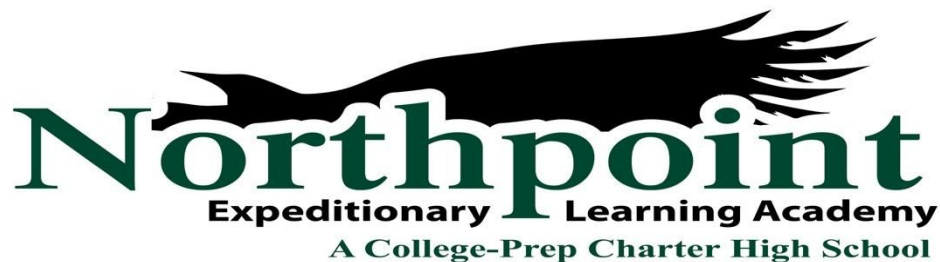


# Northpoint Expeditionary Learning Academy

Student and Family  
Handbook 2016-2017



551 First Street Prescott, AZ 86301  
(928) 717-3272  
[www.northpointacademy.org](http://www.northpointacademy.org)

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# Welcome

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ENTITY NAME: Compass Points International Inc.

## MISSION STATEMENT:

Northpoint Expeditionary Learning Academy prepares students for full participation in a dynamic world, promoting relevant and rigorous academics, character development and social responsibility, while utilizing the talents and expertise of dedicated teachers, community professionals and engaged family members within the proven Expeditionary Learning model.

## VISION STATEMENT:

Northpoint Expeditionary Learning Academy consists of inspired, active learners who recognize and strive for quality, promote community and engage in service.

SCHOOL COLORS: Forest green, black and silver

SCHOOL MASCOT: The Raven

SCHOOL MOTTO: Northpoint, going places!

## NON-DISCRIMINATION POLICY

**Northpoint Expeditionary Learning Academy** does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Northpoint Expeditionary Learning Academy also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s).

**Legal name of entity: Compass Points International Inc.**

**Name/Title: Charles Mentken; Director**

**Office Address: 551 First Street, Prescott, AZ 86301**

**Phone #: (928) 717-3272**

**Fax #: 928-541-2294**

**Website: [www.northpointacademy.org](http://www.northpointacademy.org)**

**Days/Hours: M-F 8:00 a.m. -4:00 p.m.**

# Expeditionary Learning

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Expeditionary Learning is a model of comprehensive school reform for elementary, middle and high schools that emphasizes high achievement through active learning, character growth, and teamwork. Learn more at [www.elschools.org](http://www.elschools.org)

## Design Principles

Expeditionary Learning harnesses the natural passion to learn and is a powerful method for developing the curiosity, skills, knowledge and courage needed to imagine a better world and work toward realizing it. Expeditionary Learning is built on these ten design principles that reflect the educational values and beliefs of Outward Bound:

1. **The Primacy of Self-Discovery:** Learning happens best with emotion, challenge and the requisite support. People discover their abilities, values, passions, and responsibilities in situations that offer adventure and the unexpected. In Expeditionary Learning schools, students undertake tasks that require perseverance, fitness, craftsmanship, imagination, self-discipline, and significant achievement. A teacher's primary task is to help students overcome their fears and discover they can do more than they think they can.
2. **The Having of Wonderful Ideas:** Teaching in Expeditionary Learning schools fosters curiosity about the world by creating learning situations that provide something important to think about, time to experiment, and time to make sense of what is observed.
3. **The Responsibility for Learning:** Learning is both a personal process of discovery and a social activity. Everyone learns both individually and as part of a group. Every aspect of an Expeditionary Learning school encourages both children and adults to become increasingly responsible for directing their own personal and collective learning.
4. **Empathy and Caring:** Learning is fostered best in communities where students' and teachers' ideas are respected and where there is mutual trust. Learning groups are small in Expeditionary Learning schools, with a caring adult looking after the progress and acting as an advocate for each child. Older students mentor younger ones, and students feel physically and emotionally safe.
5. **Success and Failure:** All students need to be successful if they are to build the confidence and capacity to take risks and meet increasingly difficult challenges. But it is also important for students to learn from their failures, to persevere when things are hard, and to learn to turn disabilities into opportunities.
6. **Collaboration and Competition:** Individual development and group development are integrated so that the value of friendship, trust, and group action is clear. Students are encouraged to compete not against each other, but with their own personal best and with rigorous standards of excellence.
7. **Diversity and Inclusion:** Both diversity and inclusion increase the richness of ideas, creative power, problem-solving ability, and respect for others. In Expeditionary Learning schools, students investigate and value their different histories and talents as well as those of other communities and cultures. Schools and learning groups are heterogeneous.
8. **The Natural World:** A direct and respectful relationship with the natural world refreshes the human spirit and teaches the important ideas of recurring cycles and cause and effect. Students learn to become stewards of the earth and of future generations.

9. **Solitude and Reflection:** Students and teachers need time alone to explore their own thoughts, make their own connections, and create their own ideas. They also need time to exchange their reflections with other students and with adults.
10. **Service and Compassion:** We are Crew, not passengers. Students and teachers are strengthened by acts of consequential service to others, and one of an Expeditionary Learning school's primary functions is to prepare students with the attitudes and skills to learn from and be of service.

### Northpoint Expeditionary Learning Academy vs. Traditional High School

|  | Northpoint   | Similarities  | Traditional H.S.   |
|--|--|---|--|
| <u>Curriculum</u>  | Curriculum framed around Learning Expeditions, which are in-depth investigations of a compelling topic. The investigations integrate multiple subjects in an authentic study that lasts several weeks to months.   | All curriculum is based on state standards and common core.                                 | Subjects taught separately; connections between disciplines difficult to accomplish.   |
| <u>Teaching</u>  | Teachers are expected to use engaging classroom practices where authentic learning takes place both in and out of the classroom/school. Staff development is takes place weekly and offers staff support, training and a collaborative work environment.                         | Teachers are dedicated to students and do their best with the skills and that they possess. | Worksheets, textbooks, and lecture constitute much of the teaching methodology. Dynamic methods are dependent on teacher motivation.   |
| <u>School culture</u>                                      | Smaller school/class size provides a highly accountable environment where all students are held to high expectations. Students often have the same academic teacher or Crew leader several different times. Structures have been created that build a sense of school community. | School culture shapes many aspects of the school environment.                               | Larger school environment and most often, bigger class sizes. Forming staff ties is rarely possible. Community is found in small groups or through involvement in extra-curriculars. |
| <u>Crew</u>  | Crew (multi-year advisory groups) has a planned focus and is held daily. This lessens the chance of a student "falling through the cracks" and offers a point of contact to parents and students for academic needs.   | Schools offer ways for students to connect with adults.                                     | May have some form of advisory that meets on a periodic basis.   |
| <u>Graduation Requirements</u><br><u>College Readiness</u> | "Every student college ready" permeates the school culture from day one. All students prepared to meet state university entrance   | State expectations are met  | Graduation requirements at or slightly above state expectations.   |

|  |   |  |   |
|--|---|--|---|
|  | requirements The graduation requirements exceed most high schools in the area.  |  |   |
| <b><u>Extra-curriculars</u></b>                            | A variety of clubs are available based on student interest. Team inter-scholastic sports include volleyball, football, basketball, soccer, cross country, softball and mountain biking. There are also opportunities for leadership, service, and academic competition.   | Extra-curriculars are an important aspect of a high school education.                              | AIA sports are offered, along with traditional non-sport related extra-curriculars.   |
|  |   |  |   |
| <b><u>Assessment &amp; Grades</u></b>                      | NELA uses a standards-based grading system that aligns grades with curriculum and expects all students to meet learning targets. Habits of Work (character) and academics are graded separately. A, B, C, F grade format Northpoint participates in state testing   | Assessment is required and shared with students and parents. All students take state tests. (AIMS) | Traditional schools utilize a system that averages grades and allows for students to fail some content, yet still pass a class. Report card is prepared usually in an "A"; "B" etc. format. Students take state tests.                    |
| <b><u>Passage Portfolios / Student led conferences</u></b> | All students participate in an ongoing digital portfolio system that displays a documented web-based record of meeting proficiency standards, along with growth over time. Students participate in student-led conferences, where accountability occurs by students explaining to parents how targets have or have not been met. Passage portfolios are presented at end of grades 10 and 12. | Student work is collected in a variety of manners.   | Most traditional schools do not use a comprehensive portfolio system school-wide. Some teachers may use classroom based portfolios. Parent-teacher conferences are optional. Senior projects may be mandated as a graduation requirement. |
| <b><u>Technology</u></b>                                   | The school offers wireless Internet access. All students are issued a personal computer to access data, produce work, and share ideas and materials with staff and students. School work can be paperless.  | Schools utilize computers and the internet.  | Traditional high schools have computer labs where teachers request time and space.  |
| <b><u>Natural</u></b>                                      | All Northpoint students participate in a wilderness experience for one  | All students benefit by spending time in   | School primarily happens within the classroom walls.  |

|                       |  |   |   |
|-----------------------|--|---|---|
| <u><b>World</b></u>   | week at the beginning of the school year. Students spend time in the natural world through a variety of studies, fieldwork, and immersions. This is a vital part of all course work. | the natural world.  |   |
| <u><b>Travel</b></u>  | All Northpoint students have the opportunity to travel outside of the United States as a part of course work. State and local travel extends the classroom beyond the walls.         | Many students enjoy the chance to see different places.         | Only a select group of students get a chance to travel outside of their home state as a part of their academic studies. |
| <u><b>Parents</b></u> | High engagement of parents in the life of the school through celebrations of learning, student-led conferences, school booster club, and by offering expertise within Expeditions.   | Involved parents are an asset to their children and the school. | Low parent involvement, especially in academics, typifies most high schools.  |
|                       | <b>Northpoint</b>  | <b>Similarities</b>   | <b>Traditional H.S.</b>   |

### Five key dimensions of instruction and EL core practices

The five dimensions that shape student achievement in schools provide the comprehensive overview of the Expeditionary Learning Model. Within each dimension are five to ten core practices that are not just abstract ideals, but actual best practices. These structures are designed to be customized to fit each unique EL classroom and school and as a guide to implementation of the EL model in our school and classroom. Further information can be found at [www.elschools.org](http://www.elschools.org) or in the school office.

|                    |   |
|--------------------|---|
| <b>CURRICULUM</b>  | Standards come alive as students connect learning to real-world issues and needs. Learning expeditions, case studies, projects, fieldwork and service learning extend the learning beyond the classroom.              |
| <b>INSTRUCTION</b> | Instructional practices include discovery, inquiry, critical thinking, problem-solving and collaboration. Collaboration between subject areas is intentional and based on learning targets and common core standards. |
| <b>ASSESSMENT</b>  | The power of student-engaged assessment builds ownership of learning, focus on reaching targets and drives achievement.   |



CULTURE AND  
CHARACTER

Students use reflection, critique, rubrics and work with experts to assess and improve the quality of their work.

Expeditionary Learning schools build cultures of respect, responsibility, courage and kindness where students and adults are committed to quality work and citizenship. Structures and traditions contribute to the support of students and staff.

LEADERSHIP

School leaders at Expeditionary Learning schools build a cohesive school vision focuses on student achievement and continuous improvement. Leadership goes beyond a single person – it is a role and expectation for all.

## Academic Program

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### Academic Integrity

Cheating includes copying another’s assignment or allowing someone else to copy your assignment. If a student is caught cheating during an assessment, he or she will receive a “No Credit” for the assignment. Additional consequences for cheating may include suspension or expulsion.

Plagiarism is to use and pass off the ideas or writing of another as one’s own. It is a form of stealing. When a teacher determines that a student has plagiarized, s/he will first determine if the student’s actions were knowing or ignorant; did the plagiarism occur before or after a related research skill has been taught? In cases where the plagiarism is deemed inadvertent (e.g., improperly cited sources), the student will be educated. In cases where the plagiarism is deemed flagrant (e.g., an essay copied from the Internet or a repeated offense), the case will be referred to the administration for disciplinary consequences. Repeated, flagrant plagiarism may be grounds for suspension or expulsion.

The abuse, improper use, illegal practices or violation of any policy, rule, law, or behavior expectation through the use of the computer is forbidden. This includes cheating and plagiarism. Misuse of technology may result in temporary loss of computer privileges. Continued, severe or repeated misuse of computers may result in an inability to complete the prescribed academic program of this school.

### Accreditation

Northpoint Expeditionary Learning Academy is accredited by AdvancED. The unified organization of the North Central Association Commission on Accreditation and School Improvement (NCA CASI) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI). Learn more at <http://www.advanc-ed.org/>

### Building Character and an Ethic of Service

Service to the community is an ethic that permeates our school. Students will experience

authentic service to the community as an important element of their academic and Crew work. They learn that values such as collaboration, perseverance, and craftsmanship are essential to the production of high quality work.

