Student Handbook

2025-2026

NORTHGATE *Academy*

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Purpose

This handbook is the official document for all academic policies, practices, and program requirements. The general academic policies and policies govern the academic standards and accreditation requirements to maintain matriculated status and to qualify for a diploma. Northgate Academy has adopted a 'grandfather clause' policy such that students may complete their academic programs under the program requirements that existed at the time of their enrollment to the extent that curriculum offerings make that possible. If program changes are made that affect student programs of study, every effort will be made to transition students into a new program of study that meets new graduation requirements. Students proceeding under revised academic policies must comply with all requirements under the changed program.

Reservation of Rights

Northgate Academy reserves the right to make changes to the provisions of this handbook and its rules and procedures at any time, with or without notice, subject to licensing requirements. This handbook is not a contract but merely a general outline of the programs being operated presently by the school. Certain policies may be grandfathered in at the time of enrollment, and other revised policies may supersede prior policies.

Message from the President

We are delighted that you have chosen to study online at Northgate Academy.

We have assembled an outstanding team of support staff to help you in your journey. The climate at Northgate Academy is geared toward student success. Students choose Northgate Academy because they are seeking a high-quality high school education and because they want to learn and grow as they progress toward high school graduation.

At Northgate, we are preparing the next generation of Christian leaders. We take our role as educators very seriously. We are dedicated to student success and expect the best from our students. Parents always have access to student progress and achievements.

As a parent, you play a vital role in your child's education. Parents remaining engaged in their child's education is one of the most effective ways of letting the child know that he/she is important and that his/her education is a top priority. You should consider Northgate Academy as your partner in educating your child.

This handbook has been prepared as a source of information to assist parents and students of Northgate Academy concerning the policies and procedures mandated by the School Board. After reviewing this handbook, consider saving it on your computer's desktop for future reference. If you have any questions, please do not hesitate to contact the school office.

The faculty and staff of Northgate Academy extend a warm welcome, and we hope that your experience will be positive for both you and your child.

Sincerely,

Dr. Mark Ulven, President

Philosophy of Education

Northgate Academy is a Christian learning community in the tradition of college preparatory high schools. As such, Northgate strives to foster a culture of excellence in learning based on biblical teachings in a flexible online learning environment. Education, as the process of teaching and learning, involves the whole person by developing the knowledge, values, and skills that enable each learner to become successful in academics and in life.

Mission Statement

The mission of Northgate Academy is to raise up the next generation of Christian leaders through the training and nurturing of students in their spiritual, academic, emotional, and social development. This is realized through delivering a Christ-centered education founded on biblical truth, which leads to the development of a worldview that will greatly impact the world for Christ.

History

Northgate Academy, a division of Excel Education Systems, is committed to providing a faith-based education that aligns with Christian values. Excel Education Systems, established in 2005, has a strong history of offering accredited online high school programs to a diverse student body. Northgate Academy was specifically founded to better serve the homeschool community and families seeking a Christian-based high school education. Since its inception, Northgate Academy has been dedicated to delivering high-quality, flexible, and affordable education, enabling students to achieve academic success while adhering to their faith. The academy's comprehensive curriculum is designed to meet the educational needs of students while fostering a strong moral foundation. Over the years, Northgate Academy has grown and evolved, continually adapting to the changing needs of its students and the educational landscape, maintaining its commitment to excellence and faith-based education.

Key Institutional Information

Equal Educational Opportunities

Equal education and opportunities shall be available for all students without regard to color, race, nationality, sex, ancestry, or age. Any student may file a discrimination grievance by contacting the Office of the President in accordance with the school's Grievance Procedure.

Non-Discrimination Policy

We are dedicated to fostering a respectful and fair educational environment for all students and staff. Our school is firmly committed to a policy of non-discrimination, ensuring equal opportunities in all aspects of our operations – whether in student admissions, hiring practices, or educational programs – regardless of race, ethnicity, gender, religion, disability, or any other characteristic protected by law.

We strive to provide all students, faculty, and staff with the resources they need to achieve success. By treating every individual with respect, we build a supportive and innovative community that encourages growth and achievement.

Concerns or complaints regarding discrimination are taken seriously and will be addressed promptly through our established procedures. Together, we can uphold a respectful environment where everyone has the opportunity to succeed. For any questions or additional assistance, please contact our administration office.

Statement of Faith

Our Foundational Beliefs

At Northgate Academy, we believe the Bible is the inspired Word of God and serves as our all-sufficient guide for faith, life, and practice. Our Statement of Faith is built upon foundational Biblical truths that unify our school community in fellowship and learning, as reflected in **1 Corinthians 1:10** and **Acts 2:42**.

This Statement is not meant to be an exhaustive summary of all Biblical teachings but provides a shared foundation for our Christian education and community life. The wording itself is not considered divinely inspired, but the truths it expresses are essential to our commitment to a Christ-centered, full-gospel education.

We are dedicated to creating a learning environment where students grow in knowledge, faith, and character—grounded in Scripture and guided by the love and truth of Jesus Christ.

Regulatory Authorization and Accreditation Information

Northgate Academy is a Minnesota non-public school and is part of the Excel Education Systems independent school district. Our assigned MDE school ID# is 0284-31-023. Northgate Academy is accredited by Cognia, the parent organization of the North Central Association CASI, the Southern Association of Colleges and Schools CASI, and the Northwest Accrediting Commission. Northgate is also accredited by Middle States Association CESS.

Middle States Association

Northgate Academy is accredited by the Middle States Association of Colleges and Schools CESS as a component school of the EES school district/system. The Middle States Association Commissions on Elementary and Secondary Schools (MSA-CESS) is a globally recognized accrediting body that supports educational institutions in achieving excellence through a rigorous, research-based accreditation process. Serving over 3,000 schools across the U.S. and more than 100 countries, MSA-CESS accredits public, private, charter, and faith-based schools from early childhood through non-degree postsecondary programs. With a focus on continuous improvement, peer collaboration, and adherence to high standards, MSA-CESS helps schools build trust, enhance performance, and foster student success. Visit MSA-CESS to learn more.

Cognia

Cognia is a nationally recognized accrediting agency dedicated to advancing excellence in education worldwide. Cognia provides accreditation, research, and professional services to 34,000 schools and school systems—employing more than four million educators and enrolling more than 20 million students—across the United States and 70 other nations. Parents and interested community members can learn more about the Cognia Accreditation Process at www.cognia.org.

STEM Certified (Science, Technology, Engineering & Mathematics)

Northgate Academy is proud to be Cognia STEM Certified, a distinction that reflects our commitment to delivering high-quality, forward-thinking education. Our STEM curriculum is designed to equip students with the analytical, technological, and problem-solving skills they need to thrive in an increasingly complex world. Through hands-on projects, integrated technology, and cross-disciplinary learning, students gain practical experience that prepares them for college, careers, and lifelong success. This certification ensures all learners—regardless of background—have equitable access to future-ready opportunities in science, technology, engineering, and math.

Northgate Academy is a member of the College Board. Our national school code for AP/SAT/ACT is: 240003. Northgate Academy is an A+ Rated, Accredited Member of the Better Business Bureau. Membership with the Better Business Bureau (BBB) ensures that organizations agree to the quality and trust standards set forth by the BBB. Northgate Academy is committed to service excellence.

Contact Information

601 Carlson Parkway,
Suite 1250
Minnetonka, MN 55305

Phone +1-763-412-4701
Toll-Free +1-800-339-7132
Fax +1-763-412-4702

As your education progresses, you'll be in contact with the Northgate Academy support team, coaches, and administrators at the academy. Students can connect with school staff by submitting a Help Desk Ticket via Learn Stage.

Academic Expectations

Northgate Academy offers a distinctive learning experience that differs from traditional brick-and-mortar schools. As an online institution, we empower students to take ownership of their educational journey. Success at Northgate requires **self-motivation**, **personal responsibility**, and **consistent engagement** in coursework.

While our dedicated staff is readily available to provide guidance, instruction, and support, it is ultimately the **student's commitment** to learning that determines their level of achievement. At Northgate Academy, we believe that taking initiative, managing time effectively, and staying actively involved are key to a rewarding and successful academic experience.

Transfer Credits and Transcripts

Northgate Academy proudly welcomes transfer credits from a variety of educational backgrounds, including U.S.-based accredited schools, international institutions, qualified homeschool programs, and foreign academic records validated by our credential evaluation partner - **Scholaro**. We are committed to providing a smooth transition for students continuing their academic journey with us.

We accept transfer credits from the following sources:

- ☑ Regionally or nationally accredited U.S. high schools
- ☑ Public and charter schools recognized by the U.S. Department of Education
- ☑ Accredited international schools recognized by their country's Ministry of Education
- ☑ Qualified homeschool providers meeting state and academic standards
- ☑ Foreign academic transcripts evaluated and certified by approved credential evaluation services

Students interested in transferring credits should contact the Registrar's Office for detailed guidance or refer to the Northgate Academy Credit Transfer Policy.

To initiate the transfer credit evaluation, students must request that an **official, sealed transcript** be sent directly from their previous or current school to:

Once the official transcript is received, a formal credit evaluation will be completed. Results will be made available in the student portal. Approved transfer credits will appear on the student's Northgate Academy transcript, clearly noted as transfer credits with the name of the originating school.

In accordance with Cognia accreditation policy, students must earn a minimum of 25% of their total credits at Northgate Academy in order to be eligible for a diploma. This typically means students must complete **at least 5.5 to 6 credits through Northgate**, regardless of the number of credits transferred from previous schools.

Students who have completed only one quarter of a course are not eligible to transfer the full semester of credit. In such cases, the student would need to retake the semester from the beginning.

We are here to assist you in maximizing your prior learning while ensuring you meet the standards required for graduation through our accredited program.

Transfer of Homeschool Credits to Northgate Academy

At Northgate Academy, we recognize the value of homeschool education and offer a clear process for transferring eligible credits. To transfer homeschool credits, students must provide a homeschool transcript that lists course titles, grades earned, and credit values. For each course approved for transfer, students are required to complete a final exam administered by Northgate Academy. The cost for each exam is $50.

Northgate Academy accepts most homeschool credits following a transcript review and successful completion of a test-out exam for each course. After a passing exam score of at least 70%, credit may be awarded.

Credit transfer is limited to a maximum of two high school grade levels, or up to 12 credits total. Only courses offered through Northgate Academy are eligible for review and potential transfer. Homeschool credits cannot be transferred for adult students; adult learners must complete all required coursework through Northgate Academy's approved adult curriculum.

For high school age students enrolling in grade 9, documentation showing completion of the prior grade level is required before their current grade-level courses can be scheduled. Homeschooled students may use Northgate's Homeschool Attestation Form to verify completion of the previous grade level.

GED and HiSET Credit Transfer Policy

Northgate Academy awards up to 5.0 high school credits for students who have passed sections of the GED or HiSET exam. Students earn 2.0 English credits for passing the Reasoning Through Language Arts (RLA) section, which assesses reading comprehension, writing, grammar, and language conventions.

Additionally, students receive 1.0 credit each for passing the Math, Science, and Social Studies sections. These credits are considered ungraded transfers and do not impact GPA or class rank. All students must complete at least 6.0 credits or 25% of their program through Northgate Academy to be eligible for graduation. The total credit requirement for a diploma is 21.5 credits. To receive credit, students must have their official GED or HiSET transcript sent directly from the testing service to the Northgate Academy registrar's office. If this is not possible, students may provide the website and login credentials for their score portal so the school can retrieve a copy. For assistance in obtaining GED or HiSET scores, students may contact **records@northgateacademy.com.**

Guidelines for International Students

Northgate Academy is a fully online school and does not issue Form I-20 for F-1 student visas. U.S. immigration regulations require that international students on an F-1 visa attend schools that offer in-person instruction. Because all coursework at Northgate Academy is completed online, students cannot use Northgate Academy enrollment to obtain or maintain an F-1 visa.

