

NEW MILLENNIUM SECONDARY SCHOOL



STUDENT/PARENT HANDBOOK 2015-2016

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2015-16 New Millennium Secondary School Student/Parent Handbook

Message from the Principal of New Millennium Secondary School

Dear Student and Parents/Guardians:

It is with great pride and excitement that I write this letter. It is a privilege to serve as the new principal at New Millennium Secondary School. I look forward to working with the dedicated staff to provide the best possible education for our students. The vision for NMSS has always been, and will continue to be to provide all of its students with a high quality, college preparatory education, with access to early college coursework to ensure all students are successful in applying to and succeeding in college.

As I enter my 6th year at New Millennium Secondary School I hold tight to this vision. During my time here I have taught and served as an assistant principal. With this new position I will ensure that this academic year is successful academically and socially for our students. It is for this reason then that I ask students come to school prepared and on time each day, ready to do their best and ready to answer the following questions:

- What am I learning?
- Why am I learning this?
- How can I use it?

Success is a team effort and every part of the team, students, parents, teachers, and staff, is an integral part. It is with great excitement and anticipation that I look forward to working with you and your student during the 2015-2016 school year!

Go Warriors!

Sincerely,

Samantha Navarro
Principal

New Millennium Secondary School

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NMSS MISSION, VISION, & ESLR's

Mission

The New Millennium Secondary School's mission is to prepare traditionally underserved students for success in the 21st century by providing a rigorous and relevant college-preparatory education that invests in talented human capital, provides early college experiences, and strives to adapt public education to the "new millennium".

Vision

The vision for New Millennium Secondary School ("NMSS") is to provide all of its students with a high-quality, college-preparatory education, with access to early college coursework to ensure all students are successful in applying to and succeeding in college.

EXPECTED SCHOOL-WIDE LEARNING RESULTS

All NMSS students will:

N- Nurture academic progress and achievement for college readiness by:

- Pursuing mastery in all content areas.
- Creating a broad range of standards based assignments across academic curricula.
- Assessing their own work using rubrics and criteria.
- Demonstrating the ability to read, write, listen and speak effectively to diverse audiences.
- Applying problem solving and critical thinking skills in academic settings independently and collaboratively.
- Attending at least one college course.

M- Manage and pursue school and life goals by:

- Setting short and long term personal, academic and professional goals.
- Fostering success in academic and professional environments.
- Practicing organizational and time management skills.
- Participating in career exploration.

S₁- Support the pillars of character for self and others by:

- Adhering to NMSS rules and expectations.
- Demonstrating academic and personal integrity.
- Promoting mutual respect, appreciation, and acceptance among people of different backgrounds, cultures, abilities, and beliefs.
- Accepting responsibility for one's own behavior and actions.
- Using appropriate models of communication when expressing ideas, collaborating, and resolving conflict.
- Being responsible and productive citizens of the school, the community, and the world.

S₂- Sustain the skills necessary to participate in a technologically advanced society by:

- Developing technological literacy and awareness.
- Using a diverse spectrum of reliable resources as research tools.
- Using appropriate technologies as academic, professional, and life-long learning tools.
- Communicating effectively and appropriately through various technologies.



NMSS IMPORTANT DATES



Holidays (School is closed)

Labor Day	Monday, September 7, 2015
Veterans' Day	Wednesday, November 11, 2015
Thanksgiving Break	Thursday, November 26 -Friday November 27, 2015
Winter Break	Monday, December 21, 2015-Monday, January 4, 2016
Martin Luther King, Jr.	Monday, January 18, 2016
Presidents' Day	Monday, February 15, 2016
Caesar Chavez	Friday, March 25, 2016 (Observed)
Spring Break	Monday, March 28, 2016 – Friday, April 1, 2016

Pupil Free Days (no school for students)

Friday, October 2, 2015
Friday, October 30, 2015
Friday December 18, 2015
Monday, January 4, 2016
Friday, March 4, 2016
Friday, April 29, 2016
Friday, May 27, 2016

Friday, Teacher Collaboration Days (1:35pm Dismissal)

FALL SEMESTER, 2014	SPRING SEMESTER, 2015
August 14, 2015	January 8, 2016
August 21, 2015	January 15, 2016
August 28, 2015	January 22, 2016
September 4, 2015	January 29, 2016
September 11, 2015	February 5, 2016
September 18, 2015	February 12, 2016
September 25, 2015	February 19, 2016
October 9, 2015	February 26, 2016
October 16, 2015	March 11, 2016
October 23, 2015	March 18, 2016
November 6, 2015	April 8, 2016
November 13, 2015	April 15, 2016
November 20, 2015	April 22, 2016
Wednesday, November 25, 2015	May 6, 2016
December 4, 2015	May 13, 2016
December 11, 2015	May 20, 2016

Final Exams (1:35pm Dismissal)

First Semester- Wednesday, December 16, 2015 Periods 1, 3, 5, & 7 **Second Semester-** Wednesday, May 25, 2016, Periods 1, 3, 5, & 7
 Thursday, December 17, 2015 Periods Adv, 2, 4, & 6 Thursday, May 26, 2016 Periods Adv, 2, 4, & 6

SPECIAL DATES

August 10, 2015	First Day of School
August 27, 2015	Back to School Night, 6pm
September 18, 2015	Progress Reports Distributed
November 2, 2015	Progress Reports Mailed Home
November 25, 2015	Turkey Bowl
December 18, 2015	Semester 1 Grades Mailed Home
January 5, 2016	Semester 2 Begins
January 14, 2016	Open House, 6pm
February 8, 2016	Winter Formal Dance

February 12, 2016	Progress Reports Distributed
March 2016	10 th Grade CAHSEE
April 4, 2016	Progress Reports Mailed Home
April 25–April 28, 2016	California Standards Testing/Senior Week
April 30, 2016	Senior Prom – Location TBA
May 12, 2016	Senior Awards Night, 5:30pm
May 20, 2016	Senior Picnic/Yearbook Signing
May 26, 2016	Graduation Ceremony, 4:00pm
June 2, 2016	Semester 2 Final Grades Mailed Home



2015-2016 NMSS Bell Schedules

Regular Schedule (M, T, W, Th,)

Monday & Wednesday – Odd Periods (1, 3, Adv., 5, 7)

Tuesday & Thursday – Even Periods + Period 7 (2, 4, Adv., 6, 7)

8:00am – 9:40am	Period 1/2
9:45am – 11:25am	Period 3/4
11:30am – 11:55am	Advisory
11:55am – 12:25pm	Lunch
12:30pm – 2:10pm	Period 5/6
2:15pm – 3:20pm	Period 7

Instructional minutes: 390

Collaboration Schedule (Friday)

8:00am – 8:50am	1st period
8:53am – 9:43am	2nd period
9:46am – 10:36am	3rd period
10:36am – 10:56am	Nutrition
10:59am – 11:49am	4th period
11:52pm – 12:42pm	5th period
12:45am – 1:35pm	6th period

Instructional minutes: 300

Final Exam Schedule

Advisory/ Period 1	8:00 – 9:15
Period 2/ Period 3	9:20 – 10:35
Break/Nutrition	10:35 – 10:50
Period 4/ Period 5	10:55 – 12:15
Period 6/ Period 7	12:20 – 1:35

Instructional minutes: 300

STUDENT & PARENT RESPONSIBILITIES

ACADEMIC INTEGRITY

In an effort to encourage students to establish lifelong skills of honesty and integrity, it is the policy at NMSS to promote academic integrity. Any kind of work submitted as your own that you did not produce in its entirety is academic dishonesty. Assisting others in academic dishonesty makes a student equally responsible.

Examples of Academic Dishonesty include:

- Homework (copying from another student)
- Getting/Giving answers to test taken earlier
- Copying or sharing answers between students on homework, quiz, or test
- Crediting source material that was not used for research
- Allowing another student to copy from you
- Plagiarizing from the Internet, a written text, or any other source without quoting proper citation
- Text messaging answers from any quiz or test to another student

As per the Code of Conduct Matrix (p 25) students caught cheating will not be allowed to take NMSS facilitated CSUDH courses, however are still required to fulfill the college class requirement to graduate.