***At our school we are Crew, not passengers.***

## Celebrations of Learning and Expos

A celebration of learning or expo is a public demonstration that lets students show parents, teachers, and members of the community what they are learning and doing in school. All students are required to participate as a part of their academic assessment. The presentations may exhibit artwork, research, the results from an experiment, written work, tests, or other projects. Examples include a public forum, a museum format, a movie screening, or a student production. These events are an important way for us to celebrate student effort and to hold students and the school accountable to parents and others who are concerned about our school and student success. Attendance at these events is required of all NELA students. At the end of each semester a Celebration of Learning is held to showcase some of the best work and accomplishment of learning targets. After the completion of an intensive course students will share a variety of final products through the Expo event. Parents, community members, board members, staff, and friends are encouraged to attend these events.

## College Preparation

All students will have the opportunity to meet state university entrance requirements by graduation and will be proficient in the core subject areas of English, math, science, and social studies, as well as a foreign language and fine arts. Opportunities will exist to visit colleges and understand the college application and financial aid process. College prep materials and expectations will be emphasized throughout the program. All students will apply for admission to one or more colleges while enrolled at Northpoint. Participation in scholarship applications, visits with college recruiters, campus visits, financial aid and other post-secondary information will be expected of all students.

## Credit Recovery (Intensive)

Students that need to make up credits towards graduation may be assigned an Intensive that is eligible for credit recovery. The student may earn Intensive/Elective credit for the course, or makeup credit could be earned if credit recovery is successfully completed. These courses will show on a transcript as an Integrated course (Integrated Science for example) Because of the elective credits required for graduation, students can only attempt credit recovery 2 times within 4 years of attendance in order to graduate. Students who take Credit Recovery will miss the opportunity to earn elective credits for that term and may need to explore other opportunities for those requirements such as summer school or college classes. Intensive courses are rewarding and desirable, those needing credit recovery are not guaranteed a slot, nor are they high on the list of priority for enrollment in a particular course.

*Note: All students will sign up for Intensives and be enrolled based on the priority scale:*

*First priority- Students with no Incompletes (in this order)*

*A. Seniors B. Juniors C. Sophomores D. Freshman*

*Second priority- Grade 11 needing credit recovery*

*Third priority- Grade 10 needing credit recovery*

*Fourth priority- Grade 9 needing credit recovery*

## Credit Recovery (Online)

Online credit recovery will be available directly through Northpoint Expeditionary Learning Academy in limited numbers. Students are discouraged from using other online schooling providers and the options should always be discussed with the student services coordinator prior to enrollment. This credit recovery option is only available to make up a credit lost due to failing a course after the “seat time” has been served. Students must pay a course registration fee of \$50.00 per .5 (half) credit. These classes will be monitored by NELA staff; students must attend Friday School during the period of enrollment and must be completed within the allowable timeline (typically one academic quarter). Once a student is registered, these fee payments are not refundable. Students may use the approved online provider for credit recovery as often as necessary, however fees must be paid and the coursework cannot interfere with regular academic progress. While there is no limit to the number of credits to be earned in this manner, the course offering list is limited. In the event that a particular choice is not available, the student services coordinator will discuss other options. All fees related to credit recovery are the responsibility of the student/family. Credit recovery fees are not eligible for work waiver or fee waiver.

## The Culture of Quality and Craftsmanship

Students at our school normally are not finished with a piece of work until they do multiple drafts of it. This expectation reaches across grades and disciplines. Improving on work again and again is a common practice within the Expeditionary Learning program. Teachers guide students from draft to draft. Students collaborate to assess the work of their peers. Rubrics set high standards for finished pieces and guide students as they strive to improve their work to meet these high standards.

## Enrollment Procedure

All students are enrolled in Northpoint Expeditionary Learning Academy after completion of the following enrollment procedure (based on space available):

- Parents and students attend an Information Session.
- A completed eligibility packet is submitted to the NELA office.  
This must include-
  - Student application/survey
  - Transcript/certificate of completion from most recent school attended
  - Attendance record from most recent school attended
  - Copy of IEP/504 if applicable
  - Certificate of attendance at Information Session.
- Parents and students participate in an Interview scheduled through the main office.
- Students complete a writing sample and a math placement test at the main office.

As a college-prep, charter high school, we hope to attract students who can support the Design Principles and the desire for post-secondary education. The procedure outlined herein is to help students, families and others understand the unique nature of the program and the level of expectations within the framework.

Northpoint Expeditionary Learning Academy shall enroll all pupils who submit a completed eligibility packet prior to March 31, unless the number of pupils exceeds the noted capacity of any given class (25). If capacity is insufficient to enroll all eligible pupils who submit an eligibility packet prior to March 31, then a lottery of all eligible applicants shall be conducted on April 1. All eligible pupils thereafter will be

entered into a lottery, closing on the last day of each month, which shall be conducted on the first day of each month until the start of school. Additional lottery dates may be added as the start of school nears. Students will remain enrolled until a withdrawal is completed. Once enrolled, this procedure does not need to be repeated (except as stated below). Preference will be given in accordance with the law.

## Fieldwork

Learning extends beyond our school's walls; it connects to the world. Students at Northpoint learn from fieldwork, experts, and service in addition to learning from texts. Students frequently work in the field. **Fieldwork is mandatory, alternatives are not available and attendance will be recorded.** The field may be a forest, a theater, a nearby town, another state, a hospital lab, a courtroom, a museum, a classroom panel of experts, or something else entirely. Students working in the field are active investigators using the research tools, techniques of inquiry, and standards of presentation used by professionals in the field. In addition, by going to a particular field site, students acquire a sense of place that furnishes context for the investigation and brings the "story" of the investigation to life. In addition to having students conduct research outside the school, teachers bring experts from the community into the classroom. These experiences maximize the student's motivation to learn. All students are expected to participate fully in assigned fieldwork. Remaining on campus during fieldwork is NOT an option, as the fieldwork IS THE CLASS WORK for that period of time. Students who do not attend fieldwork risk losing credit for assignments and potentially courses.

## Friday School

Students who are earning an Incomplete in any course OR a HOW grade of a 1 on any target will be recommended for Friday-School. This is a structured, remediation time, which is provided by NELA to support our students in finding success. In most cases, teachers will be available during a portion of Friday School to assist and support student progress. Students will work with their Crew Leader to determine their placement in Friday-School. Parents will be informed if their child is missing assignments. The ultimate consequence for failure to participate is the subsequent loss of credit for incomplete courses.

## Intensives (NELA Electives)

An Intensive is an in-depth study on a specific subject that meets for a concentrated period of time. Students have the opportunity to explore an area that they are interested in. This is an intense study that could not be possible in a typical classroom setting. Most intensives include travel, whether it is local, regional, national, or international destinations. There may be an additional cost for the Intensive courses. Students are urged to select carefully and consider all factors in their selection. Every attempt is made to meet student requests and courses are assigned based on a set of criteria. Students who do not submit a form by the deadline, owe fees to the school for other debts or have other concerns may be denied access to a particular intensive. Placement in an intensive is subject to administrative review in all cases and the administration decision is final. Intensive costs and credit recovery fees are not eligible for work waiver or fee waiver. Once assigned, these courses will not be changed. Intensives are offered in January and May. Upon the conclusion of each Intensive term, all students will be involved in a mandatory Expo project. This is an opportunity for students to showcase the concepts they learned during the Intensive course. Parents, community members, board members, staff, and

friends are encouraged to attend the Expo event to learn more about Intensives. *Note: All students will sign up for Intensives and be enrolled based on the priority scale:*

*First priority- Students with no Incompletes (in this order)*

*A. Seniors B. Juniors C. Sophomores D. Freshman*

*Second priority- Grade 11 needing credit recovery*

*Third priority- Grade 10 needing credit recovery*

*Fourth priority- Grade 9 needing credit recovery*

## Learning Expeditions

The curriculum at our school is organized into Learning Expeditions. Learning Expeditions are long-term, in-depth studies of a single topic that explore vital guiding questions. They incorporate standards and involve fieldwork, service and adventure, and culminate in a project, product or performance. Expeditions require the cultivation by the student of strong habits of work, thinking and judgment that come through the daily rituals of reading, writing, problem solving and discussion. Individual and group projects are designed to ignite student learning by calling for products or actions that address authentic problems.

## Portfolios (digital and paper)

Students at our school use a variety of portfolio methods to collect and organize their work and reflect on their progress. Students select examples of their work from each course to build passage portfolios that are presented to a panel of adults at the end of grade 10. These portfolios are graded on a pass/fail scale and assigned a credit value. Insufficient or incomplete passage portfolio effort will result in a student being retained at grade level until the proper presentation is completed. (see Passage)

## Promotion and Transfer Procedure

1. In order to be placed in or promoted to a grade level, students must follow the enrollment procedure and have earned the minimum credits necessary for each grade level as stated here:
  - ~Placement into 9<sup>th</sup> grade: Certificate of completion of the 8<sup>th</sup> grade or equivalent and ability to test into Algebra 1. (Students who test into pre-algebra will be required to show passing score on the state test or complete a summer math course prior to enrollment)
  - ~Placement into 10<sup>th</sup> grade: 1.0 credit (two semesters) in each of the following subjects: math, science, language arts, fine arts, electives and .5 credits (one semester) social studies or equivalent. Plus.25 credit in Crew.
  - ~Placement into 11<sup>th</sup> grade: All 10<sup>th</sup> grade placement requirements plus: 1.0 credit (two semesters) in each of the following subjects: math, science, language arts, social studies, foreign language, and electives or equivalent. Plus .5 credits in Crew. Students must also accomplish all requirements of their Passage Portfolio and earn the .5 credit before the start of their 11<sup>th</sup> grade year.
  - ~Placement into 12<sup>th</sup> grade: All 10<sup>th</sup> and 11<sup>th</sup> grade placement requirements plus 1.0 credit (two semesters) in each of the following subjects: math, science, language arts, social studies, foreign language and electives or equivalent. Plus.75 credits in Crew.
  - ~Graduation: All requirements as outlined by “Graduation Requirements”. Students must also accomplish all requirements of their Passage Portfolio and earn the credit. No student will participate in the ceremony of graduation without completing all requirements outlined in this

handbook, policy, protocols and expectations including but not limited to credits, fees, attire and behavior.

- If a student transfers to NELA, the Crew requirement will be waived for the semesters that the student was not enrolled at NELA. If a student transfers to NELA after their 10<sup>th</sup> grade year, the Passage Portfolio and Presentation requirement will be waived for 10<sup>th</sup> grade, provided that all other credit requirements are in place.

**\*\* Exceptions to this policy require school review and administrative approval.**

2. Transcripts must be provided and evaluated before the student may start course work. Upon evaluation, the student must be missing no more than 1.5 credits from the expectations described above to be placed at a particular grade level.
3. Students that are deficient in more than three courses (1.5 credits) and have satisfied all aspects of the enrollment process will be placed in the grade level they are expecting to enter in the Fall semester. When their credits are re-evaluated, they will be placed in the next lower grade level. If that grade level is full, the student will be placed on a lottery based wait list.
4. If a student is on an Individual Education Plan (IEP) or a 504 Plan, placement decisions will be made by a support team.
5. No conversation, email or dialogue shall infer or imply any conditions other than those outlined herein.
6. Dispute or disagreement with transcript review or grade level placement shall be reviewed by Administration for a final and binding decision.

## **Re-Interview and Re-Enrollment Procedure**

Northpoint Expeditionary Learning Academy does not encourage students with academic or behavior problems to apply. Occasionally, a student will demonstrate poor Habits of Work, poor academic progress, behavioral concerns or other issues that indicate the support of the school expectations is waning, based on CCV's. At that time, a request will be made for a re-interview. This request may come from staff, students or parents. The re-interview process is coordinated by the Crew leader in cooperation with the student services coordinator and the director.

This process is designed to help a student determine whether NELA continues to be the right fit for them. A re-interview may include the Crew Leader, administration, parents, student, peers and teachers. This team will discuss the issues that have been presented and formulate possible solutions. This handbook will be reviewed to determine if all parties are providing their support. Academic success is the goal in order to remain enrolled in this program. During this re-interview, methods to earn missing credits and return to "on track" graduation will be explored and may include summer programs, on-line courses, alternative schools, college courses and other unique options to help students return to their post-secondary/college prep goals. The following questions will be discussed:

1. What actions have led to this re-interview meeting?
2. Why did you commit these actions?
3. Define how these actions are a violation of school rules and expectations.
4. Outline what you will do to avoid these actions happening again.
5. Are you willing and committed to making changes so you may continue at Northpoint?
6. Write a statement to address the community at a grade level gathering to claim the questions here and the plan of action that you have developed.

