



2017-2018

**Canyon Pointe Academy
Pinnacle Pointe Academy
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 preptv.org</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 Road 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

Pointe Schools believes that the education of a student is a joint parent/teacher/student effort, that high standards are achievable, and that citizens with Knowledge, Character and Leadership are vital to society. Therefore, the themes of Knowledge, Character and Leadership are woven throughout the school experience 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, community outreach, athletic teams, arts groups 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:** Pointe Schools 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 Pointe Schools, 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 Pointe Schools, 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 the next step 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 children, causing students to feel valued.
- Influence children 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.

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 12:30 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 3:00 pm. Students arriving after 8:00 am must enter through the school office. For safety and supervision clarification, official academic day (hours) begins at 7:30 am and ends at 3:30 pm. Unless under the direct supervision of a teacher/coach/group director or attending a public event, students may not be on campus during non-academic hours.

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 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 Contact Form (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.

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.

Café

The Café is open from 7:30 am - 7:55 am and during lunch. During that time, students may purchase food and drinks 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 Cafe. Items not claimed after 15 days will be discarded, considered a donation to the school, or will be donated to other organizations.

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.

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 the school day without administrative approval.

Cell Phone Use on Campus

Although students are permitted to bring a cell phone to school, cell phones are to be stored in a backpack (or similar bag). 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

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

Using the School Office to deliver messages

It is important for students to come to school prepared. The School Office 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 school office.

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 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.

Parents

Parents/guardians of enrolled students are generally welcome to visit the school. A Parent/guardian who wishes to visit the campus 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.

Parents are not required to sign-in to enter the campus before 7:55 am or after 3:30 pm. However, parents may not enter the classrooms without a scheduled appointment.

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 one day 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. Individuals who volunteer on a regular basis must 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

Pointe Schools primary communication resources are electronic. For daily insights, scheduling and event updates, the Pointe Schools utilizes the various communication platforms linked on the school's website. Although letters, flyers and notices may be sent home from time to time in the Friday folder 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

Pointe Schools 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 Canyon and Pinnacle Pointe's Principal Blogs. A link to the Principal's Blog is available on the school's website, mycanyon.org and goppa.org.

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

School personnel email addresses are located on the school's website. Coaches/group leaders, who do not work at the school, will provide team/group members with contact information. Pointe Schools 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 school office before school, during lunch, or after school and ask to speak to an administrator.
2. Complete and submit a Student Concern Report to the office
3. Go immediately to the office and ask to speak to an administrator.

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.

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's 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 school 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 Contact Form 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 Contact Form 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. A student is considered tardy if they are not seated and ready to learn when class starts at 8:00 am. Campus gates close at 8:00 am. After that time, parents/guardians must enter the school office and sign the student in. In order to preserve the learning environment, students will not receive credit for work missed during an Unexcused Tardy or Unexcused Absence. Students arriving after the start of school will be instructed to quietly sit in a designated location until the lesson-in-progress has ended. At that point, the student may join the class. The teacher will assist the student at recess or when the rest of the class is working independently. If the tardy is excused, the work missed may be completed for credit, however; students will not receive credit for work missed due to an unexcused tardy. Students with excessive tardies may receive disciplinary consequences.

Absentee Guidelines

A child should be kept home with a fever of 100 or more, vomiting, diarrhea, coughing or sneezing nonstop (unless related to asthma or allergy), pink eye, or unidentified rash. Students should only miss school for personal illness or family emergencies. Headaches and stomach aches without fever, vomiting or any other sign of illness should not keep a child out of school.

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 the school's website for curriculum information: mycanyon.org or goppa.org.

Homework

While Pointe Schools believes that all students can learn, we recognize not all students learn to the same level of mastery by expending the same effort. 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. Elementary students are expected to read and practice math each day outside of class.

Pointe Schools 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 English Language Arts and Math. Teachers will provide additional practice work upon parent request.

Except for Kindergarten and first grade, homework assignments will not require adult help. 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.

Grading Scale

Classes		
A	Excelling	≥ 90%
B	Exceeds the Standard	≥ 80%
C	Meets the Standard	≥ 70%
D	Approaches the Standard	≥60%
F	Failing	≥59%

Report Cards

In addition to daily updates, quarter and semester grades are posted on the school's online academic resource. Elementary report cards are issued at the end of each quarter (four times a year).

Principal's List/Honor Roll

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

Principal's List: All 'A's'

Honor Roll: 'A's' and 'B's' only

Movies and Media

On occasion, movies or other media (or a portion thereof) may be presented in the classroom as part of a lesson. Such showings will be aligned to state standards and pre-approved by the administration. Only media with a G or comparable rating will be shown in class without additional parental notification. If media with a more restrictive rating will be presented, parents will be notified and may request an alternative instructional activity.

