



A special place for special needs

STUDENT-PARENT HANDBOOK
ACADEMIC YEAR 2009-2010

NORTHSTAR ACADEMY MISSION

The mission of Northstar Academy is to provide individualized instruction in a structured and nurturing environment to children with learning differences and/or emotional and physical disabilities. Our philosophy is that every child can reach his or her potential when given the correct learning tools.

WELCOME FROM THE HEAD OF SCHOOL

Thank you for choosing Northstar Academy for your child. We look forward to a productive and successful school year and anticipate many opportunities to partner with you in your student's education. Our small school staff worked hard during the summer to prepare for the new school year. Some of the goals we are set to achieve in academic year 2009-2010 are increased personalization, strong parent partnerships, and effective academic supports to increase student achievement.

Parent involvement is a key component to your student's success both in and out of the classroom. Schools that forge a strong partnership with parents ensure that their students are more academically and socially successful. We cannot do our work without your involvement. This Student-Parent Handbook is intended to promote student-parent and school communication and increase your awareness and understanding of the supports and opportunities available at Northstar Academy.

We look forward to working with you throughout this academic year and in the future. Together, we can support and challenge our students to reach their full potential.

Patricia West, EdD

ABOUT OUR SCHOOL

Northstar Academy was founded in 1996 by a group of parents and professionals concerned about educational opportunities for children with special needs. Originally located at Epiphany Lutheran Church in Richmond, Virginia, Northstar served 14 students in its first year of operation. Today, the Northstar Academy campus is housed at 8055 Shrader Road in Richmond's West End area.

Northstar Academy is central Virginia's only K through 12 independent, not-for-profit school for children with special needs. Northstar Academy is accredited by the Virginia Association of Independent Special Education Facilities (VAISEF). In addition to privately placed students, we serve students in elementary, middle, and high schools from 13 school districts representing the greater Richmond region. While our students come from many neighborhoods and different backgrounds, they share a lifelong difficulty with academic achievement and social skills development. They also share a desire to reach their full potential, both now and in the future.

ACADEMICS

ADD-DROP POLICY

A student may add or drop a course as follows:

1. A student experiencing serious academic difficulty may drop or add a course no later than the end of the first nine weeks.
2. After the first nine weeks the student is expected to remain in the course for the remainder of the school year.

NOTE: In special circumstances, a teacher may recommend that a student drop a course after the first semester. In such a case, that recommendation must be made by the end of semester I. If approved, the student will then repeat the course the following year and be given no credit for the course dropped, or be placed in a lower level course and be given no credit for the course dropped. The Head of School or Dean of Students is the only person(s) who may authorize the dropping or adding of any course.

ADD-DROP PROCEDURE

1. The teacher of the course that a student wishes to drop must discuss the request with the student and approve the decision.
2. The teacher of the new course that the student wishes to add will be informed by the Head of School that the student wishes to join the class.
3. The Head of School will discuss this change with the parents of the student. If approved, the student's schedule will be changed and records changed to reflect the add/drop.
4. When steps 1-3 are complete the student may attend the new class.

ADVISORY PROGRAM

The advisory program at Northstar Academy assigns each student in grades 6-12 to one member of the faculty who will serve as the student's advisor, advocate, and mentor. They will meet daily.

In addition to academic matters, the faculty advisor will counsel and direct his or her advisees in matters of student teacher, student-administrator, and student relationships. The advisor will serve as the principal source of information about a student and also as the point of contact for the parent or other teachers seeking more specific knowledge on the academic progress and overall development of the student.

AFTER-SCHOOL ASSISTANCE/CONFERENCE

All Northstar Academy students may receive extra help from their teachers by appointment. Students should schedule the help session no later than lunchtime with a particular teacher for the next day. Assistance during lunch time is also an option, if agreeable to the teacher. These are also the best times to schedule parent-teacher conferences, upon request and preferably between 3:15 - 3:45 p.m.

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CLASS PREPARATION

If a student is unprepared for class (written work not completed or assignment not read), the student will be asked to remain after school or have lunch-time detention to complete late assignments. When a student without extenuating circumstances fails to turn in a major assignment at or by the end of the semester, the student receives an *"Incomplete."* (Incompletes are only given in cases of illness or bona fide extenuating circumstances.) If the incomplete work is not made up within two weeks, the incomplete may become an "F". It should be noted that such work, even when turned in within the two-week grace period, will still be assessed a penalty for lateness. The point of this policy is to signal in the strongest way possible that Northstar will not permit a student to "take an F" on a major assignment and still pass the term or course.

CURRICULUM

Northstar Academy's curriculum was designed by experts in the special needs field. Our program is based upon the Virginia Standards of Learning (SOLs) and offers:

- Literature-based curriculum
- Ongoing, informal assessment
- Emphasis on critical thinking and problem solving
- Self-esteem enhancement
- Individualized educational plans
- Guided practice and reinforcement
- Integrated language arts
- Academic skills taught within context
- Real life skills and training
- Active versus passive learning
- Hands-on-activities
- Emphasis on independent functioning

Northstar Academy professionals embrace the need for small learning groups (with a low pupil-teacher ratio).

Program - Grades K-5

Students are placed in small, cohesive groups determined by age, ability, and instructional level. A student may move through the classes depending on academic skill level, and social/emotional development. The Lower School is dedicated to the belief that each child is an important individual created with special gifts and abilities. The beginning years of education, therefore, should mold a student's academic, social, and emotional view of school. It is our goal to provide an atmosphere conducive to this growth and to the development of a love for learning. Because elementary education is the critical beginning of this development, we want our students to be challenged in a way that stimulates their natural curiosity so that learning becomes a process of guided discovery and personal growth. We hope to channel each child's special gifts toward his/her potential.

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Education must, however, be a partnership shared by parents, students, and teachers. Communication is an essential ingredient in this partnership. The Communication Agenda Notebook, which is sent home daily in our Lower School, allows each parent the opportunity to get a glimpse of his/her child's day. We encourage each family to read the Notebook together and discuss with your child his/her day. Please do not hesitate to communicate back to the teacher with any questions or concerns. The faculty and administration are here to help the students and their parents.

Program — Grades 6-8

Grades 6-8 mark the beginning of the more structured academic program. Emphasis is placed on reading development beyond simple decoding, however individualized and/or small group instruction will continue to be provided for those students who need remedial reading. Emphasis is placed on critical reading, formal writing assignments, refining organizational and study skills, preparing for tests and exams, and developing critical thinking preparation for high school and life.

We help the student grow in personal responsibility and enthusiasm for learning as we recognize the steadily increasing academic and social demands that he/she will experience. Social skills training will continue to be integrated into each area of study and serve as the cornerstone of the advisory period.

Career and vocational exploration begin during this time, and students are encouraged to become involved in community service and other outside activities. Students also have the opportunity to participate in interscholastic sports.

We stress the development of character, and students are encouraged to model good behaviors and leadership. Advisory will give students an opportunity to work as a group and participate in activities designed to promote responsibility and self esteem.

All students in grades 6-8 will be issued an Assignment Notebook on the first day of school. Students are expected to bring it to class each day and record assignments. Parents are asked to assist in seeing that the assignments are completed on a daily basis. **It is understood that if a student does not complete homework assignments, he/she may be requested to stay after school by the teacher. It is the student's responsibility to notify the parent should the delayed afternoon pick-up pose a problem.**

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Program — Grades 9-12

The high school years serve as another transition period in which the student is developing intellectually, physically, socially, and emotionally into an adult.

Academic and behavioral expectations increase, as do responsibilities and privileges. Students take an academic program to prepare them for further educational opportunities. Career and vocational opportunities are explored along with personal goals.

Sportsmanship and group participation in interscholastic sports is encouraged.

Character development is addressed in all aspects of the student's life at Northstar. It is our goal to prepare young people in their academic, social/emotional maturation and to equip them in such a way that they become independent, self-directed, and responsible.

EVALUATION – MIDDLE & UPPER SCHOOL – GRADES 6-12

Progress reports are provided every 4 ½ weeks and report cards every nine weeks, as noted on the school calendar. Teachers will contact parents of students with a “D” or “F” average.

EXAMS

Exams are scheduled for grades 6-12. In grades 7-12 mid-term exams will be given at the end of each nine weeks, and final exams will be given at the end of each semester, as noted on the school calendar. Please encourage your child to begin studying well in advance of his/her exams and to get plenty of rest during the exam week. Parents can be very helpful in assisting their sons and daughters through the examination period.

At the end of each semester, the school offers two review days prior to the examination period. The semester ends the day before the first review day. As a result, on the review days, no tests or quizzes may be given and no new material will be presented. Exams are designed to require two hours and are scheduled as follows:

- Exam I 8:00 - 10:00 a.m.
- Advisory and Break 10:00 - 11:00 a.m.
- Exam II 11:00 a.m. - 1:00 p.m.

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EXAM SCHEDULE

All exams will be given un-timed, providing the student is attending to the exam and has continued to work steadily, even though breaks may have been needed.

Students may bring a snack to eat during the break, but must refrain from eating and drinking during exams. They will be required to stay in the examination for the full two hours and are encouraged to bring a book or study material to read if they finish early.

Please pick up your child at 1:00 p.m. for no one will be available to supervise them after this time. Students who have not been given a detention for the semester will have a “no uniform” or relaxed dress code for the exam period.

Grades and/or transcripts will not be released until current tuition obligations are satisfied. Exams will be held in the business office and will not be graded. All grades will be reported as “Incomplete” until the Business Manager notifies the Head of School. Students will be allowed to participate in Graduation exercises, but will not be given a diploma until financial responsibilities have been met.

GRADING POLICY

97-100	A+	87-89	B+	77-79	C+	68-69	D+
93-96	A	83-86	B	73-76	C	66-67	D
90-92	A-	80-82	B-	70-72	C-	65	D-
						64 or below	F

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GRADUATION REQUIREMENTS – STANDARD DIPLOMA WITH SOLS

Subject	Standard Units of Credit(s)	Verified Credit(s) Required
English	4 (9-12)	2
Math	3 (9-12)	1
Science – Physical or Earth, Biology & Chemistry	3 (9-12)	1
History – Government, World History I-II, U.S. History, Economics	3 (9-12)	1
Fine Arts, Technical	1	
Health & Physical Education	2 (to include Health Education)	
Electives	6	1
Total:	22 Credits	6 Credits

GRADUATION REQUIREMENTS – HONORS DIPLOMA

Subject	Standard Units of Credit(s)	Verified Credit(s) Required
English	4 (9-12)	2
Math	4 (9-12)	2
Science – Physical or Earth, Biology, Chemistry	4 (9-12)	2
History – Government, World History I-II, U.S. History, Economics	4 (9-12)	2
Fine Arts, Technical	1	
Health & Physical Education	2 (to include Health Education)	
Foreign Language	3	
Electives	2	1
Total	24 Credits	9 Credits

INDIVIDUAL ACADEMIC PLAN (IAP) DIPLOMA

Successful completion of IAP Goals will satisfy graduation requirements in part for those students who will receive an IAP diploma.

