

**2022-2023**

**North Pointe Prep Scholar's  
Handbook**

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The purpose of this handbook is to inform scholars 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 scholar 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 scholars, staff, and school in mind.

Parents and scholars 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 scholars 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 Authorizer**

Arizona State Board for Charter Schools

### **Accreditation**

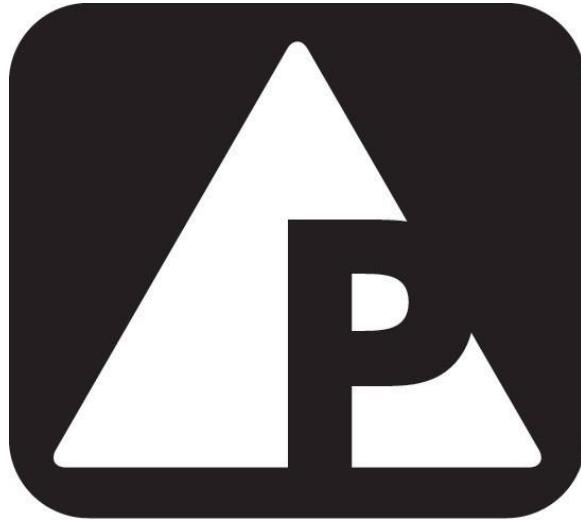
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### **Member**

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.

<b>North Pointe Prep</b> 7-12 10215 North 43rd Avenue Phoenix, Arizona 85051 voice: 623.209.0017 fax: 623.209.0021 <a href="http://PrepTV.org">PrepTV.org</a>	<b>Canyon Pointe Academy</b> K-6 4941 West Union Hills Drive Glendale, Arizona 85308 voice: 602.896.1166 fax: 602.896.1164 <a href="http://mycanyon.org">mycanyon.org</a>	<b>Pinnacle Pointe Academy</b> K-8 <b>Starting Pointe</b> Pre-Kindergarten 6753 West Pinnacle Peak Rd Glendale, Arizona 85310 voice: 623.537.3535 fax: 623.537.4433 <a href="http://goppa.org">goppa.org</a>
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## **Purpose**

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

## **Promise**

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

## **Plan**

Pointe Schools is passionate about creating and sustaining environments where scholars 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 scholar, with parent support, will excel in an environment of high academic standards.

Scholars must have credits necessary for their academic program. Scholars 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 scholars 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. Scholars 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, scholars 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 scholar who desires to transfer to another Pointe school. Scholars 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 application.

# MISSION STATEMENT

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

## PHILOSOPHY

Pointe Schools believes that the education of a scholar is a joint parent/teacher/scholar 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 scholars receive a superior traditional education with a “classical” emphasis. Educational requirements provide all scholars 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 scholar 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:** One of the best predictors of scholar success is a family that encourages learning at home and is engaged in their child’s education. Pointe is 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 scholar but small enough for each scholar to be known and connected.

**Through the program offered at Pointe Schools, scholars 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 scholars are only fully prepared for post-secondary education after they have been involved in a broad range of rich school experiences throughout 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 scholar-centered culture that is anchored in the core belief that a motivated scholar, who wants to be here, will learn!

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

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

It's a culture where our scholars 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 scholars who demonstrate scholastic and behavioral excellence and make positive impacts in their communities.
- Provides scholars with opportunities to gain foundational knowledge, grow in character, and develop leadership skills.
- Creates and sustains environments where scholars 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 scholars and our schools are awesome!

# SCHOLAR LIFE

## Academic Day & Office Hours

Classes begin at 8:00 am and end at 2:30 pm, Monday-Friday. Tutoring is offered Monday – Thursday from 2:35 – 3:25.

On school days, the campus opens at 7:30 am. On full days, the campus closes at 3:30 pm. On 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, scholars 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 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 scholars, the school has developed traffic procedures in coordination with local law enforcement and city traffic and engineering experts. Scholars and families are required to follow the school's traffic plan. Scholars are required to follow all city traffic laws and must cross streets at city crosswalks.

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

Pointe Schools expects that scholars will be picked up promptly after normal school hours or, if the scholar remains at school for an additional activity, promptly upon conclusion of such activity. If a scholar 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 scholar taken into custody until a parent or guardian can pick up the scholar. Scholars who are not picked up promptly from extracurricular activities may lose the privilege of participation in future activities.

