

POINT OPTION

POLICIES

&

PROCEDURES

MANUAL

(P.O.P.P.M.)

2016-2017

PARENT/STUDENT HANDBOOK

POINT OPTION POLICIES AND PROCEDURES MANUAL

2016-2017

Dear Parents/Guardians, and Students:

As we begin the 43rd year of Point Option we are very pleased with our results from last year as we had 47 graduates! Our graduation rate is outstanding and 92% of our graduating seniors increased their Grade Point Average (GPA) while attending The Point. We saw tremendous increases in SOL passing rates in Algebra I, Earth Science, Biology I, World Geography as well as Reading and Writing. 78 of our 111 students increased their GPA's during the 2016-17 school year.

We are very proud of the way our students have responded to the demands placed upon them in our very competitive environment. Student behavior and attendance is paramount here. Our students are given the freedom and responsibility to make choices that will lead them to productive lives. While we are here to assist our students in all of their endeavors, they grow to understand that the responsibility for their **success depends upon the choices *THEY* make.** We are here for you at all times to guide you in that decision making process.

In order to help our students make good choices, we want to insure that our policies and procedures are clearly stated and easy to understand. That is the purpose of this **Point Option Policies and Procedures Manual**. We also believe in hearing student voices. We will seek student input to supplement the policies and procedures that are written in this manual and in their classroom policies and procedures manual that will be created with their teachers during the first weeks of school.

We place high expectations on our students because all of our students are here voluntarily.

We believe that students who help create policies and procedures are more willing to follow them and accept the consequences in a mature fashion should they violate them. This is the school **YOU** have chosen. We expect our students to care for it as they would their own home and to treat one another as you would want to be treated.

Quality teaching and learning is free of interruptions and occurs in a safe, secure, and mutually respectful environment. We believe in **Teaching-To** our policies and procedures to insure understanding. We believe it to be unfair to issue consequences without teaching expectations first. However, ***we will not issue multiple warnings & repeated requests to deal with student misbehavior.***

We will be using a **Self-Reflection Process** as our exclusive way of dealing with low-level student infractions/violations. I ask that you have your child explain the **Self-Reflection** process to you

after the first week of school. To be brief, **Self-Reflection** requires your child to take ownership of his/her behavior, reflecting upon why the behavior occurred and what could have been an alternate and more appropriate course of action.

In conclusion, your acceptance into Point Option is not official until this policy and procedure manual has been read and the bottom of this page is returned signed by the student and his/her parent/guardian.

Please keep this manual in your home as a reference guide to our policies and procedures.

Should you have any questions please do not hesitate to give me or any member of my staff a call at 757-591-7408.

Yours in Education,

Mr. Mike Bonfiglio
Principal
Point Option

We have read, understand, and agree to abide by the Point Option Policies and Procedures as outlined in the POPP Manual. We understand that students can be **DESELECTED** for violations of these policies and procedures and be required to return to their zoned school.

(Parent/Guardian **Printed** Name)

(Student Printed Name)

(Parent/Guardian Signature)

(Student Signature)

(Date)

POINT OPTION “COMMUNITY POLICIES/PROCEDURES”

ACADEMIC EXPECTATIONS

Achieving and maintaining good grades is expected and required to keep your placement at P.O. Failing 2 or more classes will place you on probationary contract for the following academic quarter. If placed on a probationary contract due to your lack of academic performance you will be required to remain for the After-School program to be tutored until your teacher indicates that your understanding is at a level of a “C” or above. Should your academic performance not improve in the quarter following your probationary contract, you will be deselected from the program.

In order to be academically successful at Point Option you must:

- ✓ Maintain a 90% attendance rate.
- ✓ Behave appropriately.
- ✓ Follow your class syllabus.
- ✓ Complete all class and homework assignments to the best of your ability.
- ✓ If absent complete your make-up work within the 5 day required time frame.
- ✓ Actively participate in **Interact** as needed to obtain the highest level of understand possible in all subjects.
- ✓ Remain for **After-School** tutoring as needed.
- ✓ Arrive on-time with all required materials for class.

POINT OPTION “COMMUNITY POLICIES/PROCEDURES”

ARRIVAL/DISMISSAL

Point Option is located in a business community. Maintaining good relationships with our neighbors is crucial to our program therefore we must adhere to the following policies and procedures.

ARRIVAL

- Upon arriving on campus either by bus or car, you must immediately enter the building.
- Upon entering the building the first thing you will do is order lunch if applicable.
- You are required to be in your Homeroom by 7:50am for attendance/announcements.
- If you arrive after 7:50am you must obtain a late pass from Mrs. Dixon to enter class.