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HONORS DIPLOMA – MINIMUM OF 23 CREDITS

- Minimum of 90 cumulative Northstar Academy average
- Two advance level courses
- Two four-year sequences in math, science or history
- Two years successful completion of a foreign language

In addition, students earning an Honors Diploma must demonstrate a minimum eighth grade reading, writing, and math skills. The use of on-line facilitated coursework may be a consideration for certain Honors class subjects.

HOMEWORK

Homework is intended to provide practice for automatic performance and to develop the processes for learning that are a part of Northstar instruction. The assignment of homework presents children with the opportunities to work independently and practice known skills.

An additional goal is to establish a routine and expectation that homework is a part of school and home life. Parents should:

1. Establish a regular homework time, since consistency is important
2. Provide a quiet place for the child to work
3. Help with organization and provide study tools (e.g., pencil, paper, etc.)
4. Sign the Student Notebook to indicate that homework and reading were completed
5. Communicate with teachers
6. Offer encouragement and positive feedback

The following guidelines are maximum expectations. They help students establish patterns for organization and follow-through while reinforcing skills already learned.

“Total minutes” guidelines may not be expected at the beginning of the year. Expectations will increase to maximum levels for the grade level by spring. Teachers may give assignments related to the independent reading, but that time will be reflected in the total minutes expected at a grade level. If your child is spending more time on assignments, please communicate with the teacher.

The reading assignment may be met by the child reading, the parent reading to the child or a combination of the two. Take time to discuss what is being read.

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LOWER SCHOOL REQUIREMENTS

Grades	Minutes of Reading Per Day	Homework Expectations	Minutes Per Week
K-2	15	Writing projects, math practice, dictation	30
3-5	15-20	Writing projects, math practice, dictation, spelling	Up to 30-40 twice weekly

UPPER SCHOOL REQUIREMENTS

Grades	Minutes of Reading Per Day	Homework Expectations	Minutes Per Week
6-8	20-30	Math practice, English, Science, History and Health. Projects, study and review	Up to 60, three times per week
9-12	20-30	Math practice, English, Science, History and Health. Projects, study and review	Up to 90, four times per week

Remember, these are just some guidelines and may vary with the subject and the time of the year (e.g., changes at exam time).

Each student is given an Assignment Notebook in which homework assignments should be written each day and sent home with the materials needed to complete the assignments. If replacements are needed there will be a \$10 re-issue fee. **Parents should monitor homework time and ensure that the assignments are completed.**

Homework time should not be a battle. If homework is causing a problem or the child does not seem to understand the assignment, parents are asked to note it in the Homework Notebook and stop the homework session.

Homework should not become a power struggle, however it is a time where the students should review and independently practice learned skills. The Homework Notebook can serve as a daily communication log between school and home.

INDIVIDUAL ACADEMIC PLAN

Each year, an Individual Academic Plan (IAP) is written for all private students in grades K-12. Individual Academic Plans are written at the beginning of each year for new students and at the end of the year for returning students.

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The student's teacher(s)/parent(s) and the Head of School will develop this plan. This plan will include goals and objectives related to the student's weakness in academic areas and behaviors. Testing and/or observation done prior to the meeting will determine the weaknesses focused on when developing new objectives. Each objective will be dated when it is initiated and mastered.

Northstar Academy will work with local school division in writing and implementing Individual Education Plans when the student has been placed at Northstar Academy by the school division. Staff will also meet with the local school division when the student has been unilaterally placed at Northstar Academy by his/her parent(s).

While Northstar Academy does not participate in the Virginia Assessment Program for the Standards of Learning (SOL), we do consider the Standards of Learning when developing our curriculum. Teachers will note in the student's file regarding the introduction and mastery of SOLs at the student's academic level. This will be shared with the parent at his/her request and forwarded to public schools if/when the student returns to a public placement.

It is important that parents review IAPs in order to increase communication and understanding of your child's progress at Northstar Academy.

GRADING POLICY – GRADES 6-10

It is extremely rare for Northstar teachers to issue a failing grade to a student. However, in a situation where a student does not take responsibility for learning by not studying for exams, completing assignments or failing to participate in class, an "F" is the only option. On the occasion that a failed course is required, it must be repeated. In special cases and at the discretion of the Head of School an approved class may be taken at another facility or an elective may be substituted. **In all cases, arrangements for making up failed courses must be in writing and approved in advance by school administration.**

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GRADING POLICY – JUNIORS (GRADE 11)

Any required course failed as a junior must be made up as a senior or at another facility in a summer session. Credit earned in the latter will carry the transcript notation “Summer School Credit”.

Because a transcript is a complete record of the student’s performance in high school, both original failures and subsequent make-up credits are recorded. This means make-up credit for a failed course does not replace or remove the original “F” on the transcript. It does, however, show that a student has remedied the deficiency. Credit for high school course (e.g., Algebra I) taken during the middle school years (Grades 7-8) is recorded on the transcript. On the other hand, failures by middle school students attempting high school courses are **NOT** recorded on the transcript.

Sometimes a student may pass a course technically, but his/her degree of mastery of the material is not deemed sufficient to ensure a reasonable chance of success in subsequent sequentially related courses. In which case, a “D” grade does not show adequate understanding to be able to continue to the next level (i.e., a “D” in Algebra I is not a good indication for success in Geometry and Algebra II). In such cases the Administration usually recommends that remedial work be undertaken during the summer or that, if possible, the student repeat the original course. When questions arise concerning a student’s perceived weakness in any subject area, please consult the Head of School for specific recommendations.

LATE PAPER POLICY

To ensure a uniform understanding about major assignments that are turned in late, all classes will observe the following policy:

- The teacher establishes with the student a non-changeable, yet suitable date for the assignment.
- If an occasion arises when a student feels unable to get the assignment completed on time, he/she should resolve the problem with the teacher.
- An assignment submitted one day late (with or without extended time) will be penalized one full letter grade.
- For every two succeeding academic days that an assignment is late, an additional penalty of one letter grade will be assessed.
- After three days, the teacher will report the tardy assignment to the Head of School and parents, and the student will receive no grade higher than a “C”.
- All major papers and assignments must be turned in or a grade of “Incomplete” will be recorded. Students will not be given credit for any course that does not have a grade recorded within two weeks after the end of the trimester.
- All papers must be turned in on the due date, whether or not the student is present at school. If the student has received permission for an excused absence, the papers must be submitted in advance.

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MAKE-UP WORK

Teachers will assign make-up work as they deem necessary. Students may be asked to stay after school to complete assignments or for disciplinary reasons.

REPORT CARDS AND WEEKLY/ DAILY NOTEBOOKS

Progress assessments are made at the end of each nine weeks. Lower School report cards are sent home every nine weeks. The report card is individualized for each student and based on the student's Individual Academic Plan.

Daily and/or weekly progress reports are given via the Daily Notebook. Teachers will communicate with parents concerning recent successes and/or problem areas. Please read and return the Notebooks daily.

SOCIAL SKILLS

Students often come to Northstar Academy with difficulties related to a previous school failure, lack of friends, and poor self-esteem. Daily lessons help students develop the social, emotional, and behavioral skills needed to succeed as members of society. At Northstar Academy, we help students gain a more positive attitude about themselves and others.

TESTS AND QUIZZES

Tests and/or quizzes may be given by classroom teachers at their discretion. All full-period test and long-range assignments are announced to the students in advance. In general, we strive to have no more than two tests per day or two long-range projects scheduled for any one student on the same day.

TRANSITION

In preparation for independent living after graduation, Northstar Academy's Transition Services program for juniors and seniors focuses on developing social thinking skills. Students learn how to make and maintain good relationships with others - whether at school, home, work, or play. Each student is assigned an advisor who serves as an advocate and liaison between teachers and home to provide support for the student in areas such as self-esteem, self-advocacy, and social skills.

ADDITIONAL SERVICES

Extended Day Services

This program is offered each day after school. It allows students the opportunity to receive additional tutoring and homework assistance from staff, as well as social and recreational time with friends.

APPEARANCE

Students are expected to dress appropriately throughout the academic school year. Clothing other than what is detailed in the uniform policy is not allowed. Coats are required during especially cold weather. Students not dressed appropriately for the elements may not be allowed outside at recess times. Please make sure that all personal items are marked with the student's name.

Northstar Academy operates under the premise that school teaches the skills necessary for the world of work. A student's dress and presentation reflect personal and school standards. Accordingly, we expect that all students come to school ready to work.

Distractions must be kept to a minimum:

- Long hair must be pulled back and firmly secured (boys and girls) so as not to hang in the student's face
- Facial hair, including long side burns, is not permitted.
- Hair styles should be non-distracting, and hair coloring is not permitted.
- Pierced ears should not be distracting.
- Visible body piercing is strictly prohibited. Student will be asked to remove rings, studs, etc.
- During all school hours and functions, nail polish (girls and boys) should be non-distracting.

DRESS CODE/UNIFORM – LOWER SCHOOL BOYS

Northstar Academy believes that it is important for students to understand the need to dress appropriately for certain situations. School is the student's "world of work," so a uniform is required.

Dress requirements for Lower School boys are as follows:

- Khaki pants or long shorts for boys
- All pants must have belts, unless exempt
- White, light blue, or navy "polo" shirt (collared) or turtle neck
- Socks with tie shoes (Velcro allowed) or tennis shoes (white or black ONLY)
- Gray or navy sweatshirt, sweater, or sweater vest (no "hoodies")

Boys must wear collared shirts or turtleneck shirts (tucked in). A collared shirt must be worn under pullover sweaters or sweatshirts. All shirts must have sufficient shirttail to stay tucked in. All pants must be in good repair (no cut or torn edges or holes), ride on the waist, and fit appropriately. Baggy and/or oversized clothing will not be allowed. Sweatpants may be worn for physical education classes only.

