



Academic Code of Conduct

Northpoint teachers and staff partner with our parents and students to provide academic resources to homeschool families.

All teachers will provide the classroom instruction and resources that meets or exceeds Indiana state requirements. Teachers will provide a syllabus at the beginning of the school year that outlines specific expectations, with adjustments and updates as necessary. Classes at Northpoint meet only twice a week; therefore, it is essential that students remain accountable for academic work on the days Northpoint does not meet. It is the nature of homeschooling that parents will need to facilitate this accountability.

It is our desire to help every student achieve his or her full potential. We recognize that each student learns differently so we strongly encourage parents to communicate specific concerns to their student's teachers. In order to uphold Northpoint's tradition of academic excellence and integrity to its families, we have established a Code of Academic Conduct for our middle school and high school students. This Code is based on cooperation and communication between Northpoint teachers, staff, parents, and students and includes specifications regarding attendance, tardiness, student preparation, and graduation requirements.

Below is an outline of expectations of the Northpoint administration and teaching staff as well as Northpoint students and parents. These expectations include, but are not limited to, the following:

Expectations of Northpoint administration. Northpoint will:

1. Strive to provide an atmosphere for learning in a safe, Christian environment.
2. Communicate with parents in the event of any disciplinary issue.
3. Respond to all communication from parents in a timely manner.
4. Maintain a record of all student absences and tardy arrivals.
5. Maintain an online classroom management system that allows parents and students to access their grades for report cards and transcripts.

Expectations of Northpoint teachers. Teachers will:

1. Provide comprehensive, quality instruction in their classes.
2. Maintain consistent and fair guidelines and discipline in their classrooms.
3. Provide a detailed syllabus throughout the school year.
4. Communicate any changes to the syllabus on the online classroom management system.
5. Provide a mid-quarter progress report to parents if a student's grade falls below a C-.
6. Maintain communication with parents in the event of a disciplinary issue, a pattern of incomplete or insufficient work, excessive absences or tardy arrivals, or any other concern regarding that student.

7. Respond to all communication from parents and students, during the school year, in a timely manner.

Expectations of Northpoint parents. Parents will:

1. Take an active role in facilitating student's education in a supportive partnership with the Northpoint teachers and administrators.
2. Ensure that on non-Northpoint days all student's work, including parent-proctored tests, is completed independently, without the aid of teacher edition texts, solutions manuals or any other unapproved resource, unless prior permission is given by the teacher. Parent may contact teacher if further clarification is needed.
3. Encourage their student to develop effective study habits and motivate them to arrive at Northpoint classes prepared and ready to learn.
4. Check Northpoint's online classroom management system daily.
5. Be responsible for maintaining their student's transcript and all permanent records.
6. Notify Northpoint administration before the end of the school day if a student will be absent. **See Attendance Policy in Student Handbook or on the website.**
7. Notify Northpoint administration if a student will be tardy. Notification must be received prior to the beginning of the period. Students who arrive late without advance notification from the parent will receive an unexcused tardy. **See Tardy Policy in Student Handbook or on the website.**
8. Encourage and enable students to arrive to each class on time.
9. Communicate directly with the teacher or administrator if a concern arises. **See Communication Policy in Student Handbook.**
10. Respond to all teacher and administration communication in a timely manner.

Expectations of students on Northpoint school days. Students will:

1. Honor Northpoint's standards and policies as stated in the Code of Conduct, Personal Appearance Standard and Statement of Faith. Students who fail to meet these expectations may be subject to disciplinary measures. **See Disciplinary Procedures in Student Handbook or on the website.**
2. Respect and submit to the authority at Northpoint, including all teachers and staff.
3. Arrive to each class on time, in required Northpoint attire, with assignments completed and with all required materials.
4. Listen attentively and refrain from distracting others during instruction.
5. Follow classroom guidelines, procedures and work expectations set by the individual teachers. Students who fail to meet these expectations may be subject to disciplinary measures. Such disciplinary measures may include academic probation (**see Academic Probation section below**) and/or the implementation of a learning contract (**see Learning Contract section below**).
6. Turn in original work or material or credit their source on all assignments, papers, projects, and tests (**see Work Ethic in Student Handbook or Code of Conduct**).

Expectations of students on non-Northpoint school days. Students will:

1. Check Northpoint's online classroom management system daily to verify assignments.
2. Complete all assigned work that is due on the following Northpoint school day.
3. Not reference any teacher edition texts, solutions manuals or any other unapproved resource, unless prior permission is given by the teacher. Parent may contact teacher if further clarification is needed. **See Work Ethic in Student Handbook or Code of Conduct.**

4. Ensure that assignments, papers, projects, and tests are the student's original work or material unless proper credit is given. **See Work Ethic in Student Handbook or Code of Conduct.**

Attendance Policy:

Indiana law requires that all students, including homeschool students, attend school 180 days each school year. Northpoint meets 72 days each school year and the remaining school days are completed at home. Consistent attendance is critical to the academic success of a student.

Students are limited to four absences each semester. This includes planned and unplanned absences. Exceptions to this policy need to be addressed with the administration.

In the event of an extended absence - excused or unexcused - teachers will charge \$25.00/hour (minimum of two hours) to work with the student to make up missed instruction, assignments and tests.

Teachers are required to deduct participation points in the event of an unexcused student absence.

Teachers may enforce "black out" days when students may not have a pre-arranged absence. Examples include, but are not limited to, the day before a school break (Christmas, Spring Break, etc.), the date of a class presentation, etc.