The responses to these questions will be used to make a recommendation for removal or develop a plan of action which includes clear dates and criteria. All findings will be reviewed by administration for final decision. The outcome of a re-interview will be documented and mailed to all parties. Only one

re-interview is allowed per year, per student. If the plan is not followed, or additional violations of school expectations occur, the student will be suspended, expelled or withdrawn from school. Students may return the following year, but the same rules apply.

Students who have withdrawn or otherwise been removed from Northpoint will be required to complete a re-enrollment admission interview, and documentation as outlined above before they can re-enroll. The re-interview process must include a parent or guardian and a discussion of prior behaviors, successes and reasons for leaving. Students should remain enrolled where they are until after the interview, as there is a possibility that space will not be available for admission. Re-enrolling students are subject to waitlist and lottery drawings.

## Student Schedules

All NELA students are required to be enrolled in a full schedule of classes each day and for the entire school year. Northpoint Expeditionary Learning Academy offers only a pre-determined series of courses each year. Northpoint does not accept part-time students and does not offer release periods, early dismissal or partial enrollments except as noted below.

Taking courses out of sequence or grade level requires administrative approval, as it interferes with the Expeditionary program of instruction. Students who produce proof of enrollment in a **math** class higher than any available during the regularly scheduled day may be released from school during the corresponding math class time period. Those students who qualify for a release period must be either volunteering on campus (gear room, fieldwork, teacher aide, office aide, etc.) or must leave campus during that period. All such exceptions require approval of the administrator, student services coordinator, parents and documentation from the college. (On-line, high school level courses are not valid for this practice)

In the event that it is necessary, students may change courses only with parent's written approval and an administrative signature during the first ten (10) days of a semester.

**(Intensives will not be changed)** Students wishing to discuss a change should see the student services coordinator. A student who requests a change in classes must continue to attend classes on the original schedule until a new schedule is approved by the student services coordinator. Attendance from the potentially dropped course will apply to the newly added course. If the student has not violated that attendance policy by the date of the approved withdrawal within that 25-day period, the drop will be made without a grade penalty. Drops after the 25<sup>th</sup> day of the semester will be recorded on the official transcript as a grade of "F." Students are not eligible to earn credit in an additional course after the 25<sup>th</sup> day of the semester. This policy applies to transfers from another school also. This policy does not apply to Intensives. Once assigned, Intensives cannot be changed, dropped or added.

## Wilderness and The Natural World

At least once each school year, all students will participate in a required experience that will incorporate elements of challenge, rigor, physical activity, academic exploration and the EL Design Principles. This extensive experience will require fees and gear to make sure the students are safe, prepared and healthy. This is a unique opportunity for students to begin the year with a wilderness experience that is required and meets during the regular school week. This is a strenuous test of student endurance emotionally and physically, and is a vital and **mandatory** part of our program at Northpoint Expeditionary Learning Academy. Students will not be excused from participation in the wilderness experience. A second Wilderness

opportunity may occur in the winter and during fieldwork and/or intensives. Each opportunity carries the same obligations and expectations. All school rules are in effect during these experiences.

## **Assessment and Grading**

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### **Standards Based Assessment**

Our school assessment and graduation process prepares students to do the kinds of work required in post-secondary school and the workplace. Students graduate by successfully meeting course standards that demonstrate essential skills and knowledge. Students will be regularly assessed, both formally and informally. The form of student assessment will vary depending on instructional goals but will include tests, quizzes, papers, and labs as well as portfolios, presentations, performances, and exhibitions (portfolios and exhibitions are described in more detail below). All NELA students will complete the required elements of state mandated testing.

### **Assessment of Progress Towards Learning Targets**

The course syllabus will define the learning targets for each semester and Learning Expedition. Students will complete work that demonstrates progress towards meeting that target. Often a final grade will reflect many assignments that are considered, yet just one to demonstrate whether or not the target was reached. Classroom teachers can clarify this procedure with regards to each specific course.

### **Learning is Public and Collaborative**

Our students' work is often reviewed by their peers. Students read their writing out loud, solicit comments, and present project drafts for formal peer critiques. We do public work just as in the real world. Having an authentic audience helps support quality work with high standards.

### **Celebrating Learning in many ways at Northpoint**

Student products are often selected to be displayed (with learning targets) in the hallways of the school. At the end of each semester, a Celebration of Learning is held to showcase some of the best work and accomplishment of learning targets. Students will share a variety of final products through the Celebration of Learning. Parents, community members, board members, staff, and friends are encouraged to attend Celebrations of Learning.

### **Portfolios, Folders and Presentations**

A portfolio is a collection of work showing what a student has been thinking about, working on, and learning. It may contain written work, artwork, audio or video of performances, photographs of three-dimensional constructions, and more. A portfolio does not include every piece of work; instead, it is a selection made by the student with teacher support and guidance. The purpose of the portfolio is to display outstanding work and to provide an ongoing record of:

- how a student's thinking about significant issues and questions has grown
- how a student's range of knowledge and skills has developed
- the effort that the student has made to achieve worthwhile goals, taking into account reflection on and revision of work



**Classroom Working Folders** As they complete pieces of work, students may store both drafts and final products in their Classroom Working Folder. The purpose of Classroom Working Folders is to gather and organize student work. When students compile their passage and graduation portfolios, they will go to their Classroom Working Folders and select work to include in the portfolio. This folder may be digital and/or paper based.

**Crew Working Folder** A Crew Working Folder is a portfolio that shows evidence that the student is meeting our school's Crew and non-academic standards. The Crew Working Folder will include evidence of student learning and achievement. This folder will contain Crew, Intensives and subject area sections. The student will choose pieces from the Crew Working Folder to include in conference, passage and graduation portfolios, as well as college applications. This folder may be digital and/or paper based and will also include evidence of service work, literature studies, fitness plans a resume and the ECAP/AzCIS requirements.

**Conference Portfolio and Student Led Conferences** Each student will develop a Conference Portfolio that s/he will present at student-led conferences as scheduled each year. The portfolio will be developed and stored during Crew. The Student-led Conference Portfolio will ask students to find artifacts that address their progress and achievement in each semester through character traits, personal goals, academic growth, craftsmanship and literacy. These required sessions are held each semester, providing each student an opportunity to share information regarding their progress and achievement in the first semester through character traits, personal goals, academic growth, craftsmanship and literacy. Conferences are arranged by appointment with each Crew leader and students are required to hold a conference each semester\*.

\*grades 10 and 12 do not hold conferences in Spring semester unless extenuating circumstances exist

**Tenth Grade Passage Portfolio** In order to graduate to the eleventh grade, all students must engage in a portfolio assessment process and qualify based on credits. Students who are capable of fulfilling the requirements for the Passage Portfolio will demonstrate that they are capable of success at the next level. Each student will present his or her Passage Portfolio to a panel that likely includes members of the school community, as well as members of the community.

**Twelfth Grade Senior Story:** The Senior Story gives seniors the opportunity to create a formal presentation of their four years of learning at Northpoint. This presentation is given to parents, students and community members. The Senior Story is structured similar to a TED talk and must meet a highly refined and rigorous rubric.

## Grading Scale (Academics and Habits of Work)

Northpoint Expeditionary Learning Academy courses will be built around three to six

**LEARNING TARGETS.** A Learning Target represents the essential things all students must know or be able to do in a course. Learning targets are aligned with Common Core standards. On all rubrics and class assignments, students will receive a number grade between one and four. The numbers will correspond to letter grades in the following way:

**A or “4” = DISPLAYS EXCELLENCE IN MEETING LEARNING TARGETS**

**B or “3” = DISPLAYS PROFICIENCY IN MEETING LEARNING TARGETS**

**C or “2” = ADEQUATELY MEETS LEARNING TARGETS**

**I or “0-1” = INSUFFICIENT OR APPROACHES LEARNING TARGETS**

For each major assessment, the teacher will develop a *rubric* (a grading plan) that clarifies the criteria that a student will have to meet in order to receive an A, B, or C.

When calculating a cumulative grade, the Long Term targets will be averaged. Targets may be weighted differently. The average of the Long Term targets will be translated into the following “grades.” **4.0- 3.4 = “A”**

**3.3- 2.7 = “B”**

**2.6- 2.0 = “C”**

**Below a 2.0 = “I”**

### **What specifically do these grades say about student achievement?**

**A = DISPLAYS EXCELLENCE IN MEETING LEARNING TARGETS:** An “A” or a “4” indicates the student’s work displays *excellence* in meeting a target. When calculating a class grade, for a progress report or the semester, all Long Term targets will be averaged. The “A” range will fall between a 3.3-4.0 (on a 4.0 scale.) *This is a rigorous standard and a passing grade; credit is earned*

**B = DISPLAYS PROFICIENCY IN MEETING LEARNING TARGETS:** A “B” or a “3” indicates the student’s work displays proficiency in meeting a target. When calculating a class grade, for a progress report or the semester, all Long Term targets will be averaged. The “B” range will fall between a 2.6-3.2 (on a 4.0 scale.) *This is a rigorous standard and a passing grade; credit is earned*

**C = ADEQUATELY MEETS LEARNING TARGETS:** A “C” or a “2” indicates a student has adequately met the target being assessed. It also means the student has significant room for improvement. When calculating a class grade, for a progress report or the semester, all Long Term targets will be averaged. The “C” range will fall between a 2.0-2.5 (on a 4.0 scale.) *This is a passing grade; credit is earned.*

**I= Insufficient or approaches learning targets:** An “I” is earned when a student does not demonstrate substantive progress towards meeting the learning targets or criteria of a given assessment. This is not a final grade in a course, but rather a statement of progress during the term. *For the purpose of transcripts an “Incomplete” grade will be recorded as an “F” at the end of semester This grade is calculated as a part of the students GPA and will remain on the transcript record. If the credit is attempted/earned in another way, the new course will be listed also. The prior grade of “F” will become “NC” for “No Credit” and the new grade will be recorded for the purpose of GPA calculation. Both courses will remain visible on the transcript record but only the most recent attempt will be calculated in the GPA and represent credit attempt.*

**P/F= Pass or Fail:** Pass or Fail is only used for indicating a grade for Crew or Passage Portfolio. All other courses are assigned a grade from the categories above.

### **Habits of Work (HOW) Grades**

In addition to academic expectations, Northpoint students are expected to build culture and character through their experiences with Expeditionary Learning. The Discovery Program is another system that has been implemented to further develop the school’s culture and community. The Discovery Program has two unique sets of expectations to which students will be held accountable. These expectations express the vision of a productive and courteous community.

| <b>The 6 P’s</b>               | <b>Attending Skills</b>   |
|--------------------------------|---------------------------|
| Prompt                         | Being in the moment       |
| Prepared                       | Appropriate body language |
| Polite                         | Appropriate eye contact   |
| Positive Mental Attitude (PMA) | Appropriate feedback      |

|             |                                  |
|-------------|----------------------------------|
| Participate | Questions to clarify or validate |
| Produce     |                                  |

Students will be graded on these Habits of Work as they are articulated through academic courses, Crew, intensives and any related school activities or events. Marks for character traits will follow the following grading system: **(the overall HOW Grade will be an average of the following three).**

**H.O.W. Target # 1: I TURN MY WORK IN ON TIME**

Students will earn a grade based on assignments being turned in on time, according to the following scale:

- 4= Almost all the time
- 3= Most of the time
- 2= About half of the time
- 1= Less than half of the time
- 0= Seldom

**H.O.W. Target # 2: I USE MY DISCOVERY SKILLS TO STAY ENGAGED IN LEARNING AND PROMOTE POSITIVE SCHOOL CULTURE**

Students will earn a grade based on demonstration of the 6 P’s and Attending Skills which are shown above, posted in the classroom, taught and reviewed through-out the

- 4= Almost all the time
- 3= Most of the time
- 2= About half of the time
- 1= Less than half of the time
- 0= Seldom

**H.O.W. Target # 3: I CAN ENGAGE IN THE REVISION PROCESS TO CREATE HIGH QUALITY PRODUCTS.**

Students will earn a grade based on application of strategies, including revision, which contribute to high standards of craftsmanship.

