



Canyon



Pinnacle

Pointe Academy

Student Handbook

2010-2011

Table of Contents

Pointe Schools	Page 3
Admission Policy	Page 4
Mission Statement	Page 5
Philosophy	Page 5
Student Life	Page 6
Student Health and Safety	Page 9
Closed Campus	Page 10
Communication	Page 11
Attendance	Page 12
Academics	Page 13
Student Conduct Code	Page 16
Dress Code	Page 19
Extracurricular Activities	Page 20
FERPA	Page 21
Child Find	Page 22

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 (for example: dress code and cell phone usage).

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.



Pointe Schools

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

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Purpose

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

Promise

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

Plan

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

ADMISSION TO POINTE SCHOOLS

Admission to Pointe Schools is not limited based upon ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, or athletic ability.

Subject to the limitations discussed below, Pointe Schools admits all eligible pupils who submit timely completed application paperwork. Admission procedures approved by the State Board for Charter Schools are followed. Enrollment preference is given to pupils continuing at a school, transferring from another Pointe School (if transfer form is received by January 1st), to siblings of pupils already enrolled, and to children of employees. If, by the deadline for open enrollment, the number of applications exceeds the capacity of a program, class, grade level, or building, all applicants will be selected for the available slots through an equitable selection process, such as a lottery, except that again, preferences shall be given to returning pupils and siblings of a pupil.

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

Kindergarten

Arizona Revised Statute 15-821. § C states that a child is eligible for admission to kindergarten if the child is five years of age. A child is deemed five years of age if the child reaches the age of five before September 1 of the current school year. The school may admit children who have not reached the required age if it is determined to be in the best interest of the children. If the child turns five after September 1 but before October 31 of the academic school year, and space is available in the program, 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, and space is available in the program, 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 Elementary Academies exist to support parents by providing a safe environment for young scholars.

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 receive a superior traditional education with a “classical” emphasis. Educational requirements provide all students with a solid, balanced education. Pointe Schools defines “a classical education” as the acquisition of basic, time-tested knowledge and skills in history, languages, literature, math, reading, science and the arts that become increasingly complex throughout the course of study. Standards are set high in the firm belief that the higher standards will lead to higher student achievement.
- Character:** The value of responsibility, virtue, punctuality, obedience, compassion, orderliness, self control and other positive universal character traits are systematically taught and modeled across the curriculum, through the Pointe Character Education Program, and enforced in the Student Conduct Code.
- Leadership:** Leadership skills are emphasized throughout the course of study and specifically taught through literature studies, social studies, and the Character Education Program. Practical opportunities for applying these skills are provided through Student Government, Canyon/Pinnacle Cares, classroom opportunities, teams and clubs.
- Parent Involvement:** Pointe Schools utilizes the Individual Support Model of parent involvement rather than the Organizational Model. Therefore, our schools have “avenues” for parent involvement rather than “organizations.” Studies show 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.
- 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

During regular school days, the school office is open from 7:30 am until 3:30 pm. On half days, the office closes at 12:30 pm. When school is on break (excluding holidays), the office is open from 8am -1pm, Monday through Thursday. The school office is closed on school calendar holidays and the weeks of July 4th, Thanksgiving, Christmas, and the first week of Spring Break.

Academic Day

Campus gates open at 7:30am. The campus is secured at 7:55 am when classrooms open and the playground is cleared. Students are considered tardy after 8:00 am when the gates are closed and the campus is secured. The school day ends at 3:00 pm. On half-day Fridays, (see school calendar) school ends at 12:00 noon and the campus is closed at 12:30 pm. No campus supervision is provided before 7:30 am or after school. Students may not be on campus after school hours unless they are under the direct supervision of a staff member 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.

A student is considered tardy if he/she is not seated and ready to learn when school starts at 8:00 am. Campus gates close at 8:00 am. After that time, parents/guardians must enter the school office to sign in the student.

At Canyon 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.

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.

Lunch Food Service

Students are not permitted to leave campus for lunch. Students may either bring their own food or purchase food and drinks at the school Cafe. Check the school's web site for specific information. The school pays for the Café's overhead, including salaries and equipment so that all Café revenue can go to funding Student Activities and replenishing stock.

Consumption of food and drinks is limited to designated areas. Water is the only beverage allowed in the classrooms.

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. Only store bought/purchased food items may be allowed for birthdays, class parties, or celebrations.

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. All field trips participants must adhere to school policies including the school's Field Trip Guidelines. Parents volunteering as chaperones must travel with students to and from the field trip destination. Parent Volunteer Chaperones will be approved by administration.

