

This handbook belongs to:

Name: _____
Address: _____

Phone: _____
Locker #: _____

Northwest Academy
115 West Hurlbut
Charlevoix, MI 49720
231-547-9000

***“Northwest Academy offers the
Opportunity for a personal
education that exceeds State
standards and helps students
realize their potential.”***

Introduction

Our student handbook has been developed for the educational benefit of the student. The use of this handbook will afford the student an opportunity to become familiar with Northwest Academy.

To the Students and Parents of Northwest Academy,

Welcome to the 2009-2010 school year!! Students, parents, faculty members and others associated with Northwest Academy have prepared this handbook for the purpose of making information regarding the opportunities and expectations of the school available to all. The district has provided the facilities for use by students and community members. Programs and curriculum have been developed by the administration and the faculty to provide for the academic, cultural and social needs of our students and community. The extent to which each individual benefits from these facilities and programs is dependent largely on the time and effort, which each person is willing to put forth in being informed and active. We encourage each student and community member to become actively involved in our school. It is a school of which we can be proud.

Best wishes to each of you in the year ahead. Let us work together to make it the best year yet for Northwest Academy.

Sincerely

John Bailey
Administrator

Cindy Romero
Student Liaison

Gary Stutzman
Director of Development

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Mission Statement

“Northwest Academy offers the opportunity for a personal education that exceeds State standards and helps students realize their potential.”

Board Members

Joe Seidel, **President**
D.J. Way, **Treasurer**
Joni Olach, **Trustee**

Richard Hodgson, **Vice-President**
Claire Rasmussen, **Secretary**
Kirby Dipert, **Trustee**

Education Leaders

John Bailey, **Administrator** Gary Stutzman, **Director of Development**
Cindy Romero, **Student Liaison**

Elementary Staff

Phoebe Gohs, **K-2**

Michelle Utley, **3-4**

Matt Saunders, **5-6**

High School Staff

Gary Stutzman, **Band**

Kris Rasmussen, **Language Arts**

Robert Harris, **Math**

Shelly Brya, **Science**

Kurt Grangood, **Social Studies**

Kevin Meyer, **Elem. Resource**

Cindy Romero, **Spanish**

Sue Kissinger, **Resource/School to Work**

Administrative Assistants

Leslie Herriman, **Office Manager**

Cindy Themm, **Secretary**

School Calendar – 2009-2010

September	8 th	Teacher Work Day/Open House 5:00-6:30
	9 th	Students Report – full day
	22 nd	Picture Day
October	23 rd	End of 1 st Marking Period
November	4 th	ISD Prof. Development No School
	26 -27 th	Thanksgiving Break
December	18 th	End of 2 nd Marking Period/1 st Semester
	21st-Jan.1 st	Christmas Break
February	12 th -15th	Mid Winter Break
March	12 th	End of 3rd Marking Period
April	2 nd -12 th	Spring Break
May	28 th	Graduation
	31 st	No School/Memorial Day
June	4 th	Last Day/End 4 th Marking Period/2 nd Semester

Parent Teacher Conferences

Time: 4:00P.M. – 7:00P.M.

Thursday – November 5th, 2009

Thursday – February 4th, 2010

Student Directory Information

During the course of each school year, school district personnel may publish student names and information in conjunction with school activities. The information published may include the following: height, weight, honors, grades, awards, parents of guardian names, address, date and place of birth, academic achievement, major fields of study, participation in school activities, pictures, video and other similar information. Also, the armed services will ask for a mailing address that is within the PA of 1974 guidelines. District personnel, in compliance with the Family Rights and Privacy Act of 1974, may not release information on students if the parent, guardian or eligible student files proper documentation prohibiting this action. **If you do not want this information released, please make sure that you fill out the necessary forms in your registration packet that you receive at the beginning of each school year.**

School Closing

Listen to the following stations and channels for school closing announcements:
(this event may or may not coincide with the Charlevoix Public School)

TV Stations

WPBN	7 & 4
WWTV	9 & 10
WGTU	29 & 8
FOX	33 & 45
WIPR	88.5, 88.7, 100.9

Radio Stations

WKHQ	106, 96.3, 1340, 1270
WCCW (oldies)	107.9
WTCM	96.5, 103.9
The Bear	98.1, 105.1, 107.1, 97.9, 95.5, 94.5, 102.9, 93.9

(In the event we have to close school early due to inclement weather, the school office will contact the parents/guardians to let you know so you can make arrangement to pick up your child/children.)