## Parking Permit

Scholar Parking Permits are available for a \$50 yearly fee. Scholars must display their parking permit and park in their assigned spot. Scholars may not share their spot with other scholars. Loitering is not permitted in the parking lot. Scholars 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. Scholars 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.

## Scholar Identification Cards

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

## Scholar Email

Each scholar will be given a school e-mail address that they should use to communicate with faculty/staff and to access Google Classrooms.

## Cell Phone Registration

Scholar cell phone numbers should be registered with the 4A Center. Registered numbers will receive emergency texts and updates. Scholars are required to register a cell phone number prior to school trips.

## Café North Pointe

Café North Pointe is open from 7:30-7:55 am Monday – Friday, during lunch, and from 2:30-3:30 pm Monday - Friday. Scholars 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**

Due to the burden on school staff, food allergies, and safety concerns, food for scholars 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.

## **Free Choice Reading Material**

Scholars are expected to have a “free choice” book to read at school. Scholars are expected to choose reading materials that are consistent with their family’s values and do not violate general or specific aspects of the Scholar Handbook (including Conduct Code). It is the child’s responsibility to gain permission from their parent regarding reading choices.

## **Textbooks/Educational Materials**

Scholars 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 scholar’s expense. Scholars who lose and/or damage textbooks/materials may also face disciplinary action.

## **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. Scholars must use their own locks. Lockers remain school property and may be searched without warning.

## **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 scholar 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. Scholars 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 scholars. Pointe has taken precautions to restrict access to these types of materials by teaching scholars about responsible use and by using filtering software to block scholar access to inappropriate materials. Scholar 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. Scholars 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 scholar’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, iPod/iPad/tablets, mp3 players, etc.) may not be used during class time and are to be stored in silent mode. Ear plugs/ear phones, etc. may not be worn or used during class time. When using personal electronic devices outside of class, scholars must remain aware of their environment and respectful of those around them. A violation of this policy will result in the device being confiscated and will be treated as a disciplinary matter.

## **Campus Privacy**

Due to scholar and employee privacy issues, scholars 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 scholars to come to school prepared. The School Office and 4A Center are not able to deliver messages or items to scholars except in cases of emergency (as determined by school staff). Please, help your scholar 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 scholar 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 scholars from bringing large amounts of money, electronic devices, and other valuables to school. The scholar, 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 scholars (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.

### **Field Trips**

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

### **Scholar Communication**

North Pointe believes it is important for scholars to learn to communicate and advocate for themselves. Therefore, as scholars 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 the subject of or witness to harassment, intimidation, or bullying has 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-bulling includes bullying through the use of technology.

### **Scholar Concerns During School Hours**

Scholars with concerns during school hours should immediately talk to the supervising staff member. Scholars 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 Scholar Concern Report to the 4A Center
3. Go immediately to the 4A Center and ask to speak to an administrator. If a scholar has a concern that they sincerely believe needs immediate administrative attention, the scholar shall respectfully notify the teacher that they need to go to the 4A Center. The teacher will notify the 4A Center that the scholar is on the way.

### **Scholar Concerns During Extracurricular Activities**

Scholars with concerns during extracurricular activities should immediately contact the staff member in charge of the activity.

# **SCHOLAR HEALTH AND SAFETY**

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

## **Emergency Procedures**

In the event a scholar is injured or exhibits symptoms of illness, the school will notify the parent/guardian. Some situations may require the scholar to go home immediately. In an emergency situation where the parent/guardian cannot be notified, emergency personnel will be called and the scholar 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**

Scholars 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 scholar, current, and must bear a pharmacist's label with the recommended dosage. Inhalers, epinephrine and insulin pumps may be carried by the scholar with doctor's orders on file in the school office (other methods of insulin delivery must receive permission from the principal for self-carry). Scholars 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 scholar has possession of some item or material that is detrimental to the health, safety, or welfare of scholar or others, administration may conduct a search of the scholar 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 scholar 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 scholar alcohol and drug use and reserves the right to conduct alcohol or drug testing upon reasonable suspicion the scholar is under the influence of alcohol, an illegal substance, or medication that has not been prescribed to the scholar. Usually, testing is conducted at the school by a certified technician at no cost to the scholar. 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 scholars for alcohol use. Refusing to be tested during an off campus activity/trip will result in the scholar 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 scholars participating in extracurricular activities sponsored by the school or for scholars with school parking permits.