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 Cafe. 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.

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 (7:30 am – 3:30 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 not permitted during school hours without administrative approval. A violation of the Campus Cell Phone Use policy will result in the phone being confiscated and will be treated as a disciplinary matter.

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).

Textbooks

Textbooks are assigned to students through the classroom. If any book is damaged or lost, the student will be charged the cost of the book. 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.

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 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 OTC medications in their possession on campus. 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 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.

SECURE CAMPUS

Parents

Parents/guardians of enrolled students are generally welcome to visit the school. A Parent/guardian who wishes to visit the campus must sign in at the school office, obtain and display a visitor's pass, and adhere to school policies, including the school's Campus and Classroom Visitation Guidelines.

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

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

Pointe School's primary communication resource is 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 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, Check Pointes, phone calls, conferences, progress reports, and report cards.

Conferences

Since teachers have responsibilities before and after school, impromptu conferences are not possible. Parents should contact the teacher to schedule a conference.

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

Attendance impacts not only a student's academic success but also other students. impacts school funding, and official school ratings. 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 may be recommended for expulsion. 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

On the second day of an absence, parents/guardians may e-mail their child's teacher for homework.

Absentee Guidelines

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

Unnecessary Absences Affect the Entire School

When attendance rates are low, the state is required to reduce the school's funding, even though absences do not lower the school's costs. School ratings under "No Child Left Behind" are also affected by attendance.

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 8:00 am. Campus gates close at 8:00 am. After that time, parents/guardians must enter the school office and sign the student in.

In order to preserve the learning environment, the following policy is now in effect for students in K-6:

Students will not receive credit for work missed during an Unexcused Tardy or Unexcused Absence.

The following procedure will be utilized when a student arrives after the school start time:

Students arriving late to class will be instructed to quietly sit in a designated spot until the lesson-in-progress has ended. At that point, the student may join the class. The teacher will assist the student at recess or when the rest of the class is working independently. If the tardy is excused, the work missed may be completed for credit, however; students will not receive credit for work missed due to an unexcused tardy.

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."

Free Choice Reading Material

Students are expected to have a "free choice" book with them 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.

Curriculum

See the schools website for curriculum information.

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.

Elementary Grading Scale

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

Specials Grading Scale

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unacceptable

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 U’s)

Honor Roll: A’s and B’s only (No U’s)

Homework

While Pointe Schools believes that all students can learn, we recognize not all students learn to the same level of mastery by expending the same effort. Pointe’s staff is committed to utilizing class time effectively and efficiently, and respecting student time outside of class. However few students are able to do quality work during class without investing time and effort outside of school hours. Elementary students are expected to read and practice math each day outside of class. In the upper grades, additional time will be required reviewing material taught in class and preparing for class.

Pointe Schools is committed to honoring the authority of parents and guardians to determine how their family’s time is spent outside of the school day. We also believe students need time to unwind, reflect, and be involved in other areas of interest not offered during school hours. Therefore, homework for elementary students is limited to reading and math. Teachers will provide additional practice work upon parent request.

Except for Kindergarten and first grade, homework assignments will not require adult help. Teachers will not assign “craft” type projects to complete at home although teachers may choose to offer creative projects as extra-credit on occasion.

Fall Break, Thanksgiving Break, Christmas Break, Spring Break and Summer Break are homework- free times for students. Students will not be held responsible for review, preparation, or homework (including long-term assignments) during these times.

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.

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.

Movies

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

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 who receive a failing grade when grades are published by the office (progress reports and quarter report cards) will be placed on Probation. Academic Probation is in effect through the next published grade. Probation based on 4th quarter grades will be effective through the 1st quarter progress report.

Behavioral

A student will be placed on Probation if he/she violates the student conduct code more than two times in one quarter or has a major infraction of the student conduct code, including, but not limited to, harassment or disorderly conduct, if 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
2. Increased levels of intervention and accommodation from school staff
3. Higher levels of accountability at school and at home

STUDENT CONDUCT CODE

Guiding Principles

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

Consequences for Violating Student Conduct Code

The following consequences are listed in order of severity, low to high. Due to the complex nature of discipline problems, the steps may not be administered in sequence and may not begin with step one. The formalities of each step may be altered at the discretion of school administration. In situations involving loss, damage or defacement of others' property, restitution will be required.