School Office Hours

7:45 am to 4:00 pm Monday through Friday

Parents are expected to pick up their children by 4:00 pm

Graduation Requirements:

Credit: Each full semester of work with a D- or higher is worth ½ unit of credit.

Minimum number of credits required for graduation: 25 Students must be full time students for 4 years.

Course Requirements for graduation:

Language Arts – 4 credits are required for graduation.

LA – I, II, III, IV

Electives – Honors English, Journalism

Physical Education

1 credit of Physical Education is required for graduation which can be sports or 1 credit of Health.

Math – 4 credits of math are required for graduation beginning with the class of 2011

Algebra 1, 9th Geometry, 10th Algebra 2, 11th FST, 12th

Science – 3 credits of Science are required for graduation.

Physical Science, Biology, Chemistry or Physics Mi. Env.Sci or Anat. & Phys.

Social Studies – 3 credits are required for graduation.

US History World Geography World History Amer. Govt. & Econ

Foreign Language – 2 credits are required for graduation

Spanish I and Spanish II

Electives

Art Band Online Courses

Make-Up Work

All students who will be absent from any class(es) because of school activities such as athletics, band, field trip, etc. are expected to make up missed work as directed by the teacher.

There are forms available at the front desk if you have a planned vacation that can be taken to the teachers ahead of time.

Incompletes

If a student receives an incomplete (I) for a grade for a class, this incomplete must be made up within two (2) weeks of the end of the marking period. If unusual circumstances occur, an appeal may be made to the Academic Board for an extension of this time

Academic Misconduct – Cheating

- The student will receive "0's" on all material relating to the cheating incident and may receive up to a three (3) day in-school suspension. The teacher will notify the Administrative team of the incident immediately. Parents will be notified.

Dress Code

Rationale: The purpose of Northwest Academy is to be a place where students can learn. Our goal is to help students to become productive citizens in the community, in the world of work, and in higher education. To prepare for these roles, students must dress and present themselves to others in an appropriate manner. In the world of work, how we present ourselves is important and dress codes are commonplace. The same standards apply at school. Dressing appropriately sets the tone for learning and eliminates distractions.

Dress Code Regulations – The following are the regulations for students at Northwest Academy

- A. all students will wear clothing that is appropriate for school.
- B. parents will see that students have acceptable grooming and dress prior to their attending classes.
- C. shirts and blouses must cover the skin and should **not expose undergarments, cleavage, lower back and abdomen.**
- D. Skirts and shorts must be mid-thigh in length. (As a general rule, the shorts or skirt must be longer than the student's fingertips when he/she is standing with natural posture and his/her arm is fully extended down the side.)
- E. Students are not to attend school if their personal hygiene or clothing endangers their own health or safety or that of others, or interferes in any way with the educational process.
- F. Students are not to wear clothing that displays degrading or obscene language and /or pictures or slogans of alcohol, weapons, drugs or tobacco related products.
- G. Students are not to wear or display any apparel that is gang related or any items affiliated with hate groups.
- H. Coats designed for outdoor wear are not to be worn in the classroom unless the teacher grants permission based on the temperature of the room.
- I. Hats, sweatbands, bandanas and sunglasses are not to be worn in the building.
- J. No See-through clothing, spandex/tight revealing fabric, and clothes with rips or holes between knees and shoulders.
- K. No Pajamas and bedroom slippers.

Dress Code Violations – Northwest Academy will deal with students whose clothing conflicts with the dress code under the discipline policy of persistent disobedience and/or breaking school rules.

- a. Teachers and administrators observing students in violation of this policy will send them to the office for correction of the violation. This may result in a verbal warning and/or up to a 3-day suspension.
- b. The office will notify parents. They can either bring in a change of clothes or come and get them and take them home to change. If a student is sent home to change, he/she is expected to return to school wearing appropriate clothing.
- c. Students who continually violate this policy will face additional disciplinary action for persistent disobedience.
- d. The building administrator will make the final decision on any case.

Attendance Policy

Parents are responsible for calling the school by no later than 9:00 am if their student(s) will not be in school that day.

The attendance office will attempt to notify parents with an attendance letter when a student reaches four (4), five (5), and six (6) days absent per marking period. **While the attendance office will do their best to notify at the above mentioned times the overall responsibility lies with the parent in keeping track of their student's attendance.**

- **Tardy:** Any student who is late to class, up to ten (10) minutes after class begins, will receive a tardy. Teachers may excuse tardy's with a late pass, and the administrative office may declare a "no tardy" for 1st hour in the case of inclement weather. *Please have the students here on time, classes start promptly at 8:15*

Students who miss class must make up work on a 1-1 ratio (one grace day for each day absent) in accordance with procedures outlined by each individual teacher.

