



**Canyon**



**Pinnacle**

**Pointe Academy**

Student Handbook

2008-2009

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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. Enrollment in a Pointe School represents a contractual agreement between the school, students, and parents. Inherent in this contract is the agreement by the student and parent to adhere to the expressed and implied tenets of all Pointe School policies, procedures, and regulations.

This Handbook is not all-inclusive. Situations may arise that are not covered in this book. The administration reserves the right to deal with other situations as they arise, always keeping the best interests of the students, staff, and school in mind.

### **Discriminatory Statement**

Pointe Schools does not discriminate on the basis of race, color, national or ethnic origin, religion, gender, income level, disabling condition, proficiency in the English language or athletic ability in administration of its educational policies, admissions policies, scholarship programs, athletic and other school administrative programs.



## Pointe Schools

Pointe Schools is an Independent Public School District serving over 1200 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 www.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 pscpaonline.org</p>	<p><b>Pinnacle Pointe Academy</b> 6753 West Pinnacle Peak Road Glendale, Arizona 85310 voice: 623.537.3535 fax: 623.537.4433 psppaonline.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.

## Pointe Schools 2008-2009 Calendar

July 2008							August 2008							September 2008							October 2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	1	2	3	4	5	6				1	2	3	4		
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				26	27	28	29	30	31		
							31																				




  

November 2008							December 2008							January 2009							February 2009						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6					1	2	3							
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	1	2	3	4	5	6	7
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	8	9	10	11	12	13	14
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	15	16	17	18	19	20	21
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31	22	23	24	25	26	27	28
30																											

March 2009							April 2009							May 2009							June 2009						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2		1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
														31													

Important Dates	
Aug 29-Sept 1	Labor Day – Half Day 29th and No School 1st
Oct 2	Conferences – Half Day
Oct 3-Oct 10	Fall Break – Half Day 3rd and No School 6th-10th
Oct 13	Columbus Day – No School
Nov 11	Veteran's Day – No School
Nov 21-28	Thanksgiving Week – Half Day 21st and No School 24th-28th
Dec 18-19	End of Semester – Half Days (Prep Exams)
Dec 22-Jan 2	Winter Break – No School
Jan 16-19	MLK Day - Half Day 16th and No School 19th
Feb 13-16	President's Day - Half Day 13th and No School 16th
Mar 12	Conferences – Half Day
Mar 13-27	Spring Break - Half Day 13th and No School 16th-27th
May 22-25	Memorial Day – Half day 22nd and No School 25th
May 27-28	End of Semester – Half Days (Prep Exams)
May 28	12th Grade Graduation – 7:00 pm
May 29	Last Day of School – Half Day
North Pointe Preparatory has a ½ day <u>every</u> Friday through the school year	

Calendar Legend	
	First & Last Day of School
	Early Release Half Day All Students
	No School
August 1	First Day of School
May 29	Last Day of School
40th Day	September 26, 2008
100th Day	January 21, 2009
1st Semester	89 Days
2nd Semester	91 Days

# ADMISSION TO POINTE SCHOOLS

Admission to Pointe Schools is not limited based upon ethnicity, religion, 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 of Charter Schools are followed. Enrollment preference is given to pupils continuing at a school, transferring from another Pointe School, and to siblings of pupils already enrolled. If, by the application deadline, 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 application deadline, for any remaining slots or from a waiting list, will be accepted in chronological order. 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.

## **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 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 Pointe Schools is built upon a solid foundation of knowledge, fortified by parent involvement and sustained through moral leadership.

## 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.

- Knowledge:** Pointe Schools students with 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 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 and enforced in the Student Conduct Code.
- Leadership:** Leadership skills are integrated 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 the Student Council, 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 Parent Team. The Parent Team assists the school with volunteer and fundraising issues. All parents are encouraged to become members of the parent organization and attend meetings.
- School Atmosphere:** Pointe Schools fosters an atmosphere of excellence and school pride. The themes of *Knowledge*, *Character* and *Leadership* are woven throughout the school experience from the classrooms to the fields. The school is small enough to feel like a “community,” but large enough to offer the extracurricular activities that are important to a well-rounded student.

# STUDENT LIFE

## **School Office Hours**

On days when school is in session, the school office is open from 7:30 am until 4:00 pm. On days when school is on break, the school office is open from 9:00 am until 12:00 pm. In addition to school calendar holidays, the school office is closed 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. For the safety of students, 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 at North Pointe Preparatory and at all times at North Pointe Academy and Pinnacle Pointe Academy, 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.

