

**2019-2020**

**North Pointe Prep Student Handbook**

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The purpose of this handbook is to inform students and parents of the philosophy, policies, procedures, and regulations of Pointe Schools. Choosing to enroll and remain enrolled in a Pointe School indicates that the student and parent/guardian are committed to abiding by and supporting the expressed and implied tenets of all Pointe School policies, procedures, and regulations.

This Handbook is not all-inclusive. Situations may arise that it does not address. The administration reserves the right to handle such situations as they occur, always keeping the best interests of the students, staff, and school in mind.

Parents and students should note that although most policies are the same at all Pointe schools, there are some important policy differences between the Academies (Preschool-6) and North Pointe (7-12). Secondary students are granted additional freedoms and responsibilities.

### **Discriminatory Statement**

Pointe Schools does not discriminate on the basis of race, color, national origin, sex or handicap in its educational program or activities as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

### **Charter**

Arizona State Board for Charter Schools

### **Accreditation**

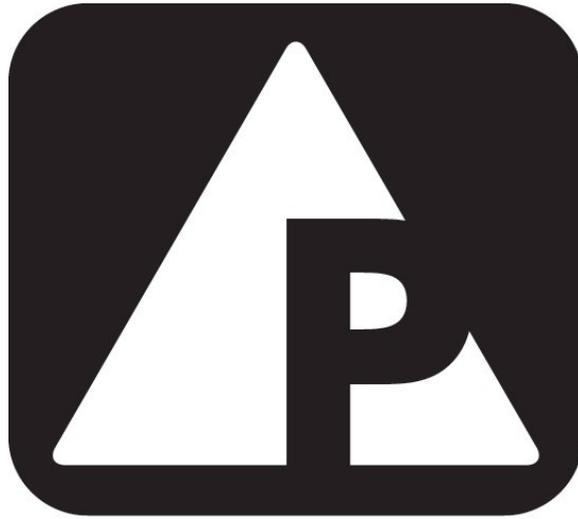
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### **Member**

Arizona Interscholastic Association

College Board

National Honor Society & National Junior Honor Society



## Pointe Schools

Pointe Schools is an independent public charter school serving grades K-12 on three northwest valley campuses. Pointe also provides a private preschool.

<p><b>North Pointe Prep</b> 7-12 10215 North 43rd Avenue Phoenix, Arizona 85051 voice: 623.209.0017 fax: 623.209.0021 northpointeprep.com</p>	<p><b>Canyon Pointe Academy</b> K-6 4941 West Union Hills Drive Glendale, Arizona 85308 voice: 602.896.1166 fax: 602.896.1164 mycanyon.org</p>	<p><b>Pinnacle Pointe Academy</b> K-6 <b>Starting Pointe</b> Preschool 6753 West Pinnacle Peak Rd Glendale, Arizona 85310 voice: 623.537.3535 fax: 623.537.4433 goppa.org</p>
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### Purpose

Pointe Schools exists to assist parents in developing students who demonstrate scholastic and behavioral excellence and make positive impacts in their communities.

### Promise

Pointe Schools will provide students the opportunity to gain foundational knowledge, grow in character, and develop leadership skills.

### Plan

Pointe Schools is passionate about creating and sustaining environments where students are valued, trusted, and encouraged to take risks and achieve their dreams in academics, athletics and the arts.

## **ADMISSION TO POINTE SCHOOLS**

Admission to Pointe Schools is not limited based upon ethnicity, national origin, identity, gender, income level, disabling condition, proficiency in the English language, or athletic ability.

Subject to the limitations discussed below, Pointe Schools admits all eligible pupils who submit timely, completed application paperwork. Enrollment preference is given to pupils continuing at a school, transferring from another Pointe School (if transfer form is received by January 1st), to siblings of pupils already enrolled, and to children of employees. If, by the deadline for open enrollment, the number of applications exceeds the capacity of a program, class, grade level, or building, applicants will be selected for the available slots through an equitable selection process, such as a lottery, except preferences shall be given to returning pupils and siblings of a pupil.

After the school receives the completed registration paperwork, the office will notify the family of acceptance if there is space available in the program/class/grade level/building. Applications submitted after the open enrollment deadline will be accepted in chronological order and may be placed on a waiting list.

Pointe Schools has a demanding academic program with an emphasis on the development of analytical thinking, communication, knowledge, character and leadership skills. Pointe Schools believes that a motivated student, with parent support, will excel in an environment of high academic standards.

Students must have credits necessary for their academic program. Students who transfer midyear with one or more failing grade from another school or district may be required to participate in an Academic Intervention Program.

As allowed by A.R.S. 15-184(I), Pointe honors the expulsions of other schools/districts and does not enroll students who have been expelled or are in the process of being expelled from another school. Canyon and Pinnacle Pointe also honor the suspensions of other schools/districts. Students who have not been expelled and are not in the process of being expelled but are under active suspension from another school will be admitted if there is space, and required to serve out their suspension by attending Pointe's OSS Program prior to being scheduled for regular classes or participating in extracurricular and/or campus activities. Additionally, students with prior disciplinary actions may be required to participate in a Preventative Behavior Intervention Program.

### **Pointe Schools Transfer**

Pointe Schools is one charter; therefore a new application is not required for a current Pointe student who desires to transfer to another Pointe school. Students moving from one of the Academies to the Prep must submit a signed and completed transfer form by January 1st to maintain priority status. Transfer forms received after the January 1st deadline will be placed in chronological order with the rest of the applicatio

# MISSION STATEMENT

Pointe Schools exists to support parents in developing students who demonstrate scholastic and behavioral excellence and make a positive impact in their community.

## PHILOSOPHY

Pointe Schools believes that the education of a student is a joint parent/teacher/student effort, that high standards are achievable, and that citizens with Knowledge, Character, and Leadership are vital to society. Therefore, the themes of Knowledge, Character and Leadership are woven throughout the school experience.

**Knowledge:** Pointe students receive a superior traditional education with a “classical” emphasis. Educational requirements provide all students with a solid, balanced education. Pointe Schools defines “a classical education” as the acquisition of basic, time-tested knowledge and skills in history, languages, literature, math, reading, science, and the arts that become increasingly complex throughout the course of study. Standards are set high in the firm belief that the higher standards will lead to higher student achievement.

**Character:** The value of responsibility, virtue, punctuality, obedience, compassion, orderliness, self control, and other positive universal character traits are systematically taught and modeled across the curriculum, through the Pointe Character Education Program and are reinforced throughout the year.

**Leadership:** Leadership skills are emphasized throughout the course of study and specifically taught and modeled. Practical opportunities for applying these skills are provided throughout the year.

**Parent Involvement:** Pointe understands that one of the best predictors of student success is a family that encourages learning at home and is engaged in their child’s education. We are committed to developing school-home relationships characterized by mutual respect and trust, and regular, two-way communication. It is important for families to stay informed about policies, activities, and their child’s progress, and to address any areas of concern as soon as possible. Volunteering is welcome but is not required. All families have equal access to teachers and administration.

**School Atmosphere:** Pointe fosters an atmosphere of excellence in academics, athletics, and the arts and provides school activities that are designed to create lifelong relationships and memories. Pointe is large enough to offer the extracurricular activities that are important to a well-rounded student but small enough for each student to be known and connected.

**Through the program offered at Pointe Schools, students gain foundational Knowledge, grow in Character, and develop Leadership skills.**

# OUR CULTURE

At Pointe, we are intense about the 4 'A's - Academics, Athletics, Arts, and Activities. We believe students are only fully prepared for post-secondary education after they have been involved in a broad range of rich school experiences in junior high and high school. Our school culture openly acknowledges that our passion for excellence in athletics and the arts, along with our zeal in providing experiences where life-long relationships and memories can be created, is equal to our commitment to academic achievement. We embrace a student-centered culture that is anchored in the core belief that a motivated student, who wants to be here, will learn!

It's also a culture where our faculty and staff:

- Enjoy spending their day with students, causing students to feel valued.
- Influence students to change, causing students to be motivated.
- Excel in their areas of responsibility, causing students to learn.

It's a culture where our students are:

- Engaged - focused, competitive, expressive, and connected
- Determined - taking risks and persevering through adversity
- Caring - sensitive to the needs of others and taking action to provide assistance

It's a culture where our families are valued, trusted partners who:

- Encourage learning at home
- Engage in their child's education
- Embrace Pointe's purpose, promise, and plan

It's a culture that:

- Purposefully seeks to assist parents in developing students who demonstrate scholastic and behavioral excellence and make positive impacts in their communities.
- Provides students with opportunities to gain foundational knowledge, grow in character, and develop leadership skills.
- Creates and sustains environments where students are trusted and encouraged to take risks and achieve their dreams in academics, athletics, and the arts; and a culture that promotes community through yearly themes.

It's a culture that unapologetically believes that our students and our schools are awesome!

**A Pointe, you don't have to possess a special talent or be the smartest person in the class.  
All you need is a desire to be more than you are right now.**

# STUDENT LIFE

## **Academic Day & Office Hours**

Classes begin at 8:00 am and end at 2:30 pm, Monday-Thursday. Friday, classes begin at 8:00 am and end at 12:00 pm.

On school days, the campus opens at 7:30 am. Monday-Thursday, the campus closes at 3:30 pm. On Fridays and half days, the campus closes at 12:15 pm. Unless under the direct supervision of a teacher/coach/group director or attending a public event, students may not be on campus during non-academic hours.

During regular school days, the school office is open from 7:30 am until 3:30 pm. On Fridays, and all other half days, the office closes at 12:15 pm. When school is on break, the office is open from 9 am - 12 pm, Monday through Thursday (excluding holidays). The school office is closed on school calendar holidays and the weeks of July 4th, Thanksgiving, and Christmas.

## **Drop-Off and Pick-Up**

For the safety of our students, the school has developed traffic procedures in coordination with local law enforcement and city traffic and engineering experts. Students and families are required to follow the school's traffic plan. Students are required to follow all city traffic laws and must cross streets at city crosswalks.