ADVISORY

Providing a personalized learning environment in out school through Student Advisory is a core value at New Millennium Secondary School.

Students learn best in a small learning communities where their education is personalized, where they know their teachers, where their teachers and all adults in the school know them, where advisory structure connect each student with a personal learning team, and where there is a student voice in all aspect of the school that directly affect them.

Student voice is essential in all aspects of the school that directly affect student learning, interests, and needs through structures such as advisory groups that connect each student with a personal learning team. In the advisory period no student is allowed to “fall through the cracks” of anonymity.

The advisory focuses on four primary areas: (1) Personal Development, (2) Social Responsibility, (3) College and Career, (4) Community Building. The advisory teacher serves as the students’ home/school connection and counseling support for four years so that students are connected to consistent adult guidance with studies, student relationships, and planning for college. All students will be known well and supported through small advisory groups of 15-20 students. A credentialed teacher will serve as advisor and will work with the same students through graduation. The advisory structure will provide a small focused support group to motivate and support each individual student’s progress.

ATHLETICS

All NMSS students may participate in CIF sanctioned sports through Gardena High School. Interested NMSS students must first complete the athletic registration packet and both the student and parent/guardian must sign all contracts included in the packet. NMSS students will not be able to try-out or participate in any CIF sanctioned sports if the physical evaluation form is not completed. NMSS adheres to all CIF/LAUSD policies in regards to code of conduct, health/concussion, and academic policies.

Athletic Eligibility Requirements

To be eligible to participate in athletics, students must maintain a 2.0 grade point average and have no grades of "F". If a student's grade point average falls below a 2.0 or contains an "F" grade for one grading period she/he is placed on probation for the next six weeks during which time, they will not be able to participate in any games. At the conclusion of the six weeks, if his/her grade point average remains below a 2.0 or continues to have an "F" grade, he/she cannot participate in any contests until his/her posted grade point average is at least 2.0.

ATTENDANCE

Student success has a direct correlation with consistent and punctual attendance in class and school related events. Student with good attendance records achieve higher grades, enjoy school more, are more successful in their pursuit of higher education, and are more employable after leaving school.

California law states that every student shall attend school punctually and regularly and conform to the regulations of the school. It is NMSS policy that students attend class regularly; that work missed because of school related activities or illness must be promptly made-up; that truancy is unacceptable; and that other absences approved by the parent be minimized or avoided whenever possible. Students who are chronically absent or tardy may be referred to the School Attendance Review Board (SARB).

NMSS strives to achieve at least a 95% attendance rate each month of the school year. In order to achieve a 95% attendance rate, students are expected to attend school every day for the entire day (8:00 am-3:20 pm). Students may be absent for legitimate reasons. However, students must be present for 80% of any course to earn credit. **Students who fail to attend classes for two (2) consecutive weeks without first contacting the school will be withdrawn from the school and their spot given to a student on the waitlist.**

Procedure for Clearing Absences

When a student returns to school after being absent, he/she must provide the Main Office with a dated note from a parent/guardian explaining the reason for the absence and the duration. After the office has verified the letter, the student will receive a re-admit and return to class.

The student must keep the re-admit in a safe place and present it to each teacher at the beginning of each period until ALL periods have cleared the absence. Students will not be admitted to class without a re-admit.

Absences longer than 3 days due to illness require a doctor's not to excuse the absence. A student may not participate in any after-school extracurricular activity if he/she is absent from school the day of the activity.

Excused Absences

Excused absences are categorized as acceptable reasons to miss class as outlined by California Education Code and allow a student to make up any work that was missed due to the absence, and do not count against the 80% of class attendance required to earn credit for a course.

Excused Absences Include:

- (1) Due to his or her illness. (C.C.R. Title 5, 202. “A pupil with a suspected contagious or infectious disease may not remain in any public school.” They may be readmitted to school with written documentation from their physician and/or a public health officer that they are no longer contagious/infectious)
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometry, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- (5) For the purpose of jury duty in the manner provided for by law.
- (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil’s absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

School-Related Absences

School-related absences include field trips, academic events, school office appointments, and suspensions.

Unexcused Absences

Unexcused absences are absences that are not deemed acceptable by the California Education Code and do not require teachers to allow student to make up work that is missed due to the absence. Any student with ten (10) or more unexcused absences will not receive credit for the course.

Unexcused Absences Include, but are not limited to:

- Family Trips
- Personal Reasons (not outlined in #7 above)
- Menstrual Cycle
- Sibling Care
- Car Troubles/Traffic/Transportation Issues
- Truancy
- A Tardy of 30 minutes or more.

Tardy Policy

Tardy students walking into a class have a negative impact on the learning environment for everyone. Students are expected to be seated in the classroom and ready to begin work at 8:00 a.m. The only time a tardy is considered excused is if it is due to a completed appointment from a doctor or dentist’s offices and a note from the appointment is presented when the student enters campus. If a student is tardy for any other reason, the tardy is noted as unexcused. It is critical that students are on time to every class. Students arriving after 8:05am must have a pass from the Campus Supervisor to be admitted to class. Please see the Code of Conduct Matrix (p25) for consequences related to tardies. Students who are chronically absent or tardy may be referred to the School Attendance Review Board (SARB).

Truancy Policy

Students who arrive more than thirty (30) minutes late to class without a valid excused absence reason, or leave campus without a valid reason, as stated in the excused absence section (p 10), when scheduled for class may be issued a truancy citation by law enforcement. A state law, SB558, which became effective January 1, 1992, permits a court to suspend or delay the issuance of a driver's license to any minor who is truant from school. Students who are chronically absent or tardy may be referred to the School Attendance Review Board (SARB).

BATHROOM POLICY

Students are to use the restrooms before school, at lunch, during passing periods, or after school. Class time should not be used for personal reasons. Students may not use the restroom during the first or last 15 minutes of each class. Students with medical issues that may require more frequent bathroom usage must provide a doctor's note to the NMSS Main Office to be exempt from this policy. It is at the teacher's discretion to allow a student to use the restroom during class time. Students will be issued 15 bathroom passes each quarter (30 per semester). Students must ask and be granted permission by the teacher to use the restroom, even with a bathroom pass. Students needing to use the restroom without a pass may be allowed to at the discretion of the teacher, but consequences may be issued. Unused bathroom passes will be collected by students' Advisory Teachers at the end of each quarter and exchanged for Model Warrior tickets.

BICYCLES

Students may ride bikes to and from school, observing all safety and traffic rules and laws. Bikes are to be locked up before school in the designated area. Students riding bicycles **must wear a helmet** and must lock their bike securely. Although the school is providing a designated parking and storage area, New Millennium Secondary School assumes no responsibility for loss, damage, or theft.

BLOCK SCHEDULE

New Millennium Secondary School has an alternating block schedule. Students will take 7 classes each semester. (See "Bell Schedule", p 7)

CODE OF CONDUCT

The image a school portrays is often determined by the behavior of its students and the physical appearance of the building. We must all – students, teachers, administrators, support staff, parents, and community members – show pride by doing our share to make NMSS a better place in which to learn and work. One of the main goals of NMSS staff is to develop self-discipline in all students. The Code of Conduct Matrix (p 25) outlines the consequences for inappropriate behaviors.

NMSS rules apply while on school premises, or during school activities at or away from school, or off the school grounds if the situation is initiated at or by the school. Students shall be given due process before a disciplinary action is taken. Any student conduct that would constitute criminal conduct under the California Education Code is also a violation of the Code of Conduct. The rules also apply to any form of student misconduct directed at a district or school official or employee, or the property of a school or district official or employee, at any place, at any time. A violation of any rule may result in disciplinary consequences. Please see The Code of Conduct Matrix (p 25) for specific consequences for failure to follow the NMSS Code of Conduct.

