



North Pointe Preparatory

Student Handbook

2009-2010

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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 – 2A Central

College Board

International Thespian Society

National Honor Society



## Pointe Schools

Pointe Schools is an Independent Public School District serving over 1300 students, K-12th grades, on three Northwest Valley Campuses.

<p><b>North Pointe Preparatory</b> 10215 North 43rd Avenue Phoenix, Arizona 85051 voice: 623.209.0017 fax: 623.209.0021 preptv.org</p>	<p><b>Canyon Pointe Academy</b> 4941 West Union Hills Drive Glendale, Arizona 85308 voice: 602.896.1166 fax: 602.896.1164 <a href="http://pointeschools.org/canyon">pointeschools.org/canyon</a></p>	<p><b>Pinnacle Pointe Academy</b> 6753 West Pinnacle Peak Road Glendale, Arizona 85310 voice: 623.537.3535 fax: 623.537.4433 <a href="http://pointeschools.org/pinnacle">pointeschools.org/pinnacle</a></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 a timely application. 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 April 15), and to siblings of pupils already enrolled. 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 that again, preferences shall be given to returning pupils and siblings of a pupil.

Applications submitted after the open enrollment deadline will be accepted in chronological order and may be placed on a waiting list. Students that have been expelled or suspended by another school or district will not be admitted.

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. Students that have been suspended by another school or district are required to record and explain this information on the application. Pointe Schools believes that a motivated student, with parent support, will excel in an environment of high academic standards.

## **Pointe Schools Transfer**

Pointe School 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 April 15<sup>th</sup> to maintain priority status. Transfer forms received after the April 15<sup>th</sup> 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

North Pointe Prep exists to support parents in developing exemplary young leaders with superior academic preparation, a commanding knowledge of western civilization, the origins of our liberty, analytical thinking skills and virtuous character.

Education at North Pointe Prep is built upon a solid foundation of knowledge, fortified by parent involvement and sustained through moral leadership.

## 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 classrooms to the fields.

- Knowledge:** The Prep provides college bound students with a superior traditional education with a “classical” emphasis. Graduation requirements provide all students with a solid, balanced education. The Prep 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 becomes 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. Parents are also encouraged to become involved in the Academic Booster, Arts Booster, or Athletic Booster. Please contact the Director associated with your area of interest.
- 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.**

# STUDENT LIFE

## **School Office Hours**

During regular school days, the school office is open from 7:30 am until 4:00 pm. On half days, the office closes at 1:00 pm. When school is on break the office is open from 8am -1pm, Monday through Thursday (excluding holidays). The school office is closed on school calendar holidays and the weeks of July 4<sup>th</sup>, Thanksgiving, and Christmas.

## **Academic Day**

Campus gates open at 7:15 am. The academic day begins at 8:00 am and ends at 2:30 pm for High School students and 3:30 pm for Junior High students Monday-Thursday. On Friday, School ends at 12:00 pm for High School students and 12:35 pm for Junior High students. No campus supervision is provided before or after school. Students may not be on campus after school hours unless they are under the direct supervision of a teacher or coach.

## **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. Students are required to follow all city traffic laws and must cross the street at the 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 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. Pointe understands that unforeseen circumstances sometimes warrant a late pick-up and therefore grants a twenty (20) minute grace period. After the grace period, Pointe Schools' personnel will try to contact adults listed on the student's Emergency Card and Student Information Change Update Form. If no response is received and the student has not been picked up within thirty (30) minutes of the end of school hours or an activity, the school representative will 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 also lose the privilege of participation in future activities.

## **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. 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.

## **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**

Textbooks are assigned to students through the Guidance Office. A \$75 deposit is required and can be carried over each year. The deposit will be returned in full, upon request, when the textbooks are returned in good condition. Deposits that are not requested within 10 days of graduation or withdrawal will be reclassified as a donation to the school and are non-refundable. If any book is damaged or lost, the student will be charged the cost of the book. The deposit will be applied to book replacement charges. Students must return the same book that they were assigned or be charged the value of the missing book. Lost books returned to the office may be claimed for \$5 each. Report cards and grades will be withheld if lost or damaged book charges and fees are not paid by the end of each semester.