- 4= Almost all the time
- 3= Most of the time
- 2= About half of the time
- 1= Less than half of the time
- 0= Seldom

*During the semester a student could be earning a passing academic grade, but demonstrate failing HOW grades. Students will develop a plan with the instructor that details the steps and actions necessary to raise the character grade in a course prior to the end of a course. This may include Friday School  
Final grade will not include HOW grade. Transcripts will not reflect HOW grades*

**STUDENTS WILL RECEIVE TWO PROGRESS GRADES FOR EVERY COURSE,  
A GRADE FOR ACADEMICS AND A GRADE FOR HABITS OF WORK.**

## Graduation Requirements

|  |   |   |
|--|---|---|
| English/Language Arts                  | 4 |   |
| Social Studies (incl Freshman Seminar) | 4 | 4 |
| Mathematics                            | 4 |   |

|                          |          |   |
|--------------------------|----------|---|
| Sciences                 | 4        |   |
| Fine Arts                | 2        |   |
| Foreign Language         | 2        |   |
| Electives (Intensives)   |          | 3 |
| Crew                     | 1        |   |
| <u>Passage Portfolio</u> | <u>1</u> |   |
| TOTAL                    | 25       |   |

The credits required at NELA exceed the state minimum and allow us to support the major focus of all Expeditionary Learning high schools: preparing **ALL** students for post-secondary education. The school structure provides an opportunity for students to exceed state graduation requirements and encourages students to utilize dual-enrollment and concurrent credit options with colleges.

All students will have the opportunity to meet the Arizona tri-university admission standards as defined by the Arizona Board of Regents as per ABOR Policy 2-102: Undergraduate Admission Requirements which can be viewed at [www.azregents.edu](http://www.azregents.edu)

## Course Selection

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|   |
|---|
| <p><b>Fine Arts-</b><br/>May include visual arts, tech art, arts.</p>   |
| <p><b>Foreign Language-</b><br/>Spanish I<br/>Spanish II</p>  |
| <p><b>Passage Portfolio-</b><br/>Students will present a passage portfolio at the end of their sophomore and senior year, with potential to earn 0.5 credits each time.</p> |
| <p><b>Crew-</b><br/>Focus on team-building; literacy skills; wellness; &amp; service. .25 credits per year</p>  |
| <p><b>Electives/Intensives-</b><br/>Electives are offered as Intensives in January and May, students take one course for 90 hours earning 0.5 credits per intensive</p>     |

|   |
|---|
| <p><b>Language Arts-</b><br/>Language Arts-<i>Grade 9</i><br/>Language Arts-<i>Grade 10</i><br/>Language Arts-<i>Grade 11</i><br/>Language Arts-<i>Grade 12 or dual</i></p> |
|---|

|   |
|---|
| <i>credit through colleges</i>  |
| <b>Social Studies-</b><br>Geography- <i>Grade 9</i><br>US/AZ History- <i>Grade 10</i><br>World History- <i>Grade 11</i><br>Civics/Economics <i>Grade 12</i> |
| <b>Mathematics-</b><br>Algebra I<br>Geometry<br>Algebra II<br>Pre-Calculus/ Financial Literacy or<br>dual credit courses through colleges                   |
| <b>Sciences-</b><br>Biology 1 - <i>Grade 9</i><br>Applied Biology- <i>Grade 10</i><br>Chemistry- <i>Grade 11</i><br>Physics - <i>Grade 12</i>               |

## Crew

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Each student at our school is a member of a Crew. An effort is made to have students stay with the same Crew Leader for at least two years. Our primary focus in Crew is to ensure that each student: (1) is known well by at least one adult within the school and (2) is an active member of a consistent and on-going small-scale peer community.

Crew is a dynamic vehicle for students to explore these Crew Guiding Questions:

- Who am I?
- What am I going to do to become more aware of who I am as an individual?
- What am I contributing as a learner?
- What role do I take on in the school and larger community?
- What are my plans for the future?
- What steps am I going to take to get there?
- How am I doing relative to the EL Design Principle expectations?
- How am I doing with regards to state testing requirements?
- How am I doing in pursuit of my own academic, personal and character goals?

**“We are Crew, not passengers”**

### Crew Elements

#### RELATIONSHIPS

- Crew provides each student a one-to-one relationship with an adult advisor.
- Crew provides a consistent and ongoing small-scale peer community.
- Crew advisors monitor and support student progress and serve as the student’s advocate in difficult academic and social situations.

|                                     |  |
|-------------------------------------|--|
|                                     | <ul style="list-style-type: none"> <li>● Crew advisors act as the primary contact point between parents and the school.</li> <li>● Crew meetings are frequently used for team building exercises.</li> <li>● A relationship/participation log is kept in Crew.</li> </ul>  |
| LITERACY                            | <ul style="list-style-type: none"> <li>● Crew includes regular required reading, with the goal of developing life-long readers.</li> <li>● Crew leaders confer with students as they read, encourage them to read new types of books, and keep track of their progress in meeting the independent reading expectation.</li> <li>● A reading log will be developed in Crew</li> </ul> |
| SERVICE                             | <ul style="list-style-type: none"> <li>● Crews identify needs in the school and in outside communities, and propose and develop projects to address those needs.</li> <li>● A service log verifies hours donated individually or as a Crew member</li> </ul>   |
| PORTFOLIO AND<br>PASSAGE            | <ul style="list-style-type: none"> <li>● Students use regularly designated Crew sessions to assemble and organize portfolios.</li> <li>● Advisors monitor portfolio progress and assess student readiness for presentation.</li> </ul>   |
| ADVENTURE,<br>FITNESS &<br>WELLNESS | <ul style="list-style-type: none"> <li>● Crew offers opportunities for adventure, guided first by the Crew leader and then gradually led by students.</li> <li>● Fitness and nutrition plans are developed and revisited by students during Crew meetings.</li> <li>● Fitness/Wellness plans and experiences are available</li> </ul>  |
| POST-SECONDARY<br>PREPARATION       | <ul style="list-style-type: none"> <li>● Crew advisors support and coach students in their exploration of options for higher education, application processes, and college selection.</li> <li>● Crew advisors assist in the exploration of a variety of other post-secondary options and ensure students have specific post-secondary plans upon graduation.</li> </ul>             |

Crew members will learn more about themselves and one another as they explore who they are and where they want to go through activities such as goal-setting and learning profiles. Crew Leaders will regularly check in with advisees to monitor progress with academics, habits of work and character. **Crew is a required course and typically meets daily for forty-five minutes. Each year, a student must meet all Crew standards in order to pass.** Students can earn .25 credit each semester for successfully completing the requirements of Crew. Crew credits are Pass/Fail

## Extra-curricular (Sports/Clubs)

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Northpoint will offer a variety of extra-curricular activities to our students. These may meet

during lunch, before or after school. Extra-curricular offerings will develop based on student, staff and volunteer interests as well as community availability of resources.

Staff or students wishing to implement a new activity must gather the following information:

1. The names of five student participants
2. The name of a sponsor (staff, parent, community member)
3. A written plan including statement of purpose, meeting or practice expectations, goals, terms of membership, fees or costs and any other pertinent information.
4. Signature of building administration
5. Approval of Student Council

#### **Fees and requirements**

Those involved in extra-curricular activities may be assessed a fee (\$50.00 per activity; \$100 max per family, per year) for participation. Additionally, students must show proof of health/accident insurance, proof of physical exam and complete all emergency paperwork. Students are subject to removal from an activity by coach, sponsor, administration, or parent should it be deemed necessary. No refunds will be issued.

#### **Extra-curricular eligibility**

Students are encouraged to maintain passing grades (“C” or higher) in order to participate in extra-curricular activities. Each coach and sponsor is asked to implement expectations and guidelines (in writing) for approval by the activities coordinator. Academic activities, events and requirements **ALWAYS** take precedence and priority over extra-curricular events.

Extra-curricular sponsors are encouraged to communicate with school staff to check on student’s HOW and academic progress throughout the season of an activity. Students must receive or waive a physical exam, prior to participation in athletics. Students must show proof of insurance. In case of ineligibility, no refunds will be issued.

#### **Volunteers and Coaches**

Northpoint Expeditionary Learning Academy invites volunteers and coaches to contact the Activity Coordinator to state their interest. All parties must have proof of driver’s license, insurance and fingerprint clearance card. Coaches must carry emergency equipment at all times (practices, meetings and competitions) and communicate effectively with parents, the school and participants.

## **School Policies/Rules**

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Attending Northpoint Expeditionary Learning Academy is a privilege that you worked hard to earn. Respect for yourself, your classmates and your teachers will help you maintain the appropriate behaviors that are expected of you.

A student who engages in conduct prohibited by school policy may be disciplined. Discipline may include, but is not limited to, any one or any combination of the alternatives shown in the grid below

Continued open defiance of authority, continued disruptive or disorderly behavior, violent behavior which includes use or display of a dangerous instrument or a deadly weapon as defined in A.R.S. section 13-105, use or possession of a gun, or excessive absenteeism, constitute good causes for expulsion as defined in A.R.S.

15-841. Responsibilities of pupils are as follows;

A. Pupils shall comply with the rules, pursue the required course of study and submit to

the authority of the teachers, the administrators and the governing board. A teacher may send a pupil to the principal's office in order to maintain effective discipline in the classroom. If a pupil is sent to the principal's office pursuant to this subsection, the principal shall employ appropriate discipline management techniques that are consistent with rules adopted by the school district governing board. A teacher may remove a pupil from the classroom if either of the following conditions exists:

1. The teacher has documented that the pupil has repeatedly interfered with the teacher's ability to communicate effectively with the other pupils in the classroom or with the ability of the other pupils to learn.
2. The teacher has determined that the pupil's behavior is so unruly, disruptive or abusive that it seriously interferes with the teacher's ability to communicate effectively with the other pupils in the classroom or with the ability of the other pupils to learn.

Northpoint Expeditionary Learning Academy is a drug, alcohol and tobacco free campus. This policy includes events sponsored off campus such as (but not limited to) fieldwork, wilderness and intensives. The use, possession or distribution of these substances will lead to immediate consequences up to and including expulsion and involvement of local authorities. This policy includes electronic and imitation cigarettes, tobacco and related drugs.

This Policy is intended to regulate conduct of a student when the student is (1) on school grounds or at a school sponsored event; (2) traveling to or from school or a school sponsored event; (3) engaged in misconduct that is in any other manner school related or adversely affects the operation of any school; and (4) behavior that brings disrespect to the school.

|                                     |  |   |
|-------------------------------------|--|---|
| <b>LEVEL ONE<br/>STAFF REDIRECT</b> | <b>LEVEL TWO<br/>ADMINISTRATIVE<br/>ACTION</b> | <b>LEVEL THREE<br/>NON-NEGOTIABLE<br/>DISCIPLINARY ACTION</b> |
|-------------------------------------|--|---|



|  |   |  |
|--|---|--|
| <p>Disrespect/verbal abuse<br/>Defiance</p> <p>Disruptive behavior</p> <p>Dress code violation</p> <p>Inappropriate use of cell phone</p> <p>Improper use or abuse of school equipment or assignments</p> <p>Misuse or abuse of technology resources (incl. Computer, network, iPad, lab, printer or other device owned or issued by the school)</p> <p>Pass violation</p> <p>Profanity/vulgarity</p> <p>Foul language/cursing</p> <p>Public display of affection</p> <p>Tardy</p> <p>Waste of resources</p> | <p>Repeated issues with any item listed under LEVEL ONE</p> <p>Cheating/plagiarism</p> <p>Misuse of cell phone or other technology device</p> <p>Bus Referral</p> <p>Disorderly conduct in behavior or school assignment efforts</p> <p>Fighting</p> <p>Harassment: sexual/verbal/discriminatory</p> <p>Insubordination</p> <p>Missed detention</p> <p>Gambling</p> <p>Possession/use of a prohibited item</p> <p>Parking lot/vehicle violation</p> <p>Vandalism less than \$100</p> <p>Misrepresentation, lying, forgery</p> <p>Violation of computer user agreement</p> <p>Endangering safety of others</p> <p>Truancy/unexcused absence</p> <p>Leaving campus without permission/supervision</p> | <p>Continual issues with any item listed under LEVEL TWO</p> <p>Alcohol possession/use</p> <p>Any violation of local, state or federal law</p> <p>Arson</p> <p>Assault/physical/ sexual</p> <p>Bullying/intimidation/hazing</p> <p>Drugs/imitations/possession/use/sale/distribution</p> <p>False reporting/false fire alarm/false 911</p> <p>Possession/use of a weapon/destructive device or dangerous instrument</p> <p>Interfering with disciplinary proceedings</p> <p>Lewd/obscene acts</p> <p>Theft</p> <p>Threats to an educational institution</p> <p>Tobacco/possession/use/sale/distribution</p> <p>Tobacco replacement/imitation/ecigs and related paraphernalia</p> <p>Vandalism over \$100</p> |
|--|---|--|

