



For Career Development Inc Taylor

Student Handbook

2025-2026

**A COGNIA ACCREDITED
CHARTER HIGH SCHOOL**

**Rated an “A” School by the Arizona Department of
Education**

www.naacharter.org

“Making Non-Traditional Educational Opportunities Possible.”

Taylor Campus

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Northern Arizona Academy 2025-2026 School Calendar

August 6, 2025	1 st Day of School – Trimester 1 starts – Early Release
August 18-22, 2025	NWEA Testing (All Students)
September 1, 2025	Labor Day-No School (Staff and Students)
September 12, 2025	Open Campus
October 1, 2025	40 th day
October 27-30, 2025	Finals Week
October 31, 2025	Trimester 1 Ends - Remote day for students
November 3, 2025	Trimester 2 Begins
November 10, 2025	No School (No students, Staff workday)
November 11, 2025	Veteran’s Day-No School (Staff and Students)
November 24-28, 2025	Thanksgiving/Fall Break-No School (Staff and Students)
December 19, 2025	Open Campus/Holiday Meal
Dec 22-Jan 2, 2025	Winter Break -No School (Staff and Students)
January 5, 2025	School Resumes
January 16, 2026	100 th day
January 19, 2026	Civil Rights Day-No School (Staff and Students)
January 12-16	NWEA Testing (All Students)
February 17-19, 2026	Finals Week
February 16, 2026	President’s Day-No School (Staff and Students)
February 20, 2026	Trimester 2 Ends – Remote day for students
February 23, 2026	Trimester 3 Begins
March 2026	AZSci Window
March 23-27, 2026	Spring Break
April 2026	ACT, ACT ASPIRE & AASA Window
April 10, 2026	Open Campus/Annual Title 1 Meeting
April 24, 2026	Snow Rebate Day
May 11-15, 2026	NWEA Testing (10 th & 12 th grade)
May 18-20, 2026	Finals Week
May 21, 2026	Student’s Last Day/Snow Rebate Day
May 22, 2026	Graduation/Teacher’s Last Day

Welcome to NAA!

Northern Arizona Academy or NAA, is a community-based charter secondary school for grades 7 through 12 serving students ages 12 through 21. NAA promotes a non-traditional school setting. The school offers project-based learning experiences and integrated technology that is aligned with the Arizona Department of Education Academic Standards. Vocational training programs and college classes are available through partnerships with Northland Pioneer College. NAA has been sponsored by the Arizona State Board for Charter Schools since 1995.

VISION:

Northern Arizona Academy will guide students in developing the social and academic skills necessary to achieve their goals and become productive members of society.

MISSION:

Northern Arizona Academy's mission is to create an alternative learning environment for youth requiring additional structure and support to achieve academic, social and practical skills that sustain productive, successful and healthy lives.



North Central Accreditation

Accreditation demonstrates to our students, parents, and community that we are focused on raising student achievement, providing a safe and enriching learning environment, and maintaining an efficient and effective operation staffed by highly qualified educators. NCA accreditation is recognized across state lines, which not only eases the transfer processes for students to move from accredited school to accredited school, but also assures parents that the school is meeting regionally and nationally accepted standards for quality and successful professional practice.

Welcome Parents and Guardians

Our school is always open to you. If you have any questions, concerns, success stories, or just want to see how your student spends the day, you are always welcome to:

- Contact administration or your student's teacher(s) by phone or e-mail (see page 4 for contact information).
- Meet with a teacher before or after school (appointment recommended).
- Meet with administration before, during or after school (appointment recommended).
- Observe your student's classes.
- Visit our webpage at www.naacharter.org or our Facebook page

Did you know that as a parent or guardian of an NAA student, you can access our computer lab? You are welcome to use our facilities for job searches, research, email, bill paying, or whatever suits your needs.

Parent/Guardian Involvement

Thank you for partnering with us in your student's education. We are working hard to increase parental/guardian involvement at Northern Arizona Academy. Each of you has a talent that we would like to share with the other students and staff at our campus. This talent may be a hobby, a career, a community connection, a creative idea or a commitment to help your student succeed. We know that an increase in parental/guardian involvement directly relates to an increase in student achievement. As a community-based, non-profit organization, we are always in need of community support and partners. As we work toward our goal of integrating community and hands-on project-based activities into our curriculum, we need your involvement even more. Please come by, spend a few hours in the classroom, help tutor students, participate in project-based activities, and most significantly, demonstrate to your student that you value their educational process.

Parent/Guardian Responsibilities to Ensure Academic Achievement

- Make sure your student attends school regularly and promptly each day.
- Ensure your student brings the necessary materials to school.
- Ensure your student has a quiet place at home to study.
- Have a positive attitude about education.
- Participate in Open Campus and other school sponsored activities
- Encourage your student to participate in prevention/intervention services recommended by staff.
- Communicate regularly with the school regarding attendance and academic achievement.
- Actively participate in the development, implementation and evaluation of your student's Individual Learning Plan.

NAA Responsibilities

Northern Arizona Academy is operated by Career Development, Inc., a private, non-profit, 501c3 organization. All students at Northern Arizona Academy will participate in an instructional program of approximately 180 days with a minimum of twenty hours per week.

Northern Arizona Academy Will:

- Maintain an atmosphere that is safe, drug-free and conducive to learning.
- Provide project-based activities integrated across curriculum to make learning relevant and develop vocational skills.
- Integrate technology into every classroom.
- Develop Education and Career Action Plans based on academic, career and learning style assessments.
- Graduate students who have demonstrated competence in core academic subjects.

Insurance

Northern Arizona Academy shall carry Personal Property, Commercial Property, General Liability and Vehicle insurance in compliance with Arizona Department of Education requirements.

Meals

NAA has implemented the National School Breakfast & Lunch Program Community Eligibility Provision. There are no applications to fill out, and both Breakfast and Lunch are free for all students.

Equal Educational Opportunities

NAA affirms that it does not discriminate on the basis of race, color, national origin, sex, age or disability in access or admission to students or employment opportunities. NAA is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1967 as amended in 1978 and 1986, and the Americans with Disabilities Act of 1990. In addition, a lack of English language skills will not be a barrier to admission or acceptance into any program, including vocational education.

Title One School-Wide Services

Education and Career Action Plan— We believe a core element contributing to the success of Northern Arizona Academy’s students is the development of an Education and Career Action Plan. This plan is developed with each student and parent based upon student strengths, needs, academic assessments, career interests and individual learning style in order to foster student academic success and proficiency in math, reading, writing, and core content; prevent dropping out and support on-time high school graduation; and coordinate academic, social, and behavioral supports.

Parental/Guardian Involvement— We know that an increase in parental involvement is directly related to an increase in student achievement. NAA sponsors several activities each year to involve parents in their student’s education. All parents and guardians are needed to attend our Trimester Awards, Community Service Activities, Friday Field Trips and Open Campus Events. We also invite you to join us for monthly Board Meetings, participate in the School Improvement Team, and provide additional input at our annual Title 1 meeting. Throughout the year, you may receive invitations to participate in special class projects or campus committees that are developing and planning school policy. Use your signature sheet at the end of this Handbook to let administration know how we can maximize your involvement.

Highly Qualified Teachers— All Teachers are Highly Qualified in a core subject area. NAA assists teachers with professional development activities to expand their qualified areas, integrate technology in the classroom, develop project-based activities and improve their effectiveness in teaching students to master the College and Career Readiness Standards.

APEX – Employing APEX, students may recover credits, take elective courses or accelerate their completion of High School. APEX classes are available online, allowing students to work on the classes at school or from home.

Read 180 - To improve student performance in reading, NAA has implemented the researched based Scholastic program Read 180. Enrollment is based upon student assessment results. This highly structured program includes online components and provides a framework to bring students up to grade level as quickly as possible to ensure college and career readiness.

TransMath: To improve student performance in mathematics, NAA has implemented the researched based curriculum, TransMath. Enrollment is based upon student assessment results and the objective of the program is to ensure students are prepared to successfully complete High School level mathematics.

Instructional Assistants – Students who need additional behavioral or academic support to be successful in the classroom can work with an instructional assistant either within the classroom setting in a tutoring or small group context or pulled out of class for individual support.

Tutors – Learning Labs are staffed with tutors to provide students with support while completing a

computer based course. All learning lab tutors meet the state requirements to qualify as a Title 1 tutor.

Summer School - Summer school is free for all N.A.A students. Students may take advantage of Summer School to recover credits, participate in skills recovery, or take elective courses. Meals and transportation are provided for Summer School.

Response to Intervention Plans (RTI) – RTI is a three-tier approach that identifies and supports students with learning, behavior and college and career readiness needs. All students receive the services provided at each tier 1 level. Students who are not succeeding with only tier 1 services are moved to tier 2 where they receive additional services. Students not succeeding at tier 2 are moved to tier 3 where students receive further specialized services. Administration and teachers track students and have established criteria for moving students up and down tier levels. If you have any questions or feel your student needs additional services to succeed, please contact the appropriate teacher or administrator.

Outreach Coordinator: N.A.A. employs an Outreach Coordinator to facilitate community service projects, the internship program, the job shadowing program and scheduling guest speakers from the community. Additionally, the Outreach Coordinator is the McKinney Vento Liaison, meeting the needs of students struggling with homelessness.

Extended Day Tutoring: On Fridays, students failing any course are assigned to Extended Day Tutoring. During Extended Day Tutoring, students are given the opportunity to make up assignments, recover skills and receive one to one tutoring. Parents, Guardians and Students are informed of assignment to Extended Day Tutoring on Thursdays.

Lunch Tutoring: Monday through Thursday students who have not completed assignments from the previous day are assigned to Lunch Tutoring to receive help on their incomplete assignments. Lunch Tutoring is not meant to be punitive and the student may leave the tutoring room upon completion of their assignment(s). Lunch is provided to students assigned to Lunch Tutoring.

Admissions

Admission is open to all students ages fourteen through twenty-one, regardless of educational background.

Admissions Procedures/Requirements

The following procedures and requirements for admission to NAA will apply:

1. Applicants complete the student enrollment packet.
2. Applicants provide a copy of his/her birth certificate or other reliable proof of the pupil's identity and age.
3. Applicants must provide proof of Arizona state residency.

Immunization Documentation

In order to attend school, parents or guardians of the student must provide one of the following pieces of documentation for immunization unless the student is identified as homeless under McKinney Vento.