## **Lab Fees**

All Traditional, Electronic and Performing Arts Classes require a \$25 non-refundable lab fee (except Theatre). Science Lab fees are \$25 for Jr. High and \$50 for High School. Lab fees are required and non-refundable when a class is being taken as an elective.

## **Lockers**

Lockers are available for a \$50 yearly non-refundable rental on a first come, first served basis during Welcome Week student check in. Students must use their own locks and may not “trade” lockers without prior administrative approval. 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. There is a \$10.00 replacement charge for a lost parking permit.

## **Prep Café**

The Prep Café opens at 7:30 and closes at 3:30. 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. The school pays for the Prep Café’s overhead, including salaries and equipment so that all Prep Café revenue can go to funding Student Activities and replenishing stock.

## **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**

Computer Labs are available to Pointe Schools’ students. 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, 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 Internet privileges at any time by notifying school administration in writing.

## **Lost and Found**

The lost and found is located in the school office. Items not claimed after 30 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, mp3 players) 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. Cell phones are not to be used or heard during class time. 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 at a school activity (7:15 am – 3:45 pm) 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).

## **Using the School Office to deliver messages**

It is important for students to come to school prepared. The 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 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.

## Drug Testing Policy

Pointe Schools has a legitimate concern to prevent, deter, and detect student 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. The testing will be 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.

This policy includes but is not limited to students participating in extra-curricular activities sponsored by the school or for students permitted to drive to and from school.

## 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.

# CLOSED CAMPUS

## **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.

## **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.

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.

## **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 guests 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.

## **Student 'Shadows'**

Students considering enrolling in Pointe Schools may shadow another student for up to one full day. "Student Shadows" must be scheduled by the prospective student's parent/guardian and be pre-approved by the Principal at least one day in advance. On the day of the approved visit, "Student Shadows" 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. Students who have been expelled or placed on long term suspension may not visit a Pointe Schools campus. Former Pointe students are not eligible for the "shadow" program.

# COMMUNICATION

## **General Information**

North Pointe's primary communication resource is [preptv.org](http://preptv.org). Although 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, [preptv.org](http://preptv.org) should be consulted on a regular basis.

## **E-Mail/Voice Mail**

Staff e-mail addresses are located on the school website. In order to access voice mail, call the school office and ask for the individual's voice mailbox. During the school year, 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.) Messages left by phone are usually returned within a couple school days.

## **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: direct email access to teachers, Falcon Check Pointes, phone calls, conferences, and report cards.

## **Conferences**

The school sets aside time for formal conferences four times a year; midway through each quarter (please refer to [preptv.org](http://preptv.org)). If you need an additional meeting, please contact the teacher directly to schedule. Since teachers have responsibilities before and after school, impromptu conferences are not possible.

## **Emergency Bulletins**

Each Pointe Schools campus maintains an e-mailing list of parents/guardians. When a situation warrants immediate communication with parents - this list is utilized and an e-mail is distributed to everyone on the list.

## **Athletics and Arts**

Athletic Coaches and Arts Instructors communicate information directly to their teams/groups and through the school's web site. Parents/guardians should contact the Coach or Instructor through email or voicemail for additional information or clarification.

## **Conflict Resolution**

Pointe Schools believes concerns should be communicated directly with the teacher, coach, or instructor involved. (School personnel may be contacted through e-mail or by voice mail.) If the teacher, coach, or instructor 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 also requires that every person who has custody of a child between the ages of six and sixteen, ensure 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).

## Attendance Policy

Students are allowed seven absences per semester. After 7 absences, the student may lose credit for each course in which the student has more than 7 absences. Students with more than 7 unexcused absences per semester may be suspended and/or expelled. Additionally, as required by state law, a student will be withdrawn from school on his/her tenth consecutive day of unexcused absence.

## State Legal Definitions:

### Excused Absences

1. Personal illness (3 or more consecutive days absence requires a doctor's note).
2. Doctor, dental or professional appointment which cannot be made outside of school hours.
3. Family emergencies (catastrophic events, etc.).
4. Upon the approval of the principal, special consideration for other reasons may be given to students with outstanding attendance receiving above average grades in all enrolled courses.

