

Affiliate Schools Student Handbook

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Enrollment in NorthStar Academy courses means that affiliate schools, their students and their supervisors are in acceptance of the policies included in this handbook. This handbook does not serve to contractually bind the school in any way. By virtue of access to NorthStar Academy (NSA), all parties involved in NSA are responsible for adherence to the policies set forth in this handbook, which is subject to revision in its entirety or individual sections or paragraphs at the discretion of the school administration at any time. Changes will be disseminated in classrooms and/or common areas within NSA.

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Learning at Northstar Academy

Affiliate School Students

Those students who are taking online courses through a local school that has become an affiliate of the online school provider will follow the guidelines given by the affiliate school for due dates, retries allowed on assignments, course end dates and other related policies. Our online school is a service provider to schools and each school can choose to institute more requirements on students but not less.

Expectations for Student Success

Students are expected to take an active role in learning opportunities within their courses. Students will learn to be proactive in the management of their courses by charting and tracking their own progress and assignment status. Teachers will help students achieve this expectation by grading papers within 3 workdays of submission and posting scores in the learning management system. Students will learn to be independent learners, willing and able to take ownership of their learning opportunities.

Students are expected to develop a routine that they can follow consistently. This routine should include:

- Reading all school-related communications and responding to items in a timely manner.
- "Going to class" regularly during the week by entering each course to access lessons and assignments.
- Checking their personal NorthStar email account daily
- Setting up a weekly schedule that incorporates enough time to complete all work in each subject.

Expect to spend the following time allotments for each course:

- Language Arts/English – 5 hours per week
- Math - 5 hours per week
- Science - 5 hours per week
- Social Studies - 5 hours per week
- Electives – up to 5 hours per week
- Honors/AP Classes – 7.5 to 9 hours per week (~1.5 X standard time allotment)

*These times are general and based on focused student attention. It is the student's responsibility to reach out to their NSA teacher to receive help with their course.

Teacher Roles & Responsibilities

NorthStar Academy classes are taught by teachers specifically experienced in their respective subjects. They grade students' assignments and exams and respond to student/supervisor questions. With qualified, experienced teachers at the helm, supervisors need not worry about having their own expertise in school subjects.

Students are encouraged to interact with their teachers as needed. Students are required to have video conferencing sessions with their teachers at least once a semester but are encouraged to set up video conferencing appointments more often than the required meeting if additional support is needed. Teachers may meet individually with students for one-on-one tutoring sessions, not to exceed a total of more than two hours per semester. Teachers have daily office hours as well as a calendar that allows students to schedule appointments. NorthStar teachers strive to be relational, helpful, and available.

Communication can happen in the following ways: emails and chats within NSA's communication systems, video conferencing application chats* or live video conferencing applications sessions*, or video conferencing. Supervisors also have direct and daily access to the teachers through these same communication systems. Students and teachers may initiate audio and video chats but most interaction is done via email messages. It is best to schedule video chats on the teacher's appointment calendar which is located inside the course in the 'teacher's office. It is important to note that NSA cannot control the content that appears on your student's video conferencing applications account. If you are concerned about this, alternative arrangements can be made for communication, however, most families find video conferencing and video conferencing chat to be very convenient.

*All video conferencing applications sessions between students and teachers are recorded or witnessed by another adult for the safety and protection of students.

Additionally, all NorthStar Academy teachers are responsible for the following:

- Respond to student or school supervisor questions within 24 hours during the school week, excluding holidays. Responding to student/supervisor questions should take priority over grading papers.
- Maintain a professional but friendly relationship with their students. Teachers are free to determine how they will best meet this expectation.
- Teachers will communicate with students and supervisors primarily via grading feedback within the LMS and school email. Direct messaging may also be used to communicate during office hours.
- Grade papers within 3 working days so that students/supervisors have a near real-time record of their progress.
- Unlike traditional brick-and-mortar schools, teachers at NorthStar Academy teach year-round. Therefore, teachers are given vacation days to use at their discretion throughout the year. Teachers will inform supervisors and students of a planned absence in advance. Please plan accordingly as teachers will have more than 3 days to grade during this time. Another contact person will be provided to meet your student's needs during

the teacher's absence.