EARLY DISMISSAL

- If leaving school early, regardless of your age, you must get parent permission through Mrs. Dixon’s office.
- Students regularly scheduled to leave at 11:30 are not required to notify their parent/guardian.
- Parents arriving to pick up their child for an early dismissal must sign them out through Mrs. Dixon’s office.

REGULAR 1:35 DISMISSAL

- Students must report to their zoned school bus immediately unless remaining for our “After-School” program.
- Student drivers and those being picked up by parents will be dismissed 3 minutes early as to avoid the buses.
- Drivers **MUST** obey all applicable traffic laws or your driving privilege will be revoked.
- Walkers may not loiter on school premises after regular dismissal.

LATE 2:30 DISMISSAL

- Students remaining for “After-School” may not leave campus and return.
- If you remain for “After-School” you must stay until 2:30 unless you receive permission to leave.

POINT OPTION “COMMUNITY POLICIES/PROCEDURES”



ATTENDANCE

Point Option is limited in the number of students that can be enrolled at any one given time. Maintaining good attendance is critical to your academic success and to your ‘good standing’ within our learning community. In order to keep your placement at P.O. you must maintain a 90% attendance rate each quarter. Should you be absent more than 10% of any academic quarter, you will be placed on an attendance contract. If your attendance rate does not rise to the appropriate level in the following quarter you will be deselected from the program.

- A parent/guardian must call the school on the day of your absence.

- Absent notes are due within two days of the absence or the absence will be considered “unexcused”.

- Absentee notes may be given directly to Mrs. Dixon or to your Homeroom teacher.

- You have a total of 5 school days to complete your make-up work after returning from an “excused” absence. This also includes any test, quiz, or project that was due while you were absent.

POINT OPTION “COMMUNITY POLICIES/PROCEDURES”



CAFETERIA ETIQUETTE

The Cafeteria rooms at Point Option are designed to give you as much space as possible in our small building. You may sit wherever you like.

- All students are required to eat lunch on campus unless you leave @ 11:30.
- *No food or drink may be delivered to you from outside sources,* including parents or friends.
- All classrooms are off-limits during the lunch period.
- Cell phones and other electronic devices are **NOT** permitted in the Cafeteria.
- You are responsible for cleaning up your trash be it on the table or floor should something fall.
- Use your inside voice and keep hands and feet to yourself.
- You may use the restroom after asking the staff member on Lunch Supervision for permission.

POINT OPTION “COMMUNITY POLICIES/PROCEDURES”

STUDENT COURTESY PHONE

Students may not use their cell phones while on campus; however, they are provided with a student courtesy phone located in the Main Office. Phone calls should be those that are important and cannot wait to be made until the end of the school day.

- You must obtain a pass from your teacher or lunch monitor in order to use the phone.

- Please use your inside voice while on the courtesy phone, keeping your call brief and return to class immediately when finished.

- It is up to your teacher to allow you to use the courtesy phone based on what is occurring in your classroom at the time of your request.

- If you must have privacy when utilizing the courtesy phone please ask either Mr. B or Ms. Cochran to use their phone to do so.

- Your pass to use the courtesy phone does not give you permission to go other places. Please return to class immediately upon the completion of your call.

POINT OPTION “COMMUNITY POLICIES/PROCEDURES”

DESELECTION

Attending Point Option is a privilege, not a right. Many students apply for entry into this school but only 90 may attend at any given time. Due to this and the many opportunities for success offered here, your performance is closely monitored.

You may choose to leave Point Option at any time to return to your zoned school. This is a rare occurrence! WE may; however, require that you return to your zoned school should you not take advantage of the choice you made to attend Point Option in the first place.

DESELECTING a student is our last resort and we strive to assist our students any way we can to help them be successful academically and socially. However, DESELECTION sometimes becomes our only option as we cannot make anybody do anything. We can only offer our students opportunity and assistance.

DESELECTION may occur for the following reasons:

- Multiple and/or continuous class failures
- Inappropriate behavior
- Multiple unexcused absences and/or tardiness

DESELECTION WILL occur immediately for the following reasons:

- Fighting or any inappropriate touching
- Bullying others (Including cyber-bullying)
- Possession, sale or distribution of alcohol and/or drugs

Point Option “Community Policies/Procedures”

DRIVING/PARKING

- Driving to and from school is a **privilege** not a right therefore driving privileges may be revoked if policies and procedures are violated and also if the student accumulates excessive tardies to school.