### Unexcused Absences

1. Truancy and Ditching.
2. Absence where parent/guardian failed to give notification.
3. Family events/vacations.

### Excessive Absences

A student that is absent more than 10% of the required number of school days per year is considered to have "excessive absences" whether the absence is excused or unexcused. A student with excessive absences will be considered for retention. Situations involving extended illness, injury or extenuating circumstances may be reviewed by the principal.

## School Notification

On the day of the absence, parents/guardians must call the attendance line by 9:00 am with 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). This data is needed for state reports.

## Absentee Homework Requests

When students are absent, parents/guardians may e-mail their child's teacher for homework on the second day of an absence.

## Tardies

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

### First Period

Students arriving after 8:30 am must enter through the school office. More than three unexcused tardies in a month could result in ISS (In-School Suspension) and/or forfeiture of extra-curricular privileges.

### 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 [preptv.org/academics](http://preptv.org/academics) 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 [preptv.org/academics](http://preptv.org/academics).

## 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.

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 reading and math. Homework for secondary students will be assigned in the following courses: English (non-elective), Math, 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.

## 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

Semester report cards are issued at the end of each semester (two times a year). Quarter report cards are issued at the end of the first and third quarter. Falcon Check Pointes are regularly issued throughout the school year.

## 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

## Final Exams

As a college preparatory school, North Pointe Preparatory 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 mid term or final exam must be scheduled and taken within a week 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. These include all state mandated tests (AIMS, AIMS 3-8, Stanford 10 tests) and Pointe Schools assessments.

## Class Rank

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

## Guidance Center

The Guidance Counselor 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 will be reviewed and updated yearly. Information regarding colleges, financial aid and scholarship opportunities, including the Arizona Board of Regents Honors Tuition Scholarship are available at [preptv.org](http://preptv.org) or in the Guidance Center.

## **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 guidance office. Changes will be made based on administrative approval only.

## **Student Probation**

Pointe Schools academic and behavioral standards are high and encourage all students to grow in both their intellectual and character development. 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. Probation also allows for parents to more actively participate in the development of the child. Students will be placed on Probation if they do not meet the academic and/or behavioral standards of Pointe Schools.

### **Academic**

Students are placed on Academic Probation at the time the Guidance Office publishes a failing grade for the quarter. Students remain on Academic Probation through the next quarter (including into a new school year).

### **Behavioral**

1. If a student is suspended (ISS or OSS) more than two times in one quarter.
2. If a student has a major infraction of the Student Conduct Code that does not rise to the level of board action (long term suspension or expulsion).

### **Consequences of Probation**

Students are required to participate in all of the following as part of his/her probation:

1. Student Improvement Plan
2. Increased levels of intervention and accommodation from school staff
3. Higher levels of accountability at school and at home
4. Required remediation (Academic Probation only) as determined by the teacher, in coordination with school administration.

Failure to meet the behavioral and/or academic standards at Pointe Schools and failure to meet all of the requirements of probation as set forth above after one quarter on probation may result in expulsion. All rights and responsibilities of the school, the Board, and the student/parent/legal guardian will be adhered to in cases of expulsion. A hearing of the Board will be held after a written notification (including the intent to expel and expulsion rights and procedures) has been given to the student/parent/legal guardian. The student will have the right to reapply for admission after one year of expulsion. The Board has the right to deny admission of a student expelled from another school, and to deny, upon review of a request, readmission of a student previously expelled from any Pointe School.

## **Missed Assignments**

It is the responsibility of the student to complete any missed assignments or tests due to an excused absence as follows:

1. Make-up work – A student has two days for each absence to complete missed assignments. Make-up privileges shall not exceed one week without written teacher approval.
2. Missed test – Scheduled tests will be administered on the day the student returns to class.
3. 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.

## **Dual Enrollment**

North Pointe Preparatory 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 Guidance Counselor. 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 Preparatory. 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 Guidance Counselor. 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. 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.

## **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 7 working days of the receipt of this request.

## **Early Graduation**

North Pointe Prep does not promote the concept of early High School graduation. This procedure is only permitted with 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 Guidance Counselor 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 Guidance Counselor 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.