- NorthStar teachers will also have scheduled school holidays off when the teacher's office is closed and the teachers are not expected to grade. These holidays may or may not align with your school's calendar. It is your responsibility to be aware of NorthStar holidays and to plan accordingly for the extra grading time. Please consult the [NorthStar School Calendar](#) for official holidays.

Changing Your Course Schedule

If you want to add or drop a course, you will need to speak to your school supervisor.

Grades and Grading Scale

Grades will be determined based on how students perform on teacher-graded activities (assignments, discussion participation, quizzes, and tests) within each course. Each teacher determines the number and type of assessment tools for the course. No two courses are exactly alike.

Graded activities are assigned points (the actual points earned compared with the total points possible). The final grade for the grading period is calculated using these points and is recorded on the student's transcript as a percentage grade. Sometimes grades above 100% may be possible within a class, but no grade above 100% will be recorded in Genius or on a transcript.

NorthStar Academy operates within a two 18-week semester school calendar. Students of year-long classes will receive a grade for the first semester and a grade for the second semester. Students will not receive a final year-end grade calculated by averaging the first and second semester grades.

During the semester, students can view grades in the LMS (Learning Management System).

Bulk Assignment Submissions: Teachers will have three (3) business days to return graded assignments to students. However, in the event a student sends work in bulk, teachers will be given extra time to grade. Bulk is defined as work from three or more weeks submitted on the same day or within a 48 hour period. When this occurs, teachers will be given 1 additional day beyond the initial 3 days to grade items for each week turned in. For example, if you turn in 5 weeks of work within 48 hours, the teacher will have 3 days, plus 1 day per week turned in (3 + 5) for a total of 8 business days. For assignments submitted in bulk, teachers are not required to give feedback. For students who are on a plan to do one class at a time or at an accelerated pace and have communicated this plan to the teacher, this policy is waived and the teacher should work with the students to grade and give feedback appropriately. It is the desire of NSA faculty and staff that students learn from the quality feedback given by teachers on assignments. When assignments are submitted in bulk, this learning process is thwarted.

Viewing Student Progress & Grades

Students and their supervisor have access to their grades at all times through the LMS and the SIS. A student/supervisor may log into the LMS at any time and view a current report of a student's academic progress.

Online Time, Participation, Attendance, and Due Dates

Students taking a course through an affiliate school will be required to follow that school's schedule for completion. Each semester course consists of 18 lessons; each lesson is intended to be 1 week or 5 days' worth of work.

[Target end dates can be set in Buzz](#). Buzz will generate due dates for the assignments based on the target end date. The student will have an assignment in each course to set the end target date. The school supervisor will provide the school's semester end date to the students so they can set the target end date. When generating the due dates, Buzz uses a 5 day work week and doesn't take off for holidays.

Pace & Grade Reflection Tool

Our school learning management system (Buzz) assigns target due dates for each of the assignments in a course based on the individual student's start date and target end date. These target due dates are personalized to each student based on his/her start date and target end date. NorthStar is flexible in that students and supervisors can customize their learning plan using target dates that work best for the affiliate schools' schedules.

There are no penalties for late work in NorthStar Academy VRP courses when work is submitted before the semester end date. In an effort to ensure that the student's pacing and progress are reflected accurately, **Buzz is set to add a temporary zero as a placeholder** to the gradebook for any 8th-grade core course or high school course assignment that is considered late based on the assigned target due date generated by the learning management system for that assignment. This zero is not permanent. While there is no visible retry symbol next to the zero, **a retry is still available**. The student still has all of the attempts that he/she would have had available before the zero was entered. The student simply needs to proceed to the assignment and complete it as he/she normally would.

This pacing tool will help students and supervisors be more aware of when the student is on pace or when he/she is behind pace. The course grade will more accurately reflect the student's actual progress as well as his/her ability, and will help students

work through a course in the designated, recommended sequence.