- proof of immunization
OR
- a personal belief statement signed by the parent or guardian.
OR
- written certification signed by the parent or guardian and a physician or registered nurse practitioner.

Students identified as homeless have until the fifth calendar day after enrollment to provide one of the documents listed above.

Waiting List

NAA will accommodate students seeking admission without regard to race, religion, national origin, sex or disability. Each year, Northern Arizona Academy strives to promote the best learning environment possible by keeping the number of students to teachers at a low ratio. For this reason, a limit is placed on the number of students enrolled at any given time. Once this limit is reached, a waiting list will be made to enroll as space becomes available.

NAA will give enrollment preference to the following:

- Returning students.
- Siblings of pupils already enrolled.
- Students in foster care.
- Students that meet the definition of unaccompanied youth prescribed in the McKinney-Vento homeless assistance act.
- Children, grandchildren, or legal wards of employees of the school, charter holder or governing body.

Enrollment preference will be lost if the student is withdrawn under the following conditions:

- Withdrawal due to ten consecutive days of absence.
- Voluntary withdrawal.
- Expulsion.

Students that lose their preference and wish to reenroll will be placed on the waiting list. Placement on the waiting list will be made in order of receipt date of a completed application.

Infants at School Program

It is the policy of Career Development Inc to provide a positive learning environment that recognizes parents' responsibilities to their education and to their infants by acknowledging that, when an infant is able to stay with a parent, this benefits the family, the student, and society. The Career Development Inc Infant-at-School Program encourages new mothers or fathers to return to school sooner by allowing the new parents to bring their infant to school with them until the child is 180 days old. Please ask the front office for an application; participation is subject to administrative approval.

Hours of Operation

Student may voluntarily stay after school to receive assistance or complete classroom/computer assignments, but no “late bus” transportation is available. Any student who is absent during his/her regular assigned classroom hours will be considered unexcused unless a parent or guardian calls the school within 24 hours of the absence. The student may also be required to make-up the session.

Bell Schedule

Monday, Tuesday, Wednesday, Thursday

1st - 9:00 – 9:45* CCR and Intervention

2nd – 9:50 – 11:05

3rd – 11:10 – 12:25

Lunch - 12:25 – 12:55

4th – 12:55 – 2:10

5th – 2:15 – 3:30

Friday

2nd Period 9:00 – 9:50

3rd Period 9:55 – 10:40

4th Period 10:45 – 11:30

5th Period 11:35 – 12:20

12:20 – 1:30 Lunch and Learn Enrichment*

1:30 – 3:00 Extended Day Tutoring.

Extended Day Tutoring does not occur every Friday. Students, Parents and Guardians who have been assigned will be informed when this is scheduled via a note home and School Messenger.

*The pledge and a period of silence shall take place at the beginning of class.

Teachers are required to lead the pledge then announce that the period of silence is one minute and will be observed. No activities may take place during this time and silence must be maintained.

Alternative scheduling is available for students on a case-by-case basis.

Early Release Days follow the Friday Schedule.

Attendance

Students have a responsibility to attend school daily and to be on time (ARS15-802,15-803) Full-time students are expected to attend no less than twenty-eight hours per week. Parents/guardians of minor students should **contact the front office at 928-536-4222 within 24 hours** to excuse a student's absence. Please also note the following attendance policies:

- Students may be excused from school for religious purposes if the person who has custody of the student provides written consent and the religious instruction or exercise takes place at a suitable place off campus designated by a church or religious denomination or group.
- Students who are absent six or more days during one trimester and who fail to make up seat time during that trimester risk loss of credits.
- Students absent for ten consecutive days without verification of a valid excuse are automatically withdrawn may reenroll the following trimester. If a student has been identified as McKinney Vento, automatic withdrawal does not take place without attempts to remove barriers to educational access, per Federal Guidelines.
- Students with an ongoing pattern of over six absences per trimester may be put on an attendance contract, assigned seat time, or suspended.
- The Administration must approve any exceptions to this policy in writing.
- Appeals to this policy may be submitted, in writing, to the Executive Director.

Open Campus

NAA Taylor Campus operates under an open campus policy during lunch hour for Juniors and Seniors. Juniors and Seniors must have written parental permission on file to leave the campus for lunch. Freshmen and Sophomores may not leave campus for lunch. Upperclassmen may not take lowerclassmen off campus during lunch for any reason. The Administration reserves the right to revoke open campus privileges.

Checking out Procedures

Every student leaving campus during the school day for any reason must be checked out by a parent, guardian or approved pick-up person through the office.

Illness & When to Keep Your Student Home from School

In order to foster a positive learning environment and limit the spread of contagious conditions, NAA has established the following guidelines to help you know when to keep your student home from school. These are also the guidelines used by administrative staff to determine when students should be sent home due to illness.

Diarrhea

If your student has had three or more watery stools in a 24-hour period, especially if your student acts or looks ill, it is recommended that they do not come to school.

Eyes

We understand that eyes are sometimes swollen and irritated by allergens or virus. Because of the extremely contagious nature of Bacterial Pink Eye, we ask that you consult with a doctor before sending your student back to school with these symptoms: thick mucus or pus draining from the eye; or if the eye is red, puffy, itchy or painful. Your student can attend school 24 hours after starting medical treatment for Bacterial Pink Eye.

Fever

Temperature of 100° or higher is an indication that your student could be contagious. Giving a child Tylenol or Ibuprofen may bring the temperature down and make them more comfortable, but it will not prevent them from passing their illness on to classmates. Please keep them home until 24 hours after their fever has subsided.

Rash

Body rash, especially with fever or itching. If you have a Doctor's note stating that it is a "non-contagious rash", your student may return to school if they are not too uncomfortable to focus on schoolwork.

Vomiting

If your student has experienced vomiting within the past 24 hours please keep them home.

Head Lice

Students cannot return to school until their hair has been treated with lice shampoo and most of the dead eggs (nits) have been removed from the hair.

Severe Sore Throat/ Cough

Especially when accompanied by a fever or swollen glands in the neck. If your student has a minor cough, please send cough drops to the office help soothe the cough and limit distractions in class.

Remote Attendance Options

Students, with guidance from appropriate school staff, parents and or guardians, may choose one of the following instructional options.

1. Students attending Northern Arizona Academy face to face full-time may opt to take additional classes outside regular school hours. This option is available to all students.
2. Students may opt to complete instructional hours by attending NAA in person a minimum of 50% of the day and fulfill the balance of instructional hours remotely via one of the options listed above. This option will only be available to Juniors, Seniors and students with exceptional circumstances as determined by administration.
3. Students may opt to complete instructional hours fully remotely. This option will be limited to students that have successfully demonstrated their ability to complete remote instruction. No more than 25% of the student population may be assigned this option.

Any student that demonstrates an inability to successfully complete work remotely as demonstrated by 10 or more absences per trimester or failure of more than one remote class per trimester will no longer qualify for options 2 and 3.

Procedure:

Students will be scheduled for remote classes during regular school hours within the Student Information System. Instructional hours worked outside of regular school hours will be tracked within the scheduled remote classes following the guidelines below.

Remote Courses via APEX

1. Students will be assigned to APEX courses depending on their needs.
2. Weekly reports will be pulled on student attendance and progress.
3. Student attendance credit shall be based on the hours attended OR work completion OR a combination of both as indicated below, with work completion taking precedence.

Work Completion

- 100% of classes on track full attendance
- 80% of classes on track 4 days attendance
- 60% of classes on track 3 days attendance
- 40% classes on track 2 days attendance
- 20% class on track 1 day attendance
- 0 classes on track 0 attendance.

Hours Attended

- 90% -100% of hours full attendance
- 75% to 89% of hours 4 days attendance
- 60% to 74% of hours 3 days attendance
- 45% to 59% of hours 2 days attendance
- 30% to 44% of hours 1 day attendance
- Less than 30% of hours absent all week.

NAA Graduation Requirements

Content Area	Credits	Notes
English	4 Credits	Student must submit a resume, cover letter and Career Research Report to complete this requirement
Math	4 Credits	Must include Algebra 1 A,B & C, Geometry A & B and Algebra 2 A & B unless a student is on a personal curriculum
Social Studies	3 Credits	Must include US History A & B, World History, Geography, Government and Economics
Science	3 credits	Must include ½ credit of Biology
Fine Arts or Vocational	1 Credit	
Health or Life Skills	½ Credit	
Electives	6 ½ Credits	
	Total: 22 Credits	
Additional Requirements		Students must pass the Arizona Civics Test with a minimum score of 70%

Grading

Unless otherwise approved by the Executive Director, the grading of student work will be based on the following:

- 90%-100%=A (Excellent)
- 80%-89%=B (Above Average)
- 70%-79%=C (Average)
- 64%-69%=D (Below Average)
- 60% -63% = D- (No Credit)
- Below 60%=F (No Credit)

Academic Misconduct

Academic misconduct is any action taken by a student to unfairly earn a grade or influence the grade of others. Some examples of academic misconduct are listed below:

- Plagiarism: Presenting someone else's work as your own without properly citing the source.
- Cheating: Using class materials during a test without permission, searching and copying answers from the internet, use of AI to create work, copying off another student or allowing another student to copy off you.
- Collusion: Working in cooperation with another student to lie about work completed or cheat.
- Sabotage: Deliberately destroying or interfering with the work of another student.

If a student is suspected of academic misconduct, an investigation will take place. The investigation may include but is not limited to comparing the work of students, examining video, interviewing students, and using plagiarism and AI detection software to scan the assignment. Additionally, written assignments are routinely scanned to identify plagiarism and the use of AI.

Consequences for academic misconduct include requiring the assignment to be redone, a failing grade on the assignment, a failing grade in the class, in school suspension and out of school suspension. A finding of academic misconduct may be appealed to the Executive Director within 10 school days of the incident.

Education and Career Action Plan

To track progress towards graduation, with the assistance of staff, each student develops and maintains an Education and Career Action Plan (ECAP). In addition to weekly progress reports, parents/guardians are provided with a copy of the ECAP to better understand their student's progress towards meeting annual goals.

Progress Reports

Progress reports will be sent home with students weekly. If parents/guardians do not receive progress reports, they can request that progress reports be mailed or sent electronically. Parents are welcome to contact the school at any time to check on progress between reporting periods.