COLLEGE AND UNIVERSITY ENTRANCE REQUIREMENTS

University of California “A – G” entrance requirements

To qualify for acceptance into a University of California (UC), California State University (CSU), and other colleges, students must earn a grade of “C-.” (D’s are not acceptable) or better in the following courses:

Subject Area and Years Required

Social Science	2 years
English	4 years of college preparatory English Composition & Literature
Mathematics	3 years of math (4 years recommended).
Laboratory Science	2 years of Laboratory Science (3 years recommended).
Language Other Than English	2 years of the same Foreign Language (3 years recommended)
Visual and Performing Arts	1 year of Visual and Performing Arts
College Preparatory Elective	1 additional year or 2 semesters of electives

University of California

To learn more about the UC campuses and requirements, go to:

www.universityofcalifornia.edu

California State University

To learn more, explore various campuses and begin to plan for college:

1. Go to www.csumentor.com
2. Click on “Plan for College”
3. Use one of the planners to help you plan the courses you will take to become ready for the university.

California Colleges

www.californiacolleges.edu

Explore colleges and careers, find out about planning and paying for college, and learn about college admissions requirements. Students can record the classes they are taking and grades they are earning to determine how they are progressing toward meeting requirements.

COMPUTER USAGE POLICY

Students are encouraged to use the school’s computers/network and the Internet connection for teacher-assigned, educational work. All references to “school” in this policy will mean any work assigned by teachers at New Millennium Secondary School. The term “computer” or “computer equipment” includes, but is not limited to: system units, displays, mice, keyboards, speakers, microphones, scanners, video projectors, video cameras, printers, hubs, switches, routers, patch panels, wiring, connectors, programs, and any other piece of equipment or software which is part of the school’s computer system. Students using a school computer are expected to abide by the following rules:

1. Students may only access the New Millennium Secondary School network and/or Internet by using their assigned network account. Use of another person's account/password is prohibited. Students may not allow other users to utilize their passwords. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.

2. Students may not download programs from the Internet or any portable device. Students may not install or delete programs on the school's computers.
3. Students may not use the Internet to engage in any unlawful activities.
4. The school staff may review computer files or messages that are created by any student. Material may be reviewed for grading and appropriate content. It may also be reviewed for any harassing or threatening material, trade secret protection, and/or any vulgar or obscene content.
5. Students are neither to send messages over the network using outside email accounts or systems, nor participate in online "chat rooms". All electronic communication between students and teachers should occur through the school's e-chalk account.
6. Students may not have food or drink around any technology, including computers and computer devices.
7. All copyright laws are to be enforced.
8. Students are not to remove, modify, damage or destroy any computer or networking equipment. Students and parent/guardians will be held financially responsible for any and all damage to equipment caused by the student using the equipment.
9. Students are not to modify or remove any identifying labels on computer equipment.
10. Students are to advise their teacher when a computer malfunctions in any way. The teacher will notify the technical support staff so that the PC can be repaired.

Exceptions to the computer usage policy rules are permitted only under direct teacher supervision. Violations of these rules may result in disciplinary as outlined by the Code of Conduct Matrix. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued when necessary.

CONCURRENT ENROLLMENT IN COLLEGE COURSES

All students are required to take one in seat and one on-line college course in order to earn a high school diploma from NMSS. For this reason, NMSS works with CSU, Dominguez Hills to offer high school juniors and seniors the opportunity to take in-seat and on-line college courses as part of their regular school day. Students must maintain a 3.0 GPA during their freshman and sophomore years and receive no more than ten Office Discipline Referrals during their first two years to qualify for the courses offered on our campus.

Even though NMSS will work to provide opportunities for students to attend college course through its college partners, NMSS cannot guarantee classes to NMSS students. NMSS students are responsible for meeting eligibility requirements for courses as determined by the college, complete the registration process either in person, on paper, and/or online, and maintain good academic and disciplinary standing while in the class.

NMSS will pay for all course materials, including textbooks and enrollment fees, for any required college course(s) as indicated and approved by NMSS. Any additional course(s), or course(s) outside the scope of a required or approved course, will be the financial responsibility of the parent/guardian and/or student.

Students who attend college courses are subject to the rules and regulations of that institution. NMSS has no jurisdiction over the academic or disciplinary decisions of any college course, no matter the location of the course meeting. NMSS is not responsible for the security of students or their personal property while in attendance of college courses.

It is the responsibility of the student to obtain and submit to NMSS their official college transcript from the institution or request the institution send the official transcript directly to NMSS in a timely fashion to verify completion of the course and receive credit toward A-G requirements and/or graduation.

As per the Code of Conduct Matrix (p 25) students caught cheating will not be allowed to take NMSS facilitated CSUDH courses, however are still required to fulfill the college class requirement to graduate.

DRESS CODE

Students must wear a black polo shirt and khaki pants at all times while on school grounds. Students attempting to enter school grounds without their appropriate uniform will be considered in violation of the school uniform policy and will be issued the appropriate consequence in accordance with the Code of Conduct Matrix (p25). All students will be issued two school uniform shirts each year. The confiscation of inappropriate clothing may occur if deemed appropriate and necessary by the school administration and staff.

Approved Tops:

1. Boys' and Girls' Shirts: Collared shirts or school issued T-Shirts with school logo in solid black. All logos must be either stitched or silk-screened and are to be purchased from NMSS student store.
2. Outer garments worn during school operating hours (7:30am – 5:00pm) must be solid black and have no logos or lettering other than the NMSS logo.
3. All uniform clothing must have its original necklines, sleeves, and waistlines. Altered uniforms will be considered a violation of the dress code.

Approved Bottoms:

1. Boys' and Girls' Bottoms: Khaki pants and shorts.
2. Girls' Bottoms: Leggings, tights, and pantyhose must be a solid color with no patterns and can only be worn in addition to shorts or pants; not alone. Leggings, tights, and pantyhose can be worn in the following colors: blue, black, gray, white, and flesh tone. Lace and fishnet style stockings are prohibited.

Length Requirements:

1. Shorts must extend to the bottom on the finger tips when arms and hands are straight at the side.
2. Pants must be worn around the waist (between the natural waist line and the navel). Sagging is not permitted.

Approved Footwear: (For safety reasons footwear regulations need to comply with the State Education Code)

1. All shoes and sneakers are to cover the entire foot and be closed-toes.
2. All shoes and sneakers must have a rubber-soled bottom.
3. Heals must be no higher than two inches in height.
4. Socks and footwear deemed in appropriate will be confiscated by the NMSS staff.

Approved Headwear:

1. Girls may wear a solid black (no patterns or designs) head scarf.
2. Solid black hats and bennies with the school logo may be purchased from the NMSS student store and are allowed to be worn during the school day. No other head coverings will be allowed (unless verified for religious or medical reasons). Teachers have the authority to ask students to remove all head coverings during the class period.

Examples of Unacceptable Attire:

1. Baggy or saggy pants worn below natural waist line.
2. Skinny jean styled clothing.
3. Skirts.
4. Any jeans, denim, or bottoms that do not comply with the approved clothing noted above.
5. Offensive and/or inappropriate belt buckles, necklaces, t-shirts, etc.

6. Slippers, flip flops, open-toed shoes, stilettos, or high heeled shoes, platform shoes.
7. Any head covering including baseball caps, bandanas, doo-rags, skull caps, ski hats, beanies, etc. (unless verified for religious or medical reasons).
8. Lace or fishnet stockings, patterned stockings, leggings, or tights.
9. Off-the-shoulder blouses, spaghetti straps, tank tops, plunging neckline, or exposed mid-riffs.

Pleas note that uniform shirts, hats, bennies, and sweatshirts will be available for purchase in the NMSS student store. The sale of uniform items will be considered an ASB fundraiser and any profits will be used toward the funding of student activities and events.

Students who come to school out of uniform will be detained by the Campus Supervisor until students comply with the school's dress code. The Campus Supervisor will contact a parent/guardian to have uniform brought to school. If the parent cannot bring the student dress code appropriate clothing, the student will be offered loaner clothes. If the student refuses to wear loaner clothes, the student will be kept in the in-school-suspension room for the day and not allowed to participate in any extra-curricular activities that day.