School Holidays

School holidays are listed on the [school calendar](#) on the NSA website. There are a variety of national holidays as well as one week at Christmas and one week in the summer that are designated school holidays. While students are encouraged to take these days off, students may continue to complete schoolwork during that period; however, teachers and/or office staff are not required to be available on those days. Additionally, teachers will have an extended period of time to grade assignments turned in over holidays. In addition to the 3 business days normally given, teachers will have an additional business day for each holiday day. For example, if a school holiday lasts for 5 business days, the teachers will have 8 business days from the beginning with the first business day after the holiday. They will grade assignments in the order they were turned in upon their return, grading an equal portion each day. Students should plan ahead if they do not want a delay in assignments being returned. Any assignments turned in after 5 PM Central US time on the last business day prior to the holiday will fall under the extended time frame. NorthStar Academy recognizes that students, families, and schools, whether in the United States or elsewhere, may require holidays in addition to or different from the official school holidays. This flexibility is provided without requesting formal permission, though a note to your teachers may be helpful so they are aware.

NOTE: NorthStar Academy teachers are required to return submitted work with feedback where appropriate (all assessments do not require feedback) within 3 school workdays. Teachers are not required, nor expected, to provide personalized feedback on student-submitted assignments and/or exams that are sent in bulk. Bulk is defined as 3 or more weeks of school work submitted at one time. SEE THE GRADING SECTION FOR DETAILS.

Blackout Dates

You can add "blackout dates" in Buzz. Setting blackout dates will make the pacing and due dates more accurate for your school's specific semester calendar. When you set the target end date in Buzz, it generates due dates for the assignments, but it doesn't take off for your school holidays or special activities. If you add "blackout dates" for these events these dates will be excluded from calculations and there will be no assignments due on those dates. For more detailed instructions, watch this [tutorial](#).

Lessons and Assignments

All NorthStar Academy teachers will post lessons in the LMS (BUZZ). Students will access these lessons through the LMS and follow the intended instructions for submitting assignments to the teacher.

Exams and Quizzes

Exams and quizzes are located in the LMS and are password-protected to keep the confidentiality and integrity of the exams from being compromised.

Students may not engage in online chatting with other students during a test, nor may they use any other unapproved resources during a test.

Submitting Assignments

All assignments will be completed through the LMS, using Microsoft Office suite of applications or Google Docs when not answering directly in the LMS. Students should not send assignments through email but should attach them in the LMS.

In general, written assignments to be turned in should use (exceptions will be posted by the teacher):

- A plain text style such as Tahoma, Times New Roman, Arial, etc. – something that is clear and easy to read
- Size 11 or 12
- Black text color

As a general rule, course file names should include your last name, course code, week number, and day number. Teachers may have specific guidelines for file naming, so be sure to check in each course for any specific instructions.

For example, if Sally Jones, a seventh-grade student in Language Arts, completes assignment LA7-3.2 (LA7 indicates the class – Language Arts 7; 3 refers to the school week and 2 the day that the lesson was assigned), she would save her document as:

JonesSally-LA7-3.2

When Sally's teacher receives the assignment from Sally, it will be readily apparent what it is and from whom it came.

Naming (i.e., saving) assignments in this manner also will assist the student to identify and keep track of assignments on their computer.

When sending an email, the subject line of the email should include the class abbreviation, the lesson number, and the nature of the e-mail (assignment; question; etc.). This helps the teacher assist the student more quickly.

NSA Connects Assignments

NSA Connects are 30-minute sessions taught by NSA teachers and staff. High School students are able to come together and learn from a faculty or staff member and connect what they are learning with real-life applications or opportunities for dialogue and discussion. NSA connects attendance is required at four sessions per semester in core classes for all high school students except those who attend an affiliate (partner) school.

If you take a core course at NSA, you will see Connects Assignments in your activity list. In the submission box for Connects Assignments type, "Affiliate school student - the name of your school." ex. Affiliate school student - ACS

Online Etiquette & Discipline Issues

Philosophy & Principles

All NorthStar Academy participants are expected to act according to the "law of liberty" (James 1:22-27) and to have the "mind of Christ" (Phil 2: 1-8) in all communications with staff members, supervisors, and students. Participants are also to encourage this type of behavior with fellow NorthStar Academy members. Participants are expected to season their words with salt. Often, waiting to respond to an unpleasant communication will aid in accomplishing this expectation.