If a student misses more than ten (10) minutes of a class, he/she will be counted as absent for that period.

Students are not to leave the classroom without a hall pass and teacher permission.

Skipping School/Leaving and/or Returning to School Building

No student may leave the school building during the school hours (8:15 a.m.-3:25 p.m) unless he/she has been given parent permission and cleared through the Administrative office. In all cases of a student leaving the building during school hours written or phoned permission must be received from a parent or legal guardian. Students having such permission must **sign out** at the front office.

Cell phones, MP3/IPOD's with headphones and other electronic devices – are not to be used during the school day - upon arriving at school students are expected to turn off their cell phones and lock them in their locker or leave them at the front desk until the end of the school day. Use during lunch is permitted.

A **pay phone** is available for student use before school, during lunch and after school **ONLY**. If a student has an emergency, the school secretary will be contacting the parents/guardians.

Book Bags/Back Packs

Book bags are not allowed in the classroom. All book bags or back packs must be kept in student's lockers. Student's book bags may be subject to a search if the safety of the school or student is of concern.

Lockers

A. Procedure for obtaining use of school-owned lockers:

1. Lockers will be issued during the first day of school by a school representative.
2. Students may **not** change assigned lockers unless the Leadership Office grants permission.

3. ***Locks are available at the front desk. Personal locks are not to be used. We do not charge for locks but if they are lost you will be charged a \$10.00 replacement fee.***

B. Students are expected to keep their lockers in a clean and orderly manner.

C. School lockers for student use are **NOT** the student(s) private property.

1. Lockers may be opened by administrators, teachers, or delegated representatives.

2. Locker inspection may be made at the Administration's discretion, without the student knowing when or being present. This may include canine searches.

3. Students are responsible for any item found in their locker which may violate school policy and/or State Law.

D. *The school is not responsible for lost or stolen property.*

Work Permits

Persons between 14 and 18 years of age may not be employed in either full or part-time jobs without first obtaining a working permit. Working permits are issued by the Student Service Center where the minor lives or attends school. There is no charge for issuing these permits. No working permit shall be issued to any minors under the age of 14.

The Administrative Team may refuse to grant a working permit, or revoke a permit already issued, if in his opinion the best interest of the minor would be served by such refusal or revocation or if it is apparent that such employment is resulting in an inability on the part of the minor to properly perform his schoolwork.

STUDENT TRANSPORTATION

Northwest Academy will **not permit** the use of "Not Road Authorized" Vehicles i.e., mini bikes, snowmobiles, tractors and lawn mowers for travel to and from school.

Skateboards, roller blades, skates, roller shoes and scooters are not permitted on the campus.

Parking Regulations

It is the duty of the Board of Education and the school personnel to act in the best interest of all students and to maintain high safety standards. The following are the policies of Northwest Academy for those students who intend on driving motor vehicles to school.

a. All students who drive to school must park their vehicle in the student designated parking area.

b. All vehicles must be parked in properly marked spaces. Students are not to park in the staff parking area, reserved, or visitor areas of the main parking lot.

c. Students are not permitted to leave school grounds with other students unless there is written permission on file from both sets of parents/guardians.

c. During school hours, students are **NOT** to be in or around their vehicles or other vehicles unless they are leaving school grounds on pre-approved arrangements or have been given specific permission by an administrator.

d. Speeding and/or careless driving will not be tolerated. Maximum speed limit is 5 mph.

e. It is strongly recommended that students lock their vehicles at all times.

Examination of Vehicles on Campus

a. Students are permitted to park on school premises as a matter of privilege, not of right. Northwest Academy retains authority to conduct routine patrols of the student parking lots and inspection of the exterior of the student vehicles parked on school property. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. The interiors of student vehicles may be searched whenever a school official has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. At the request of an administrator, the student shall consent to unlocking, opening, and permitting the administrator and/or designees to search the vehicle and its contents while on school premises. If a search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Violation of Parking Regulations

Violations of any of the above could result in loss of driving privileges for a period of time as determined by the high school administrator or the vehicle being towed from the lot at the owner's expense.

MISCELLANEOUS REGULATIONS

Fire and Tornado Drills

The signal for a fire drill is a long blast on the fire horn and flashing lights. Tornado warning will be announced by administration over the intercom system and include several short blasts of an air horn. Students are to follow the printed instructions, which have been posted near the doorway of each room. (move in a quick and orderly fashion)

Lock Down Drills

State mandated Lock Down Drills will be announced over the intercom system with appropriate instruction codes.