International students are welcome to enroll in Northgate Academy courses from outside the United States. However, it is the student's responsibility to ensure that online education meets their country's academic and legal requirements.

Northgate Academy accepts international (non-U.S.) credits only under specific conditions. If the original transcript from an international school is in English, includes a letter or numerical grade, and lists credits earned, it may be accepted - provided the transcript is emailed directly from the school to the Northgate Academy Registrar's Office. Transcripts that meet these requirements must be sent to **records@northgateacademy.com.** In compliance with regulatory requirements, Northgate Academy cannot legally accept official transcripts submitted by students.

If the transcript does not meet the aforementioned requirements, or if there is any uncertainty about the document's completeness or clarity, students must have their academic credentials evaluated by Scholaro, an approved Educational Credential Evaluator. For more information or to begin the evaluation process, visit Scholaro's website at www.scholaro.com. All Scholaro evaluations must be completed on

a course-by-course basis, and it is the student's responsibility to pay all associated fees and ensure that Scholaro sends the official evaluation report directly to Northgate Academy.

Please note: *Northgate Academy will not review or evaluate any transcripts until the student is officially enrolled and the first tuition payment has been received.*

For students residing outside the United States, Northgate Academy offers Apostille and Legalization services to authenticate academic credentials for international use. This includes certification of diplomas and transcripts through the Secretary of State. If requested, Northgate Academy can mail the authenticated documents to the student's home country's embassy. However, Northgate does not obtain the embassy stamp on behalf of students. If needed, students must coordinate directly with their embassy to complete the final steps.

Enrollment Policy for State-Funded Programs (School Vouchers, ESA, etc.)

Northgate Academy is committed to delivering high-quality, accessible education to students participating in public education initiatives, including those funded by state agencies such as voucher programs and Education Savings Accounts (ESAs). This policy outlines the specific terms and responsibilities for families or individuals engaged in these state-supported programs.

In instances where the requirements of a state-funded program conflict with provisions outlined in the Northgate Academy Enrollment Agreement or Student Handbook, the regulations and guidelines of the applicable state agency will take precedence.

Tuition and Financial Responsibility

Tuition for students participating in state-funded programs may be paid in installments or disbursements in accordance with the payment schedule established by the applicable state agency or funding manager. Regardless of the payment method, parents or guardians remain ultimately responsible for ensuring that the total tuition amount is satisfied. This includes cooperating with Northgate Academy by providing all required documentation, addressing any delays in funding disbursement, and actively resolving funding shortfalls. In the event that state funding is denied, delayed, or does not cover the full cost of tuition and applicable educational expenses, the parent or guardian agrees to cover any remaining balance.

Attendance Tracking and Verification

State-funded programs often mandate documented proof of attendance as a condition for continued funding. Parents and students must comply with any attendance tracking or verification protocols required by their funding agency. This may include submitting attendance logs, verifying participation in coursework, or providing supporting documentation upon request. Consistent engagement with course materials and completion of assignments is expected to support ongoing eligibility for funding. Given the variability in attendance or participation requirements across state-funded programs, parents or guardians are strongly encouraged to review the specific guidelines set forth by their state agency. If any aspects of the requirements are unclear, it is advised that they contact the agency directly for clarification and additional information.

Norm-Referenced Testing

If participation in nationally norm-referenced testing is required by the funding agency, students are required to complete these assessments during the designated testing windows. As a condition of enrollment, these test results must be reported to Northgate Academy to demonstrate compliance with the program. Failure to complete required testing may result in the suspension or termination of funding and could jeopardize the students' continued enrollment.

Parent and Guardian Reporting Obligations

Parents and guardians are responsible for ensuring all required documentation is completed and reported to the appropriate agency to maintain the student's enrollment and funding status. These reports must be submitted according to the timelines established by the funding agency. Failure to comply with the required documentation may result in the loss of funding or removal from the program in accordance with the state-funding agency rules. For more details on reporting requirements, please contact your state agency.

State-Funded Program Acknowledgment

By enrolling in Northgate Academy through a state-funded program, parents or guardians acknowledge their full understanding and acceptance of the terms outlined in this policy. Participation in the program signifies agreement to meet all associated responsibilities, including but not limited to tuition, attendance, standardized testing, submission of required documentation, and consistent communication.

In the event that state funding is suspended or discontinued, the parent or guardian agrees to assume full financial responsibility for covering tuition costs to maintain the student's enrollment at Northgate

Academy. Failure to fulfill this obligation may result in the student's temporary removal from the program. Access to coursework will be reinstated once payment has been received.

Noncompliance with any component of this policy may lead to consequences such as suspension of state funding, restricted access to courses, or administrative withdrawal from Northgate Academy. For specific program obligations and expectations, please refer to the signed agreement with your respective state agency.

State-Funded Program Resources and Support

Northgate Academy proudly partners with several state-funded programs to support students in achieving their educational goals. To assist families in understanding and navigating the requirements of these programs, we offer a variety of resources. For more detailed information, please visit **our website.**

Refund Policy for State Funded Programs (School Vouchers, ESA, etc.)

If a student's enrollment is funded, in whole or in part, by a state-funded program - such as a school voucher, education savings account (ESA), or any similar public education funding initiative - any refunds that may become due under the terms of the student's enrollment will be issued directly to the state agency that provided the funding. Under no circumstances will refunds from state-funded programs be issued to the student, parent, guardian, or any third party.

Northgate Academy is legally obligated to comply with all applicable state laws, agency regulations, and program-specific refund requirements. In the event of a withdrawal or cancellation, any tuition, fees, or other payments made on behalf of the student through a state-funded program will be refunded in accordance with the applicable state agency's guidelines and policies. Students and families acknowledge that the administration of state funds carries unique responsibilities, and Northgate Academy must adhere strictly to those legal requirements.

Students and families expressly acknowledge, understand, and agree that:

- ☑ Funds disbursed by a state-funded program are public funds.
- ☑ Refund and withdrawal procedures for students receiving state-funded support will be governed by the specific regulations and requirements of the state that issued the funding.
- ☑ Refunds attributable to payments made through state-funded programs must be returned to the funding agency, not to the individual student, parent, or guardian.

Failure to comply with these terms may result in administrative actions, including but not limited to the withholding of transcripts, diplomas, or access to enrollment services, until all financial obligations and refund procedures have been fulfilled in accordance with the requirements of Northgate Academy and any applicable state-funded educational program.

Academic Records Policy

For all students entering grades 9–12, whether coming from traditional schools or homeschooling, submission of official academic documentation - such as an official transcript from an accredited school, report card, or a signed homeschool attestation form - is required to ensure appropriate placement, accurate evaluation of transfer credits, and alignment with graduation requirements.

Adult learners (age 18+) who begin a high school program at Northgate Academy with the intent to complete all graduation credits through the school are not required to submit prior academic records at the time of enrollment. If an adult student wishes to have previous coursework considered for transfer credit, appropriate documentation must be submitted for review. For domestic students, this includes an official transcript from an accredited school. For international students, academic credentials must be evaluated by Scholaro, an approved Educational Credential Evaluator. Homeschool credit transfers are not accepted for adult students.

Adult Program Reengagement Policy

Northgate Academy's Adult Program Reengagement Policy is intended to promote academic integrity, student accountability, and successful program completion. Adult students whose accounts are paid in full and who have been placed on attendance hold for six months or more must pay a non-refundable $200 reengagement fee to resume enrollment. Additionally, students who have been inactive for six months or longer may be required to restart coursework or retake previously enrolled courses to ensure alignment with current academic standards and course requirements.

Students who have voluntarily withdrawn on multiple occasions, demonstrated a pattern of insufficient academic progress, or failed to complete their program within the designated timeframe may be required to submit a formal written appeal for reentry consideration. Patterns of repeated withdrawal and prolonged academic inactivity are strongly discouraged, and reentry is not guaranteed.

Appeals must demonstrate a substantial change in circumstances and a clear, actionable commitment to academic success. All outstanding financial obligations from prior enrollments must be satisfied in full before reengagement requests will be processed. This policy is designed to ensure that returning students are adequately prepared to reenter the program and successfully complete their studies.

Age-Based Graduation Policy

As stated in Northgate Academy's academic policies, any student who wishes to graduate before the age of 17 must meet additional standardized testing requirements.

☑ Students under the age of 17 must submit an official SAT score of 1270+ or ACT composite score of 26+ before a diploma is issued, unless enrolled in an approved EHS partnership program.

☑ These scores become part of the student's permanent academic record.

☑ No diplomas will be issued to students under the age of 16.

Families are encouraged to contact their Success Coach with questions about graduation planning, testing, or diploma track selection.

Immunization Policy

(Applies to Students residing in Texas or Minnesota)

Northgate Academy is committed to supporting the health and well-being of our students and ensuring compliance with state immunization requirements. Families enrolling non-adult students who have legal residence in the states of Texas or Minnesota must provide immunization records or approved exemption documentation as part of the enrollment process.

In **Texas**, this requirement applies specifically to students entering 7th grade, while in **Minnesota**, it applies to all middle school and high school students. Students who do not submit the required documentation may experience delays in enrollment.

What is Required

Families are asked to provide a copy of the student's immunization record or an exemption form, as permitted by state law, prior to the start of the student's program. This ensures a smooth enrollment process and helps maintain compliance with applicable state regulations.

Exemptions

We understand that exemptions may apply in certain circumstances, such as medical, religious, or conscientious reasons. Families seeking exemptions must provide the appropriate documentation in compliance with state laws.

For detailed information on exemption requirements, please refer to the following:

- Texas Immunization Exemptions

- Minnesota Immunization Exemptions

How to Submit Records

Immunization records or exemption forms can be uploaded through the student's Learn Stage portal, submitted to **records@northgateacademy.com**, or emailed directly to their Success Coach.

NCAA Eligibility (Pending)

2025–2026 NCAA Status Update

Northgate Academy is currently in the process of applying for **NCAA approval**. At this time, Northgate courses **do not yet fulfill NCAA Division I or II academic eligibility requirements**, but the school is actively working toward approval.

NCAA Requirements

The NCAA does **not require live (synchronous) instruction** for nontraditional (online) courses. However, it does require that courses include:

- ☑ **Ongoing, teacher-initiated interaction**

- ☑ **Regular, individualized feedback** on student work

- ☑ Instruction by a **qualified educator**

- ☑ **Defined start and end dates**

- ☑ A pace that reflects traditional academic engagement—not overly accelerated

How Northgate Academy Aligns with NCAA Guidelines

To support student-athletes and meet NCAA expectations, Northgate Academy offers:

- ☑ **Teacher-initiated academic interaction** through consistent grading, feedback, and proactive communication from Academic Coaches

- ☑ **Six checkpoint meetings** per semester with a **dedicated Success Coach** to ensure students remain on track academically and athletically

- ☑ Access to instructional guidance through our **Northgate Academy Help Desk** and the intelligent BRYTE AI tutor for on-demand support.