During school hours only those listed on the student's Emergency Card (submitted with registration information) and Student Information Change Update Form (for changes throughout the year) will be allowed to pick up a student. (all sign-outs require valid photo identification). For this reason, it is important to submit a completed Student Information Change Form whenever the Emergency Contacts need to be updated.

Pointe Schools expects that students will be picked up promptly after normal school hours or, if the student remains at school for an additional activity, promptly upon conclusion of such activity. If a student has not been picked up within thirty (30) minutes of the end of an extracurricular activity, the school representative may contact local law enforcement and have the student taken into custody until a parent or guardian can pick up the student. Students who are not picked up promptly from extracurricular activities may lose the privilege of participation in future activities.

## **Parking Permit**

Student Parking Permits are available for a \$50 yearly fee. Students must display their parking permit and park in their assigned spot. Students may not share their spot with other students. Loitering is not permitted in the parking lot. Students are not permitted in the parking lot during the school day unless accompanied by a staff member. Car stereos may not be at a volume that can be heard outside of the car. Accidents occurring on school property must be reported to the school office on the day of the accident. Students must operate their vehicle safely and in accordance to school rules. Violations may result in loss of parking privileges. Any change in vehicle or license plate must be reported immediately to the office. Ditching or excessive tardies could result in parking permit being revoked. There is a \$10.00 replacement charge for a lost parking permit.

## **Student Identification Cards**

Each student will be issued an annual campus photo identification (ID) card. Students are required to have the ID card in their possession at all times while on campus or at a school event. Students must present their ID card upon request of any school employee. There is a \$5.00 replacement charge for a lost ID card.

## **Café North Pointe**

Café North Pointe is open from 7:30-7:55 am, during lunch, and from 2:30-3:30 pm. Students may purchase food and drinks (cash only) for consumption in designated areas. Water is the only beverage allowed in buildings other than the Café.

### **Food Delivery and Food Sharing**

Due to the burden on school staff, food allergies, safety concerns, food for students may only be delivered to the front office by a parent/guardian for their child only. Outside delivery services are not permitted at any time.

Students are only permitted to bring quantities of food/drink on campus each day that they can individually reasonably consume. With administration approval, a student may bring prepackaged and sealed food to share for a specific event.

### **Field Trips**

A variety of field trips may be scheduled throughout the year. While attendance at field trips is not mandatory, students not attending will be required to attend school as required by A.R.S. 15-802 & 15-803.

### **Locker Room Lockers**

Lockers are provided for use during the single class period or specific extracurricular practice, game, or performance. Lockers must be emptied by the end of the class period, practice, game, or performance. Students must use their own locks. Lockers remain school property and may be searched without warning.

### **Textbooks/Educational Materials**

Students are responsible for the condition of any textbook/materials they are using; whether they are using it during the class period or have checked it out through the 4A Center. Lost and/or damaged textbook/materials must be replaced at the student's expense. Students who lose and/or damage textbooks/materials may also face disciplinary action.

### **Cell Phone Registration**

Students are encouraged to register their cell phone number with the 4A Center. In the event of an emergency, registered students will be sent a text(s). Students participating on school trips must register a cell phone number prior to the trip (either their cell phone number or the cell phone number of a person they will be with 24/7 while in the trip).

### **Use of School Phones**

Students may not use school phones unless it is an emergency (as defined by school staff, not the student).

### **Use of School's Electronic Devices/Systems**

The primary use of the school's electronic resources and networks is to support regular classroom resources and student research related to academic studies. Access is a privilege, not a right. School computers and internet access are not to be used for any illegal or inappropriate use, recreational use, or communicating outside the parameters set by the classroom teacher. Students are expected to adhere to the Pointe Schools' Code of Conduct while using school computer or accessing the internet, just as they are in classrooms or school buildings. The internet contains materials that are controversial, inaccurate, and not appropriate for students. Pointe has taken precautions to restrict access to these types of materials by teaching students about responsible use and by using filtering software to block student access to inappropriate materials. Student misuse of the network can come in many forms. Examples of misuse includes, but is not limited to, sending or receiving materials that indicate or suggest pornography or violence, unethical or illegal solicitation, racism, sexism, inappropriate language, violating copyright laws or regulations, or a malicious attempt to harm or destroy data. This includes the uploading or creation of computer viruses. Students may not use computers designated for school personnel. Information and files stored on school computers and servers are not private. Parents/guardians may revoke their student's internet privileges at any time by notifying school administration in writing.

### **Personal Electronic Devices**

Unless approved by administration, personal electronic devices (cell phones, smart watches, ipods/ipads/tablets, mp3 players, etc.) may not be used during class time and are to be stored in silent mode. Additionally, ear plugs/ear phones, etc. may not be worn or used during class time. Although electronic devices may be used outside of class, students are expected to remain aware of their environment and respectful of those around them. A violation of the electronic device policy will result in the device being confiscated and will be treated as a disciplinary matter.

## **Campus Privacy**

Due to student and employee privacy issues, students are not allowed to take pictures or video sound and images - including recording, capturing, copying, duplicating, publishing, printing, uploading, posting, etc., while on campus or during school hours without prior permission from school administration.

## **Using the School Office or 4A Center to Deliver Messages**

It is important for students to come to school prepared. The School Office and 4A Center is not able to deliver messages or items to students except in cases of emergency (as determined by school staff). Please, help your student learn to come to school prepared. We have a small staff and are unable to deliver items/messages throughout the day.

## **Bicycles/Skateboards/Scooters, etc.**

Bicycles, skateboards, and scooters are to be walked while on school property and promptly secured in the racks provided. They are not to be removed until the student is ready to go home and may not be taken onto the main campus. The school assumes no responsibility or liability for personal property or injury as a result of using a bicycle or skateboard on or off campus.

## **Non-Educational Items**

Pointe Schools discourages students from bringing large amounts of money, electronic devices, and other valuables to school. The student, not Pointe, is responsible for all personal property. Personal property may not be used in a way that interferes with the educational environment.

Balloons, flowers, and other celebratory items are not permitted on campus and will not be delivered to students (due to allergies, insufficient space, and the disruption caused to the educational environment).

## **Lost and Found**

The lost and found is located in the 4A Center.

## **Student Communication**

North Pointe believes it is important for students to learn to communicate and advocate for themselves. Therefore, as students progress through the grades, we strategically teach them to demonstrate responsibility and communicate their questions/concerns directly to administration, faculty, staff, and extracurricular coaches/group leaders.

## **Safe School Environment**

Everyone in the Pointe community has an integral role in sustaining a safe, supportive school culture and environment. The following behaviors will not be tolerated in any form and anyone who is subject of or witness to harassment, intimidation, or bullying have a responsibility to report it.

1. Harassment - persistent or repeated annoying or tormenting of another person.
2. Intimidation - to frighten, compel, or deter by actual or implied threats.
3. Bullying - Repeated acts over time that involve a real or perceived imbalance of power with the more powerful person or group attacking those who are less powerful. Bullying can be physical, verbal, or psychological. Cyber-bullying includes bullying through the use of technology.

## **Student Concerns During School Hours**

Students with concerns during school hours should immediately talk to the supervising staff member. Students may also do the following:

1. Visit the 4A Center before school, during lunch, or after school and ask to speak to an administrator.
2. Complete and submit a Student Concern Report to the 4A Center
3. Go immediately to the 4A Center and ask to speak to an administrator. If a student has a concern that they sincerely believe needs immediate administrative attention, the student shall respectfully notify the teacher that they need to go to the 4A Center. The teacher will notify the 4A Center that the student is on the way.

## **Student Concerns During Extracurricular Activities**

Students with concerns during extracurricular activities should immediately contact the faculty/staff member, coach, or group leader in charge of the activity.

# STUDENT HEALTH AND SAFETY

In case of non-emergency illness or injury during the school day, students must report to class and obtain a pass to go to the 4A Center.

## **Emergency Procedures**

In the event a student is injured or exhibits symptoms of illness, the school will notify the parent/guardian. Some situations may require the student to go home immediately. In an emergency situation where the parent/guardian cannot be notified, emergency personnel will be called and the student will be transported to the nearest emergency facility at the expense of the parent/guardian. The parent/legal guardian's signature on the Medical Record card is consent for emergency treatment.

## **Medication**

Students may not have prescription or over-the-counter (OTC) medications in their possession on campus. No medications, including OTC medications such as pain relievers, vitamins and cold medication can be dispensed or used at school unless such medications are checked in with the school office and accompanied by a completed Medication Administration Consent Form. This form must be on file in order for medications to be dispensed during the school day or by school personnel. Prescriptions must be for the student, current, and must bear a pharmacist's label with the recommended dosage. Inhalers, epinephrine and insulin pumps may be carried by the student with doctor's orders on file in the school office (other methods of insulin delivery must receive permission from the principal for self-carry). Students who carry inhalers, epinephrine or insulin should understand that sharing or otherwise misusing the medication/device will result in disciplinary action up to and including expulsion.

## **Search and Seizure**

If a reasonable suspicion exists that a student has possession of some item or material that is detrimental to the health, safety, or welfare of student or others, administration may conduct a search of the student and their personal affects/belongings (e.g. backpack, purse, vehicle, etc.). Any school property (e.g., lockers, desks) is subject to school control, supervision, and search. A student and or their personal affects/belongings may be searched with or without notifying law enforcement officials and parents.

## **Drug Free School Zone**

In accordance with A.R.S. 13-3411, all Pointe Schools are "Drug Free School Zones". This means that each campus and the area within three-hundred feet of each school is drug free and violations have enhanced legal penalties. In accordance with federal, state, and city laws, Pointe campuses are also alcohol and tobacco free campuses. This includes electronic nicotine delivery systems.

## **Alcohol and Drug Testing Policy**

Pointe Schools has a legitimate concern to prevent, deter, and detect student alcohol and drug use and reserves the right to conduct alcohol or drug testing upon reasonable suspicion the student is under the influence of alcohol, an illegal substance, or medication that has not been prescribed to the student. Usually, testing is conducted at the school by a certified technician at no cost to the student. Parents who prefer the testing be conducted at the lab must pay for the testing and must provide transportation to the lab within an hour of being notified such testing is required. Failing to be tested within the specified time or providing a sample with indications of drug-testing countermeasures including but not limited to diluted or spiked samples will be treated as a positive test. During off campus school activities/trips, administration may use breath analyzer equipment to test students for alcohol use. Refusing to be tested during an off campus activity/trip will result in the student being removed from the activity/trip at the parent's expense, additional testing requirements, and disciplinary actions.