Planned absences, such as family vacations, need to be arranged **no less than two weeks in advance** with the administrator and teachers. These absences will be considered **excused** and teachers will cooperate with the student and parents to make arrangements for the student to make up any missed work.

If a student will be absent because of an illness or other unforeseen circumstance, the parent must notify the Administrator **before the end of the school day on which the absence occurs** in order for the absence to be considered **excused**.

If a student is absent but the parent has not contacted the administrator, the absence will be **unexcused** and that student may be subject to consequences set by individual teachers.

Unexcused absences may lead to disciplinary action, including loss of social study hall or detention.

Students are given one Northpoint school day (Tuesdays/Thursdays) for each day he or she is absent to turn in missed assignments or tests.

These are guidelines and the administration reserves the right to determine the appropriate disciplinary measure at its discretion.

Tardy Policy:

Students are expected to be in their seats at the beginning of the class period. When students arrive late, it is a disruption to the entire class. At the beginning of each period, all classroom doors will be closed. Any student arriving late will only be permitted into class if they have a tardy slip obtained at the hall monitor's table. If Northpoint receives a phone call, e-mail or text message from the parent **before** the beginning of that class period, or if the student arrives with a note signed by his or her parent, the tardy will be considered **excused**.

A student who arrives late to class without a written note from his or her parent or without prior notice will receive an **unexcused** tardy and will be subject to consequences set by individual teachers.

Three unexcused tardy arrivals will also result in a one-hour detention. Detentions are served on the following class day during the student's lunch period. If the student does not normally attend lunch, arrangements must be made by the parent to bring the student one hour before his or her first class or to stay at Northpoint one hour after his or her last class.

These are guidelines and the administration reserves the right to determine the appropriate disciplinary measure at its discretion.

Progress Reports:

Any student who has earned a C- or below by mid-quarter will receive a progress report. This progress report will be accessible on the student's online record. The purpose of a progress report is to make parents aware that their student is struggling in a class. They are expected to contact the teacher to determine what appropriate course of action can be taken to help the student improve his or her grade.

Academic Probation:

If a student's Grade Point Average (GPA) falls below 2.5 at the end of any quarter, that student will have until the end of the following quarter to raise his or her GPA above 2.5 to be removed from Academic Probation. It is the responsibility of the student's parent(s) to partner with the teacher(s) to work together to improve the student's grade.

The student will also receive one point on Northpoint's Point System (see Discontinuation of Enrollment below).

Students whose GPA falls below 2.5 at the end of the fourth quarter will begin the following school year on Academic Probation.

If the student's GPA is below 2.5 for two consecutive quarters he or she may be subject to Academic Dismissal (see Academic Dismissal below).

Withdrawal While Failing:

If a high school student chooses to withdraw from a class in which he or she is failing after five weeks into the quarter, participation in Northpoint's graduation will be forfeited unless remediation is successfully completed. This remediation must be completed at Northpoint with a Northpoint teacher or staff member. All applicable drop fees must be paid before remediation can begin.

Remediation can include the following:

- The student retakes the class at **Northpoint** and earns a passing grade.
- The student retakes the class outside of Northpoint and in order to demonstrate the student's mastery of that course's content, he or she will take and pass a final exam administered by a Northpoint teacher, **at the teacher's convenience and for a fee of \$50.00.**

Graduation Criteria:

Each year Northpoint conducts a graduation ceremony for its students. Diplomas bearing the Northpoint name are offered to parents for purchase. Parents are responsible for ensuring that their high school student meets the legal criteria to receive these diplomas. Parents are also responsible for preparation of any necessary transcripts. In order to ensure the substance and meaning of a Northpoint diploma, high school students who earn an F in any Northpoint class from the current school year forward will not be eligible to receive a Northpoint diploma or take part in Northpoint's graduation ceremony.

The enforcement of this policy is at the discretion and judgment of the administration. An appeal for an exception to this graduation requirement will be considered by the administration and any subsequent decision will be final. An appeal will be considered in the following circumstances:

- The student has retaken the class at **Northpoint** and earned a passing grade.
- The student has retaken the class outside of Northpoint and in order to demonstrate the student's mastery of that course's content, he or she has taken and passed a final exam administered by a Northpoint teacher, **at the teacher's convenience and for a fee of \$50.00.**
- Any exception to the graduation criteria must be approved by the Administrator no later than **April 30th** of the student's graduation year.

A senior who fails (F) or withdraws while failing (WWF) a Northpoint class in the third quarter of that class will be ineligible to participate in Northpoint's graduation ceremony. No exceptions will be made.

Discontinued Enrollment:

The Board of Advisors reserves the right to revoke enrollment at any time at their discretion. Three paths to discontinuation of enrollment at Northpoint Homeschool Classes are:

1. As stated in the Student Handbook, there are certain behavioral issues that may result in immediate expulsion
2. A student whose grade point average falls below 2.5 for two *consecutive* quarters may result in an academic dismissal.

3. Northpoint operates on a "Point System" that can lead to discontinuation of enrollment. This system is based on academics, behavior and attendance. The accumulation of three points may result in discontinuation of enrollment.
- **BEHAVIOR** - If a student earns a detention he or she will receive one point. If a student earns a suspension he or she will receive two points.
 - **ATTENDANCE** - If a student exceeds the limit of four absences per semester, the student will receive one point. If a student has a pattern of tardy arrivals - even if excused by a parent - that student will receive one point.
 - **ACADEMIC** - Any student whose GPA falls below 2.5 at the end of a quarter will receive one point.

Students whose enrollment is discontinued after receiving three points will not receive a refund of enrollment or administrative fees.