- ☑ Optional synchronous support sessions offered multiple times per week to enhance learning (not required for eligibility, but recommended for engagement)

Northgate Academy is committed to supporting student-athletes and maintaining NCAA-compliant course structures. Families are encouraged to consult with athletic advisors or the NCAA Eligibility Center when planning academic schedules, especially while Northgate's application for approval is under review.

Academic Expectations

Enrollment Status

Full-Time vs. Part-Time Status

Northgate Academy supports both full-time and part-time students with the same level of commitment, ensuring every learner receives personalized attention regardless of their enrollment status. At the time of enrollment, students select their full-time or part-time designation and are provided with a customized learning plan tailored to their academic goals. The key features of each enrollment option are summarized below.

Part-Time Students

Part-time students typically take between 1 and 3.5 credits, while full-time students enroll in 4 to 6 credits. Part-time enrollment offers the flexibility to complete a single course or several courses, making it ideal for students supplementing their education, focusing on credit recovery, or needing to complete just a semester of coursework for their grade level.

Full-Time Students

Full-time students enroll in 4 to a maximum of 6.5 credits per grade level. While 4 credits meet the minimum for full-time status, students typically take 5 to 6 credits to remain on track for graduation and meet all diploma requirements at Northgate Academy.

Students enrolled full-time at Northgate Academy may not be concurrently enrolled full-time at another school or in an additional program within the institution.

	At Least	
Each grade level typically includes the **following course requirements →**	☑ 1 **English** Course ☑ 1 **Math** Course ☑ 1 **Science** Course	☑ 1 **Social Studies** Course ☑ 2 **Elective** Credits

Some flexibility may be allowed in how certain credits are distributed, particularly in the senior year, to ensure students are following the best path toward meeting graduation requirements.

Northgate Academy ensures that students receive a comprehensive and flexible education, whether they choose full-time or part-time enrollment.

Time and Learning Requirements

The amount of time students spend on Northgate Academy courses will vary from student to student and even course to course. However, at Northgate, students will have 12 months to complete a grade level. Individual courses and semester enrollments have 6 months to complete the coursework.

On average, students should expect to spend approximately 45 minutes to an hour per course, five days per week, to complete the course within the 4-6 month semester schedule. Modeled after a college semester, a full-time student can complete the standard core curriculum requirements for two grade levels within 36 weeks or a typical two-semester school year.

To complete your courses on schedule, students should be consistently engaged in their online courses. Students under the age of 18 should be spending a minimum of 20 hours per week in their online courses to meet state compulsory attendance laws.

Adult (18+) students are not required to be in their courses for a specified amount of time but must have a regular pattern of participation in their online courses. Students who do not participate in their online courses for **60+ days** will be placed on an attendance hold and may be terminated from the school. Students under the age of 18 who are absent from their online courses for 30+ days may receive a notice of intent. If you are under the age of 18, Northgate Academy may also notify your home school district of any truancy concerns.

We will work with your schedule and be flexible with you. Communication is key!

Students taking online courses must be dedicated, resourceful, and disciplined.

Northgate Academy offers a great deal of flexibility, and we request that you notify the school of any prolonged absences from your online courses. We realize our students sometimes have special considerations, and we will help to make accommodations as requested.

Course Extension Policy

In extremely rare situations, Northgate Academy will approve a one-time per grade level, two-month extension allowing a student more time to finish a class. To be approved for an extension, the following criteria must be met:

Reasonable Progress

The student must have made reasonable progress toward course completion, as determined by the approval committee.

Legitimate Reason

A legitimate reason for needing the extension must be submitted in writing. The explanation must be signed by both the student and a parent. The request must be submitted through the Learn Stage Help Desk which will route it to the approval committee.

Examples of Legitimate Reasons:

➔ Unforeseen family emergencies.
➔ Personal or medical emergencies.
➔ Natural disasters.

Note: Lack of time to communicate or participate will not be considered a legitimate reason for granting an extension.

Extension Cost

The cost of a 2-month program extension is $200.00. By adhering to this policy, Northgate Academy ensures that extensions are granted only in genuine cases of need, maintaining the integrity and accountability of its academic programs.

Communication & Login *(including "attendance" and absences)*

Regular participation in Northgate Academy classes is critical to student success.

Consistent and meaningful participation is essential for student success in an online learning environment. As a self-paced, asynchronous learning environment, Northgate Academy measures "attendance" through academic engagement and participation rather than physical presence. The Learn Stage LMS automatically tracks and records all student activity, including:

- Login dates and times
- Lesson progression
- Assignment submissions
- Course completions

While our programs offer flexibility, students are still required to demonstrate substantive participation on a regular basis. This includes logging into each enrolled course, completing assignments, and engaging with instructors, academic coaches and/or course content.

To remain in good standing, students are expected to:

- Log in and actively participate in each course at least three times per week
- Complete a minimum of 20 hours of academic engagement per week, especially if under the age of 18 and subject to compulsory education laws

Extended inactivity (no logins, submissions, or communication for 14 consecutive days) without prior approval may result in administrative intervention or withdrawal.

If a student knows they will not be participating in a course due to vacation, travel, or other commitment, they must notify the school office at least one week in advance of the planned absence.

We encourage parents with children under eighteen to become familiar with your state's compulsory attendance requirements. Northgate Academy students are encouraged to contact the school by submitting a Help Desk Ticket through their Learn Stage student portal.

Learning Environment and Time Management

School Academic Calendar and Hours of Operation

At Northgate Academy, flexibility is at the heart of our educational model. Our virtual learning platform is accessible **24 hours a day, 7 days a week, 365 days a year**, allowing students to learn at their own pace and on their own schedule - anytime, anywhere with a reliable internet connection.

Academic Year:
Northgate Academy's academic year runs August 1 through July 31.

Although coursework can be accessed year-round, the **school office operates Monday through Friday, from 8:00 a.m. to 5:00 p.m. (U.S. Central Standard Time)**. During these hours, our academic coaches, instructors, and support staff are available to answer questions, provide assistance, and ensure your academic experience remains smooth and successful.

The **school office is closed on weekends** and during nationally recognized holidays. However, students may continue progressing through their courses uninterrupted - even when the office is closed. Our **Help Desk Ticket system remains available 24/7**, and tickets will be addressed during regular business hours.

We believe that this combination of round-the-clock access to coursework and responsive weekday support from our dedicated team is one of Northgate Academy's greatest blessings - and a distinct advantage for students and families seeking a Christ-centered, flexible, and enriched educational experience.

Observed Holidays

Northgate school observes the following U.S. holidays. **When a holiday falls on a weekend, it may be observed on the nearest weekday:**	New Year's Day	Thanksgiving Day
	Good Friday	Day After Thanksgiving
	Memorial Day	Christmas Eve
	Independence Day	Christmas Day
	Labor Day	New Year's Eve

Online Courses and Study Strategies

Course List

The following is a list of the courses Northgate Academy currently offers.

English / Language Arts	
English 09	English 11
English 10	English 12

Mathematics	
Math Models and Applications	Algebra II
Integrated Algebra	Geometry
Algebra I	Pre-Calculus

Science	
Biology	Matter and Energy
Chemistry	Physics

Social Studies	
World History	American History
World Geography	U.S. Government
Economics	

Foreign Language	
Spanish I	French I
Spanish II	French II

Electives	
Art History *(Required)*	Jesus and His Followers
Life Management under God	Book of the Revelation
Health in a Christian Perspective	Kings of Israel
Genesis: The First Things	Bible Doctrines for Today
Family & Consumer Science	AP Courses via Excel High School

If there are courses you wish to take that are not yet part of the Northgate Academy curriculum, please contact your Success Coach. Additional high-quality online courses beyond those listed here are available through our sister school, Excel High School. Click Here for additional courses available through EHS.

Credit Granting/Instructional Time Policy

Northgate Academy issues credit to students when they have successfully completed all required coursework with an overall final exam score of 60% or higher and a final grade of 60% or higher.

Credit Breakdown Is As Follows	
(1.0) Credits = 180 instructional hours	**(0.5) Credit** = 90 instructional hours.

In order to satisfy accreditation requirements, students must complete at least 25% of their required graduation courses at Northgate Academy in order to be granted a high school diploma.

Awarding of Credits and Diplomas

Grading and Reporting

Northgate Academy uses a traditional A-F grading system. The grading team will assign final grades based on the following Grading Scale:

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	under 59%

Northgate Academy does not offer course forgiveness. All course attempts, including retakes, are included in the student's official academic record and calculated into the cumulative GPA. When a course is repeated, both the original and repeated grades will appear on the transcript, and both grades will be factored into the GPA.

This policy ensures transparency in academic performance and reflects the complete academic history of the student. Students are encouraged to carefully consider course selection and seek academic support if challenges arise to avoid the need for retakes.

Proof of Enrollment

Northgate Academy will provide a POE letter, DACA, SSA, DMV, and any other documents upon request, according to the "active full-time student" policy regarding full-time enrollment. In some cases, having a transcript from your previous high school and photo ID on file is required before signed documents will be issued. An "active full-time student" is someone who is enrolled in a full-time high school diploma track program at Northgate Academy.

In addition to being enrolled for a minimum of 10-days consecutive days, a student needs to demonstrate academic engagement through course attendance and participation. An exception to the 10-day policy is made when documentation is required by a public school district or education authority to comply with state compulsory attendance laws.

State Compulsory Attendance Laws

Compulsory Attendance Laws:

Students under the age of 18 are responsible for complying with their state's compulsory attendance laws. These laws vary by state, and it is the responsibility of parents/guardians to ensure compliance with their local education regulations. Northgate Academy does not monitor or enforce state attendance requirements. Parents should consult their local school district or state education agency for guidance on meeting attendance obligations.

For students utilizing government-funded programs such as vouchers, daily participation is required per state compulsory attendance laws. Extended absences will be reported to the student's home district for appropriate action. Students must maintain regular engagement in coursework to remain in good standing.

Attendance Records:

Northgate Academy operates as a self-paced, asynchronous online institution and does not maintain traditional attendance records like public schools. However, student progress is tracked through course activity and engagement. Parents or guardians seeking verification of student participation may request progress reports through the school.

Status Letters and Transcripts:

Northgate Academy provides status letters and transcripts upon request, provided the student has official transcripts on file (if they attended a previous high school), has successfully completed at least one course, and is current on all tuition payments.

Credit Requirements for Graduation

For full-time students who wish to earn a Northgate Academy College Prep diploma, Northgate requires a total of 24 credits to graduate. A standard 21.5 credit diploma and a 24-credit college prep diploma are available, and both diploma tracks are acceptable for college admission.

Students complete credits by following a typical six-course, 18-week semester schedule. High school aged students may choose from the 24 or the 21.5 credit diploma programs.

21.5 Credit Track	24 Credit Track
4.0 credits of English	4.0 credits of English
3.0 credits of Math	4.0 credits of Mat

3.0 credits of Science	3.0 credits of Science
3.5 credits of Social Studies	3.5 credits of Social Studies
0.5 credit of Health	0.5 credit of Health
0.5 credits of Personal Fitness	0.5 credits of Personal Fitness
1.0 credit of Fine Art	1.0 credit of Fine Art
6.0 Elective credits	6.5 Elective credits
	2 Foreign Language

Students planning to attend college are encouraged to enroll in either the SAT or ACT prep courses during their sophomore or junior years. Students should plan to take the SAT or ACT in their junior year. Many times, students take the exam twice or more to increase test scores.

Northgate Academy is registered with the College Board and has been assigned school CEEB ID # 240003.