**DISCIPLINE ALTERNATIVES**  
**(chosen based on severity of behavior)**

|   |
|---|
| Community Gathering claim (administrative assignment) |
| Verbal redirect                                       |
| Problem solving sheet                                 |
| Parent contact  |
| Detention/School/community service                    |
| Apology- written/verbal/demonstration                 |
| Personal discussion (hall conference)                 |
| Confiscation of property                              |
| Portfolio documentation of HOW/character issues       |
| Removal of computer privileges, use, network access   |
| Short term in-school suspension (ISS)                 |
| Long term in-school suspension (ISS)                  |
| Short term out-of-school suspension (OSS)             |
| Long term out-of-school suspension (OSS)              |
| Expulsion   |
| Contact with local authorities/criminal charges       |
| Insufficient (I) grade and/or loss of credit          |
| Student/Parent/Teacher and Crew Leader conference     |
| Restitution   |
| Referral to local authorities                         |

**NOTES:**

1. Repeated Level I and Level II infractions may constitute incorrigible behavior and therefore may be treated as Level III infractions.
2. Level III infractions may be recommended for long-term suspension or expulsion.
3. Parental contact/involvement is an expectation throughout the matrix.
4. Level I offenses are generally dealt with by the teacher using the Discovery process of 3 redirects before a student is sent to the office (exceptions can be made as necessary= non-negotiable)
5. A student's assigned Crew Leader will be included in any disciplinary action or communication.
6. Special Education students may be assigned consequences related to IEP.
7. Northpoint Expeditionary Learning Academy reserves all rights to search students and their belongings for illegal items.
8. Northpoint Expeditionary Learning Academy reserves all rights to involve local authorities. Parents will be notified if local authorities have been called. Administrative discretion allows the school to call local authorities at any point during an investigation with or without parental consent or notification.
9. Confidentiality cannot be maintained in the course of conducting an investigation.
10. Due to the nature of this school, the appeal of a disciplinary action will be directed to the administration. The school board may hear concerns but will not alter the actions determined by the school administrator.

**DISCOVERY DISCIPLINE PROCESS**

For Level One infractions and failure to follow Habits of Work, Attending Skills, Group Norms and the 6 P's a student receives 1 redirect from the teacher in charge

- Upon 2nd redirect, student steps out of the population for personal conference with teacher
- If behavior continues, student receives 3<sup>rd</sup> redirect and is sent to office.
- Administrator conferences with student to determine that student received the proper procedures and was treated with dignity and respect
- Parent/guardian is contacted. Consequences and problem solving contract discussed.
- Student is placed in the ISS room or sent home until administration determines the student can return to the general population
- Student reports to front office immediately the next school day. Waits in office for administrative processing before interactions with general population.
- Problem solving sheet and claim (if applicable) are processed with administration, teacher, and Crew leader as needed
- If problem is not solved or attitude continues, student will be placed in ISS for a period of time. Parent contact may occur and student may be sent home. A re-interview may be scheduled.
- Copies of paperwork are placed in Crew working folder and office disciplinary file.
- Student returns to general population upon successful processing of paperwork

### **CCV (Community Code Violation)**

If a student is identified by a teacher or other staff member to be in violation of a school rule or policy they can issue the student a CCV. If a student receives three (3) CCV's in a week a meeting will be initiated between student, parent and director. If a student receives five (6) CCV's during a quarter this will initiate a meeting between student, parent and director.

### **APPEALS PROCEDURE**

The student and parent may file an appeal of any disciplinary action in writing with the administration within 48 hours of the initial action. All appeals of decisions for suspensions less than ten days are final with the administration.

### **Student concerns, complaints and grievances**

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights,
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies,
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability,
- Harassment of the student by another person, or
- Concern for the student's personal safety,

Provided that

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this school, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the school is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or

should have known that there were grounds for the complaint/grievance.

- The complaint/grievance shall be made only to a school administrator.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported with the necessary particulars as determined by the director.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the director.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

## School Rules

### **Alcohol, Tobacco, Drug and Drug Paraphernalia**

A student shall not possess, handle, conceal, sell, offer to sell, use or be under the influence of alcohol, drugs or drug paraphernalia (except that use of medication is allowed if it is prescribed by a physician and used in accordance with the prescription and medicine related policies stated elsewhere in this handbook). The office shall be notified if a student is to possess medication on school grounds, school transportation, or school sponsored events pursuant to this exception and in accordance with state and Federal law. For the purpose of this policy, drugs are defined as narcotic drugs, dangerous drugs, prescription drugs without a prescription, toxic substances, look-alike drugs, electronic cigarettes, tobacco cigarettes and marijuana as those terms are defined in A.R.S. 13-3411 and 4-244. School administrators and other school personnel, including teachers, have the authority to search students and their belongings upon reasonable suspicion.

In accordance with Federal law this school will continue to prohibit the possession and use of marijuana on this campus or at any school sponsored event, activity or trip. Growing and using marijuana remains a crime under Federal law, and Federal legislation prohibits an educational institution that receives Federal funding from allowing the possession and use of marijuana. NELA receives thousands of dollars in Federal dollars each year and will take no action to risk the loss of those funds.

### **Arson**

A student shall not start, attempt to start, or promote the continuation of any fire or explosion. This does not preclude teacher approved class activities such as an approved and supervised experiment in a class (A.R.S. 13-702, 13-1703). Student may not possess accelerants while under school jurisdiction or on school property.

### **Bikes, Roller Blades, Skateboards, Heelys, Razors, Scooters and Related Equipment**

Northpoint students are allowed to use bikes, roller blades, skateboards and such to travel to and from school. Students should secure these possessions upon arriving at school. These items will be stored in a self-storage locker, located near the bicycle rack. **These items are not**

**allowed inside the building.** Students are not allowed to use this equipment anywhere on the Northpoint campus, sidewalks, parking areas or basketball courts under any circumstances. Equipment is subject to search, removal, or revocation by administration. Northpoint is not responsible for this equipment; the student assumes full risk of loss or damage when the choice is made to bring it to school.

### **Cars**

Northpoint is a closed campus. Students are **not** to leave campus at any point during the school day. Exceptions must be made with the Director in advance and students must be signed out and in after securing parental permission and communication to the office. All traffic laws must be obeyed on and around the Northpoint Expeditionary Learning Academy campus. Parking is available in front of the building during the school day for parents and visitors. Student parking is available in the back, unpaved parking lot. All vehicles which are parked on campus must display a school parking permit; available in the office. Parking areas are off limits during school hours, students are NOT to be in those areas. School administrators and other school personnel, including teachers, have the authority to search students and their belongings, including a vehicle parked on school property, upon reasonable suspicion. NELA assumes no liability of property while on this campus.

Please note that students are urged to NOT park off campus in the neighboring streets. However, if they choose to do so they must understand that their actions reflect on the school and may result in school disciplinary action. Respect for our community is critical to our neighborly relationships.

### **Cell Phones and Related Electronic Devices**

Students **are** allowed to have electronic devices while in school; they should be silenced and ignored during the academic class times. These items should be placed so as to avoid distractions throughout the school day. If a staff member requests that the device be put away-students must abide by that request. If the staff member determines that the device is a distraction it will be confiscated. **Electronic devices are not to be used any time they will be a distraction to the student or other learners.** Certain activities and events will dictate that no electronic devices are allowed (including wilderness, testing, etc.). Violation or misuse of an electronic device will result in confiscation of that device by teacher or administration. It will be held in the office for parent pickup. **Confiscated devices will not be released to students.** All such electronics are the sole responsibility of the student. The school assumes or implies no liability for lost, stolen or damaged electronic devices that are brought on this campus or to a school related event, activity or trip.

### **Closed Campus**

Northpoint Expeditionary Learning Academy is a closed campus. Once a student is dropped off or enters within the Drug Free School Zone, the student has come under the care and supervision of the school. Students are not permitted to leave the area without staff supervision or parent permission and sign-out through the office. A closed campus means that no visitors enter, no items are dropped off and no student departs. All of these actions must be handled through the main office. Violations of this rule may result in disciplinary actions. Parents are

asked to support the closed campus policies at all times.

### **Dances**

These events will be held periodically during the year as arranged through student council or administration. Each NELA student is allowed to bring one pre-approved guest using the guest pass form available in the school office. Potential guest names must be documented on the proper form PRIOR to the dance (refer to forms for deadlines). Students under disciplinary consequences may not be allowed to attend dances. Upon leaving a dance facility, students will not be readmitted. Individuals who are not on a guest pass and are not currently enrolled at NELA are not welcome to be on school grounds during a dance. Prescott Police Department will be notified in the event of trespassing or difficulties with these policies. A telephone will be available for students to call for transportation as needed.

### **Distribution of Materials Not School Related**

Northpoint is maintained as a limited public forum for the purpose of student expression. The school recognizes the First Amendment rights of students to engage in protected speech, whether written, oral, or by conduct. Any flyers, booklets, or other written materials distributed by a student, not directly related to school sponsored activities must meet the following guidelines: Written material shall be clearly marked with the sponsoring person or organization name. All distribution must be made in conformity with Arizona law and subject to administrative review. Distribution of materials may be prohibited in any classroom or within the school building between the hours of 8:00 a.m. until 4:00 p.m. when school is in session. The following conduct concerning student solicitation is prohibited at any time when students are present on school grounds during the school day or during school sponsored activities: 1. Conduct that substantially interferes with entrance or exit of pedestrian or vehicle on school property, including without limitation, blocking any hallways in the school building, classrooms, or other pedestrian areas. 2. Conduct that materially disrupts any school class or school activity. 3. Conduct that substantially interferes with the students' right to be left alone, after a clear expression by such student(s) of a lack of interest in an offer of written materials or other speech. This shall not prevent an initial offer, only continuing offer in the face of a clear indication of a lack of interest or a refusal to allow a student to leave one's presence on any one occasion. 4. Conduct, which violates these policies, is subject to discipline pursuant to the school policy/procedure. Trespassers will be referred to local authorities.

### **Dress Code**

Because of the high expectations we have for all students, the involvement with the community and our focus on quality, we have adopted a selection of approved school shirts that all students will be required to wear. These must be worn when students arrive on campus and remain on until students leave (not just in classrooms, but at all times in the building and as required on school trips). Exceptions to this may apply on a case by case basis (as in camping trips, special events or work projects) Coats may be worn outside the building, but are to come off when students enter the building. Layers may be worn under attire for warmth provided that the outside and visible layer is a Northpoint shirt.

#### **Dress code rules:**

**--School shirts must be the top layer. If that layer is removable, then a school shirt must also be underneath (as in the case of zippers, hoodies)**

**--School shirts should not be altered in any way- this includes but is not limited to markers, paint, knots, glitter, adornments, alterations, tears, holes. If you are not sure, ask at the office when you**

enter the main building.

--Shorts must have an inseam longer than two inches (dollar bill height).

--Pants must not be excessively baggy or sagging; underwear and skin must be covered.

--Skirts or dresses must not be more than six inches from the top of the kneecap or have suitable garments underneath to ensure modesty (dollar bill length).

--Shoes must be worn at all times (not slippers, not socks) with exceptions made by office staff or Crew leader as needed.

--Clothing, packs and materials with obscene words, slogans, drug, tobacco, alcohol references, or other disrespectful appearance is not allowed.

--Clothing, packs or materials that may be interpreted as gang affiliation or discrimination toward a particular group is not allowed.

--Appropriate head coverings (including caps, bandanas, etc.) are allowed inside the building, but must be removed upon request from staff. (Except religious headgear)

--Clothing that causes damage or is a safety concern is not allowed

--Clothing should be selected that is appropriate for daily events; this could include walking shoes and layered attire for outside activities.

--Seniors may wear a college logo shirt from any school to which they have gained acceptance. An acceptance letter must be filed with the academic advisor to validate this honor.

**NORTHPOINT ATTIRE MUST BE THE OUTSIDE LAYER OF CLOTHING**

**NORTHPOINT ATTIRE MUST BE WORN UNDER ALL OPEN FRONT SHIRTS**

**(i.e.-zippered/button even if they are NELA)**

**Simply stated- don't show up with anything but Northpoint on top**

### **Emergency Alarms and Fire Control Devices/False Reporting**

A student shall not activate or use any fire alarm or emergency control device unless the student reasonably believes that an emergency exists, justifying use of the device (A.R.S. 13-2907).

### **Emergency Plan**

Northpoint Expeditionary Learning Academy is in full compliance with all state, local and Federal laws with regards to an active, current and ready emergency plan. This plan is posted on the school website and on file in the office. Occasional drills and tests of the emergency plan will be conducted. The emergency plan is reviewed annually with staff members.

