



2017-2018

**North Pointe Prep
Student Handbook**

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

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

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

Discriminatory Statement

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

Charter

State Board for Charter Schools

Accreditation

North Central Association as a College Preparatory School

Member

Arizona Interscholastic Association

College Board

International Thespian Society

National Honor Society



Pointe Schools

Pointe Schools is an Independent Public School District serving K-12th grades on three Northwest Valley Campuses.

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

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

Promise

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

Plan

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

ADMISSION TO POINTE SCHOOLS

Admission to Pointe Schools is not limited based upon ethnicity, national origin, 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. Admission procedures approved by the State Board for Charter Schools are followed. 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, all 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.

Completed application paperwork submitted after the open enrollment deadline will be accepted in chronological order and may be placed on a waiting list. North Pointe honors the expulsions and suspensions of other schools/districts. Although suspended students may enroll at North Pointe, they will serve out their suspensions prior to attending classes or participating in extracurricular and/or campus activities.

Pointe Schools is not responsible for incomplete registration paperwork and does not engage in ongoing contact with students/parents regarding the status of completed registration paperwork. Once it has been determined that space is available in accordance with ARS 15-184, student parent is notified by the school.

Pointe Schools has a demanding academic program with an emphasis on the development of analytical thinking, communication, knowledge, character and leadership skills. Due to the nature of the rigorous curriculum required, academic skill level will be assessed; however, it will not serve as the standard for admittance. A student/parent orientation is also a mandatory part of the admission process. Pointe Schools believes that a motivated student, with parent support, will excel in an environment of high academic standards. Students who have received a failing grade by another school or district may be required to participate in a Preventative Academic Intervention Program. Students must have credits necessary for their academic program.

In accordance with ARS 15-184. § F, Pointe Schools reviews all discipline records to ensure students have not been expelled or are in the process of being expelled. Students who have not been expelled or are not in the process of being expelled, but have been suspended by another school or district, are required to record and explain this information on the registration paperwork and may be required to participate in a Preventative Behavior Intervention Program. Pointe Schools must be informed if the student is suspended or expelled after the Enrollment Registration Form has been submitted. Failure to do so will cause the student's registration paperwork to be incomplete and may delay enrollment. Incorrect or omitted discipline information may result in immediate suspension of student's enrollment and/or removal from the school.

Pointe Schools Transfer

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

Kindergarten

Arizona Revised Statute 15-821. § C states that a child is eligible for admission to kindergarten if the child is five years of age. A child is deemed five years of age if the child reaches the age of five before September 1 of the current school year. The school may admit children who have not reached the required age if it is determined to be in the best interest of the children. If the child turns five after September 1 but before January 1 of the academic school year, the administration and/or teachers will evaluate the child. Upon evaluation, a decision by the evaluating team will be made as to whether the child qualifies for admission into the Kindergarten program.

First Grade

Arizona Revised Statute 15-821. § C states that a child is eligible for admission to first grade if the child is six years of age. A child is deemed six years of age if the child reaches the age of six before September 1 of the current school year. The school may admit children who have not reached the required age if it is determined to be in the best interest of the children. If the child turns six after September 1 but before January 1 of the academic school year, the administration and/or teachers will evaluate the child. Upon evaluation, a decision by the evaluating team will be made as to whether the child qualifies for admission into the first grade program.

MISSION STATEMENT

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

PHILOSOPHY

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

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

Character: The value of responsibility, virtue, punctuality, obedience, compassion, orderliness, self control and other positive universal character traits are systematically taught and modeled across the curriculum, through the Pointe Character Education Program, and enforced in the Student Conduct Code.

Leadership: Leadership skills are emphasized throughout the course of study and specifically taught through the Leadership Seminar and Public Speaking classes. Practical opportunities for applying these skills are provided through Student Government, Prep Cares, teams and clubs.

Parent Involvement: Parent involvement is important for student success. It is important to stay informed about policies, activities, and your child's progress and to address any areas of concern as soon as possible.

Pointe Schools utilizes the Individual Support Model of parent involvement rather than the Organizational Model. Therefore, our schools have a commitment to creating "avenues" for parent involvement rather than "organizations."

School Atmosphere: North Pointe Prep fosters an atmosphere of excellence in Academics, Athletics, and the Arts and provides school activities that are designed to create lifelong relationships and memories. The school is large enough to offer the extracurricular activities that are important to a well-rounded student but small enough to feel like a "community."

Through the program offered at North Pointe Prep, students will gain foundational Knowledge, grow in Character and develop Leadership skills.

OUR CULTURE

There are some in our society who believe school should be an intense place of only academic learning.

At North Pointe, we agree with the intensity part, but we do not limit the learning to just academics. We believe a student is only fully prepared for college after they have been involved in a broad range of rich school experiences, not just learned information communicated in a book.

Our 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.

It's a culture anchored in the core belief that a motivated student, who wants to be here, will learn!

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

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

It's a culture where our students are:

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

It's a culture that purposefully seeks to assist parents in developing students who demonstrate scholastic and behavioral excellence and make a positive impact in their community.

A Culture that promises to provide students the opportunity to gain foundational knowledge, grow in character, and develop leadership skills.

A Culture that creates and sustains environments where students are trusted and encouraged to take risks and achieve their dreams in academics, athletics and the arts.

A culture that unapologetically believes North Pointe is the best school and where yearly themes are designed to promote community.

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

STUDENT LIFE

School Office 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 Thanksgiving and Christmas.