Northgate Academy will not issue a high school diploma to any student under the age of 17 without accompanying standardized test scores. SAT/ACT scores must be sent to the high school and will become part of the student's permanent file. Please contact the school counseling office for further details.

SAT score of at least 1270 and or an ACT score of at least 26 is required.

Classes and Assignments

Each course is composed of lessons. Each lesson typically contains a digital textbook, resources, course content, assignments, and/or multiple-choice exams or fill in the blank. Multiple-choice exams are auto-graded immediately upon submission, and students can view their grades immediately. Written assignments are graded within 48 business hours from the students' submission, and students can view their grades along with grader feedback and comments.

Students generally take five or six courses at a time, in a specified sequence within the high school program. Except in cases where transfer credits are being applied, course order within a program should be followed to ensure proper learning progression and sequencing through cumulative learning.

Study Tips

At Northgate Academy, multiple-choice assessments are utilized throughout the program to measure students' mastery of the program objectives. In addition to these assessments, students will often need to complete assignments that require evaluation and feedback from the school's grading team. Here are some tips to help you excel:

Understand the Rubric:

Each course assignment includes a rubric, which outlines the essential elements of the assignment that will be evaluated to determine a grade. Review the rubric carefully before starting your assignment. It will guide you on what is expected and help you focus on the key components. Use the rubric as a checklist to ensure you have covered all required aspects of the assignment.

Assignments with Specific Answers:

➔ Some assignments may have very specific right or wrong answers and might employ an answer key instead of a grading rubric.

➔ For these assignments, ensure you understand the correct answers and review any provided materials to prepare adequately.

Consistent Evaluation:

➔ The grading rubric is an important tool for the grading team to ensure consistent evaluation of each student's work.

➔ Understanding the rubric will help you meet the primary objectives of the assignment and achieve better grades.

Quality of Work:

➔ The rubric defines the quality of a student's work from excellent to poor. Strive to understand what constitutes excellent work and aim to achieve it.

➔ Follow the detailed and specific roadmap provided by the rubric to improve your outcomes.

Efficiency and Consistency:

➔ Using the rubric helps increase grading efficiency and consistency among graders.

➔ Knowing this, you can trust that your work will be evaluated fairly and according to the same standards applied to all students.

Preparation:

➔ Prepare for multiple-choice assessments by thoroughly studying the course materials and understanding the core concepts.

➔ Practice with sample questions if available, and review any feedback provided on previous assessments to improve.

By utilizing these tips and understanding the tools provided, such as the grading rubric, you can enhance your learning experience and achieve greater success in your studies at Northgate Academy. Students are encouraged to use the Northgate writing lab on the school's website to improve their writing skills.

Student Success Services

Success Coaching: Powered by the ElevatED Program

The **ElevatED Program** is Northgate Academy's premier student success initiative, designed to offer personalized support and enrichment opportunities to middle and high school students. Students receive the level of guidance and engagement that best fits their academic goals and post-secondary aspirations.

ElevatED provides access to a **Success Coach** who supports students in the following areas:

- ☑ Goal setting and pacing
- ☑ College and career readiness
- ☑ Personal growth and life skills
- ☑ Accountability and motivation
- ☑ Engagement in community and enrichment activities

ElevatED

Focus: Academic Resources & Personal Growth

- ☑ Access to Peterson's college and career planning tools
- ☑ Monthly skill-building curriculum (e.g., writing, goal setting, time management)

- ☑ Expert-led virtual seminars
- ☑ Personalized learning paths and student-led initiatives
- ☑ Participation in Northgate's student-led community and clubs

ElevatED

Focus: Academic & College Guidance

- ☑ Virtual college and career fairs
- ☑ Life skills and academic assessments
- ☑ SAT/ACT/CLT prep (HS only) or PSAT/CLT prep (MS only, coming soon!)
- ☑ Common App support for high school students

ElevatED

Focus: Personalized Coaching & Elite Opportunities

- ☑ Eligibility to apply for National Honor Society (HS) or Junior NHS (MS, coming soon)
- ☑ Personalized college admissions portfolio development
- ☑ Semesterly advising sessions with tailored guidance
- ☑ Résumé building, letters of recommendation, and extracurricular documentation

Through the ElevatED Program, Success and Academic Coaches work closely with students and families to ensure they stay on track, build confidence, and make informed decisions about their future.

Academic Coaching: Course-Specific Support

Academic Coaching at Northgate Academy is designed to provide targeted support within individual courses. Our qualified Academic Coaches are available to help students with:

- ☑ Clarifying course content and instructions
- ☑ Developing study strategies and improving time management
- ☑ Preparing for assessments and exams
- ☑ Recommending additional learning resources

To access academic support, students should submit a **Help Desk Ticket** through the Learn Stage platform. Our team will connect you with an Academic Coach to assist with your specific needs.

Career and College Counseling

At Northgate Academy, we believe that preparing for life after graduation is just as important as earning your diploma. That's why we provide all students with **free access to comprehensive career and college counseling tools** through **Peterson's Career and Test Prep** - an industry-leading platform for academic and professional planning.

Peterson's helps students explore meaningful post-secondary options and develop a personalized path toward success.

Through this powerful online tool, students can:

- ☑ Explore **thousands of career pathways** based on their skills, interests, and values
- ☑ Complete **career assessments** to discover suitable fields and industries
- ☑ Research detailed profiles for **colleges and universities nationwide**
- ☑ Prepare for key exams such as the **SAT®, ACT®, CLT®, and more**
- ☑ Receive guidance on selecting a **college major** aligned with their goals
- ☑ Access **financial aid and scholarship resources**

Peterson's Career and Test Prep is available to all Northgate Academy students and is a core component of our **ElevatED student success programming**. Whether you're exploring potential careers, planning for college, or considering technical and trade programs, this platform offers the insight and support to make confident, informed decisions.

To access the platform, students may log in via the student portal or contact a **Success Coach** for setup support.

Academic Distinction and Enrichment Programs

Academic Distinctions

At NGA, we are deeply committed to celebrating and nurturing the academic excellence of our students. Our academic honor system is thoughtfully crafted to recognize and reward outstanding performance, reflecting our dedication to each student's unique learning path. Through this system, we not only honor achievements but also inspire the continued pursuit of knowledge and personal growth.

By creating an environment that values and rewards academic excellence, we endeavor to support every student in achieving their highest potential. We invite both parents and students to engage with us as we celebrate these significant milestones in our educational journey together.

Honor Rolls

At the conclusion of each academic year, we compile an official honor roll based on student GPA to celebrate academic excellence. This annual milestone serves as a formal recognition of students' dedication, perseverance, and academic accomplishments over the course of the year.

"Alpha" Honor Roll

Unweighted 4.0 Scale

Approximate Term GPA | 3.667 & above
This indicates a strong performance across standard coursework.

Weighted 4.5 Scale

Approximate Term GPA | 4.125 and above
Reflects additional recognition for engaging in higher-level courses such as Honors.

Weighted 5.0 Scale

Approximate Term GPA | 4.584 and above
Acknowledges excellence in advanced coursework, celebrating achievement in AP classes.

"Beta" Honor Roll

Unweighted 4.0 Scale

Approximate Term GPA | 3.667 & above
This indicates a strong performance across standard coursework.

Weighted 4.5 Scale

Approximate Term GPA | 4.125 and above
Reflects additional recognition for engaging in higher-level courses such as Honors.

Weighted 5.0 Scale

Approximate Term GPA | 3.750 to 4.583
Acknowledges excellence in advanced coursework, celebrating achievement in AP classes.

Laude Latin Model

At NGA we honor outstanding academic achievement by adopting the Laude Latin Model, a refined approach that goes beyond traditional class rankings. This model reflects our commitment to recognizing each student's unique academic journey and their exceptional dedication to learning.

Your final cumulative grade point average (GPA) will determine the academic honor that is noted on your high school transcript, diploma, and celebrated at commencement. The three distinguished levels of academic honors are as follows:

Summa Cum Laude (With Highest Distinction):

Unweighted GPA (4.0 Scale):

4.000 and above

Weighted Equivalent (4.5 Scale):

Typically, a weighted GPA of 4.500 and above. This reflects the extra rigor and challenge of advanced courses.

Weighted Equivalent (5.0 Scale):

Typically, a weighted GPA of 5.000 and above. This reflects the highest academic achievement, incorporating the difficulty of advanced courses.

Magna Cum Laude (With Great Distinction):

Unweighted GPA (4.0 Scale):

3.850 to 3.999

Weighted Equivalent (4.5 Scale):

Approximately 4.337 to 4.499. Taking more challenging courses could enhance a GPA within this range.

Weighted Equivalent (5.0 Scale):

Approximately 4.812 to 4.999. This range acknowledges significant achievement, considering the extra rigor of Honors, AP, or IB classes.

Cum Laude (With Distinction):

Unweighted GPA (4.0 Scale):

3.667 to 3.849

Weighted Equivalent (4.5 Scale):

Roughly 4.150 to 4.336. The added weight reflects any advanced coursework, maintaining a high standard of achievement.

Weighted Equivalent (5.0 Scale):

Roughly 4.584 to 4.811. This reflects substantial academic dedication and success in more challenging coursework.

***Note:** In instances where miscalculations are identified, adjustments will be made to award honors retrospectively. Honors that were mistakenly awarded will not be rescinded, ensuring fair recognition of your achievements.*

At NGA, our goal is to celebrate and foster every student's academic success. The Laude Latin model exemplifies our dedication to flexible and personalized learning paths, ensuring that each student's accomplishments are recognized in a meaningful and prestigious manner.

For additional guidance and support, please do not hesitate to reach out. Your academic journey is our top priority, and we are here to support you every step of the way.

Class Rank Position Statement

Northgate Academy serves a diverse, global student body of learners with varying academic histories, goals, and needs. Our students include high-achieving college-bound scholars, students re-engaging in education after interruption, and those seeking a flexible, self-paced path to graduation. Enrollment is

open year-round to accommodate individual schedules and learning styles, creating a uniquely personalized academic environment.

In recognition of our growing partnerships with colleges and universities—many of which offer academic incentives, scholarships, or admissions benefits based on academic performance—Northgate Academy has adopted a **quartile-based class ranking system**.

Beginning with the Class of 2026, students will be ranked based on cumulative GPA and placed into the following quartiles:

➜ **First Quartile**
(Top 25%)

➜ **Second Quartile**
(Top 26–50%)

➜ **Third Quartile**
(Top 51–75%)

➜ **Fourth Quartile**
(Bottom 25%)

First Quartile *(Top 25%)*	Second Quartile *(Top 26–50%)*	Third Quartile *(Top 51–75%)*	Fourth Quartile *(Bottom 25%)*

This approach ensures fairness and comparability while maintaining the flexibility and inclusivity that define our program. Class rank by quartile will appear on official transcripts upon request and may be submitted to colleges, scholarship programs, and other institutions that require or consider class rank in their evaluations.

Students and families are encouraged to contact their **Success Coach** for guidance on how class rank, GPA, and academic achievements can impact college admissions and eligibility for university-partner incentives.

Student Community Achievement Hub

The **Student Community Achievement Hub** is an online space where students come together to **celebrate wins, reflect on growth, and inspire one another** throughout their academic journey. Whether it's completing a course, hitting a personal milestone, or launching a creative project, every student achievement matters here.

Vision

We inspire students to build a better world through academic achievement and personal development.

Mission

To engage, support, and empower students to accomplish their personal and educational goals—fostering academic success and lifelong growth.