### **Fieldwork Behavior**

Fieldwork days are considered to be a regular school day. **Attendance is mandatory for all students.** Absences and tardies will be counted toward the student's record and may contribute to a loss of class credit. Students are expected to be prepared and to behave with the Discovery Skills and Habits of Work in mind. At any field site, students must act in a safe and responsible manner and represent Northpoint appropriately. Students may be under the direction of school staff, field staff or experts. All persons should be treated with respect and all school rules must be followed.

### **Food, Gum, and Drink**

Gum is discouraged on this campus. The opportunity to chew gum may be revoked in the event that the misuse or disposal becomes a health or safety hazard or an inconvenience to staff. Food and water bottles may be used during the school day but should never be on the tables when computers are present. Please take the time to clean up behind yourself and demonstrate stewardship in your school. Students in violation of this policy will be redirected, products thrown away and possible referral to the office.

**Restaurant style deliveries are not permitted, except for special events authorized by staff.**

### **Forgery, Plagiarism, and Cheating**

A student shall not use, or attempt to use, the identity, signature, academic work, homework, or research of another person and represent that it is his or her own. A student shall not share his or her knowledge or work with another student during an examination unless approved by the teacher. A student shall not bring into an examination any materials or notes unless approved by the teacher. A student shall not alter a written school document without the express consent of a school official (A.R.S. 13-2002). Any part of a school assignment, which is used in other classes as part of an assignment by anyone other than the author, will result in disciplinary action by the director for both the author and the plagiarizing student

### **Fundraising and Sales of Products on Campus**

All fundraising and related sales must be approved through the student council or administration. SEE INFO UNDER EXTRACURRICULAR (SPORTS/CLUBS) Record keeping is of utmost importance and must follow the cash handling policies outlined in the employee handbook. All school rules, laws and applicable health codes must be followed. No personal sales or outside fundraising organizations may occur without express permission of administration.

### **Guidelines for Fundraising**

If you are hosting a fundraiser for any school-related cause (on or off campus), it needs to be approved by student council. Here's the procedure:

1. Fill out the fundraising form. (Find copies in the office under the Student Council mailbox.)
2. Submit the form to Director's box. Once it is approved it will be placed in the Student Council box in the office. Student council meets at lunch on Wednesdays. Make sure the forms are submitted at least a week before your event (sooner is better).
3. The committee will review the info, check for conflicts and return the form to you either with an "approval" or with a clarifying question.
4. Once your event has been approved, add it to the school calendar and start advertising! The student council will add it to the calendar in the hallway near room 111.

### **Gambling**

A student shall not engage in any game or activity that involves the element of risk or chance with the intention that property will be exchanged based upon the outcome of the game or activity (A.R.S. 3-3303, 13-3304, 13-3305, 13-3306).

### **Hazing/Bullying/Initiation/Intimidation**

Unless the activity is properly supervised and has received the express approval of the school principal, a student shall not participate in an initiation of any type. Initiations or hazing that involve actual or



threatened verbal, physical, or sexual abuse are absolutely prohibited. Initiations related to any school club, athletic team, or other groups are subject to the above prohibitions whether or not the conduct occurs on school grounds.

### **Maintenance of building, grounds, vehicles and property**

The maintenance of Northpoint is the responsibility of each member of the school community. We are responsible for taking pride in our school's appearance. Crew duties will include aspects of this.

### **Medicines, Nurse and Health Services**

Northpoint Expeditionary Learning Academy will **not** have a school nurse on site. NELA **will not** have any over-the-counter medication available in the office. It will be the parents/guardians responsibility to provide such medication in the original container on an "as-needed" basis only with clearly written instructions. Should visits to the office for health related issues become excessive, the parent/guardian will be advised- as this infringes on classroom time and is disruptive to other students. ALL medication, including common aspirin style pain relievers, herbs, vitamins and all other controlled substances must be left at the office in proper containers with written instructions. This policy may be excepted during times of travel such as wilderness, fieldwork and international trips. During such times the supervising staff member may administer acetaminophen, Pepto-Bismol, antihistamine or ibuprofen as needed. Students must have a **permission to treat form** signed by a parent/guardian for all travel and for daily attendance at Northpoint. This form must be updated with medications, allergies and emergency info. Any student having health conditions, such as diabetes, asthma, seizures, dietary restrictions, or allergies (especially wasp/bee stings); will need to declare this on the registration paperwork. The school will share information regarding the health condition of students with the necessary school staff, volunteers and trip coordinators to insure the safety of all students. When necessary a 504 plan will be developed to assist in handling medical conditions appropriately.

~Illness: Contact with a parent/guardian must be made prior to sending an ill student home. Students are expected to call their parents from either the front office or nurse's office when reporting illness. For documentation reasons, students should NEVER use their cell phone to contact parents regarding illness or injury without notifying the office and receiving permission.

~Immunizations: Students must present an up to date and completed Certification of Immunization form, as required by State Law, or a statement of exception. Although the law allows exemptions, the County Health Department may tell us to exclude your child from school if there is an outbreak of disease. It is the responsibility of parents to insure that all immunization schedules are followed.

~Medications: Whenever possible, the schedule of medication administration should be arranged to allow a student to receive all medication, prescribed and otherwise, at home. If, under exceptional circumstances, it is necessary for a student to take medication during school hours, the medication must be provided to the Northpoint office in accordance with state law:

ORIGINAL BOTTLE: Medication must be in the original bottle showing the students name and the name of the medication, how often it is taken, amount of dosage, and physician's name and pharmacy information on the label. Parents who know their students need to take medication at school can request a second bottle from their

pharmacist to send to school.

WRITTEN REQUEST: The medication must be accompanied by a written request from the parent that their student should take the medication in school, the dosage given, time of day to give the medication, and specific directions for giving the medication.

PARENTS AND PHYSICIAN'S MEDICATION AND AUTHORIZATION FORM:

This needs to be completed for the student on medication for extended periods of time or the entire school year. If a student is on a medication for a long period of time, please contact the school for one of these forms.

### **Physical Examinations and Insurance**

Students are encouraged to have a physical examination every year in order to participate in school sponsored physical activities and travel. Evidence of physical exam should be signed by a health care provider and given to school office for the student file. **Many strenuous activities will be offered through the year at Northpoint.** Medical concerns should be noted prior to participation and a regular physical exam is suggested for safe participation. All parents are expected to produce proof of medical coverage, health insurance or similar medical plan for the student athlete.

### **Messages for Students**

In order to keep classroom disruptions to a minimum, when a parent/guardian calls with a message for a student, the message will be given to the student during lunch or as soon as convenient. If the message is of an urgent nature, the student will be called to the office. Please help your students follow school rules regarding cell phones and limit calls/texts to before/after school or during lunch. **DO NOT CALL OR TEXT YOUR CHILD'S CELL PHONE DURING THE ACADEMIC CLASS TIMES. Please refer to the cell phone policy for limits and consequences regarding such devices.**

### **Obscenity and Defamation**

A student shall not use defamatory or obscene words or phrases or distribute defamatory or obscene materials. Defamatory words or material are those that are false and expose a person to hatred, contempt, ridicule, disgust or an equivalent reaction or are false and have a tendency to insult a person's occupation, business or office. Obscene materials are those that an average person, applying contemporary standards of the school community, would find taken as a whole, appeal to prurient interests and lack serious literary, artistic, political or scientific value. The standard to be used is that of the school community, in recognition of the fact that students are, as a group, younger and more sensitive than the general adult population. (A.R.S. 13-3502.)

### **Passes and Classroom Sign-Outs**

Northpoint utilizes a system of hall passes for messages, tardies and restroom usage. Students in the hallways should have a valid hall pass at all times. Misuse or abuse of the hall pass system will result in disciplinary action. All students must follow the closed campus procedures for sign-out.

### **Personal Items, Gear, Electronic Equipment other Belongings**

Personal items (including stuffed animals, costumes and toys) gear (such as basketballs, hacky

sacks, etc.) and electronic gaming equipment (including headphones, iPods, CD players, stereos, hand-held electronic games, etc.) are appropriate only during lunch or when required for class assignments and pre-approved by a staff member. These items should be stored until use. During extended independent work and when appropriate, headphones may be worn, but only after receiving teacher permission. Equipment (including headphones) should not be used during class without permission. Equipment that is used inappropriately will be confiscated and turned in to the office. It may be picked up by the parents or the students- at the discretion of administration.

### **Permission Slips**

The standard registration packet shall include a “yellow card” which is used for permission for any student to travel with any staff member during regular school hours within Yavapai County without further permission necessary. Any travel which starts, ends or includes anytime outside of the regular school day requires a signed permission slip. Any travel which includes the transport of any student outside of Yavapai County requires a signed permission slip. Questions regarding permission slips should be directed to the lead staff member for the trip or to the front office for more information.

### **Personal Property**

Northpoint is not responsible for safeguarding students’ personal property or loaned property, including but not limited to the school computer, money, lunch, equipment, instruments, audio equipment, clothing, jewelry, skateboards, and collectibles. Students are discouraged from bringing items of significant value to school, which are not needed during the school day. Non-educational property should not be brought to school. School administrators and other school personnel, including teachers, have the authority to search students and their belongings upon reasonable suspicion.

### **Possession of Weapons and Dangerous Items**

A student shall not, while on school grounds on school transportation or at school events, possess, buy, sell, conceal or use firearms, weapons, explosive, or fireworks, archery equipment, munitions, knives, lighters or martial arts items. A student shall also not use any other instrument capable of harming any person or property or reasonably susceptible or creating the impression of such harm unless under the direct supervision of school personnel.

**Public Displays of Affection** Hand holding and brief, friendly hugs are permissible. More extensive public displays of affection are not permitted on school grounds or during school activities including fieldwork and extra-curriculars. Students should display courtesy for others when expressing affection.

### **School Cancellation or Delay (Snow Day or Snow Delay)**

In the event of emergency or weather-related school delay, cancellation, or early closing, announcements will appear on the Northpoint Expeditionary Learning Academy website at [www.northpointacademy.org](http://www.northpointacademy.org) Additional notifications may be on the Facebook page, local radio stations or be sent by email. Every attempt will be made to announce delays or cancellations by approximately 6:00 a.m. Early school will be announced in a similar manner.

### **School Hours**

Students should not arrive earlier than 8:00 AM and must be off campus by 4:30 PM. Exceptions can be

arranged through staff as needed. Intensives courses may follow alternative hours. Northpoint Expeditionary Learning Academy will not be responsible for the supervision of students who are on campus outside of these parameters.

### **School Transportation**

A student shall abide by all school rules regulating the students while in a school bus or other school vehicle, and shall obey the directive of drivers. Privileges may be revoked for violations at the discretion of the driver, director, or NELA administration. This applies to school vans and other forms of transportation. Disciplinary actions will be taken for bus issues, even if it is not a NELA bus or van.

### **Snacks/Lunch**

Northpoint Expeditionary Learning Academy is a **closed campus**. Students are to bring their own food for lunch. Occasional fundraisers and food sales may be available. Microwaves and refrigerators will be available for students to use at their own risk. A vending machine may be available on campus.

The office will not be responsible for delivering lunch to students when they are dropped off. Lunches can be placed on the glass case in front of the student store clearly labeled with the student's name. The parent and student are responsible for communicating that the lunch has been dropped off. Lunches left on the case at the end of the day will be thrown out.

This is a closed campus, we ask parents to not encourage or allow students to meet in parking areas, in front of school or along fence lines to pick up lunch. **Restaurant style deliveries (e.g.-pizza, etc.) are not permitted, except for special events authorized by Crew or activity leaders (staff). Students are not to be signed out for lunch. Please support our closed campus policy in every way, as we strive to maintain the integrity, safety and security of our school!** Parents may sign in and have lunch with their child on our campus. Parents may bring lunches to the office as stated above. Other guests are not welcome during the lunch period without administrative approval. (see Visitors)

NELA does not participate in Federal Entitlement (free lunch) programs; however the data is collected and utilized for a variety of reporting purposes. Your cooperation is appreciated.

### **Threats, Assaults and Fighting**

A student shall not verbally or physically threaten, abuse, assault, or engage in a fight with any person on school grounds. (A.R.S. 13-1201, 13-1202, 13-1203, 13-1204.)

### **Vandalism, Littering and Destruction of Property**

A student shall not damage, destroy or deface, or otherwise injure any school property belonging to any other person, and shall not litter on school property or at any school event. The parents or guardians of students who injure school property shall be liable for all damage done. (A.R.S. 15-842; 13-1602; 13-1603; 13-1702, 13-1703.)