Academic Day

Classes begin at 8:00 am for all students and end at 2:30 pm for High School students and end at 2:45 pm for Junior High students, Monday-Thursday. On Friday, classes begin for all students at 8 am and end for all students at 12:00 pm. Students arriving after 8:05 am must enter through the school office. To keep classroom disruption to a minimum, students arriving after 8:15 pm report to a designated area for the remainder of first period. For safety and supervision clarification, North Pointe's official academic day (hours) begins at 7:15 am and ends at 3:30 pm, Monday-Thursday, and begins at 7:15 am and ends at 12:15 pm on Fridays. Unless under the direct supervision of a teacher/coach/group director or attending a public event, students may not be on campus during non-academic hours.

Drop Off and Pick Up

For the safety of our students, the school has developed traffic procedures in coordination with local law enforcement and city traffic and engineering experts. Students and families are required to follow the school's traffic plan. In order to protect our students and staff, parents who refuse to follow the school's traffic plan will not be allowed to drive on campus and their child(ren) may face disciplinary actions. Students who are dropped off or picked up in the staff parking lot may face disciplinary action. Students are required to follow all city traffic laws and must cross streets at city crosswalks.

During school hours only those listed on the student's Emergency Card (submitted with registration information) and Student Information Change Update Form (for changes throughout the year) will be allowed to pick up a student. Unless instructed to do so by statute or law enforcement personnel, there are absolutely no exceptions to this policy.

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

Student Identification Cards

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

Textbooks/Educational Materials

Students are responsible for the condition of any textbook/materials they are using; whether they are using it during the class period or have checked it out through the front office. Lost and/or damaged textbook/materials must be replaced at the student's expense. Students who lose and/or damage textbooks/materials could face disciplinary action and grade/report cards/transcripts could be withheld if lost or damaged book charges and fees are not paid.

Lockers

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

Parking Permit

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

Café North Pointe

The Café North Pointe opens at 7:30 am and closes at 3:30 pm. During that time, students may purchase food and drinks (cash only) for consumption in designated areas. Water is the only beverage allowed in buildings other than the Café.

Field Trips

A variety of field trips are scheduled throughout the year. While attendance at field trips is not mandatory, students not attending will be required to attend school as required by Arizona Revised Statute 15-802, 15-803.

Computer Use

The primary use of school computers is to support regular classroom resources and student research related to academic studies. School computers and internet access is not to be used for any illegal or inappropriate use, recreational 'surfing' or communicating. Access is a privilege, not a right. Students are expected to adhere to the Pointe Schools' Code of Conduct while using a school computer or accessing the internet, just as they are in classrooms or school buildings. To maintain system integrity and ensure responsible use of systems for academic purposes, Pointe Schools uses internet filters and school personnel regularly reviews files used and web sites visited. Pointe Schools, however, has no control over the nature or content of information from the internet or other computer systems and disclaims any responsibility to exercise such control. Information via the internet is public and often uncensored and students may come in contact with materials that are inappropriate, controversial or inaccurate. Pointe Schools is also not responsible for the appropriateness or accuracy of information retrieved. Students are allowed to only use school computers that are designated as student computers and are not permitted to use a computer designated for school personnel. Students are not permitted to:

1. Send, access, download, or display offensive messages or pictures.
2. Reveal information about self to others.
3. Violate copyright laws or regulations.
4. Engage in "hacking" or other disruptive activities.
5. Share passwords.
6. Use a school computer while using another person's login.
7. Damage school computers, network, and system.
8. Access files or work of others.
9. Load any files or programs onto any computer's hard drive.

Information and files stored on school computers and servers are not private. Parents/guardians may revoke their student's internet privileges at any time by notifying school administration in writing.

Lost and Found

The lost and found is located in the 4A Center. Items not claimed after 15 days will be discarded.

Bicycles/Skateboards/Scooters, etc.

Bicycles and skateboards are to be walked while on school property and promptly secured in the racks provided. They are not to be removed until the student is ready to go home. 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. Scooters and similar items are not permitted on school grounds.

Celebration Items

Due to allergies, balloons, flowers and other celebratory items are not permitted on campus. Additionally, students are only permitted to bring quantities of food/drink on campus each day that can reasonably be consumed by only the student. With administration approval, a student may bring prepackaged and sealed food items in quantities greater than what could reasonably be consumed by the student.

Non-Educational Items

Pointe Schools discourages students from bringing large amounts of money, electronic devices, and other valuables to school. Due to safety concerns (including allergic reactions and insufficient space) and disruption to the educational environment; balloons, flowers, and other celebratory items are not permitted on campus and will not be delivered to students during school hours. The student, not Pointe Schools, is responsible for all personal property. Personal property may not be used in a way that interferes with the educational environment at school.

Respect for the Educational Environment

Electronic Device

Personal listening devices (cell phones, ipods/ipads/tablets, mp3 players, etc.) may not be used during class time without administrative approval. Additionally, ear plugs/ear phones, etc may not be worn or used during class time.

Cell Phone Use on Campus

Student cell phone numbers must be registered in the school office. During class time, cell phones are to be stored and are not to be used without administration approval. Although cell phones may be used outside of class, students are expected to remain aware of their environment and respectful of those around them. A violation of the Campus Cell Phone Use policy will result in the phone being confiscated and will be treated as a disciplinary matter.

Campus Privacy

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

Use of School Phones

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

Social Media

North Pointe administrators, faculty members, staff, coaches and group leaders are not permitted to participate in social media involving North Pointe students unless the participation is directly related to North Pointe academics, athletics, arts and/or activities. Students who participate in social media with North Pointe administrators, faculty members, staff, coaches and/or group leaders for non-North Pointe academics, athletics, arts and/or activities and/or seek to engage North Pointe administrators, faculty members, staff, coaches and/or group leaders in social media that is non-North Pointe academics, athletics, arts and/or activities may face disciplinary action.