APPEARANCE

Dress requirements for Lower School girls are as follows:

- Plaid jumper or skirt, or khaki or navy slacks (NO blue jeans or hip huggers)
- Khaki culottes or skort, (black, white, or navy tights may be worn under uniforms)
- Collared shirts or turtlenecks in white, yellow, or blue
- Collared shirt required on announced dress uniform days
- Socks with black dress shoes or tennis-type shoes (black or white ONLY)
- Sweaters, jackets, or sweatshirts

DRESS CODE/UNIFORM – LOWER SCHOOL GIRLS

Girls are to wear collared blouse, turtleneck, or collared shirts tucked in. All of these items must have sleeves and sufficient shirrtail to stay tucked in when arms are raised. Oversized clothing is not permitted. Tights and stockings must be without holes or runs. Shirts, skorts, or jumpers must not be shorter than four inches above the knee and long enough that underwear is not visible when bending over. Sweaters, vests, or sweat shirts should fit loosely but appropriately. All clothing should be in good repair.

All students will be required to wear athletic shoes for physical education.

Students are expected to dress and style their hair in a manner that allows a degree of individual expression without being extreme or attracting unnecessary attention. Jewelry is to be kept to a minimum.

The guidelines provided for dress code never outweigh the subjective judgment of the school administrators. The school reserves the right to evaluate a student on a daily basis, and the possibility exists that a student would be technically within guidelines and still be viewed as inappropriately dressed. No aspect of dress should be a distraction. Parents must cooperate in seeing that students are appropriately attired. Students not in compliance with the dress code will be asked to obtain appropriate attire before attending classes. Note that this may require a special trip to the school by the parent/guardian. Repeat offenders may be ineligible for “out of uniform” days.

DRESS CODE/UNIFORM – MIDDLE AND UPPER SCHOOL BOYS

Dress requirements for Middle and Upper School boys are as follows:

- Khaki or navy dress pants for boys
- All pants must have belts, unless exempt
- Solid white light blue, yellow, or navy “polo” shirt (collared) or turtle neck
- Matching socks and matching tie shoes (Velcro allowed; white or black ONLY)
- Gray or navy sweatshirt, sweater, or sweater vest

APPEARANCE

Boys must wear collared shirts or turtleneck shirts. Any straight-hemmed shirt may be worn outside of pants, but unhemmed shirts must be tucked in. A collared shirt must be worn under pullover sweaters or sweatshirts. All shirts must have sufficient shirrtail to stay tucked in. All pants must be in good repair (no cut or torn edges or holes) and ride on the waist and fit appropriately. Baggy and/or oversized clothing in excess will not be allowed. Sweatpants may be worn for physical education classes only.

Dress requirements for Middle & Upper School girls are as follows:

- Plaid jumper, skirt, navy or khaki slacks
- Khaki culottes, skort (must have front and back “flap”)
- Collared shirts or turtlenecks in white or yellow, light blue, or navy
- Matching socks, matching black dress shoes or tennis-type shoes (white or black ONLY)

DRESS CODE/UNIFORM – MIDDLE & UPPER SCHOOL GIRLS

Girls are to wear collared blouse, turtleneck, or collared shirts. Any straight hemmed shirt may be worn outside of pants/skirt. Any shirt unhemmed must be tucked in waistband. All of these items must have sleeves and sufficient material to cover body at all times. Oversized clothing is not permitted. Tights and stockings must be without holes or runs. Shirts, skorts, or jumpers must not be shorter than 4 inches above the knee and underwear must not be visible when bending over. Sweaters, vests, and sweat shirts should fit loosely but appropriately. All clothing should be in good repair.

All students will be required to wear athletic shoes for physical education.

Students are expected to dress and style their hair in a manner that allows a degree of individual expression without being extreme and attracting unnecessary attention. All students are required to wear shirrtails tucked in. Jewelry is to be kept to a minimum.

The guidelines provided for dress code never outweigh the subjective judgment of the school administrators. The school reserves the right to evaluate a student on a daily basis, and the possibility exists that a student would be technically within guidelines and still be viewed as inappropriately dressed. No aspect of dress should be a distraction. Parent(s) must cooperate in seeing that students are appropriately attired.

APPEARANCE

INAPPROPRIATE ATTIRE

Students who come to school dressed inappropriately will be asked to call home to obtain an appropriate uniform. Students who are dressed inappropriately will not be allowed to sit with their class, attend the field trip, or participate in the athletic event.

Unacceptable attire includes, but is not limited to:

- Excessively baggy/oversized clothing
- Tight/form fitting apparel
- Jewelry pierced in body areas other than ears
- Above the waist shirts
- Sleeveless clothing
- Henley-style waffle weave shirts
- Sandals
- Sleepwear
- Hats, sunglasses and hoods indoors
- Wallet chains
- Clothing that represents alcohol, tobacco, drugs, or sex

Facial hair is not permitted, including long side burns. Hair coloring and hair-styles should not cause distractions and only natural colors are allowed. Pierced earrings should not be distracting. No visible body piercing or body art is allowed in school or at school functions. Fingernail polish or nails should not be distracting; this rule applies to both sexes. Determination will be at the discretion of the Dean of Students and/or Head of School.

NO UNIFORM DAYS

Students may regularly earn a no-uniform day on Fridays by earning the proper number of points. Points are counted by the student's 7th period teacher who clearly indicates in writing via the student's planner if he/she has earned the no-uniform privilege. The dress code on no-uniform Fridays is as follows:

- September-October: Any Northstar uniform shirt with jeans
- November-December: Northstar theme shirt with jeans
- January-June: Jeans, other appropriate pants or skirt with any shirt of the student's choosing
- April-October: Students are allowed to wear shorts on dress-down Fridays if the temperature is 65 degrees or higher.

APPEARANCE

The following are never allowed:

- Unusually baggy or oversized pants
- Tight-fitting clothes that ride up at the waist
- Clothing that is cut, torn or frayed
- Sandals
- Hats
- Sunglasses indoors
- Wallet chains
- Other clothing noted on the “Items Not To Be Worn” list

OUTERWEAR

Heavy jackets coats, lined flannel shirts, hooded sweatshirts, and fleeces (with or without sleeves) should be left in the student’s locker except when the temperature is below 50 degrees. Sweaters, sweatshirts, and lightweight jackets may be worn in the classroom provided they are not oversized and do not provide a distraction. Students may not wear hoods, hats etc. in the classroom.

ALUMNI ASSOCIATION

Northstar Academy has an alumni association. For more information on how to get involved, please contact our Parent Liaison.

DROP OFF

Parents should not drop off their children before 7:45 a.m. A Northstar representative must be outside, stationed at his/her post, and prepared to monitor student arrivals.

EMERGENCY PLAN AND CONTACT

Each family must have a back-up transportation plan in place for their child.

1. Children need a card with emergency phone numbers on file in the office.
2. If there are problems, call the school office and let the secretary know what arrangements you have made. Remember, if the custodial parent is not picking up the student and the student is not going home in the usual carpool, then the emergency person on file is expected to pick up the child. He/she will not be released to another person without spoken arrangements and proof of identity.

Parents planning to change their child’s regular transportation must inform the Head of School or Dean of Students, as well as the regular driver (in a timely manner). This will help to eliminate confusion with the regular transportation providers.

ATTENDANCE

ABSENCE

Students are expected to attend school daily and arrive on time. There is a minimum of 174 school days per year, and attendance is essential for learning to occur. Please know that in case of absence without a note from parent/guardian, your child's absence will be counted and unexcused.

Additionally, students must attend 70 percent of a class for each nine weeks to receive a passing grade for the course.

1. Excused Absence - There are various types of excused absences:

- Illness counts as an excused absence if the parent calls the school or sends a note on the day the student returns to class. Students who become ill after arriving at school must report to the clinic and the nurse will determine if the student should be sent home. The nurse will contact the parent(s) for permission to leave school, and the parent must make arrangements for the student to be picked up. The parent will notify the front desk that they are taking the child home. Student drivers are asked to call the school when they arrive home. It is important that parents notify the school of the adult in charge when parents expect to be away from home.
- There may be special situations, other than illness, when students may be excused. A written request must be submitted to the Head of School one week prior to the event to qualify for an excused absence.
- Observation of religious holidays, such as Rosh Hashanah and Yom Kipper, is considered an excused absence. While classes continue to meet, students will be given sufficient time to prepare and make up assignments. Each student is expected to work out extensions that are acceptable to both the student and teacher.
- Full medical leave: When a student is unable to attend school due to medical or psychological reasons, at the recommendation of the student's personal physician in consultation with the school, the administration may grant that student a medical leave of absence.

The Head of School, or her designee, is responsible for communication with the student's parents and teachers, including the terms of medical leave. During this time the student is expected to keep up with course content as possible, but is not expected to hand in every homework assignment, take every test, or write every paper. The work assignments are adjusted to the student's ability to complete the assignment.

ATTENDANCE

If a student's medical leave precedes or coincides with the exam period, the exam will be rescheduled so that the student may take it at a commensurate with his/her stamina and ability to prepare. If a student has missed nine weeks of school because of medical leave, the administration will meet to determine how or whether credit can be earned. Flexibility will be the rule, and time required to accomplish the goals generally will be liberal.

1. We encourage students to schedule **dental and doctor appointments** after 1:30 p.m. on Fridays, or after 3:30 p.m. on other days of the week.
2. Unexcused Absence - In the event that a student is absent from school and returns to campus without a parental/guardian note, that student's record will indicate an unexcused absence.
3. Notification of Absence - If the parent/guardian is aware that the child will be absent, parents are highly encouraged to contact Northstar the evening before the absence. Parents may leave a message in the school's general voice mail box at 747-1003. A note is required when the student returns to school.

DAILY SCHEDULE

The school day begins at 8:00 a.m. and ends at 3:00 p.m. Friday school will release at 1:30 p.m. Specialized Reading, Speech and Language, and Occupational Therapy are scheduled with individual therapists after the school year begins.

TARDY

If your child will be tardy on any given day, please call the school no later than 8:30 a.m. A written notice from the parent/guardian will be required each time the student is tardy. Any child who is absent for more than half the day will be counted as absent.