### **Visitors**

Northpoint welcomes visitors to tour our school, observe our classrooms and activities and learn more about the Expeditionary Learning model. Students with a sincere desire to attend NELA are welcome to visit for one day. All visitors must abide by school, state and Federal laws while on our campus. This includes appropriate dress and behavior. **Visitors must register at the office and wear a visible badge at all times.** Visitors who are a disruption to the educational and academic process will be asked to leave. Any minor who is enrolled at another school MAY NOT attend NELA on a day their school is in session

without permission from the administration of Northpoint. Visitors from other schools may not visit when their school calendar differs such as early dismissal or out of session. Non-enrolled students are not welcome on campus during academic hours. These rules apply to all school related activities including practices, meetings, trips and fieldwork. Violation of these visitor policies will result in police action and a trespassing charge. Strict visitor policies help adhere to the academic rigor of Northpoint Expeditionary Learning Academy and support our safety policies.

### **Respect for Visitors**

We are each ambassadors of our school. *Please welcome and introduce yourself to any visitor you see in our building or on our campus.* EXAMPLE: “Hello. Welcome to Northpoint Expeditionary Learning Academy. My name is \_\_\_\_\_. How can I help you?” All visitors in our facility should display a visitor badge. Use your words to ask strangers if they need assistance, then show them to the office. These extra steps show respect, character and concern for safety of all students.

If you are invited to host a “shadow” student for the day, take extra time and consideration in helping them to understand the school processes and unique features. Include the guest in your class activities and projects, and encourage them to consider carefully their academic decisions. Report any concerns regarding your guest to the office right away.

## **School Attendance/Tardy Policies**

### **The nature and design of an Expeditionary Learning school requires regular attendance.**

Attendance at the high school level is counted on a “per period” basis for each course. Credit is earned in each course, which accumulates towards graduation requirements. This means that missing even one class period can impact attendance. It is impossible to gain the full benefit of any class experience through make-up work. For this reason we ask that doctor’s visits and similar appointments be scheduled during non-school hours (after 3:30) or on Fridays. According to ARS 15-803 the parent/guardian is responsible for the child’s daily attendance and to inform the school of absences in a timely manner. “Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days,” as stated in ARS 15-802. **Northpoint Expeditionary Learning Academy allows a total of 14 absences, excused or unexcused, or four (4) unexcused absences per course per semester prior to losing credit for that course. When a student reaches 5 unexcused absences or a total of 15 of unexcused or excused in a course, they will lose credit in that course.**

Excused absences are defined as absences caused by illness, death in the family, medical or dental appointment, religious observance, and court appearance. The building administration determines whether the absence is excused or unexcused. Students are allowed to make-up work missed. However, due to the nature of some class activities, such as labs, presentations, or discussion, make-up work may not always be available and the work missed may reflect negatively on the grade. Excused absences count toward the fourteen (14) absences allowed each semester. Homework should be requested by email for all absences. **Planned absences should be discussed with teachers in advance so work can be prepared. The responsibility for learning falls upon the student with regards to attendance.**

Unexcused absences are defined as absences that are unnecessary and avoidable. This type of absence includes, but is not limited to, absences not verified by a parent/guardian within 24 hours and leaving

class without permission or leaving campus without checking out through the office as well as any absence not defined above. Make-up work is at the discretion of the course instructor and unexcused absences count toward the fourteen (14) absences allowed each semester. Students with five (5) unexcused absences in a class will receive no credit and ten (10) consecutive unexcused absences will result in withdrawal from school.

Some absences from class do not count toward the fifteen (15) absences, and make-up work is allowed. These are always arranged through the school office. Examples include: school sponsored opportunities such as field trips, athletic events, or other necessary activities and disciplinary suspension.

#### Make-up Work:

The nature and design of an Expeditionary Learning school requires regular attendance. Teachers will work with students individually to schedule due dates for make-up work. Work missed due to school sponsored activities should, whenever possible, be made up prior to the absence. It is the student's responsibility to make arrangements with his/her teachers for make-up tests and any other assignments upon returning to class. Not all assignments can be recreated or pre-assigned due to their complexity.

#### Attendance Procedures

For absences to be excused, a parent/guardian must call or email within 24 hours and state the reason. Notes will only be accepted from families without phones. Absences become unexcused if there has been no contact by 4:00 pm the day following the absence. Emancipated students are also required to call.

Absences are included in the count when a student arrives to class late. Missing more than 15 minutes of any period results in an absence for that class period. Even medical absences or tardies for medical reasons can result in a loss of credit. Please schedule medical and dental appointments for Fridays.

If a student is absent they are marked unverified in the school attendance roster and computer until the parent provides a reason for the absence. The record is then changed to illness, medical, personal or unexcused. **Excessive absences may be reported to the Yavapai County Attorney's office for review.**

#### Absences

Attendance calls are made daily for an unexcused absence. If a student is marked absent by mistake, the teacher or parent should be contacted the next school day and have the absence corrected. The office will prepare a letter to be mailed home when a student reaches three (3) unexcused or a total of eight (8) absences, excused or unexcused, in a class in a semester. At fifteen (15) absences, the letter will notify the student of loss of credit and explain the appeal procedures.

Fifteen absences, excused or unexcused, will result in the loss of credit, an insufficient ("I") for

that class for the current semester. A score of "I" renders a student ineligible for activities and credit. Students receiving an "I" at the time of the loss of credit will receive an F on their transcript. A student or parent/guardian may appeal the Incomplete. Students under sixteen (16) years of age may be referred to the Yavapai County Attorney for excessive absences. Students are still required to attend class after losing credit, pending the outcome of the appeal, or face disciplinary consequences. Exceptions to the attendance procedures are at the discretion of the administration.

Students entering Northpoint after the first day of school, who have not been enrolled in another school, will have those days added into their fifteen (15) days. Students are not eligible to earn credit in any course after the 25<sup>th</sup> day of the semester if they have not been attending elsewhere.

Students have the right to:

Know how school policy defines and handles absences and tardies.

Ask that a penalty for an absence be reviewed.

Make-up work missed during an excused absence.

Students have the responsibility to:

Attend classes and be on time.

Ask parents/guardians to notify the school when absent within 24 hours of the absence occurring.

Ask teachers for, and complete, make-up assignments. This should be done in advance when possible.

Appeal Procedure

A written request for an appeal, including rationale justifying the absences may be turned in to the school office. Appeal requests received by 4:00 pm on Friday will be reviewed before the next Thursday. Students are allowed one (1) appeal per semester. Appeals must be heard within one week of the semester ending.

Step 1- Pick up an appeal form in the office. Step 2- Attach all written documentation for each absence being appealed. Step 3- Submit that packet to the office. Step 3- Administrative review will be made no later than five (5) school days after the completed appeal packet is received and decision to grant or deny the appeal will be made on the day of the review. Step 4- Notification will be made via email and/or phone and copies of all documents will be added to the student file.

Tardy Policy/Procedure

Northpoint Expeditionary Learning Academy believes that all students can demonstrate one of the Discovery Six P's by being PROMPT to all classes. Bells will ring indicating that students are to be in the room. With a small amount of area to cover, and a five-minute passing period, we expect students to pass promptly between their classes.

Classroom tardies: In the event that a student is tardy to class, the teacher will document that tardy by filling out a CCV, which will be filed with the director. If a student receives three(3) CCV's within a week because of being tardy this will result in a meeting be called between parents, student and director.

If additional tardies are accrued referrals will include parent contact and alternative behavior plans. Students who cannot utilize the five-minute passing period properly are not fulfilling the

interview agreements and school expectations.

Tardy to school/morning tardies: Any student arriving after the starting bell must visit the office for a pass, and the late arrival must be cleared by a parent by written notification, phone call or visit in person. Excessive morning tardies may result in loss of credit, review sessions, parent contact, Crew conference and alternative behavior plans. Students who cannot arrive to school on time are not fulfilling the interview agreements and school expectations.

**Any tardy that is in excess of fifteen (15) minutes is considered an absence.** This applies also to arrival to class with a pass from the office or any teacher. Refer to attendance policy above for information regarding maximum absences allowed for credit retention.

## Respect for Community Members

### Respect for Cultural Diversity

Our school is a rich community that includes people from many cultural backgrounds. Students have the opportunity to learn from their peers – and that opportunity extends to matters of language, race, gender, sexual orientation, class, religions, disabilities and cultural traditions. Students are expected to offer the same kind of respect they deserve from others and will suffer disciplinary action if they fail to do so.

### Respect for Individuals

Respect, at a minimum, means an environment free from all forms of harassment, hazing and bullying. This includes the members of our school community such as students and staff, and also the members of our neighborhood and the areas we visit.

**Bullying/Harassment** is conduct or speech, which is unwelcome, intimidating, derogatory, hostile and/or offensive; and has the purpose of unreasonably interfering with a student's ability to learn or a staff member's ability to work. Bullying and hazing are forms of harassment. Harassment may be student-to-student, staff-to-student, student-to-staff, parent-to-staff or staff-to-staff. Harassment may be offensive to a person for a variety of reasons, including his or her gender, race, ethnic background, religion, age, sexual orientation, ability or disability. Threatening behaviors will not be tolerated.

**Sexual harassment** is harassment, which is of a sexual nature; this can include a range of behaviors including sexual insults and name-calling, inappropriate jokes, intimidation by words or actions, offensive touching, and pressure for sexual activity.

**Bullying** consists of negative acts carried out repeatedly over time. There is an actual or perceived imbalance of power in a bullying situation that allows the bully to attack the less powerful. There are three basic types of bullying:

- Physical: hitting, kicking, pushing, choking, and punching
- Verbal: threatening, taunting, teasing, starting rumors, hate speech
- Psychological: social exclusion, intimidation, spreading rumors,

### Characteristics of a bully

- Aggressive and impulsive
- Over confident and tough
- Low tolerance for frustration
- Inclined to use violence more than other children

### Hazing



There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll. Hazing means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm, or degradation, or causes physical injury, mental harm or personal degradation.

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing

In accord with statute, violations of this policy do not include either of the following

- Customary athletic events, contests, or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

### **Reporting/Complaint Procedure-**

Harassing, bullying and hazing behaviors will not be tolerated. Violators are subject to disciplinary consequences up to and including expulsion. It may also be grounds for legal action and fines through the civil justice system. **Students who are harassed or observe harassment should report the situation to a staff member immediately.** Confidential reporting can be accomplished through a typed or written note submitted to the office through the secretary, registrar, student services coordinator or administration. Reporting can also be handled through email to those individuals. Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator of an allegation or their observation of an incident may subject the staff member to disciplinary action in accord with School policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or as otherwise required by law. Any instance of reported or observed harassment, bullying or hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

## **Privacy**

All students, staff and visitors to Northpoint Expeditionary Learning Academy or any fieldwork, intensive, or activity are subject to recording through photo, video, and audio or combined methods. This material may be used by Northpoint Expeditionary Learning Academy or other affiliated persons or agencies in several ways, including but not limited to newsletters, website, newspaper, brochures, promotions, classroom displays, memory books, yearbooks, record books and other published sources. Any student or visitor must agree to full release of their photographic image in order to fully participate in all school related activities. Other personal information (name, address, age and more) will be protected upon request. Signing in as a visitor in the school office or participating in NELA activities indicates understanding of this. Your presence on a NELA activity indicates your willingness to allow use of the information

mentioned above. Exceptions to this policy must be arranged through the office.

## Use of school materials and resources

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The information stated herein is just a basic overview of the procedures. Additional policies and procedures govern the distribution of computers to Northpoint Expeditionary Learning Academy staff and students. This includes the annual payment of a \$100 Connectivity Fee for access to the database, email and wireless environment. Students will be billed for negligent acts which may cause the computer to become de-valued. This includes damage, misuse, abuse, rules violation, non-warranty service or any other technology issues. Continued, severe or repeated misuse of technology resources may result in an inability to complete the prescribed academic program of this school. Consequences may include loss of privileges, fines for damages and expulsion.

Each student will be issued a charger and an operating battery with their computer. The charger belongs to the student, and the student is responsible for any replacement costs if the charger were to break. The student will keep the charger throughout their years at Northpoint. The student should mark the charger with their name to prevent theft. Students may choose to purchase a soft carrying case for added laptop protection. Failure to use a protective case can increase risk and result in damage and subsequent charges. Hard plastic cases should not be used, due to bezel and top case damage.

In situations of violation of the stated computer user agreement, students may anticipate the following:

**1<sup>st</sup> Infraction-** Lockdown of computer service (restricted internet usage) for a period of one week to one month~ administrative determination of disciplinary action

**2<sup>nd</sup> Infraction- PAY SERVICE FEE-** Lockdown of computer service (removal of internet usage) for a period of one week to one month~ administrative determination of disciplinary action

**3<sup>rd</sup> Infraction- LOSE COMPUTER-** Student will need to reconsider enrollment at the school. Continued, severe or repeated misuse of computers may result in an inability to complete the prescribed academic program of this school and expulsion may be recommended.