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

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

## **Course Failure – Secondary**

Students who fail a course in high school must make up the credit outside of the regular school day. See your Guidance Counselor for information on Summer School programs and correspondence course information.

# 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.

## Consequences for Violating 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. Conduct Code violations are recorded in the student's school file.

<b>Informal Talk</b>	School official(s) talk with students and attempt to reach an agreement on how the student's behavior should be altered.
<b>Minor Penalty</b>	School official(s) administer a minor penalty ranging from loss of classroom privileges, work detail, or similar consequence.
<b>Parent Involvement</b>	School official(s) notify parents and a conference may be conducted with the student and parents. The student must agree to correct his/her behavior.
<b>Detention</b>	School official(s) determine a specific location and period of time where students serve detention. Students who fail to report will be subject to further discipline actions.
<b>In School Suspension</b>	The Principal or designee notifies parents of ISS, including instructions regarding the process. Student is required to spend one or more days in an isolated place at school and required to work on class work.
<b>Out of School Suspension</b>	The Principal or designee notifies parents of OSS, including instructions regarding the process, and the student is not allowed on campus or at any school related activities for one to eight days (up to ten days if recommendation for expulsion is forwarded to the Governing Board.) Student is not allowed to "make up" work missed.
<b>Probation</b>	The Principal or designee places students on probation and implements a student improvement plan that must be signed by the student, the parents and a school administrator. Violation of probation may result in Expulsion.
<b>Long-Term Suspension</b>	The Principal or designee informs the parents that the student is subject to Long-Term Suspension including instructions regarding the process. (Long-term Suspension is a Board Action)
<b>Expulsion</b>	The Principal or designee informs the student that he/she is subject to expulsion. The parents are notified of this action including instructions regarding the process. (Expulsion is a Board Action)

## Disciplinary Process

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

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

In cases when suspension or expulsion is being considered, the principal will provide the student with due process by presenting the student with the alleged violation and providing the student with an informal opportunity to respond to the charges. The principal will conduct an investigation of the alleged violation and then determine disciplinary action. Long-Term Suspensions and Expulsions are subject to Governing Board approval.

Pointe Schools is not required to initiate or complete due process prior to notifying law enforcement agencies.

The Student Conduct Code is in force on all Pointe Campuses, while traveling to and from school and at all school related events.

Conduct Code Violation	Definitions/Policies	Range of consequences
<b>Alcohol, Drugs, Medication, and Tobacco</b>	<p><b>Promoting, use, possession, distribution, or being under the influence of alcohol or non-prescribed drugs on school property or at school events; possession of paraphernalia associated with drug use. Possession or use of tobacco products. Sale or distribution of alcohol, prescription, or non-prescription drugs.</b></p> <p>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
<b>Assault</b>	<b>Physical attack upon another person who does not indicate willingness to engage in the conflict; sexual contact with any non-consenting person.</b>	Suspension to Expulsion
<b>Computer Use Violation</b>	<b>Violation of school's Computer Use Policy.</b>	Informal Talk to Expulsion
<b>Cumulative Violations</b>	<b>Documented violation of school rules, which occurs frequently enough to demonstrate a lack of intent to follow school rules.</b>	Suspension to Expulsion
<b>Disorderly Conduct</b>	<b>Any behavior or action that is disruptive to school climate or the educational process, including recklessness and endangerment.</b> (for example: Vulgar, profane, obscene or disrespectful behavior, language or material, using electronic devices in the classroom without permission, horseplay and fighting.)	Informal Talk to Expulsion
<b>Dress Code Violation</b>	<b>Failure to comply with the school dress code.</b>	Informal Talk and compliance to Suspension
<b>Failure to Report</b>	<b>Withholding knowledge of behavior that violates the Conduct Code including but not limited to disruption to the orderly operation of the school, damage to property, threats, and violence. Students who do not report make themselves an accomplice to the violation.</b>	Parent Involvement to Expulsion
<b>Gang Association and Symbols</b>	<b>Gang related behavior, association, apparel, symbols, paraphernalia, and/or activities.</b> 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
<b>Good Neighbor Violation</b>	<b>Failure to obey school rules, traffic/pedestrian laws and act as a good neighbor while going to and from school.</b> 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.	Informal Talk to Expulsion