Using the School Office or 4A Center to deliver messages

It is important for students to come to school prepared. The School Office and 4A Center is not able to deliver messages or items to students except in cases of emergency (as determined by school staff).

STUDENT HEALTH AND SAFETY

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

Emergency Procedures

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

Medication

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

Search and Seizure

Administration will conduct searches if a reasonable belief exists that a student has possession of some item or material that is detrimental to the health, safety or welfare of student or others. Any school property (e.g., lockers, desks) is subject to school control, supervision and search. People, items and materials brought onto Pointe Schools' property (including vehicles) are subject to search and seizure, with or without notifying law enforcement officials and parents.

Alcohol and Drug Testing Policy

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

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

Drug Free School Zone

Pointe Schools are "Drug Free School Zones" which means the area within three hundred feet of the school or its accompanying grounds, any public property within one thousand feet of a school or its accompanying grounds, a school bus stop or on any school bus or bus contracted to transport pupils to any school is to be drug free. In accordance with Federal, State, and City laws, Pointe Schools' campuses are also alcohol and tobacco free campuses.

SECURE CAMPUS

The Principal has the authority to restrict parent access to the campus if in his/her opinion it is not in the best interest of the educational environment.

Students

The school is secured during the academic day and students must remain on campus unless they check out through the school office for a doctor's appointment or an emergency. Students are not permitted to leave campus for lunch. Although an 18 year old student has the legal right to arrive late and/or leave campus prior to dismissal, North Pointe's Closed Campus policy still applies. Late arrival or early release for 18 year old students should be limited to doctor's appointments that cannot be made outside the school day (doctor's note is required upon their return), for personal illness or for a genuine emergency (as approved by the Principal). Unless approved by the Principal, all other late arrivals or early releases are unexcused and will be classified as ditching.

Alumni

North Pointe Prep Alumni, who are in good standing, are allowed on campus during lunch when the visit has been approved at least 24 hours in advance and are allowed to attend various non-public activities when a 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 children unless they have a current Arizona Department of Public Safety Class One Fingerprint Clearance Card on file in the office and have obtained school administration approval.

COMMUNICATION

General Information

North Pointe's primary communication resources are electronic. For daily insights, scheduling and event updates, the North Pointe utilizes the various communication platforms linked on the school's website, northpointeprep.com. Although letters, flyers and notices may be sent home from time to time highlighting information about an event, parents should not rely solely on these forms of communication. Instead, the school's electronic resources should be consulted daily.

Emergency Information

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

Student Academic Progress

Communication between the school and home is vital for student success. Parents/guardians are encouraged to stay informed and involved in student grades and classroom behavior through the school's online academic resource and/or direct email access to teachers. Since teachers have responsibilities before and after school, impromptu conferences and meetings are not possible.

Contacting School Personnel

North Pointe's administration, faculty, staff, and extracurricular coaches/group leaders usually communicate information to students directly, not through parents. Therefore, North Pointe prefers students demonstrate responsibility and communicate their questions/concerns directly to administration, faculty, staff, and extracurricular coaches/group leaders. If a situation requires parental involvement, school personnel can be contacted using email. School personnel email addresses are located on the school's website. Coaches/group leaders, who do not work at North Pointe, will provide team/group members with contact information. 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).

Use of recording devices

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

Student Concerns during school hours while on campus

Students with concerns during school hours, while on campus, should take one of the following steps:

1. Visit the 4A Center before school, during breaks and lunch, or after school and ask to speak to an administrator.
2. Complete and submit a Student Concern Report to the 4A Center.
3. Go immediately to the 4A Center and ask to speak to an administrator. Students are permitted to remove themselves from class and go directly to the 4A Center if they feel a teacher has disrespected them or something has happened in the class that violates school policies. In the event this happens, the student will tell the teacher he/she is going to the 4A Center and the teacher will immediately contact the 4A Center and notify administration the student is on the way. Students will be suspended if they do not go directly to the 4A Center.

Student Concerns during extracurricular activities

Students with concerns during extracurricular activities should immediately contact the faculty member/ staff person/coach/group leader in charge of the activity. While on trips, when the emergency trip contact number has been activated, students should also text the concern immediately.

Conflict Resolution

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

ATTENDANCE

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

Absentee Policy

In order to comply with State attendance requirements, Pointe Schools has instituted an attendance policy that includes disciplinary actions for unexcused and excessive absences.

Excused Absences

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

1. Name of Parent/guardian calling to excuse the absence.
2. Student Name and Grade.
3. Duration of absence (if known).
4. Report specific absence reason: respiratory illness, digestive illness, fever, conjunctivitis, Strep, Chicken Pox, Other (please explain).

Unexcused Absences

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

Excessive Absences

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

Appointments and Emergencies

On the rare occasion when emergencies arise or doctor's appointments can not be made outside of the school day, the student may be checked out of school. The parent/guardian or pre-authorized adult must provide a picture ID and sign out the student in the school office unless the student has a parking permit. Students can only be signed out by those adults listed on the student's Emergency Card or Student Information Change Update Form. Legal guardians are responsible for providing the office, at time of registration, with court documents describing custody rights. All requests for early pick up must be in writing or in person by an adult on the student's Emergency Card or Student Information Change Update Form. The school office is unable to call students out of class during the last 20 minutes of school.

Absentee Assignments

Students should refer to the school's missed assignments policy and utilize the school's online academic resource to access missed assignments due to an excused absence. Assignments missed due to an unexcused absence may not be made up.

Tardies

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

First Period

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

Other Periods

The student will receive disciplinary consequences from the classroom teacher.