## **Early Pick Up**

If it is necessary to pick up students during school hours, 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.

## **Lunch Food Service**

Students are not permitted to leave campus for lunch. Students may purchase food and drinks or bring their own. Check the school's web site for specific information. Consumption of food and drinks is limited to designated areas.

## **Personal Celebrations on Campus**

Due to the possibility of allergic reactions and/or sufficient classroom space, balloons, flowers, and other celebratory items will not be delivered to students during school hours and are not permitted on campus. School administration must approve food brought on campus for consumption by anyone other than the person bringing the food.

## **Field Trips**

A variety of field trips are scheduled throughout the year at Pointe Schools. 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, and considered a donation to the school or will be donated to other organizations.

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

Scooters and similar items are not permitted on school grounds. Bicycles and skateboards are to be walked while on school property and parked in the racks provided. Once stored, upon arrival, 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 on or off campus.

## **Non-Educational Items**

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

## **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.

## **Cell Phone Use on Campus**

Student cell phone and pager numbers must be registered in the school office. Cell phones and pagers are to be out of sight and turned off during class time. Use of cell phones is not permitted inside any school building and is limited to student break times. Students who become ill during the school day must report to School Office before calling home. A violation of the Campus Cell Phone Use policy will result in the phone being confiscated and will be treated as a disciplinary matter.

# **STUDENT HEALTH AND SAFETY**

Student Health Services is available to students throughout school hours. 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 that a student is injured or too ill to remain in school, the parent/guardian will be notified. In an emergency situation where the parent/guardian cannot be notified, city 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 this course of action.

## **Medication Administration Consent Form**

A Medication Administration Consent Form must be completed in order for medications to be dispensed during the school day. All medications must be checked in with the school office. Prescriptions must be for the student, current, and must bear a pharmacist's label with the recommended dosage.

## **Students Carrying Their Own Medications**

No medications, including over-the-counter (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. Students are not permitted to have prescription or OTC medications in their possession on campus. Inhalers (not to be shared) and epinephrine may be carried by the student if permission is on file in the school office and in accordance with state law.

## **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 the student or others. Any school property (e.g., lockers, desks) is subject to school control, supervision and search. Any items or materials brought on to Pointe Schools property are subject to search and seizure, with or without notifying law enforcement officials and parents.

## **Drug Testing Policy**

Pointe Schools reserves the right to procure alcohol or drug testing for students or require parents to procure alcohol and/or drug testing within 24 hours for students upon reasonable suspicion that the student is under the influence of alcohol or an illegal substance. 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. A certified lab must perform the testing in strict compliance with drug testing rules and the results must be sent directly to the school in order for the student to remain in good standing.

## **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.

# VISITORS AND VOLUNTEERS

## **Parents on Campus**

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 Administrator 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 approval is granted by the Administrator 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**

Approved School Volunteers must 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. Approved 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**

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

## **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.

## **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, progress reports, and report cards.

## **Return email**

School personnel will respond to email from parents/guardians by the end of the next school day.

## **Athletic and Arts Opportunities**

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.

## **Scheduling Conferences**

Since teachers have responsibilities before and after school, impromptu conferences are not possible. Please schedule your meeting directly with the teacher.

## **Conflict Resolution**

Concerns should be communicated directly with the teacher, coach, or instructor. School personnel may be contacted through email (first initial of first name followed by complete last name@pesaz.org) or by voice mail (call the school office and ask for the staff person's 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. Parents/guardians can appeal an administrator's decision to the School Board in writing.

## **Use of School Phones**

Students may not use school phones unless it is an emergency (defined by school personnel).

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

Parents need to send students to school prepared. The office cannot deliver messages or items to students unless it is an emergency (defined by school personnel).

# **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). Students are allowed seven excused absences in any class each semester. Excused and unexcused absences count toward the total of seven. After five absences, students may be placed on an attendance contract. After seven absences, the student may be withdrawn from a class and will lose credit.

## **Importance of Attendance**

1. Student participation in the classroom is a vital part of the learning process and cannot be replaced by 'make-up' work.
2. No student can achieve his/her full potential if parts of assignments and/or class discussions are missed.
3. Good work and attendance habits developed at school benefit students in their future whether they are college or work-world bound.
4. Attendance is part of the student's permanent school record. College admissions officers and future employers consider attendance important and inquire about attendance patterns.
5. Attendance affects the school's state funding. When student absentee rates are above 5%, the state withholds funds. This affects the school's ability to pay for the resources to educate students.

