



For Career Development, Inc.
Taylor

Student Handbook 2026-2027

Board Approved: 08/06/26

**A COGNIA ACCREDITED
ALTERNATIVE CHARTER HIGH
SCHOOL**

Rated a "B" School by the Arizona Department of Education

www.naacharter.org

"Making Non-Traditional Educational Opportunities Possible."

Taylor Campus

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Northern Arizona Academy 2026-2027 School Calendar

August 4-7, 2026	Teacher Orientation
August 10, 2026	All Staff Report to Work-Orientation 9am-2pm
August 12, 2026	First Day of School –Trimester 1 Begins-
September 7, 2026	Labor Day-No School (Staff and Students)
September 10, 2026	Open Campus
October 26-29, 2026	NWEA Testing- All Students
November 2-5, 2026	Finals Week
November 5, 2026	Trimester 1 Ends
November 9, 2026	Trimester 2 Begins
November 11, 2026	Veteran's Day-No School (Staff and Students)
November 23-26, 2026	Thanksgiving/Fall Break-No School (Staff and Students)
December 17, 2026	Open Campus/Holiday Meal
Dec 21-Jan 1, 2027	Winter Break -No School (Staff and Students)
January 4, 2027	School Resumes
January 18, 2027	Civil Rights Day-No School (Staff and Students)
February 15, 2027	President's Day-No School (Staff and Students)
February 16-19, 2027	NWEA Testing- All Students
February 22-25, 2027	Finals Week
February 25, 2027	Trimester 2 Ends
March 1, 2027	Trimester 3 Begins
March 5, 2027	Title 1 Annual Parent Meeting
March 15-18, 2027	Spring Break No School (Staff and Students)
April 2027	ACT, ACT ASPIRE & AASA Window
April 9, 2027	Open Campus
April 26, 2027	Snow Rebate Day
May 17-21, 2027	NWEA Testing
May 24-28, 2027	Finals Week
May 27, 2027	Student's Last Day
May 26, 2027	Graduation/Teachers' Last Day
May 31, 2027	Memorial Day

Term	Days
T1	49
T2	49
T3	48
Total Instructional Days	146
Total Teacher Days	188

Welcome to NAA!

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

VISION:

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

MISSION:

Northern Arizona Academy's mission is to create an alternative learning environment that includes flexible scheduling, small class sizes, responsive academic support, and credit recovery options. We serve at-risk students, such as those who are credit deficient or may be underserved in a traditional school setting so they can graduate and successfully prepare for their future.



North Central Accreditation

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

Welcome Parents and Guardians

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

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

Parent/Guardian Involvement

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

Parent/Guardian Responsibilities to Ensure Academic Achievement

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

NAA Responsibilities

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

Northern Arizona Academy Will:

- Maintain an atmosphere that is safe, drug-free and conducive to learning.
- Provide project-based activities integrated across curriculum to make learning relevant and develop vocational skills.

- Integrate technology into every classroom.
- Develop Education and Career Action Plans based on academic, career and learning style assessments.
- Graduate students who have demonstrated competence in core academic subjects.

Insurance

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

Meals

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

District Wide Family/Community Engagement Policy

PART I. GENERAL EXPECTATIONS

The _____ Career Development, Inc. District _____ agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level Family/Community Engagement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide Family/Community Engagement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A Family/Community Engagement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for Family/Community Engagement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of Family/Community Engagement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Family/Community Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- (A) that parents play an integral role in assisting their child's learning;*
- (B) that parents are encouraged to be actively involved in their child's education at school;*
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.*

PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE FAMILY/COMMUNITY ENGAGEMENT POLICY COMPONENTS

1. The Career Development, Inc. District will take the following actions to involve parents in the joint development of its district wide Family/Community Engagement plan under section 1112 of the ESEA:

Hold an annual parent engagement meeting
Conduct parent surveys
Hold listening sessions
Offer flexible meeting times and formats
Respond to parent recommendations

2. The Career Development, Inc. District will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

Hold listening sessions
Conduct parent surveys
Share progress with parents
Distribute the Comprehensive Needs Assessment to parents
Respond to parent recommendations

3. The Career Development, Inc. District will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective Family/Community Engagement activities to improve student academic achievement and school performance:

Open Campus
Reasonable access to staff
Digital and paper communications
Meaningful consultation with internship partners

4. The Career Development, Inc. District will coordinate and integrate Family/Community Engagement strategies in Part A with Family/Community Engagement strategies under the following other programs:

School Outreach Program

5. The Career Development, Inc. District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this Family/Community Engagement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in Family/Community Engagement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its Family/Community Engagement policy and activities to design strategies for more effective Family/Community Engagement, and to revise, if necessary (and with the involvement of parents) its Family/Community Engagement policies.