Math Personal Curriculum

Eligible students may use a Personal Math Curriculum to modify the high school graduation requirement. This modification can only apply to Algebra II and reduces the credit requirement for mathematics from four to three credits. A student who successfully completes his or her personal curriculum meets the requirements for graduation and receives a regular high school diploma.

A student is eligible for a personal curriculum if he or she has successfully completed the Algebra and Geometry graduation requirements (2.0 credits). Despite the successful completion of Algebra and Geometry, the Development Team may determine that there is a demonstrated need to modify the requirement for Algebra II. In lieu of Algebra II, an eligible student shall successfully complete at least one credit in mathematics as determined by the Development Team.

Parents or guardians may request a personal curriculum by submitting the Personal Curriculum Request form to the Administration. Upon receipt of the form, the Administration will convene the Development Team to verify eligibility pursuant to R7-2-302.03 and develop a written Personal Curriculum as appropriate. The Personal Curriculum Plan may be modified based upon the Development Team's evaluation.

Independent Study

Approval for independent study courses MUST be obtained by the Executive Director PRIOR to beginning the course.

Work Credits/Work Release

While all students have the opportunity to earn work credits in accordance with NAA policy, only Juniors or Seniors who are in line with their graduation requirements may be granted work release from school. Ask the Administration for a work credit packet.

Credit by Exam

Transfer students who earned a “No Credit” or “W” status in a class from their previous school and Homeschooled students without an official transcript shall be given the opportunity to recover credit by exam. Credit shall be awarded if the student scores 70% or better on the proctored exam.

Any student who is enrolled in a Credit Recovery Class to recover a grade of a “D-“ or “F” may recover credit by exam if they score a 70% or better on the proctored prescriptive exam.

Computer Classes Policy

In order to ensure the academic integrity of computer classes at NAA, all students enrolled in computer-based classes will be monitored for daily adequate progress. Lessons may only be reset twice. Once a student has failed to master the content, it is required that the written packet be completed before advancing to the next lesson. Some classes will also require additional assignments such as projects and essays. Additionally, administration and teachers will take appropriate actions to discourage cheating, ensure student work is the work of the student, and follow required protocols for administering final exams.

Correspondence Courses

Course work taken through correspondence may be applied toward graduation if the course is taken through an accredited institution and has been approved by administration. No more than four high school credits will be granted through correspondence with a maximum of one credit in each of the following subject areas:

1. English
2. Social Studies
3. Mathematics
4. Science

Home School Credits

NAA may accept home school credits upon receipt of verification of registration through the County Superintendent of Schools. Students may be required to show competency in the subject area prior to acceptance of credits.

Community College/University Entrance Requirements

The requirements for college and university entrance differ with the various institutions and change frequently. Students, therefore, are urged to be aware of the entrance requirements of the institution they plan to attend upon graduation from high school. This information may be obtained directly from the college or university. The NAA staff is able to assist you in gathering this information. The college bound student needs to make these plans starting in the high school freshman year in order to meet the usual requirements.

Either the ACT or SAT examinations are required by all four-year universities and are recommended for community colleges. All Arizona institutions accept the ACT. Some out-of-state institutions require the SAT. See your Administration for assistance in determining which entrance test you will need to take and procedures for registering for the tests.

Community College Concurrent Enrollment

Students are encouraged to enroll in community college classes while attending NAA. BEFORE YOU ENROLL IN CLASSES ensure you make an appointment with the Administration to discuss your plan. A written approved plan signed by the Administration must be obtained before you enroll in classes or you will NOT be reimbursed. It is preferred that community college classes be scheduled outside of school hours. If that is not possible, students are responsible for all missed seat time, participation points, and assignments. Please be advised that some work cannot be made up, and missing NAA courses to attend community college could have a negative impact on grades and progress toward graduation if is not arranged with your teachers and Administration. Northern Pioneer College offers scholarships that enable high school students to take classes at no charge. Additionally, NAA will pay for textbooks, media and testing fees. If students do not receive NPC scholarships they are eligible for reimbursement at the following rate:

- A student earning an “A” will be reimbursed 100% of the cost of tuition.
- A student earning a “B” will be reimbursed 80% of the cost of tuition.
- A student earning a “C” will be reimbursed 70% of the cost of tuition.
- A student earning a “D” or “F” will not be reimbursed.

A student will not be reimbursed for classes not completed, classes dropped or classes from which they have withdrawn.

High school credit will be awarded according to the following equivalency guide. It is the student's responsibility to request a college transcript of completed work to be sent to NAA so credit can be recorded.

- 1 or 2 credit college course equals $\frac{1}{4}$ high school credit.
- 3 credit college course equals $\frac{1}{2}$ high school credit.
- 4 credit college course equals $\frac{3}{4}$ high school credit.
- 5-6 credit college course equals 1 high school credit.
- 7 credit college course equals 1- $\frac{1}{4}$ high school credits.

Exceptions to this guide include Math 152, 189, 211, 221, 231 and 241 which will transfer as a full credit upon earning a passing grade.

Vocational Programs

Concurrent enrollment with accredited vocational programs for juniors and seniors are encouraged at NAA. NPC offers various opportunities through NAVIT. Students must first take the COMPASS and/or ASSET assessment at NPC to determine placement levels. While Administration will help guide you in the process, it is the student's responsibility to complete the application and required paperwork to enroll in NAVIT.

Additionally, students enrolled in NAVIT must maintain passing grades, positive behavior and a satisfactory attendance record to receive transportation services from Northern Arizona Academy to NAVIT. Failure to meet academic and behavioral requirements will result in revocation of transportation privileges and removal from the NAVIT program.

Rights of Homeless Students

Northern Arizona Academy shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless without being stigmatized or segregated on the basis of homeless status. This commitment to the educational rights of homeless children, youth, and unaccompanied youth, applies to all services, programs, and activities provided or made available.

A student may be considered eligible for services as a “Homeless Child or Youth” under the McKinney-Vento Homeless Assistance Act if he or she is presently living in one of the following conditions due to hardship:

- In a shelter, temporary shared housing, or transitional living program.
- In a hotel/motel, campground, or similar situation due to lack of alternatives.
- At a bus station, park, car, or abandoned building.

According to the McKinney-Vento Homeless Act, eligible students have rights to:

Immediate enrollment: Documentation and immunization records cannot serve as a barrier to the enrollment in school.

School selection: McKinney-Vento eligible students have a right to select from the following schools:

- The school he/she attended when permanently housed (School of Origin).
- The school in which he/she was last enrolled (School of Origin).
- The school in the attendance area in which the student currently resides (School of Residency).

Remain enrolled in his/her selected school for the duration of homelessness, or until the academic year upon which they are permanently housed.

Participate in programs for which they are eligible, including Title I, National School Lunch Program, Head Start, Even Start, etc.

Transportation services: A McKinney-Vento eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin.

Dispute Resolution: If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, please contact the Executive Director/Homeless Liaison. We will respond and attempt to resolve the matter quickly.

Right to Know

As a parent or guardian of a student at Northern Arizona Academy, under the No Child Left Behind Act of 2001, you have a right to know the professional qualifications of the teachers who instruct your child and to view resume information. The No Child Left Behind Act gives you the right to ask for the following information about each of your child's classroom teachers:

1. Whether the State of Arizona has licensed or qualified the teacher for the grades and subject he/she teaches.
2. Whether the teacher is teaching under an emergency permit or other provisional status by which state licensing criteria have been waived.
3. The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
4. Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

Additional Parental Rights

Below is a summary of parental rights, for a full outline of parental rights under law please refer to A.R.S 1-601, 1-602, 1-611, 15-873, 36-2271, 36-2272 and ARS Title 15-102, 15-110, 15-113, 15-117, 15-721, 15-722 and 15-730 . Further information can also be found in the Arizona Department of Education Parental Rights Handbook found at https://www.azed.gov/sites/default/files/2023/08/Parent_Rights_Handbook_Public_District_Schools_2023_Final.pdf

1. The right to direct the education of their student.
2. The right to access and review all records relating to their student.
3. Grant or deny permission to video or voice record their student excluding security or surveillance of buildings or grounds.
4. The right to review learning materials and activities in advance.
5. The right to withdraw their student from an objectionable activity without penalty and request an alternative assignment. This request must be made in writing to the Campus Manager.
6. Grant or deny permission for their student to participate in a classroom activity that uses video, audio or electronic materials that may be inappropriate for the age of the student.
7. Grant or deny permission for their student to participate in sexual education without penalty.
8. The right to review a survey to be administered to their student at least seven days prior to survey administration and grant written parental consent.
9. Be given 30 days' notice and grant in writing or deny permission for their student to participate in any survey that solicits personal information about the pupil regarding the following:
 - Critical appraisal of another person with whom the student has a close relationship.
 - Gun or ammunition ownership
 - Income or other financial information
 - Medical history or information.

- Political affiliation, opinions or beliefs
 - Biometric information (i.e. fingerprints, facial scans, etc)
 - The quality of home interpersonal relationships
 - Religious practices, affiliations, or beliefs
 - Self sufficiency as it pertains to emergency, disaster and essential services interruption planning.
 - Sexual behavior or attitudes
 - Voting history
10. The right to visit campus and their student's classrooms unless their visit interferes with the physical, intellectual, social, or emotional health and/or safety of students and staff.
 11. Grant or deny permission for their student to wear a mask on campus.
 12. Grant or deny permission for their student to participate in a club or activity.
 13. The right to file a complaint with the attorney general or county attorney if their parental rights have been violated.
 14. The right to direct the upbringing of their child.
 15. The right to direct the moral or religious upbringing of their child.
 16. The right to make all health care decisions for the minor child, including rights pursuant to sections 15-873, 36-2271 and 36-2272, unless otherwise prohibited by law.
 17. The right to be notified promptly if an employee of this state, any political subdivision of this state, any other governmental entity or any other institution suspects that a criminal offense has been committed against the minor child by someone other than a parent, unless the incident has first been reported to law enforcement and notifying the parent would impede a law enforcement or child safety services investigation.
 18. The right to obtain information about a child safety services investigation involving the parent pursuant to section 8-807.

Visitor's Behavioral Expectations

During any campus visit, visitors are expected and required to comply with all campus visitor procedures and to comport themselves at all times with appropriate decorum and in a manner that is respectful and conducive to an environment in which the educational objectives of the school can be effectively administered. Consistent with this expectation, any behavior that constitutes harassment, bullying, or verbal or physical abuse of staff or students, or that otherwise disrupts the educational environment is expressly prohibited.