Informal Talk	School official talks with student and attempts to reach an agreement on how the student's behavior should be altered.
Minor Penalty	School official administers a minor penalty ranging from loss of classroom privileges to work detail, or similar consequence.
Parent Involvement	School official notifies parent and a conference may be conducted with the student and parent. The student must agree to bring his/her behavior into compliance.
Detention	School official determines a specific location and period of time where the student will serve detention. Students who fail to complete their detention will be subject to further discipline actions.
In School Suspension	The Principal or designee notifies parent 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. Students who fail to complete their ISS will be subject to further disciplinary actions.
Out of School Suspension	The Principal or designee notifies parent of OSS, including instructions regarding the process. Student is not allowed on campus or at any school related activities. Student will receive a "zero" for all work missed or due during OSS.
Probation	The Principal or designee places student 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 further disciplinary actions up to and including expulsion.
Long-Term Suspension	The Principal or designee notifies parents that the student has been recommended for long-term suspension, including instructions regarding the process.
Expulsion	The Principal or designee notifies parents that the student has been recommended for expulsion, including instructions regarding the process.

Parent Notification

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

Disciplinary Process

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

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

In cases when suspension or expulsion is being considered, the principal will present the student with the alleged violation and provide the student an opportunity to respond to the charges. The principal will conduct an investigation of the alleged violation and then determine the appropriate disciplinary action. The principal may impose suspensions of up to ten consecutive days.

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

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

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

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

Conduct Code Violation	Definitions/Policies	Range of consequences
Harassment, Bullying, Verbal Abuse	Verbally, physically or electronically intimidating, demeaning, or threatening others. This includes any form of hazing and includes any form of sexual harassment. Students are responsible for refraining from making threats, acts of intimidation or other harassment (whether verbal, physical, or electronic). Any person who violates this policy is subject to disciplinary action. Harassment that occurs off campus but threatens to disrupt or succeeds in disrupting the educational process or the orderly operation of the school is also subject to disciplinary action. Any student witnessing harassment is required to report it to an administrator or a faculty member.	Parent Involvement to Expulsion
Inappropriate Display of Affection	Displaying physical affection towards another student, other than hand holding, while on campus or at a school activity (does not include an appropriate greeting hug).	Informal Talk to Expulsion
Insubordination	Refusing to comply with school rules or requests of school personnel. This includes lying to school personnel, not going to class, ditching, and/or loitering and excessive tardies.	In School Suspension to Expulsion
Leaving Campus Without Permission	Leaving the school grounds without following school policies. Any student who leaves campus without obtaining proper permission will be considered truant. Once the school is made aware that a student has left campus without permission, the school will attempt to notify the parents. Once a student leaves campus, the school assumes no responsibility or liability.	Suspension to Expulsion
Off Limit Areas and Trespassing	Unauthorized presence on school property 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. Refusal to leave school property upon request of school authorities is considered trespassing and insubordination.	Minor Penalty to Suspension
Plagiarism/Cheating	Representing another's work as your own. 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
Theft	Taking the property of others without permission or participating as an accomplice.	Suspension to Expulsion
Vandalism	Defacing or damaging school property or the personal property of others. Students are expected to treat the school buildings and property responsibly. The entire school community shares the responsibility to keep the campus clean and safe. Graffiti is considered Vandalism. Vandalism should be reported immediately.	Suspension to Expulsion
Unacceptable Items (Non-Educational Items)	Possession or use of devices likely to disrupt the school environment or educational process. The following are examples of items not permitted on campus without prior approval from the administration: (Please note this is not an inclusive list of items. Pointe Schools reserves the right to add items to this list without notice and to enforce the rules as to any similar items) cameras, gum, spikes, animals, wallet chains, bandanas and do-rags, toys, wheel shoes, laser pointers, and skateboards. The school reserves the right to seize any personal property on school grounds (including items in student cars parked on campus) or in school vehicles that is illegal, unacceptable, or considered offensive. Seized items will be returned to parents after the last day of school.	Minor Penalty to Suspension
Vehicle Violation	Unsafe/inappropriate and/or illegal operation or use of vehicle; transfer of vehicle to unauthorized persons; parking violation.	Parent Involvement to Suspension (may include loss of parking privileges)
Weapons/Hazardous Items	Possession or use of any instruments of offensive or defensive combat or any instrument used or normally construed as a weapon - possession or use of fireworks, combustible substances or explosives. Students are not permitted to promote, possess, or use dangerous weapons, chemicals or materials on or near school property or at school activities. The possession, handling, transmission or use of a firearm, explosive weapon, chains, knife, chemicals or any other dangerous or illegal instrument or material, or any instrument or material represented as such is strictly forbidden. Violations in this area also include the use of any instrument in a dangerous, intimidating or combative manner.	Suspension to Expulsion

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.