# **SECURE CAMPUS**

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

## **Scholars**

The school is a secured, closed campus during the academic day and scholars 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 scholars 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 and text 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, scholars 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, scholars and parents should reply, 'yes,' 'subscribe,' or 'opt in.' Standard text messaging rates 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 various Emergency Responses including but not limited to Fire, Lockdown, Evacuation, and Shelter-in-Place. Although responders (e.g. fire, police) may engage and communicate with the media following an emergency situation, the North Pointe Safety Team's communication will be limited to scholars and parents/guardians.

### Training

Parents will not usually be notified prior to or after training or drills.

### Events

In the event of an emergency, parents will be notified through the school's Emergency Communication system.

## Contacting School Personnel

The email addresses for school personnel are located on North Pointe's website under "Academics." 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).

## Scholar Academic Progress

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

## Use of recording devices

Due to scholar 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. Additionally, 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 and 15-803). The State holds each school accountable for accurate attendance records and for the district's absentee rate. Regular attendance has a positive effect on both individual scholar success and the State's overall performance rating for our school and Pointe's charter.

## Excused Absences

Pursuant to A.R.S. § 15-901(A)(1), the Arizona Department of Education defines an excused absence as an absence due to illness, doctor appointment, bereavement, family emergency, and out-of-school suspension. Pointe also excuses absences due to religious observances.

In order to excuse an absence for the prior reasons, parent/guardians must notify the school in advance or at the time of any absence (A.R.S. § 15-807(B)).

Therefore, prior to 9 am of the day of the absence, the parent/guardian must contact the school office (phone, attendance line, email) to excuse an 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. Scholar 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). "Scholar doesn't feel well" does not provide us with the information the state requires.

## Illness Guidelines

Do not send your scholar to school if they have a fever of 100 or higher, are vomiting, have diarrhea, are excessively coughing or sneezing (unless related to asthma or allergy), have pink eye, have lice, or have an unidentified rash.

## Chronic Illness

If your scholar has a chronic illness, please submit a Certificate of Chronic Health Form to the front office.

## Unexcused Absences

Unexcused absences reflect poorly on scholar achievement, so we strongly encourage families to minimize the number of unexcused absences they incur. The state requires Pointe Schools to provide a minimum number of instructional minutes. We take this responsibility very seriously and we count every minute of our school day to ensure that scholars meet the requirements and receive the maximum possible benefit. The following are some examples of missed school days that will be counted as unexcused absences:

- Family Trips
- Non-school related activities (e.g. sporting events, cultural activities, celebrations, trips)
- Truancy (non-attendance)

## Excessive Absences

Scholars must attend at least 90% of class sessions in a semester in order to receive a passing grade and to be promoted to the next grade level. If a scholar is absent for more than 9 days in a semester, the scholar may be held back the following school year. Both excused and unexcused absences count toward the 9 absences per semester limit. 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, a scholar will be withdrawn from school 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 scholar may be checked out of school. All requests for early pick up must be in writing or in person by an adult on the scholar's Emergency Contact Form or Scholar Information Change Update Form. Scholars will not be called out of class until the parent/guardian or pre-authorized adult has provided a picture ID and signed out the scholar in the school office. The school office is unable to call scholars out of class during the last 30 minutes of school (after 2:00 pm on regular school days and after 11:30 am –on half days).

## **Absentee Assignments**

Scholars are responsible for the information and assignments missed during all absences. However, credit will not be given for work missed for an unexcused absence. It is the scholar's responsibility 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 scholar 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.

## **Tardies**

Scholars who are late to class not only miss instructional time but also disrupt the education of other scholars. A scholar is considered tardy if he/she is not seated and ready to learn when the tardy bell rings. All tardies are unexcused unless they are accompanied with a health care professional's note. Scholars with excessive tardies will be placed on an attendance contract.

### **First Period**

Scholars arriving after 8:15 am must enter through the school office with an adult who can sign them in. To keep classroom disruption to a minimum, scholars arriving after 8:25 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 scholar will receive disciplinary consequences from the classroom teacher.

# ACADEMICS

Pointe Schools will provide scholars 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 scholars 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 scholars, is the pursuit of excellence in educational achievement. Scholar achievement requires patience, hard work, and full effort. Very few scholars 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 scholar spend several hours each week in preparation of their school assignments. The following suggestions are listed to serve Pointe Schools' scholars:

### 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 homework 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 and course offerings.

