



Parent/Student Handbook

2018-2019

NORTHERN ARIZONA ACADEMY
A NORTH CENTRAL ACCREDITED
CHARTER HIGH SCHOOL

www.naacharter.org

“Making Non-Traditional Educational Opportunities Possible.”

Taylor Campus

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Northern Arizona Academy 2018-2019 School Calendar

August 8, 2018	1 st Day of School – Trimester 1 starts
August 13-17, 2018	NWEA
September 3, 2018	Labor Day-No School (Staff and Students)
September 19, 2018	Title I Annual Meeting – Parent Conferences
October 3, 2018	40 th day
October 11-12, 2018	Fall Break No School (Staff and Students)
Oct 29- Nov 2, 2018	Finals Week
November 2, 2018	Trimester 1 Ends - Early Release
November 5, 2018	Trimester 2 Begins
November 5-9, 2018	NWEA
November 12, 2018	Veteran’s Day-No School (Staff and Students)
November 2018	AZ Merit Window
November 22-23, 2018	Thanksgiving Break-No School (Staff and Students)
December 12, 2018	Parent Teacher Conferences
December 21, 2018	Early Release
December 24, 2018	Winter Break -No School (Teachers and Students)
January 7, 2019	School Resumes
January 16, 2019	100 th day
January 21, 2019	Civil Rights Day-No School (Staff and Students)
February 11-15, 2019	Finals Week
February 15, 2019	Trimester 2 Ends – Early Release
February 18, 2019	President’s Day-No School (Staff and Students)
February 19, 2019	Trimester 3 Begins
February 19-22, 2019	NWEA
March 11-15, 2019	Spring Break
April 2019	AZ Merit Window
April 3, 2019	Parent-Teacher Conference
April 19, 2019	Good Friday Holiday
April 26, 2019	Snow Rebate Day
May 10, 2019	Snow Rebate Day
May 14-21, 2019	Finals Week
May 22, 2019	Student's Last Day
May 23, 2019	Taylor Graduation
May 28, 2019	Teacher’s Last Day

NORTHERN ARIZONA ACADEMY STAFF

Board of Directors

Sandy Nield, President
Diana Fergus, Secretary
Leslie Trout
Lorie Jean Haymore
Joseph Bielefeldt

District Administration

Amy Carlyle, Executive Director
Sandi Bartram, Executive Assistant

Taylor Campus

Donna Spires, Behavioral Specialist and Community Outreach
Lorie Jean Haymore, Bus Driver
Terry Ellis, Bus Driver; Instructional Assistant
Charlotte Frost, NSLP Worker
Karen Jestis, SPED Director
Carol Kozakiewicz, Electives Teacher
John Kandikatla, Math Teacher / Science Teacher
Ginifer Maceau, Social Studies / English Teacher
Lydia Humphries, ELA / Specials Teacher
Jonelle Sinclair, Paraprofessional
Patricia Borseth, Paraprofessional

Staff Contact Information:

Staff Member	E-mail
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Welcome to NAAI

Northern Arizona Academy or NAA, is a community-based charter secondary school for grades 9 through 12 serving students ages 14 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 and accredited by the North Central Association (NCA) since 1997.

Vision Statement

Northern Arizona Academy will guide students in developing the social and academic skills necessary to achieve their goals and lead successful, fulfilling lives as citizens of the world.

Mission Statement

Northern Arizona Academy's mission is to create an alternative learning environment for youth requiring additional structure and support to attain their full potential so as to transition successfully into positive, productive, engaged citizens. Northern Arizona Academy will

- Provide a personalized environment by employing small class sizes and individualized support;
- Structure student achievement via Individual Learning Plans and college and career readiness activities;
- Foster the development of 21st Century Skills;
- Model and instruct appropriate social standards and behaviors;
- Encourage and support students as they identify and achieve personal goals through self exploration.



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

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 the principal 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 the Principal during 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 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.

A Word of Thanks to All of Our Parents!