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:

General

1. Footwear – Closed-toe and closed-heel footwear must be worn at all times (no slippers or roller shoes). Tennis shoes are required for Physical Education.
2. Caps/Hats – Shall not be worn inside any facility. Caps must be worn with the bill forward.
3. Hair – Hair may be dyed with "natural" colors and highlights, no extreme haircuts.
4. Jewelry – Must not be extreme/distracting or present a safety hazard. Body piercing jewelry (piercing in anything other than the ear) may not be visible.
5. Drawing or writing on skin/clothes may not be visible, including tattoos (temporary or permanent)
6. Undergarments may not be visible at any time.
7. Wearing or possession of clothing, caps, and/or jewelry that have profane, sexual, violent or gang connotations is strictly forbidden including, but not limited to, bandannas and do-rags.

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, khaki or official school plaid (must match sample in office).
3. Shorts – Solid color, no accents, 'Chino' or 'Cargo' shorts. Colors: Navy blue or khaki.

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', 'Cargo', or 'Capri', style. Colors: Navy blue or khaki.
3. Shorts – Solid color, no accents, 'Chino' or 'Cargo' shorts. Colors: Navy blue, khaki or official school plaid (must match sample in office).
4. Skorts – Solid color, no accents. Colors: Navy blue, khaki or official school plaid.
5. Jumpers – A-line and V-neck jumpers. Knee-length or longer. Colors: Navy blue, khaki or official school plaid.
6. Skirts – Pleated uniform skirt or A-line skirts (navy blue, khaki or official school plaid) only. Knee-length or longer.

** 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.

Pointe Schools has two official dress down days during each school week. On Tuesdays students may wear their XtrA's shirts for the current season with dress code bottoms. On Fridays students may wear school spirit shirts and dress code bottoms. Students are not allowed to wear any other shirts on these days.

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 school sponsored event, and while a student is on campus.

EXTRACURRICULAR PARTICIPATION

STUGO – Student Government

Student Government (4th – 6th grade) is made up of two students elected from each grade by students and two students selected from each grade by school administration. The President and Vice President are determined by the school administration. STUGO members must maintain a B average (with no D's or F's) and are responsible for:

Activities: Plan, promote and participate in school activities

Canyon/Pinnacle Cares: Organize and lead various aspects of the school's community outreach program.

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/camps 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, athletic teams and arts groups require that specific rules and procedures are followed. Administration is not involved in the selection of team/group members and does not supervise the roles of team/group members. Coaches and Group Instructors/Directors 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.

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 under forms. For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

Project Child Find

Pointe Schools has created **Pointe Project Child Find** to promote public awareness of resources available to all parents who have reason to believe their child is not progressing at an appropriate level of development. **Pointe Project Child Find**'s goal is to identify, locate, and evaluate children with disabilities within our population served who are in need of special education and related services. Screening and testing activities are used to determine eligibility and need for special services. Screening activities for disabilities or special needs are conducted for all newly enrolled students, including those transferring into the school. Screening is accomplished within 45 calendar days of enrollment. Screening activities include consideration of academic and cognitive skills, vision, hearing, communication, emotional and psychomotor domains. The project aims to provide services to children who are not currently receiving special education and/or who require reasonable accommodations and modifications in order to progress in the general curriculum. **Pointe Project Child Find** has written procedures in place which are implemented by our Child Study Teams and staff for the identification and referral for all children having a suspected disability. **Pointe Project Child Find** is reviewed annually by our staff to ensure that these "special" children receive an appropriate education. Additionally, the school maintains records and documentation that is annually reported indicating the number of children with disabilities. Reporting is done within each disability category that has been identified, located, and evaluated. Each of Pointe Schools has programs for children with different abilities and needs.

For more information, contact the administration or the special education department at each campus.

The phone numbers are:

- **Canyon Pointe Academy 602-896-1166**
- **Pinnacle Pointe Academy 623-537-3535**
- **North Pointe Preparatory 623-209-0017**

Records Requirement

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

Governing School Board Meetings

The regularly scheduled meetings for Pointe Schools Governing School Board are July 13th, October 12th, January 11th, and April 12th at 4:00 pm in the District Conference Room. Additional meetings may be called as needed. Meeting notices are posted on the district website (pointeschools.org). Agendas are posted 24 hours before the meeting at the district office and in the front office of each school.