This policy includes but is not limited to students participating in extracurricular activities sponsored by the school or for students with school parking permits.

# SECURE CAMPUS

Pointe prioritizes student safety. The principal has the authority to allow/restrict access to the campus.

## **Students**

The school is a secured, closed campus during the academic day and students must remain on campus unless an authorized person with ID checks them out through the school office for a medical appointment or an emergency.

## **Alumni**

North Pointe Prep Alumni in good standing are allowed on campus during lunch when the visit has been approved by administration at least 24 hours in advance. Alumni are also allowed to attend various non-public activities when an Alumni Pass has been approved prior to the event.

## **Parents**

Parents/guardians campus visits during school hours must be approved by the principal. All campus visitors must sign in at the school office, obtain and display a visitor's pass, and adhere to school policies, including the school's Campus and Classroom Visitation Guidelines.

## **Visitors**

Visitation by anyone other than a parent/guardian, including siblings and other family members, is not permitted unless approved by the principal at least 24 hours in advance. All visitors must sign in at the school office, obtain and display a visitor's pass, and adhere to school policies, including the school's Campus and Classroom Visitation Guidelines.

## **Volunteers**

School Volunteers must be approved, sign in at the office, obtain and display a visitor's pass, and adhere to school policies, including the school's Campus and Classroom Visitation Guidelines. Volunteers must also adhere to applicable state and federal regulations including FERPA. School Volunteers may not supervise or be alone with students unless they have a current Arizona Department of Public Safety Class One Fingerprint Clearance Card on file in the office and have obtained prior school administration approval.

# COMMUNICATION

## General Information

For daily insights, scheduling and event updates, North Pointe utilizes the various communication platforms linked on the school's website, [northpointeprep.com](http://northpointeprep.com). North Pointe also sends out periodic e-mail blasts (see details under Emergency Information).

## Translation Services

Please notify the school office if you need translation services.

## Emergency Information

North Pointe utilizes an electronic notification system to send information to families through phone calls, text messages and email. To comply with wireless carrier requirements and protect against unsolicited messages, students and parents may receive an SMS message to the cell phone number requesting the selection of 'opt in' to receive information from the school or district via SMS message. Upon receipt of this message, students and parents should reply, 'yes,' 'subscribe,' or 'optin.' Standard text messaging rate may apply. In the event of an emergency, additional detailed information will be posted on North Pointe's Principal Blog. A link to the Principal's Blog is available at [northpointeprep.com](http://northpointeprep.com).

## Emergency Notification

North Pointe utilizes 4 Emergency Responses: Fire, Evacuation, Lockdown, and Active Shooter. Although responders (e.g. fire, police) may engage and communicate with the Media following an emergency situation, North Pointe's Safety Team's communication will be limited to students and parents/guardians.

### **FIRE**

In the event of a fire on campus, parents will be notified through the school's Text Messaging Service. Parents will not be notified prior to or after fire training, drill, or false alarm.

### **EVACUATION**

In the event of a campus evacuation, parents will be notified through the school's Text Messaging Service. Parents will not be notified prior to or after evacuation training. Parents will be notified prior to an evacuation drill through the school's Text Messaging Service.

### **LOCKDOWN**

In the event of a lockdown, parents will be notified through the school's Text Messaging Service. Parents will not be notified prior to or after lockdown training or drill.

### **ACTIVE SHOOTER**

In the event of an active shooter on campus, parents will be notified through the school's Text Messaging Service. Parents will not be notified prior to or after active shooter training. Parents will be notified prior to an active shooter drill through the school's Text Messaging Service.

## Contacting School Personnel

The email addresses for school personnel are located on North Pointe's website under "Communication." Generally, North Pointe faculty and staff will respond to an email by the end of the next school day (unless the person is absent or the school is on break).

## Student Academic Progress

Communication between the school and home is vital for student success. Parents/guardians are encouraged to stay informed and involved in student grades and classroom behavior through the school's online academic resource and/or direct email access to teachers.

## Use of recording devices

Due to student and employee privacy rights and issues, taking pictures or video sound and images (including recording, capturing, copying, duplicating, publishing, printing, uploading, posting, etc.) during parent meetings (including but not limited to conferences and IEP meetings) is not permitted.

**Conflict Resolution**

Pointe Schools believes concerns should be communicated directly with the administrator, faculty member, staff, or extracurricular coach/group leader involved in the situation. If the faculty member, staff, or extracurricular coach/group leader is unable to resolve a concern, the parent/guardian may request the assistance of a school administrator. If the administrator is unable to resolve the situation to the parent/guardian satisfaction, the principal's decision is final.

# ATTENDANCE

Pointe Schools believes that regular attendance is essential to the pursuit of academic success. State law requires that every person who has custody of a child between the ages of six and sixteen, ensures that the child attends school for the full time school is in session unless unable to attend due to illness or other legitimate reason (A.R.S. §15-802, §15-803). The State holds each school accountable for accurate attendance records and for the district's absentee rate. Regular attendance has a positive affect on both individual student success and the State's overall performance rating for our school and Pointe's charter.

## **Absentee Policy**

In order to comply with state attendance requirements, Pointe's attendance policy includes disciplinary actions for unexcused and excessive absences. In accordance with A.R.S. 15-901(A)(1), an excused absence is defined as excused for illness, doctor appointment, bereavement, family emergency, and out of school suspension/s. After 10 absences, all absences will be considered unexcused.

An absence will be considered excused when the parent/guardian contacts the school office (phone, attendance line, email) prior to 9 am of the day of the absence. Because of state reporting guidelines, when reporting the absence, parents/guardians must provide the following information:

1. Name of parent/guardian calling to excuse the absence.
2. Student name and grade.
3. Duration of absence (if known).
4. Report specific absence reason: respiratory illness, digestive illness, fever, conjunctivitis, strep, chickenpox, other (please explain).

## **Chronic Illness**

If your student has a chronic illness, complete the Certificate of Chronic Health Form.

## **Unexcused Absences (as defined by A.R.S. 15-191(A)(1))**

1. Truancy and Ditching.
2. Absence where parent/guardian failed to give notification by the scheduled time.

## **Excessive Absences**

Students must attend at least 90% of class sessions in a semester in order to receive a passing grade and/or credit. If a student is absent for more than 9 days in a semester, the status of the class becomes an audit and their grades/credits maybe withheld. Additionally, after 9 days of absence in a class, the student will be unable to make up any missed work or assessments that were due or completed during any subsequent absences. Parental excused, as well as unauthorized absences, will count toward a limit of 9 absences per semester. This policy does not include absences or tardies due to school activities. Cases involving prolonged illness or unusual circumstances will be reviewed by administration. In accordance with State law regarding school enrollment and funding, students will be withdrawn from North Pointe on his/her 10th consecutive unexcused absence.

## **Appointments and Emergencies**

On the rare occasion when emergencies arise or doctor's appointments cannot be made outside of the school day, the student may be checked out of school. All requests for early pick up must be in writing or in person by an adult on the student's Emergency Contact Form or Student Information Change Update Form. Students will not be called out of class until the parent/guardian or pre-authorized adult has provided a picture ID and signed out the student in the school office. The school office is unable to call students out of class during the last 20 minutes of school.

**Absentee Assignments**

Students are responsible for all the information missed during all absences. Students should refer to the school's missed assignments policy and utilize the school's online academic resource to access missed assignments due to an excused absence. Credit will not be given for work missed for an unexcused absence.

**Tardies**

Students who are late to class not only miss instructional time but also disrupt the education of other students. A student is considered tardy if he/she is not seated and ready to learn when the tardy bell rings. All tardies are unexcused except when accompanied with a health care professional's note.

**First Period**

Students arriving after 8:05 am must enter through the school office. To keep classroom disruption to a minimum, students arriving after 8:15 pm report to a designated area for the remainder of first period.

Excessive unexcused tardies (more than three in a month) could result in loss of extracurricular privileges, loss of parking permit, suspension and/or loss of credit.

**Other Periods**

The student will receive disciplinary consequences from the classroom teacher.

# ACADEMICS

Pointe Schools will provide students the opportunity to gain foundational knowledge, grow in character, and develop leadership skills. Pointe Schools believes these core values are fostered in an engaging academic environment where students are challenged to learn, encouraged to grow, and affirmed when they lead.

## Keys to Academic Success

The educational philosophy of Pointe Schools is based on a deep respect for learning. The primary task of this school, its faculty, and its students, is the pursuit of excellence in educational achievement. Student achievement requires patience, hard work, and full effort. Very few students are capable of doing quality classroom work without considerable time and effort spent outside of school hours. A regular schedule for home study should be arranged, and parents should insist that their student spend several hours each week in preparation of their school assignments. The following suggestions are listed to serve Pointe Schools' students:

### At school:

1. Be organized.
2. Attend school and be prepared.
3. Write it down - take notes and record assignments every day.
4. Ask questions. If you do not understand directions or a concept, make sure that you talk to the teacher before you leave class that day.
5. Use class time wisely. When a teacher gives you time to start the assignment in class, make good use of the time. The information is still fresh in your mind and if you don't understand something, the teacher is still available for help.
6. Complete assignments neatly and on time.
7. When absent, make sure you know the information that was covered in class and complete any class work or home work assignments.
8. Do not wait until you are behind or failing to get help. If you have been doing your work but are still falling behind, talk to the teacher and set up a tutoring schedule.