## **Absentee Guidelines**

The general guidelines to keeping a child home are a fever of 100 or more, vomiting, diarrhea, coughing or sneezing nonstop (unless related to asthma or allergy), pink eye, or unidentified rash. Parents/guardians are discouraged from taking students out of school for any reason other than personal illness or family emergencies. Attendance during mid-term and final exams is mandatory. If a child misses more than 10% of the school days (this is the maximum allowed by Arizona State Law), a parent/guardian should be suspicious of vague symptoms. Headaches and stomach aches without fever, vomiting or any other sign of illness should not keep a child out of school. Notifications after 9:00 am the day of the absence could result in an unexcused absence.

## **Types of Absences**

### **Excused Absence**

A maximum of 7 excused absences will be allowed per semester for the following:

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 (every effort should be made to schedule appointments outside of school hours).
3. Family emergencies (catastrophic events, etc.).
4. Upon the approval of the school administration, special consideration for other reasons may be given to students with outstanding attendance who are receiving above average grades in all enrolled courses.

### **Unexcused Absence**

If an absence does not meet the above criteria it will be deemed an unexcused absence. Additionally, the following are considered unexcused:

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

### **Absentee Notification**

Parents/guardians must notify the school office by 9:00 am the day of the absence and 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. Specific reason for absence. If the student is ill please state the specific illness or most prominent symptom (for example; respiratory illness, digestive illness, fever, conjunctivitis, Strep, Chicken Pox). The school office tracks outbreaks and this information is vital.

### **Absentee Homework Requests**

When students are absent, parents/guardians may request their child's homework on the second day of an absence. Homework requests must be made by 8:00 am. Assignments may be picked up in the office after 8:00 am the next day. Assignments cannot be mailed.

### **Excessive Absences**

According to state law, a student must be withdrawn from the school on their tenth consecutive day of unexcused absence. A student that is absent more than ten percent (18 days) of the required number of school days per year is considered to have "excessive absences" whether the absence is excused or unexcused. Situations involving extended illness, injury or extenuating circumstances may be reviewed by the administration.

### **Tardy Policy**

Students who are late to class not only miss class time but also disrupt the education of other students. Students are expected to be seated and ready to learn when class begins. All tardies are unexcused except when accompanied with a health care professional's note. Excessive tardies could result in a student not being promoted to the next grade or receiving credit for the course.

A student is considered tardy if they are not seated and ready to learn when class starts at 8:15 am. Campus gates close at 8:15 am. After that time, parents/guardians must enter the school office and sign the student in. Repeated unexcused tardies (3 per month) could result in disciplinary action, beginning on the fourth tardy that the student incurs. In cases of excessive tardies, a meeting will be held with the parent/guardian to develop a plan to improve punctuality.

# 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 schools website for curriculum information and class/course offerings.

### Elementary Promotion/Retention

Elementary students are promoted based upon the recommendation of the student’s teacher in accordance with ARS 15-521 §3. The teacher bases his/her recommendation for promotion on the student’s achievement in the following categories:

1. Demonstration of meeting appropriate state standards in reading, writing, mathematics, science, and social studies as measured through class assignments, projects, and tests.
2. Achievement on standardized tests
3. Attendance, if absences exceed 10% of the school year.

If it is determined your child will benefit by staying in his/her current grade, your child’s teacher will confer with you during the spring parent teacher conferences about the retention of your child. Written notification of retention will be sent out before the end of the school year.

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### Elementary Grading Scale

Grade	Percentage
<b>A – Excelling</b>	<b>≥ 90%</b>
<b>B – Exceeds the standard</b>	<b>≥ 80%</b>
<b>C – Meets the standard</b>	<b>≥ 70%</b>
<b>D – Approaches the standard</b>	<b>≥ 60%</b>
<b>F - Failing</b>	<b>≤ 59%</b>

### Specials Grading Scale

<b>E</b>	<b>Excellent</b>
<b>S</b>	<b>Satisfactory</b>
<b>N</b>	<b>Needs Improvement</b>

### Report Cards

Elementary report cards are issued at the end of each quarter (four times a year). Midterm progress reports are issued the mid point of each semester.

### 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 (No N’s)  
Honor Roll: A’s and B’s only (No N’s)

### 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 violates the student conduct code more than two times in one quarter.

2. If a student has a major infraction of the student conduct code, including, but not limited to, harassment or fighting, but the infraction 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 and/or Behavioral Contract
2. Increased levels of intervention and accommodation from school staff
3. Higher levels of accountability at school and at home
4. Required remediation (before or after school) 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.
4. Truancy – Student will complete any missed assignments. No credit will be awarded.