- Student drivers **MUST** complete a driver/vehicle form the first week of school.

- A \$10.00 fee per semester/\$15.00 school year is charged to park @ Point Option for all drivers.

- You must obey all traffic rules while on campus.

- Per NNPS policy, **all student vehicles** are subject to search at the discretion of the administration.

- NNPS/Point Option are not responsible for damage or theft of your vehicle while parked on campus.

GRADPOINT COMPUTER LAB POLICIES AND PROCEDURES

2016-2017

- Seniors will have priority seating/scheduling of Gradpoint classes taken in the Computer Lab.
- Seats are assigned by Ms. Washington and can be changed at her discretion
- All Gradpoint classes taken in the Computer Lab will be taken under the direction of Ms. Washington.
- Students should complete at least one module per week per Gradpoint class.
- All final computer averages are calculated and printed directly from the Gradpoint site and will be forwarded with your notebook to Mr. B for a final grade determination. Once the grade is assigned for the course it will be entered into the computer system so it appears on your transcript.
- The Gradpoint Computer Lab will be open and available for students throughout the day until 2:25pm Monday-Thursday, except for lunch when the Computer Lab will be locked.
- You may work on modules at home but you **may never test at home.**
- A quality notebook can make a difference in your final semester grade.
- ✓ **NO FOOD IS ALLOWED IN THE COMPUTER LAB.**
- ✓ **ONLY PLAIN WATER IN CLEAR WATER BOTTLES WILL BE PERMITTED IN THE LAB.**
- ✓ **NO CELL PHONE USE IS PERMITTED IN THE COMPUTER LAB. Courses or students who require an auditory component must receive permission from Mr. B.**
- ❖ **Any student who disturbs his/her neighbor will lose Gradpoint privileges.**

Point Option “Community Policies/Procedures”

Hallway Behavior

- Please keep hand and feet off the walls, doors, and **one another**.

- Always use polite language.

- Keep doors from being blocked so others may enter/exit the rooms freely

- No running at any time! **We have students who have medical issues and we do not want anyone injured accidentally!**

- Use your indoor voice as not to disturb others

POINT OPTION “COMMUNITY POLICIES/PROCEDURES”



INTERACT

INTERACT PERIOD @ P.O. is a privilege. There is no excuse for achieving any grade lower than a “C” as a student in this program if you utilize **INTERACT** wisely! This special period from 9:30-9:55am Monday, Tuesday, Thursday, and Friday affords you with time to seek help from your teachers in order to improve and/or maintain excellent grades. It can also be utilized as a time to complete make-up work or put in extra time in the GradPoint Lab.

- You must be in a classroom of a teacher who you have on your current schedule during the INTERACT period-NO EXCEPTIONS.
- You may visit more than one of your teachers during the INTERACT period.
- You may only be in the GradPoint Lab if you are currently taking a class on GradPoint.
- INTERACT is NOT a time to be visiting with friends or socializing.
- If a teacher requests your presence in their classroom during INTERACT, you are required to be there to get the assistance you need.
- If you feel you do not need any extra-help in any class during INTERACT you may read, do homework/classwork, or study. (Ask yourself the following question: Do I have an A in every class? If not then you can use help during INTERACT!)

DUE TO INTERACT FAILURE IS NOT AN OPTION!

IF YOU DO NOT USE INTERACT YOU WILL LOSE INTERACT!!

Point Option “Community Policies/Procedures”

MAKE-UP WORK

At times an “Excused” absence will prohibit you from completing your assignments, projects, or result in missed quizzes, tests, or presentations. Completing these requirements in a timely fashion will result in a better understanding of the subject matter and improved achievement.

- All assignments, projects, presentation, missed quizzes or tests **MUST** be made-up within **5 school days** of your return to school after an “Excused” absence.
- At the discretion of the teacher, this may take place during class time, during *Interact*, or during *After-School (Period 7)*.
- Failure to make-up assigned work within the 5 day period **will result** in a grade of “0”.
- Failure to complete any assignment, project, presentation quiz or test due to an **“Unexcused”** absence or simply because you ‘made a choice’ not to do so will result in “0” credit for the task.
- **This is YOUR choice**, not our choice.

Point Option “Community Policies/Procedures”

POLITE LANGUAGE

The use of **Polite Language** @ Point Option is important in our school and for the surrounding business community. Students should be aware of their language at all times on or near campus. Out students use language that is polite and considerate of others at all times. Polite Language is necessary in all social situations including school, work or any other interaction with peers and /or adults.