Conduct Code Violation	Definitions/Policies	Range of consequences
<b>Harassment, Bullying, Verbal Abuse</b>	<b>Verbally, physically or electronically intimidating, demeaning, or threatening others. This includes any form of hazing and includes any form of sexual harassment.</b> 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
<b>Inappropriate Display of Affection</b>	<b>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).</b>	Informal Talk to Expulsion
<b>Insubordination</b>	<b>Refusing to comply with school rules or requests of school personnel. This includes lying to school personnel, not going to class, ditching, and/or loitering and excessive tardies.</b>	In School Suspension to Expulsion
<b>Leaving Campus Without Permission</b>	<b>Leaving the school grounds without following school policies.</b> 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
<b>Off Limit Areas and Trespassing</b>	<b>Unauthorized presence on school property or entering an unauthorized area of the campus. Students are not allowed in faculty areas (e.g., workrooms, supply rooms) behind school buildings or in a classroom without a staff member present.</b> Refusal to leave school property upon request of school authorities is considered trespassing and insubordination.	Minor Penalty to Suspension
<b>Plagiarism/ Cheating</b>	<b>Representing another's work as your own.</b> Students are expected to work independently on tests, homework, and all other assignments unless otherwise specified by the teacher. Any plagiarism, cheating, sharing of answers, informing about the content or nature of a quiz or test, or copying will not be tolerated and will result in a grade of zero for the assignment or test. Students who are aware of the above activities have the responsibility to report the violation to a faculty member or the administration.	Probation and Loss of Credit on assignment to Expulsion
<b>Theft</b>	<b>Taking the property of others without permission or participating as an accomplice.</b>	Suspension to Expulsion
<b>Vandalism</b>	<b>Defacing or damaging school property or the personal property of others.</b> 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
<b>Unacceptable Items (Non-Educational Items)</b>	<b>Possession or use devices likely to disrupt the school environment or educational process.</b> 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
<b>Vehicle Violation</b>	<b>Unsafe/inappropriate and/or illegal operation or use of vehicle; transfer of vehicle to unauthorized persons; parking violation.</b>	Parent Involvement to Suspension (may include loss of parking privileges)
<b>Weapons/ Hazardous Items</b>	<b>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.</b> 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

# 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 fit each student modestly/properly (undersized or oversized clothing is not allowed).
  - Shirts –Must either have a collar or sleeves regardless of whether a jacket or sweater (or a garment being used as a jacket, sweater, or sweatshirt) is being worn over it. No backless tops
  - Dresses - Must be worn modestly, fit properly, and have sleeves
  - 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. Clothing must be clean and without rips or tears.
3. Footwear - Must be worn at all times (slippers and roller shoes are not acceptable).
4. Hair – No extreme hairstyles. Hair may be dyed “natural” colors and highlights.
5. Facial hair – Must have a neat, natural appearance.
6. Caps/Hats –Shall not be worn inside any facility. Baseball caps are to be worn forward only.
7. 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.
8. 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.
9. 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.
10. Extreme and/or distracting styles are not permitted.

## 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 [preptv.org](http://preptv.org) 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

## **STUGO – Student Government**

Student Government (9-12) is made up of three students elected from each class by students and three students selected from each class by school administration. The President and Vice President are determined by the school administration. STUGO members must maintain a 3.0 GPA (with no D's or F's) and are responsible for:

**Activities:** Plan, promote and participate in the Prep's activities including Welcome Week, Open House, Football Friday Nights, Spirit Week, Prep Alley and Spring Fling.

**Prep Cares:** Organize and lead various aspects of North Pointe's community outreach program including the Mentoring Project at Canyon Pointe And Pinnacle Pointe (120's Workshops, Brain Bee, Health Awareness, Arts Explosion, Field Day and Steps to the Prep).

## **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.

## **Clubs and Organizations**

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

## **Extracurricular Eligibility**

Students must attend at least four 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 and Behavioral Probation cannot try out for or practice with an extracurricular team or group or participate in an athletic contest or arts performance.

## **Student Behavior at non-public Extracurricular Activities**

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). Secondary students must present a valid North Pointe Student ID to attend. Suspended students may not attend. Violations to Pointe Schools Behavior Policies could result in students being barred from future extracurricular non-public activities. Students on Academic/Behavioral Probation may not be allowed to participate in non-public extracurricular activity.