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 subject. 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 administrator 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 until the grade improves to a 'D' or higher.

State Mandated Testing

Pointe Schools' students participate in a variety of testing programs outside of regular content area assessments. These include all state mandated tests and Pointe Schools assessments.

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 – A student has two days for each absence to complete missed test.
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.

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.

Retention

Students are promoted based upon the recommendation of the student's teacher in accordance with ARS 15-521 §3. The teacher may choose to retain a student based on one or more of the following criteria:

1. Student's lack of mastery of required state standards in reading, writing, mathematics, science, and social studies as measured through class assignments, projects, and tests.
2. Failing to meet the state standards on standardized tests (Note: in accordance with state law, any student not meeting the state reading standard in third grade must be retained.)
3. Failure to successfully meet requirements of Academic Probation.
4. Excessive absences (being absent for 10% or more of the school year).

Parents of students being considered for retention will be notified prior to the beginning of the fourth quarter. Written notification of retention will be sent out before the end of the school year.

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

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

Preventative Behavior Intervention Program

Students who have been suspended by another school or district prior to enrollment in a Pointe 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

On regular school days, Pointe K-6 students are required to wear solid-color uniforms, (without writing) in the style selections described below. Shirts may be any solid color. Pants, Shorts, skorts, jumpers, and skirts may be either navy blue or khaki. Students may not wear extreme and/or distracting styles at school (clothing, hair, jewelry, etc).

1. Clothing - All uniform clothing is expected to appear clean and modestly fitting (not undersized or oversized) and undergarments (except for undershirts worn under uniform shirts/tops) may not be visible at any time.

Shirts/tops: Short or long-sleeved polo, oxford, or 'peter pan' collar.
Pants: chino, cargo, or capri style.
Shorts & Skorts: chino or cargo style.
Jumpers: A-line, v-neck, or bib with pleated skirt
Skirts: pleated or A-line.
2. Footwear - Closed-toe and closed heel footwear must be worn at all times (no slippers or roller shoes).
3. Caps/Hats – Shall not be worn inside any classroom. Baseball caps are to be worn forward only.
4. Extreme and/or distracting styles are not permitted.
 - a. Hair – No extreme hairstyles. Only natural colors/highlights are permitted.
 - b. 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 including tattoos (temporary or permanent) 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, cap/hat, backpack, notebook, etc, that advertises/ displays the name, logo, etc., of non-Pointe Schools elementary, middle school, junior high or high schools is not permitted.
7. 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.
8. Undergarments may not be visible at any time.
9. Extreme and/or distracting styles including ripped or torn clothing are not permitted.

Enforcement

The student's first teacher will ensure that each student is within dress code guidelines; however, if a student fails to comply with the school dress code at anytime during the day, he/she is subject to discipline. School Dress Code Policies are in effect during school hours, during any school activity or school sponsored event, and while a student is on campus. The dress code may be modified by administration for certain activities including but not limited to dress down days.

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.

Extracurricular Eligibility

Students must be present at school 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. Out of School suspended students may not participate in any extracurricular game/performance/activity while on suspension.

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-Pointe Schools individuals or groups (including but not limited to parents) to attend and/or participate in non-public extracurricular activities and trips will face disciplinary action. Students who are aware of such violations and do not immediately report violations to administration will face disciplinary action. Pointe Schools students, who have not paid for the activity/trip, but hang out with students who have paid for the activity/trip, will face disciplinary action. While participating in Pointe Schools extracurricular on campus and off campus games/competitions/performance/trips, students must stay within the area(s) designated for the game/competition/performance/trip. While on Out of School 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.

Overnight School Activities and Trips

Pointe Schools communicates general information about overnight school trips on the school's website, and at parent meetings. Although overnight school trips may include students being in public areas, Pointe Schools expects that parents who are not part of the trip will respect the school aspect of the trip and not participate. Students whose parents (who are not a part of the trip) try to and/or participate in an overnight school trip may be removed from the trip and/or may be prohibited from participating in future trips.

Classes missed due to a school event

It is not considered a school absence when a student misses class(es) due to school related trip.

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.

Fundraising

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

Teams/Groups/Clubs

Participation on extracurricular academic, athletic, arts and activity teams/groups is a privilege that carries certain responsibilities. 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.

Extracurricular Participation Fees

Students participating in some extracurricular academic, athletic, arts and activity teams/groups/clubs are required to pay a participation fee. Fees are available at the schools's website.

EXTRACURRICULAR TEAM/GROUP STUDENT AND PARENT RESPONSIBILITIES

Academics

1. I recognize that the main reason for attending Pointe Schools is to excel academically.
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 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.
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 Pointe Schools, myself or my family.
5. I understand I have an obligation to the community and I will participate in community outreach 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.