### At home

1. Have a quiet, well-lit place to study at home, with all the necessary materials on hand. Avoid interruptions and distractions during your study time.
2. Set aside a regular time to review classroom work. Remember that studying is just as important as completing an assignment. Before starting a lesson, review briefly what has been covered.
3. Re-read the assignment to master the details. Be sure you understand the problem to be solved before you attempt to solve it.
4. For work that involves reading: Pay special attention to the first and last paragraphs in a chapter, and the first and last sentences in each paragraph. Read each paragraph, and as you read, try to pick out the topic sentence or summary sentence. Pause at the end of each paragraph and see if you can summarize it in your own words. Get in the habit of looking up information when you come to an unfamiliar term or phrase.
5. Study by the whole rather than by parts. Get the picture of the whole assignment or topic to see how much you understand. Then go back and study in detail, section by section.
6. Prepare each lesson without fail every day as assigned. Do not get behind in your work.
7. Prepare an action plan for long term assignments: have an accurate understanding of the directions, determine which tasks need to be completed first, schedule mini-due dates for the completion of the assignment in order to avoid "cramming."

## Curriculum

See [northpointeprep.com](http://northpointeprep.com) for curriculum information, graduation requirements, and course offerings

## **High School Graduation Requirements**

High School students must complete and receive a passing grade in twenty-four units of course work. Transfer of credit is assessed based on previous course content, completion and mastery level. Specific curriculum information is posted at [northpointeprep.com/academics](http://northpointeprep.com/academics).

## **Jr. High Promotion/Retention**

Jr. High Students must earn at least 6 credits in order to be promoted to the next grade. Each class is worth half a credit (.5) per semester. Additionally, if a student does not pass the same core class during both the first and second semester, then the student must complete an Individual Recovery Plan for the failed subject in order to be promoted. For the purpose of promotion, core classes include math, science, English, and social studies.

## **Homework**

While North Pointe believes that all students can learn, we recognize not all students learn to the same level of mastery by expending the same effort. North Pointe's staff is committed to utilizing class time effectively and efficiently, and respecting student time outside of class. We believe students need time to unwind, reflect, and be involved in other areas of interest not offered during school hours. However, students should expect to spend time reviewing material that was taught in class and preparing for class.

The purpose of homework is to practice a skill, review material taught in class, and/or prepare for class. Homework also serves as a "check for understanding" that teachers use to guide instruction and students use for future study.

1. Homework will be specifically related to a state standard.
2. Homework will be assigned with a purpose.
3. Homework is independent practice for the student. Students should notify the teacher if they do not understand the assignment.
4. Homework will not be assigned as a punishment.

School breaks (Summer, Fall, Thanksgiving Week, Winter, and Spring) are homework-free times for students. Students are not responsible for review, preparation, or homework (including long-term assignments) during these times.

Teachers will provide additional practice work upon request. Teachers may choose to offer creative projects as extra credit on occasion; however, teachers will not assign "craft" type projects for home completion.

## **Tutoring**

Students and parents are responsible to be aware of the student's grades and to take advantage of tutoring when needed. After the second week in a semester, North Pointe students are required to participate in mandatory tutoring (2:35 – 3:30 pm) when their grade in a core class (including Spanish) falls below a 'C' until the grade improves to a 'C' or higher. Refusal to comply with the Mandatory Tutoring and/or the IAP requirements is considered insubordination.

## **Academic Probation**

Pointe Schools recognize that not all students will learn to the same level of mastery by expending the same effort. Pointe Schools is committed to the philosophy that a motivated student, with parent support, will excel in an environment of high academic and behavioral standards. Therefore, academic probation is designed to provide the structure, support, and accountability that some students require for success. A student is placed on academic probation when his/her grade falls below a 'D' in an individual class. When this occurs, the teacher and/or academic advisor will notify the parents and will develop an Individualized Academic Plan (IAP) for the student. At a minimum, the plan will include mandatory tutoring (2:35 – 3:30 pm) on specific days until the grade improves to a 'C' or higher (this excludes non-Spanish elective courses). A student who is placed on an IAP will remain on academic probation until the grade improves to a 'C' or higher. Refusal to comply with the Academic Probation requirements is considered insubordination.

## Report Cards

In addition to daily updates, quarter and semester grades are posted on the school's online academic resource. For students/parents without access codes or internet access, upon request, a hard copy of the student's first-third quarter grades will be available in the office on the Monday following the break and a hard copy of the student's fourth quarter grades will be available in the office on the Monday following the last day of school.

## Secondary Grading Scale

College Prep Classes		
A	≥ 90%	4.0
B	≥ 80%	3.0
C	≥ 70%	2.0
D	≥ 60%	1.0
F	< 60%	0.0

Honors Classes		
A	≥ 90%	4.5
B	≥ 80%	3.5
C	≥ 68%	2.5
D	≥ 58%	1.5
F	< 58%	0.0

AP/CL Classes		
A	≥ 90%	5.0
B	≥ 80%	4.0
C	≥ 65%	3.0
D	≥ 55%	2.0
F	< 55%	0.0

## Principal's List/Honor Roll

Students who meet the high academic standards described below will be eligible for recognition.

Principal's List: 4.0 or higher GPA

Honor Roll: 3.5– 3.99 GPA

## Academic Advisor

The Academic Advisor is available to assist students in the pursuit of their educational goals. An Education and Career Action Plan (ECAP) is developed for each student during his or her freshman year or upon high school enrollment. This plan is reviewed and updated yearly. The Academic Advisor can also assist students with information regarding colleges, financial aid, and scholarship opportunities.

## Final Exams

Final exams play an integral role in student accountability and preparation for post-secondary success. Final exams account for 10%-20% of a student's final grade. Final exams are mandatory and must be taken as scheduled on the school calendar. Final exams will not be given early for any reason. If a student is unable to take a final exam due to personal illness or genuine emergency, upon administrative approval, the teacher will enter a grade of "Incomplete." The final exam must be scheduled and taken within a week of the end of the semester, or the student will automatically receive a "0" for the exam and the semester grade will be calculated accordingly.

## State Mandated Testing

As a charter school, Pointe Schools is required to provide all state mandated testing. This includes AzMERIT and AIMS Science assessments. Pointe students participate in a variety of testing programs outside of regular content area assessments.

## Core Class Failure –Friday Recovery Class

Students who fail a core semester class are required to attend Friday Recovery Class (FRC) from 12:15 pm – 3:30 pm the following semester. When a student fails a class, the teacher will complete an Individual Recovery Plan noting the specific assignments to be completed by the student during FRC and/or the exam(s) the student must pass to prove competence of the standards. After the student completes the Individual Recovery Plan they will be released from FRC. Students who fail to attend FRC are subject to disciplinary action.

## Class Rank

Class rank is based on grade point average (GPA) of final grades. Class rank will appear on transcripts.

## Dropping or Adding a Class

After class schedules have been published, a student may request to drop and/or add a class by submitting a completed drop/add form to the Academic Advisor. Changes will be made based on administrative approval only.

## **Missed Assignments**

It is the responsibility of the student to complete any missed assignments or tests due to an excused absence as follows (this does not apply to classes missed due to a school event):

1. Make-up work – A student has two days for each absence to complete missed assignments.
2. Make-up privileges shall not exceed one week without written administrator approval.
3. Missed test – Scheduled tests will be administered at the teacher's discretion, which may be during tutoring (this does not apply to semester exams).
4. Missed quiz – Pop or announced quizzes will be made up at the teacher's discretion.

## **Late Assignments**

Students are expected to turn in work on time (when called for by the teacher during class time). Acceptance of late work is at the discretion of the teacher as outlined in their course syllabus.

## **Advanced Placement Course Testing**

Students participating in an Advanced Placement (AP) course must complete the Advanced Placement national test. Students will not receive credit for the course if they fail to complete the test or if they fail to demonstrate a genuine effort. North Pointe pays for the Advanced Placement Test.

## **Courses with an Extracurricular Component**

Some elective classes have an extracurricular component. Grading for these courses will reflect a student's participation in the extracurricular component of the class. An extracurricular component requirement for a course will be identified in the course syllabus and/or in the course catalog. The course catalog is available at northpointeprep.com. Participation in a class extracurricular event will take precedent over other extracurricular activities (this does not apply to Arts Festivals). Students will not be permitted to make up grading points related to lack of participation or absence at an extracurricular event without administration approval.

## **College Classes**

Off-campus college coursework may be accepted for high school credit with prior approval from the Academic Advisor. Students must maintain a full-time schedule of North Pointe classes. A maximum of two college courses will be accepted per semester. Summer college coursework does not have the two course limit.

## **Seminar Credit/Independent Study**

Students may earn Seminar credit or Independent Study credit for organized activities that meet Arizona State Standards but are not offered as courses/electives at North Pointe. Organized activities such as interscholastic sports, a series of seminars on contemporary music, a pattern of field trips to museums and other cultural institutions, valuable exposure to or participation in the performing arts, and similar experiences that provide students with in-depth field exposure must be pre-approved by the Academic Advisor. Credits may not exceed one credit per content area and may not be used to substitute for any required coursework.

## **Free Choice Reading Material**

Students are expected to have a "free choice" book to read at school. Students are expected to choose reading materials that are consistent with his/her family's values and do not violate general or specific aspects of the Student Handbook (including Conduct Code). It is the child's responsibility to gain permission from his/her parent regarding reading choices.

## **Transcripts**

Transcript request forms are available online, in the 4A Center, and in the registrar's office. All transcript requests must be in writing. Transcripts will be mailed within seven working days of the receipt of the completed form

## **Senior Early Release Program**

Seniors are eligible for North Pointe's early release program if they have the necessary credits and enter their Senior year with a cumulative grade point average of 2.0 or higher. Students may be released from one or two classes, which may be at the beginning or end of the day. Seniors on Early Release are required to be enrolled in the Friday ECAP Seminar (either 1<sup>st</sup>/2<sup>nd</sup> hour or 6<sup>th</sup>/7<sup>th</sup> hour). Seniors may be removed from the program if they drop below a current grade point average of 2.0, have a 'D' or 'F' in any class, have excessive tardies and/or absences, or are suspended.

## **Early Graduation**

North Pointe does not promote the concept of early High School graduation. This procedure is only permitted with School Board approval. Each request will be evaluated on the merit of the situation by the Board. Prior to the Board meeting to review the request, the student needs to do the following:

1. Obtain written confirmation from the Academic Advisor that graduation requirements will be met.
2. Hold a conference with the principal to review the criteria and the rationale for the request.
3. Submit a packet to the Board a week prior to the scheduled board meeting, containing a letter from parents granting approval for request, a letter from the student stating specific reasons for the early graduation request, current transcripts, and confirmation from Academic Advisor that graduation requirements will be met.