EARLY GRADUATION POLICY

Students may be eligible to graduate from NMSS in three (3) years if the following requirements are met:

1. Complete a "Declaration of Intent to Graduate Early" by the end of 10th grade academic year
2. Pass the March CAHSEE in the 10th grade with proficiency in both subject areas
3. Have taken or registered to take the SAT/ACT by fall of 3rd year (provide scores or receipt as proof)
4. Have earned 155 credits by the time of declaration
5. Demonstrate "proficiency" level on two years of math and English language arts
6. Meet all graduation requirements, including community service hours, completing a college course, etc. prior to the end of the third (3rd) academic year

ELECTRONIC DEVICE POLICY

Radios, CD players, tape players/recorders, cameras, headsets, iPods, MP3 players, and other similar electronic music devices may not be seen or used during school hours unless for a specifically assigned educational purpose, and the device may then only be used with teacher supervision. It is strongly recommended that students **DO NOT** bring these items on campus unless for educational purposes. Students who violate the "Electronic Device Policy" will have the device confiscated and held by administration for the length of time as outlined in the NMSS Code of Conduct Matrix (p 25).

Pagers/beepers/video cameras are prohibited on school grounds by California State Law at anytime and will be confiscated by school personnel and delivered to the Assistant Principal.

Cell phones may be used before entering the campus and after school hours only. Devices used at any other time will be confiscated by school personnel and delivered to Assistant Principal. These devices will be held for the length of time as outlined in the NMSS Code of Conduct Matrix (p 25). NMSS assumes no responsibility for any confiscated items. **The camera function on cell phones may never be used on campus.**

It is not the responsibility of NMSS staff to retrieve any electronic devices if they are lost or stolen.

NMSS is a participant in the LAUSD Instructional Technology Initiative L1 Technology Program. This program provides tablet devices for all students, which are used as part of the core educational program at

NMSS. It is essential that all students access this program to ensure full access to the classroom curriculum and instructional activities. NMSS adheres to all LAUSD policies in regards to the tablet devices, and requires that all students and parents sign the necessary LAUSD forms, and undergo the required trainings to participate in the Technology Program.

NMSS assumes no responsibility for student property brought on campus.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are intended to supplement and enrich the regular school program for students and neither replaces nor interferes with the prescribed course of study. Activities may require certain grade-point averages, teacher signatures, and/or other academic standing verifications for participation.

GRADING SYSTEM

A student must complete at least 80% of a credit-bearing course to be eligible for credit. Unexcused absences or withdrawal from school will count against the percent of time that a student is in class and could affect the student's ability to be awarded credits for the course.

NMSS has adopted a Standards-Based Grading model. All assignments will be graded with a rubric that grade for the level of mastery demonstrated on the assigned standards. Students will have the opportunity to resubmit assignments or complete alternative assignments, of the teacher's design and discretion, to alter grades for any standard. Students can earn grades for each standard in one of three categories: assessments, professional conduct, including timeliness and completeness of assignments, and practice. Rubric scores demonstrate the mastery levels indicated below:

<u>Rubric Score</u>	<u>Mastery Rating</u>	<u>Grade Value</u>
4	Advanced	A
3	Proficient	B
2	Basic	C
1	Below basic	F
0	Student has not turned in assignment	

Final letter grades are determined using averages of all total scores within each designated grading category for all course standards. Please see your individual teacher's syllabus for specific grading policies.

Course Credit From Non-NMSS Institutions

Students who transfer into NMSS with a grade(s) of "D" must retake the course to meet NMSS's A-G High School Graduation Requirements. The credits for a "D" grade will not be transferred, nor counted toward graduation progress. Students may transfer courses and credits from other institutions that are WASC accredited and for which they received a grade of "C-" or higher. Official transcripts are required before credit will be awarded.

GRADUATION REQUIREMENTS

NMSS offers two diplomas: a General Diploma and a Millennium Scholar Diploma. Both diplomas require the completion of course work, the completion of community service hours, and the adherence to state requirements such as the California High School Exit Examination.

General Diploma:

1. Earn 230 credits
2. Complete the A-G course requirements
3. Pass both sections of the California High School Exit Examination
4. Take and pass one semester of a College-level course
5. Complete 75 community service hours

Millennium Scholar Diploma:

1. Earn 250 credits
2. Have a cumulative GPA of 3.0 or above
3. Complete the A-G course requirements
4. Pass both sections of the California High School Exit Examination
5. Take and pass one semester of a College-level “in seat” course
6. Pass one College-level on-line course
7. Complete 75 community service hours
8. Complete a community service project
9. Complete a digital media portfolio

Both diplomas meet the basic entrance requirements for California State and UC systems, though do not guarantee admission to all universities. Admission to a university is based on the high school course work, cumulative GPA, SAT and/or ACT scores, and other criteria set by the university.

Though NMSS has a partnership with CSUDH allowing Millennium Scholar Diploma recipients admission to CSUDH, the Millennium Scholar Diploma students MUST still complete the application process for the university and all following responsibilities by the university designated deadline, and does not promise or guarantee any offer of financial assistance from the university.

HEALTH CARE COVERAGE

Your child and family may be eligible for free or low-cost health coverage. For information about health care coverage options and enrollment assistance, contact the main office or go to www.CoveredCA.com

HOMEWORK

It is the responsibility of students to ensure that assignments are complete, even if this means working on it at home. Homework is posted on each teacher’s class page at the NMSS website. Additional support from teachers is available during posted “Office Hours”.

ID (IDENTIFICATION) CARDS FOR STUDENTS

All NMSS students are issued picture ID cards. The ID cards are required to enter the campus, purchase school lunch, attend school events, and for the eligibility of discounted fares on public transportation. Students must have their ID cards at all times while on campus. The first card issued is free. If a card is lost, a replacement must be obtained for a \$5 fee from the Main Office. New and replacement cards are available before and after school only.

INDIVIDUAL LEARNING PLANS

All students at NMSS will have Individual Learning Plans (ILP). The ILP's will be reviewed regularly by students during advisory period and will include key progress information such as:

- Graduation requirements
- College entrance requirements
- Standardized test scores
- Specific academic interventions used or in process;
- Student goals;

ILP's are useful tools not only for analyzing a student's most recent progress, but also for capturing how the student has been performing over time. It also serves as a focal point for conversations with students, parents, and teachers around goals and strategies to best support the students' learning and to increase their academic achievement levels.

INTERNET USE

The Internet is an important resource for our academic program and New Millennium Secondary School is pleased to offer exceptional support through technology. Students will be issued access to this technology after demonstrating an understanding of and a willingness to comply with the regulations for acceptable use. Rules include limiting the use of school computers to school work and never using the computer to plagiarize someone else's work. Inappropriate use will result in the loss of on-campus computer privileges.

JAIME ESCALANTE MATH

NMSS recognizes that not all students come into the high school setting with the necessary sub-skills to meet the expectations of college preparatory math courses. NMSS seeks to support all students and works to ensure the success of all students through the offering support classes such as Jaime Escalante Math.

LOST AND FOUND

The "Lost and Found" is located in the Main Office. Items not claimed within sixty (60) days are donated to charitable organizations. NMSS is not responsible for any personal items lost while on campus.

LUNCH

Lunch is available for purchase by all students and includes an entrée, fruit and/or vegetable and milk.

Parents delivering food and/or lunch money to their student must report to the NMSS Main Office and leave the food or money in the Main Office until their student's designated lunch time. Parents may not drop off food directly to students at any time, including lunch.

Free and Reduced Lunch

Applications for free or reduced fee lunch will be made available during Student Orientation. Only one application is needed from each household and should be returned completed by the first day of school. A new application must be completed every school year to determine eligibility. The price for reduce lunch is the standard rate set by the National School Lunch Program.

MEDICATION

The staff will NOT administer, nor provide non-prescription medication such as aspirin, acetaminophen, allergy capsules, diet pills, Pepto-Bismol, or any other over-the-counter medicine without a completed Medical Authorization Form.