In addition, visitors may not interfere with instruction or distract from the instructional environment, nor may parents help their child with their schoolwork during a campus visit, unless specifically allowed by the classroom teacher.

Visitors, including parents and guardians, who disregard these behavioral expectations while on school grounds will be ejected from campus; may be prohibited from future campus visits or subject to other limitations on future campus visits; and may be subject to other consequences under applicable law or policy

Child Find

It is the responsibility of Northern Arizona Academy to inform the general public and all parents/guardians of students enrolled of our responsibility to make available special education services for students with disabilities and how to access those services.

We are responsible for identifying, locating and evaluating all children with disabilities within our school and for making appropriate referrals to:

- 01) Arizona Early Intervention Program (AZ EIP) for children birth through two (2) years of age for evaluation and services if needed; and
- 02) School district of residence for children three (3) through five (5) for evaluation and services if needed

We are also responsible for providing a free and appropriate public education (FAPE), which includes special education and related services for students with disabilities at public expense, under public supervision and direction, and without charge to the parents.

For all new students to the school, the classroom teacher will complete screening activities within forty-five (45) days of enrollment. The teacher will look at the child's ability in the areas of academics, vision, hearing, adaptive, communication, social/emotional and motor skills. If any concerns are noted, the child may be referred to Child Study Team and given additional assistance. Parents will be notified within 10 days if concerns are noted, provided with a copy of the 45 day screen and informed of further strategies, interventions and testing the school is recommending.

If a parent or guardian has concerns about their student's performance and feels testing is necessary, they may request testing in writing. Within 15 days of the written request, the school will determine if testing is required and provide the parent with written notification that testing is taking place or the reason testing is not being done. If the school denies the request for testing, the parent may appeal that decision and request a hearing.

Transport of Injured or Ill Student to Medical Facility

If a student is sick, hurt or injured, and needing a Physician's attention, the school will call 911 for emergency transport. To alleviate any problems pertaining to emergency medical care, please complete and return the appropriate form for medical/surgical treatment (included in the enrollment application packet). This form will be filed in your child's health record. In case of any emergency, it will be sent with your child to the hospital.

Medications

During the school year, at one time or another, your child may need to take medication while at school. In order to ensure proper safety for your child, the Arizona State Board of Nursing and the Arizona State Board of Pharmacy have issued a procedure for handling medications in schools, which assures compliance with existing rules and regulations.

Medication is to be scheduled so that it is given at home. Medications that are scheduled one, two or three times a day are easily given before school, after school and at bedtime. Students are not to possess medication on Campus as we have a NO DRUG POLICY. Violations will result in seizure of medication and disciplinary action.

Any change of medication, dosages, times or amounts must have a current Physician's order to accompany any change before the school can administer your child's medication. This is needed in order to maintain proper dosages and safety for your child.

Under certain circumstances when it is necessary for a student to take medicine during school hours, the Administration may cooperate in its administration if the following requirements are met:

1. "Stock Medications" (i.e. Tylenol, Benadryl, Ointments) are not kept in the office. All medications must be provided by parent/guardian.
2. The medication (prescription or over-the-counter) must be prescribed by a licensed Health Care Provider for the individual student.
3. There must be a written order from the Physician stating the medication, dosage, time, reason for the medication, allergies and other medication currently being taken. Current orders suffice on prescription medication. We cannot accept a prescription from out-of-state or one that states "take as directed."
4. Physician order and parent signature are required on all routine over-the-counter medication (which includes Tylenol, Benadryl, Cough Drops, etc.). This can be done easily by the parent calling the Physician and having the Physician email a prescription to the school.
5. No more than 30 days supply can be kept in the office at one time.
6. Northern Arizona Academy staff is not allowed to "score" or divide medications.
7. Any changes in medication, dosage or termination requires a written note from the Physician AND the parent.
8. There must be written permission from the parent or guardian to administer the medicine to the student on file in the school office. Forms are available in the office.

9. The medication must come to the school in the original prescription bottle, or the original unopened over-the-counter bottle. The medication must be transported to and from school by a parent or guardian.
10. A Northern Arizona Academy staff member must have your written permission and signature on the medication form to call your Health Care provider for questions regarding medication changes.
11. The Licensed Health Care provider must write orders allowing a student to carry his/her own prescription at school on his/her person.
12. No narcotics, synthetic narcotics or alcohol containing medications are allowed at school.
13. At the end of the year, the parent/guardian will be notified regarding any medications your student may have at the office and when to pick it up. If no response is received from you, all medication will be properly disposed of.

Student Mental Health Services

As outlined in the Parental Rights section of this handbook, parents/guardians have the right to direct the upbringing of their child and direct their medical care. For this reason, all mental health services accessed through Northern Arizona Academy require parent/guardian consent and are provided by outside contractors to protect the confidentiality of the student and ensure parents/guardians make the decisions about services provided. Below the services are outlined.

Level 1 Services: All Level 1 services are agreed to by the Parent/Guardian signing the Parent Permission for Counseling in the Student Enrollment/Reenrollment Packet.

- **QPR Suicide Prevention:** QPR stands for Question, Persuade, Refer. Staff are trained to question if a student is suicidal, persuade them to get help and refer them to a medical professional.
 - This method does not include any mental health services provided by staff.
 - Parents/Guardian are immediately informed if a student expressed thoughts of committing suicide and the student is referred to a suicide hotline or Arizona Complete Health's Crisis Line.
 - A staff member is a QPR certified instructor and materials and/or training on the method can be provided to family and community members upon request.
 - For more information about QPR, please visit www.qprinstitute.com

- **Mental Health First Aid:** Select staff members are trained in Mental Health First Aid.
 - This method does not include any mental health services provided by staff.
 - Mental Health First Aid provides staff members with intervention strategies to prevent students from injuring themselves or others and direct students to the Arizona Complete Health's Crisis Line.
 - Parents/Guardian are immediately informed if a student is in crisis at school.
 - For more information about Mental Health First Aid, please visit www.mentalhealthfirstaid.org

- **Arizona Complete Health Crisis Line:** Students in Crisis are given a safe, private area to contact the Crisis Line.
 - Parents/Guardian are immediately informed if a student is in crisis at school and has been referred to the Crisis Line.
 - For more information about the Crisis Line, please visit AzCompleteHealth.com.

Level 2 Services: These services require varying levels of consent by the parent/guardian not covered by the Parent Permission for Counseling in the Student Enrollment/Reenrollment Packet.

- **Emergency Medical Services (EMS):** The school reserves the right to contact EMS if a student may injure themselves or others and allow access to the student. When this is required, a lockdown of the school is initiated to protect student confidentiality.
 - The school will provide EMS with parent/guardian contact information and contact the parent/guardian after EMS has been contacted.
 - EMS then contacts the parent/guardian as well to inform them of their student's condition.
 - Students may not be transported without parent/guardian consent unless prior consent was given via the Release for Medical Services on in the Student Enrollment/Reenrollment Packet and the parent/guardian is not immediately reachable.
 - There is no cost to the parent/guardian for initial appraisal of the student by EMS.

- Should the parent/guardian refuse transport, the parent/guardian will need to pick their student up from school immediately.
- Cartwheel: Administration or the parent/guardian may refer a student to Cartwheel Counseling Services for telehealth counseling.
 - Counseling services provided by Cartwheel may not occur without parent/guardian consent.
 - Cartwheel does not provide intensive counseling services.
 - Prior to referral, administration shall inform the parent/guardian of their intent to make a referral.
 - Costs for Cartwheel counseling are covered by insurance. Cartwheel accepts ACCCHS, Anthem/Carelon, Cigna and Aetna.
 - If a student is not insured, the school may cover the costs for a limited number of students.
 - Once referred, the parent/guardian completely controls the treatment of their student and student records are kept confidential by Cartwheel.
 - NAA Administration and staff are not given access to student progress, clinical notes or student counseling goals.
 - If the parent/guardian request counseling services to happen during school hours, NAA will provide a private area with internet access for this to occur.
 - For more information about Cartwheel, please go to www.cartwheel.org.

Level 3 Services: These services require prior consent by parents/guardians not covered by the Parent Permission for Counseling in the Student Enrollment/Reenrollment Packet.

Charlie Health: Administration or the parent/guardian may refer a student to Charlie Health for intensive counseling services.

- Counseling services provided by Charlie Health may not occur without parent/guardian consent.
- Prior to referral, administration shall inform the parent/guardian of their intent to make a referral.
- Costs for Charlie Health counseling are covered by insurance. Charlie Health accepts ACCCHS, Medicaid, Tricare, Anthem/Carelon, Cigna, BCBS, and Aetna.
- Once referred, the parent/guardian completely controls the treatment of their student and student records are kept confidential by Charlie Health.
 - NAA Administration and staff are not given access to student progress, clinical notes or student counseling goals.
 - If the parent/guardian request counseling services to happen during school hours, NAA will provide a private area with internet access for this to occur.
- For more information about Charlie Health, please go to www.charliehealth.com.

Confidentiality of Student Education Records & School Directory Information

The Family Educational Rights And Privacy Act (FERPA) affords parents, guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within forty-five (45) days of the day the school receives a request for access. Parents/Guardians or eligible students should submit to the Administration (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Administration will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents, guardians or eligible students may ask a school district to amend a record that they believe is inaccurate or misleading. They should write the Administration, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent/guardian or eligible student, the school will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or the eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or parent/guardian or student serving an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, a school may disclose education records, without consent, to officials of another school district in which a student seeks or intends to enroll, if the school states in its annual notification of FERPA rights that it forwards on request.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by a school to comply with the requirements of FERPA. The name and address of the office the administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue S.W.
Washington, D.C. 20202-4605

A school may designate information in education records as “directory information” and may disclose it without parent consent, unless notified that the school is not to disclose the information without consent. The law defines “directory information” as follows:

The student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Notice of these rights is available, upon request, on audiotape, in Braille, and in languages other than English. You may contact the Arizona Department of Education at (602) 542-3111.