## **High School Graduation Requirements**

High school scholars must complete and receive a passing grade in twenty-four units of course work, including the following: English (4 credits), Math (4 credits), Social Studies (3 credits), Science (3 credits), Spanish (2 credits), Fine Arts (1 credit), and electives (7 credits). Each class is worth half a credit (.5) per semester. Scholars must also pass the U.S. Civics exam in order to graduate. Transfer of credit is assessed based on previous course content, completion and mastery level.

## **Junior High Promotion/Retention**

Junior high scholars must pass all of their classes to be promoted to the next grade. Scholars may be allowed to complete an Individual Recovery Plan (IRP) for the failed subject in order to be promoted. For the purpose of promotion, core classes include English, math, social studies, and science.

## **Homework**

While North Pointe believes that all scholars can learn, we recognize not all scholars 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 scholar time outside of class. We believe scholars need time to unwind, reflect, and be involved in other areas of interest not offered during school hours. However, scholars 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 scholars 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 scholar. Scholars should notify the teacher if they do not understand the assignment.
4. Homework will not be assigned as a punishment.

Fall Break, Thanksgiving Week, Winter Break, and Spring Break are homework-free times for scholars. Scholars 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**

Scholars and parents are responsible to be aware of the scholar's grades and to take advantage of tutoring when needed. All scholars may take advantage of tutoring (2:35 – 3:25 M-Th). After the second week in a semester, if a scholar's grade in a core class (including Spanish) falls below a 'C', they are highly encouraged to participate in tutoring until the grade improves to a 'C' or higher.

## **Academic Probation**

Pointe Schools recognize that not all scholars will learn to the same level of mastery by expending the same effort. Pointe Schools is committed to the philosophy that a motivated scholar, 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 scholars require for success. A scholar may be placed on academic probation when their 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 scholar. Once placed on an IAP, refusal to comply with its 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 scholars/parents without access codes or internet access, upon request, a hard copy of the scholar's first-third quarter grades will be available in the office on the Monday following the break and a hard copy of the scholar'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			Honors Classes			AP/CL Classes		
A	$\geq 90\%$	4.0	A	$\geq 90\%$	4.5	A	$\geq 90\%$	5.0
B	$\geq 80\%$	3.0	B	$\geq 80\%$	3.5	B	$\geq 80\%$	4.0
C	$\geq 70\%$	2.0	C	$\geq 68\%$	2.5	C	$\geq 65\%$	3.0
D	$\geq 60\%$	1.0	D	$\geq 58\%$	1.5	D	$\geq 55\%$	2.0
F	<60%	0.0	F	< 58%	0.0	F	< 55%	0.0

## **Principal's List/Honor Roll**

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

## **Final Exams**

Final exams play an integral role in scholar accountability and preparation for post-secondary success. Final exams account for 10%-20% of a scholar'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 scholar 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 scholar 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 administer all state mandated testing. Pointe scholars participate in a variety of testing programs outside of regular content area assessments.

## **Core Class Failure**

High school scholars who fail a core semester class may be required to take a credit recovery class the following semester. The scholar may also be assigned to a credit recovery independent course. Scholars who fail to attend assigned credit recovery classes are subject to disciplinary action and may have to repeat a grade.

## **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 scholar 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.

## **Late Assignments**

Scholars 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**

Scholars participating in an Advanced Placement (AP) course must complete the Advanced Placement national test. Scholars 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 scholar'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). Scholars 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. Scholars 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**

Scholars 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 scholars 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.

## **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. Scholars 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 early high school graduation. This procedure is only permitted with School Board approval. The Board will evaluate each request on the merit of the situation. Prior to the Board meeting to review the request, the scholar must 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. A week prior to the scheduled Board meeting, submit a packet to the Board containing current transcripts, a letter from parents granting approval for request, the Academic Advisor's confirmation about meeting requirements, and a letter from the scholar stating specific reasons for the request.

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

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

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 GPA of 4.0 or higher all semesters.

## **Graduation Ceremony**

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 prior to the event. 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.

# SCHOLAR CONDUCT CODE

## Guiding Principles

Scholars play an integral role in creating and sustaining North Pointe's school culture and environment. Pointe is committed to creating and sustaining environments where scholars are valued, trusted, and encouraged to take risks and achieve their dreams in academics, athletics, and the arts. Scholar conduct supports a positive school environment and its orderly operation. Pointe scholars 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 scholars, staff, or the learning environment. The Scholar 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 Scholar Conduct Code shall be determined by administration in adherence to the school's Mission Statement.