For student safety, all medication to be administered at school:

1. must be accompanied by a written statement from the doctor detailing the method, amount, and scheduled time the medication is to be taken (this must be updated annually or when any changes are made)
2. must be accompanied by a written statement by the parent/guardian indicating the desire that the school staff administer medication to the student as ordered by the health-care provider (a health form will be provided to parents/guardians to fulfill this requirement)
3. must be handed to the NMSS Office Manager/Registrar by the parent/guardian (not the student)
EXCEPTION: inhalers which may remain with the student with a doctor's note and completed Medication Authorization Form
4. must be labeled by a licensed pharmacist
5. must be in the original manufacturer's container with the student's name clearly written on the container

A student who needs to take medication and does not have the medical form on file will need to have their parent/guardian (or a person listed on Emergency Medical Card) come in and give medicine to the student.

NON-DISCRIMINATION POLICY

The Los Angeles Unified School District and New Millennium Secondary School are committed to providing a working and learning environment that is free from unlawful discrimination and harassment. The District prohibits discrimination and harassment based on an individual's sex (including sexual orientation or gender identity, pregnancy, childbirth or related medical condition); ethnicity (such as race, color, national origin, and ancestry); religion (including religious accommodation); disability (mental or physical disability or reasonable accommodation); age; marital status; or any other basis protected by federal, state, local law, ordinance, or regulation. Harassment based on any of the above-protected categories is a form of unlawful discrimination and will not be tolerated. Harassment is intimidation or abusive behavior toward a student or employee that creates a hostile environment and that can result in disciplinary action against the offending student or employee. Harassing conduct may take many forms, including verbal remarks and name-calling, graphic and written statements, or conduct that is physically threatening or humiliating. Sexual harassment of or by employees or students, or persons doing business for the District or school is a form of sex discrimination in that it constitutes differential treatment on the basis of sex, sexual orientation, or gender, and, for that reason, is a violation of state and federal laws and a violation of this policy.

This nondiscrimination policy covers admission or access to, or treatment or employment in, District programs and activities, including vocational education. The District considers sexual harassment to be a major offense which can result in disciplinary action to the offending employee or the suspension or expulsion of the offending student in grades four through twelve.

OUTSIDE VISITORS

All visitors must check in at the main gate prior to entering campus. Visitors must then proceed to the Main Office (room G-1) to conduct their on-campus business. All visitors **MUST PRESENT ID** at time of visit. Only outside visitors who are indicated on a student's emergency information may visit with, or call, an NMSS student out of class. All other visitors will not be permitted to see a student during the school day.

Outside visitors who are indicated on a student's emergency information may visit the classroom of a student provided that the student is currently in that classroom, the teacher has prior notification of the visitor's visit, and the visit last no longer than one (1) hour. Any disruption of the learning environment will terminate the visit and may result in that visitor no longer being permitted to visit the classroom and/or campus.

PARENT ENGAGEMENT

Meaningful parent involvement is a critical dimension of New Millennium Secondary School and improves student achievement. Research has shown that active and consistent parent involvement leads to student success.

Parent/Student/Staff School Compact

NMSS firmly believes that all students can and will achieve at high levels when administrators, teachers, staff, and parents work in collaboration with each other. As stated in the Parent/Student/Staff School Compact, each partner accepts responsibility for the successful education and college preparation of each student. This document is part of each student's enrollment packet and is explained to all new families during orientation. Continuing parents and students are asked to sign the compact at the beginning of each school year.

Parents as Partners

The school values the role of parents as their child's first teacher and welcomes their active involvement in their child's education.

NMSS believes:

- Parents are partners and are needed to take active and meaningful role to insure the success of the school.
- Parents must be meaningfully and actively engaged in their child's education and responsible for supporting their child's learning at home.
- Parents must also understand what it will take to prepare their child for college.
- Parents must complete an annual parent satisfaction survey.

Tips to Help Your Child Succeed

Research shows that effective and consistent parent participation leads to student success. Below are some suggestions to help your child succeed academically.

1. Encourage your child to be an active and responsible learner who completes and turns in assignments and homework when they are due and seeks assistance when needed.
2. Ensure that your child arrives to school on time each day and supports the school policies such as discipline, safety, proper school attire, textbook care, etc.
3. Review your child's agenda or homework calendar and encourage your child to keep track of homework assignments, projects, exams, and other important school events.
4. Monitor your child's overall progress on a regular basis. Do not wait until progress reports and report cards are issued to find out how your child is doing in school.
5. If your child is struggling with their schoolwork or needs help, speak with your child's Advisory Teacher and/or course teachers and ensure that your child attends Teacher Office Hours.
6. Help your child establish a regular time and place to study and the complete their homework and school projects. Make sure your child's study area is well-lit and is stocked with necessary school supplies.
7. Talk to your child about what is happening at school and what they are learning.
8. Encourage your child to read for pleasure and limit TV, video game, and Internet usage.

9. Attend all scheduled parent/teacher conferences, school activities, and parent educational workshops.

Parent Volunteering

There are a number of ways you can volunteer and demonstrate your commitment to your student's education. Possible volunteer activities to support NMSS include:

- Office support
- Fundraising activities
- Field trip assistance and supervision
- Special events assistance
- Arrival and dismissal supervision
- Classroom clean up and set up
- Classroom aide
- Recruitment
- Attending Parent Booster and/or Board of Director's meetings
- Volunteering with the Student Services Department
- Donating items requested by classroom teachers
- Participating on the School Site Council

We truly appreciate your participation as a parent volunteer and we will make every attempt to match your interests and skills with the projects or tasks that you comfortable with.

How to Volunteer

Review the descriptions of the possible volunteer opportunities and sign-up for a specific volunteer activity at the Parent Orientation or during Back to School Night. A schedule will be developed based on your interests and availability. Feel free to call the Assistant Principal at any time thereafter to volunteer. Fingerprinting is required in order to volunteer at NMSS as per California law.

PARENTS' RIGHTS REGARDING STUDENT RECORDS

Parents and eligible students have an absolute right of access to student records. They have the right to file a complaint with the Department of Education if an educational institution fails to comply with the federal student records law.

Information available to the parents— 49063. The following information is available to parents upon request as required by federal and state law:

1. The types of pupil records and information contained therein which are directly related to students and maintained by the institution.
2. The position of the official responsible for the maintenance of each type of record.
3. The access record placed in each pupil's file.
4. The criteria used by the school district defining "school officials and employees" and determining "legitimate educational interest."
5. The policies of the institution for reviewing and expunging those records.
6. The right of the parent to access pupil records.
7. The procedures for challenging the content of pupil records.
8. The cost, if any, which will be charged to the parent for reproducing copies of records.
- 9 A prospectus of course offerings is available, upon request, from the school principal.

Parents may request the above information from the principal of the school where their child is enrolled.

PERMISSION TO LEAVE CAMPUS

NMSS is a closed campus. School rules state that students cannot leave campus during their scheduled school day without parent/guardian permission.

1. Permission to leave because of ILLNESS must be obtained from a parent/guardian by the NMSS Main Office.
2. Permission to leave for appointments is obtained by written note from Main Office before school. A parent request note is also needed with a phone number where the parent/guardian can be reached for verification. A note from the appointment must accompany the student upon their return to school.
3. The person picking up a student must have a photo ID and be listed on the student's Emergency Medical Card. Parents may also provide written consent via note sent with child, emailed, or faxed containing the designated pick-up person's full name and parent contact information to verify. Staff will call the parent to verify authorization before the student is released.
4. Students may leave campus once their classes are completed if they have a signed "Permission to Leave Campus" form on file. Students with this permission will have an additional identifier on their student ID, and will have to sign out when leaving campus each day.

All students must leave the campus by 4:00 pm each regular school day. Failure to be off school property or in ASAS constitutes loitering and may be punished through the Code of Conduct Matrix and/or with a citation from law enforcement.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)

PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

We have adopted a unified set of behavioral expectations for all school stakeholders. Similar to the previous New Millennium Code of Student Conduct, these rules define our expectations for behavior in our school. You will see these rules posted throughout the school and your child will be learning them during his or her first days at school. Our school-wide expectations, found in every classroom and non-classroom setting in the school, are as follows:



As part of our PBIS process, teachers and other staff members use research-based practices to increase student learning and decrease classroom disruptions. To help students meet expectations in a positive manner, we do the following when teaching academics and behavior:

Constantly teach and refer to our school-wide expectations.

Provide students with more praise than correction.