Polite Language also includes the volume of your speech. Yelling and screaming is unprofessional and unnecessary in all social settings.

Polite language includes the following:

- Waiting for your ‘turn to speak’
- Speaking in the appropriate ‘tone’ for the situation
- The use of ‘Please’ and ‘Thank you’ as appropriate to the situation

Polite language does not include:

- Interrupting others
- Shouting or yelling
- Sarcasm
- Profanity

Point Option “Community Policies/Procedures”

Restroom Etiquette

Point Option is the school you have chosen to attend! Clean restrooms are essential to the health and well-being of all members of the Point Option family. It is up to each individual to keep the restrooms clean at all times. **NO ONE WANTS TO USE A DIRTY BATHROOM!**

- ✓ Please, ALWAYS FLUSH!

- ✓ Wash your hands before returning to class/lunch.

- ✓ Throw all paper towels in the trash can.

- ✓ Absolutely no writing on walls or the stalls

- ✓ No cell phone use permitted

- ✓ Leave it as you found it...CLEAN!!!!

STUDENT DRESS CODE

➤ **Prohibited Clothing:**

Pajama Pants

Slippers

Hats or head coverings of any kind (until Mr. B gives permission)

Sunglasses inside the building

Shorts, skirts less than fingertip length

Low-cut tops/necklines/see through material

Tank-tops, spaghetti-strap shirts or blouses

Clothing that exposes mid-section

Spandex or stretch pants (UNLESS A TOP IS WORN OVER IT THAT IS FINGERTIP IN LENGTH.

Any item with offensive writing or inappropriate logos relating to alcohol, drugs, sex, or weapons.

- Students who report to school dressed inappropriately will be removed from class and a parent/guardian may bring appropriate clothing to their child at school or pick-up their child from school to change clothing at home and return.
- All pants must be worn at the waistline-NO exceptions

Point Option “Community Policies/Procedures”

SELF-REFLECTION

Appropriate behavior@ Point Option is important in our school both in our classrooms and in our ‘common areas’ (hallways, lunch room, restroom, etc...). Students should be aware of their behavior at all times on or near campus. The **Self-Reflection Procedure** is meant to give the students the opportunity to take ownership of their behavior and reflect upon what they could have done differently in order to not commit the infraction.

We believe that once we, the faculty, staff, and students, create our policies and procedures and we “**Teach-To**” them that giving a student multiple warnings and repeated requests to obtain appropriate behavior are unnecessary and distracting to the teaching and learning environment. We are all here to teach and learn. Wasting valuable teaching and learning to give our students multiple warnings and repeated requests is unproductive.

Once we have established our policies and procedures and ‘practiced’ these, a student who violates any policy or procedure will be treated as follows:

1. The teacher will give the student **one prompt or warning** to stop the misbehavior.
2. IF the student stops the inappropriate behavior there will NOT be any consequence.
3. IF the student does not stop the misbehavior, the student will be asked politely to proceed to the **Self-Reflection desk** to complete the **Self-Reflection Form**. **No further warning will be given.**

AT THIS POINT THE STUDENT IS NOT IN TROUBLE NOR IS HE/SHE BEING PUNISHED IN ANY WAY.

4. The student will answer the questions on the Self-reflection Form, return the form to the teacher and rejoin the class immediately.

AT THIS POINT THERE WILL BE NO FURTHER CONSEQUENCE EXCEPT THAT THE STUDENT AND TEACHER MAY HAVE A CONVERSATION ABOUT THE POLICY VIOLATION WITH THE INTENT BEING TO SOLVE THE PROBLEM FROM OCCURRING AGAIN IN THE FUTURE.

5. Should the student refuse to Self-Reflect, he/she will be sent to Mr. Bonfiglio or Ms. Cochran to complete the form. No interaction will take place until the Self-Reflection Form is completed.

POINT OPTION
"SELF-REFLECTION"

NAME: _____ DATE: _____ TIME: _____

I have been asked to self-reflect because I... (RECOGNITION OF BEHAVIOR)

I behaved this way because I... (VENTING & OWNERSHIP)

*I believe my action or inaction had the following effect on the class and/or teacher...
 (RESPONSIBILITY TO OTHERS)*

Should a similar situation arise again I will... (ACTION PLAN)

I am ready to return to the routine of the class. (COMMITMENT)

___ Yes ___ No Time _____ Signature _____