Core Goals

Empowerment

Support students in setting and achieving their goals

Opportunities

Create pathways for students to enhance their learning experience

Support

Offer guidance that encourages progress and timely graduation

Excellence

Promote high-quality, research-based academic engagement

Monthly Achievement Prompts

Each month, students are encouraged to respond to thoughtful prompts that promote reflection and celebration. Sample prompts include:

➔ "What's something you accomplished this month that you're proud of?"

➔ "Which challenge did you overcome, and how did it help you grow?"

➔ "What's one goal you've set for next month, and how do you plan to achieve it?"

Students may respond in writing, images, or short videos to contribute to the hub, fostering a sense of connection and encouragement in our virtual community.

ElevatED Enrichment Program

The **ElevatED Enrichment Program** is designed to empower middle and high school students through a structured, tiered approach that nurtures both academic success and personal development. Students are supported at every stage of their educational journey through personalized resources, expert guidance, and meaningful connections. Whether exploring career paths, preparing for college, or building leadership skills, ElevatED provides a comprehensive foundation for lifelong success.

At Northgate Academy, learning goes beyond the classroom. Our **Enrichment Programs** provide students with opportunities to build meaningful connections, pursue passions, and celebrate personal and academic growth in a vibrant online community.

The **ElevatED Enrichment Program** offers students a wide range of opportunities to engage in meaningful academic, leadership, and social experiences beyond the classroom. These initiatives are designed to support personal growth, encourage collaboration, and recognize student excellence.

National Honor Society (NHS)

High school students enrolled in the ElevatED program may become eligible to apply for the National Honor Society beginning as early as sophomore year. Students must maintain a GPA of 3.5 or higher and demonstrate excellence in scholarship, leadership, character, and service. This prestigious recognition reflects a student's commitment to academic and civic leadership.

Junior National Honor Society (JNHS) *(Coming Soon)*

Middle school students—typically in grades 7 and 8—may qualify for the Junior National Honor Society as part of their participation in ElevatED. Eligible students are recognized for upholding strong values in scholarship, leadership, character, citizenship, and service. JNHS provides a foundation for leadership development and academic achievement at an early stage.

Virtual Clubs

As an integral part of the ElevatED experience, we are developing **Virtual Clubs** to help students connect, collaborate, and grow in areas that match their personal interests. Students in the ElevatED program will be invited to share their preferences and help shape the club offerings. Potential clubs include:

Debate Club

Strengthen critical thinking and public speaking

STEM Club

Engage with science, technology, engineering, and math through interactive virtual activities

Creative Writing Club

Explore storytelling, poetry, and fiction writing.

Additional student-led clubs may form throughout the year based on interest. Clubs will meet regularly in a safe, inclusive virtual environment and be facilitated by staff or student leaders. These co-curricular opportunities help ElevatED students build community, practice leadership, and explore new passions.

Inclusive Education and Support Systems

Northgate Academy (NGA) is committed to providing a high-quality, flexible, and inclusive online education that supports the diverse needs of students, when possible, within the structure of our virtual learning environment. As a **non-public, tuition-funded school**, NGA does not receive state or federal funding (e.g., Title I, IDEA), and therefore is **not legally required to implement IEPs or 504 Plans**.

However, we recognize the value of individualized support and are committed to doing what is feasible and educationally appropriate within our model.

Discretionary Support for IEP Implementation

NGA may, **at its discretion**, support the implementation of certain components of a student's **existing IEP or 504 Plan**—as long as those accommodations are:

➔ Reasonably aligned with the self-paced, asynchronous format of our courses
➔ Logistically feasible in a virtual setting
➔ Do not require modifications to curriculum, assessment standards, or learning outcomes

Examples of accommodations that may be considered include:

➔ Extended time on assignments or assessments
➔ Flexible scheduling or pacing support
➔ Recorded instructional content
➔ Assistive technology tools (e.g., text-to-speech, screen readers)
➔ Adjusted assignment instructions or structure
➔ Parent or learning coach support at home

Neurodivergent Students

Our school embraces and values neurodiversity. Students who think, learn, or process the world differently—including those with autism, ADHD, dyslexia, anxiety, or sensory sensitivities—often find that our asynchronous, self-paced model provides a natural fit for their learning needs. This flexible structure allows students to work at their own pace, take breaks when needed, and learn in a comfortable, low-stimulation environment. With personalized pacing guidance, optional coaching support, and tools to build organization and self-advocacy, we empower every student to thrive in a way that honors their strengths and respects their individual journey.

NGA **does not provide** the following services:

➔ Modified or alternate curricula
➔ One-on-one paraprofessional or in-person instructional support
➔ Behavior intervention plans
➔ Accommodations requiring fundamental changes to course structure or grading
➔ Services that require state-certified special education personnel

Disclosure and Documentation

Families must disclose any diagnosed learning disabilities or support needs during the enrollment process. To be considered for discretionary support, parents/guardians must submit:

- ☑ The student's most recent IEP, 504 Plan, or professional evaluation
- ☑ Any formal accommodation documentation from a public or private school

Our team will review these materials and determine, in consultation with the parent, whether NGA is an appropriate fit and which supports may be offered.

Making an Informed Enrollment Decision

Because NGA is a **school of choice**, it is essential that families evaluate whether our asynchronous, college-prep curriculum represents the student's **Least Restrictive Environment (LRE)**. We will always strive to support success—but we cannot guarantee full IEP or 504 compliance.

English Proficiency and Multilingual Learner Support

Northgate Academy (NGA) delivers a high-quality, English-language academic program. To succeed in our coursework, all students must have sufficient English proficiency to independently read, write, and comprehend instructional material.

English Language Proficiency Requirements

Middle School Students (coming soon)

➜ Must be proficient at or above a **6th-grade English level**

High School Students

➜ Must be proficient at or above a **9th-grade English level**

NGA does not offer English as a Second Language (ESL) instruction. Students needing ESL support should complete such instruction before enrolling.

Parents and guardians are required to disclose during enrollment if the student is **not a native English speaker**. This ensures proper placement and support, and helps maintain student success within our academic environment.

Built-in Language Support Features

While NGA does not provide formal ESL instruction, we leverage a variety of embedded tools and curriculum platforms designed to **support multilingual learners**, including:

- ☑ **Text translation features** available within most courses
- ☑ **Immersive text-to-speech audio readers**
- ☑ **Spanish-language accessibility** in specific programs and interfaces
- ☑ **AI-powered tools** that offer real-time writing support in both English and Spanish

Our Commitment

Northgate Academy is committed to academic equity, and we continuously adopt instructional technologies that **support diverse learners**, including multilingual students. While we do not provide ESL instruction, our programs are designed to help all students succeed—regardless of language background.

If you're unsure whether your student is ready for English-language instruction at Northgate Academy, please contact our enrollment team at admissions@northgateacademy.com for guidance before enrolling.

Dual Credit & Dual Enrollment

Dual Enrollment Program

Northgate Academy (NGA) provides qualified students the opportunity to participate in **dual enrollment**, allowing them to earn **both high school and college credit simultaneously**. Through this program, students remain enrolled full-time at EHS while taking approved college-level courses at a regionally accredited institution.

Dual enrollment offers motivated students early exposure to college academics, the chance to accelerate their learning, and the potential to reduce time and costs associated with earning a college degree. NGA has also established **formal partnerships with select colleges and universities**, providing students with enhanced dual enrollment opportunities, academic support, and access to exclusive post-secondary pathways.

Eligibility Requirements

To be considered for dual enrollment, students must:

- ☑ Be enrolled **full-time** in an EHS diploma program
- ☑ Be in **10th, 11th, or 12th grade**

9th-grade students may be eligible for dual enrollment in select cases, based on demonstrated academic readiness, maturity, and approval by the school administration and Success Coach.

Eligibility will be evaluated on a case-by-case basis and may require documentation such as prior academic performance, standardized test scores, or a counselor recommendation.

Graduation Requirements for Dual Enrollment Students

Students participating in dual enrollment must complete a minimum of 5.5 to 6 credits directly with Northgate Academy in order to be eligible for graduation. This ensures that every graduate has completed a substantial portion of their academic work through the school's own curriculum and standards.

In alignment with accreditation guidelines, Northgate Academy permits the transfer of up to 75% of the total credits required for graduation. However, regardless of how many credits a student has previously earned elsewhere, they must still complete the required 5.5 to 6 credits through Northgate Academy to qualify for an accredited Northgate Academy diploma.

Additionally, regardless of the number of NGA courses taken, students are responsible for paying full tuition for their grade level. However, graduating seniors may be eligible for semester-based tuition if they need fewer credits during their final term, subject to administrative approval.

Course Approval and Credit Transfer

- ➜ All courses from accredited colleges will be eligible for dual enrollment credit, regardless of whether they are part of an associate or bachelor's degree program. However, certificate-only courses that do not carry college credit will not qualify.
- ➜ All dual enrollment courses must be **pre-approved by the student's Success Coach** at the beginning of the academic year.
- ➜ College courses worth **3 or more semester credit hours** may be transferred as **1.0 high school credit**.
- ➜ NGA reserves the right to accept or deny any dual enrollment credits, especially in cases of content duplication (e.g., repeating a subject already fulfilled at the high school level).

Academic Performance and Graduation Impact

Students who **fail a dual enrollment course** must immediately contact their Success Coach to determine whether the course can be repeated or substituted with an equivalent NGA course.

Failure to resolve a failing grade may result in **delayed graduation**.

Course Notification and Transcript Submission

Students must notify NGA of their dual enrollment courses at the start of each term. Accepted forms of documentation include:

- ☑ A signed enrollment form or letter from the college

- ☑ A current college course schedule

- ☑ An unofficial transcript confirming enrollment

Official college transcripts must be sent directly to Northgate Academy at the end of each semester: **records@northgateacademy.com**

Dual Enrollment Agreement

All students participating in dual enrollment must sign the **NGA Dual Enrollment Policy Agreement**, confirming they understand the program requirements, credit transfer policies, and graduation obligations.

Academic Success and Career Preparation

Concurrent Enrollment Policy

Northgate Academy maintains a clear policy regarding full-time enrollment to ensure academic integrity and compliance with accreditation standards.

Students enrolled in Northgate Academy's diploma program may not be concurrently enrolled in another full-time high school program. This means a student must be enrolled in only one full-time high school at a time.

If a student is seeking to supplement their education while enrolled full-time at another institution, Northgate Academy offers **individual course enrollment options** for credit recovery, advancement, or enrichment. These courses may be taken on a part-time basis and are ideal for students who need specific credits without pursuing a full diploma through Northgate Academy.

Before enrolling, students and families should confirm their enrollment status and consult with the school registrar if they have any questions about full-time or part-time eligibility

End of Course Survey

Students are required to complete an End-of-Course Survey for each completed course. The End-of-Course Survey includes questions on student engagement, student readiness, instructor and academic advisors support, technology, curriculum, resources, and other support. Student feedback through the End-of-Course Survey is an opportunity for students to have a voice in their program of study and is an essential part of our process of continuous improvement.

Class Rank Position Statement

Northgate Academy enrolls students from various locations around the world, with a student body consisting of individuals from diverse educational backgrounds and needs. This includes future Ivy League candidates, average high school students, and "at-risk" students who may have been classified as dropouts but have re-engaged in their learning. Students enroll at different times throughout the year to suit their specific learning styles. Due to the flexible enrollment periods, varied locations, and the diverse demographics represented by the student body, Northgate Academy does not assign a class rank system to its students.