Talk to students with respect using positive voice tone.

Actively engage everyone in the class during instruction.

Use pre-correcting, prompting, and redirecting as we teach.

Look for the positive first and provide positive, immediate, frequent, and explicit feedback.

Consequences

Offence	Occurrence	Consequence
Disruptive Rule Break	1 st time	Documented Warning
Disruptive Rule Break	2 nd time	Office Discipline Referral (ODR) sent to office, student assigned teacher detention
Disruptive Rule Break	3 rd time	ODR sent to office, student assigned lunch or after school detention, parent contacted
Disruptive Rule Break	4 th time	ODR and student sent to office, student kept out of class for no more than 10 minutes, parent contacted to request parent/ teacher/ student conference.
Disruptive Rule Break	5 th time	ODR and student sent to office, student kept out of class for no more than 10 minutes, parents contacted, student may be placed in In School Suspension (ISS) for 1 day.
Disruptive Rule Break	6 th time	ODR and student sent to office, student kept out of class for no more than 10 minutes, Student Success Team (SST) process initiated for creation of Behavior Support Plan (BSP).
Disruptive Rule Break	7 th time	ODR and student sent to office, parent contact, BSP re-evaluated, Off-Campus Suspension (OCS) may be recommended.

If you have questions about Positive Behavior Interventions and Support, please feel free to contact Mr. Kogler.

SCHEDULES

Students are scheduled based on their need to complete A-G requirements and spaces available in necessary courses. Due to the fact we have a limited number of courses and spaces, changes in schedules will be made under special circumstances only. Requests must be initiated by the parent/guardian, with a mandatory conference with a Student Service Coordinator to explain any academic implication(s).

SCHOOL SAFETY AND EMERGENCY PREPAREDNESS

NMSS has established a comprehensive school safety and disaster plan under California Education Code §35294-35297, the U.S. Department of Homeland Security, and National Incident Management System. Elements in the plan include strategies and programs to ensure a high level of safety, including a safe environment conducive to learning at school, and disaster planning and procedures. Parents are encouraged to review the school site's Safe School Plan and the Emergency Preparedness Plan (located in the NMSS Main Office) to ensure an understanding of procedures designed to keep students safe in an emergency or natural disaster.

Lockdown

In the event of an emergency, the school may need to be placed in a lockdown mode. Students who are out of their rooms at the initiation of a lockdown must proceed directly to their next class. During a lockdown, no persons will be allowed on or off campus. This includes parents wishing to drop off or pick up students. All

students are brought to an indoor location where they will remain until the lockdown is called off.

SENIOR ACTIVITIES

All student activities, including senior activities, require students adhere to the Code of Conduct. Students in violation of the Code of Conduct will face consequences which may include the revocation of senior activities including but not limited to prom, grad night, and participation in the graduation ceremony. Senior activities are a privilege and can be revoked by the administration for severe academic and/or behavioral misconduct.

Any participation in “senior pranks” that present a danger, or perceived danger, to those involved or bystanders will result in the loss of all remaining senior privileges, including participation in graduation ceremony. Any senior activity that is not attended due to disciplinary revocation will not be eligible for refund.

SEXUAL/HEALTH EDUCATION AND HIV/AIDS EDUCATION

Ed. Code Sections 51933, 51934, 51938. Requires school districts to provide HIV/AIDS prevention education at least once in middle school and once in high school. These Ed. Codes permit school districts to provide comprehensive sexual health education. Parents will be notified if guest speakers will be used to provide instruction. A parent or guardian of a pupil has the right to excuse their child from all or part of comprehensive sexual health education, HIV/AIDS prevention education, and assessments related to that education by letting the school know in writing.

SOCIAL MEDIA POLICY

We expect NMSS students to set and maintain high ethical standards in their use of social networking. Since social media reaches audiences far beyond the community, students must use social sites responsibly and be accountable for their actions. If a student sees anything of concern on a fellow NMSS student's social networking page or account, they should immediately contact a teacher or an administrator. Please remember:

- 1) Think before you post. NMSS asks students to use discretion when posting to the Internet.
- 2) NMSS reserves the right to request school-related images or content posted without permission to be removed from the Internet.
- 3) Do not misrepresent yourself by using someone else's identity.
- 4) Social media venues are public and information can be shared beyond your control. Be conscious of what you post online, as you will leave a long-lasting impression on many different audiences.
- 5) Do not post or link anything (photos, videos, web pages, audio files, forums, groups, fan pages, etc.) to your social networking sites that you wouldn't want friends, peers, parents, teachers, college admissions officers, or future employers to access. What you present on social networking forums represents you forever.
- 6) Cyberbullying is considered an act of harassment.
- 7) There is no right to privacy in using social media
- 8) Reposting of inappropriate social media posts or the electronic transmission of inappropriate content will be considered hazing.
- 9) Zero Tolerance Policy Applies

Consequences

Students who violate the social media policies of NMSS may be subjected to the following:

- 1) Peer mediation and parent contacted.
- 2) Peer mediation, parent conference with school administrators, and student banned from using electronic devices on campus.
- 3) Victim Offender Mediation, parent conference with school administrators, and 2 day off campus suspension

- 4) Parent conference with school administrators and 3 day off campus suspension
- 5) Student suspended pending expulsion

It is at NMSS staff discretion. Charges can be brought against any person. It is not only a violation of school policy but state law. All students and parents must participate in the training and agree to social media policies of NMSS. NMSS adheres to all LAUSD policies.

SPECIAL EDUCATION

Eligibility and Services

Eligibility for special education placement and services is determined by an Individual Education Program (IEP) team in compliance with existing state and federal laws. 504 plans are also provided to students with identified needs in compliance with existing state and federal laws. Programs and services are offered to meet a variety of needs for students with disabilities. Under certain conditions, students may receive services from other agencies such as state schools, county-operated programs, and nonpublic schools/agencies, and/or through home and hospital instruction. Each child is entitled to receive a free appropriate public education in the least restrictive environment as determined by his/her IEP or 504 team.

Parent Rights

Parents and guardians of pupils enrolled in or being considered for enrollment in special education programs have certain rights and responsibilities related to their child's potential or ongoing placement in special education. A full explanation of these rights is available from the Main Office and in the Resource Office.

Universal Complaint Procedures

No qualified student with a disability shall, on the basis of that disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination/ harassment under any District program or activity. The denial of equal access to the District's educational programs and/or activities and/or the denial of a "free appropriate public education" (FAPE) on the basis of a student's disability(ies) is considered disability-based discrimination under both federal and state law.

Any student/parent/guardian/individual/organization has the right to file a written complaint of disability discrimination, including but not limited to failure to provide equal access to a student with a disability, failure to provide FAPE, failure to implement a student's IEP, and failure to adhere to a student's procedure safeguards, within six months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination.

A written complaint may be filed through the District's Uniform Complaint Procedures in the Educational Equity Compliance Office. A report of findings is developed within 60 days of receiving the written complaint addressing the complainant's special education allegations.

Los Angeles Unified School District
Educational Equity Compliance Office, 20th Floor
333 South Beaudry Avenue
Los Angeles, CA 90017

SUPERVISION

Adult supervision is provided by NMSS between the hours of 7:30 am and 4:00 pm. Any student on campus after 4:00 pm unless involved in athletics, a school club, or tutoring will be considered loitering and may face a citation and fine from law enforcement.

SUSPENSIONS AND EXPULSION

The NMSS Pupil Suspension and Expulsion Policy established is designed to promote learning and protect the safety and well being of all students at NMSS. When the Policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction.

This policy serves as NMSS' policy and procedures for student suspension and expulsion and it may be amended from time to time without the need to amend the charter so long as the amendments comport with legal requirements. See the "Code of Conduct Matrix" on page 25 and the "NMSS Recommendation for Suspension/Expulsion Guide" on page 26 for more information.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion. Students will be provided all classroom assignments and related materials with the expectation that these assignments will be completed while on an extended suspension.

NMSS will comply with the federal Gun Free Schools Act of 1994. A student will not be suspended or expelled for truancy or tardiness.