NAA Taylor Core Beliefs about Discipline

Northern Arizona Academy employs Restorative Justice as our discipline model for minor behavior infractions. Restorative Justice focuses on building individual responsibility and learning how to appropriately address the consequences of actions instead of focusing on punitive reaction to misbehavior. This does not mean that students who have committed serious infractions do not receive suspension, expulsion or referral to the proper authorities because of their actions.

The following list of core beliefs outlines the professional actions and attitudes of all staff members in this school.

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
2. Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.
3. Students will be given opportunities to make decisions and live with the consequences, be they good or bad.
4. Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.
5. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.
6. Students are encouraged to request an informal “due process hearing” whenever consequences appear to be unfair.
7. School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities.
8. Parents/Guardians shall be notified in a timely manner of harassing, threatening or intimidating conduct against their student.

Student Discipline

Northern Arizona Academy practices logical consequences and tiered intervention as tools for maintaining an appropriate learning environment. This classroom-centered approach fosters assertive teachers who build positive, trusting relationships with their students and teach appropriate classroom behavior via direct instruction, support, interventions, logical consequences, and rewards.

The NAA staff dedicates themselves to the following set of core beliefs that provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences.

Guidelines for Student Behavior

To assist you and others in the pursuit of a quality education, we have established some guidelines for student behavior. These guidelines are designed to create a pleasant and safe environment for all students that are in our schools. You must remember that you are responsible for your own actions. If your actions are in violation of school guidelines, you will face the appropriate consequences. You should also understand that Arizona law allows Career Development Inc to hold you accountable for your behavior on school property, on the way to and from school, during any school sponsored activity, at school bus stops and in other locations outside school grounds if the behavior has a negative impact on other students, teachers or school activities.

Throughout the guidelines for Student Behavior, “parent” means a parent (unless parental rights have been judicially limited or severed), a legal guardian or an individual acting as a parent in the absence of a parent or guardian.

Disciplinary Actions

Students who choose to behave inappropriately at school will participate in their discipline as outlined below. Depending upon the unique individual and the unique circumstance, one or more of the following disciplinary actions may occur.

Informal Talk	A school official (teacher, administrator, or counselor) talks to the student and tries to reach an agreement on how the student will solve the problems he/she has created.
Accountability Meeting	Student who violated the rule(s), victim and other stakeholder such as the Administration, counselor, teacher(s), parents, and probation officer meet in order to listen to different perspectives about the incident. The offender, victim and other stakeholders come to an agreement on how to take accountability and make amends for the rule(s) violation.
Conference	A formal conference is conducted with the student and one or more school officials.
Parent/Guardian Contact	The parent is notified by telephone, personal contact, letter or certified letter. A conference may be conducted with the student, parent, appropriate school officials and any other individual concerned.
In-School Discipline	The student is subject to consequences that do not require suspension from school, such as loss of privileges, detention, temporary removal from class, In School Suspension (ISS), time-out, and on-site community service.
Short Suspension	The student is subject to a suspension of 1-9 school days. The Administration may impose a short suspension. During that suspension, the student is not permitted on district property or at district functions.
Long Suspension	The student is subject to a suspension of 10 school days or more. Long suspension may be recommended by the School Education Team and imposed by the Director. During that suspension, the student is not permitted on district property or at district functions.
Intervention Program	NAA is committed to keeping students involved in the education process. An Intervention Program may be combined with or in lieu of any disciplinary action. Behavior contracts, counseling, and random drug testing may be required components of this program.
Expulsion	The student is subject to permanent expulsion from Northern Arizona Academy. Expulsion may be recommended by the Educational Team and imposed by the Governing Board following a hearing. Only the Governing Board can expel a student. Upon expulsion, a student is not permitted on district property or at district functions unless the student has been re- admitted to school by the Governing Board. When a special education student engages in misconduct that could result in suspension or expulsion, Career Development Inc shall follow state and federal laws governing suspension or expulsion of special education students

Conduct Requiring Discipline

This list is not all-inclusive. A student committing an act of misconduct not listed will, nevertheless, be subject to the discretionary authority of administration. Any student who knowingly assists or encourages another in committing an act of misconduct may be subject to the same disciplinary action as the student who commits the act of misconduct.

These problem areas may also involve criminal violations of state or federal law. School officials must notify law enforcement officials of a suspected crime against persons or property and any incident that could potentially threaten the safety or security of students or staff.

Abuse of a teacher or school employee while performing official duties is a criminal violation of Arizona Law (A.R.S. § 15-507,13-204). Penalties range from a \$500 fine to imprisonment.

Minor Infractions:

Automobile Violation	Bus Violation
Personal displays of affection	Defiance of Authority
Lying/False Accusation	Disorderly Conduct
Parking Lot Violation	Disrespect to fellow students /staff
Student Speech Violation	Disruption of class
Tardiness	Dress Standard Violation
Trespassing	Plagiarism, Use of AI, Forgery
Possession of vape without tobacco products	Inappropriate language

Minor Infractions can result in the following consequences depending upon the severity of the violation.

Repeated violations result in maximum consequences:

- Informal talk
- Accountability Meeting
- Conference
- In-School Discipline: Loss of privilege, detention, community service, etc.
- Parental involvement
- In-school suspension
- Out of school suspension

Major Infractions:

Academic Misconduct/Cheating	Robbery/ Extortion
Alcohol Violation Arson	Sexual Assault
Assault	Sexual Offense
Dangerous Weapon/Firearm/Knife	Technology Violation (Cell phone, etc)
Discrimination	Threats
Drug Distribution	Theft
Drug Possession	Unexcused Absence
Fighting	Tobacco Violation including vapes
Gambling	Vandalism / destruction of property
Gang Activity/ Association	Harassment/Bullying/Hazing

Major Infractions can result in the following consequences depending upon the severity of the violation. Repeated violations result in maximum consequences:

- Parental Involvement
- Accountability Meeting
- Confiscation
- Intervention Program
- Short Suspension
- Long Suspension
- Expulsion
- Police Involvement

Conduct Requiring an Immediate Expulsion Hearing

According to ARS 15-841.H “A school district or charter school shall expel from school for at least one year a pupil who is determined to have threatened an educational institution”

Additionally, under this law the school district may....

1. Reassign a pupil who is subject to expulsion to an alternative education program if the pupil participates in mediation, community service, restitution or other programs.
2. Require the pupil's parent or guardian to participate in mediation, community service, restitution or other programs.

Actions that may lead to expulsion under ARS 15-541.H include...

1. Threatening to cause physical injury to any employee or any person attending an educational institution.
2. Threatening to cause damage to any educational institution, the property of any educational institution, the property of any employee of an educational institution or the property of any person attending an educational institution.
3. Going on or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property
4. Refusing to obey a lawful order to leave the property of an educational institution.

Conduct Requiring the Contact of Law Enforcement

Arizona law requires school officials to contact law enforcement for the situations listed below. The statutes are paraphrased here, and the complete texts should be read. Complete texts can be found at www.azleg.state.az.us/ArizonaRevisedStatutes.asp.

1. Serious Criminal/Physical Threat Incidents

[A.R.S. 15-341 \(A\) \(33\)](#) Requires school districts to report to a local law enforcement agency any suspected crime against a person or property that is a serious offense as defined by [ARS 13-604 \(V\)\(3\)](#), or that involves a deadly weapon or dangerous instrument or serious physical injury and any conduct that poses a threat of death or serious physical injury to employees, students or anyone on the property of the school. Dangerous instrument, deadly weapon and serious physical injury are defined in [ARS 13-105](#).

"Serious offense" means any of the following offenses: First degree murder; second degree murder; manslaughter; aggravated assault resulting in serious physical injury or involving the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument; sexual assault; any dangerous crime against children; arson of an occupied structure; armed robbery; burglary in the first degree; kidnapping; sexual conduct with a minor under fifteen years of age.

2. Threat of an Educational Institution

[A.R.S. 15-841 \(H\)](#) Requires school districts to expel a student for at least one year if it has been determined that the student threatened an educational institution. This includes threatening to cause physical injury to any employee or any person attending an educational institution, threatening to cause damage to the property of an educational institution or the property of any employee of an educational institution, interfering with the lawful use of the property of the educational institution and refusing to leave the property of an educational institution.

3. Deadly Weapon Possession

[A.R.S. 15-515](#) Requires school officials to report to local law enforcement officials any violation of [A.R.S. 13-3102 \(A\) \(12\)](#) (Possessing a deadly weapon on school grounds) or [A.R.S. 13-3111](#) (Minors prohibited from carrying or possessing firearms). Deadly weapon means anything designed for lethal use, including a firearm as defined in [A.R.S. 13-105 \(13\)](#).

"Firearm" means any loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon which will or is designed to or may readily be converted to expel a projectile by the action of expanding gases, except that it does not include a firearm in permanently inoperable condition.

4. Possession of Illegal Drugs

[A.R.S. 13-3411\(F\)](#) Requires school officials to report the possession, use, sale or transfer of marijuana, peyote, dangerous drugs or narcotic drugs in a drug free school zone to local law enforcement. Also requires reporting for the sale or transfer of prescription drugs.

5. Child Abuse/Neglect

[A.R.S. 13-3620](#) Requires school personnel who reasonably believe that a minor is or has been a victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to

have been inflicted by other than accidental means or that is not explained by the available medical history... to immediately report such allegations or cause reports to be made to a peace officer or to Child Protective Services (CPS), except if the report concerns a person who does not have care custody or control of the minor, the report shall be made to a peace officer. A reportable offense means: any offense listed in [Chapters 14 and 35.1](#) of this title or section [13-3506.01](#); surreptitious photographing, videotaping, filming or digitally recording of a minor pursuant to section [13-3019](#); child prostitution pursuant to section [13-3212](#); and incest pursuant to section [13-3608](#).

Electronic Devices (smart phones, etc)

Students are permitted to bring electronic devices such as smart phones to school, and ear buds but electronic devices may not disrupt the learning environment. To ensure the learning environment is protected, the following guidelines will be followed in all classrooms.

All students will be required to “check-in” their electronics at the beginning of each class period.

Electronic devices may only be used if any of the following apply:

- For educational purposes that cannot be served by school technology such as Chromebooks, calculators, computers, etc.
- If the student needs the phone due to a documented medical condition.
- During an active emergency.

Students may not use electronic devices to communicate with others during class periods, unless an active emergency or special circumstances exist that are approved by administration. Students will be provided with their personal electronic device during passing periods and lunch and may communicate with others during that time as long as communication does not cause the student to be tardy to their next class.