### **Late Assignments**

Students are expected to turn in work on time (when called for by the teacher). If an emergency situation arises, the teacher has the discretion to accept the assignment late. Acceptance of late work is at the discretion of the teacher as outlined in their course syllabus.

### **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, Terra Nova and AIMS DPA tests) and Pointe Schools assessments, which are required by law.

### **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.

# STUDENT CONDUCT CODE

## Guiding Principles

Pointe Schools provides an environment that inspires pride, fosters an atmosphere of superior academic preparation, and develops exemplary young leaders. Discipline is a key element in maintaining this environment of success. Discipline is respect for authority, self, and others. It is an attitude that begins at home, is reinforced at school, and is applied throughout life. Pointe students will not engage in or exhibit any activity that adversely affects the educational activities of other students or adversely affects the orderly operation of the school. The following character qualities are expected of all students in adherence to our Mission Statement.

- Responsibility for learning, class work and personal behaviors.
- Virtue in speech and actions.
- Punctuality in assignments and attendance.
- Obedience of rules and authority.
- Compassion towards others.
- Orderliness in property and person.
- Self Control in speech, actions and emotions.

## 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 however, 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. Decision in student conduct matters shall be determined by school administration. Long-Term Suspensions and Expulsions are referred to the Governing Board and are subject to Board approval, which is final.

<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>Behavioral Contract</b>	School official(s) place students on behavioral contracts that must be signed by the student, the parents and a school administrator. The contract defines the desired behavior and consequences for misconduct.
<b>In School Suspension</b>	School official(s) notify 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>	School official(s) notify 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.) Recorded as an unexcused absence
<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. (This 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. (This is a Board Action)

The Student Conduct Code is in force on all Pointe Campuses, while traveling to and from school and at all school related events. The final decision in matters pertaining to the Student Conduct Code shall be determined by the administration in adherence to the school's Mission Statement.

Conduct Code Violation	Definitions/Policies	Range of consequences
<p><b>Alcohol, Drugs, Medication, and Tobacco</b></p>	<p><b>Promoting, use, possession 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 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>	<p>Suspension to Expulsion</p>
<p><b>Assault</b></p>	<p><b>Physical attack upon another person who does not indicate willingness to engage in the conflict; sexual contact with any non-consenting person.</b></p>	<p>Suspension to Expulsion</p>
<p><b>Computer Use Violation</b></p>	<p><b>Violation of school's Computer Use Policy.</b></p>	<p>Informal Talk to Expulsion</p>
<p><b>Cumulative Violations</b></p>	<p><b>Documented violation of school rules, which occurs frequently enough to demonstrate a lack of intent to follow school rules</b></p>	<p>Suspension to Expulsion</p>
<p><b>Disorderly Conduct</b></p>	<p><b>Any behavior or action that is disruptive to school climate or the educational process.</b> (for example: Vulgar, profane, obscene or disrespectful behavior, language or material, using electronic devices in the classroom without permission. Horseplay and fighting.)</p>	<p>Minor Penalty to Expulsion</p>
<p><b>Dress Code Violation</b></p>	<p><b>Failure to comply with the school dress code.</b></p>	<p>Minor Penalty and compliance to Expulsion</p>
<p><b>Failure to Report</b></p>	<p><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></p>	<p>Parent Involvement to Expulsion</p>
<p><b>Gang Association and Symbols</b></p>	<p><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.</p>	<p>Parent Involvement to Expulsion</p>
<p><b>Good Neighbor Violation</b></p>	<p><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.</p>	<p>Informal Talk to Expulsion</p>

Conduct Code Violation	Definitions/Policies	Range of consequences
<b>Harassment, Bullying, Verbal Abuse</b>	<b>Verbally or physically 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.</b>	Informal Talk to Expulsion
<b>Insubordination</b>	<b>Refusing to comply with the rules or requests of school personnel. This includes excessive tardies and lying to school personnel.</b>	In School Suspension to Expulsion
<b>Leaving Campus Without Permission</b>	<b>Any absence that has not been excused by parent/legal guardian and approved by the appropriate school official. Leaving the school grounds without permission and without following school policies.</b> Students who find it necessary to leave campus during school hours are required to obtain permission from the school office and follow school policies. Any student who leaves campus without obtaining proper permission will be considered truant and will receive an unexcused absence. Once a student leaves campus without permission, the school assumes no responsibility or liability. Once the school is made aware that a student has left campus boundaries without permission, the school shall make reasonable efforts to notify the parents, at which time the school assumes no liability.	Parent Involvement to Suspension
<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.	Behavioral Contract 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>	Minor Penalty 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.	Minor Penalty 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) 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 student cars parked on campus) or in school vehicles that is illegal, unacceptable, or considered offensive.	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
<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