STUDENT BODY GOVERNMENT

At the end of each school year Student Council will hold elections that are open to all eligible members (minimum 2.5 GPA, discipline and attendance records) of the student body. A meeting is held during which students may pick up campaign materials. The Student Council schedules, publicizes, and plans a variety of student activities. Elections for incoming 9th grade students are held at the beginning of each school year. Any student participating in Student Government who does not uphold the policies and procedures set forth by the school administration will be dismissed from student government. This includes but is not limited to excessive absences/tardies, repeated dress code violations, and willful defiance. Participation in student government is considered an extracurricular activity and may be revoked if deemed necessary by the Assistant Principal of Student Services.

TEXTBOOKS

New Millennium Secondary School furnishes all necessary textbooks. For identification and inventory, each book is stamped with school information and numbered with a barcode. Each student is responsible for all textbooks loaned to him/her and is expected to return each book at the end of his/her participation in the course or pay for any book lost, destroyed, stolen, or mutilated. No records, transcripts, or diplomas will be issued until all books are turned in and/or fees paid.

Students should immediately write their name in all textbooks issued to them in the space provided inside the front cover.

Education Code 48904b states that any school district or private school whose real or personal property has been willfully cut, defaced, or otherwise injured may, after affording the pupil his or her due process rights, withhold the grades, diploma, and transcripts of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages. The above code has been amended to provide for the withholding of grades, diplomas, or transcripts if a student fails to return borrowed school property, including textbooks, upon demand from school authorities.

UNIVERSAL COMPLAINT/GRIEVANCE PROCEDURES FOR PARENTS AND STUDENTS

NMSS works to create an environment that is welcoming to all. In the event that a student, parent, staff member, or community member has a concern or a problem and would like to file a formal grievance, the following procedures will be followed.

Level One –Principal or Immediate Supervisor

1. An informal discussion with the school principal or immediate supervisor and the grievant will be held to discuss the concerns and to see if the issue can be resolved without formal filing.

Level Two –Principal or Immediate Supervisor

1. If, after informal discussion with the school principal or immediate supervisor, the grievance still exists, the grievant may, within 180 days after the grievant knew, or should have known, about the event on which the grievance is based, invoke the formal grievance procedure.
2. The grievance shall be filed on a form available from the Main Office. A copy of the grievance shall be delivered to the principal or immediate supervisor. All persons named in the grievance shall be notified that a grievance has been filed and an investigation is pending. The identity of the grievant shall be kept confidential to the extent necessary to carry out the purposes of this formal procedure.
3. Within fifteen (15) business days of the receipt of the formal grievance, the principal and/or immediate supervisor shall meet with the grievant and persons of her/his choosing in an effort to resolve the grievance. The principal and/or immediate supervisor shall indicate, in writing within fifteen (15) days of such meeting, the disposition of the grievance, and shall furnish a copy to the grievant and all persons named in the grievance.

Level Three – Committee of Board Members

If the grievant is not satisfied with the disposition of the grievance from Level One, or if no disposition has been made after fifteen (15) days of such meeting, the grievance may be transmitted to a Committee of Board Members. Within sixty (60) days after the Committee of Board Members received, or should have received, the grievance, the Committee of Board Members, or designee, shall meet with the grievant and persons of her/his choice on the grievance and shall indicate her/his disposition of the grievance in writing within sixty (60) days of such meeting, and shall furnish a copy to the grievant and all persons named in the grievance.

Level Four - Board of Directors

If the grievant is not satisfied with the disposition of the grievance, or if no disposition has been made after sixty (60) days of such meeting, the grievance may be transmitted to the Board of Directors by filing the form with the Office Manager. The Board no later than its next regular meeting or thirty (30) days, whichever shall be later, shall meet with the grievant and persons of his/her choice. Disposition of the grievance in writing by the Board shall be no later than sixty (60) days thereafter. A copy of such disposition shall be furnished to the grievant, all persons named in the grievance and the principal and/or immediate supervisor.

New Millennium Secondary School Code of Conduct Matrix

NMSS rules and Code of Conduct apply while on school premises, or during school activities at or away from school, or off the school grounds if the situation is initiated at or by the school. Any student conduct that would constitute criminal conduct under the California Education Code is also a violation of the Code of Conduct.

SCHOOLWIDE EXPECTATION	OFFENSE	1st OCCURRENCE	2nd OCCURRENCE	3rd OCCURRENCE	4th OCCURRENCE
RESPECT FOR EDUCATION	Unexcused Tardy (per quarter)	Tardy 1-2: Student is marked Tardy and issued a warning	Tardy 3-6: Lunch Detention	Tardy 6-8: After-School	Tardy 9+: Saturday School, Parent conference. Continuous occurrences may result in attendance-focused interventions and SARB referral.
RESPECT FOR SELF	Uniform Policy Violation (per school year)	Parent contacted to bring a change of clothes to student or student issued a loaner uniform (when available). A written warning issued.	School detention issued in addition to consequences from 1 st Occurrence.	1 day On-Campus Suspension in addition to consequences from 1 st Occurrence.	2 day On-Campus Suspension with Parent Conference Required in addition to consequences from 1 st Occurrence.
RESPECT FOR SELF/RESPECT FOR EDUCATION	Academic Cheating including Plagiarism and Copying Work (per school year)	Zero credit for assignment, Parent contacted. Teacher's discretion to allow reassessment of standard. Student to review meaning of plagiarism.	Zero credit for assignment, no reassessment permitted. Mandatory Parent Meeting with an Administrator.	Mandatory parent/guardian and administrator meeting. Zero credit for assignment, no reassessment permitted. Student assigned three (3) fifty-minute after school detentions. May have after school extracurricular activities revoked.	Mandatory parent/guardian and administrator meeting. Zero credit for assignment, no reassessment permitted. Student assigned three (3) fifty-minute after school detentions. All after school extracurricular activities revoked. (Including all senior activities.)
RESPECT FOR SELF/RESPECT FOR OTHERS	Insubordination/Defiance (per school year)	Teacher/Student meeting and parent notified. Teacher detention assigned.	50-minute after school detention assigned and parent contacted.	Mandatory Parent Meeting with an Administrator and 1 day On-Campus Suspension.	Parent required to shadow student for 1 school day
RESPECT FOR EDUCATION	Unprepared for Learning (defined by syllabus)	Teacher Detention	50 minute after school detention, Parent Contacted.	1 day On-Campus Suspension and Mandatory Parent Meeting with an Administrator.	2 day On-Campus Suspension
RESEPECT FOR SELF/RESPECT FOR EDUCATION	Truancy (per school year)	50-minute after school etention. First Truancy Notification sent home.	50-minute after school etention and Mandatory Parent Meeting with Administrator. Second Truancy Notification sent home.	1 day On-Campus Suspension and Mandatory Parent Meeting with Administrator. Third Truancy Notification sent home.	t. Student will be enrolled in mandatory after school tutoring and all after school activities are revoked.
RESPECT FOR SELF/RESPECT FOR OTHERS/RESPECT FOR EDUCATION	Electronic Devices (per school year)	Device confiscated for one week. <i>Note: If cell phone violation is in conjunction with a separate violation it will be confiscated for the year.</i>	Device confiscated for one month.	Device confiscated for remainder of year.	
RESPECT FOR SELF/RESPECT FOR OTHERS	Interruption of Instruction (per class period)	Verbal Warning (Student name on board).	Second Warning (Check-mark after the name on board). Student assigned teacher detention and teacher contacts parent.	50-minute after school detention and Parent Contact.	1 day On-Campus suspension <i>Note: consistent infractions may result in more severe consequences.</i>
RESPECT FOR SELF/RESPECT FOR OTHERS	Computer Usage Violation (per school year)	Loss of School Computer usage for one week (assignments must still be completed on time) and Parent Contacted.	Loss of computer Privileges for one month and Mandatory Parent Meeting with an Administrator.	Loss of computer Privileges for the remainder of the school year with parent contact.	Loss of computer Privileges for the remainder of the school year with parent contact and after school activities revoked.
RESPECT FOR SELF/RESPECT FOR OTHERS	Direct Profanity/Vulgar or Inappropriate Language/ Slurs (per school year)	Teacher Detention	1 day On-Campus Suspension, Parent Contacted	2 day On-Campus Suspension, Mandatory Parent Meeting with an Administrator.	Mandatory Parent Meeting with an Administrator, consequence to be determined by Administration.

