failure to attend class

will result in referral to another school or program. If you are concerned that your student may have an attendance problem, please contact the Director of Education who will work with you. Excessive absences may result in parent conference, an IEP meeting, or home visits by District personnel.

GRADING PROCEDURES

ATTENDANCE

Students' presence in class is one of the most important factors to their success in school. With this policy instituted school-wide, our hope is that it will encourage higher attendance, especially among students who care about their grades. NHP would like to reward those students with outstanding attendance by incorporating the following procedures into every class grading system:

- Students with 0-3 absences in a semester will have their grade increased by 2 "levels" (7 %);
- Students with 4-6 absences will have their grade raised one level (3.5%);
- The grades of students with more than 7 absences will remain unchanged
- For grading purposes, 5 tardies, exceeding more than 5 minutes, will equal 1 absence.

CLASSROOM PARTICIATION (20% OF GRADE)

1. Materials: In an attempt to improve this area, students will be required to bring materials to class everyday. Certain classes will require more materials than others. At a minimum, students must have the following **(5% of their grade)**:

- a pen or pencil,
- paper
- and three-ring binder to include
 - Planning Calendar: We believe that students need to know what daily assignments and homework need to be completed. In an effort to support student success, we provide each student with an Assignment Notebook. This must be included in your grading rationale. All students must bring to class their notebooks and write their assignments down.

2. Promptness: Getting to class on time is imperative to starting each period on the right foot. When students arrive late to class, it is disruptive and disrespectful to the teacher and to the rest of the class. **(5% of their grade)**

5=arrives on time; 4=two minutes late; 3=five minutes late;
2=seven minutes late; 1=10 minutes late; 0=more than ten minutes late

3. Class Participation: Students must be present in class and participating in class discussions and/or activities **(10% of their grade)**.

HOMEWORK (10%)

Homework should be part of all academic classes and should only reinforce the lessons taught during the lesson. (NO NEW SUBJECT MATTER) Suggested times for assigned homework (may include reading materials)

Junior High School: 5-10 minutes (minimum of 2 nights per week); 1-2 questions, problems, etc...

Freshmen: 10-15 minutes (2-3 nights per week)

Sophomores: 15-20 minutes (3 nights per week)

Juniors: 20 minutes (3 nights per week)

Seniors: 20-25 minutes per night (3-4 nights per week)

ASSESSMENTS (30%)

1. Quizzes: Class quizzes will be worth no more than **10% of the overall grade**.

2. Tests: Class tests (and Final Exams) will be worth no more than **20% of the overall grade**.

- Test scores and quizzes are based on percentage correct
90 --100= A 80 --89=B 70 --79=C 59 --69=D

3. Alternative Assessments for Students with Disabilities must be considered

**For those students who are unable to do any of the above, we have safety nets. Materials in class and the homework webpage will allow students to access the curriculum, but not following these policies will affect their grade.

HEALTH AND SAFETY

EMERGENCY PROCEDURES AND DRILLS

North Hills Prep has monthly drills during which students practice the procedure for evacuating the school. The prolonged ringing of a bell alarm indicates a fire drill. All students report to designated areas where attendance is taken. In an actual disaster, the school's faculty remains on campus with students until a family member or person authorized by student's parent(s) picks up the student.

IN THE EVENT OF AN EARTHQUAKE:

1. No student will be dismissed from school unless a parent (or an individual designated by the parent) comes for him/her.
2. No child will be allowed to leave with another person unless the school has written permission to that effect or that particular person is listed on the student's emergency card in our files. Parents are urged to keep emergency cards up to date.
3. Tune your radio to KNX 1070 on the AM dial. Information and directions will be given over the radio.
4. The school is prepared to provide for its students during periods of natural disasters or emergencies. First aid supplies, drinking water, flashlights, radios, etc., are stored at the school. NHP staff holds first aid certificates.

EARTHQUAKE SAFETY PRECAUTIONS:

1. If inside, stay inside:
 - In classrooms or offices, move away from windows, shelves, and objects of furniture that may fall. TAKE COVER under a table, desk, or counter.
 - In the library, immediately move away from windows and bookshelves and take appropriate cover.
2. If outdoors, stay outdoors:
 - On playground or en route to and from school, move to an open space, away from buildings and overhead power lines. Lie down or crouch low to the ground. Keep looking around to be aware of dangers that may demand movement.
3. Stay under shelter until shaking stops:
 - When it appears safe, the teachers will escort students to the backfield, away from all buildings (the field is approximately 1 acre in size).
 - Over 60% of the windows at North Hills Prep have been replaced with Plexiglas.

FIRST AID

Each classroom is equipped with a first aid kit. First Aid is available in the Behavior Office. Available medical supplies include over-the-counter pain and digestive medication, disposable ice packs, band-aids, and other basic supplies. Faculty and staff are trained in first aid and CPR.

PRESCRIPTION DRUGS

No prescription drugs are allowed on campus unless a parent turns them in to the Behavior Office with a copy of the prescription and written permission for NHP to dispense medication from parent/guardian. If students are in need of taking doctor-prescribed medication during school hours, the Behavior Department will keep the medication in a locked cabinet.