- **Unexcused Tardies** - Five unexcused tardies will count as one unexcused absence.
- Students who miss any part of the school day may not practice or represent the school that day or evening in athletics, dramatics, or other activities without permission from administration.
- Students who are absent excessively or who have missed over **30 percent of school hours may not be given credit for the nine weeks, quarter, or year depending on the extent of the absence during the time period.**

ATHLETIC ELIGIBILITY

Participation in Athletics can have a positive influence on a child's mental, physical, and social development. Learning the basic skills of various sports and good sportsmanship is the basis for a lifelong participation in healthy physical activity.

Northstar Academy encourages students to participate in team sports. Activities are open to all who wish to abide by team requirements, including: commitment to the team, attendance at all practices, an appropriate attitude, and a genuine desire to improve and practice.

Our coaches use the "no cuts" system, and all students get to play in each game. Since we participate in an informal league, eligibility for participation is at the discretion of the coach in consultation with the administration. Our athletes learn good sportsmanship and the value of cooperative teamwork.

BUSINESS OFFICE

HOURS OF OPERATION

During school year Monday-Friday, 9:30 a.m. - 4:00 p.m.
During summer Monday-Thursday, 9:00 a.m. - 3:00 p.m.

CAREER INTERN EXPERIENCE

Career intern experience allows seniors to join the work force in the Richmond community. With help of the school, seniors find volunteer opportunities or paying jobs that allow them to test their interest in a particular career.

CARPOOLS

Communication with your carpool is essential as miscommunications or delays are not considered excusable for tardiness. Be sure you notify all carpool members when schedules change, especially if a child is sick, leaves school early, or is staying after school. It is the responsibility of the parent to communicate with carpool members. **The school must be notified in writing or by phone of any changes in transportation plans.**

CLASSROOM DISCIPLINE

Students are subject to school jurisdiction and standards whenever they are on the school grounds for academics or extracurricular activities, and when they attend any school-sponsored trip or activity, regardless of location.

Students are expected to respect school property at all times, to be considerate of others, and to conduct themselves with honor and honesty. Specific regulations are addressed under pertinent topic headings; other general rules designed to create a respectful atmosphere are...

CLASSROOM RULES

1. Follow teacher directions.
2. Show respect to others.
3. Keep hands, feet, and objects to yourself.
4. Be honest.
5. Show kindness to others.

If a student violates these rules, teachers will promptly implement the discipline policy in order to promote maximum use of classroom instruction time.

CODE OF COURTESY & RESPECT

INTEGRITY

Northstar students are expected to perform honestly throughout the school day according to our honor code (above). Students are expected to produce their own work and demonstrate respect for the belongings of others.

The actions below are not tolerated at Northstar Academy:

1. **Cheating** - includes the actual giving, receiving, or use of any unauthorized aid or assistance.
1. **Falsification** - includes the verbal or written statement of any untruth, including the production of forgery or use of forged writing.
2. **Lying** - is communicating something that is not true.
3. **Plagiarism** - includes the copying of the language, structure, idea, and/or thought of another and representing it as one's own original work.
4. **Stealing** - includes acquiring another's possessions without right or permission. The possession of stolen property is considered theft.
5. **Unauthorized use of technology** - and information gained through its use without permission, or using computers or other technology equipment without permission from a teacher or administrator.

COMPLAINT RESOLUTION PROCEDURE

While we do not anticipate any tension or conflict between Northstar Academy and parents, we do realize that from time to time a disagreement may arise. In the rare case that occurs, we encourage you to first speak directly with your child's teacher. If you feel a need to jointly speak with the teacher and the Head of School, please call and make an appointment. You can also call the Head of School at any time, as sometimes a short phone call can quickly solve the problem. If the situation is not resolved, parents may feel a need to resolve a complaint by speaking with the President of the Board of Trustees. Finally, the complaint may be addressed by the entire Board by asking the President to include the concern on the next Board Meeting Agenda. If the situation or the concern is remains unresolved, parents may contact the Virginia Department of Education to file a complaint.

COMPUTER RESOURCE USAGE AND POLICY

Computer resources at Northstar Academy support both the academic and administrative needs and include, but are not limited to the Lower School lab, main computer lab, and classrooms.

Northstar Academy intends to provide students with fair and equitable access to these resources in pursuit of the ideal of intellectual inquiry in a democracy. Because Northstar is concerned with the development of informed and responsible citizens, we encourage students to use the computers and the Internet for research. Northstar Academy considers access to its computer resources a privilege, and a violation of this policy could result in suspension or revocation of this privilege. The guidelines outlined below are not intended to include every possible violation or offense, but rather to provide the standard by which students can judge the appropriateness of their individual behavior.

In this policy, the term “computer resources” denotes computers (hardware and peripherals), the computer network and connections to external computer networks, and subscriptions to external computer services. “Software” collectively refers to programs, data, and documentation. “Licensed software” collectively refers to copyrighted and proprietary programs’ data and documentation.

In exchange for access to Northstar Academy’s computer resources, students are responsible for respecting and protecting the dignity and right of all other users throughout Northstar Academy’s community and on the Internet. Students need to behave in a responsible, ethical, and legal manner, in accordance with Northstar Academy rules, the rules of other networks that they use on the Internet, and state and federal laws.

Students are urged to protect their personal computer resources. They should never give out their passwords or files to other student users. Academic work has priority at all times. Students who are using any computer for apparently non-academic reasons may be asked to relinquish their computer for academic use and should do so willingly. “Appropriate use” means protecting the integrity of Northstar Academy’s computer resources and preserving the right and privacy of users, and it is an honor-bound agreement among all users. Violators should be reported immediately to the administration. Knowledge of a violation with failure to report it also is considered a violation.

Students who bring personal computers to school must follow all school rules concerning the use of computers. Any student who uses his/her personal computer in an inappropriate manner may be asked not to bring the computer back to school. Northstar Academy is not responsible for the care, loss, or damage of any personal computers.

COMPUTER RESOURCE USAGE AND POLICY

COMPUTER LAB RULES

1. The computer lab is to be used only for writing papers, classroom assignments, and research. Any other activities, such as Typing Tutor, e-mail, Power Point, Paintbrush, or games, must have a teacher's approval.
2. Internet use must be teacher approved and class related.
3. Food and drinks are not allowed in the lab.
4. Computer settings may not be altered, and exploring MS-DOS is not permitted without teacher supervision.
5. Students should be serious about their work and considerate of others who are trying to work. The lab is not a place to socialize.

COMPUTER RESOURCE USAGE AND POLICY - PROHIBITED ACTIVITIES

The following activities involving Northstar Academy computer resources are prohibited:

1. Using computer resources for purposes other than those for which a student has authorization, in accordance with Northstar Academy rules and state and federal laws.
2. Plagiarizing the work of others.
3. Using computer resources for any illegal activity, including violating copyright or other contracts, or participating in the commission or furtherance of any crime or other unlawful or improper purpose.
4. Harassing other users with unsolicited messages including forwarding of "chain" e-mail.
5. Transmitting, downloading, storing, printing, or distributing information that contains obscene, indecent, lewd, or lascivious material or any material that explicitly or implicitly refers to sexual conduct.
6. Transmitting, downloading, storing, printing, or distributing information that contains profane language, panders to bigotry, sexism, or other forms of discrimination or tends to degrade other people.
7. Changing or in any way modifying any computer, network system, or security setting. The failure of a computer resource to prevent its unauthorized use does not relieve an individual of the responsibility of obtaining authorization prior to his/her use of the resource.
8. Intentionally damaging or destroying any computer resource.
9. Using another computer user's account or sharing accounts with other user(s).
10. Capturing or guessing another user's password, identifying code, personal identification numbers, or other confidential information without the permission of its owner.
11. Creating, modifying, executing, or re-transmitting any computer program or instructions intended to gain unauthorized access to, or make unauthorized use of a computer resource, software, or licensed software.

COMPUTER RESOURCE USAGE AND POLICY

COMPUTER RESOURCE USAGE AND POLICY - PROHIBITED ACTIVITIES

12. Creating, modifying, executing, or re-transmitting any computer program or instructions intended to obscure the true identity of the sender of electronic mail or electronic messages, including but not limited to forgery of messages and/or alteration of system and/or user data used to identify the sender of the messages.
13. Making unauthorized copies of software or licensed software.
14. Intentionally destroying or altering software or licensed software.
15. Using computer resources in a manner inconsistent with Northstar Academy's contractual obligations to suppliers of computer resources or with any published Northstar Academy policy.
16. Using computer resources for financial or commercial gain.
17. Publishing or transmitting inaccurate or falsified information about oneself, another person, or the school.
18. Accessing/communicating in any way through a social network (i.e. My Space).

COMPUTER RESOURCE USAGE AND POLICY - CONSEQUENCES OF VIOLATION

Students accused of violating this policy are entitled to due process in resolving the violation:

1. Suspension or revocation of access privileges to computer resources at Northstar Academy.
2. Referral to the Head of School, with possible suspension from Northstar Academy.
3. Referral to the Dean of Students and notification of faculty and staff of the violation and the consequences.
4. Involvement of state and federal law enforcement authorities if the violation involves state and federal laws.

Northstar Academy gratefully acknowledges the computer resource policies of Brown University, Rice University, and Kent Denver School in Englewood, Colorado, portions of which have been used to create this policy.

Students may, with the consent of the computer teacher, use computers in the computer classroom when computer classes are not in session.

Internet access generally will be permitted only for class-related activities or assignments. "Surfing" will not be allowed. The school's Internet connections may not be used for commercial purposes including purchasing products or services. Parents/guardians will assume financial responsibility for products or services purchased by their children. Students may not knowingly access material that is obscene or profane, material that advocates illegal acts, or material that advocates violence or discrimination against other people. Students accessing objectionable material should immediately notify his/her teacher as a protection against a claim of intentional violation of the guidelines.

The use of the school's Internet access is a privilege, not a right. Students may access the Internet only from the school's account; access on family accounts will not be permitted.

All students must "sign in" in order to use the lab computers. Failure to do so will result in the loss of the computer privileges for a period of time.

CONDUCT AND DISCIPLINE

CONDUCT

Northstar Academy's Head of School holds responsibility for providing a safe and secure environment for all students who come to our school. Many of our students have come from environments in which they have been teased, picked on, and ridiculed, while others come with different attitudes. It is important that each student feels safe and secure. Only then can learning take place.