## **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.

## **Extracurricular Attendance Fees**

**Athletics** - In accordance with Arizona Interscholastic Association Guidelines, the Prep charges admission to home football, volleyball, and basketball JV and Varsity 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 do not require an admission fee except for dinner theatre (\$15 per person) however, donations are always appreciated!

**Activities** – Some Activities require an admission fee. Check preptv.org for specific Activity fees.

## **Guest Passes for Extracurricular Activities**

Guests may participate in some Pointe Schools extracurricular activities. 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 school extracurricular activity:

1. Only one guest per inviting student is allowed.
2. Submission of a completed Pointe Schools Guest Request Form (see preptv.org for specific event forms). 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. Pointe Schools Behavior Policies apply to the guest also and violations by the guest and may result in the guests being barred from future extracurricular activities.

## **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. See preptv.org for specific award descriptions.

### **Praestantia**

**Academics** –A Praestantia in Academics will be awarded to students who were on the honor roll or principal's list all 8 semesters of high school.

**Athletics** – A Praestantia in Athletics will be awarded to a student who plays his or her sport four years at North Pointe.

**Arts** –A Praestantia in Arts will be awarded to students who were active participants in one of our performing arts group during all four years of high school.

## **Athletics, Arts, and Clubs**

Participation in school athletics, arts, and clubs is a privilege that carries certain responsibilities. When students compete or perform, 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, Pointe Schools has established the following requirements:

### **Extracurricular Participation Fees**

Students participating in extracurricular activities (including but not limited to: athletics, arts, and clubs) are required to pay an activity fee. Some activities may also require students to fund raise for trips or purchase additional team items (shoes, practice uniforms, group shirts, etc). Extracurricular activity fees are non-refundable.

### **Team/Group/Club Rules and Procedures**

In addition to Pointe School Behavior Policies, coaches/instructors/sponsors may have team rules and procedures (see preptv.org). Students must follow all rules and procedures. Coaches/instructors/sponsors' decisions are final.

### **Uniforms**

The care and upkeep of uniforms (practice and game/performance) and equipment are the responsibility of the student. Game/performance uniforms are only to be worn at games/performances. All uniforms and equipment are school property and must be returned to the Director of Athletics within two days of the end of the season. Charges and fees will be assessed if uniforms are damaged or not returned. Report cards will be withheld if charges and fees for non-returned, lost or damaged uniforms are not paid by the end of each semester.

### **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.

### **Absence Due To Activity**

Students who are scheduled to be absent from classes due to athletics, arts, or clubs will be required to turn in all homework due on that day prior to their departure. Additionally, these students must take all quizzes or test that are due that day, or make arrangements with their teacher to take them on the next school day. It is also the responsibility of the student to acquire all assignments that will be given on that day and due the next class day.

### **Fundraising**

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

# 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](http://www.ade.az.gov/ess/resources) under forms. For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

### **Child Find**

All children with disabilities who are in need of special education and related services shall be identified, located and evaluated (C.F.R. §300.125). A practical method shall be developed and implemented to determine which children are currently receiving needed special education and related services (C.F.R. §300.125). This policy applies to highly mobile children with disabilities and children that are suspected of being a child with a disability under C.F.R. §300.7 and in need of special education, even though they are advancing from grade to grade. (C.F.R. §300.125). Procedures include, but are not limited to:

1. School administration will maintain documentation of the public awareness efforts to inform parents of the availability of special education services (C.F.R. §300.125, AAC R702-401(c)).
2. Screening activities will be implemented for all newly enrolled students and those transferring in without sufficient records. The screening will be completed within 45 days of enrollment. The screening will include consideration of academic or cognitive, vision, hearing, communication, emotional and psychomotor domains (C.F.R. §300.125, AAC R702-401(c)).
3. School administration will maintain documentation and annually report the number of children with disabilities within each disability category that have been identified, located and evaluated (C.F.R. §300.125).

### **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 Board Meetings**

Pointe Schools regularly scheduled board meeting is the second Tuesday of each month at 4:00 pm at the district.