ACADEMICS

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

Keys to Academic Success

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

At school:

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

At home

1. Have a quiet, well lit place to study at home, with all the necessary materials on hand. Avoid interruptions and distractions during your study time.
2. Set aside a regular time to review classroom work. Remember that studying is just as important as completing an assignment. Before starting a lesson, review briefly what has been covered.
3. Re-read the assignment to master the details. Be sure you understand the problem to be solved before you attempt to solve it.
4. For work that involves reading: Pay special attention to the first and last paragraphs in a chapter, and the first and last sentences in each paragraph. Read each paragraph, and as you read, try to pick out the topic sentence or summary sentence. Pause at the end of each paragraph and see if you can summarize it in your own words. Get in the habit of using the dictionary whenever you come upon an unfamiliar word. Make use of atlases, encyclopedias, and other library reference tools.
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 for curriculum information, graduation requirements, and course offerings.

High School Graduation Requirements

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

Homework

While North Pointe believes that all students can learn, we recognize not all students learn to the same level of mastery by expending the same effort. North Pointe's staff is committed to utilizing class time effectively and efficiently, and respecting student time outside of class. However few students are able to do quality work during class without investing time and effort outside of school hours.

North Pointe is committed to honoring the authority of parents and guardians to determine how their family's time is spent outside of the school day. We also believe students need time to unwind, reflect, and be involved in other areas of interest not offered during school hours. Therefore, homework for elementary students is limited to reading and math. Homework for secondary students will be assigned in the following courses: English (non-elective), Math, Honors, Advanced Placement, and Dual Enrollment. Although students should expect to spend time reviewing material that was taught in class and preparing for class, other courses will not assign homework for "points" unless it is extra credit. Teachers will provide additional practice work upon parent request. Teachers will not assign "craft" type projects to complete at home although teachers may choose to offer creative projects as extra-credit on occasion.

Fall, Winter, Spring and Summer Breaks, as well as Thanksgiving Week are homework-free times for students. Students will not be held responsible for review, preparation, or homework (including long-term assignments) during these times. Homework is not due within two days following a break and the due date following a break must reflect reasonable time to complete the homework assignment.

Secondary Grading Scale

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

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

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

Report Cards

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

Principal's List/Honor Roll

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

Principal's List: 4.0 or higher GPA

Honor Roll: 3.5– 3.99 GPA

Academic Advisor

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

Academic Probation

While Pointe Schools believes that all students can learn, we recognize that not all students will learn to the same level of mastery by expending the same effort. Pointe Schools is committed to the philosophy that a motivated student, with parent support, will excel in an environment of high academic and behavioral standards. Probation is designed to provide the structure, support, and accountability that some students require for success. Refusal to comply with the Academic Probation requirements is considered insubordination.

1. A student is placed on academic probation when his/her grade falls below a 'C' in an individual class. When this occurs, the teacher will notify a parent by the end of the following school day.
2. A student will remain on academic probation until the grade improves to a 'C' or higher.
3. A student will meet with the teacher and/or an academic advisor when his/her grade falls below a 'D' and will be required to follow an Individualized Academic Probation Plan. At a minimum, the plan will include mandatory tutoring (HS: 2:35-3:30 pm, JH: 2:50-3:30 pm) until the grade improves to a 'D' or higher (this excludes courses with an extra curricular component). Additionally, any student whose grade falls below a 'D' in Math may be required to repeat the math class each day, instead of an elective, until the grade improves to a 'D' or higher.

Semester Exams (Finals)

As a college preparatory school, North Pointe takes academics very seriously. Finals are mandatory and must be taken as scheduled on the school calendar. Final exams will not be given early for any reason. If a student is unable to take a final exam due to personal illness, genuine emergency, or administration approval, the teacher will enter a grade of "Incomplete." The final exam must be taken on the scheduled makeup days or the student will automatically receive a "0" for the exam and the semester grade will be calculated accordingly.

State Mandated Testing

Pointe Schools' students participate in a variety of testing programs outside of regular content area assessments. Students who fail to meet state testing minimum requirements, for high school graduation, will be required to attend and participate in special mandatory tutoring specifically designed for the state testing. Students refusing to attend or participate in special state testing mandatory tutoring may face disciplinary action, including but not limited to, loss of privilege suspension for extracurricular activities.

Class Rank

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

Dropping or Adding a Class

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

Missed Assignments

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

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

Late Assignments

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

Advanced Placement Course Testing

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

Courses with an extracurricular component

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

Dual Enrollment

North Pointe has contracted with local colleges to provide dual enrollment opportunities for eligible students. These dual enrollment classes count as both high school and college credit. Contact the Guidance Counselor if you are interested in this program.

College Classes

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

Seminar Credit/Independent Study

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

Free Choice Reading Material

Students are expected to have a "free choice" book to read at school. Students are expected to choose reading materials that are consistent with his/her family's values and do not violate general or specific aspects of the Student Handbook Conduct Code/Dress Code. It is the child's responsibility to gain permission from his/her parent regarding reading choices. Pointe Schools does not determine the reading material that students read on their own time or during free reading time on campus if the reading material does not violate or promote in general or specifically aspects of the Student Handbook Conduct Code/Dress Code.

Transcripts

Transcript request forms are available online or in the registrar's office. All transcript requests must be in writing. Transcripts will be mailed within seven working days of the receipt of this request.

Senior Early Release Program

Seniors are eligible for North Pointe's early release program (four or five periods per day) if they have the necessary credits, have passed or exceeded AIMS, and if they enter their Senior year with a cumulative grade point average of 2.0 or higher. Seniors may be removed from the program if they drop below a current grade point average of 2.0, have a 'D' or 'F' in any class, have excessive tardies and/or absences, or are suspended.

Early Graduation

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

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

This process must be completed prior to the end of the junior year in order to be considered for early graduation.