The administration of NorthStar Academy has full right and obligation to enforce good moral, and upright behavior and to investigate all allegations of misconduct in the online environment of NorthStar Academy, and to do so, the director, or the director's designate, has full right and authority to monitor any and all communication that occurs within and/or pertaining to NorthStar Academy.

In partnership with affiliate schools and school families, NSA teachers share in the responsibility of Christian discipline in the lives of our students. Affiliate schools, by enrolling their students, give teachers and administration this authority. This authority should be looked upon as a privilege, not a right, which must be used with great care and wisdom.

Biblical basis for discipline:

- "He who ignores discipline despises himself, but whoever heeds correction gains understanding." Proverbs 15:32
- "Discipline your son, for in that there is hope." Proverbs 19:18
- "Whoever gives heed to instruction prospers, and blessed is he who trusts in the Lord." Proverbs 16:20
- "No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." Hebrews 12:11

The goal of our disciplinary action is to see the heart of our students transformed by God's spirit, to be partners with God as He molds their character, and to guide them in making wise

choices that will keep their hearts soft toward His influence in their lives.

God's Word has instructed us to set firm but loving boundaries so that students understand that true freedom has limits so that all are truly free.

- "Everything is permissible, but not everything is beneficial. Everything is permissible, but not everything is constructive. Nobody should seek his own good, but the good of others." 1 Corinthians 10:23
- "Be careful, however, that the exercise of your freedom does not become a stumbling block to the weak." 1 Corinthians 8:9
- "So whether you eat or drink or whatever you do, do it all for the glory of God." 1 Corinthians 10:31

Christian discipline is three-fold: instruction, prevention, and correction. Discipline as instruction, prevention, and correction is more than just rules, but seeks to set limits that will provide the greatest freedom for all: freedom to learn, to grow, to be safe, and freedom to reflect what God has created us to be.

Teachers will set the standard and example as students are instructed in the value of limitations which:

- Protect – not only their freedom but the freedom of others (ex.: humiliating, teasing, or bullying others will not be tolerated)
- Demonstrate sensitivity – to others who are weaker or still living in darkness
- Encourage sacrificial love for others (ex.: giving up something that is legitimate and acceptable for the sake of others)

Teachers will continually seek to prevent disciplinary action by being intentional:

- Teachers will be diligent in preparation for class, especially at the beginning of the year, being firm, fair and consistent and courteous
- Teachers will seek to constantly improve teaching techniques, gearing materials to the student's educational needs
- Teachers will be watchful for situations that might give rise to misbehavior and put strategies in place to eliminate or minimize problems

When correction is needed, teachers will:

- Respond immediately to small infractions with wisdom, rather than allow things to build up until discipline is administered more severely
- Administer discipline to CORRECT the problem resulting in a change of attitude and behavior
- Discipline a student when he/she admits he is wrong so that he/she understands that his/her actions, while forgiven, still carry consequences

Long-term character building is diminished when we fail to discipline or allow a student to go his/her own way, saying we cannot do anything until God changes his heart. God uses reproof to the mind and the senses to reach the heart of the student.

School Dress Code

As an international school that serves students and families across multiple cultures, NorthStar Academy strives to sensitively and respectfully present ourselves in school-wide public forums, including face-to-face interactions, video recordings, or photographs.

For these reasons, the following guidelines should be adhered to:

1. One should dress in conformance with his or her biological sex.
2. One should always ensure his or her shoulders are covered when appearing on NorthStar Academy platforms, even if it means the use of a light jacket, cardigan, etc.
3. One's neckline should not be revealing or suggestive.
4. If wearing a graphic t-shirt, it should be free of any inappropriate or distracting messages/images.
5. All profile photos should focus on one's face, as outlined in orientation.

While these guidelines are not exhaustive of the considerations that should be taken when choosing how to dress or present oneself, they should make clear the spirit of the respectful accommodations that should be considered.

*Special note - while most NSA interactions occur online and therefore only concern one's appearance from the waist up, students attending graduation or other in-person NSA events must utilize these same types of guidelines when choosing how to dress their entire bodies. This would include, but is not limited to, refraining from shorts or skirts that are less than fingertip length as well as leggings/tights without appropriate coverage (ie – a long shirt).

Additionally, when meeting virtually, be mindful of the background setting in view. Aim for a background that is not distracting and where no beds, bedroom furniture, or other individuals are in view.