## **Due Process**

Students have a responsibility to respect the rights of others and school policy. Students referred for discipline are entitled to the following due process rights:

1. To be informed of accusations against them by school personnel.
2. To have the opportunity to accept or deny the accusations to school personnel.
3. To hear evidence on which accusations are based. However, information regarding other students is protected by FERPA and will not be disclosed.
4. To present an alternative factual position to school personnel.
5. To appeal to school administration disciplinary action that has not been referred to the Board for long-term suspension and/or expulsion. School administration decisions on non-long term suspensions and non-expulsion actions can not be appealed and are final.
6. To appeal to the Board disciplinary action that is could result in long-term suspension and/or expulsion. Board decisions can not be appealed and are final.

Pointe Schools is not required to initiate or complete due process prior to notifying law enforcement agencies. Formal due process is only required for suspensions of 10 days or more or an expulsion.

## **DRESS CODE**

Pointe Schools encourages students to take pride in their attire. 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.

Enforcing the dress code is not the sole responsibility of the school. 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.

All clothing must be clean and fit each student properly. Undersized or oversized clothing will not be allowed. Extreme and distracting styles and ripped or torn clothing are not permitted. Students are expected to appear neat and well groomed according to the following guidelines:

### **Boys**

1. Shirts – Uniform Polo or oxford (short or long-sleeved) must be solid and without writing. Shirts must be clean, tucked in and buttoned.
2. Pants – Must be 'Chino' or 'Cargo' style. Colors: Navy blue or khaki.
3. Shorts – Solid color, no accents, 'Chino' or 'Cargo' shorts. Colors: Navy blue or khaki.
4. Footwear – Footwear must be worn at all times. Must be closed-toe and closed-heel. Tennis shoes are required for Physical Education.
5. Caps/Hats – Shall not be worn inside any facility. Caps must be worn in with the bill forward.
6. Hair – Only normal hair colors are allowed, no extreme haircuts.
7. Jewelry – Must not be extreme/distracting or present a safety hazard.

### **Girls**

1. Shirts – Uniform Polo, 'Peter Pan' collar, or button down uniform shirt (short or long-sleeved) must be solid and without writing. Shirts must be clean, tucked in and buttoned.
2. Pants – Must be 'Chino' or 'Cargo' style. Colors: Navy blue or khaki.
3. Shorts – Solid color, no accents, 'Chino' or 'Cargo' shorts. Colors: Navy blue, khaki or blue plaid.
4. Skorts – Solid color, no accents. Colors: Navy blue, khaki or blue plaid.
5. Jumpers – A-line and V-neck jumpers. Knee-length or longer. Colors: Navy blue, khaki or blue plaid.
6. Skirts – Pleated uniform skirt or A-line skirts (navy blue, khaki or blue plaid) only. Knee-length or longer.
7. Footwear – Footwear must be worn at all times. Must be closed-toe and closed-heel. Tennis shoes are required for Physical Education.
8. Scarves/Caps/Hats – Shall not be worn inside any facility. Caps must be worn with the bill forward.

9. Hair – Only normal hair colors are allowed, no extreme haircuts.
10. Jewelry – Must not be extreme/distracting or present a safety hazard.

\*\* Students may wear any type of jacket to school, but must be taken off in the classroom.

**The following may be worn over the uniform in the classroom:**

1. Sweater, Cardigan, Sweatshirt or Hoodie - Solid color with no writing.
2. School Spirit Sweatshirt or Hoodie.

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. Students in violation of the Dress Code will be referred to the office by school personnel for corrective action. Students will not be allowed to return to class until the violation has been corrected. School Dress Code Policies are in effect during school hours, during any school activity or event, and while a student is on campus.

## **EXTRACURRICULAR PARTICIPATION**

### **STUGO – Student Government**

STUGO is responsible for organizing and coordinating campus and extracurricular activities (except athletic and arts events) and Prep Cares events. Secondary students must have a 3.0 GPA and elementary students must have a "B" average (with no "D's" or "F's") to be eligible for STUGO.

The Elementary Student Government is made up of members selected 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.

### **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). 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.

### **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.

### **Fundraising**

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

### **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.

## **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.