Upon the discretion of administration, and in light of the totality of circumstance, certain steps may be skipped."

### **Terms and Conditions for Northpoint Expeditionary Learning Academy Students**

Acceptable use of the Electronic Information Services (EIS) requires that the use of the resources be in accordance with the following guidelines and support the education, research, and educational goals of the charter school. The user must:

- Use the EIS for educational purposes only
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright regulations. Use of all software must be in compliance with state and federal law and NELA's software licenses. *Violating United States copyright law by illegal reproduction of software can be subject to civil damages of as much as one hundred thousand dollars (\$100,000) and criminal penalties including fines and*

*imprisonment.*

- All software and hardware products installed or run on NELA personal computers must be reviewed by the designated site technology coordinator and approved by the director.
- Understand that many services and products are available for a fee and *acknowledge the responsibility for any expenses incurred without school authorization.*
- The school specifically denies any responsibility for the accuracy of information. While the school will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the Electronic Information Service (EIS) is used and bears the risk of reliance on the information obtained.
- Not reveal home addresses or personal phone numbers or other confidential information.
- Understand that electronic mail or direct electronic communication is not private. NELA has the right to monitor electronic communications.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS for commercial purposes
- Follow the school's code of conduct
- Not attempt to harm, modify, or destroy software or hardware; or interfere with system security and school servers. Servers on the school network are the sole responsibility of Northpoint Expeditionary Learning Academy. Any additions to, or changes made to software or hardware must be submitted to the Director for approval and implementation.

### **Terms and Conditions for use of Northpoint Internet Access**

Internet access is available to students in the school. **Northpoint Internet Access** is a filtered electronic highway connecting thousands of computers all over the world.

**Northpoint Internet Access** meets the Children's Internet Protection Act (CIPA). NELA enforces a policy of Internet safety that includes measures to block or filter Internet access for both minors and adults to certain visual depictions.

A user who violates the provisions of the policy will be denied access to the information services and may be subject to disciplinary action up to and including termination of employment or enrollment. The school may log the use of all systems and monitor all system utilization. Accounts may be closed and files may be deleted at any time. The school is not responsible for any service interruptions, changes, losses or consequences.

Any disciplinary action chosen shall be consistent with the severity of the violation. Frequency of EIS violations may also be taken into account. Referral to legal authorities may take place at any time in the case of illegal activity. In response to intentional malicious activities, possible financial reparations may be imposed. Other actions taken shall be hierarchical in nature:

- Verbal warning
- Temporary EIS access revocation, amount of time to be based on the severity of the violation.
- Suspension of EIS and/or **Northpoint Internet Access**
- Permanent access revocation of EIS and **Northpoint Internet Access**
- This regulation will be included in all school, employee and student handbooks. Employees, students, and parents are responsible for reading the handbook, as well as complying with policies therein. Any student violation of this procedure shall be dealt with by the director.

*Please note* that this regulation is valid and enforceable for the entire time a student is enrolled with Northpoint Expeditionary Learning Academy.

In addition to the regulation shown above, the following additional items apply:

- Students will bring their Computers to school each morning with the battery fully charged.
- Students will transport their Computers to and from school in a protective case of some sort
- Students will store their Computers in a secure location when not using them
- Students will keep their Computers clean with no attached stickers or other items that might deface or damage the computer's finish, screen or other components.
- Computer hard drives will be maintained to insure sufficient storage space for the efficient use of the Computer as an educational tool for school.
- Students will secure school permission to load and use additional software on the Computer. No attempt will be made to modify or reconfigure the software image loaded on the Computer
- Students will immediately report all malfunctions, damage or loss of a computer to a classroom teacher and to technology through the established work order system.
- Students will use their Computers during class time only for school related purposes
- Students will not attempt to override the filtering software or other network configurations.
- Students will not reveal identifying information about themselves or others through the Internet. This includes name, age, address, phone number, photograph or personal information. If something or someone requires this information about you or someone else, check with your teacher before sending.
- Students must remember the Computer belongs to Northpoint Expeditionary Learning Academy. Nothing should be kept on a Computer that you would not share with a teacher, the director, the tech staff or your parents. Consider the Computer school property ~ subject to search at any time.
- The Computer will be turned in within 3 days of request. If the Computer is not turned in as requested with 3 days, it will be reported stolen to local law enforcement.
- Under no circumstances will connectivity fees be refunded.

## Family and Community Involvement in Northpoint

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We look forward to partnering with parents and families to help our students to achieve their best. Here are some recommendations for how you can help:

**...creating an effective learning environment at home**

- **Set a schedule and structure to support your child's study, completion of homework, and meeting of standards.**
- **Keep books and other reading material in your home.**
- **Set aside a reading time each day.**
- **Let your child see that you are committed to lifelong learning by letting him or her see you read.**

**...learning about and supporting our school's values and programs**

- **Commit to allow your child to participate in all fieldwork and extended trips.**
- **Be familiar with and discuss with your child the contents of this handbook.**
- **Attend school events and parent evenings, as you are able.**
- **Support the parent organization of the school in any way you can. (NCAT-Northpoint Community Action Team)**
- **Let a Prescott friend or neighbor know about the Northpoint Expeditionary Learning Academy.**

...staying informed about your child's progress

- Attend community gatherings, Celebrations of Learning, Expos and events.
- Attend your child's student led conferences.
- Watch for and review progress reports and report cards.
- Log on to the progress monitoring software regularly (JumpRope)
- Attend events where your child's work is publicly exhibited.
- Be aware of the expedition being taught and its learning targets.
- Read teacher communications and promptly return permission slips and other communications asking for parent response or input.
- Communicate regularly with teachers by email.
- In 10<sup>th</sup> and 12<sup>th</sup> grades, support your child's passage portfolio presentation.

### Volunteer Opportunities

Parent volunteers both enrich the life of our school and provide vital support for our programming. We appreciate any time you might be able to spend supporting our school. Contact the Northpoint office for more information on becoming a volunteer.

|                                     |   |
|-------------------------------------|---|
| School Projects                     | Parents at our school may lead or help with volunteer projects which could include service projects, fundraising, fieldwork drivers and travel chaperones.  |
| Classroom Help                      | If you would like to help out in the classroom, please contact the Crew Leader.   |
| Fieldwork                           | We are often in special need of help on fieldwork days. Assistance with food prep, gear, loading or driving is critical!  |
| Hospitality                         | There are numerous times when parents are asked to support events by providing food, drink, or related supplies. Please consider helping out if you are able.   |
| Professional Services/<br>Expertise | On many occasions, a parent's special skill, expertise, experience, collection, etc., can be brought into the classroom or contribute to a school-wide project. Please contact the office if you have something that you would be willing to share. |

### Direct Involvement

There are a variety of ways to become directly involved in Northpoint Expeditionary Learning Academy. Please consider the following:

NCAT- (Northpoint Community Action Team) a parent/community group that advocates for and supports NELA with direct involvement meeting school and student's needs, fundraising and community outreach. Visit the NELA office for more information.

NELA School Board- The policy and decision making agency for Northpoint Expeditionary Learning Academy. This is a volunteer board which holds monthly meetings. Parents and members of the public are invited to speak to agenda items and during open call to the public times. Visit the website [www.northpointacademy.org](http://www.northpointacademy.org) or call 928-717-3272 for more information.

### Finances and Fees

Certain fees are affiliated with registration at Northpoint Expeditionary Learning Academy. Additional costs may be incurred throughout the school year. Families are asked to pay these fees in a timely manner

so the accounts can be accurately balanced. These fees are subject to change as costs are adjusted. Potential fees include but are not limited to:

|                      |               |                  |          |           |          |
|----------------------|---------------|------------------|----------|-----------|----------|
| Wilderness/Adventure | \$200.00      | Connectivity Fee | \$100.00 | Fieldwork | (varies) |
| Fine Arts            | \$25.00       | Parking Permit   | \$50.00  | Sports    | \$50.00  |
| Science Lab Fee      | \$20.00       | Summer School    | TBD      | Attire    | varies   |
| Dual Credit          | 30.00 – 50.00 |                  |          |           |          |

Additional fees will be charged for fieldwork, intensives, supplies and computer damage as outlined above. Families who are unable to pay these fees should contact the office to discuss payment plans or alternative arrangements. **Fees will not be refunded if the student has participated in the activity or after 10 days from registration date. If a debt is owed to the school, a student will not be considered for international travel until such debt is paid in full. Students who owe a debt to the school will not receive official transcripts, will not participate in the graduation ceremony and will not receive a school diploma until such debt is paid.**

**ARIZONA TAX CREDIT DONATION FORM**  
Simply complete the information below and mail it to:  
**Northpoint Expeditionary Learning Academy**  
551 First Street  
Prescott, AZ 86301  
Or fax it to us at 928-541-2294  
You will receive a receipt to use in your tax preparation.

NAME \_\_\_\_\_

—

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PLEASE APPLY MY FUNDS TO THE FOLLOWING (INDICATE AMOUNTS)

ADVENTURE/WELLNESS/FITNESS \_\_\_\_\_

FINE ARTS \_\_\_\_\_ SCIENCE \_\_\_\_\_

NO PREFERENCE \_\_\_\_\_

ENCLOSED IS MY CHECK IN THE AMOUNT OF: \_\_\_\_\_

OR

PLEASE BILL MY:

VISA       MASTERCARD

CARD NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_ / \_\_    AMOUNT DONATED: \_\_\_\_\_

**SIGNATURE AUTHORIZING DONATION\_\_\_\_\_**

**NELA DOES NOT ISSUE REFUNDS. CONSULT YOUR TAX ADVISOR TO DETERMINE HOW THE TAX CREDIT WILL AFFECT YOUR TAX RETURN.**

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT NORTHPOINT EXPEDITIONARY LEARNING ACADEMY AT 928-717-3272**

**ENCOURAGE FAMILY MEMBERS AND FRIENDS TO SUPPORT THE SCHOOL CHILDREN OF ARIZONA WITH THIS TAX DEDUCTIBLE DONATION.**

**COPY THIS FORM AS NEEDED. IT IS ALSO AVAILABLE ON THE WEBSITE**

**[WWW.NORTHPOINTACADEMY.ORG](http://WWW.NORTHPOINTACADEMY.ORG)**

**OR LOG ON TO OUR WEBSITE TO PAY USING YOUR PAYPAL ACCOUNT**

.....  
**For office use only:**

**Amount received:\_\_\_\_\_ Check #\_\_\_\_\_ Receipt returned\_\_\_\_\_**

**I HAVE READ AND AGREE TO THE STANDARDS, GUIDELINES AND EXPECTATIONS OF NORTHPOINT EXPEDITIONARY LEARNING ACADEMY AS OUTLINED IN THE STUDENT AND FAMILY HANDBOOK 2016 - 2017.**

**MY SIGNATURE BELOW AFFIRMS THIS COMMITMENT:**

PARENT NAME PRINTED

\_\_\_\_\_

PARENT SIGNATURE

\_\_\_\_\_

DATE \_\_\_\_\_

STUDENT NAME PRINTED

\_\_\_\_\_

STUDENT SIGNATURE

\_\_\_\_\_

DATE \_\_\_\_\_

CREW LEADER NAME PRINTED

---

CREW LEADER SIGNATURE

---

DATE \_\_\_\_\_

Students, parents/guardians and staff are responsible for reading and following the rules in this handbook.

This handbook has been developed within the framework of the Northpoint Expeditionary Learning Academy policies and the state approved charter. If you have any questions about this, please call the Director at 928-717-3272 or visit our website at

[www.northpointacademy.org](http://www.northpointacademy.org)

PLEASE RETURN COMPLETED FORM TO THE OFFICE FOR FILING

I HAVE READ AND AGREE TO THE STANDARDS, GUIDELINES AND EXPECTATIONS OF NORTHPOINT EXPEDITIONARY LEARNING ACADEMY AS OUTLINED IN THE STUDENT AND FAMILY HANDBOOK 2016 - 2017.

MY SIGNATURE BELOW AFFIRMS THIS COMMITMENT:

PARENT NAME PRINTED

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PARENT SIGNATURE

---

DATE \_\_\_\_\_



STUDENT NAME PRINTED

---

STUDENT SIGNATURE

---

DATE \_\_\_\_\_

CREW LEADER NAME PRINTED

---

CREW LEADER SIGNATURE

---

DATE \_\_\_\_\_

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