SUDDEN ILLNESS

If a student feels sick during the school day, he/she should go to the Behavior Office. Parents will be called to arrange transportation home. In the event that the parent/guardian is not available, an appropriate emergency contact must be available to pick up the student. An authorized adult must sign out the student in the Front Office if he/she leaves school prior to dismissal. Students who leave school due to illness may not return on the same day for a particular class or for extracurricular activities.

COMMUNICABLE DISEASES

If a student acquires or is exposed to a communicable disease, parents are to notify the school at once. Before a student returns from such an illness, the school is required by law to receive a doctor's statement certifying the student's health.

EMERGENCY CARDS

At the beginning of each school year, Emergency Cards are sent home to each student's parent or guardian. This needs to be filled out and returned. If, at any time during the school year, home, work or emergency phone numbers change, the parent or guardian must inform the Attendance Office or the Magnet Office. This card may save a student's life if he or she is injured; it enables the school personnel to contact someone to give approval for emergency care.

CLINICAL/COUNSELING SERVICES

The Clinical/DIS Counseling Department staff are licensed Marriage and Family Therapists dedicated to providing the highest quality clinical services. Effort is made to coordinate services with the school's academic and behavior staff as well as other professionals who provide for the student's therapeutic needs (i.e., outpatient therapy and psychiatric services).

COORDINATED SERVICES

Designated Individual Service (DIS) Counseling is usually funded by the student's Individualized Education Plan (IEP). This weekly service allows the student to receive support through weekly counseling with a focus on social/emotional functioning that negatively affects academic progress. This service may also support the student in developing long-term academic and vocational goals and support the development of life skills needed as the student matures and develops more independence in the community. Counselors assist students in the development and implementation of an Individual Transition Plan (ITP). In addition to weekly counseling sessions, counselors are involved in consultations with teaching and behavioral staff, consult with outpatient service professionals, participate in IEP meetings, coordinate parent meetings, and are available during the school day when a student is experiencing a crisis situation.

For students enrolled privately (without an IEP), weekly counseling is available for an additional fee. Contact Steve Friedman, for details.

EDUCATION FOR PARENTS, STUDENTS, AND STAFF

The Counseling Department sponsors an ongoing series of educational programs for the school community.

A monthly "Parent Forum" offers presentations on significant mental health topics and supportive services. In the past, topics have included: Substance Abuse and Treatment, Transition Services, Neurofeedback Treatment, Parenting Skills, and presentations on specific psychiatric diagnoses.

Students participate in prevention programs throughout the school year. These usually include programs on substance use and abuse, and sexuality issues.

Academic staff participates in staff inservices and consultations with the counseling staff. These include weekly "Team Meetings," and inservice programs to assist staff in improving skills in order to work more effectively with a variety of students presenting with behavioral, emotional, and learning difficulties.

REFERRALS

To ensure that our students and their families receive appropriate and adequate services, counselors may provide referrals to community agencies (i.e., psychiatric hospitals, community mental health agencies, Department of Rehabilitation, substance abuse treatment centers) and/or individual private professionals (i.e., psychiatrists, psychotherapists, educational therapists).

The California Assembly Bill 3632 (AB3632) provides for additional mental health services that will be provided by the County Department of Mental Health. These services may be needed by students in order to successfully complete high school. Counselors may make a referral for DMH/AB3632 services through the IEP team when counseling services are insufficient to meet a student's emotional and academic needs. These services may include: outpatient psychotherapy (individual, family, or group), psychiatric treatment, day treatment, or residential treatment. This is not an emergency procedure: the evaluation process takes approximately 90 days before a recommendation will be made in a reconvened IEP meeting.

NHP BUS TRANSPORTATION RULES AND REGULATIONS

North Hills Prep can only pick up and return students to their homes. If an emergency arises and the student must be picked up or dropped off elsewhere, a **written request must be made and approved at least one day prior to needing this exception**. Students who request to go home with a classmate must have written permission from both parents' one day prior. All exceptions granted will be based upon seating capacity on each van. **Students without written parental permission will be sent home on their assigned van.**

The safety of the students is of the utmost concern. Any student creating an unsafe environment will be suspended from the van up to three days. Parents/Guardians will be responsible to transport students during this time. If a student is suspended three times, the student may be permanently required to find alternative transportation. The following is a list of rules that students must adhere to while on the school transportation.

1. Seat belts must be worn
2. No eating or drinking (water excluded)
3. No excessive noise
4. No disruptive or inappropriate behavior
5. No unauthorized rides; Parents must contact transportation coordinator to arrange rides
6. No hanging out windows and doors
7. No smoking in van or between stops
8. No damage to property
9. Van must be at complete stop before opening door
10. No gesturing or holding signs to passing cars
11. You may not get out of van unless at home or school
12. Drivers may impose additional rules at their discretion

Our contract with the school district is to provide transportation for the student between home and school. Due to insurance reasons that will be the **ONLY** transportation service we provide. Parents/Guardians are responsible for getting their student to/from appointments or jobs. Student can see Debbie Donovan for Metro bus pass applications.