Class Parties

There shall be no parties held in the classrooms during school hours unless prior approval is received from the administration. No open food or beverages are allowed in hallways. All food must be consumed in the designated lunch area except in the case of a teacher-supervised group activity.

Dance and Party Regulations

Time:

1. All formal dances may continue until 11:30.
2. Variations of the above must be approved by the administration. Place: Dances are held in the commons area of the north building

Attendance:

1. School dances are open to students grades 9 -12 only unless otherwise specified.
2. Guests must be accompanied by students from our school. To bring a guest the

host student must fill out a guest pass and return it to the office **no later than 2 days** prior to the day of the dance (guest must be school aged – 19 years or younger). Once it is approved this will enable them to bring their guest to the dance. Students will be held responsible for the action of their guests. Guests are expected to observe all rules and regulations expected of our students.

3. Students and guests will be allowed one entry into the dance. **Those who leave will not be permitted to re-enter.** No one will be admitted 1 hour after the dance begins.

4. Guests must at least be in the 9th grade.

Visitors

All visitors, parents, and visiting students, must check in at the main office upon entering the building. At no time should students meet with visitors outside the administrative office unless cleared by the School Leader or Student Liaison before hand. Student visitor requests will be strongly discouraged. Decisions by the administration, requested 24 hours prior, will be determined based on the educational benefit to the school. Students receiving permission for an all day visit are responsible and will be held accountable for any problems that may occur during the visitation. Elementary children are not permitted to be visitor with the high school students.

Drug Free Schools

In accordance with Federal Law, the Vassar Board of Education has established a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity - possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, dangerous controlled substance as defined by State statute or look-alike drugs is prohibited. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school and notification of law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents should contact the school office whenever such help is needed.

School Safety

Students are expected to notify a school employee if they have knowledge of a school safety issue (weapons, bomb threats, etc.) Any student making inappropriate comments or threats in school will be disciplined as determined by the administration. This may include a suspension up to removal from school. Any student deemed by the administration to be a safety concern to other students may be suspended pending a hearing with the Board of Education. To assure that the school continues to be a safe learning environment, parents and students should be aware that random canine searches will be conducted on the school grounds throughout the year. All items brought on to the school grounds are subject for search.

HARRASSMENT

Conduct constituting harassment will not be tolerated in any form. Guidelines and consequences can be found in the Discipline Handbook.

Nondiscriminatory Policy

Title IX of the Educational Amendments of 1972 of the United States Congress specifically states: "No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance..." with certain exceptions. It shall be the policy of the Northwest Academy School district to fully comply with Title IX under guidelines adopted by the Department of Health, Education, and Welfare and approved by the President of the United States and the United States Congress.

The Board of Education, the administration, and the staff of Northwest Academy will seek to take whatever rules and policy steps may be necessary to eliminate discrimination on the basis of sex in all educational and employment practices, which come under the regulations of Title IX. All students shall have an equal opportunity to participate in and benefit from all academic and extra-curricular activities and services and thus it will be a violation of policy for the district, board, administration, teachers, or other staff to discriminate against students on the basis of sex in disciplinary actions, entitlement and counseling services, selection of courses or programs, physical education and athletics, treatment on the basis of marital or parental status including pregnancy. Likewise, no assistance, such as administrative or staff cooperation, faculty sponsorship, use of school facilities on school time, shall be provided to any non-school organization or individual which discriminates on the basis of sex. All employment decisions will be made in a non-discriminatory manner in relation to recruitment, hiring, assignment, promotion, transfer, lay-off, termination, reinstatement, job classifications, salary and firing benefits. In order to facilitate the evaluation of current practices, to investigate complaints, to answer inquires, and to guide the implementation of compliance efforts, Gary Stutzman has been appointed the local Title IX Coordinator. All questions, requests for information, or complaints relating to discrimination on the basis of sex in the Northwest Academy School District should be directed to:

Inquires concerning the non-discrimination policy may also be directed to:
Director, Office for Civil Rights
Department of Health, Education, and Welfare
Washington, DC 20201

The local title IX Coordinator on request will provide a copy of the director's grievance procedure and investigate all complaints in accordance with the procedure.

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Acknowledgement

By signing this form, I verify that I have read and understand the information within the
Northwest Academy 2009-2010 Student Handbook

Date _____ Student _____

Date _____ Parent _____

This form must be signed and returned the office by the end of the first week of school.