Participants

The Student

At Northgate Academy, students are responsible for their own learning, emphasizing the importance of taking ownership of their education. Here are key responsibilities for students:

Initiative:

Students must log in to the school platform and complete their work at the highest possible level of quality.

Self-Management:

Students need to establish their own daily schedules and manage their time effectively to stay on track.

Seeking Help:

When needed, students should proactively seek assistance from teachers, coaches, or other resources available to them.

Meeting Deadlines:

It is crucial for students to take responsibility for meeting all coursework deadlines.

Progress reports are readily available in Learn Stage, the Student Information System (SIS), allowing students to monitor their academic progress and make any necessary adjustments to their study habits. This system ensures that students are well-informed about their performance and can take appropriate actions to improve or maintain their grades.

The Parent/Guardian

The parent role at Northgate Academy is indeed critical. Parents are responsible for providing adequate supervision for their students and supporting their learning. This includes:

Providing a Suitable Working Environment:

Ensuring that students have a quiet, organized space to study and complete their coursework.

Encouragement and Support:

Motivating students and offering assistance with course content when possible to keep them engaged and on track.

Monitoring Progress:

Using the parent portal in Learn Stage to keep an eye on their child's course progress and performance.

Communication with Success Coaches:

Parents can request conferences with Success Coaches at any time during the semester. This allows them to provide feedback, discuss any concerns, and gain valuable insights into their child's academic performance.

By actively participating in these areas, parents can significantly contribute to their child's success at Northgate Academy.

The Crucial Role of Parental Involvement in Online Education

In the evolving education landscape, online learning has become an integral component, offering flexibility and accessibility that traditional classrooms cannot match. However, this shift towards digital classrooms brings its own set of challenges, particularly the need for increased parental involvement. As students navigate online education, the role of parents in supporting their academic journey has never been more crucial. The goal is for your student to obtain academic independence and take responsibility for their own learning.

Online education offers unique advantages, including the ability to learn at one's own pace within set deadlines, access to a wide array of courses and resources, and the opportunity to develop self-discipline and time management skills. Yet, it also requires a higher degree of self-motivation and independence from students, qualities that can be nurtured with the active involvement of parents. Our school follows an asynchronous model, so students can complete work when it is most convenient for them.

Creating a Structured Environment

One foundational way parents can support their child's online education is by helping to establish a structured learning environment. This includes setting up a dedicated study space free from distractions, establishing a routine that mimics the regularity of a traditional school day, and ensuring that their child has the necessary technological tools and access to resources. By doing so, parents can help create a conducive learning atmosphere that fosters focus and productivity.

Monitoring Progress and Understanding Content

Parental involvement also extends to monitoring their child's progress and understanding the content they are learning. This does not mean parents need to become subject matter experts, but rather, they should take an active interest in what their child is learning. Parents can participate actively in their child's education by engaging in discussions about their studies, reviewing assignments together, and being available to assist with challenging concepts. This involvement not only provides additional academic support but also shows the child that their education is valued.

In some cases, parents will need to ensure their child has the appropriate resources to be a successful online learner, for example, ensuring their child understands the resources available through our school and by external resources when needed.

Encouraging Engagement and Accountability

Another critical aspect of parental involvement is encouraging engagement and accountability. Online learning requires a higher degree of self-discipline, as students must manage their time effectively and stay on top of their coursework without the physical presence of a teacher. Parents can help by setting expectations for their children's engagement with their studies, encouraging them to adhere to their study schedule, and holding them accountable for completing assignments and participating in virtual class discussions. Parents are responsible for ensuring their child attends online school and progresses on schedule.

Providing Emotional Support

Perhaps most importantly, parents play a vital role in providing emotional support. The isolation that can come with online learning poses a challenge to students' social and emotional well-being. Parents can mitigate this by being attentive to their child's emotional needs, encouraging social interaction outside of school hours, and being a source of motivation and encouragement. Celebrating successes, no matter how small, and providing comfort in moments of frustration or disappointment are vital in helping students navigate the emotional ups and downs of online learning.

The Impact of Parental Involvement

The benefits of parental involvement in a child's online education are profound.

Studies have consistently shown that students with engaged parents are more likely to succeed academically, exhibit positive behaviors, and have higher self-esteem and motivation. Moreover, the active participation of parents helps to bridge the gap between home and school, creating a seamless learning experience that supports the child's overall development.

As education continues to adapt to the digital age, the importance of parental involvement in online learning cannot be overstated. By creating a supportive learning environment, monitoring progress, encouraging engagement, and providing emotional support, parents can significantly impact their child's educational success. As partners in their child's education, parents can ensure that online learning becomes not just a viable alternative to traditional education but a thriving pathway to academic and personal growth.

School Policies and Expectations

At Northgate Academy, we are committed to fostering a learning environment that is **safe, respectful, secure, and academically honest** for all members of our school community. To support this commitment, we have established a clear set of policies that uphold our values of **integrity, accountability, and mutual respect**.

Among the most essential are our policies on:

➔ Academic Integrity
➔ Harassment and Discrimination Prevention
➔ Acceptable Use of Technology and Communication

These policies are foundational to maintaining a positive and productive online learning environment. They are presented in full within this handbook and must be followed by all enrolled students.

Policy Acknowledgment and Compliance

All students and parents/guardians are required to review and sign a formal acknowledgment indicating that they have:

☑ Read and understand the school's policies

☑ Agreed to comply with the expectations set forth by Northgate Academy

This pledge signifies a shared commitment to the standards that make online learning effective, inclusive, and safe.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Generally, schools must have written permission from the parent or eligible student to

release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31).

- ➔ School officials with legitimate educational interest;
- ➔ Other schools to which a student is transferring;
- ➔ Specified officials for audit or evaluation purposes;
- ➔ Appropriate parties in connection with financial aid to a student;
- ➔ Organizations conducting certain studies for or on behalf of the school;
- ➔ Accrediting organizations;
- ➔ To comply with a judicial order or lawfully issued subpoena;
- ➔ Appropriate officials in cases of health and safety emergencies; and
- ➔ State and local authorities, within a juvenile justice system, pursuant to specific State law.

Title I, IEP, 504, and Special Education Services

Northgate Academy is a private high school and does not receive funding from the State or Federal Government. Furthermore, as an online learning institution, our courses are asynchronous and are offered in an independent, self-paced format. Northgate Academy offers standard high school courses. The very nature of Special Education and IEP services requires more hands-on support for students. Northgate does not employ Paraprofessionals or offer support for Title I, IEP, 504, and Special Education Services. Students seeking services should contact their local school district offices. Special Education credits earned at a previous school will **not** transfer as standard credits.

Behavior Expectations

Northgate Academy expects exemplary behavior in all of its environments. Students come to Northgate Academy for a safe and productive environment, and any behavior that, in the judgment of any staff member, negatively impacts that environment can cause the student to be subject to disciplinary action.

Progressive Discipline

In any case of inappropriate behavior or violation of any school policies, the following progressive discipline plan is used. Depending on the seriousness of the offense, the discipline process may begin at any Step in the plan:

Step 1:

Instructor/advisor communication with the student. Occasional breaches of netiquette that impact the learning environment.

Step 2:

Instructor/advisor communication with the student, parent, and President. Consistent breaches of netiquette that impact the learning environment.

Step 3:

Instructor/advisor communication with student, parent, and President. Student may be placed on probation, resulting in increasingly severe consequences for any subsequent violation. Terms of the

probation will be determined by the President in consultation with the advisor, instructor, and parent. Moderate violation of the acceptable use policy in a way that does not impact any other student or the function of the school.

Step 4:

Communication will be had with the student, the parent/guardian, the President, the student's advisor, and any instructors involved in the trigger incident(s). Depending on the results of the conference, the student may be placed on probation, expelled from a class, or expelled from school.

In particularly severe cases (such as repeated cases of plagiarism, harassment, or violation of acceptable use policies), expulsion may occur without the communication/conference.

Appropriate Communication & Netiquette

Netiquette refers to rules of etiquette for Internet-based communication. Netiquette is intended to help staff and students communicate clearly in this environment with a minimum of misunderstandings or other unintended consequences. The basic rules of netiquette to which Northgate Academy subscribes are:

➔ All course postings should be in standard written English when possible (except in foreign language classes, of course). Since Northgate Academy is an academic environment, slang is generally inappropriate. For brief, informal postings in discussion boards and text chats, it is not necessary to use standard written English; typos and grammar errors are to be expected.

➔ Avoid using ALL CAPS. In an online text environment, using all capital letters is considered shouting.

➔ Postings should be meaningful and demonstrate clear, critical and analytical thinking whenever possible. Remember that every posting in a course is part of academic work. Avoid comments that lack substance, such as "I agree" or "Good point." Make sure that each posting adds substantially to the conversation. This helps make discussions more efficient for everyone.

➔ Respond respectfully to people, especially when you disagree with them. The academic online environment is conducive to rich, thoughtful discussion. To encourage that, all perspectives should be honored and respected. Instead of "you're crazy!" try asking clarifying questions, such as "I hadn't thought of it that way – can you explain that a little more?"

➔ Remember that your online skills may be less or greater than your peers. Be tolerant of others' mistakes – and your own.

➔ Be yourself! Don't be afraid to inject your personality into your work.

Student/Parent Handbook of Policies

Northgate Academy has many policies, but none are more important than those pertaining to the safety, security, integrity, and comfort of its staff and students. The following academic integrity, harassment, and acceptable use policies are critical to this philosophy and are included here in their entirety. All students and parents will sign a pledge that they have read, understood, and agreed to follow these and other school policies.

Academic Integrity and Plagiarism

I. Introduction

The purpose of this policy is to maintain the highest standards of academic integrity throughout the school. Any learning environment is based on trust, honesty, and integrity. Northgate Academy's unique online learning environment is no exception.

II. General Statement of Policy

Any form of academic dishonesty is unacceptable and will not be tolerated. The school will respond vigorously to all violations of this policy.

III. Violations

Violations against academic honesty include but are not limited to:

➔ Impersonating another student or adult or having any person impersonate the student in any way.

➔ Copying and submitting another person's work as one's own, whether or not that person is part of the Northgate Academy community.

➔ Representing someone else's work as one's own.

➔ Including, without citation, work from any other person or source.

➔ Any other action intended to obtain credit for work not one's own.

➔ Any form of cheating on any test or assignment.

IV. Student Responsibilities

Students take full responsibility for all work submitted in their name or from within their account. Students are responsible for understanding academic integrity, plagiarism, and related issues. If a student does not understand such issues, they are responsible for discussing them with an academic

coach or instructor at the earliest possible time and within one week of starting any Northgate Academy course.

V. School Response

All violations or suspected violations of this policy will result in a report by the instructor to the school Director and communication to the parent by the Director, the instructor, or both.

The school's response to violations of this policy may include, but is not limited to:

➔ Denying credit for any assignment in which the violation occurs.
➔ Denying credit for any course in which the violation occurs without refund for that course.
➔ Suspension or expulsion

Academic Policies

Access to Final Exams

Final exams are locked for the first 60 days of enrollment for high school-aged students. In the event of extenuating circumstances, access may be granted after 30 days by reaching out to the school for approval. Adult learners have immediate access to final exams upon enrollment. Students are allowed two attempts to pass a final exam. If both attempts are unsuccessful, the course must be retaken. A new exam will only be unlocked after 30 days.