Thank you for partnering with us in your student's education. We are working hard to increase parental 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 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 goals 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 son or daughter that you value their educational process.

Parent Responsibilities to Ensure Academic Achievement

- Make sure your student attends school regularly and promptly each day.
- Ensure your student brings necessary materials to school.
- Ensure your student has a quiet place at home to study.
- Have a positive attitude about education.
- Participate in parent/teacher conferences and other school sponsored activities (Check out the calendar on page 3!).
- Encourage your student to participate in prevention/intervention services recommended by staff.
- Communicate regularly with the school regarding attendance, absence and academic achievement.
- Actively participate in the development, implementation and evaluation of their student's Individual Learning Plan.

General Information

Northern Arizona Academy is operated by Career Development, Inc., a private, non-profit, 501©3 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 Individual Learning 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 is free for all students.

Title One School-Wide Services

Individualized Learning Plans— We believe a core element contributing to the success of Northern Arizona Academy’s students is the development of an Individual Learning 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 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 are needed to attend Orientation, Parents Night Out and Parent-Teacher Conferences. We also invite you to join us for the Site Council’s quarterly meetings and Honor’s Breakfasts. 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 your Campus Manager 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.

Read 180 & Math 180 - In order to improve student performance in math and reading, NAA has implemented the researched based Scholastic programs, Math 180 and 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.

Instructional Assistants – Students who need additional behavioral or academic support in order 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.

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 whom 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 move 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 Principal.

Admissions

Admission is open to all students ages fourteen through twenty-one.

NOTE: A student who has been expelled or is in the process of being expelled from another institution **may be** admitted to Northern Arizona Academy upon approval of the Executive Director.

Admissions Procedures/Requirements

The following procedures and requirements for admission to N.A.A. 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.
4. Applicants provide proof of immunization, a personal belief statement, or a written certification.

Waiting List

NAA will accommodate students seeking admission without regard to race, religion, national origin 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, each site places a limit 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 adheres to the state requirement that a returning student or a sibling of a student will have priority for enrollment.

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.

Hours of Operation

Classes are in session **Monday, Tuesday, Thursday and Friday 8:30 AM – 2:55 PM**. Classes are in session **Wednesday 8:30am-12:45pm**. 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.

Class Schedule

Monday, Tuesday, Thursday, Friday

1st - 8:30-9:40

2nd - 9:45-10:55

3rd - 11:00 - 11:50

Lunch - 11:50-12:30

4th - 12:30-1:40

5th - 1:45 - 2:55

Wednesday

1st - 8:30-9:10

2nd - 9:15-9:55

3rd - 10:00-11:00

4th - 11:05-11:45

5th - 11:50-12:30

Lunch - 12:30 - 12:45

Early Release Days follow the Wednesday Schedule.

Attendance

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

- **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.**
- **As mandated by the AZ state policy, after six absences all absences are considered unexcused and truancy is reported to the local authorities for students under the age of 16.**
- Students absent for ten consecutive days without verification of a valid excuse are automatically withdrawn and placed at the bottom of the waiting list.
- Five or more tardy incidents may be converted to the equivalent of one day of absence.
- The Principal must approve any exceptions to this policy in writing.
- Appeals to this policy may be submitted, in writing, to the Executive Director.

Attendance reports are sent to parents at the mid-term of each quarter and as needed or requested. The following abbreviations are used on attendance reports and will help you understand the information.

PA = Pre-arranged Absence. Parent or Guardian has called ahead of time to inform the school of a planned excused absence.

UA = Unexcused Absence.

ED = Early Departure.

EA = Excused Absence.

WA = Weather Absence.

FA = Family Emergency.

UT = Unexcused Tardy.

SA = Suspension Absence.

ET = Excused Tardy.

IS = In-School Suspension

WT = Weather Tardy.

Checking out Procedures

NAA Taylor Campus operates under an open campus policy during lunch hour. Students must have written parental permission on file to leave the campus for lunch. The Principal reserves the right to revoke open campus privileges.