## Consequences for Violating the Scholar 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 scholar and attempts to reach an agreement on how the scholar'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, work detail, or similar consequence.
<b>Parent Involvement</b>	School official contacts the parent and a conference may be conducted with the scholar and parents.
<b>Detention</b>	School official determines a specific location and period of time where the scholar will serve detention. Scholars who fail to complete their detention will be subject to further disciplinary actions.
<b>Behavioral Contract</b>	An administrator places scholar on a behavioral contract that defines the desired behavior and consequences for breaking the contract.
<b>Loss of Privilege</b>	An administrator or designee meets with scholar and reviews the Loss of Privilege Form. Loss of privilege may include, but is not limited to, loss of extracurricular participation- including before/after school care. Scholars who fail to comply with the instructions given by administration will be subject to further disciplinary actions.
<b>In School Suspension (ISS)</b>	An administrator or designee meets with scholar and reviews the Suspension Documentation Form and notifies parent/guardian of instructions regarding the process. Scholar is required to spend one or more days in an isolated place at school and may be permitted to work on class work. Scholars 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 scholar and reviews the Suspension Documentation Form and notifies parent/guardian of instructions regarding the process. Scholar 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). Scholars will not receive credit for work missed during OSS.
<b>Long-Term Suspension</b>	An administrator or designee meets with scholar and reviews the Suspension Documentation Form and notifies parent/guardian of instructions regarding the process. Scholar 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 Out of School Suspension process, an administrator or designee and/or the District Disciplinary Committee, notifies the scholar and parent that the scholar 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>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.</p> <p>As a public Arizona school, the campus is a "drug free school zone." The Scholar 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. Scholars 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>Scholars are not permitted to have prescription or over-the-counter medications in their possession on campus. All medications are to be checked into Scholar 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>	<b>Any behavior or action that is disruptive to school climate or the educational process.</b> This includes vulgar, profane, obscene or disrespectful behavior, language or material, horseplay, and fighting.	<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. Scholars 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>	<b>Gang related behavior, association, apparel, symbols, paraphernalia, and/or activities.</b> Scholars 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 scholar 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 scholar, or the orderly operation of the school, shall be subject to disciplinary action, including suspension or expulsion.	<b>Parent Involvement to Expulsion</b>
<b>Good Neighbor Violation</b>	<b>Failure to obey school rules, traffic/pedestrian laws and act as a good neighbor while going to and from school.</b> Scholars must not trespass on, disturb in any way, or interfere with the property of our neighbors. Scholars are required to follow all traffic laws and must cross the street at the city crosswalks. Scholars waiting to be picked up must remain in designated areas. Scholars are not permitted to wait for pickup or hang out on 43 <sup>rd</sup> Avenue, or in front of neighbor's homes.	<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>Scholars 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 scholar 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 scholar, 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 scholar who leaves campus without obtaining proper permission will be considered truant. Once the school is made aware that a scholar has left campus boundaries without permission, the school will attempt to notify the parents. Once a scholar 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. Scholars 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>Scholars 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. Scholars 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>Scholars 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, toys, wheel shoes, and laser pointers.</p> <p>The school reserves the right to seize any personal property on school grounds (including items in scholar 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>Scholars 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 scholar being questioned by a school administrator or as part of an investigation or prior to a scholar being presented with alleged violations. A School Safety Officer (SSO) 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 Scholar Handbook violations: phone call, form sent home with scholar, or email or mailed letter. Scholars receiving Out of School Suspension (OSS) 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. Scholars are expected to accept responsibility and bring behavior into compliance. In cases where the teacher assigns a minor penalty or detention, the scholar 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 scholar with the alleged violation and provide the scholar 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 scholar and the scholars' parents or guardians will be notified in writing of the hearing and the charges against the scholar.

## **Long-Term Suspension and Expulsion**

Within 10 days of the Disciplinary Committee's decision, a parent or guardian, or emancipated scholar 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**

Scholars who have been suspended by another school or district prior to enrollment in a Pointe school and scholars 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 scholar who is exhibiting unsafe behavior. During confinement a scholar will be moved to an enclosed space to limit the effect of unsafe behavior on the scholar or others. Parents/guardians will be notified the same day if confinement and/or nonviolent crisis intervention techniques are used with their scholar.

## DRESS CODE

North Pointe recognizes that clothing choices are personal matters of expression and identity, especially for scholars in junior high and high school and we believe that parents/guardians are primarily responsible for determining what is acceptable for their own children. However, we also understand that not all clothing choices are conducive to a positive, safe learning environment. Therefore, the dress code attempts to balance the freedom of expression/family values with the need for clothing to be safe, respectful, and appropriate for the community learning environment/activity.