If students do not abide by teacher and staff rules it will be considered “defiance of authority” and referred to the Administration. Repeated violations of established school and classroom electronic policies can result in students losing the privilege of being able to bring electronic devices to school.

NAA does not assume liability for personal items brought to school by students. The students and their parent/guardian assume all risks for loss, damage or theft. NAA will not pay for replacement or repair if the personal items are stolen, lost or damaged.

Parent/Student/Guardian Communication

Northern Arizona Academy recognizes that it is important that students, parents and guardians be able to contact one another during the school day. To support this, the following procedures should be followed.

- To contact students, parents and guardians should contact the front office at 928-536-4222 to speak directly to their student or leave a message for their student. The office staff will facilitate communication. Parents and Guardians may also send a text to their student’s personal electronic device that the student will be able to access during their next passing period and/or lunch.
- To contact parents and guardians, students may use the front office phone during class. Students may also contact parents and guardians during passing period and lunch on their personal electronic device.

Social Networking Policy (Facebook, Twitter, etc)

Teachers and staff are not allowed to be your “friend” on Facebook nor be “connected” to you on other social media applications such as Instagram, Twitter, etc. Furthermore, if teacher or staff members become aware of student activities or situations on social media outlets such as Facebook, texting, e-mails, Twitter, etc they are still considered mandatory reporters and therefore must report qualifying incidents to law enforcement and /or Child Protective Services.

Northern Arizona Academy District Technology Acceptable Use Policy

1. Northern Arizona Academy is providing employees, students and invited guests with access to Career Development Inc's electronic communication system (District System), which may include Internet access. This District System includes (but is not limited to) computers, related hardware, software, education networks, Internet and any future additions. This access is a privilege and shall not be considered a right to any individual or group. Guests require the invitation from a member of the management team (Director or Administration).
2. Career Development Inc System has a limited educational purpose. Career Development Inc System is to assist in preparing students for success in life and work in the 21st Century by providing them with electronic access to a wide range of curriculum related information.
3. Users may not use Career Development Inc System for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. District acquisition policies will be forwarded for district purchase of goods or services through Career Development Inc System. Any expenses incurred by violation of this section will be the responsibility of the user and parents of minor users.
4. Users may not use Career Development Inc System for political lobbying.
5. The term "educational purposes" includes use of the system for classroom activities, professional or career development and limited to high-quality self-discovery activities. Users will limit their use of the system for self-discovery purposes to those available times free from academic and administrative needs of self and others.
6. Personal Safety
 - A. Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc. Administrative exceptions may be made such as required forms and workshop registration.
 - B. Student users will not agree to meet with someone they have met online without their parent's approval and participation.
 - C. Student users will promptly disclose to their teacher or other school employee any message they receive or site that is inappropriate or makes them feel uncomfortable. This information shall be put in writing with details and site URL and forwarded through the Administration to the Technology Coordinator for appropriate action.
7. Illegal Activities
 - A. Users will not attempt to gain unauthorized access to Career Development Inc System or to any other computer system through Career Development Inc System or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purpose of browsing.
 - B. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.

- C. Users will not use Career Development Inc System to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
8. System Security
- A. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his/her password to another person.
 - B. Users will immediately notify their teacher or other school employee if they have identified a possible security problem. Users will not demonstrate possible security problems to other students. Users will not go looking for security problems because this may be construed as an illegal attempt to gain access. This information shall be put in writing with details and forwarded through the Administration to the Technology Coordinator for appropriate action.
 - C. Users will avoid the inadvertent spread of computer viruses by not moving files or disks between computers without specific help from an authorized technician.
9. Inappropriate Language
- A. Restrictions against inappropriate language apply to public messages, private messages and material posted on Web pages.
 - B. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
 - C. Users will not post information that, if acted upon, could cause damage or a danger of disruption.
 - D. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
 - E. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages, he/she must stop.
 - F. Users will not knowingly or recklessly post false or defamatory information about a person or organization.
10. Respect for Privacy
- A. Users will not repost a message that was sent to them privately without the permission of the person who sent them the message.
 - B. Users will not post private information about any person.
11. Respecting Resource Limits
- A. Users will use the system only for educational and professional development activities and limited high-quality self-discovery activities. Users will limit their use of the system for self-discovery purposes to those available times free from academic and administrative needs of self and others.
 - B. Users will not download any files unless absolutely necessary and must have received prior permission from the Administration. Users may not add any files or software or make any changes to Career Development Inc System.

- C. Users will not post chain letters or engage in “spamming”. Spamming is sending an annoying or unnecessary message to a large number of people.
- D. Users with e-mail privileges will check their e-mail frequently, delete unwanted messages promptly and stay within their e-mail quota.
- E. No user shall participate in Telenet, FTP, newsgroups, mail lists, chat rooms or similar type activities unless specifically required within their e-mail quota.

12. Plagiarism and Copyright Infringement

- A. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- B. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not he/she can use a work, he/she should request permission from the copyright owner.

13. Inappropriate access to material

- A. Users will not use Career Development Inc System to access material that is profane or obscene (pornography), that advocates illegal acts, that advocates violence or discrimination towards other people (hate literature). For students, a special exception may be made for hate literature if the purpose of such access is to conduct research and access is approved by both the teacher and the parent. District employees may access the above material only in the context of legitimate research.
- B. If a user inadvertently/mistakenly accesses such information, he/she should immediately tell a teacher or other District employee. This may protect users against an allegation that they have intentionally violated Career Development Inc Acceptable Use Policy. This information shall be put in writing with details and site URL and forwarded through the Site Manager to the Technology Coordinator for appropriate action.
- C. Your parent(s)/guardian(s) should instruct you if there is additional material that they think it would be inappropriate for you to access. Career Development Inc fully expects that you will follow your parent(s)/guardian(s) instructions in this matter.

B. Access to the System

1. Career Development Inc’s Acceptable Use Policy, set forth in Section “B”, will govern all use of Career Development Inc System. The Student Handbook will also govern student use of the system. District policy, local, county, state and federal regulations will also govern employee, student and invited guest use.
2. District employees, students and invited guests may have access to the Internet through Career Development Inc’s networked computers after appropriate completion of Account Agreements. Parents may specifically request that their child(ren) not be provided such access by notifying Career Development Inc in writing and/or on the Account Agreement.
3. Individual e-mail accounts for students and invited guests will not be allowed at this time due to limited resources. This includes excluding access to personal sign-ons and accounts from Career Development Inc System.
4. Individual e-mail accounts for district employees will be allowed as needed for the performance of their jobs and at other times not interfering with their job duties.

5. No users shall participate in Telnet, FTP, newsgroups, mail lists, chat rooms or similar type activities unless specifically required by their job responsibilities.
6. Career Development Inc will acquire software and/or hardware designed to block access or filter certain sites. Such blocking and filtering will be guided by current academic needs as determined by the Management Team and current laws.

C. District Limitation of Liability

1. Career Development Inc makes no warranties of any kind, either express or implied, that the functions or the services provided by or through Career Development Inc system will be error-free or without defect. Career Development Inc will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. Career Development Inc is not responsible for the accuracy or quality of the information obtained through or stored on the system. Career Development Inc will not be responsible for financial obligations arising through the unauthorized use of the system.
2. Career Development Inc reserves the right to update the Internet, Computer and Equipment Usage Policy, Career Development Inc Acceptable Use Policy, and the Account Agreements at any time without notice to all users.

D. Due Process

1. Career Development Inc will cooperate fully with local, county, state and federal officials in any investigation concerning to or relating to any illegal activities conducted through Career Development Inc System.
2. In the event there is an allegation that a student has violated Career Development Inc Acceptable Use Policy, the staff will follow normal due process as outlined in Guidelines for Student Behavior as provided in the Student Handbook.
3. Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network.
4. Employee and invited guest violations of Career Development Inc Acceptable Use Policy will be handled in accord with District policy, local, county, state and federal regulations.
5. Any District administrator (Director or Administration) may terminate the account privileges of a guest user by providing notice to the user. Any user account not active for more than thirty (30) days may be removed along with the user's files without notice to the user.
6. Unauthorized users of Career Development Inc System may be prosecuted to the fullest extent of the law.

E. Search and Seizure

1. System users have a limited privacy expectation in the contents of their personal files on Career Development Inc System. However, these files should be removed as soon as possible.
2. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating Career Development Inc Acceptable Use Policy, Guidelines for Student Behavior

or the law.

3. An individual search will be conducted if there is reasonable suspicion that a user has violated the law or the Guidelines for Student Behavior. The nature of the investigation will be reasonable and in context of the nature of the alleged violation.
4. District employees should be aware that their personal files are discoverable under these same conditions

Dress Code

The NAA staff does not wish to stifle creativity and individuality as expressed in dress. Part of our mission is to prepare all students for the world-of-work and their roles in society. To this end, the following common-sense prohibitions will be enforced:

1. All students will dress modestly and appropriately for school. Low-cut, midriff, backless, mesh tops, and visible undergarments are unacceptable as they can be a distraction to learning.
2. No students will wear accessories, hats, t-shirts, jackets or any other item showing drugs, alcohol, tobacco, gang, or sex symbol trade names.
3. Shorts and skirts too short and pants and shorts too baggy/saggy or too revealing will be addressed by administration.
4. Prohibited Gang Related Apparel:
 - Clothing that depicts tagging or spraying of graffiti.
 - Clothing marked with numerals, letters or words that may be interpreted as demonstrating gang affiliation.
 - Excessive color identities in red and/or blue clothing garments, including hats.
 - Bandanas worn as head coverings, accessories or hanging from pockets.
 - Belts with more than one buckle.
 - No initials on belt buckles, hats, chains, etc
 - Clothing that depicts or endorses violence
 - Gaiter face coverings

If a student's attire is inappropriate or prohibited, the student will have the following options:

- Cover, reverse, or otherwise change clothes so that the prohibited aspect of the clothing is not visible.
- Change clothes into NAA provided attire.
- Call a parent or guardian to bring appropriate attire.
- Suspension.

Please note: If a student spends time out of class waiting for appropriate attire to arrive or leaves campus to change clothes, it is an unexcused absence.

Beverages

Due to repeated issues with spilled beverages on campus and the resulting damage to school property, all beverages brought in by students must be in a container with a lid that seals the beverage inside the container.