It is important that we all have clear expectations for appropriate behavior. We also must understand that violations of school rules will lead to direct and immediate consequences.

Northstar Academy aims to develop each student's potential for learning, foster positive interpersonal relationships, and nurture sound decision making. To accomplish these goals, a positive and orderly environment is essential. We expect students, parent(s), and staff to be partners in establishing and maintaining an atmosphere where every individual is valued and respected.

Northstar Academy believes that discipline should be viewed as positive, for it helps a student adjust and supports the modifying of inappropriate behavior into acceptable conduct. We further believe each person is responsible for his/her own conduct and must be held accountable for actions that are harmful to another person's rights and/or property. In dealing with discipline challenges, it is always the intention of Northstar Academy to ensure that the student learns from an incident and grows by becoming better equipped to respond more appropriately in the future.

We acknowledge that the home is the primary source of guidance for a student and that the staff assumes the responsibility for maintaining a safe, comfortable learning environment during the school day. With this in mind, we will act to promote and protect that environment and every student in the school. We expect parent(s) to work with us in the interest of their children and recognize that both the staff and parents are obligated to be fair, honest, reasonable, and cooperative in working together.

Students share with members of the professional staff the responsibility for maintaining a proper environment for learning within the school. All parties working together can achieve this environment.

CONDUCT AND DISCIPLINE

CONDUCT

Students are entitled to know the framework of procedures within which they are expected to assume personal responsibility for their actions, as well as the disciplinary measures that will be taken if they fail to demonstrate this personal responsibility.

DISCIPLINE

Maintaining school discipline and proper behavior is essential to a safe and positive learning environment. Students are responsible for understanding the established rules of the school and for abiding by them in a cooperative manner. **Any conduct that interferes with the maintenance of a proper learning environment is considered a breach of discipline.**

Acts of behavior that are antagonistic to the welfare of other students, the staff, and/or Northstar Academy, will not be tolerated. Disciplinary actions are determined primarily by the type of offense committed. Other factors, such as frequency of the offense and the age of the student, also are considered.

The disciplinary actions listed reflect a progressive disciplinary process; however, not all steps in the action process may be applied or appropriate in a given situation. Offenses of repetitive or more serious nature may result in discipline commensurate with the offense and may justify separation without reference to past reprimands.

Northstar Academy understands that behaviors which occur may be related to the disability. While this will always be taken into consideration, the safety and welfare of the student and other students and staff are our foremost responsibility. The disruption in learning can never be tolerated for long periods. Northstar Academy is not a school for children who display serious emotional disturbance or harmful behaviors.

Most importantly, in order to ensure that all students attending Northstar Academy have an opportunity to benefit from their education, the collaborative role of parents is emphasized. Cooperation between school and parents will reduce misunderstandings that can undermine student success in the educational process.

CONDUCT AND DISCIPLINE

The following conduct is considered a serious offense at Northstar Academy.

Involvement with any of the following could result in suspension or expulsion:

1. Disrespect toward faculty or other adults
2. Profanity (includes taking the Lord's name in vain), obscenity, lying, stealing, cheating, and fighting
3. Possession or use of tobacco, alcohol, or drugs
4. Possession of weapons
5. Deliberate defacing of lockers, textbooks, desks, or other items
6. Tampering with fire alarms, fire extinguishers, or other school property
7. Possession of and/or accessing Internet pornographic material
8. Derogatory actions/comments of a sexual or racial nature
9. Inappropriate behavior at assemblies and/or field trips
10. Inappropriate sexual behavior.

Please discuss these standards of behavior and their consequences with your child.

Students at Northstar Academy follow school rules and use them in governing their behavior. The staff continuously works to help the children learn and remember these principles. These rules apply to all school activities, on and off campus.

1. **We are courteous and kind to others at all times.** This means that everyone, child or adult, is allowed to work without disruption in the classroom and elsewhere. By implication there are classroom voices, courteous listening, and on-task behavior. **There will be no name calling, swearing, inappropriate language, rudeness, or "put-downs."** Verbal harassment is treated with the same seriousness as physical harassment. Fighting, hitting, kicking, biting, etc. will not be allowed.

Any physical aggression, fighting, or repeated rudeness will result in an in-school suspension. Repeated infractions may result in out-of-school suspension or dismissal.

2. **We have respect for the person and property of others.** Children are taught to care for school equipment and materials. They are expected to pay for any property that has been defaced or lost.
3. **Parents help by reinforcing self-discipline and teaching problem-solving skills.** An essential component of high self-esteem and resilience is the belief that one has some control over what is occurring in one's life. To acquire this attitude of ownership, children need experiences in which they can learn and apply decision-making and problem-solving skills. This can be accomplished by involving children in discussions of how best to solve particular problems, or enlisting their input in the development of rules and consequences that affect their lives at home and at school. Children often are more likely to remember and follow rules when they are involved, within reason, in participating in the creation of these rules and consequences. These types of activities empower children by reinforcing a sense of ownership, commitment, accountability, and self-discipline.

CONSEQUENCES

Consequences for inappropriate conduct and behavior are noted below, in order from the least to the most severe consequences. A teacher/administrator may use discretion as to what consequences are appropriate in a given situation.

- | | |
|---|---|
| 1. Looking in the vicinity of the misbehavior | 9. Office referral |
| 2. Walking toward the area of the misbehavior | 10. Head of School/teacher/parent conference |
| 3. Verbal reprimand | 11. In-school suspension |
| 4. Informal talk | 12. Suspension from school-related activities |
| 5. Removal from the classroom | 13. Out-of-school suspension |
| 6. Detention/Restitution | 14. Referral to local agencies |
| 7. Teacher-parent conference | 15. Long-term suspension |
| 8. Behavior contract | 16. Expulsion |

Level Four Violations	Consequences
<p>Behaviors that are intended to, or have the potential to, cause another individual physical or mental harm and or are illegal. These behaviors include, but are not limited to the following:</p> <ol style="list-style-type: none"> 1. Possession or use of weapons 2. Intimidation, extortion, threats, repeated harassment (Middle and Upper School) 3. Felony theft 4. Fighting, assault, or battery of any kind 5. Hitting, biting, kicking with intent to cause physical harm 6. Gross disrespect toward an adult or student (cursing, name calling, etc.) 7. Possession, sale and/or use of alcohol, tobacco and/or drugs 8. Sexual harassment of any kind 9. Arson 10. Possessions or use of explosive devices 11. False alarms (fire and bomb threats) 12. Criminal vandalism 13. Leaving school grounds without permission 14. Inappropriate use of a motor vehicle 15. Gambling 	<p>Minimum Office referral with “out-of-school suspension,” days to be determined</p> <p>Maximum Expulsion and/or law enforcement involvement</p>

CONSEQUENCES

DISMISSAL

Prior to any dismissal, the Head of School will notify the parent/guardian of the intention to dismiss. This notice will include the reasons for the dismissal before it takes affect. Such notice may be oral or written. If a meeting is requested, the time and place will be scheduled immediately and the meeting must take place quickly. Northstar Academy may require that the student be kept home until the meeting has occurred. Reasons and circumstances will be recorded in the student's school files.

Level Three Offenses	Consequences
<p>Behaviors are those that occur outside the classroom, not intended to nor does it have the potential to cause physical or psychological harm, and is not illegal (does not meet the definition of Level 4, but it does destroy order). These behaviors may include, but are not limited to the following:</p> <ol style="list-style-type: none"> 1. Intimidation (Elementary level) 2. Disruptive behaviors in the hallway, lunch area, at school-sponsored activities before- or after-school activity 3. Skipping class 4. Truancy 5. Being in the hallway without a pass 6. Inappropriate display of affection 7. Inappropriate literature (drawings, photos, text which could be offensive to others, including computerized materials) 8. Habitual dress code violations 9. Inappropriate use of equipment (e.g., technology) 10. Disrespect or defiance toward an adult or student 	<p>Minimum Verbal redirection of inappropriate behavior</p> <p>Maximum Office referral with in-school suspension days to be determined.</p>

SUSPENSION

When the alleged misconduct becomes known, the Head of School will inform the student of the intention to suspend, the reasons for, and duration of the intended suspension.

Within twenty-four hours, the Head of School will notify the parent(s)/legal guardian of the student of the suspension, the reasons, durations, and whether the suspension will be served at school or out of school. Such notice may be oral or written. Reasons for suspension will be recorded in the student's school files. A conference may be required before returning to school.

CONSEQUENCES

Level Two Offenses	Consequences
<p>Behaviors occur in the classroom and disrupt the learning of other students. These behaviors may include, but are not limited to the following:</p> <ol style="list-style-type: none"> 1. Talking at inappropriate times 2. Blurting out 3. Horseplay 4. Disturbing another student in any way 5. Being out of seat without permission 6. Not following directions 	<p>Minimum Non-verbal redirection of inappropriate behavior</p> <p>Maximum Removal from the classroom/ parental contact if habitual</p>

Level One Offenses	Consequences
<p>Behaviors that occur in the classroom and interfere only with the learning of the student who demonstrates the behavior. Such behaviors can usually be corrected without disrupting the learning of others, and the teacher should not stop the learning activity to correct the behavior. These behaviors include, but are not limited to the following:</p> <ol style="list-style-type: none"> 1. Not having appropriate equipment, supplies, materials 2. Sleeping (but not snoring) 3. Being off task, but not disrupting others 4. Failing to turn in homework/failing to complete assignments 5. Failing to participate or dress out for Physical Education 6. Tardiness 7. Dress code violations 	<p>Minimum Non-verbal redirection of inappropriate behavior</p> <p>Maximum Removal from the classroom/ parental contact if habitual</p>

DISRUPTIVE BEHAVIOR

1. Uniforms are required at all times on the school grounds.
2. Any event, action, or statement that relies on chance for the monetary advantage of one participant at the expense of another, is gambling. This violation includes exchanging items of value as well as currency, and extends to keeping score for a later settlement. Gambling is not allowed on school grounds or any school functions on or off campus.
3. The possession of literature or illustrations which are obscene, violent, inappropriate, or significantly disruptive to the educational process, is prohibited.
4. The use of any type of unauthorized electronic or mechanical device is prohibited during the school day or on campus. This includes but is not limited to pagers, beepers, cellular phones, walkman, laser pointers, etc., and the representation thereof. Improper use of these items will result in their confiscation by the administration, where they will remain for the duration of the school year.
5. Cursing, threatening, or using abusive language or remarks intended to demean a person, including language related to race, religion, gender, national origin, disability, or intellectual ability, will not be tolerated. This includes action, displays, or written material of an obscene, violent, or inappropriate nature. Wearing of inappropriate jewelry that conveys violent or sexually suggestive messages, offensive statements towards school personnel and/or students, or vulgar language is prohibited.
6. Failure to appropriately respond to written or verbal directions given by school personnel, chaperones, or volunteers is considered insubordination.