Every student leaving campus during the school day for any reason must be checked out by a parent/guardian 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 100.0 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 help sooth the cough and limit distractions in class.

Progress Reports

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

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)
- 60%-69%=D (Below Average)
- Below 60%=F (No Credit)

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 Principal 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. Ask the Principal for an application form.

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 the Principal. 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 will also be 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 Principal 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 Principal to discuss your plan. A written approved plan signed by the Principal 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 Principal. 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.

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 the Principal will help guide you in the process, it is the student’s responsibility to complete the application and required paper work to enroll in NAVIT.

NAA Graduation Requirements

English	4 Credits	Includes ½ Credit of Speech & Debate
US History A & B	1 Credit	
World History	½ Credit	
Geography	½ Credit	
US Government	½ Credit	
Economics	½ Credit	
Math	4 Credits	Includes Algebra I, Geometry, and Algebra II
Science	3 Credits	Includes ½ Credit Biology
Fine Arts or Vocational	1 Credit	
Health Life Skills	½ Credit	
Electives	6 ½ Credits	
TOTAL	22 Credits	

Civics Test

In 2015, the Arizona legislature passed the American Civics Act (House Bill 2064). This bill will require students, beginning with the graduating class of 2017, to pass a civics test based on the United States Immigration and Naturalization civics questions. In addition, NAA requires a senior paper and a formal resume for graduation.

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 Principal. Upon receipt of the form, the Principal 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 in writing PRIOR to beginning the course. Ask the Principal for the Independent Study Contract application form.

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 Principal for a work credit packet.

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. All computer classes require a pen-and-paper administered final exam to ensure mastery of the content. Some classes will also require additional assignments such as projects and essays. In order to ensure the academic integrity of computer-based classes the Principal and teachers will take appropriate actions to discourage cheating, ensure student work is actually the work of the student, and follow required protocols for administering final exams.

Immunizations

Subject to the exemptions provided by law, immunizations against Rubeola (measles), Rubella (German measles), Poliomyelitis and Diphtheria are required for attendance of any child in any public school. Also, the Hepatitis B series of three doses over a four to six month period and a second MMR vaccine is now required.

A student's immunization records must be submitted prior to attendance, although a student may be conditionally enrolled provided that necessary immunizations are initiated within five (5) days. This means that a student may enroll, saving his/her seat in class, but may not attend until the requirement for immunizations is met within five (5) days. If the requirement for immunizations is not met, he/she will be dropped from enrollment, and if requested, have his/her name added to the bottom of the waiting list.

Any student with serologic confirmation of past infection with a vaccine-preventable disease shall not be subject to immunization against that disease as a condition of attending school. NAA will cooperate with County and State Health departments in programs of immunization. Parent permission must be secured before a minor student may participate in such immunization projects.

NOTE: If a student and/or parent indicate an inability to obtain immunization because of the cost involved, the Principal should be contacted. The Principal will assist in arranging assistance as required.

Immunization Exemptions:

In accordance with ARS 15-873, Exemptions, documentary proof is not required for a student to be admitted to school if one of the following occurs:

1. The parent or guardian of the pupil submits a signed statement to the Principal stating that the parent or guardian has received information about immunizations and the potential risks of non-immunization, and that due to personal beliefs; the parent or guardian does not consent to the immunization of the pupil.

OR

2. The Principal receives written certification which is signed by the parent or guardian **AND** by a physician which states that one or more of the required immunizations may be detrimental to the pupil's health and which indicates the specific nature and probable duration of the medical condition or circumstance which precludes immunization. This type of exemption is only valid during the duration of the circumstance or condition that precludes immunization.

Pupils who lack documentary proof of immunization shall not attend school during outbreak periods of communicable immunization-preventable disease in the community as determined by the Department of Health Services or local Health Department. The Department of Health Services or local Health Department shall transmit notice of this determination to the Principal responsible for the exclusion of pupils (ARS 15-803, 36-329, 36-629.01).