This process must be completed prior to the end of the junior year.

### **Senior Awards Night and Graduation Participation Requirements**

Seniors who are not passing classes necessary for graduation by the end of the first school day in May will not participate in North Pointe's Senior Awards Night and Graduation, even if they are passing the classes on the last day of school.

### **Academic Awards**

#### **Graduation Honor Cords**

Gold Single - Cumulative Grade Point Average (GPA) of 3.5-3.9

Gold Double - Cumulative GPA of 4.0 or Higher

White Single – Second highest cumulative GPA in the class

White Double - Highest Cumulative GPA in the Class

#### **Praestantia Award**

Academics - Placed on North Pointe's Honor Roll or Principal's List all semesters.

#### **Principal's List Award**

Attended North Pointe 9th-12th Grade with a Grade Point Average of 4.0 or higher all semesters.

# STUDENT CONDUCT CODE

## Guiding Principles

Students play an integral role in creating and sustaining the school culture and environment. Pointe is committed to creating and sustaining environments where students are valued, trusted, and encouraged to take risks and achieve their dreams in academics, athletics, and the arts. Student conduct supports a positive school environment and its orderly operation. Pointe students are expected to treat each other and adults with dignity and respect at all times, comply with all school rules, and assume responsibility for their behavior. Consequences are administered for the purpose of improving character and future behavior. Consequences may also serve to protect students, staff, or the learning environment. The Student Conduct Code is in force on all Pointe campuses, while traveling to and from school, and at all school related events. The final decision in matters pertaining to the Student Conduct Code shall be determined by administration in adherence to the school's Mission Statement.

## Consequences for Violating the Student Conduct Code

The following consequences are listed in order of severity, low to high. Due to the complex nature of disciplinary issues, the steps may not be administered in sequence and may not begin with step one. The formalities of each step may be altered at the discretion of school administration. In situations involving loss, damage, or defacement of others' property, restitution will be required. Law enforcement will be contacted if required by law or deemed appropriate by administration.

<b>Informal Talk</b>	School official talks with student and attempts to reach an agreement on how the student's behavior should be altered and brought into compliance.
<b>Minor Penalty</b>	School official administers a minor penalty ranging from loss of classroom privileges, confiscation, restitution, work detail, or similar consequence.
<b>Parent Involvement</b>	School official contacts the parent and a conference may be conducted with the student and parents.
<b>Detention</b>	School official determines a specific location and period of time where the student will serve detention. Students who fail to complete their detention will be subject to further disciplinary actions.
<b>Behavioral Contract</b>	Administrator places student on a behavioral contract that defines the desired behavior and consequences for breaking the contract.
<b>Loss of Privilege</b>	Administrator or designee meets with student and reviews the Loss of Privilege Form. This may include, but is not limited to, loss of extracurricular participation, including before/after school care.
<b>In School Suspension (ISS)</b>	Administrator or designee meets with student and reviews the Suspension Documentation Form and notifies parent/guardian of instructions regarding the process. Student is required to spend one or more days in an isolated place at school and may be permitted to work on class work. Students who fail to complete their ISS will be subject to further disciplinary actions.
<b>Out of School Suspension (OSS)</b>	Administrator or designee meets with student and reviews the Suspension Documentation Form and notifies parent/guardian of instructions regarding the process. Student is not allowed on campus or at any school related activities for 1 to 9 days (up to 10 days if a recommendation for long-term suspension or expulsion is forwarded to the Disciplinary Committee). OSS days are recorded as unexcused absences.
<b>Long-Term Suspension</b>	Administrator or designee meets with student and reviews the Suspension Documentation Form and notifies parent/guardian of instructions regarding the process. Student is not allowed on campus or at any school related activities during long-term suspension. Long-term suspensions are determined by the District Disciplinary Committee.
<b>Expulsion</b>	In addition to, and/or separate from, the OSS process, an administrator or designee and/or the District Disciplinary Committee notifies the student and parent that the student has been recommended for expulsion and provides instructions regarding this process. Expulsions are determined by the District Disciplinary Committee.

Conduct Code Violation	Definitions/Policies	Consequence Range
<b>Alcohol, Drugs, Medication, and Tobacco</b>	<p><b>Promoting, use, possession, distribution, or being under the influence of alcohol or non-prescribed drugs on school property or at school events; possession of paraphernalia associated with drug use. Possession or use of tobacco products. Sale or distribution of alcohol, prescription, or non-prescription drugs.</b></p> <p>As a public Arizona school, the campus is a “drug free school zone.” The Student Conduct Code maintains a ZERO TOLERANCE policy toward alcohol, drugs, and illegal substances. Violations will result in immediate disciplinary action and notification of the appropriate law enforcement agency. Students are not permitted to promote, possess, consume, or distribute any form of tobacco or tobacco products. This includes the use of all forms of smokeless tobacco. Tobacco paraphernalia, including lighters, are also forbidden under this policy.</p> <p>Students are not permitted to have prescription or over-the-counter medications in their possession on campus. All medications are to be checked into Student Health Services per school policy.</p>	<b>Suspension to Expulsion</b>
<b>Assault</b>	<b>Physical attack upon another person who does not indicate willingness to engage in the conflict; sexual contact with any non-consenting person.</b>	<b>Suspension to Expulsion</b>
<b>Computer Use Violation</b>	<b>Violation of school’s Computer Use Policy.</b>	<b>Informal Talk to Expulsion</b>
<b>Cumulative Violations</b>	<b>Documented violation of school rules, which occurs frequently enough to demonstrate a lack of intent to follow school rules.</b>	<b>Suspension to Expulsion</b>
<b>Disorderly Conduct</b>	<p><b>Any behavior or action that is disruptive to school climate or the educational process.</b></p> <p>This includes vulgar, profane, obscene or disrespectful behavior, language or material, horseplay, and fighting.</p>	<b>Informal Talk to Expulsion</b>
<b>Dress Code Violation</b>	<b>Failure to comply with the school dress code.</b>	<b>Informal Talk to Suspension</b>
<b>Failure to Report</b>	<b>Withholding knowledge of behavior that violates the Conduct Code including but not limited to disruption to the orderly operation of the school, damage to property, threats, and violence. Students who do not report make themselves an accomplice to the violation.</b>	<b>Parent Involvement to Expulsion</b>
<b>Fighting</b>	<b>To attempt to harm or gain power over another person by blows or with weapons (including closed-fist hitting).</b>	<b>Long-term Suspension to Expulsion</b>
<b>Gang Association and Symbols</b>	<p><b>Gang related behavior, association, apparel, symbols, paraphernalia, and/or activities.</b></p> <p>Students are not permitted to engage in gang related behavior. A gang is defined as a group of two or more that exhibits one or more of the following characteristics: have a name, claim a territory, have rivals, interact together and exclude others, and exhibit anti-social behavior.. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol or any other attribute indicates or implies membership or affiliation with such a group is prohibited. Any student wearing, carrying, or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or adversely affect the educational activities of another student, or the orderly operation of the school, shall be subject to disciplinary action, including suspension or expulsion.</p>	<b>Parent Involvement to Expulsion</b>
<b>Good Neighbor Violation</b>	<p><b>Failure to obey school rules, traffic/pedestrian laws and act as a good neighbor while going to and from school.</b></p> <p>Students must not trespass on, disturb in any way, or interfere with the property of our neighbors. Students are required to follow all traffic laws and must cross the street at the city crosswalks. Students waiting to be picked up must remain in designated areas. Students are not permitted to wait for pickup or hang out on 43<sup>rd</sup> Avenue, or in front of neighbor’s homes.</p>	<b>Informal Talk to Expulsion</b>

Conduct Code Violation	Definitions/Policies	Consequence Range
<b>Harassment, Bullying, Verbal Abuse</b>	<p><b>Verbally, physically, or psychologically intimidating, demeaning, or threatening others. This includes any form of hazing and includes any form of sexual harassment.</b></p> <p>Students are responsible for refraining from making threats, acts of intimidation or other harassment (whether verbal, physical, or electronic). Harassment that occurs off campus but threatens to disrupt (or succeeds in disrupting) the educational process or the orderly operation of the school is also subject to disciplinary action. Any student witnessing harassment, bullying, or verbal abuse is required to report it to an administrator or a faculty member.</p>	<b>Parent Involvement to Expulsion</b>
<b>Inappropriate Display of Affection</b>	<b>Displaying physical affection towards another student, other than an appropriate greeting hug or hand hold.</b>	<b>Informal Talk to Expulsion</b>
<b>Insubordination</b>	<b>Willful refusal to comply with school rules or requests of school personnel. This includes lying to school personnel, ditching, and/or loitering.</b>	<b>In School Suspension to Expulsion</b>
<b>Leaving Campus Without Permission</b>	<p><b>Leaving the school grounds without permission and without following school policies. Ditching (absence that has not been excused by parent/legal guardian and approved by the appropriate school official).</b></p> <p>Any student who leaves campus without obtaining proper permission will be considered truant. Once the school is made aware that a student has left campus boundaries without permission, the school will attempt to notify the parents. Once a student leaves campus, the school assumes no responsibility or liability.</p>	<b>Suspension to Expulsion</b>
<b>Off Limit Areas and Trespassing</b>	<p><b>Unauthorized presence on school property, entering an unauthorized area of the campus, and loitering in indoor hallways. Students are not allowed in faculty areas (e.g., workrooms, supply rooms), behind school buildings, or in a classroom without a staff member present.</b></p> <p>Refusal to leave school property upon request of school authorities is considered trespassing and insubordination.</p>	<b>Minor Penalty to Suspension</b>
<b>Plagiarism/ Cheating</b>	<p><b>Representing another's work as your own.</b></p> <p>Students are expected to work independently on tests, homework, and all other assignments unless otherwise specified by the teacher. Plagiarism, cheating, sharing of answers, informing about the content or copying will not be tolerated. Students who are aware of the above activities have the responsibility to report the violation to a faculty member or the administration.</p>	<b>Loss of Credit on Assignment to Expulsion</b>
<b>Theft</b>	<b>Taking the property of others without permission or participating as an accomplice.</b>	<b>Suspension to Expulsion</b>
<b>Vandalism</b>	<p><b>Defacing or damaging school property (including graffiti) or other's personal property.</b></p> <p>Students are expected to treat the school buildings and property responsibly. The entire school community shares responsibility to keep the campus clean and safe. Vandalism should be reported immediately. Restitution for damages and corrective maintenance will be required.</p>	<b>Minor Penalty to Expulsion</b>
<b>Unacceptable Items (Non-Educational Items)</b>	<p><b>Possession or use of items/devices likely to disrupt the school environment or educational process including unacceptable items or images (e.g. pornography).</b></p> <p>The following are examples of items not permitted on campus without prior approval from the administration: (Please note this is not an inclusive list of items. Pointe reserves the right to add items to this list without notice and to enforce the rules as to any similar items) spikes, animals, wallet chains, bandanas and do-rags, toys, wheel shoes, and laser pointers.</p> <p>The school reserves the right to seize any personal property on school grounds (including items in student cars parked on campus) that is illegal, unacceptable, or considered offensive.</p>	<b>Minor Penalty to Suspension</b>
<b>Weapons/ Hazardous Items</b>	<p><b>Possession or use of any instrument of offensive or defensive combat or any instrument used or normally construed as a weapon. Possession or use of fireworks, combustible substances or explosives.</b></p> <p>Students are not permitted to promote, possess, or use dangerous weapons, chemicals or materials on or near school property or at school activities. Possession, handling, transmission or use of a firearm, explosive weapon, chains, knife, chemicals or any other dangerous or illegal instrument or material, or any instrument or material represented as such is strictly forbidden. Includes use of any instrument in a dangerous, intimidating, or combative manner.</p>	<b>Suspension to Expulsion</b>