Academic Probation

Students who fail two courses will be placed on Academic Probation. During this period, they are required to maintain regular communication with their Academic and Success Coaches to ensure they receive the support needed to improve their performance. A third course failure may result in dismissal from the school. The probationary status may remain in effect for the duration of the student's enrollment, or it may be lifted at the discretion of the school, depending on the student's progress and demonstrated commitment to academic success.

Course Withdrawal and Drop Policy

Prerequisite Requirement:

Students may request a course drop or replacement if they have not met the necessary prerequisite requirements. For example, students cannot take Algebra II without completing Algebra I or take Chemistry without completing both Biology and Algebra I.

Drop Window:

Students have a window of 30 days from the date a course becomes available to request a course drop or transfer. This option is only available if the student has not completed coursework past the midterm.

Requests outside of this 30-day period will not be eligible for a drop or transfer, except in cases where prerequisite issues exist or in situations unique to the adult program, where the course has not been attempted due to the nature of the program's course delivery.

Incompletes and Failing Grades Policy

Withdrawal Deadline:

Courses must be dropped within the first 30 days of availability to avoid a record of completion status. Courses not dropped within this period are subject to grading policies based on completion and progress as outlined below.

Failing Grades:

A course will be recorded as "Failed" on a student's transcript if the student attempts the midterm or completes lessons beyond the midterm but leaves remaining assignments unfinished by the course deadline.

Incomplete Grades:

A course will be recorded as "Incomplete" if the student completes little to no coursework or any amount up to the midterm but discontinues progress without completing additional assignments.

Single Course Students:

For students enrolled in a single course, the same policies apply regarding drop, transfer, incomplete, and failing grade rules. However, if a single course student requests to drop within the first 10 days of availability, no grade or completion status will be recorded on the transcript. In this case, the course will be deleted entirely from the student's academic record.

Semester Courses (0.5 Credit):

Incomplete grades are not permitted for semester courses. Any semester course with unfinished assignments by the deadline will be recorded as a failed course.

Course Load Policy

Full Program Students:

Students may be enrolled in up to six (6) courses at a time, unless they are participating in the Platinum program which allows for additional course flexibility.

Single Course/Credit Recovery Students:

May be enrolled in up to three (3) courses at a time.

> Students may take only one core course per subject area concurrently. For example, English 11 must be completed before enrolling in English 12.

For questions about academic integrity, writing expectations, AI policy, or academic planning, please contact your **Academic Coach**, **Success Coach**, or a school administrator.

We are here to help you succeed - ethically and confidently.

Harassment Policy

I. Introduction

The purpose of this policy is to maintain a learning environment that is free from any form of harassment, including but not limited to: religious, racial, or sexual harassment and violence. The school prohibits any form of religious, racial, or sexual harassment and violence or any type of behavior, verbal or written, or electronic, which causes chronic or continual annoyance.

II. General Statement of Policy

- It is the policy of the school to maintain a learning environment that is free from harassment and violence. The school prohibits any form of religious, racial, sexual, or chronic harassment and violence or bullying. It shall be a violation of this policy for any pupil or staff member to harass a pupil or staff member through conduct or communication of a sexual nature or regarding religion and race or considered a chronic annoyance as defined by this policy. (For purposes of this policy, school staff includes school advisory board members, staff, agents, volunteers, contractors, or persons subject to the supervision and control of the school.)
- It shall be a violation of this policy for any pupils or staff members to inflict, threaten to inflict, or attempt to inflict religious, racial, sexual, or chronic violence or bullying upon any pupil or staff member.
- The school will act to investigate all complaints, formal or informal, verbal or written or electronic, of religious, racial, sexual, or continual/chronic harassment or violence, and to discipline or take appropriate action against any pupil or staff member who is found to have violated this policy.

Religious, Racial and Sexual Harassment and Violence Defined:

Sexual Harassment; Definition:

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

- submission to that conduct or communication is made a term or condition, either explicitly or implicitly, or of obtaining an education; or
- submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include but is not limited to:

- unwelcome verbal harassment or abuse;
- unwelcome pressure for sexual activity;
- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual educational status;
- unwelcome sexual behavior or words, including demands for sexual
- favors, accompanied by implied or overt promises of preferential
- treatment with regard to an individual's educational status; or
- unwelcome behavior, words, or emoticons directed at an individual
- because of gender, sexual orientation or alleged sexual orientation.

Racial Harassment; Definition

- Racial harassment in an online environment consists of pictorial or verbal conduct relating to an individual's race when the conduct:
  - has the purpose or effect of creating an intimidating, hostile or offensive academic environment;
  - has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
  - otherwise adversely affects academic opportunities.

Religious Harassment; Definition.

- Religious harassment consists of pictorial or verbal conduct which is related to an individual's religion when the conduct:
  - has the purpose or effect of creating an intimidating, hostile, or offensive academic environment;
  - has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
  - otherwise adversely affects an individual's academic opportunities.

Reporting Procedures

A. Person who believes he or she has been the victim of religious, racial, sexual, or continual/ chronic harassment or violence or bullying by a pupil or staff member of the school or any person with knowledge or belief of conduct that may constitute religious, racial, sexual, or continual/ chronic harassment or implied violence toward a pupil or staff member should report the alleged acts immediately to an appropriate school official designated by this policy. The school encourages the reporting party or complainant to use the report form available from any staff member, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence the School Counselor or the President.

B. Submission of a good faith complaint or report of religious, racial, sexual, or continual/ chronic harassment or violence will not affect the complainant or reporter's future grades or work assignments.

C. Use of formal reporting forms is not mandatory.

D. The school will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

Investigation

A. By authority of the school, the President, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by staff members or by a third party designated by the school.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, the school should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the school may take immediate steps, at its discretion, to protect the complainant, pupils, or other school personnel pending completion of an investigation of alleged religious, racial, or sexual harassment or violence.

School Action

Upon receipt of a report, the school will take appropriate action. Such action may include but is not limited to, warning, suspension, exclusion, or expulsion. The result of the school's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school in accordance with state and federal law regarding data or records privacy.

Reprisal

The school will discipline or take appropriate action against any pupil or other school personnel who retaliates against any person who reports alleged religious, racial, sexual, or continual/ chronic harassment or bullying or violence or any person who testifies, assists, or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment, or viral transmission to the individual's computer.

Investigation

Right to Alternative Complaint Procedures: These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

Dissemination of Policy and Training

A. This policy shall be conspicuously posted on the school website in areas accessible to pupils, parents, and staff members.
B. This policy shall appear in the student and staff handbooks.
C. The school will develop a method of discussing this policy with students and staff members.
D. This policy shall be reviewed at least annually for compliance with state and federal law.

Acceptable Use Policy

I. Introduction

The use of the Internet is critical to the function of this school. Students and staff will use the school's software and servers via the Internet. This policy is designed to ensure that all students and staff use the school's system appropriately and help maintain a comfortable, safe, and well-functioning school.

II. General Statement of Policy

In making decisions regarding student access to the school computer system including electronic communications, the school considers its own stated educational mission, goals, and objectives. Students may access the school software, including the course management system, student management system, and tools contained therein. The school expects that staff will blend thoughtful

use of the school computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. Limited Educational Purpose

The school is providing students with access to the school computer system, which includes access to the school software, including the course management system, the student management system, and school email service. The school system has a limited educational purpose, which includes use of the system for project activities, course activities, and educational research. Users are expected to use school course management system access to further educational goals consistent with the mission of the school and school policies. Uses that might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose system.

IV. Use of System is a Privilege

The nature of the school requires frequent use of the school system. However, the use of the school system is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school system may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school policies, including suspension, expulsion, exclusion; or civil or criminal liability under other applicable laws. In the case of suspension or cancellation of access privileges for a student, the student and the student's parent or guardian must make arrangements for work to continue until the suspension or cancellation is revoked, or the student may withdraw or be expelled from school.

V. Unacceptable Uses of the School Computer System

A. The following uses of the school system and Internet resources or accounts are considered unacceptable:

    a. Users will not use the school system to access, review, upload, download store, print, post, receive, transmit or distribute:

        i. pornographic, obscene or sexually explicit material or other visual depictions that is harmful to minors;

        ii. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;

        iii. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;

        iv. information or materials that could cause damage or danger of disruption to the educational process;

        v. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment, bullying, or discrimination.

B. Users will not use the school system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

C. Users will not use the school system to engage in any illegal act or violate any local, state or federal statute or law.

D. Users will not use the school system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school system software, hardware or wiring or take any action to violate the school's security system, and will not use the school system in such a way as to disrupt the use of the system by other users. Users will not tamper with, modify or change any safety or security features, including filtering software, virus protection software, spyware detection/elimination software, or other safety and security utilities.

E. Users will not use the school system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.

F. Users will not use the school system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately, without permission of the person who sent the message. Users may, but shall not be required to, post-basic contact information about themselves within a secure, password-protected area of the School's systems for academic purposes.

G. Users must keep all account information and passwords on file with the designated school official. Users will not attempt to gain unauthorized access to the school system or any other system through the school system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school system may not be encrypted without the permission of appropriate school authorities.

H. Users will not use the school system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

I. Users will not use the school system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school. Users will not use the school system to offer or provide goods or services or for product advertisement. Users will not use the school system to purchase goods or services for personal use without authorization from the appropriate school official.

J. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user will immediately disclose the inadvertent access to an appropriate school official.

VI. Limited Expectation of Privacy

- Parents/Guardians have the right at any time to investigate or review the contents of their child's files and email files by submitting a request to the school Director. Parents/Guardians have the right to request the termination of their child's individual account at any time. Because the internet and school computer system are essential for participation in this school, any such request will also serve as a request to withdraw the student from the school.

- The school will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with School policies conducted through the School system.

VII. Internet use Agreement

- The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents/guardians, and employees of the School.

- By voluntarily enrolling in Northgate Academy, all students agree to the proper use of the Internet while engaged in Northgate courses.

VIII. User Notification

- All users will be notified of the school policies relating to Internet use via the student handbook, staff handbook, and parent handbook. All students, parents and staff will sign the AUP notification form.

- This notification will include the following:
  - Notification that Internet use is subject to compliance with school policies.
  - Disclaimers limiting the school's liability relative to:
    - Information stored on school diskettes, hard drives, or servers.
    - Information retrieved through school computers, networks or online resources.
    - Personal property used to access school computers, networks, or online resources.
    - Unauthorized financial obligations resulting from use of school resources/accounts to access the Internet.
    - Description of the privacy rights and limitations of school sponsored/managed Internet accounts.
    - Notification that, should the user violate the school's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
    - Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

Internet Safety Policy

Introduction

It is the policy of Northgate Academy to (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activities; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Key terms are as defined in the Children's Internet Protection Act

Access to Inappropriate Material

- To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

- Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

- Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

- To the extent practical, steps shall be taken to promote the safety and security of users of the Northgate Academy online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

- Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking", and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

- It shall be the responsibility of all members of the Northgate Academy staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

- Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Northgate Academy or designated Representatives.

Adoption

The School Board of Northgate Academy adopted this Internet Safety Policy at a meeting, on July 5th, 2014.

CIPA definitions of terms:

I. Technology Protection Measure: The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

    A. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;

    B. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or

    C. HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

    D. SEXUAL ACT; SEXUAL CONTACT. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

Technical Information

Technology Skills

No advanced technical skills are needed to participate in Northgate Academy courses. Students should be comfortable using the Internet, and they should be able to send email, use email attachments, and be familiar with an office productivity software suite such as Google Applications, Microsoft Office, Open Office.org, or other similar word processing programs.