Questions about dress or appearance may be directed to an appropriate staff member. Staff members have the authority to address any individual whose dress or appearance is in question.

Discipline & Conduct

Disciplinary Continuum:

Level 1 Infraction: minor infractions that are disruptive to the online school environment.

Examples: including but not limited to inappropriate language, inappropriate use of NorthStar systems, disrespect to others, dress code violations

Consequences: student conference/email with Student Affairs Director; possible removal from NorthStar social media for a period of up to 1 week or other access restrictions as appropriate

Level 2 Infraction: chronic or more serious infractions that are disruptive to the online school environment

Examples: including but not limited to flagrant disrespect of teachers or fellow students, continuous Level 1 infractions, using other students' accounts.

Consequences: student & supervisor conference with Student Affairs Director; removal from NorthStar social media for a period up to 1 month or other access restrictions as appropriate. Students will be placed on probation.

Level 3 Infraction: serious infractions that pose a threat to the physical, social or mental health of another student or staff member

Examples: including but not limited to communications of a sexual nature, pornography, bullying, threatening, online stalking, causing major disruptions to NorthStar systems

Consequences: student & supervisor conference with Student Affairs Director & principal; possible expulsion from NorthStar

** School administration will determine the level of each infraction for the purpose of determining appropriate consequences.

Academic Dishonesty & Cheating

Academic dishonesty is a serious offense and can result in a failing grade on an assignment or class. Students are expected to conduct themselves in an ethical and professional manner. Academic dishonesty will not be tolerated. The school's administration will impose consequences for any student choosing to engage in such behaviors. Chronic, multiple, or extreme instances of cheating may result in the failure of a course or expulsion from NorthStar. See below for more specific details.

In all measures of punishment, no refund of or credit for payment(s) related to the tuition, supplies, or fees will be issued. Students who have been expelled from NorthStar Academy are not eligible to return without prior written consent from NorthStar Academy administration.

Cheating

Cheating is an act of lying, deception, fraud, trickery, imposture, or imposition. Cheating characteristically is employed to create an unfair advantage, usually in one's own interest, and often at the expense of others (definition from Dictionary.com).

In an academic environment, cheating includes the following:

- Using, accepting, or distributing test answers, answer keys, or another person's work, representing it to be a student's own work.
- Any form of dishonesty on exams and quizzes. This includes copying another student's work, receiving aid from another student during an exam or quiz, or using unauthorized notes or materials while taking an exam or quiz.
- Partly or wholly completing an assignment for another student or submitting assignments partially or wholly completed by another student or adult.
- NSA may look at work that a student already turned in to see if it contains any cheating. If cheating is found in work that has already been graded, the grades may be changed.

- See the “Academic Dishonesty” section for additional information.

Plagiarism

Plagiarism is the use or close imitation of the language and/or thoughts of another and the representation of them as one's own original work (MLA Style Manual; Oxford English Dictionary). Specific examples include:

- Copying another student's work
- Direct or indirect use of other's work/ideas without acknowledgment - This includes copying material from the web and posting it as your own work. If you find a source that you would like to cite, you are expected to cite that source properly using the methods you have learned within your English courses. This also includes the use of clip art or pictures as well.
- Direct quotations of other's work/ideas with acknowledgment but without quotation marks. Limited use of direct quotation is permissible if it is impossible to say it in another way or you must quote an expert to add legitimacy.

Statement on AI Generative Programs

NorthStar Academy acknowledges that AI generative programs (such as Chat GPT, Dall-E, Google Bard, etc.) are quickly developing and changing the landscape of education, just as technologies such as calculators, computers, and the internet have done in the past. AI generative tools should be used in a positive manner to aid in learning, critical thinking, and problem-solving, rather than being used in a negative manner that allows students to avoid learning, critical thinking, and problem-solving. As such, NorthStar Academy has made the choice not to ban AI generative programs, but rather to work with students to help them know when it is acceptable to use such tools and when it is a matter of academic dishonesty. Students are required to cite their usage of AI Generative programs when used on assignments where the teacher has indicated it is acceptable. NorthStar Academy's goal is to support student learning in an ever-changing educational landscape.