**Parental Notification**

Parents are not usually notified prior to a student being questioned by a school official or as part of an investigation or prior to a student being presented with alleged violations. A School Safety Officer may be present during questioning. Pointe Schools is not required to initiate or complete due process prior to notifying law enforcement agencies. The following methods may be used to notify Parents of Student Handbook violations: phone call, form sent home with student, email or mailed letter. Students receiving Out of School Suspension must be picked up from the school office immediately.

**Disciplinary Process**

Most disciplinary matters are handled on an informal basis by the teacher in the classroom. Students are expected to accept responsibility and bring behavior into compliance. In cases where the teacher assigns a minor penalty or detention, the student has the opportunity of appeal to the teacher and then to the principal. Disciplinary actions taken by the principal are final and may not be appealed.

In cases when suspension or expulsion is being considered, the administrator will present the student with the alleged violation and provide the student an opportunity to respond to the charges. The administrator will conduct an investigation of the alleged violation and then determine the appropriate disciplinary action. The administrator may impose suspensions of up to ten consecutive days.

If the administrator determines that a suspension longer than 10 consecutive days (long-term suspension) or an expulsion is the appropriate disciplinary consequence, the administrator will make a recommendation to the District Disciplinary Committee (Pointe Schools' designated hearing officers). The Disciplinary Committee will hold a hearing and make a determination regarding long-term suspension or expulsion. The student and the students' parents or guardians will be notified in writing of the hearing and the charges against the student.

**Long-Term Suspension**

Within 10 days of the Disciplinary Committee's decision, a parent or guardian, or emancipated student who is the subject of long-term suspension or expulsion may appeal the decision to the Superintendent in writing. The superintendent will review the facts and may uphold the Disciplinary Committee's determination, overturn the decision based on Due Process or Policy violations, or impose a different disciplinary action. The Superintendent's decision is final and may not be appealed.

If a pupil withdraws from school after receiving notice of possible action concerning long-term suspension or expulsion, the Disciplinary Committee may choose to continue with the action after the withdrawal, or upon re-enrollment, and record the results of such action in the pupil's permanent file.

Long-term suspensions are recorded in the pupil's permanent file and are honored by other public schools. Withdrawing a pupil after the District Disciplinary Committee's decision and/or after the appeal process does not alter the consequences of the long-term suspension with regard to a pupil's permanent record and access to other public schools. For violations that are not safety related, the District's Disciplinary Committee does not usually choose to continue with the action after the withdrawal when the withdrawal occurs prior to the day of the hearing.

**Preventative Behavior Intervention Program**

Students who have been suspended by another school or district prior to enrollment in a Pointe school and students who have been suspended during their enrollment in Pointe Schools may be required to participate in a Preventative Behavior Intervention Program.

**Confinement**

As permitted by A.R.S. 15-843 (B) (9) confinement and/or nonviolent crisis intervention techniques may be used for a student who is exhibiting unsafe behavior. During confinement a student will be moved to an enclosed space to limit the effect of unsafe behavior on the student or others. Parents/guardians will be notified the same day if confinement and/or nonviolent crisis intervention techniques are used with their student.

# DRESS CODE

Students are to dress in a manner that, in addition to the following guidelines, takes into consideration respect, modesty, and safety. A student's appearance may not distract from the learning environment. Students who, by virtue of their attire or appearance, draw undue attention to themselves can expect corrective action.

Parents are expected to cooperate with the school in monitoring their child's daily attire. The final decision as to the appropriateness of dress shall be determined by the administration.

Students are expected to appear neat and well groomed according to, but not necessarily limited to, the following guidelines:

1. Clothing must be clean and fit each student modestly/properly (undersized or oversized clothing is not allowed):  
Shirts - Must securely cover the torso - front, back and sides (the following styles are not allowed: backless, one shoulder, halter tops, tube tops, crop-tops, spaghetti straps). Tops must cover cleavage and undergarments so undergarments are not visible.  
Dresses - Must fit modestly and properly, and comply with the policy for shirts.  
Pants, shorts, skirts, skorts – Must fit modestly and fit properly.  
Undergarments may not be visible at any time, including on the stairs and during athletic practice and competition.
2. Footwear - Must be worn at all times (roller shoes are not acceptable).
3. Caps/Hats - Each teacher will determine if caps/hats are permitted to be worn in their classroom.
4. Jewelry – Must not be extreme/distracting or present a safety hazard. Most body piercing jewelry (other than the ear) will be considered extreme/distracting and may need to be removed or covered.
5. Drawing or writing on skin/clothes and inappropriate writing/pictures on skin, clothing, jewelry or on one's person is not acceptable. This includes, but is not limited to, profane/defamatory writing, symbols of sex, violence (including weapons), anarchy, alcohol, tobacco, illegal drugs or symbols that endorse or imply the use of substances or items not legally available to minors.
6. Wearing or possession of clothing, caps, and/or jewelry that have profane, sexual, violent or gang connotations is strictly forbidden including, but not limited to, bandannas and do-rags.
7. Wearing or possession of clothing, sweatshirts, cap/hat, backpack, notebook, etc, that advertises/displays the name, logo, etc., of non-Pointe Schools middle school, junior high, or high schools is not permitted. This also applies to non-collegiate and non-professional clubs, groups, teams, etc.
8. Extreme and/or distracting styles are not permitted.

## **Class Dress Code for Fitness/Weight Lifting, Dance, and Yoga**

A school issued uniform (shirt/shorts) will be required for participation each school day in Fitness and Weight Lifting classes. There is no cost for the initial uniform (short/shirt). Replacement or supplemental shorts/shirts may be purchased for \$10 per item. Students in Dance and Yoga classes must dress out each day according to the course syllabus.

## **Activity Dress Codes**

The dress code may be modified for certain activities. For example: extreme clothing and hairstyles may be worn during spirit week, strapless formal dresses may be worn at prom, and appropriate swimming suits will be allowed during specified times at the back to school bash, spring fling, and the senior trip.

Check [northpointeprep.com](http://northpointeprep.com) for information regarding the dress code for a specific activity.

## **Enforcement**

Students are monitored for compliance as they enter campus and will not be allowed to proceed onto the campus while out of dress code. Because a student is not allowed on campus when out of dress code, students in violation of the dress code on campus will be considered insubordinate.

# EXTRACURRICULAR PARTICIPATION

## Clubs and Organizations

Clubs and organizations and their activities must be approved by school administration.

## School Spirit

Pointe Schools promotes school spirit that demonstrates loyalty to the best traditions and ideals of the school and an unwillingness to do anything that might prove injurious to the school's name and reputation. Students are encouraged to participate in as many campus and extracurricular activities as they have interest in and time for. Students are expected to follow Pointe Schools' Behavior Policies while participating in campus events or extracurricular activities.

## Prep Cares

All extracurricular teams/groups participate in a community service project each season. The project must take place during the first half of the regular season, include all coaches and team/group members, be approved by administration, and be scheduled at least two weeks in advance. Participants must wear a North Pointe shirt or North Pointe sweatshirt/hoodie/jacket. If wearing a non-North Pointe sweatshirt/hoodie/jacket, the North Pointe shirt must be on top of the sweatshirt/hoodie/jacket so the North Pointe shirt is visible. Head coverings must display an NP logo. Team members who do not attend their project will be required to attend another team/group's project and will not be permitted to compete/perform until the project is completed without administration approval.

## Extracurricular Eligibility

Students must be present at least four complete periods on a given day in order to participate in an extracurricular event. Exceptions to this rule include doctor or dental appointments and absences that have administrative approval. Students with a current grade of an 'F' in a class cannot try out for or practice with an extracurricular team or group, or participate in an athletic contest or arts performance. Students who fail a class will not be eligible for extracurricular activities the following quarter. OSS (Out of School Suspension) students may not travel with the team/group or participate in any extracurricular game/performance/activity while on suspension. ISS (In School Suspension) will not affect a student's extracurricular participation unless administration specifically identifies such action. A student who participates in extracurricular academic, athletic and/or arts activities who fails to attend the practice the day before a contest/performance will be unable to participate in the contest/performance unless the absence was approved by an administrator prior to the absence. A student who participates in an extracurricular academic, athletic, and/or arts activity and receives a penalty for behavior directly related to conduct (verbal or action) towards an official, or person in similar position, will be suspended from all participation for one week. The suspension must be served during 5 school days. Students will be removed from current academic, athletic, arts and activity rosters if their public comments about a possible or pending school transfer becomes a distraction to the team/group. A student who has been removed from an academic, athletic, arts or activity roster by administration must receive administration approval prior to being placed on a future roster.