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.

Parents Rights to Know

As a parent 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.

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 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 Principal 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 (which includes Tylenol, Benadryl, Cough Drops, etc.). This can be done easily by the parent calling the Physician and having the Physician fax 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.

Confidentiality of Student Education Records & School Directory Information

The Family Educational Rights And Privacy Act (FERPA) affords parents 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 Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal 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 or eligible students may ask a school district to amend a record that they believe is inaccurate or misleading. They should write the Principal, 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 follow 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

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.

Student Discipline

Northern Arizona Academy practices Restorative Justice as a tool 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, supports, and rewards.

The NAA staff dedicate 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 the district 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.
- Restorative Justice** Student who violated the rule(s), victim and other stakeholder such as the Principal, 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 to make amends for the rule(s) violation.
- Conference** A formal conference is conducted with the student and one or more school officials.
- Parent Involvement** 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 Principal 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, the district 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 the Principal or Director. 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
Defiance of Authority	Disorderly Conduct
Disrespect to fellow students /staff	Disruption of class
Dress Standard Violation	Forgery
Inappropriate language	Personal displays of affection
Lying/False Accusation	Parking Lot Violation
Student Speech Violation	Tardiness
Trespassing	Possession of vape without tobacco products

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

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

Major Infractions:

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

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

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

Knives

To ensure the safety of staff, students, and visitors no knives of any size or type are allowed on campus, buses or at school related activities. A violation of this policy involves confiscation of the knife and an appropriate disciplinary action.

Electronic Devices (smart phones, etc)

Students are permitted to bring electronic devices such as smart phones to school, but teachers and staff will establish rules so they do not interfere with the learning environment. For example, all students will be required to “check-in” their phones at the beginning of each class period. Later during the class period teachers may authorize students to utilize certain smartphone features such as calculators, the internet to conduct academic research, listening to music utilizing headphones during independent study, etc. If students do not abide by teacher and staff rules it will be considered “defiance of authority” and referred to the Principal. Repeated violations of establish school and classroom electronic polices can result in students losing the privilege of being able bring electronic devices to school.

Social Networking Policy (Facebook, Twitter, etc)

Teachers and staff are not allowed 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.

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 reclosable lid that seals the beverage inside the container.

Dress Code

The NAA staff does not wish to stifle creativity and individuality as expressed in dress. However, the following common-sense prohibition 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. Part of our mission is to prepare all students for the world-of-work and their roles in society. Gentlemen are reminded that it is customary in our society to remove hats when inside a building.
3. No students will wear accessories, hats, t-shirts, jackets or any other item showing drugs, alcohol, tobacco, gang, or sex symbol trade names.
4. Shorts and skirts too short and pants and shorts too baggy/saggy or too revealing will be addressed by Principal.

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.

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 student's evaluation, work assignment or advancement) upon the individual's 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 Principal. If the employee or student is uncomfortable in discussing the matter with the Principal, or if the Principal 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.

Bus Rules

Students being transported are under the authority of the bus 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. Keep aisles clear.
3. Remain seated until the scheduled stop.
4. Keep hands, arms, feet, legs and head inside the bus.
5. Talk quietly. Do not yell or use vulgar or abusive language.
6. Keep hands off of others. Be courteous.
7. Do not throw anything inside the bus or from the bus.
8. Do not eat or drink unless allowed to do so by the bus driver.
9. Do not carry skateboards, glass objects, animals, weapons, tobacco, alcohol or drugs on the bus.
10. Do not play personal music players without headphones.
11. Sit in assigned seats, if seats are assigned.
12. Maintain appropriate standards of conduct while traveling to and from school and at the bus stop.
13. Do not abuse or deface bus or bus equipment.
14. Please note: once students are on the bus they can only be let off at school or at their designated stop. They cannot choose to get off the bus wherever they would like.
15. If you are the only one picked up at your bus stop and you know you will not need the bus on various days, please inform the bus driver or school administration in advance.