FIGHTING/ASSAULTS AND THREATS

1. Fighting involves two or more parties in a conflict when they are striking each other for the purpose of causing harm or injury. This action is extended to mutual shoving, wrestling, or other aggressive actions which may result in danger, harm, or injury to a party, bystander, or school property.
2. Actions, comments, or written messages intended to cause others to fight or which may result in a fight is prohibited.
3. Intentionally hitting, shoving, scratching, biting, kicking, blocking the passage of, or throwing objects at a student is prohibited.
4. Conveying by gestures, notes, or verbal comments the intent to cause bodily injury or to deprive a student of his/her rights is prohibited.
5. Any physical aggression directed toward any employee of Northstar Academy is not allowed and will result in an immediate recommendation of expulsion.
6. Any inappropriate behavior which is of a sexual nature including, but not limited to touching of sensitive and private areas of a person's body is not allowed.
7. Unsafe conduct which endangers either oneself or others is not allowed. This includes, but is not limited to bullying, teasing, or other acts of intimidation.

HARASSMENT POLICY

Northstar Academy is a community which recognizes individual differences in culture, race, ethnic origin, religion, gender, and sexual orientation. In order to provide a positive environment for the mutual respect of one another, certain guidelines for appropriate behavior need to be recognized by each student. Inappropriate behavior, either verbal or physical, disregards the feelings of others and is demeaning. It includes unwelcome physical advances, unwarranted verbal remarks, and derogatory or discriminatory statements.

PERSONAL HARASSMENT

Personal harassment is the verbal or physical abuse of any member of the school community. This may easily be identified as acts of verbal or physical abuse, or it may take on more subtle yet equally damaging acts, such as rumor mongering, stereotyping, or abusive shunning.

If a student feels he/she is being harassed, he/she is encouraged to take the following steps.

1. Let the offending person or group know that you want the behavior to stop. Firmly say “NO” or tell them to “STOP.” Directly look at them with a straight face and give them a clear message about how you feel.
2. Keep a record about when, how, and by whom you were mistreated. Evidence of abuse is important and may include written communication, tapes, witnesses, and direct quotes.
3. If you do not feel comfortable confronting the person(s) alone, seek out a teacher or administrator for assistance. If the student desires to write the individual a letter, an adult should review it and make a copy for the student’s records.
4. The family should also promptly contact the appropriate administrator, Head of School, or teacher.

RACIAL/ETHNIC HARASSMENT

Racial/ethnic harassment is any abuse – physical, written, or verbal (including “humor”) – of an individual or group on the basis of race or ethnic heritage.

Racial/ethnic harassment may include, but is not limited to:

1. Demeaning graffiti
2. Epithets based on race or ethnicity
3. Racially/ethnically stereotyped remarks or “humor”
4. Insensitive comments in or out of class

HARASSMENT POLICY

SEXUAL HARASSMENT

Sexual harassment is illegal* and is defined, in part, as unwelcome and unwanted sexual advances of a physical or verbal nature. Sexual harassment may include, but is not limited to:

1. Coerced sexual relations (rape)
2. Uninvited pressure for sexual activity – real or implied
3. Obscene, insensitive, stereotypical, or suggestive remarks, including jokes, insults, or verbal remarks of a sexual nature. This would encompass sexual comments about a person's clothing, body, or behavior.
4. Unnecessary touching in any form
5. Display of explicit, offensive, or demeaning materials, including photographs
6. Leering at a person's body

VIOLATIONS

Behavior perceived to constitute harassment will be reviewed by the administration. Those found to be in violation will be subject to appropriate action, including suspension or expulsion from the school.

**Title VII of the Civil Right Act of 1964 defines sexual harassment as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature." Much of the 1964 law is job related, but a recent Supreme Court ruling specifies that sexual harassment is unlawful even when the alleged conduct causes an individual no economic harm or loss of job benefits.*

INCLEMENT WEATHER

Snowfall and road conditions vary widely throughout the Richmond area. The decision to close school is based on road conditions, weather forecasts, and the distance children must travel. After consulting various area parents, school may be cancelled or a late arrival may be issued. For this information please listen to **WRVA 1140AM radio or the major television news networks: Channel 6, Channel 8, or Channel 12.**

Occasionally, when a storm is approaching or driving is precarious, parents may choose to pick up children early. Please call the office if you plan to do so. A student will be dismissed only to drivers designated on his/her emergency form.

LUNCH

Pre-payment must be arranged at the beginning of each semester for catered lunches. Students not buying lunch should bring a nutritious lunch. Students in K-5 also should pack a healthy snack. Please pack non-perishable food or use insulated containers since refrigeration is not available. Microwave foods are discouraged. Please check your child's lunch to ensure that an abundance of sugar-laden foods is not included (especially after holidays, such as Halloween). If your child "forgets" lunch, we will call you and ask that you bring your child a lunch since we do not have any way of providing a lunch for your child. Please try not to "pick up" a fast food lunch, as this will only encourage your child to "forget" again.

MEDICATION

If your physician decides it is necessary for your child to receive medication during the school day, specific instructions must accompany the medication. The clinic attendant will administer medication. At **NO** time should the student take medication on his/her own. All medication will be secured in the nurse's office. **A COMPLETED MEDICATION FORM MUST BE ON FILE FOR ALL OVER- THE- COUNTER MEDICATION AND/OR PRESCRIPTION MEDICATION. PARENTS MUST BRING MEDICATION TO SCHOOL. AT NO TIME SHOULD STUDENT HAVE MEDICATIONS ON SCHOOL GROUNDS. THIS INCLUDES OVER-THE-COUNTER MEDICATION.**

The medication authorization form is available from the office. The following guidelines must be followed:

1. The bottle must have the child's name clearly marked.
2. The current correct dosage must be clearly marked
3. The medication must be in a prescription bottle.
4. Medication will not be given unless all paperwork is completed.
5. Changes in long-term medications require a new written order by the physician.
6. Faxed orders are permitted.

NON-PRESCRIPTION (OVER-THE-COUNTER) MEDICATIONS such as aspirin, cough syrup, Tylenol, cold medicine, or Benadryl, must also have a form signed by the parent.

1. The physician may either complete and sign the medication form, or write a prescription to label the medication.
2. The parent must fill out the top of the medication form.
3. If the over-the-counter medication is not prescription labeled, the parent must label the medication. Please remember that this is a service provided by Northstar Academy but determined by state law and the above requirements must be followed.

OPERATIONAL

AFTER-SCHOOL HOURS

Students are expected to leave the school grounds at the end of their school commitments or at the conclusion of team practice.

PARENT RESPONSIBILITIES

Parents expect quality education from Northstar and in order to provide that quality, Northstar asks the following from parents:

1. Prompt delivery and pick-up of children.

School starts promptly at 8:00 a.m. and is dismissed at 3:01 p.m. (except Friday dismissal time is 1:30 p.m.). **Students should arrive no earlier than 7:50 a.m. and should be picked up no later than fifteen minutes after dismissal. A student who needs to remain after school beyond 3:15 p.m. (or 1:45 p.m. on Friday) will be placed in the after-school program and the parent will be billed accordingly.** Children work hard all day; they are tired by dismissal time, making prompt pick up important. Carpool arrangements are the responsibility of parents involved. School personnel must be informed in writing of changes.

2. Send your child to school well rested.

A child with learning differences often has difficulty “tuning in” and paying attention. Those difficulties are compounded when the student is not well rested, sometimes leading to increased educational *and/or behavioral problems*. *When a child is tired, he/she is more likely to respond impulsively, strike out at imagined wrongs, quarrel, and misbehave. Teachers need well-rested, cooperative children to provide the quality education expected of Northstar Academy.*

3. Provide your child with a balanced, nutritious diet - including breakfast.

A child is better able to concentrate and learn if he/she follows a proper diet. A good breakfast and pleasant morning are essential to beginning a productive school day, and a nutritious lunch (and mid-day snack for younger students) helps them maintain attention through the day. Check with your child to determine the right amount of food he/she requires, and monitor changing needs throughout the year.

4. Encourage regular student attendance.

A child with learning differences loses more than one day’s learning when his/her routine is interrupted. Consistently arriving late or leaving school early affects children’s progress and growth. They also miss the opportunity to socialize with their friends, and then play “catch up” all day, which often leads to disruption in class. Every effort should be made to be on time. If a student arrives late, he/she must check in at the office before being admitted to the classroom. If a parent must pick up a student early, they must come to the office. A student will not be released to parents from the classroom, lunch, or recess. Office staff will call a student for early dismissal. These policies are designed to ensure the safety of all children.

PARENT RESPONSIBILITIES

5. **Cooperation in setting and monitoring a nightly homework and silent reading time.** Northstar Academy requires each student to read at home each night to strengthen his/her skills. Occasionally there also will be special projects that will require your help. Homework assignments are carefully planned to enhance skills, but because the process for learning is as important as the product, outside work is limited. Review and initial the daily homework log in the assignment book each night. Also, please review the homework policy section, which provides more detail about each grade level.
6. **Pay tuition promptly.** Northstar Academy is a non-profit organization that maintains the lowest possible tuition. Payments must be paid on time in order for your child's continued enrollment. Arrangements for exceptions must be made with the Business Manager.
7. **Communicate with the school regarding any medical, educational counseling, or special services your child is receiving.** In this interdisciplinary field, close communication and exchange of information between the professionals involved is imperative allowing for better service to your child.
8. **Adhere to oral medication policy.** Medication to be administered at school must be accompanied by a completed authorization form that is signed by the parent. This applies to prescription as well as over-the-counter medications. Please notify the office if your child is using special medications, even those that are not administered at school. Also please refill prescriptions promptly so that there is no lapse in administration at school.
9. **Maintain realistic expectations for your child.** Your child needs to feel that he/she is successful in your eyes.
10. **Participate in fund raising.** Tuition is kept as low as possible because many families must make tremendous sacrifices to send their child to Northstar Academy. Tuition covers only 85% of the cost of educating your child. The remaining 15% must be obtained from the annual giving, grants, the annual auction, and other fund raising activities. Fund raising is a way to gain community support for Northstar while keeping tuition costs to families as low as possible.
11. **Contribute your time and talents to Northstar Academy.** We encourage you to take advantage of all that Northstar Academy has to offer students and their families. There are many volunteer opportunities to get involved as a room parent, chaperone, library aide, fund raiser, and more. Please contact our Parent Relations Coordinator for more information.