Drivers are not allowed to transport any student not on their list (even if it is a student that attends NHP).

Drivers are asked, not required, to wait **five minutes** for a student to come out to the van. If student does not come outside the driver will leave and **you will be responsible** for getting you student to school. This does not mean the student has five minutes to stand outside while the van waits. If the student is outside, he/she must immediately get on the van or the driver will leave and it will be your responsibility for getting your student to school.

Any student that disembarks the van other than their designated location will be asked to immediately return to the van and will be given a first warning. If student does not return to the van the driver will be forced to leave them at the location and notify the parent and main office of the time and location that student was left. The Behavior Department will contact you on the following day to discuss incident and student will be suspended from van.

Due to the significant increase in gasoline prices, NHP will no longer transport students mid-day when they need to go home. **Students who are sick, suspended, or need to go home must be transported by parents.** If parents are unable to pick up their student from school, an emergency contact must be available to provide transportation home.



**NORTH HILLS PREP SCHOOL
2009-2010 SCHOOL CALENDAR**

DATE	DAY	EVENT
September 2-4	Wed thru Fri	Teacher Orientation
September 8	Tuesday	Classes Begin
September 25	Friday (1/2 Day)	Picture Day/*In-service training
September 28	Monday	No School: Holiday
September 29	Tuesday	**CELDT Testing
October 6 & 7	Tuesday & Wednesday	CAHSEE Testing (12 th Grade)
October 8	Thursday (1/2 Day)	*In-Service Training
October 9	Friday	No School: Pupil Free Day
October 14	Wednesday	PSAT/NMSQT Assessment / Parent Orientation (6:00-8:00 pm)
October 19	Monday	No School: Pupil Free Day
October 30	Friday	Halloween Celebration
November 2	Monday	No School: Pupil Free Day
November 3 & 4	Tuesday and Wednesday	CAHSEE (11 th and 12 th non-grad)
November 11	Wednesday	No School: Holiday: Veteran's Day
November 13	Friday (1/2 Day)	End of First Quarter/*In-service training
November 20	Friday	Report Cards Mailed
November 24	Tuesday	**PLAN Assessment
November 25	Wednesday	Annual Turkey Bowl
November 26 & 27	Thurs thru Fri	Holiday: Thanksgiving
December 11	Friday (1/2 Day)	In-Service Training
December 18	Friday	*Holiday Celebration
Dec 21-Jan 1	Monday thru Friday	Winter Break
January 4	Monday	Classes Resume
January 15	Friday (1/2 Day)	*In-Service Training
January 18	Monday	Holiday: Martin Luther King
January 19	Tuesday	MLK Celebration
January 21	Thursday	Parent Forum (7:15 – 9:00 pm)
February 2 & 3	Tuesday and Wednesday	CAHSEE (12 th Grade Only)
February 2-4	Tuesday thru Thursday	Mid-Term Exams (12:30 dismissal)
February 5	Friday	No School: Pupil Free Day

February 8	Monday	Second Semester Begins
February 12	Friday	Report Cards Mailed/Valentine's Day Celebration
February 15	Monday	Holiday: Presidents' Day
February 26	Friday (1/2 Day)	Make-up Picture Day/*In-service Training
March 2 & 3	Tuesday and Wednesday	CA Writing Assessment & EAP
March 3	Wednesday	Open House (6:00-8:00 pm)
March 5	Friday	No School: Pupil Free Day
March 16 & 17	Tuesday and Wednesday	CAHSEE (10 th , 11 th , 12 th grade)
March 26	Friday (1/2 Day)	*In-Service Training
March 29 – April 2	Monday – Friday	Spring Break
April 5	Monday	Classes Resume/Beginning of 4 th Quarter
April 12-16	Monday – Friday	CA Physical Fitness Test
April 16	Friday	End of 3 rd Quarter
April 22	Thursday	Parent Forum (7:15 – 9:00 pm)
April 23	Friday (1/2 Day)	Science Fair/*In-service Training/Report Cards Mailed
April 26	Monday	No School: Pupil Free Day
May 11 & 12	Tuesday and Wednesday	CAHSEE (10 th grade make-up & 12 th grade)
May 13	Thursday	Parent Forum (7:15 -9:00 pm)
May 14	Friday (1/2 Day)	Multi-Cultural Day/*In-service Training
May 17	Monday	No School: Pupil Free Day
May 18-28	Tuesday - Friday	**CST and CAT/6 (7 th -11 th grade)
May 31	Monday	Holiday: Memorial Day
June 11	Friday (1/2 Day)	*In Service Training
June 22-24	Tues, Wed, Thurs	Final Exams (12:30 dismissal)
June 25	Friday (1/2 Day)	*School Awards Assembly
		Graduation Ceremony (10:00 am)
July 2	Friday	Report Cards Mailed
Summer School Dates (Tentative)	*July 19 th – August 13 th	

***Beginning Summer Session of 2010, the school districts have limited summer school to 4 weeks/full days for all grades.**

***Classes End at 12:55pm**

****Tentative Date**