By enrolling at North Pointe, parents agree to support the dress code for school-related activities and to ensure their child arrives on campus wearing school-appropriate clothing. The final decision as to the appropriateness of dress shall be determined by the administration.

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

1. All clothing must be worn in a way such that buttocks, groin/genitals, chest/breasts are fully and securely covered with opaque (non-see through) fabric at all times.
  - Shirts – Must securely cover the torso, with fabric in the front, back, and sides (under the arms) that opaquely covers the chest/breasts and undergarments so that undergarments (other than bra straps) are not visible
  - Pants or the equivalent (sweatpants, leggings, shorts, skirts, skorts) – Must cover buttocks, groin/genital area, and be worn in a way that undergarments are not visible.
  - Dresses - Must comply with the policy for shirts and skirts.

Undergarments (other than bra straps) 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.

### **Dress Code for Fitness/Weightlifting, Court Sports, Dance**

A school issued uniform (shirt/shorts) will be required for participation each school day in Fitness/Weight Lifting and Court Sports classes. There is no cost for the initial uniform (short/shirt). Replacement or supplemental shorts/shirts may be purchased for \$10 per item. Scholars in Dance 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.

### **Enforcement**

Scholars 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 scholar is not allowed on campus when out of dress code, scholars in violation of the dress code on campus will be considered insubordinate.

# EXTRACURRICULAR PARTICIPATION

"Extracurricular" refers to activities that scholars may choose to be a part of outside the school day (in addition to classwork). Scholars are encouraged to participate in as many North Pointe extracurricular activities as they have interest in and time for, while keeping in mind that participation is a privilege that carries certain responsibilities. When scholars compete, perform, or are in public areas, they represent North Pointe and are, therefore, expected to exhibit character and leadership qualities that speak highly of themselves and our school.

## School Spirit

Pointe 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. Scholars are expected to follow Pointe Schools' Behavior Policies while participating in campus events or extracurricular activities.

## Scholar Behavior at School Public Events

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

## Clubs and Organizations

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

## Extracurricular Attendance Fees

- **Athletics** (cash only) - In accordance with Arizona Interscholastic Association Guidelines, North Pointe charges admission to home high school football, volleyball, and basketball athletic competitions. Regular adult admission is \$5, scholars with a current North Pointe ID and children under 12 are admitted free, Non-North Pointe scholar admission is \$2. 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.

## Extracurricular Eligibility

- **Enrollment:** Only currently enrolled North Pointe scholars are permitted to participate in North Pointe's extracurricular teams/casts/groups (including off-season and summer workouts). Homeschooled scholars who are not enrolled in another district, charter, or private school may also be eligible to participate. Please contact the principal for more information.
- **Grades:** Scholars with a current grade of an 'F' in a class may not try out for or practice with an extracurricular team or group, or participate in an athletic contest or arts performance. Scholars who fail a class will not be eligible for extracurricular activities the following quarter without administrative approval. Academically ineligible athletes/performers may still be required to attend practice and games but will not be allowed to miss class to do so.
  - Scholars who are credit-deficient are also deemed to be academically ineligible from participating in extracurriculars, without administrative approval, until they are no longer credit-deficient.
  - Scholars who are academically ineligible for 3 weeks during their athletics or arts season will be automatically removed from the roster and will be ineligible to participate in extracurriculars in the next athletic or arts season without administrative approval.
- **Falcon Orientation:** All rostered, extracurricular participants (including team managers) must complete North Pointe's Falcon Orientation before they may compete/perform.
- **Attendance**
  - **School:** Scholars must be present at least four complete periods on a given day in order to participate in an extracurricular event (including practices). Exceptions to this rule include doctor or dental appointments and absences that have prior administrative approval.
  - **Practice:** A scholar who fails to attend practice the day before a contest/performance will be ineligible to participate in the contest/performance unless the absence had prior administrative approval.
- **Discipline**
  - **OSS (Out of School Suspension):** Scholars serving OSS may not be on campus, at school events, or otherwise participate in extracurriculars while on suspension.