All on-campus suspensions require infraction-related assignments to be completed as determined by Student Services Coordinator. If number of instances exceeds four, additional consequences will be given per the discretion of school administration.

NEW MILLENNIUM SECONDARY SCHOOL

MATRIX FOR STUDENT SUSPENSION AND EXPULSION RECOMMENDATIONS

Category I Student Offense with NO Principal Discretion (except as otherwise precluded by law)	Category II Student Offenses with Limited Principal Discretion	Category III Student Offenses with Broad Principal Discretion
Principal shall immediately suspend and recommend expulsion when the following occur <u>at school or at a school activity off campus</u> . (E.C. 48915[c])	Principal must recommend expulsion when the following occur at school or at a school activity off campus unless the principal determines that the expulsion is inappropriate. (E.C. 48915[a])	Principal may recommend expulsion when the following occur at any time, including, but not limited to, while on school grounds; <u>while going to or coming from school; during the lunch period, whether on or off the campus; or during, or while going to or coming from, a school-sponsored activity</u> . (E.C. 48915[b] and [e])
Possessing, selling, or furnishing a firearm. E.C. 48915(c)(1); 48900(b)	Causing serious physical injury to another person, except in self-defense. E.C. 48915(a)(1); 48900(a)(1), maybe also 48900(a)(2)	<ul style="list-style-type: none"> Caused, attempted to cause, or threatened to cause physical injury to another person. (Unless, in the case of "caused," the injury is serious. [See II.1]) E.C. 48900(a)(1); 48915(b) First offense of possession of marijuana of not more than one ounce, or alcohol. E.C. 48900(c); 48915(b) Sold, furnished, or offered a substitute substance represented as a controlled substance. E.C. 48900(d); 48915(b)
Brandishing a knife at another person. E.C. 48915(c)(2) 48900(a)(1) and 48900(b)	Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil. E.C. 48915(a)(2); 48900(b)	<ul style="list-style-type: none"> Caused or attempted to cause damage to school or private property. E.C. 48900(f); 48915(e) Stole or attempted to steal school or private property. E.C. 48900(g); 48915(e) Possessed or used tobacco. E.C. 48900(h); 48915(e) Committed an obscene act or engaged in habitual profanity or vulgarity. E.C. 48900(i); 48915(e)
Unlawfully selling a controlled substance. E.C. 48915(c)(3); 48900(c)	Unlawful possession of any controlled substance, except for the first offense of no more than an ounce of marijuana. E.C. 48915(a)(3); 48900(c)	<ul style="list-style-type: none"> Possessed, offered, arranged, or negotiated to sell any drug paraphernalia. E.C. 48900(j); 48915(e) Disrupted school activities or willfully defied the valid authority of school personnel. E.C. 48900(k); 48915(e) Knowingly received stolen school or private property. E.C. 48900(l); 48915(e) Possessed an imitation firearm. E.C. 48900(m); 48915(e)
Committing or attempting to commit a sexual assault or committing a sexual battery (as defined in 48900[n]). E.C. 48915(c)(4); 48900(m)	Robbery or extortion. E.C. 48915(a)(4); 48900(e)	<ul style="list-style-type: none"> Engaged in harassment, threats, or intimidation against a pupil or group of pupils or school district personnel. E.C. 48900.4**; 48915(e) Engaged in sexual harassment. E.C. 48900.2**; 48915(e) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. E.C. 48900.3**; 48915(e) Made terrorist threats against school officials or school property, or both. E.C. 48900.7; 48915(e)
Possession of an explosive E.C. 48915(c)(5); 48900 (b)	Assault or battery upon any school employee. E.C. 48915(a)(5); 48900(a)(1) and 48900(a)(2)	<ul style="list-style-type: none"> Willfully used force or violence upon the person of another, except in self-defense. E.C. 48900(a)(2); 48915(b) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a disciplinary action. E.C. 48900(o); 48915(e) Any behavior listed in Category I or II that is related to school activity or school attendance but that did not occur on campus or at a school activity off campus. E.C. 48915(b) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. E.C. 48900(p); 48915(e) Engaged in, or attempted to engage in, hazing, as defined in Section 32050. E.C. 48900(q); 48915(e) Engaged in an act of bullying, including, but not limited to, bullying committed by means of electronic act directed specifically toward a pupil or school personnel. E.C. 48900(r); 48915(e)

* For Categories II and III, the school must provide evidence of one or both of the following **additional findings**: (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct, (2) Due to the nature of the act, the student's presence causes a continuing danger to the physical safety of the pupil or others.
 ** Grades 4 through 12 inclusive.

NMSS

STUDENT/PARENT

HANDBOOK

2015-2016

Parent/Guardian Acknowledgment and Agreement

This is to acknowledge that my student and I have received a copy of the New Millennium Secondary School Student/Parent Handbook. We understand that it sets forth the terms and conditions of student enrollment, as well as the duties, responsibilities, and obligations of students and parents/guardians. We understand and agree that it is our responsibility to read the Student/Parent Handbook and to abide by the rules, policies, and standards set forth within including the dress code and school-family compact signed during the initial orientation process. We further understand that the Student/Parent Handbook may be changed during the school year as necessary and that when we are notified of any changes, it is our responsibility to follow the revised policies.

Date

Parent/Guardian Name Printed

Parent/Guardian Name Signature

Date

Student Name Printed

Student Signature



New Millennium Secondary School Enrollment Compact

NMSS Agrees To:	NMSS Parent/Guardian Agrees To:	NMSS Student Agrees To:
<ul style="list-style-type: none"> • Uphold and enforce the NMSS rules and expectations as indicated in the charter and the Parent/Student Handbook fairly and consistently for all students. • Provide a rigorous and college preparatory A-G curriculum to all students with the mission of preparing all students for success in the college environment, while supporting students in achieving the California State Standards. • Provide and promote a safe and orderly school environment for all students. • Continue to develop school and community partnerships to benefit our students and families. • Show respect for students, families, staff, the community, and all of the partners that work with the school. • Demonstrate transparency in assigning grades and work through the use of E-Chalk and PowerSchool, and with regular communication with the home. • Accommodate students with special learning needs, health conditions, or other needs within NMSS's capabilities. 	<ul style="list-style-type: none"> • Uphold the NMSS rules and expectations as indicated in the charter and the Parent/Student Handbook and attend all meetings/conferences requested by the school. • Support NMSS's implementation of a quality education at home with the standards expected by the school community as outlined in Student/Parent Handbook. • Ensure that students are prepared for learning each day with required supplies and work. • Communicate the value of an education at home, support the college going vision of the school, and monitor student progress. • Show respect for the school mission and vision, staff, parent community, and all of NMSS's partners. • Communicate regularly with the school, check the website, attend school meetings and events whenever possible, and interact with the school and staff to stay informed. • Inform the school (with documentation if needed) of student's special needs, health conditions, or changes in circumstance. 	<ul style="list-style-type: none"> • Uphold and adhere to the NMSS rules and expectations as indicated in the charter and the Parent/Student Handbook and to serve any of the assigned consequences issued for offenses committed. • Produce high quality work that meets or exceeds school standards and demonstrates progress toward college preparation as outlined in Student/Parent Handbook. • Come prepared for learning and will contribute to the school community in a positive manner. • Embrace and uphold the mission and vision of NMSS and maintain a college-going focus as outlined in Student/Parent Handbook. • Respect all school personnel, fellow students, school environment, self, and NMSS's partners at all times. • Attend school on time, complete all assignments daily, and actively participate in the learning process to produce high quality work. • Approach all school activities with a positive attitude and ask for assistance from school staff when needed.

Signing this form indicates that you understand all school policies as outlined in the Student/Parent Handbook, understand the roles each party plays in the education of NMSS students, and agree to the terms of enrollment stated above.

NMSS Administrator Signature

NMSS Parent/Guardian Signature

NMSS Student Signature