Academic Dishonesty Levels

Level 1	Academic dishonesty is suspected/found.	The teacher will communicate suspected academic dishonesty to the student and supervisor; the student may be given a 0 with the opportunity to re-attempt. The supervisor will provide written acknowledgement to the teacher.
Level 2	Any additional academic dishonesty found at NSA after Level 1.	The teacher will give a zero on the assignment(s) without a retry. The teacher will communicate the Level 2 incident to the NSA Student Affairs Director.

		<p>The student's course(s) may be paused until a recorded, face-to-face meeting has taken place with the student, supervisor, dean, and teacher.</p> <p>After the face-to-face meeting, the student and supervisor sign and return the academic dishonesty notice to the Student Affairs Director.</p> <p>NSA courses will then be reinstated.</p>
Level 3	Continued academic dishonesty in a course or courses during/after Level 2.	Immediate failure of a course.
Level 4	Continued academic dishonesty in a course or courses during/after Level 3	Expulsion hearing with NSA administration, the supervisor/parent, and the student. The student can be expelled.

Note: Premeditated attempts at cheating, attempts at coordination, or multiple instances of academic dishonesty may be treated at a higher level.

Fair Reporting of Discipline Issues

When colleges/universities/schools request information on student character or discipline issues from NorthStar Academy, NSA will answer the request honestly based on the information available.

Network Etiquette

Cyber Bullying

At NorthStar Academy, we take bullying very seriously. Cyberbullying is any instance of harassment, intimidation, embarrassment, or ostracizing directed at any other member of the NSA community both inside and outside of NSA's platforms. This includes but is not limited to social media and internet sites such as video conferencing applications, Facebook, Twitter, Instagram, Snapchat, etc. It should be understood that NSA cannot actively supervise communication between students on platforms outside of NSA; supervisors are encouraged to actively monitor their children. NSA will respond to any infractions on any platform of which we are made aware.

Email Etiquette

At NorthStar Academy, we get to know each other most often through the written word. It is important to make sure that your words accurately reflect who you are. Take time to write polite and complete messages. Choose your words carefully when you write and never respond quickly to a message that has made you angry.

- Ensure your message has a stated subject in the subject line. Do not use symbols or emoticons as the subject in the subject line. Do not leave the subject line blank.
- Begin your message with a greeting. All teachers are to be addressed as Mr., Mrs. Ms. or Miss.
- Close with a salutation.
- You should not use NSA email to communicate with any non-NSA students nor use your NSA email account to communicate to an email address outside of NSA.

Please note that any and all communication done through NSA's email system will be monitored and could be reviewed at any time. There should be no expectation of privacy when using any of NSA's systems.

Discussion Boards, Clubs, and Groups

Discussion boards are a valuable way for students to interact with each other asynchronously in their courses or in school common areas. It is the desire of NSA that these discussions provide an opportunity for authentic dialogue and learning. Posts will be monitored by teachers, and those that are contrary to NSA's mission, vision, purpose, and beliefs may be hidden or deleted. Additionally, the teacher or school administration, if they choose not to delete the post, may enter into the discussion to ensure that the biblical worldview is discussed, always with the goal to speak the truth in love.

Students wishing to start a club at NSA will need to submit a proposal, find a faculty sponsor, and contact the NSA Student Services Director and Student Council for approval. Email them for more information and current procedures.

Chats & Instant Messaging

It is permissible to post private chats in NSA's communication systems only with the written permission of all participants in the chat. This written permission must be the last entry of the chat and must be acknowledged in writing by each individual involved in the chat at any point in time (including those who joined the chat and left the chat - they would have to be re-invited, rejoin the chat, and acknowledge permission). If all participants do not give permission, the chat may not be posted. If a chat is posted without the written permission of all participants of the chat whether they remained in the chat until the end or not, disciplinary action will be taken against the one who posted the chat.

Profanity

No student, supervisor, teacher, administrative staff, is permitted to use profanity in its entirety or disguised with *!@#-type symbols. Other substitute abbreviations or slang that replaces profanity or misuse of God's name (including "OMG") is not permitted at any time.

Chain Letters

Chain letters are not permitted at NorthStar Academy. Do NOT forward any survey, chain letter, or the like that originated outside of NorthStar Academy.