## Transportation

Students must use school-provided transportation to and from academic, athletic, and arts practices and to and from academic and athletic competitions and arts performances. The Athletic Director must approve exceptions before the competition/performance. When it is provided, students must also use school provided transportation to and from activities.

## Extracurricular Attendance Fees

**Athletics** (cash only) - In accordance with Arizona Interscholastic Association Guidelines, the Prep charges admission to home High School football, volleyball, and basketball athletic competitions. Regular adult admission is \$4, student admission is \$2, and students with a current North Pointe ID and children are admitted free. Athletic attendance fees are non-refundable. Post-season admission prices are determined by the AIA.

**Arts** - Arts performances generally do not require an admission fee.

**Activities** (cash or credit for trips, cash only for non-trips) - Some Activities require an admission fee. All Activity admission fees, including deposits, are non-refundable. Check [northpointeprep.com](http://northpointeprep.com) for specific activity fees.

## Fundraising

Extracurricular clubs/teams/groups may only fundraise for approved trips, camps, and equipment.

### **Student Behavior at School Public Events**

Although students attending a Pointe Schools Public Event (such as games or plays) may be accompanied by a parent/guardian, they are still required to follow Pointe's behavior policies and are expected to conduct themselves according to the standards of good sportsmanship toward opponents, officials, and other spectators.

### **Student Behavior at (Non-Public) Extracurricular Activities and Trips**

Pointe Schools non-public, extracurricular activities (including trips) are to be attended only by currently enrolled students at the specified grade level (elementary, jr. high, high school, or freshmen, sophomore, junior, senior) and participants in these events are subject to Pointe Schools' policies and procedures including, but not limited to, those identified in the Student Handbook. Jr. high and high school students must present a valid North Pointe Student ID to attend some extracurricular events. Pointe Schools students who have not been approved to attend an activity/trip, but "hang out" with students who have paid for the activity/trip, will face disciplinary action, as will students who assist others in "crashing" the activity. While participating in North Pointe extracurricular games/competitions/performances/trips, students must stay within designated area(s). On school trips, although students may be allowed to visit hotel rooms assigned to other North Pointe students during approved times, students are never permitted to enter non-student hotel rooms (including chaperones and parents). While on suspension, students may not attend extracurricular events. Students on Academic Probation may not be allowed to participate in extracurricular events.

### **Overnight School Activities and Trips**

North Pointe communicates general information about overnight school trips on the school's website, northpointeprep.com. More detailed overnight school trip information is provided to participating students at a pre-trip meeting (usually held during lunchtime). At the pre-trip meeting, participating students receive two copies of the detailed information (one for themselves and one for a parent) as well as an emergency trip phone number. For safety reasons, the detailed information does not usually include the hotel name/information or a trip schedule that could be used to locate the group. Although overnight school trips may include students being in public areas, Pointe Schools expects that parents who are not serving as official school chaperones will respect the school aspect of the trip and not participate (including staying at the same hotel). Students whose parents try to and/or participate in an overnight school trip may be removed from the trip and/or may be prohibited from participating in future trips.

### **Classes missed due to a School Event**

North Pointe encourages students to be a well-rounded - involved in extracurriculars, participating in community-building activities, and taking advantage of service/leadership opportunities, while maintaining academic standards. Students who miss class(es) due to school-related responsibilities (academic events, athletic competitions, arts performances, mentoring activities, Prep Cares, Senior Trips, Disney Arts Trip, etc.) are marked "SA" (School Related Absence) which do not count towards the 10 absence limit.

Before missing class for a school event, students are responsible to notify the teacher and work with the teacher to make arrangements for missed material/work. Students will always be responsible for the content of missed material on future quizzes and tests, but may be excused from missed work (class/homework) at the teacher's discretion. Missed quizzes and tests will be given at the teacher's discretion, which may be during tutoring. Students should strive to maintain a balance between academics, athletics, arts, and activities. The administration reserves the right to intervene on a case-by-case basis.

### **Closed Practices**

Pointe Schools' extracurricular athletic and arts practices are closed to the public. Parents and other family members are not allowed to attend.

### **Guest Passes for High School Extracurricular Activities**

Guest passes are available for specific events (e.g. dances) and require prior approval. Guests must: be accompanied by the North Pointe student to whom the guest pass was issued, provide valid identification upon request, and abide by North Pointe's Student Handbook. The North Pointe student is responsible for their guest's conduct.

## **Teams/Groups**

Participation on extracurricular academic, athletic, arts and activity teams/groups is a privilege that carries certain responsibilities. Only currently enrolled and eligible North Pointe students are permitted to participate in North Pointe's academic, athletic, arts, and activity extracurricular teams/groups (including off-season and summer workouts). When students compete, perform, or are in public areas, they represent North Pointe. Students are expected to display behavior that exhibits the character and leadership qualities that speaks highly of themselves and our school. In addition to the Arizona Interscholastic Association's eligibility requirements for athletes, North Pointe has established the following requirements for students participating on extracurricular academic, athletic, arts, and activity team/groups:

### **Extracurricular Participation Fees** (cash or credit)

Students participating on extracurricular academic, athletic, arts and activity teams/groups are required to pay a participation fee. Some teams/groups may also require students to fund raise for trips/camps or purchase additional team/group items (shoes, practice uniforms, group shirts, etc). Extracurricular participation fees provide students access to participation on all teams/groups within that specific area (providing they tryout/audition and are added to the roster if applicable). For example: 1) a student pays the athletic participation fee upon being placed on the volleyball roster but does not have to pay for any additional athletic team participation fees the rest of the school year; 2) a student pays the arts participation fee upon being cast in the Fall play but does not have to pay for any additional arts group participation fees the rest of the school year; 3) a student pays the athletic participation fee upon being placed on the football roster and then also pays the academic participation fee for being selected to the Robotics team. Extracurricular academic, athletic, arts, and activity participation fees are non-refundable.

Academic - \$50 yearly fee

Athletic - \$100 (all sports excluding football) or \$ 150 (all sports including football) yearly fee

Arts - \$50 yearly fee

Activities – Most activity fees are per event/trip. Check the website for activity fees

### **Falcon Orientation Course**

All rostered, extracurricular team/group members (including team managers) must attend North Pointe's Falcon Orientation Course each season. Team/group members who are late to the course will not be allowed to attend. Team/Group members who do not participate in the course on the scheduled day will not compete/perform with the team/group until they have completed the course at a make-up session.

### **Multi Team/Group Participation**

Students may participate in multiple extracurricular teams/groups at the same time with approval by both coaches/directors/sponsors. However, if a student quits an extracurricular team/group before the season/final performance is over, they may not join a new extracurricular team/group until the original team/group's season/final performance is over. Students enrolled in a class that has extracurricular responsibilities may also participate on an extracurricular academic, athletic or arts team/group. However, the class responsibilities take priority over the extracurricular responsibilities. Therefore, when there is a scheduling conflict, the student is responsible to attend the class event.

### **Uniforms**

The care and upkeep of uniforms/costumes (practice, game, performance, competition) and equipment are the responsibility of the student. Practice uniforms/costumes and equipment are only to be worn at practice. Game/performance uniforms/costumes and equipment are only to be worn during pre-game/performance and during the game/performance. Upon approval from administration, athletic teams may travel to and from an event wearing their uniform.

All uniforms/ costumes and equipment are school property and must be turned in within two days of the end of the season/performance. Athletes/performers may face disciplinary action for lost, damaged, or unreturned uniforms, including charges and fees.

While participating in practice, games, and performances, only approved clothing and attire may be worn (and underwear may not be visible). Athletes, performers, and competitors who show up to practice without appropriate uniform/costume and equipment will participate in the practice at the discretion of the coach/director/group leader. Athletes, performers, and competitors who show up to a game/performance/competition without the appropriate uniform/costume and equipment will not participate in the game/performance/competition.

**Athletics Only:** all items (other than shoes) worn during a practice or game that are not provided by the school (pants, shirts, socks, hair ties, mouth piece, etc) must meet team/group guidelines and must be

purple, black, white or grey - including accent colors appearing on the item. Injured players who are in the team area before, during, or after a game must either be in uniform or be dressed in North Pointe gear (distracting clothing and non-North Pointe hats, jackets/sweatshirts, shirts are not permitted).

Football (except kicker), volleyball, basketball, baseball and softball shoes and socks must be black and may have limited purple, white or gray accents. Dance crew, cheer, competition cheer, competition pom shoes and socks must be black, purple, white or gray with limited black, purple, white or gray accents and meet team guidelines. Football kicker, cross country, soccer, track & field shoes may be any color. Baseball and softball players must use school equipment except for glove and bat including, but not limited to, batting helmets and catcher's gear. All hats, caps, helmets, bennies, head bands etc. worn during a game must be school issued and display the North Pointe (NP) logo.

During a competition and while an athlete is wearing a school issued uniform, no other non-school issued clothing may be worn on top of the uniform. All approved clothing worn under the uniform and visible must be black (all teams except volleyball and basketball) or uniform color (volleyball and basketball). All wristbands, armbands, etc., must be black (all teams except volleyball and basketball) or uniform color (volleyball and basketball).

## **Awards**

### **Letter**

**Academics:** 'NP' letters are awarded to students in high school after attaining the Principal's List or Honor Roll for both semesters. Academic pins are awarded the initial year earned and each subsequent year earned.

**Athletics:** 'NP' letters are awarded to athletes in high school who have completed a varsity season. Athletic pins will be awarded the initial season and each subsequent season completed.

**Arts:** 'NP' letters are awarded to performers in high school who have completed a season in Marching Band, Indoor Percussion, Falcon Players, Speech Team, Falcon Singers, or preptv. Arts pins will be awarded the initial season/performance and each subsequent season/performance completed.