Necessary Hardware and Software

Students need only general computer hardware and office software to participate in Northgate Academy. Any up-to-date computer with a current Web browser should suffice. All Northgate Academy courses are designed to be used with a 56K modem or faster. Students with 56K or slower connections may want to print lessons and do some of their work offline. Students taking language courses will be

happiest with some form of high- speed Internet access. For best results, student computers should have at least the following characteristics:

Browser Plug-ins:

- ➔ Sun Java 1.4.2 JRE or higher
- ➔ Sun Java 3D 1.3 or higher
- ➔ Flash 7.0 or higher
- ➔ Acrobat Reader 5.0 or higher
- ➔ ActiveX
- ➔ DirectX
- ➔ Media Player
- ➔ QuickTime

PC Requirements:

- ➔ Pentium II (233 MHz minimum, higher recommended)
- ➔ 128k Internet connection. A broadband connection is recommended.
- ➔ Windows 2000, 98, NT, XP, ME (Windows ME does not support software used in the following courses: Web Design 1 and 2)
- ➔ 256 MB Ram
- ➔ Display setting 1024×768 resolution
- ➔ Internet Explorer (Web browsing software) - version 8.1 or higher
- ➔ Students need a method to save work to a removable disk (Zip, CD-ROM)

- ➔ Audio: Sound card with speakers, microphone, headset, or webcam (needed in some courses)
- ➔ Microsoft Office/Microsoft Word (highly recommended) and/or WordPad

Macintosh Requirements:

- ➔ Power Mac G3
- ➔ OSX
- ➔ Students need a method to save work to a removable disk (Zip, and CD-ROM)
- ➔ 128 MB Ram
- ➔ 128k Internet connection. A broadband connection is recommended.
- ➔ Display setting 1024×768 resolution
- ➔ Printer required
- ➔ Safari browser and/or Mozilla Firefox
- ➔ Flash 7 player
- ➔ QuickTime
- ➔ Audio: Speakers and microphone, headset or webcam (needed in some courses)
- ➔ Microsoft Office/Microsoft Word (highly recommended)

Financial Information

Tuition

High School Diploma Programs

Silver High School Diploma | Traditional Track
(Grades 9-12)

Individual Courses
(Credit Recovery or Summer School Standard Courses)

Full-Time Enrollment:
$1,950 per grade level

Installment Plan:
$195 per month.

All-Inclusive Pricing:
No extra or hidden fees.

Program Duration:
Students are given 12 months to complete a grade level.

Flat Fee:
$325 per course.

Program Duration:
Students have 6 months to complete the course(s).

Platinum High School Diploma | Dual Enrollment Track (14+) (Grades 9-12)

Full-Time Enrollment:
$4,900 per year

Installment Plan(s)
10 Monthly Payments of $490
or 5 Monthly Payments of $980

All-Inclusive Pricing:
No extra or hidden fees.

Program Duration:
Students are given 12 months to complete a grade level

The High School Platinum Program is our most advanced online diploma track, thoughtfully designed for students in grades 9–12 who are ready to take on the challenge of college-level learning—right now. Whether you're preparing for selective universities, pursuing scholarships, or aiming for dual credit, this program offers the tools, courses, and support to help you excel.

Students can enroll in up to 10 full credits per year, with access to college and career pathways.

This is more than just a diploma program—it's a launchpad for your future. With access to college-level courses, dedicated coaching, and a flexible online learning environment, students are empowered to push their limits and build a strong academic foundation for college and career success.

Whether you're eyeing the Ivy League or planning to fast-track your college degree, the High School Platinum Program gives you the edge you need.

▾ What's Included ▾

- ☑ Transfer Credits Accepted – Continue your academic journey without losing progress
- ☑ Success Coach Pro – Personalized coaching for academic and college/career planning. Helps students plan for life after high school (A $1000 value)

- ☑ Access to College Courses – Through our dual credit/dual enrollment program partnerships.
- ☑ BRYTE AI Tutor – Smart, on-demand academic support
- ☑ Academic Coach Help Desk – Real support from real people when you need it

- ☑ Flexible Online Courses – Learn anywhere, on your schedule
- ☑ Up to 12 Months to Complete Each Grade Level – Work at a pace that works for you
- ☑ Digital Textbooks Included – Courses may require additional reading materials

Full Program Cost:
$990

Installment Plan:
The payment structure is $99.00 per month for up to 10 months or less, depending on how many months it takes a student to successfully complete 21.5 credits and graduate.

All-Inclusive Pricing:
No extra or hidden fees.

Program Duration:
Adult students have 24 months to complete the program and graduate.

Payment Plan Policies

Delinquency:

Installment accounts that are delinquent three times will no longer qualify for monthly payments, and any outstanding balance will be due in full.

Pricing Changes:

Pricing is subject to change; always refer to Northgate Academy's website for updates.

Payment Options

Northgate Academy offers flexible and affordable payment plans to all full-time, part-time (excluding individual course enrollment), and adult students. Payment can be made in full upon enrollment or through automatic monthly withdrawals from a credit or debit card account.

By providing these flexible payment options and maintaining transparent, all-inclusive pricing, Northgate Academy ensures that students and their families can plan their finances confidently while accessing quality education.

Other Expenses

Northgate Academy offers an all-inclusive pricing model. This means that everything is covered in the tuition, and there are no extra charges.

Refund Policy

There are two components to the Northgate Academy refund policy. The first is the Northgate Academy Guarantee:

Northgate Academy Guarantee

Northgate Academy *guarantees that the credits you earn meet state academic standards and will be accepted by American post-secondary institutions, including colleges, universities, junior and community colleges, the military, and employers. If courses are not accepted, NGA will work with the institution to facilitate the acceptance of credits. If the institution still does not accept the credits, NGA will refund the money paid for any non-accepted credits.*

You will have no trouble using a diploma from Northgate Academy for employment, college entrance, etc. NGA cannot guarantee that all summer school/single credits will be accepted for transfer to other schools. We ask that all students check on acceptance of summer school/single credits before enrolling at NGA.

Refund Schedule

Refunds for courses will be made according to the following schedule:

➔ 10 calendar days from the initial enrollment date, a full refund is issued upon cancellation request minus a 3% transaction fee plus digital textbook costs.

➔ No refunds are issued after 10 days. See the enrollment agreement for important details.

Application Process

The entire application and enrollment process for Northgate Academy takes place

online. At http://www.northgateacademy.com you will find the application and registration forms for both full- and part-time students. Once you have applied, a staff member will contact you to complete the enrollment process.

If you have any questions at any time during the process, please call the school at (763) 412-4701 or (800) 339-7132 during regular school hours or submit a Help Desk Ticket through Learn Stage.

Please note that Northgate Academy does not provide English as a second language instruction. Students must read, write, and speak English at the 9th-grade level for high school courses. However, NGA offers English Learning for all online courses, which includes text translation and an immersive audio reader.

Enrollment Policy

Students will be considered "enrolled" with Northgate Academy after completing the following steps:

I. **Online Application:**

Fill out the online application form available on the Northgate Academy website.

II. **Enrollment Agreement:**

Sign the enrollment agreement.

III. **Documentation:**

Provide all necessary documentation to the school office, including transcripts and any other required records.

IV. **Consultation:**

Have a consultation with the Student Services Specialist.

After reviewing the student's transcripts, the Student Services Specialist will place the student in appropriate course sequences based on pre-requisites and other factors. It is important to note that pre-requisites do not pertain to credit recovery students.

Frequently Asked Questions (FAQ)

1. What courses are available, and how do we know they are of high quality?

Northgate Academy's courses are designed to meet state-specific standards in the areas of English, Math, Social Studies, and Sciences. Our courses are developed by subject matter experts. Northgate Academy is part of the Excel Education Systems School District. Northgate is accredited by Cognia, the parent organization of the North Central Association CASI, the Southern Association of Colleges and School CASI, and the Northwest Accrediting Commission. NGA is also accredited by Middle States Association.

2. When do classes begin, and how do we enroll?

Northgate Academy operates on an open-enrollment format, which means students can sign up and begin any day of the year. To enroll, complete the application at the school Website: www.northgateacademy.com

3. How involved are the instructors, and what are their qualifications?

The Northgate Academy support team and coaches are dedicated to assisting students throughout their program. If students or parents need help, they can easily reach out through the Learn Stage Help Desk Ticket system. Coaches use various technology tools to interact effectively with students and parents.

Northgate Academy's coaches hold advanced degrees or state teaching licenses in their respective fields, and often both. The administration regularly monitors virtual classrooms and evaluates coaches to ensure they meet Northgate Academy's high standards of performance. We strongly encourage you to seek support or ask questions whenever needed.

4. Is the school's online environment safe? How is Internet security maintained?

Northgate Academy is proud of its safe online environment. Staff members monitor all school chat rooms and discussion boards. We also have a comprehensive Acceptable Use Policy, which we enforce vigorously.

5. How will we know how well our child is doing in his or her classes?

Parents can access their child's grades at any time.

6. How do we know the students are learning?

Northgate Academy requires students to complete assessment exams at the beginning and end of the school year. All courses include meaningful assessments of student work. Parents are encouraged to observe their child's progress by entering any of the courses their child is taking. Regular discussions with your child about their classes are also a good way to gauge their learning. If there are any concerns regarding this topic, please contact your student's Success Coach immediately.

7. Is there a face-to-face requirement? What sort of attendance is required?

Northgate Academy is a fully operational online high school, which means there is no face-to-face requirement. While there isn't a traditional attendance requirement, students are encouraged to actively participate in all course assignments to reach their full potential.

For high school-aged students, we recommend participating a minimum of 20 hours per week. Adult students have the flexibility to follow their own schedule but should engage in their coursework weekly. Students under 18 must meet their state's compulsory attendance requirements.

8. How much does it cost?

Please see our website for the most current tuition information.

Northgate Academy provides convenient and affordable payment plans for both full-time and semester students. Our tuition is about half the cost of comparable accredited private high schools in the U.S. We achieve this affordability by keeping our operational costs low. Unlike traditional schools, we do not have buildings to maintain, school buses to operate, a facilities maintenance crew, or a school lunch program. These savings are passed directly on to our students, ensuring that quality education remains accessible to everyone.

9. Will colleges accept Northgate Academy credits?

Yes! We have found that graduates of Northgate Academy have gone on to attend a number of well-known post-secondary institutions to further their academic careers. Others have gone on to enroll in local community and junior colleges in their area, vocational/business schools, and some have even joined the military.

Withdrawals and Transfers

To withdraw from Northgate Academy, please contact the school office at 763-412-4701 or submit a Help Desk Ticket in Learn Stage. An official transcript for all credits earned will only be issued if tuition is paid in full. Tuition must be current and paid in full for NGA to release any official records.

Students seeking to transfer to another high school should request the NGA Registrar to forward official transcripts to their new high school. Courses must be dropped within the first 30 days of availability. There is a $200 early termination fee should you withdraw before the tuition is paid in full. Please note that there is no refund of installment payments made.

Disclosure

The information in this handbook is current and correct. Northgate Academy reserves the right to make changes in the course content, materials, organization, policy, or curriculum, as circumstances dictate, subsequent to publication. The school expects students to have knowledge of information presented in this handbook and in other school publications.

Please note that policy changes and handbook updates are made periodically. Northgate Academy certifies that this handbook is true in content, school policy, and requirements for graduation.

On behalf of Northgate Academy, we would like to **thank you** for allowing us to be part of your educational pursuit.

Dr. Mark Ulven, President

Dr. Mark Ulven, Ed.D, President