PARENT/SCHOOL COMMUNICATION

PARENT-TEACHER CONFERENCE (K-12)

Parent-teacher conferences may be scheduled by appointment, based on the school calendar. These conferences facilitate an exchange of information about your child: how he/she has acclimated to the school year, what you see as his/her needs and interests, and how both school and home can help in generating a happy and productive year for him/her.

Additional conferences can be scheduled at any other time during the school year if the teacher or parent considers it desirable. Parent questions regarding a child's well-being or overall progress will always be gladly answered, and if the questions are of a nature and range beyond classroom queries, please do not hesitate to call the Head of School, Dr. West.

REPORTING TO PARENTS

Teachers report to parents each nine weeks. Additional conferences and written communications are scheduled as needed for an individual child. Both parents are strongly encouraged to attend conferences whenever possible. *If parent(s) wish to schedule conferences with teachers at other times during the school year, it is suggested they be scheduled after school beginning at 3:15 p.m. It is best to schedule the meeting at least three to four days in advance by calling the school office or e-mailing the student's advisory teacher (see published e-mail addresses).*

PARENT VOLUNTEERS

We encourage parents to assist with field trips, special events, and in the library, and Northstar is grateful for their involvement. Younger siblings, particularly those of preschool age, should not attend these functions whenever possible.

PARTIES

Classroom celebrations are not allowed. If private parties are scheduled outside of school the invitations should not be delivered at school, and if possible, the entire class should be invited. Children are very aware of and sensitive to such matters.

PHYSICAL EDUCATION (PE)

The physical education program (including modified instruction) emphasizes the skills necessary for individual recreation and team sports. Our program emphasizes a healthy, active lifestyle and celebrates personal effort.

PE Program — Grades K-5

Students in the Lower School participate in physical education in the multi-purpose building and outside. The development of gross motor skills is very important. Children are exposed to a variety of activities and should dress appropriately. Students are required to wear tennis shoes and socks, and notes will be sent home if special clothing is needed.

PE Program — Grades 6-10

All students in grades 6-10 must participate in physical education. Students are required to wear gym shorts/sweatpants, gym tee shirts/sweatshirts, and athletic shoes. A physician's note is necessary to be excused from "dressing out" for three consecutive days. Any student who fails to bring an appropriate excuse will have points deducted from their grade.

PLACEMENT

Each student is carefully and thoughtfully placed in classroom groups by the teachers who have worked with him/her, so please do not make special requests regarding the placement of your child. If you have concerns or questions, please talk with the Head of School.

PARKING LOT

The safety of our children is our primary concern. With regard to transportation, we ask that all drivers exercise extreme caution when transporting students to and from school.

To alleviate parking lot congestion, parents are encouraged to park in appropriate parking spaces facing Shrader Road in the morning and afternoon during carpool times. A student with an appropriate license and permission to drive a vehicle to school may use the school's parking facilities. Parents and persons leaving the premises should drop off students at the front door. Cars needing to wait for a student must pull out of the flow of traffic. Please do not block or park in handicapped parking spaces without prior authorization.

TRANSPORTATION

High school students who are in good academic standing ("C" or better grades in all subject areas) and who have a valid driving permit are allowed to drive automobiles to school with their parent's permission. A student driver must park his/her car on the Carousel Lane side of the parking lot. Students are not allowed to go to their cars during the school day. It is also prohibited to give other students rides without written permission (for each occasion) from the students' parents and the driver's parents.

TUITION

There is no blanket ruling concerning tuition as a Federal Income Tax deduction. The IRS has ruled that the costs of tuition and transportation for a learning disabled child are deductible as medical expenses. Tuition that is paid by another person specifically for the use of a specific student is NOT considered a donation to the school and is NOT tax deductible. If you have questions, please consult your tax advisor, or speak with the Business Manager or Head of School.

Inquiries regarding tuition, scholarships, fees, account balance, etc. should be directed to the Business Manager.

TUITION PAYMENT OPTIONS

Outlined below are the available options for tuition payment. Cooperation in making your payments on time will be much appreciated since we count on your payments to meet our obligations. Once the payment is received for the agreed upon payment option, your student may begin school.

Option One: Single Payment	Option Two: Two Payment Plan*	Option Three: 10-Month Payment Plan*
<p>Single payment is due August 5 of the current year. Or, at enrollment if after that date. Payment includes:</p> <p style="padding-left: 40px;">Tuition + Miscellaneous Fees <u>- Registration Deposit</u> = Single Payment</p>	<p>Payment one is due August 5 of the current year. Payment one includes:</p> <p style="padding-left: 40px;">Tuition (70%) + Miscellaneous Fees <u>- Registration Deposit</u> = Payment #1</p> <p>Payment two is due January 5 of the current year. Payment two is the remaining 30 percent balance due.</p>	<p>Monthly payments begin in August of the current school year. Miscellaneous fees are due with the first payment, less deposit, as terms of enrollment. Final payment is due May 5 of the current school year. Registration fee must be paid at the time of enrollment.</p>

*** Participation in the Tuition Reimbursement Plan is mandatory for these options.**

TUITION

Once signed by the appropriate parent(s)/guardians and Northstar Academy, the enrollment contract is in force as a binding agreement, unless withdrawn prior to the commitment date specified on the contract. The parent(s)/legal guardians are responsible for making tuition payments on a timely basis, consistent with the payment option selected. Northstar is entitled to retrieve all legal fees incurred if legal action becomes necessary to collect tuition owed.

Ancillary charges for such items as book fines and athletic equipment may be added to the student billing accounts also. Payments for these fees are due to Northstar Academy as billed. Final transcripts/records to colleges or any other school (should a student transfer) will not be released until outstanding bills are satisfied. Transcript/records requests should be made in writing two weeks in advance.

TUITION PAYMENT OPTIONS

Once the payment is received for the agreed upon payment option, your student may begin school. Students are not permitted to attend school if there is an outstanding financial obligation to the school.

Monies for all activities of Northstar Academy should be forwarded to the Business Office at 8055 Shradler Road, Richmond, VA 23294. Please identify the purpose of the payment on the memo line of the check with a note accompanying the payment. Questions or concerns regarding student billing accounts or other related financial matters should be directed to the Business Office at 747-1003.

A reservation deposit must accompany the enrollment contract. The remaining tuition is billed as scheduled on the enrollment contract. Textbook costs and incidentals are extra and are payable upon receipt of statements at the beginning of the school year or at other times students begin new classes.

TUITION REFUND

In accepting a child for enrollment, Northstar Academy assumes expenses which are not reduced by the child's withdrawal during the school year. For this reason the school cannot refund full tuition or cancel **unpaid obligations when a child is absent, withdrawn, or dismissed for any reason except as provided by Virginia law.**

TUITION REIMBURSEMENT INSURANCE

Northstar Academy offers a Tuition Reimbursement Insurance Plan. This plan (subject to its terms, conditions, and limitations) may provide reimbursement of unearned tuition due the school in case of illness, injury, death to a parent or student, required withdrawal for scholastic failure, transfer of family, etc. If you choose to pay tuition by Payment Plan II or III, participation in the Tuition Refund Plan is mandatory. You may call the Business Office for additional information.

STUDENT SUPERVISION

Please note, many of our teachers and administrative staff have other obligations after dismissal. Unless your child is registered for the Extended Care program or staying late for a specific reason, Northstar Academy is unable to resume supervision for your child 15 minutes after your child's normal dismissal time (3:01 p.m. Monday-Thursday and 1:30 p.m. on Fridays) unless he/she is staying after for a specific reason.

Please notify the school if there is a need to alter your child's pickup time.

PARTY POLICY

Virginia Law prohibits the consumption of alcoholic beverages by persons under the age of 21 and prohibits the consumption of illegal drugs by all persons, regardless of age. Criminal sanctions apply to any transactions involving alcohol and other drugs, and driving while under the influence of alcohol, tobacco, or certain other drugs (illegal or not). These laws recognize, among other things, the social and health hazards from substance abuse and the devastation caused by combining drinking and driving.

Northstar Academy agrees with the public policy embodied in these laws and is unequivocally committed to supporting them, both on and off campus. The school reiterates its strong opposition to the illegal use of alcohol, tobacco, and drugs at parties whether or not they are Northstar functions.

Northstar Academy recognizes that the primary responsibility for a student's off-campus activities rests with the student and the parents. It is not the school's intention to intervene in that relationship. Northstar Academy does, however, encourage and support a commitment to social activities that conform to the law.

PHYSICAL EXAMINATION

It is extremely important for Northstar Academy to have on file an up-to-date physical examination for each student. It is a law for students in grades K, 4, and 7-12 to have a current exam. Please obtain this form from the clinic attendant or the school receptionist, have it completed, and return it to Northstar Academy. Those students who have used the former "state blue/green" forms will not have to have this repeated unless the examination is more than three years old. Please do not overlook this, as we may have to ask your child to stay out of school until a physical exam has been completed.

Please note that students beginning school after July 1, 2001, will be required to have three doses of Hepatitis B vaccine prior to entering 6th grade. Parents may want to mention this to the family physician and get started now. This form also must be on file if your child is participating in school-related team sports, such as basketball and soccer.

PUBLICATIONS

General information and the school events calendar are sent home to parents. Northstar Academy also maintains regular communications with parents throughout the school year via the school website, "Marquee," and "ConnectEd."

RECESS

Students play outside daily, except during inclement weather. If it should be necessary for a child to remain inside for any reason, the classroom teacher must be informed in writing. An oral message from the student is not sufficient.

PLAYGROUND RULES

Students are required to abide by the following guidelines:

1. They should dress for outside play. Children will go outside unless there is precipitation or extreme cold.
2. Do not climb the trees or railway cars, and do not pick-up sticks or throw anything except playground balls.
3. Do not push, hit, or kick
4. Pick up all trash and place it in the trash cans provided.
5. If you need to go inside before the designated time, ask your teacher for permission.
6. Clean shoes before entering the building.
7. Be a good sport
8. Do not jump off slides or swings or use them inappropriately.
9. Take turns with the equipment.