- **ISS (In School Suspension):** ISS will not affect a scholar's extracurricular participation unless administration also assigns loss of privilege.
- **Loss of Privilege:** Scholar discipline may include being removed from team/cast/group.
- **Game Penalties:** A scholar who participates in an extracurricular 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 (5 consecutive school days).
- **Quitting previous Team:** if a scholar quits an extracurricular team/cast/group during the season, the scholar may not join a new extracurricular team/cast/group until the original season/final performance is over without approval from both coaches/directors and administration.
- **Removal from Team:** A scholar who has been removed from an extracurricular roster by the coach/director/supervisor or administrator, must receive administrative approval prior to being placed on a future roster.
- **School Transfers:** Scholars will be removed from current roster if their public comments about a possible or pending school transfer becomes a distraction to the team/cast/group.

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

Scholars may participate in multiple extracurricular teams/groups at the same time with approval by both coaches/directors/sponsors. However, if a scholar quits an extracurricular team/cast/group before the season/final performance is over, they may not join a new extracurricular team/cast/group until the original season/final performance is over, without approval from both coaches/directors/sponsors and an administrator. Scholars enrolled in a class that has extracurricular responsibilities may also participate on an extracurricular academic, athletic or arts team/cast/group. However, the class responsibilities take priority over the extracurricular responsibilities. Therefore, when there is a scheduling conflict, the scholar is responsible to attend the class event.

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

Scholars participating on extracurricular academic, athletic, arts, and activity teams/groups are required to pay a participation fee. Extracurricular participation fees provide scholars 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 scholar pays the athletic participation fee upon being placed on the volleyball roster and does not have to pay any additional athletic team participation fees the rest of the school year; 2) a scholar pays the arts participation fee upon being cast in the Fall play and does not have to pay any additional arts group participation fees the rest of the school year; 3) a scholar pays the athletic participation fee upon being placed on the football roster and also pays the academic participation fee for being selected to the Robotics team. Extracurricular academic, athletic, arts, and activity participation fees are non-refundable. Arizona Tax Credit can be used to pay these fees.

- **Academic** - \$50 yearly fee
- **Athletic** - \$100 (all sports excluding football) or \$150 (all sports including football) yearly fee
- **Arts** - \$50 yearly fee (does not include Disney Arts Trip)
- **Activities** – Most activity fees are per event/trip.

Some teams/groups may also require scholars to fund raise for trips/camps or purchase additional team/cast/group items (shoes, practice uniforms, group shirts, etc.).

### **Fundraising**

Extracurricular clubs/teams/groups may only fundraise for approved trips/camps, or tournaments/ competitions that are an addition to their regular season, or to purchase additional team/cast/group items (shoes, practice uniforms, group shirts, etc.).

### **Uniforms**

The care and upkeep of uniforms/costumes (practice, game, performance, competition) and equipment are the scholar's responsibility. Practice uniforms/costumes are only to be worn at practice. Game/performance uniforms/costumes and equipment are only to be worn during the game/performance. Athletic teams may travel to and from an event wearing their uniform with Administrative approval.

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

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

**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 guidelines. 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).

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, beanies, 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).

### **Closed Practices**

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

### **Transportation**

Scholars must use school-provided transportation to and from practices, competitions, and performances. Exceptions must receive approval from the Athletic Director prior to the competition/performance. When it is provided, scholars must also use school provided transportation to and from 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/cast/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. Hats must also display a NP logo. Team members who do not attend their project will be required to attend another project and will not be permitted to compete/perform until the project is completed without administration approval.

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

North Pointe encourages scholars to be well-rounded - involved in extracurriculars, participating in community-building activities, and taking advantage of service/leadership opportunities, while maintaining academic standards. Scholars 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, scholars are responsible to notify the teacher and work with the teacher to make arrangements for missed material/work. Scholars 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. Scholars 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.

### **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 scholar to whom the guest pass was issued, provide valid identification upon request, and abide by North Pointe's Scholar Handbook. The North Pointe scholar is responsible for their guest's conduct.

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

Pointe Schools non-public, extracurricular activities (including trips) are to be attended only by currently enrolled scholars at the specified grade level (elementary, junior 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 Scholar Handbook. Junior, high and high school scholars must present a valid North Pointe Scholar ID to attend some extracurricular events. Pointe Schools scholars who have not been approved to attend an activity/trip, but "hang out" with scholars who have paid for the activity/trip, will face disciplinary action, as will scholars who assist others in "crashing" the activity. While participating in North Pointe extracurricular games/competitions/performances/trips, scholars must stay within designated area(s). On school trips, although scholars may be allowed to visit hotel rooms assigned to other North Pointe scholars during approved times, scholars are never permitted to enter non-scholar hotel rooms (including chaperones and parents). While on suspension, scholars may not attend extracurricular events. Scholars 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 scholars at a pre-trip meeting (usually held during lunchtime). At the pre-trip meeting, participating scholars 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 scholars 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). Scholars 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.