Sexual Harassment

Northern Arizona Academy prohibits sexual harassment of or by its employees or students. Sexual Harassment negativity affects morale, motivation and performance. Sexual harassment is inappropriate, offensive, illegal, and will not be tolerated.

- Sexual harassment includes unwelcome verbal behavior such as comments, suggestions, jokes or derogatory remarks based on sex; physical behavior such as pats, squeezes, repeated brushing against someone's body, or impeding or blocking normal work or movement; visual harassment such as posting of sexually suggestive or derogatory pictures, cartoons or drawings, even at one's work station; unwanted sexual advances, pressure for sexual favors and/or basing employment decisions (such as an employee's or students evaluation, work assignment or advancement) upon the individuals acquiescence to sexually harassing behavior.
- Any employee or student who is aware of any instance of sexual harassment should report the alleged act immediately to the Administration. If the employee or student is uncomfortable in discussing the matter with the Administration, or if the Administration is not available, he/she should report the alleged act immediately to the Executive Director. All complaints will be investigated promptly, impartially and discretely. Upon completion of the investigation, appropriate parties will be notified of the findings. Any individual who has been found to have sexually harassed an employee or student will be subject to appropriate corrective action ranging from a disciplinary warning to termination/expulsion. No individual will suffer retaliation for reporting instances of sexual harassment.

Title IX

Title IX of the Federal Education Amendments Act protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Career Development Inc does not discriminate on the basis of sex and is required by Title IX not to discriminate in such a manner. Career Development Inc adheres to all conditions established by Title IX by recognizing the right of every student who attends school in Career Development Inc and every employee who works in Career Development Inc to do so without the fear of sexual harassment.

For the purposes of implementing this policy and for any allegation of sexual harassment against a student, Career Development Inc accepts and shall employ the definition of sexual harassment as established by the Title IX regulations. For claims of sexual harassment of one employee by another employee, please see Policy ACA, Sexual Harassment. Under Title IX, sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- A. An employee of Career Development Inc conditioning the provision of an aid, benefit, or service of Career Development Inc on an individual's participation in unwelcome sexual conduct,
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Career Development Inc's education program or activity; or
- C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Discipline for infractions other than Sexual Harassment can be imposed on a student, employee, or District vendor for engaging in the type of conduct described above regardless of whether the offending conduct is sufficiently severe or pervasive so as to constitute a violation of Title IX.

Career Development Inc also accepts and shall employ the definition of a complainant as an individual who is alleged to be the victim of conduct that could constitute sexual harassment, and a respondent as an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

District Title IX Coordinator

Career Development Inc shall designate and authorize an employee as the "District Title IX Coordinator" to comply with its responsibilities pertaining to sexual harassment under Title IX. Inquiries about the application of Title IX may be referred to Career Development Inc's Title IX Coordinator.

Reporting Procedures

Any person may report sex discrimination, including sexual harassment, regardless of whether the

person reporting is the person alleged to be the victim of the reported conduct or not. A report may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for Career Development Inc Title IX Coordinator, or by any other means that results in Career Development Inc Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for Career Development Inc Title IX Coordinator in Regulation ACAA-R. Career Development Inc shall notify students, parents or legal guardians of students, employees, applicants for employment, and all unions or professional organizations holding collective bargaining or professional agreements with Career Development Inc, of the name or title, office address, electronic mail address, and telephone number of Career Development Inc Title IX Coordinator.

Investigation Procedures

School employees must report to the Title IX Coordinator all sexual harassment incidents or allegations of which they become aware. Career Development Inc will respond promptly when any school employee has notice of sexual harassment. Upon receipt of notice of sexual harassment, Career Development Inc shall notify students, parents or legal guardians of students, employees, applicants for employment, and all unions or professional organizations holding collective bargaining or professional agreements with Career Development Inc, of Career Development Inc's grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how Career Development Inc shall respond. Career Development Inc is committed to investigating each formal complaint submitted and to taking appropriate action on all confirmed violations of policy. Career Development Inc shall follow grievance procedures that provide for the prompt and equitable resolution of complaints from students and employees alleging sexual harassment.

Confidentiality

Career Development Inc shall, to the extent reasonably feasible, keep confidential the identity of any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as is necessary to carry out the grievance process and as may otherwise be required or permitted by law.

Title IX sexual harassment complaints may include violations covered by Arizona's mandatory reporting statute, A.R.S. §13-3620. Any abuses classified by statute as "reportable offenses" must be reported as such to the authorities because not reporting a reportable offense is classified as a Class 6 Felony.

Retaliation Prohibited

Neither Career Development Inc nor any person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has in good faith made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing.

Intimidation, threats, coercion, or discrimination, including charges against an individual for violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

Northern Arizona Academy
Title IX Complaint Report Form

Your Name: _____

Victim's Name: _____

Person Accused of Title IX Violation: _____

Date of the Incident: _____ Date of the Report: _____

2. Please describe the location of the incident:

3. Please describe the incident. Use as much detail as possible:

4. List all witnesses or individuals who would have more information about this incident:

5. List evidence of the incident (i.e. letters, photos, etc. – attach evidence if possible):

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature of Complainant: _____ Date: _____

Signature of Person Receiving Form: _____ Date: _____

Please attach any supporting documentation/evidence/investigation. This report will be followed up with within 5 school/work days.

If you fear a student is in IMMEDIATE danger, contact the police immediately!

Parking Lot & Use of Vehicles

Students are welcome to drive their own vehicles to school. Upon arrival, vehicles should be locked. There will be no reason to return to your vehicle until it is time to go home. No student will be in the parking lot during school hours for any reason without the approval of a staff member. Students are not allowed to sit in vehicles in the parking lot during school hours or at lunch. The Administration reserves the right to revoke parking lot privileges. Visitors must check in at the office and visit inside the building.

Students traveling from outlying areas where NAA transportation is not available may be eligible to apply for a student mileage reimbursement stipend or be provided with a city bus pass. Ask administration for an application form.

Transportation Rules

Students being transported are under the authority of the driver, and shall observe established and appropriate standards of classroom behavior and dress while riding a bus. Students shall also observe the following specific standards.

1. Obey driver's instructions.
2. In vehicles with seatbelts, always wear the seatbelt per state law ARS 28-909.
3. Keep aisles clear.
4. Remain seated until the scheduled stop.
5. Keep hands, arms, feet, legs and head inside the vehicle.
6. Talk quietly. Do not yell or use vulgar or abusive language.
7. Keep hands to yourself. Be courteous.
8. Do not throw anything inside the vehicle or from the vehicle.
9. Do not eat or drink.
10. Skateboards, glass objects, animals, weapons, tobacco, alcohol or drugs and not allowed.
11. Do not play personal music players without headphones.
12. Sit in assigned seats, if seats are assigned.
13. Maintain appropriate standards of conduct while traveling to and from school and at the bus stop.
14. Do not abuse or deface vehicles or vehicle equipment.
15. Please note: once students are in the vehicle they can only be let off at school or at their designated stop. They cannot choose to get out of the vehicle wherever they would like.
16. If you are the only one picked up at your stop and you know you will not need transportation on various days, please inform the driver or school administration in advance.

Denial of School Transportation Service

Transportation is a privilege, not a right. Inappropriate conduct at stops, in school vehicles, or in the process of boarding or disembarking from a school vehicle may result in the denial of transportation privileges. When transportation rules are consistently violated and cause danger to the students or drivers, the student may be denied transportation privileges for an entire school year.

Search & Seizure

Students possess the right to privacy of person, as well as to freedom from unreasonable search and seizure of property as guaranteed by the Fourth Amendment of the Constitution. The school, however, balances these individual rights with the responsibility to protect the health, safety and welfare of all students and staff.

In school settings, "reasonable suspicion" is the legal standard for conducting student searches, requiring that there are reasonable grounds to believe a student has violated a school rule or law, and that the search is reasonably related to the situation. Unlike the higher "probable cause" standard for law enforcement, reasonable suspicion allows for searches based on specific observations or information, rather than a full-blown investigation.

Search of a Student's Person

A search of student's person, bag or purse shall be undertaken by school personnel or law enforcement only if there is reasonable suspicion that the student has violated a school rule or law or possesses a dangerous, prohibited or illegal substance, or object or items that may interfere with school purposes or present a threat to people or property.

Search of a Motor Vehicle

A school official or law enforcement may search a motor vehicle when there is reasonable suspicion to suspect that the vehicle contains evidence that a student is violating a law or school rule.

Anti-Bullying Policy

When students are afraid to attend school/classes they cannot learn. Bullying prevention programs can help to provide a safe environment in which teachers can teach and students can learn. When a student is bullied his or her ability to participate in and benefit from the school's educational programs or activities is adversely affected. The goal of this policy is to ensure that procedures are in place to prevent bullying, limit the prevalence of bullying, and to make consequences salient to everyone involved.

Northern Arizona Academy believes that providing an educational environment for all students, employees, volunteers, and families, free from harassment, intimidation, or bullying supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. Therefore, harassment, intimidation or bullying are forms of dangerous and disrespectful behavior that will not be tolerated.

Definitions

1. "Bullying" means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.
2. "Cyber bullying" means the willful and repeated harm inflicted through the medium of electronic text.
 - a. "willful" (the behavior has to be intentional, not accidental)
 - b. "repeated" (bullying reflects a pattern of behavior, not just one isolated incident)
 - c. "harm" (the target must perceive that harm was inflicted)
 - d. "electronic text" (differentiates cyber bullying from traditional bullying)
Cyber bullying is also known as electronic bullying, e-bullying, mobile bullying, online bullying, digital bullying and Internet bullying.
3. "Harassment" means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.
4. "Disability Harassment" is defined as intimidation or abusive behavior toward a student based on a disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in Career Development Inc. Harassment and Disability Harassment include but are not limited to:
 - a. Verbal acts, teasing, use of sarcasm, jokes;
 - b. Name-calling, belittling;
 - c. Non-verbal behavior such as graphic or written statements;
 - d. Conduct that is physically threatening, harmful, or humiliating; or
 - e. Inappropriate physical restraint by adults.
5. "Racial Harassment" consists of physical or verbal conduct relating to an individual's race when the conduct:

- a. Has the purpose or effect of creating an intimidating, hostile, or offensive academic environment;
 - b. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
 - c. Otherwise adversely affects an individual's academic opportunities.
6. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, in order for that student to be initiated into or affiliated with a student organization, or for any other purpose. Hazing includes but is not limited to:
- a. Any type of physical brutality such as whipping, beating, striking, branding, shocking, or placing a harmful substance on the body.
 - b. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subject the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - c. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - d. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - e. Any activity that causes or requires the student to perform a task that involves a violation of state or federal law, or district policies.