Email "spam"

NorthStar Academy has a zero-tolerance policy for email spam. E-mail spam is generally defined

as the practice of sending unwanted e-mail messages in large quantities to an indiscriminate set of recipients (definition from wikipedia.org).

Auto open

The auto-open feature for an e-mail message should be used responsibly and on a limited basis by students.

Email attachments

E-mails may be sent with attached documents; however, these attachments are limited to documents. Executable files (those with an .exe file extension) are strictly forbidden. The sending of email with an executable file will result in immediate disciplinary action. The risk of these files being malicious is too great for an online school and will not be tolerated. Additionally, do not open an attachment that is an executable file (.exe) and report its receipt to the school office immediately.

Protecting Your Passwords

The sharing of an LMS, SIS, meeting, or email account credentials (username or password) or the use of another person's account by a student is strictly prohibited.

Students are responsible for all activity that is associated with their user IDs, login information, and passwords.

Supervisors must NEVER allow a student access to their NSA email account. This includes not giving a student the supervisor password. A student is to NEVER log into or use a supervisor account for any reason.

Students and/or supervisors may not download, transmit, or post material that is intended for personal gain or profit, non-NorthStar Academy commercial activities, non-NorthStar Academy product advertising, or political lobbying on NSA communication platforms.

Students and/or supervisors may not use NorthStar Academy platforms to sell or purchase any illegal items or substances.

Students and/or supervisors should not use NorthStar Academy email addresses for any activity outside of NSA use. Doing so will increase spam traffic and increase the overall virus risk to everyone.

Expulsion

A student may be expelled from NorthStar Academy courses on the following grounds: cheating (**includes using or knowing the supervisor's password**); abuse or harassment of another student, supervisor, teacher, or staff member; the demonstration of hate against another person or group of persons; any kind of pornography visual or textual; any illegal use of communication equipment; or breach of software copyright.

Complaints and Grievances

Complaints and grievances that are related to teachers and the classroom should be handled first by contacting the classroom teacher directly. The supervisor and teacher should seek resolution together. In the event that resolution does not satisfactorily occur, the supervisor may contact the school's administration. Issues related to the social and emotional well-being of a student should be directed to the school principal or administration. Issues related to tuition and finances should be directed to the business office.

The full text of the grievance process can be found in the Affiliate Supervisor Handbook.

Appendices

Appendix A – Minimum Technical Requirements

NorthStar Academy strives to be as accessible as possible to our students. However, there are certain requirements in order to have the best success at our school:

- Students may use a computer or mobile device with any operating system* they wish. We highly recommend the use of Google Chrome as your browser choice. NorthStar systems run optimally with Google Chrome.
- Each NorthStar student must have access to the Internet. A minimum of 5Mbps download speed is highly recommended.
- Some courses may require the submission of handwritten work, so a scanner or digital camera may be required in some instances.
- Assignments must be submitted in Microsoft Office formats or Google Apps (Docs, Sheets, Slides, etc). Several programs may be purchased to meet this requirement, but a free Google Drive account can also be created to use Google Documents. All currently enrolled students may request free access to Microsoft Office 365 from our support department.
- We highly recommend that you utilize an Antivirus program. Our software will detect suspicious items and not allow them to be submitted.

* Special notes for students using Linux, Chromebooks, or mobile devices:

- Students using these systems may be limited in their interactions with NorthStar Academy.
- Course activities using Java may, in some cases, be blocked on these devices. If a required activity is blocked, please use a Mac or Windows PC to perform that activity or contact the course instructor for a possible alternate activity.

Appendix B – Successful Online Student Profile

A successful NorthStar Academy student is one who:

- Works well independently, not needing constant adult supervision
- Does not need a high degree of social interaction during the learning process
- Can monitor own progress in an assignment and/or course
- Has designated a specific and supportive learning area in which to study
- Has a supervisor who is committed to the supervisory role who has the time and ability to successfully oversee progress in the course(s) or program
- Has at least a basic comfort and competence level with computer skills to include email and word processing
- Reads at his/her grade level or above and is able to learn via the written word and other graphics, not needing oral instruction to learn

Appendix C– NSA Privacy Policy

NorthStar Academy Privacy Policy

NorthStar Academy is committed to the responsible use of information it collects from its community. This policy explains how NorthStar Academy collects and handles information it receives from and about applicants and their families, students and their families, faculty, staff, contractors and others who interact with NorthStar Academy or its website. The purpose of this policy is to protect the privacy of individuals who have sensitive information stored (either in electronic or paper form) on assets owned by NorthStar Academy, while also providing NorthStar Academy the ability to share this information with authorized entities as required by legitimate academic or business need or by applicable law.