Core Class Failure – Academic Friday School

Students who fail a core semester class are required to attend Academic Friday School from 12:15 pm - 3:30 pm the entire following semester to make up the credit. Students who fail to attend Academic Friday School are subject to disciplinary action.

Senior Awards Night and Graduation Participation Requirements

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

Academic Graduation Honor Cords

Gold Single - Cumulative Grade Point Average of 3.5-3.9

Gold Double - Cumulative Grade Point Average of 4.0 or Higher

White Double - Highest Cumulative Grade Point Average in the Class

Principal's List Award

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

STUDENT CONDUCT CODE

Guiding Principles

Pointe Schools is committed to creating and sustaining environments where students are valued, trusted, and encouraged to take risks and achieve their dreams in Academics, Athletics, and the Arts. Student conduct shall support a positive school environment and its orderly operation. Pointe students are expected to treat each other and adults with dignity and respect at all times, comply with all school rules, assume responsibility for inappropriate behavior, and obey the directives of school authorities. Consequences are not administered in retaliation but in the hope of improving character and future behavior. Consequences may also serve the purpose of protecting students, staff, or the learning environment. The Student Conduct Code is in force on all Pointe Campuses, while traveling to and from school and at all school related events.

Consequences for Violating the Student Conduct Code

The following consequences are listed in order of severity, low to high. Due to the complex nature of discipline problems, 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.

Informal Talk	School official talks with student and attempts to reach an agreement on how the student's behavior should be altered and brought into compliance. Parent is not notified.
Minor Penalty	School official administers a minor penalty ranging from loss of classroom privileges to detention, or similar consequence. Parent is not usually notified.
Parent Involvement	School official contacts the parent and asks for assistance in bringing the student's behavior into compliance. The student must agree to bring his/her behavior into compliance.
Detention	School official determines a specific location and period of time where the student will serve detention. Students who fail to complete their detention will be subject to further disciplinary actions. Parent is notified electronically by school official.
Loss of Privilege	An administrator or designee meets with student and reviews the Loss of Privilege Form. Student signs that he/she has received the form and is responsible to give the form to his/her parents. Loss of Privilege may include, but is not limited to, loss of extra-curricular participation, loss of parking permit and loss of locker rental. Students who fail to comply with the instructions given by administration will be subject to further disciplinary actions. Parent is notified through the Loss of Privilege Form.
In School Suspension (ISS)	An administrator or designee meets with student and reviews the Suspension Documentation Form. Student signs that he/she has received the form and is responsible to give the form to his/her parents. ISS is held Friday afternoon from 12:15 pm - 3:30 pm during the week of violation. At each teacher's discretion, student may be permitted to work on class work. Students who fail to complete their ISS will be subject to further disciplinary actions. Parent is notified through the Suspension Documentation Form.
Out of School Suspension (OSS)	An administrator or designee meets with student and reviews the Suspension Documentation Form. Student signs that he/she has received the form and is responsible to give the form to his/her parents. Parent is notified by the school and receives instructions regarding the process. Student is not allowed on campus or at any school related activities during the suspension. Student will receive a "zero" during OSS. Parent is notified by an administrator or designee and receives Suspension Documentation Form. Students who fail to complete their OSS will be subject to further disciplinary actions.
Long-Term Suspension	In addition to the Out of School Suspension process, an administrator or designee notifies the student and parent that the student has been recommended for long-term suspension and provides instructions regarding this process. Long-term suspensions are determined by the District Disciplinary Committee.
Expulsion	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 student and parent that the student has been recommended for expulsion and provides instructions regarding this process. Expulsions are determined by the Governing School Board.

Conduct Code Violation	Definitions/Policies	Range of consequences
Alcohol, Drugs, Medication, and Tobacco	<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>The Student Conduct Code maintains a ZERO TOLERANCE policy toward alcohol, drugs and illegal substances. Alcohol, drug paraphernalia or drug violations will result in immediate disciplinary action and the appropriate law enforcement agency will be notified.</p> <p>Students are not permitted to have prescription or over-the-counter medications in their possession on campus. All medications are to be checked into Student Health Services per school policy. Violations in this area will result in immediate disciplinary action.</p> <p>It is unlawful for students under 18 years of age to possess tobacco products. North Pointe Prep students (whether 18 years of age or not) are prohibited from using tobacco on school grounds and while under the 'drug free school zone' policy. This includes the use of all forms of smokeless tobacco. Tobacco paraphernalia, including lighters are also forbidden under this policy. Students are not permitted to promote, possess, consume, or distribute any form of tobacco or tobacco products. Tobacco paraphernalia, including lighters, are also forbidden under this policy.</p>	Suspension to Expulsion
Assault	Physical attack upon another person who does not indicate willingness to engage in the conflict; sexual contact with any non-consenting person.	Suspension to Expulsion
Computer Use Violation	Violation of school's Computer Use Policy.	Informal Talk to Expulsion
Cumulative Violations	Documented violation of school rules, which occurs frequently enough to demonstrate a lack of intent to follow school rules.	Suspension to Expulsion
Disorderly Conduct	Any behavior or action that is disruptive to school climate or the educational process, including recklessness and endangerment. (for example: Vulgar, profane, obscene or disrespectful behavior, language or material, using electronic devices in the classroom or on campus without permission, horseplay and fighting.)	Informal Talk to Expulsion
Dress Code Violation	Failure to comply with the school dress code.	Informal Talk and compliance to Suspension
Failure to Report	Withholding knowledge of behavior that violates the Conduct Code including but not limited to disruption to the orderly operation of the school, damage to property, threats, and violence. Students who do not report make themselves an accomplice to the violation.	Parent Involvement to Expulsion
Gang Association and Symbols	Gang related behavior, association, apparel, symbols, paraphernalia, and/or activities. Students are not permitted to engage in gang related behavior. A gang is defined as a group of two or more that exhibits one or more of the following characteristics: have a name, claim a territory, have rivals, interact together and exclude others, and exhibit anti-social behavior. Gangs that initiate, advocate or promote activities that threaten the safety or well being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol or any other attribute indicates or implies membership or affiliation with such a group is prohibited. Any student wearing, carrying, or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or adversely affect the educational activities of another student, or the orderly operation of the school, shall be subject to disciplinary action, including suspension or expulsion.	Parent Involvement to Expulsion
Good Neighbor Violation	Failure to obey school rules, traffic/pedestrian laws and act as a good neighbor while going to and from school. Students must not trespass on, disturb in any way or interfere with the property of our neighbors. Students are required to follow all traffic laws and must cross the street at the city crosswalks. Students waiting to be picked up must remain in designated areas. Students are not permitted to wait for pickup or hang out on 43rd Avenue in front of the school or neighbor's homes.	Informal Talk to Expulsion
Harassment, Bullying, Verbal Abuse	Verbally, physically or electronically intimidating, demeaning, or threatening others. This includes any form of hazing and includes any form of sexual harassment. Students are responsible for refraining from making threats, acts of intimidation or other harassment (whether verbal, physical, or electronic). Any person who violates this policy is subject to disciplinary action. Harassment that occurs off campus but threatens to disrupt or succeeds in disrupting the educational process or the orderly operation of the school is also subject to disciplinary action. Any student witnessing harassment is required to report it to an administrator or a faculty member.	Parent Involvement to Expulsion