Notice of Prohibition Against Bullying and Anti-Bullying Interventions

1. "Bullying behavior by any student at Northern Arizona Academy is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation that a reasonable person under the circumstances should know will have the effect of:
- a. Placing a student in reasonable fear of physical harm or damage to the student's property; or
 - b. Physically harming a student or damaging a student's property; or
 - c. Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

Students and parents may file verbal or written complaints concerning suspected bullying behavior to school personnel and administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, up to and including suspension and/or expulsion.”

2. Staff will be reminded at the beginning of each school year about the Anti-Bullying Policy, as well as their responsibilities regarding bullying behavior. A copy of the policy will be disseminated annually.
3. The Anti-Bullying Policy will be available on the Northern Arizona Academy website and in the student handbook.

Reporting Intimidation, Harassment, or Bullying Behavior

1. Any student who believes he/she has been the victim of harassment, intimidation, bullying, or hazing by a student or school personnel, or any person with knowledge or belief of such conduct that may constitute harassment, intimidation, bullying, or hazing toward a student should immediately report the alleged acts.
2. Any parent or guardian who believes that an NAA student has been the victim of harassment, intimidation, bullying, or hazing by a student or school personnel should immediately report the alleged acts.
3. The report may be made to any staff member. The staff member will assist the student in reporting to the Administration or other district personnel.
4. Teachers and other school staff who witness acts of bullying or receive student reports of bullying are required to promptly notify campus administration.
5. Reports should be done in writing using the Harassment, Intimidation, Bullying, or Hazing Complaint Form. Forms are available in the campus office, Career Development Inc office, and on the Northern Arizona Academy website. Completed Forms can be given to any staff member or the Administration.
6. The Administration is required to accept and investigate all reports of intimidation, harassment or bullying.
7. The Administration is required to notify the parent or guardian of a student who commits a verified act of intimidation, harassment, or bullying of the response of the school staff and consequences that may result from further acts of bullying.
8. Nothing in this policy shall prevent any person from reporting directly to the Executive Director.
9. Retaliation against an individual who either orally reports or files a written complaint regarding harassment, intimidation, bullying, or hazing or who participates in or cooperates with an investigation is prohibited.
10. The right to confidentiality, both of the complainant and the accused, shall be preserved consistent with applicable laws.
11. If harassment or bullying continues, the perpetrator can be immediately suspended and removed from the school, pending a long-term hearing.

12. To the extent permitted under the Family Educational Rights and Privacy Act (FERPA) school staff is required to notify the parent or guardian of a student who is a target of bullying of the action taken to prevent any further acts of bullying.

Investigating Intimidation, Harassment, or Bullying Behavior

The Administration will appropriately and promptly investigate all reports of harassment, intimidation, bullying, or hazing. In determining whether the alleged conduct constitutes bullying, the totality of the circumstances, the nature of the conduct, the student's history, and the context in which the alleged conduct occurred will be investigated.

1. The investigation shall consist of personal interviews with the complainant, the individual(s) against whom the complaint was filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may include parental involvement as deemed necessary/appropriate by the Administration. The investigation may also consist of other methods or documents deemed relevant by the investigator.
2. Career Development Inc may take immediate steps to protect the complainant, students, teachers, administrators, or other school personnel pending the completion of an investigation.
3. The investigation shall be completed as soon as possible. The Administration shall make a written report to the Executive Director upon completion of the investigation. If the complaint involves the Executive Director, the report shall be filed directly with the Board President. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. A copy of the completed report will be maintained by the Executive Director/Safe Schools Coordinator.

Consequences for Bullying

1. Verified acts of bullying shall result in intervention by the Administration or his/her designee that is intended to ensure that the prohibition against bullying behavior is enforced.
2. Bullying behavior can take many forms and can vary dramatically in how serious it is, and what impact it has on the targeted individual and other students. Accordingly, there is no one response to bullying. While conduct that rises to the level of "bullying" as defined above will generally warrant disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the Administration. In addition to protecting the victim of bullying and preserving the school environment, a conscious effort will be made to understand the bully, identify needs, and support the bully's development through appropriate interventions as a part of the Individual Learning Plan process.

Consequences for Knowingly Making False Reports

False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Anti-Bullying included in Health Education Curriculum

“Health Life Skills” is the instructional program that provides the opportunity to motivate and assist all students to maintain and improve their health, prevent disease, and reduce health related risk behaviors. It allows students to develop and demonstrate increasingly sophisticated health-related knowledge, attitudes, skills, and practices. It meets the content standards with benchmarks and performance standards as set forth by the Arizona Department of Education.

Bullying behavior is mentioned specifically in many areas of the Health Education performance standards, in all grade levels. It is imperative that students are comfortable with understanding, describing, and recognizing bullying behaviors, and then being able to analyze those behaviors and role play refusal skills.

Northern Arizona Academy
Bullying Complaint Report Form

Your Name: _____

Victim's Name: _____

Bully's Name: _____

Date of the Incident: _____ Date of the Report: _____

6. Please describe the location of the incident:

7. Please describe the incident. Use as much detail as possible:

8. List all witnesses or individuals who would have more information about this incident:

9. List evidence of bullying (i.e. letters, photos, etc. – attach evidence if possible):

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature of Complainant: _____ Date: _____

Signature of Person Receiving Form: _____ Date: _____

Be sure to attach any supporting documentation/evidence/investigation.
This report will be followed up with within 2 school/work days.
If you fear a student is in IMMEDIATE danger, contact the police immediately!

Your Rights to Due Process

Relative to student discipline, due process means that students are entitled to certain notice and hearing procedures before they can be suspended long term or expelled. In some situations, there are also procedures that students may follow if they do not agree with the school's actions. If a student is faced with a possible suspension or expulsion, the appropriate due process procedure will be implemented. The following summary provides an overview to acquaint students and parents with the existing procedures.

For special education students, the Individual with Disabilities Education Act (IDEA) guidelines will be followed as outlined in the Northern Arizona Academy Special Education Policy and Procedure Manual.

Short Term Suspension

A short suspension is one (1) to nine (9) school days. The notice and hearing required for a short suspension are more informal and abbreviated than for a long suspension or expulsion. There is no legal right to appeal a short suspension. The Administration has the authority to suspend a student for nine (9) school days or less. When a short suspension is the anticipated disciplinary action, the Administration will provide the student with the opportunity to participate in an informal hearing between the Administration and the student and may include other people associated with the incident.

The Administration will verbally inform the student of the alleged behavior that is considered a violation of the rules. The student will be given an opportunity to respond and present his/her version of the situation. If, after these procedures are completed, the Administration decides that a short suspension is appropriate, the suspension will begin, and the parent/guardian will be notified.

The Administration may, in addition to imposing a short suspension, recommend to the Director that a long suspension be imposed. The short suspension will nevertheless take place. The Administration may immediately suspend a student when the student's presence creates a danger to any student or school personnel.

Long Term Suspension

A long suspension is ten (10) or more school days. In addition to imposing a short suspension, the Administration may recommend that a long suspension be imposed. Notice shall be given to the student and parent/guardian that the Administration is recommending to the Director that the student be suspended for ten (10) or more school days. Student/parents/guardians who disagree with the recommendation for long suspension may appeal the matter in writing to the Director within three (3) school days of the recommendation. The Director will provide an opportunity to meet with the student and parent/guardian to discuss the situation in an informal setting. The Director then determines whether a long suspension should be imposed or if good cause exists for a

long suspension. The Director shall respond within fifteen (15) school days after the informal meeting takes place.

If a student/parent/guardian disagrees with the Director's decision for a long suspension, a formal hearing may be requested in writing by the parent/guardian. The parent/guardian and student shall be given written notice of the date, time and place for the hearing at least five (5) days prior to the hearing. The Governing Board's decision is final.

Intervention Program (IP)

The intervention program may be combined with, or in lieu of, any disciplinary action a school official takes. Examples include, but are not limited to, community service work, substance abuse programs, anger management groups, tobacco education, counseling, research papers, reading assignments and other research assignments. Parents/guardians or students may discuss this alternative with the Director. Random drug testing may be a component of this program.

Expulsion

Expulsion means the withdrawal of the privilege of attending Northern Arizona Academy unless the Governing Board reinstates that privilege. Only the Governing Board can expel a student. Expulsion shall take effect only after a formal hearing is conducted and the Governing Board has made a decision to expel. If the Director believes that expulsion is appropriate, the Director shall give written notice to the student and parent/guardian that expulsion is being recommended to the Governing Board and that a hearing on expulsion will take place. The student and parent/guardian also shall be given notice of applicable due process procedures.

The parents/guardians and any student subject to expulsion hearing shall be given written notice of the date, time and place for the hearing at least five (5) working days prior to the hearing. The hearing shall be closed to protect the privacy of the student unless the parent/guardian requests that it be open to the public. The Governing Board is the ultimate authority in Career Development Inc.

Police Involvement

School officials are not required to initiate or complete due process procedures prior to notifying law enforcement officers. If law enforcement officers are notified, parents/guardians will be contacted by telephone or certified letter. Any action taken by law enforcement officers will be separate from disciplinary action taken by the school district.

PARENT/GUARDIAN & STUDENT SIGNATURE PAGE

I have read the Handbook for Northern Arizona Academy for the 2023/2025 school year.

I have been given the opportunity to ask questions.

I understand the policies and agree to support them.

Student Name (Please Print)

Signature of Student

Date

Parent /Guardian Name (Please Print)

Signature of Parent/Guardian

Date

Parents and Guardians — Please let us know what your interests, talents and availability is. We would like you to become actively involved with Northern Arizona Academy. Remember, this can be volunteering to help in the office, Advisory Councils, on field trips, on project-based activities, or any place else you may see an opportunity. It can include connecting us with a community partner, a community need, your place of employment, or resources. We need you and value your commitment to your student’s education. Please use this space to comment on areas you would like to be involved in or any policies or procedures you have feedback on.