Denial of School Bus Service

Bus riding is a privilege, not a right. Inappropriate conduct at bus stops, on buses, or in the process of boarding or disembarking from a bus may result in the denial of bus-riding privileges. When school bus rules are consistently violated and cause danger to the students or drivers, the student may be denied bus-riding privileges from all buses 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.

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 possesses a dangerous, prohibited or illegal substance, or object or items that may interfere with school purposes and/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 the district.
Harassment and Disability Harassment include but are not limited to:
 - a. Verbal acts, teasing, use of sarcasm, jokes;
 - b. Name-calling, belittling;
 - c. Nonverbal 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 Principal 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 the campus manager.
5. Reports should be done in writing using the Harassment, Intimidation, Bullying, or Hazing Complaint Form. Forms are available in the campus office, the district office, and on the Northern Arizona Academy website. Completed Forms can be given to any staff member or the Principal.
6. The Principal is required to accept and investigate all reports of intimidation, harassment or bullying.
7. The Principal 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 Principal 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 Principal. The investigation may also consist of other methods or documents deemed relevant by the investigator.
2. The district 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 Principal 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 Principal 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 Principal. 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

1. 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.

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 Principal has the authority to suspend a student for nine (9) school days or less. When a short suspension is the anticipated disciplinary action, the Principal will provide the student with the opportunity to participate in an informal hearing between the Principal and the student and may include other people associated with the incident.

The Principal 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 Principal decides that a short suspension is appropriate, the suspension will begin, and the parent/guardian will be notified.

The Principal 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 Principal 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 Principal may recommend that a long suspension be imposed. Notice shall be given to the student and parent/guardian that the Principal 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 fifteen (15) 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 or Principal. Random drug testing may be a component of this program.

Expulsion

Expulsion means the withdrawal of the privilege of attending any of Northern Arizona Academy schools 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 the district.

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.

Arizona Statutes 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. 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.

3. 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.

4. 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**.

Northern Arizona Academy District Technology Acceptable Use Policy

A. Purpose

1. Northern Arizona Academy is providing employees, students and invited guests with access to the District'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 Principal).
2. The District System has a limited educational purpose. The District 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 the District 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 the District 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 the District 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.

B. Acceptable Use Policy

1. 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 Principal to the Technology Coordinator for appropriate action.
2. Illegal Activities
 - A. Users will not attempt to gain unauthorized access to the District System or to any other computer system through the District 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 the District 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.
3. 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 Principal 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.
4. 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.
5. 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.
6. 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 Principal. Users may not add any files or software or make any changes to the District 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.
7. 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.
8. Inappropriate access to material
- A. Users will not use the District 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 the District 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. The District fully expects that you will follow your parent(s)/guardian(s) instructions in this matter.

C. Access to the System

1. The District’s Acceptable Use Policy, set forth in Section “B”, will govern all use of the District 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 the District’s networked computers after appropriate completion of Account Agreements. Parents may specifically request that their child(ren) not be provided such access by notifying the District 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 the District 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. The District 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.

D. District Limitation of Liability

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

E. Due Process

1. The District will cooperate fully with local, county, state and federal officials in any investigation concerning to or relating to any illegal activities conducted through the District System.
2. In the event there is an allegation that a student has violated the District 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 the District Acceptable Use Policy will be handled in accord with District policy, local, county, state and federal regulations.
5. Any District administrator (Director or Principal) 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 the District System may be prosecuted to the fullest extent of the law.

F. Search and Seizure

1. System users have a limited privacy expectation in the contents of their personal files on the District 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 the District 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.

PARENT & STUDENT SIGNATURE PAGE

I have read the Handbook for Northern Arizona Academy for the 2018/2019 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

Date

Parents— 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 out in the office, Parent Advisory Councils, on field trips, on project-based activities, in the greenhouses, 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 or any policies or procedures you have feedback on.