Conduct Code Violation	Definitions/Policies	Range of consequences
Inappropriate Display of Affection	Displaying physical affection towards another student, other than hand holding, while on campus or at a school activity (does not include an appropriate greeting hug).	Informal Talk to Expulsion
Insubordination	Refusing to comply with school rules or requests of school personnel. This includes lying to school personnel, not going to class on time, ditching, and/or loitering and excessive tardies.	In School Suspension to Expulsion
Leaving Campus Without Permission	Leaving the school grounds without following school policies. Any student who leaves campus without obtaining proper permission will be considered truant. Once the school is made aware that a student has left campus without permission, the school will attempt to notify the parents. Once a student leaves campus, the school assumes no responsibility or liability.	Suspension to Expulsion
Off Limit Areas and Trespassing	Unauthorized presence on school property, entering an unauthorized area of the campus, and loitering in indoor hallways. Students are not allowed in faculty areas (e.g., workrooms, supply rooms), behind school buildings or in a classroom without a staff member present. Refusal to leave school property upon request of school authorities is considered trespassing and insubordination.	Minor Penalty to Suspension
Theft	Taking the property of others without permission or participating as an accomplice.	Suspension to Expulsion
Vandalism	Defacing or damaging school property or the personal property of others. Students are expected to treat the school buildings and property responsibly. The entire school community shares the responsibility to keep the campus clean and safe. Graffiti is considered Vandalism. Vandalism should be reported immediately.	Suspension to Expulsion
Unacceptable Items (Non-Educational Items)	Possession or use devices likely to disrupt the school environment or educational process. 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 Schools reserves the right to add items to this list without notice and to enforce the rules as to any similar items) cameras, gum, spikes, animals, wallet chains, bandanas and do-rags, toys, wheel shoes, laser pointers, and skateboards. The school reserves the right to seize any personal property on school grounds (including items in student cars parked on campus) or in school vehicles that is illegal, unacceptable, or considered offensive. Seized items will be returned to parents after the last day of school.	Minor Penalty to Suspension
Vehicle Violation	Unsafe/inappropriate and/or illegal operation or use of vehicle; transfer of vehicle to unauthorized persons; parking violation.	Parent Involvement to Suspension (may include loss of parking privileges)
Weapons/Hazardous Items	Possession or use of any instruments of offensive or defensive combat or any instrument used or normally construed as a weapon - possession or use of fireworks, combustible substances or explosives. Students are not permitted to promote, possess, or use dangerous weapons, chemicals or materials on or near school property or at school activities. The 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. Violations in this area also include the use of any instrument in a dangerous, intimidating or combative manner.	Suspension to Expulsion

Parental Notification

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

Disciplinary Process

Most disciplinary matters are handled on an informal basis by the teacher in the classroom. Students are expected to accept responsibility and bring behavior into compliance. In cases where the teacher assigns a minor penalty or detention, the student has the opportunity of appeal to the teacher and then to the principal.

Disciplinary actions taken by the principal are final and may not be appealed.

In cases when suspension or expulsion is being considered, the principal will present the student with the alleged violation and provide the student an opportunity to respond to the charges. The principal will conduct an investigation of the alleged violation and then determine the appropriate disciplinary action. If such a charge has been presented by an enrolled student, and it is determined that the alleged violation can be validated by clear and convincing evidence, an incentive may be authorized by the principal. The principal may impose suspensions of up to ten consecutive days.

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

During a long-term suspension, the student will attend class on Fridays, 12:15 pm - 3:30 pm, at the District Office and will receive work from teachers, complete assignments, and take tests, quizzes, etc. If the student has questions while completing the project based work during the week, he/she can email the teacher for assistance. Each failure to attend a Friday class will result in the suspension being extended one week.

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

If a student 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 student's permanent file.

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

Preventative Behavior Intervention Program

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

Confinement

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

DRESS CODE

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

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

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

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

Class Dress Code for Dance, Fitness, and Weight Lifting

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

Activity Dress Codes

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

Enforcement

Students are monitored for compliance as they enter campus and will not be allowed to proceed onto the campus while out of dress code. Once a student has come into compliance, he or she may proceed onto the campus. Since a student is not allowed on campus when out of dress code, any student on campus in violation of the dress code will be considered insubordinate.