What Personal Information We Collect

We collect information you provide to us. A person's interaction with NorthStar Academy occurs during the admissions process, throughout enrollment at NorthStar Academy, during the employment or contractor application process, and throughout the period a person works as an employee or contractor for NorthStar Academy.

Usage Information and Site Activity

We may automatically collect information regarding the actions you take on the NorthStar Academy website ("Usage Information"). We may store such Usage Information itself and/or such information may be included in databases owned and maintained by agents or service providers. We may also collect information that identifies the device you use to access the website and/or GPS or similar technology to determine your current location when you use a device to access the website. If you do not want us to have your location information, you should turn off the location services before accessing the website from a mobile device. We may use such information and pool it with other information to track, for example, the total number of visitors to our website, the number of visitors to each page of our website, etc. We may use this information to help us understand how people use the website and to enhance the website.

Cookies and Web Beacons

We may use cookies and web beacons to improve the experience of the site and the services we provide. Most web browsers are initially set up to accept cookies. You may opt out of the use of cookies on our website.

Applicants, Students, and Their Families

It is expected that information shared with NorthStar Academy during the enrollment process is given with the consent of a parent or guardian. NorthStar Academy does not knowingly collect information from anyone under the age of 18 without the consent of a parent or guardian.

Personal information about applicants, students, and their families may be collected via the NorthStar Academy website and Student Information System (SIS). Additional information may be collected from applicants, students, and their families via phone calls, emails and/or other communications.

We may also receive and process such personal information pursuant to your agreements with third-party service providers. For information on the privacy practices of such third parties, please consult your agreements with them and their own privacy policies.

Applicants for Employment, Employees, and Contractors

NorthStar Academy collects information from applicants for employment, employees, and contractors of the school. Such information may be collected through use of an employment or contractor application or through information obtained upon hire or during employment or a contractor relationship with the school. Such information may include bank information, health information, beneficiary and dependent information, and other information related to employment or working for NorthStar Academy.

Privacy of Your Personal Information

To protect your personal information, we take reasonable precautions to make sure it is not inappropriately lost, misused, accessed, disclosed, altered or destroyed. However, no data transmission over the Internet or other network can be guaranteed to be 100% secure. You acknowledge and accept the data security risks of using our website and our services.

Disclosure of Your Information

NorthStar Academy may disclose your information pursuant to legal requirements and to comply with school rules and policies. We also may share your information with:

- Law enforcement or other governmental officials, in response to a verified request relating to an investigation;
- Third parties that provide a valid subpoena or court order;
- Third parties as requested or authorized by you (or your parent or guardian);

- Third party vendors providing services to us in our operations.

Note to International Users

The NorthStar Academy website is hosted, and the provision of our services are in the United States. If you are accessing the website or using our services from the European Union, other countries in Europe, Asia, or any other region with laws or regulations governing personal data collection, use, and disclosure that differ from U.S. laws, please be advised that through your continued use of our website or our services, which are governed by U.S. law and this Privacy Policy, you are transferring your personal information to the U.S., and you consent to that transfer. Your personal information may also be accessible to law enforcement and national security authorities in the United States, without notice to you and without the knowledge or consent of NorthStar Academy. The laws in the U.S. may not be as protective of your privacy as those in your location. By using our website and services, you agree that the applicable laws in the U.S. will govern the collection, use, transfer, and disclosure of your information. If you do not agree to these terms, do not use our website or our services.

Changes to This Policy

NorthStar Academy reserves the right, in its sole discretion, to change this Privacy Policy in whole or in part, at any time. Your continued use of the website after any changes to the Privacy Policy have become effective will be considered acceptance of those changes.