**NorthWood Achievement Academy**

**Student and Parent/Guardian Contact & Acknowledgement**

Student and Parent(s)/Guardian(s) agree and acknowledge that Student’s admission to, and enrollment in, the NorthWood Achievement Academy and its unique opportunities is strictly contingent upon absolute compliance with all rules and guidelines of NorthWood Achievement Academy, and that any failure to maintain absolute compliance with all NorthWood Achievement Academy rules and guidelines may result in the dismissal of Student from the NorthWood Achievement Academy.

In consideration of the opportunity to join NorthWood Achievement Academy, Student and Parent(s)/Guardian(s) agree and acknowledge to abide by the NorthWood High School Student Code of Conduct along with all rules and guidelines in effect listed below:

1. Students must attend daily in accordance with Indiana State Law and Wa-Nee Community Schools policy. Students are allowed up to 5 days of excused absences per trimester.  Any absences over 5 would require students to attend another (a.m. or p.m.) session to make up their day or attend a Wednesday night school at NWHS. Student who have 3 tardies or more during the trimester will be required to make up the late minutes by staying after class or coming early the following day. Failure to comply to the attendance policy could result in removal from the Academy.

1. In the event of illness or family emergency necessitating absence, Student or Parents/Guardians must contact the NorthWood Achievement Academy **by 9:00 a.m. for the morning students** or **12:30 a.m. for the afternoon students** the date of the absence. **574-773-4001 or through the Remind App**.
2. NorthWood Achievement Academy follows the Wa-Nee Community Schools calendar and schedule. In the event of a weather delay the morning students will attend from 10:00 a.m. – 12:00 p.m. and the afternoon students will attend 12:30 p.m. - 2:30 p.m. Adjusted times will be determined on a needed basis if the delay schedule interferes with high school classes or work schedule.
3. Student must comply with the directions of all NorthWood Achievement Academy staff.
4. Student must be attentive and productive during class time. Failure to work during class time will not be tolerated and may lead to Student being dismissed.
5. Student may not leave the building without permission and must immediately enter the building upon arrival and immediately leave the grounds upon daily dismissal.
6. Wa-Nee Community Schools and the NorthWood Achievement Academy campus are smoke free and drug free environments. Student may not smoke or vape, possess, use, transmit or be under the influence of any controlled substance, drug, or alcohol in the NorthWood Achievement Academy building, on the grounds or in their car after arrival or before departure.
7. Student may participate in extracurricular activities at NorthWood High School/NorthWood Middle School, if they are in good standing with NorthWood Achievement Academy and are given permission by the NorthWood Achievement Academy and the administrative staff of the sending school.
8. High School Students must earn a minimum of one credit per four-week period. If Student does not earn a credit during a four-week period, they will be required to, along with Parent(s)/Guardian(s) sign a behavioral contract that states they will earn two (2) credits in the next four-week session. Failure to meet the terms of the behavioral contract will lead to the removal of Student from the NorthWood Achievement Academy School. If a student is removed during the course of a trimester, they will not be able to enroll with their home district school until the beginning of the next trimester. Students are expected to earn at least 3 credits per trimester.
9. Student must actively participate in group experiences relating to self-improvement and career exploration.
10. Theft, forgery, destruction of school property, vandalism, fighting, possession of dangerous items and weapons, and disrespectful or insubordinate behavior by Student will not be permitted.
11. Student may use cellular telephones during designated times only at the Academy. Failure to comply with the request of a staff member could result in loss of cell phone privileges or removal from the Achievement Academy.
12. Student shall be considered to be on probation for the entire time the Student is enrolled at NorthWood Achievement Academy. A breach of the NorthWood Achievement Academy rules and guidelines set forth above, the Wa-Nee Community Schools Code of Conduct, and any other NorthWood Achievement Academy rules or guidelines as may be adopted from time to time, Student may be dismissed from the NorthWood Achievement Academy program.
13. Upon determination that Student may have committed a breach of NorthWood Achievement Academy rules and guidelines:

* NorthWood Achievement Academy shall notify Student in writing of its intention to dismiss Student from the NorthWood Achievement Academy program, which notice shall specify the grounds for dismissal.
* Upon delivery of such notice, Student shall be suspended from the NorthWood Achievement Academy.
* Upon a written request by Student and Parent(s)/Guardian(s), delivered within seven (7) calendar days of notification of intent to dismiss, Student shall be granted a hearing at which time NorthWood Achievement Academy Staff, and Student and Parent(s)/Guardian(s) will be permitted to present evidence regarding the alleged violation.
  + Such hearing shall be conducted within three (3) school days of delivery of the hearing request and shall be conducted by a hearing examiner appointed by the Superintendent, which hearing examiner shall make a final written determination within two (2) school days of the hearing, which decision shall be binding upon all parties.
  + If the hearing examiner finds in favor of the Student, any time on suspension shall be removed from Student records and Student will be given a full opportunity to make-up missed assignments and class work.
  + Failure by Student to request an appropriate appeal within the time limits provided shall be deemed a waiver of appeal rights, and Student shall thereafter be formally and officially dismissed from the NorthWood Achievement Academy.

This contract and acknowledgement is made and executed this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Student) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent(s)/Guardian(s)) and the NorthWood Achievement Academy.

Parents/Guardians and Students, as consideration for NorthWood Achievement Academy agreeing to admit Student to the NorthWood Achievement Academy program, hereby agree and acknowledge the above rules and guidelines.

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STUDENT PARENT/GUARDIAN

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NORTHWOOD ACHIEVEMENT ACADEMY