## **Awards**

### **Letter**

**Academics:** 'NP' letters are awarded to scholars 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**

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 and black – Participated on a high school arts, athletics, or activities group 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 seniors who have left their mark in one of the 4As.

# **SCHOLAR & PARENT EXTRACURRICULAR RESPONSIBILITIES**

All members of the North Pointe community (scholars, 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 scholar 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 scholar 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 about North Pointe (its programs, scholars, parents, employees, etc.) – this includes social media.

## **Scholar Responsibilities**

### **Academically, I will stay eligible by:**

1. Recognizing that the main reason for attending North Pointe is to complete my high school education and perform to my highest level of academic potential.
2. Being on time, attend, and actively participate in class and all class activities.
3. Asking questions of my teachers and classmates to enhance my educational understanding.
4. Utilizing all academic services provided by North Pointe, including tutoring.
5. Keeping my coaches/group leaders informed of any academic problems in a timely manner.

### **I will demonstrate character by:**

1. Always conducting myself in a way that reflects positively on myself, my family, and North Pointe. I will not disrespect myself, my team/cast/group, North Pointe, administrators, faculty/staff, coaches/directors, officials/judges, or opponents.
2. Not using or being involved with drugs, alcohol, or tobacco. I understand that using/being involved with drugs, alcohol, or tobacco will result in immediate dismissal from the team/group.
3. Being responsible for my actions, including accepting consequences for my behavior.
4. Participating in Prep Cares, understanding that I have an obligation to the community.

### **I will demonstrate my commitment to my Team/Group by:**

1. Attending each team/group practice/function prepared and on time, wearing the required uniform /attire and bringing the assigned equipment. I understand that missing 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.
2. Participating in weight training if it is assigned my by coach/group leader.
3. Giving my maximum effort in order to perform at my highest level of ability.
4. Being 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.
5. Not participating in or tolerating cliques, jealousy, lying, or avoiding personal responsibility.
6. Respecting school uniforms/costumes, equipment, and facilities.
7. Following all directives from my coach/group leader, accepting consequences if I fail to do so.

## **Parent Responsibilities**

1. Agree to conduct oneself according to the standards of good sportsmanship toward opponents, officials/judges, athletes/performers, spectators, faculty, staff, and administrators. Understand that violating the aforementioned responsibility (including engaging in confrontational, harassing, and threatening behavior) may result in being removed/banned.
2. Understand decisions regarding team selection and playing time/performance roles are made by the coach/director, and direct questions to the coach/director respectfully and professionally.
3. Demonstrate respect for the coach/director/leader by emailing or calling to schedule time to discuss concerns, without attempting discussions before, during, or after practices or on game, performance, or competition days.
4. Utilize established methods of communication through the coach/leader without using the role as an involved parent to collect e-mails and phone numbers. Refrain from communicating on behalf of the school, coach/group leader, or team/group.

## **ADDITIONAL POLICIES/NOTICES**

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

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of scholar education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the scholar when he or she reaches the age of 18 or attends a school beyond the high school level (eligible scholars). Parents or eligible scholars have the right to inspect and review the scholar'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 scholars to review the records without copies. Schools may charge a fee for copies. Parents or eligible scholars 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 scholar 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 scholar has the right to place a statement with the record setting forth their view about the contested information. Generally, schools must have written permission from the parent or eligible scholar in order to release any information from a scholar'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 scholar serving on an official committee or assisting another school official in performing their 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 scholar is seeking to enroll;
5. Specified officials for audit or evaluation purposes;
6. Appropriate parties in connection with financial aid to a scholar;
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 scholar'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 scholar in writing within 10 days from the date that parents or eligible scholar receive a copy of the scholar handbook, that the school is not to disclose the directory information without the parents' or eligible scholars' prior written consent.

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of scholars 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 scholar'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 during all stages of gathering, storing, retaining, and disclosing education records to third parties, 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 Scholar 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 scholars, 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 scholars 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 scholar.

### **Governing School Board Meetings**

The regularly scheduled meetings for Pointe Schools Governing School Board are June 30<sup>th</sup>, July 14th, and the third Thursday in August, October, January, and March at 6:30 pm in the District Conference Room (or North Pointe's 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 on the [pointeschools.org](http://pointeschools.org) website and at the district office.