SANCTUARY POLICY

If a student overdoses on any drug, including alcohol, he/she generally will be in a state of medical emergency. At this time, medical care must be primary concern, and the student must feel that he/she can help him/herself or others in an emergency without fearing disciplinary action. Too often, fear of discipline deters students from obtaining help for him/her or another student in serious trouble. Therefore, the following policy exists at Northstar Academy:

Any student who fears that he/she or another student is at risk medically or psychologically, or any student who overdoses on any drug, including alcohol, may approach any adult at Northstar Academy to request help in obtaining medical attention. When approaching an adult, the student should make clear his/her need for adult help through the school's sanctuary program. A student who has overdosed and has sought medical attention, or on whose behalf medical attention has been sought, shall not be subject to disciplinary action for the possession or use of a drug or alcohol. The adult approached should contact the Head of School, Dean of Students, or other administrator to facilitate the process of getting medical attention for the student, unless it is a medical emergency, in which case 911 will be called immediately and the parents will be notified.

SCHOLARSHIPS

Applications are available for scholarships. A limited number are available, and awards are based on need. Scholarship recipients are determined by the scholarship committee, which includes the Head of School, Business Manager, and other appointed members. Students who receive scholarships from the school are not eligible for any other tuition discount.

SCHOOL PROPERTY

Any breakage or damage to school property, accidental or otherwise, will be reported to the parent and will be billed a minimum of \$100 or the cost of repair, whichever is greater.

Buildings and Grounds - On occasion the school may rent a part of the facility to parents for special events. Arrangements can be made through the business office.

Equipment - School-owned equipment is not available for the personal use of students, and they are not allowed to use school office machines. Equipment issued to students for class work or sports activities must be returned in reasonable condition. Students will be charged for school-owned equipment that has been lost or damaged, with replacement/repair costs assessed after the total amount of damage has been determined.

STANDARDIZED TESTING

Each fall and spring, teachers administer standardized tests to objectively measure achievement in math and reading. Standardized measures may be used or supplemented as deemed necessary to assess progress. The results of your child's standardized achievement tests will be included in the June progress report. These scores provide a framework for interpreting performance in relation to others of your child's age. They also provide a starting point for writing the next year's Individual Academic Plan (IAP). At Northstar Academy scores are calculated based upon a student's age rather than grade level.

STUDENTS

STUDENT ACCIDENTS

Northstar Academy assumes no financial responsibility for medical expenses resulting from injury suffered by a student at the school or while involved in a school-sponsored activity. Any accident should be reported to the clinic attendant/nurse who will then report it to the Head of School. A written report will be maintained on file.

STUDENT ACCOUNTS

The business office maintains financial records for each student. Questions regarding student accounts and other financial matters should be directed to this office. Students' grades, comments, transcripts, or diplomas cannot be released until accounts are paid in full. Students whose accounts are in arrears may not be allowed to attend school.

STUDENT RECORDS

A cumulative record is maintained for each student while he/she attends Northstar Academy. This record includes progress reports, aptitude test scores, achievement test results, notable achievements, accomplishments, disciplinary issues, and extra-curricular activities. This record is of importance, not only to the individual and to Northstar Academy, but also may be required by future schools to which the student may seek admission. Information received by Northstar Academy and its reports become part of the permanent student file. These records are available for inspection and review in accordance with the Family Education Rights and Privacy Act of 1974. Request for records to be sent to another school or agency must be made in writing. **Please allow at least two weeks for the request to be processed, and note that all financial obligations must be met before records can be released.**

TRANSCRIPTS

Averages are based exclusively on courses pursued at Northstar Academy. For students transferring into our school, averages from prior school(s) will not be "folded in." If a student transfers in at the beginning of the 10th grade and graduates from Northstar Academy, the cumulative average on the transcript will not reflect 9th grade. Rather a transcript from the former school(s) will be appended to Northstar Academy transcript.

TELEPHONES AND CELL PHONES

Northstar phones are not available to students for social calls. Students may use the office phone for necessary communication with parents. Emergency messages for students will be given to them in a timely fashion, trying not to interrupt class. Students may not text or use cell phones during school hours.

Except in an emergency situation, neither students nor teachers will be called from class or study area to answer the telephone. Parents who wish to leave a message for a student or teacher may call the receptionist who will forward it as soon as possible.

TOBACCO

Students are prohibited from using tobacco products while on the Northstar Academy campus or during any school function. Students who are seen smoking on school grounds will be referred to the Dean of Students.

TOYS AND SPORTS EQUIPMENT

Northstar Academy has a supply of recess equipment and outdoor equipment. **Toys, games, balls, and skateboards must be left at home.** This policy is for safety reasons and to prevent hurt feelings should something be damaged, lost, or misplaced. If equipment is requested for P.E., (e.g., softball mitt), it must be marked with the student's name.

TRANSPORTATION

It is each family's responsibility to provide transportation to/from Northstar Academy. The school helps facilitate car pool arrangements by publishing the Student-Parent Directory early in the school year, but assumes no responsibility for transporting students to/from school.

TUTORING

Students who are in need of ongoing individualized instruction that cannot be provided at Northstar Academy may hire outside professionals, at the parents' expense, for tutorial help after the school day. Tutors working on the school campus must have permission of the Head of School.

USE OF IMAGES

Please be advised that in the normal course of operation, student and staff photographers take pictures of student activities and that these photographic and electronic images may appear in school publications and communications, such as "The Compass," our school yearbook, school brochures, and the school website.

VACATION

No vacation extensions or long weekends are authorized, and early departure/late return may be treated as an unexcused absence.

VANDALISM

Vandalism is the willful marring, defacing, or destruction of school property, including leased property and any employee's or student's property. Writing in books, on walls, taking apart technology equipment, or attempt to cause damage to school property and personal property of others is prohibited.

Those students found to be responsible for any damage will be held accountable for the material and labor cost of all repairs or replacements. Other disciplinary measures may also be taken at the discretion of administration.

VISITORS

Because Northstar Academy is a close-knit community, it is not considered an "open-campus." **While friends and families are always welcome, classroom visits must be arranged in advance with the Head of School.** During the course of the school year, many perspective parents and students tour the school. The administration is very careful not to release names of students to visitors for any reason. If your child knows a visitor, we expect him/her to be polite and to inform you of the meeting the same evening. **ALL PERSONS (PARENTS, GUARDIANS, FAMILY MEMBERS, FRIENDS, ETC., ENTERING THE BUILDING MUST SIGN IN AT THE FRONT DESK AND WEAR A VISITOR BADGE AT ALL TIMES WHILE ON SCHOOL GROUNDS.**

VOLUNTEERS

BOARD OF DIRECTORS

A volunteer Board of Directors is appointed to govern Northstar Academy through broad policies and objectives formulated and agreed upon by the Head of School. Together with the Head of School, the Board assigns priorities and ensures the organization's capacity to carry out its mission by continually reviewing its work. Additionally, the Board of Directors and the Northstar administration is responsible for acquiring sufficient resources for the organization's operations, and is accountable to the public for the services of the organization and expenditures of its funds, including fiscal accountability, budget approval, and policy development related to contracts from public and private resources. The Head of School is an ex-officio member of the Board. Other administrators also attend board meetings.

WORK DETAIL

All students and teachers work to help keep the school building and grounds clean during the school year. In addition to the daily custodial service provided by the school, students and teachers may take on special projects from time to time to clean, maintain, and improve our school environment. Additional "work duties" also may be assigned on occasion as a disciplinary measure.

MIDDLE AND UPPER SCHOOL – GRADES 6-12

CONTRABAND ITEMS

Any sharp object (such as a knife, razor, cutting tool, etc.), any item which could be used as a potential weapon, fire, or explosive (such as a lighter, match, bullet, BB, firecracker, gun, etc.), or any projectile (such as a slingshot, handmade shooting device, etc.) is not allowed in the possession of students on the school premises or on school trips.

DANCES

Northstar Academy sponsors dances each year for Upper School students, including a Junior/Senior Prom in the spring. Behavioral guidelines for these dances should reflect the standards of conduct established by our school. A faculty chaperone has the authority to enforce the rules and remove any student from the dance if he/she feels the student's behavior is inappropriate.

- Each student is allowed to invite one guest, *but must receive permission from the Dean of Students prior to inviting the guest*. The student is responsible for informing his/her guest of the appropriate attire, explaining the school rules, and registering his/her guest with the Faculty Chaperone upon arrival.
- A casual dance will follow "relaxed dress code." Tee shirts that reveal vulgar/inappropriate language or pictures are not allowed. Low-riding pants for boys or girls are not allowed. Clothes that are revealing or form fitting also are not permitted.
- A "semi-formal" dance requires that ladies wear a dress of appropriate length (no less than four inches above the knee) or dress slacks. Gentlemen are asked to wear a collared shirt, tie, and dress slacks. Students are expected to remain in the stated dress as long as they remain at the dance.
- No excessive displays of affection will be allowed.
- Slam dancing, moshing, and other forms of inappropriate dancing are not allowed.

Once a student enters the dance, he/she is not allowed to leave the building unless he/she does not plan on returning. Any person suspected of using/having used an illegal substance will be asked to leave the school property, and the student's parents will be notified.

MIDDLE AND UPPER SCHOOL – GRADES 6-12

GRADUATION REQUIREMENTS

Regular Northstar Diploma/Modified Standard Diploma without SOLs:

Subject	Credits	Details
English	4 (9-12)	
Math	3 (9-12)	
Science	3 (9-12)	Physical or Earth Science, Biology, and Chemistry
History	4 (9-12)	Government, World History I & II, U.S. History, Economics
Fine Arts	2	
Physical Education	2	To include Health Education
Foreign Language	2	
Computer	1 (one year)	
Vocational Education	1	
Electives	3	

Cumulative Northstar Academy Average of 85 – and demonstration of 8th grade skill level in Reading, Writing, and Math.

2009-2010 STUDENT & PARENT SIGNATURE FORM

My child _____ and I have read the 2009-2010 Northstar Academy Student-Parent Handbook and agree to the rules and policies set forth by Northstar Academy.

Student Signature

Date

Student Name (Please print)

Parent/Guardian Signature

Date

Parent/Guardian Name (Please print)