### **Certificates/Trophies/Plaques**

Honor Roll, Principal's list, and individual classroom achievements are recognized at the end of each semester. Athletes and performers are recognized at the end of each season/performance.

### **Extracurricular Graduation Honor Cords**

Blue – Promoted from Canyon Pointe Academy

Maroon – Promoted from Pinnacle Pointe Academy

Red – Attended North Pointe from 7<sup>th</sup> – 12<sup>th</sup> grades

Brown – Attended Pointe Schools from Kindergarten – 12<sup>th</sup> grade

Purple – Participated on a high school arts group all four years

Black – Participated on a High School athletic team all four years

### **Praestantia Award**

Athletics – Member of a North Pointe athletic Team all four years

Arts – Member of a North Pointe arts group all four years

Activities – Provided leadership for enhancing campus life all four years

### **Imprint Award**

North Pointe's highest award is presented to one senior for leaving their mark in one of the 4As.

## **Graduation**

Graduates are required to wear North Pointe regalia and may only wear North Pointe's graduation cap on their head. Any cap personalization must be approved by administration. Graduates may wear North Pointe Academic and Extracurricular Cords. Graduates who are out of compliance will not be permitted to participate in the graduation ceremony.

# STUDENT AND PARENT RESPONSIBILITIES TO EXTRACURRICULAR TEAM/GROUP

All members of the North Pointe community (students, coaches, faculty, parents, guardians, and guests) are expected to conduct themselves according to the standards of good sportsmanship toward team/group members, opponents, officials and spectators. Any student in violation of school standards of conduct or performance will risk disciplinary action. Anyone in violation of school standards of conduct or performance will be asked to leave the event, and possibly be barred from future activities. It is a privilege to participate in extracurricular activities at North Pointe. Therefore, a student may be suspended from and/ or removed from an academic, athletic, art or activities roster for making or supporting statements that are mocking, defamatory, or abusive on social media about North Pointe (its programs, students, employees, etc.).

## Academics

1. I recognize that the main reason for attending North Pointe is to complete my high school education.
2. I will perform to my highest level of academic potential.
3. I will be on time, attend, and actively participate in class and all class activities.
4. I will utilize all academic services provided by North Pointe, including tutoring.
5. I will ask questions of my teachers and classmates to enhance my educational understanding.
6. I will keep my coaches/group leaders informed of any academic problems in a timely manner.
7. I understand that at any time I have an 'F,' I am ineligible and a failing quarter grade makes me ineligible for the following quarter.

## Decorum

1. I will be responsible for my actions and will not disrespect myself, my team/group, or North Pointe.
2. I understand that the use and/or involvement of drugs, alcohol, or tobacco will result in immediate dismissal from the team/group.
3. I will respect administrators, faculty, staff, coaches/directors, officials, judges, opponents, and team members.
4. I will always conduct myself in a way that will honor and not embarrass myself, my family, or North Pointe.
5. I understand I have an obligation to the community and I will participate in Prep Cares.

## Team/Group

1. I will always maintain maximum effort in order to perform at my highest level of ability.
2. I am aware that as a team/group member, I must integrate myself into the team/group concept. Therefore, I understand that in addition to coaches/group leaders, I am accountable to the team/group and will respect them at all times. I will not do anything to call attention to myself.
3. I will respect school uniforms/costumes, equipment, and facilities.
4. I understand that cliques, jealousy, lying, or avoiding responsibility will not be tolerated.
5. I agree to attend every team/group function on time, wearing the required uniform/costume/attire and bringing the assigned equipment.
6. I understand that missing any practice/game/performance/competition may result in disciplinary action by the coach/director. I understand I may be suspended and/or removed from the team/group if the problem continues.
7. I will participate in weight training if it is assigned by my coach/group leader.
8. I will be prepared for practice as required by my coach/group leader.
9. I will follow all directives from my coach/group leader. I will accept consequences if I fail to do so.

## Parents

1. I understand that decisions regarding team selection and playing time/performance roles are made by the coach/director, and I will direct questions to the coach/group leader in a respectful/professional manner.
2. I will demonstrate respect for the coach/group leader by scheduling time to discuss concerns via e-mail or phone. I will not attempt to have discussions with the coach/group leader on game, performance, or competition days or before, during, or after practices.

3. I will utilize the established methods of communication through the coach/leader and will not use my role as an involved parent to collect e-mails and phone numbers.
4. I will not communicate on behalf of the school, coach/group leader, or team/group.
5. I will conduct myself according to the standards of good sportsmanship toward team/group members, opponents, officials, spectators, and administration/staff. I understand that I may be removed/banned from games/performances if I violate the aforementioned responsibilities (including, but not limited to, confrontational, harassing and threatening behavior towards administrators, faculty, staff, athletes/performers, coaches/group leaders, officials, judges, and spectators).

## **ADDITIONAL POLICIES/NOTICES**

### **Annual Notification to Parents Regarding Confidentiality of Student Education Records**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level (eligible students). Parents or eligible students have the right to inspect and review the student's education records within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies. Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

1. School officials with legitimate educational interest;
2. A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles); a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks;
3. A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school;
4. Other schools to which a student is seeking to enroll;
5. Specified officials for audit or evaluation purposes;
6. Appropriate parties in connection with financial aid to a student;
7. Organizations conducting certain studies for or on behalf of the school;
8. Accrediting organizations;
9. To comply with a judicial order or lawfully issued subpoena;
10. Appropriate officials in cases of health and safety emergencies; and
11. State and local authorities within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, picture, honors and awards, sports participation (including height and weight of athletes) and dates of attendance, unless notified by the parents or eligible student in writing within 10 days from the date that parents or eligible student receive a copy of the student handbook, that the school is not to disclose the directory information without the parents' or eligible students' prior written consent.

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities, education records could include evaluation and testing materials, medical and health information, Individualized Education Programs (IEPs) and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws. Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

For additional information or to file a complaint, you may call the federal government at (202)260-3887 (voice) or 1-800-877-8339 (TDD) or the Arizona Department of Education (ADE/ESS) at (602)542-4013. Or you may contact: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5901 or Arizona Department of Education, Exceptional Student Services, 1535 W. Jefferson, BIN 24, Phoenix, AZ 85007. This notice is available in English and Spanish on the ADE website at [www.ade.az.gov/ess/resources](http://www.ade.az.gov/ess/resources) under forms. For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

### **Project Child Find**

Pointe Schools has created **Pointe Project Child Find** to promote public awareness of resources available to all parents who have reason to believe their child is not progressing at an appropriate level of development. **Pointe Project Child Find's** goal is to identify, locate, and evaluate children with disabilities within our population served who are in need of special education and related services. Screening and testing activities are used to determine eligibility and need for special services. Screening activities for disabilities or special needs are conducted for all newly enrolled students, including those transferring into the school. Screening takes place within 45 calendar days of enrollment. Screening activities include consideration of academic and cognitive skills, vision, hearing, communication, emotional and psychomotor domains. The project aims to provide services to children who are not currently receiving special education and/or who require reasonable accommodations and modifications in order to progress in the general curriculum. **Pointe Project Child Find** has written procedures in place that are implemented by our Child Study Teams and staff for the identification and referral for all children having a suspected disability. **Pointe Project Child Find** is reviewed annually by our staff to ensure that all Pointe students receive an appropriate education. Additionally, the school maintains records and documentation that is annually reported indicating the number of children with disabilities. Reporting is done within each disability category that has been identified, located, and evaluated. Each of Pointe's schools has programs for children with different abilities and needs.

For more information, contact the administration or the special education department at each campus. The phone numbers are:

- Canyon Pointe 602-896-1166
- Pinnacle Pointe 623-537-3535
- North Pointe 623-209-0017

### **Pointe Schools Discrimination Grievance Procedures (504 and Title IX)**

Pointe Schools does not discriminate on the basis of race, color, national origin, sex or handicap in its educational program or activities as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

Pointe Schools has adopted an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act.

Complaints should be directed to the school principal, who has been designated the school Section 504 Discrimination Compliance Coordinator by the Governing School Board.

Any person who believes he or she has been the subject of discrimination on the basis of race, color, national origin, sex or handicap may file a grievance under this procedure. It is against the law for Pointe Schools to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

#### **Grievance Procedure:**

1. Complaints must be submitted within ten (10) calendar days of the date the person filing the grievance becomes aware of the alleged discriminatory action. A complaint must be in writing and contain the name, address, and phone number of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.

2. The Discrimination Compliance Coordinator (DCC) shall conduct an investigation of the complaint. The investigation may be informal, but it must be thorough and afford all involved persons the opportunity to submit evidence relevant to the complaint. The DCC will maintain the files and records relating to such grievances.
3. The DCC will issue a written determination as to the validity of the complaint and a description of the resolution, if any, within fifteen (15) calendar days but no later than thirty (30) calendar days after its filing. A copy of the determination shall be forwarded to the Superintendent and the complainant.
4. The person filing the grievance may appeal the decision of the DCC by writing to the Superintendent or the Superintendent's designee within fifteen (15) calendar days of receiving the Discrimination Compliance Coordinator's decision.
5. The Superintendent or the Superintendent's designee shall issue a written decision in response to the appeal no later than ten (10) working days after its filing. If the party lodging the complaint is not satisfied with the decision, the Superintendent's office will notify them of further appeal processes.
6. The right of a person to a prompt and equitable resolution of the complaint filed shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504, Title II, or Title XI complaint with the responsible federal department or agency. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies. These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards, and to assure that Pointe Schools complies with Section 504, Title II, Title IX and their implementing regulations.

#### **Records Requirement**

In compliance with ARS § 15-183 (F) parents are hereby notified that resume information for all teachers is located in the front office and is available to the parent of any currently enrolled student.

#### **Governing School Board Meetings**

The regularly scheduled meetings for Pointe Schools Governing School Board are the second Thursday in July, October, January, and April at 6:00 pm in the District Conference Room (or Theatre, if more space is needed). Additional meetings will be called as needed. Meeting notices and agendas are posted on the district website ([pointeschools.org](http://pointeschools.org)). Agendas are also posted 24 hours before the meeting online and at the district office.