EXTRACURRICULAR PARTICIPATION

Clubs and Organizations

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

School Spirit

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

Transportation

Students must use school provided transportation to and from academic, athletic and arts practices and to and from academic and athletic competitions and arts performances. When it is provided, students must also use school provided transportation to and from activities.

Extracurricular Eligibility

Students must be present at least four complete periods on a given day in order to participate in an extracurricular event. Exceptions to this rule include doctor or dental appointments and absences that have administrative approval. Students on Academic Probation cannot try out for or practice with an extracurricular team or group or participate in an athletic contest or arts performance. Students who fail a class will not be eligible for extracurricular activities the following quarter. OSS (Out of School Suspension) students may not travel with the team/group or participate in any extracurricular game/performance/activity while on suspension. ISS (In School Suspension) will not affect a student's extracurricular participation unless administration specifically identifies such action. Students will be removed from current academic, athletic, arts and activity rosters if their public comments about a possible or pending school transfer becomes a distraction to the team/group. A student who has been removed from an academic, athletic, arts or activity roster by administration must receive administration approval prior to being placed on a future roster.

Extracurricular Attendance Fees

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

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

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

Community Service Projects

All non-class based extracurricular teams/groups will be required to participate in a community service project during their season.

Fundraising

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

Student Behavior at School Public Events

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

Student Behavior at non-public Extracurricular Activities and Trips

Pointe Schools non-public extracurricular activities are to be attended only by currently enrolled students at the specified grade level (Elementary, Jr. High, High School, or Freshmen, Sophomore, Junior, Senior) and all participants are subject to Pointe Schools policies and procedures including, but not limited to, those identified in the Student Handbook. Students who invite or assist non-North Pointe individuals or groups (including but not limited to parents) to attend and/or participate in non-public extracurricular activities (where a guest pass has not been issued) and trips (including but not limited to hotel rooms) will face disciplinary action. Students who are aware of such violations and do not immediately report violations to administration will face disciplinary action. Students, who have not paid for the activity/trip, that hang out with students who have paid for the activity/trip, will face disciplinary action. While participating in North Pointe extracurricular on campus and off campus games/competitions/performances/trips, students must stay within the area(s) designated for the game/competition/performance/trip. Although students may visit hotel rooms assigned to other North Pointe students during approved times, students are not permitted to enter the hotel room of non-North Pointe students. Jr. High and High School students must present a valid North Pointe Student ID to attend some extracurricular events. While on suspension, students may not attend extracurricular events and continued Student Handbook violations could result in students being barred from future extracurricular events. Students on Academic Probation may not be allowed to participate in extracurricular events.

Guest Passes for Extracurricular Activities

Guests may participate in some North Pointe extracurricular activities. The school administration will determine which activities guests may attend. Suspended students may not attend. The following guidelines must be followed for a non-student to attend a non-public extracurricular school activity:

1. Only one guest per inviting student is allowed.
2. Submission of a completed Guest Pass (see northpointeprep.com for specific event passes). Requests must be approved prior to the event and decisions are final and may not be appealed.
3. Guest must be accompanied by the inviting student upon arrival and present valid identification. The inviting student is responsible for the guest's conduct. North Pointe Behavior Policies apply to the guest also and violations by the guest and may result in the guests being barred from future extracurricular activities.

Overnight School Activities and Trips

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

Classes missed due to a school event

It is not considered a school absence when a student misses class(es) due to school related responsibilities (academic events, athletic competitions, arts performances, mentoring activities, Prep Cares, Senior Trips, Disney Arts Trip, etc.). Although students will be responsible for core class missed material on future quizzes and tests, they are excused from any related work (class/homework). For core class(es) (periods/days) missed quizzes and test for single day periods will be given the day a student returns. For multiple core class(es) (periods/days) missed quizzes and test will be taken within three school days at the student's discretion. Students are not responsible for any point related activities in non-core classes. Administration reserves the right to alter this policy on a case-by-case basis.

Conduct and Sportsmanship

Students and parents/guardians are expected to conduct themselves according to the standards of good sportsmanship toward opponents, officials and spectators. Any student in violation of school standards of conduct or performance will risk disciplinary action. Any parent in violation of school standards of conduct or performance will be asked to leave the event and possibly be barred from future activities.

Closed Practices

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

Teams/Groups

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

Extracurricular Participation Fees (cash or credit)

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

Academic - \$ 50 yearly fee

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

Arts - \$ 50 yearly fee

Activities - check the website for activity fees

Falcon Orientation Course

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

Multi Team/Group Participation

Students may not participate on two extracurricular teams/groups at the same time. For example: while a student is on an active athletic roster, they may not participate on an additional athletic team or an extracurricular academic or arts team/group. If a student quits a extracurricular team/group before the season/final performance is over, they may not join a new extracurricular team/group until the original team/group's season/final performance is over. Students enrolled in a class that has extracurricular responsibilities may also participate on an extracurricular academic, athletic or arts team/group. However, the class responsibilities take priority over the extracurricular responsibilities including, but not limited to, the student must attend the class event when there is a scheduling conflict.

Uniforms

The care and upkeep of uniforms/costumes (practice and game/performance/competition) and equipment are the responsibility of the student. Practice uniforms/costumes and equipment are only to be worn at practice. Game/performance uniforms/costumes and equipment are only to be worn at games/performances. All uniforms/costumes and equipment are school property and must be turned in within two days of the end of the season/performance or athletes/performers may face disciplinary action. Charges and fees will be assessed if uniforms/costumes are damaged or not returned. Participants may face disciplinary actions and academic records may be withheld if charges and fees for non-returned, lost or damaged uniforms are not paid within two days of the end of the season. While participating in practice and a game/performance, only approved clothing and attire may be worn and underwear may not be visible. Athletes, performers and competitors who show up to practice without appropriate uniform/costume and equipment will participate in the practice at the discretion of the coach/group leader. Athletes, performers and competitors who show up to a game/performance/competition without appropriate uniform/costume and equipment will not participate in

the game/performance/competition. At no time, whether at a practice or game/performance/competition is an athlete/performer/competitor permitted to borrow the uniform/costume and equipment of another athlete/performer/competitor. **Athletics Only:** all non-school provided items (other than shoes) worn during a game (socks, hair ties, mouth piece, etc) must meet team/group guidelines and must be only purple, black, white or grey - including accent colors appearing on the item. All injured players, not dressed in uniform, in the team area before, during or after a game must be dressed in North Pointe gear (distracting clothing and non-North Pointe hats, jackets/sweatshirts, shirts are not permitted). Football (accept kicker), basketball, baseball and softball shoes must be black and may have purple, white or gray accents. Volleyball, cheerline, dance crew, competition cheer, competition pom, sand volleyball and golf shoes must be black, purple, white or gray with black, purple, white or gray accents. Football kicker, Cross Country, Soccer, Track & Field shoes may be any color. Cheerline, dance crew, competition cheer and competition pom shoes must meet team guidelines. Baseball and softball players must use school equipment except for glove and bat including, but not limited to, helmets and catcher's gear. All hats, caps, helmets, bennies, head bands (two inches or wider), etc. worn during a game must be school issued and have the North Pointe (NP) logo.

Awards

Letter

Academics - 'NP' letters will be awarded to students in high school after attaining the Principal's List or honor roll for two semesters. Academic pins will be awarded initially and each subsequent time.

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

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

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 conclusion of each season/performance.

Extracurricular Graduation Honor Cords

Blue - Promoted from Canyon Pointe Academy

Maroon - Promoted from Pinnacle Pointe Academy

Red - Attended North Pointe 7th-12th Grade

Brown - Attended Pointe Schools Kindergarten-12th Grade

Purple - Participated on a High School Arts Group all four years

Black - Participated on a High School Athletic Team all four years

Praestantia Award

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

Athletics - Member of a North Pointe Athletic Team all four years

Arts - Member of a North Pointe Arts Group all four years

Imprint Award

North Pointe's Highest Award is presented to Seniors who have left their mark in one of the 4A's.

Graduation

Graduates may only wear North Pointe official gowns over their personal clothing and may only wear North Pointe's official cap on their head. Although caps may be personalized, personalization must be approved by administration. Graduates are only permitted to wear North Pointe Academic and Extracurricular Cords. Graduates who are out of compliance will not be permitted to participate in the graduation event.

EXTRACURRICULAR TEAM/GROUP STUDENT AND PARENT RESPONSIBILITIES

It is a privilege to participate in extracurricular activities, therefore students may be suspended from and/or removed from an academic, athletic, art or activities roster if a student or family member makes negative comments on social media about North Pointe (its programs, students, employees, etc.).

Academics

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

Decorum

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

Team/Group

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

Parents

1. I understand that decisions regarding team selection and playing time/performance roles are made by the coach/director, not the Administration, and I will direct questions to the coach/group leader in a professional manner.
2. I will demonstrate respect for the coach/group leader by scheduling time to discuss concerns via e-mail or phone. I will not attempt to, or, have discussions with the coach/group leader on game/performance/competition days or before, during or after practices.
3. I will utilize the established methods of communication through the coach/leader and will not use my role as an involved parent to collect e-mails and phone numbers.
4. I will not communicate on behalf of the school, coach/group leader, or team/group.
5. I understand my child may be removed from a team/group if my behavior (and/or the behavior of a family member or guest who is at the game/performance to watch my child) violates the aforementioned responsibilities (including, but not limited to, confrontational, harassing and threatening behavior towards administrators, faculty, staff, athletes/performers, coaches/group leaders, officials, judges, and spectators).

ADDITIONAL POLICIES/NOTICES

Annual Notification to Parents Regarding Confidentiality of Student Education Records

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

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

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, picture, honors and awards, sports participation (including height and weight of athletes) and dates of attendance unless notified by the parents or eligible student in writing within 10 days from the date that parents or eligible student receive a copy of the student handbook that the school is not to disclose the directory information without the parents' or eligible students' prior written consent. The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws. Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements. For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or 1-800-877-8339 (TDD) OR the Arizona

Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5901 or Arizona Department of Education, Exceptional Student Services, 1535 W. Jefferson, BIN 24, Phoenix, AZ 85007. This notice is available in English and Spanish on the ADE website at www.ade.az.gov/ess/resources under forms. For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

Project Child Find

Pointe Schools has created **Pointe Project Child Find** to promote public awareness of resources available to all parents who have reason to believe their child is not progressing at an appropriate level of development. **Pointe Project Child Find's** goal is to identify, locate, and evaluate children with disabilities within our population served who are in need of special education and related services. Screening and testing activities are used to determine eligibility and need for special services. Screening activities for disabilities or special needs are conducted for all newly enrolled students, including those transferring into the school. Screening is accomplished 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 which 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 these "special" children 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 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 Academy 602-896-1166
- Pinnacle Pointe Academy 623-537-3535
- North Pointe Preparatory 623-209-0017

Records Requirement

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

Governing School Board Meetings

The regularly scheduled meetings for Pointe Schools Governing School Board are the second Tuesday in July, October, January, and April at 4:00 pm in the District Conference Room. Additional meetings may be called as needed. Meeting notices and agendas are posted on the district website (pointeschools.org). Agendas are also posted 24 hours before the meeting at the district office.