Conduct Parent Survey distributed digitally and in paper form, with translation services available to those who have limited English proficiency and literary support to those who have limited literacy.

1. The Career Development, Inc. District will build the schools' and parent's capacity for strong Family/Community Engagement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --

- the State's academic content standards,
- the State's student academic achievement standards,
- the State and local academic assessments including alternate assessments,
- the requirements of Part A,
- how to monitor their child's progress, and
- how to work with educators:

Conduct Annual Title 1 Parent Meeting

Host Open Campus

Offer a workshop and presentation to help parents understand effective communication techniques and strategies for working collaboratively with school personnel

B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster Family/Community Engagement, by:

Host Open Campus to offer student-level support to parents where specific materials and guidance can be offered to improve academic achievement.

Invite parents to attend Friday tutoring so techniques can be modeled by classroom teachers

C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

Providing professional development to school personnel

Training personnel on culturally responsive, effective two-way communication

Ensuring positive contacts are being completed

D. The school district will, to the extent feasible and appropriate, coordinate and integrate Family/Community Engagement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

Employing an Outreach Coordinator to build and maintain community engagement and connections.

- E. The school district will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

Post on Facebook

Send messages home via text and phone call

Send letters home via mail and with students

Post notices at school

Equal Educational Opportunities and Non-Discrimination

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. In addition, a lack of English language skills will not be a barrier to admission or acceptance into any program, including vocational education. Discriminatory behavior includes any harassing conduct by students or staff that creates a hostile environment or interferes with a student's ability to learn. Discrimination concerns can be reported to the school administrator within 15 working days of the incident.

Student Concerns, Complaints, and Grievances

Students may present a complaint or grievance regarding one (1) or more of the following:

- A. Violation of the student's constitutional rights.
- B. Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- C. Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- D. Concern for the student's personal safety.

Complaints and grievances related to allegations of student violence, harassment, intimidation or bullying are to be filed in accordance with Governing Board Policy JICK.

Provided that:

- A. The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this School, and
- B. The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed are:

- A. The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- B. The complaint/grievance shall be made only to a School administrator or a School staff member.
- C. The person receiving the complaint will gather information for the complaint form.
- D. All allegations shall be reported on forms with the necessary particulars as determined by the Senior Director of Academics and Administration. Forms are available in the School office.
- E. The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate School administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint or grievance falls within this policy shall be determined by the Senior Director of Academics and Administration.

A student or student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under the School policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under Policy JII and this exhibit shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of Policy JII and this exhibit, relevant School policies shall be followed.

When School officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed

Title One School-Wide Services

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

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

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

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

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

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

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

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

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

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

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

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

Admissions

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

Admissions Procedures/Requirements

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

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

Immunization Documentation

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

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

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

Waiting List

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

NAA will give enrollment preference to the following:

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

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

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

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

Infants at School Program

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

Hours of Operation

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

Bell Schedule

Monday, Tuesday, Wednesday, Thursday

1st – 8:45-9:55

2nd - 10:00-11:10

3rd - 11:15-12:25 CCR and Interventions

Lunch - 12:25 – 1:05 Lunch and Lunch Tutoring

4th - 1:05-2:15

5th - 2:20-3:30

Friday Tutoring is available most Fridays from 9-11 am. Students and parents/guardians will be notified on Thursdays if their student has been assigned.

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

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

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

Attendance

Students have a responsibility to attend school daily and to be on time (ARS15-802,15-803) Full-time students are expected to attend no less than twenty-eight hours per week. For an absence to be counted as excused, the school must be notified in advance or at the time of the absence by the parent/guardian, per the Arizona Department of Education. The school office must document the date, reason, and the person reporting the absence.

Pursuant to A.R.S. 15-901 (A)(1), excused absences are identified by the Department of Education as: Illness, Doctor's appointment, Bereavement, Family emergencies, including Religious Activities, Time necessary to process for the armed forces, Out-of-school suspensions (not to exceed 10% of instructional days), and Mental or Behavioral Health appointments.

Please note: Written proof of religious activities must be provided. An illness that results in more than 3 consecutive days requires a doctor's note upon return to school. Absences of more than 3 consecutive days without a doctor's note will be changed to unexcused absences.

Please also note the following regarding student attendance:

- Students who are absent six or more days during one trimester and who fail to make up seat time during that trimester risk loss of credits.
- Students absent for ten consecutive days without verification of a valid excuse are automatically withdrawn may reenroll the following trimester. If a student has been identified as McKinney-Vento, automatic withdrawal does not take place without attempts to remove barriers to educational access, per Federal Guidelines.
- Students with an ongoing pattern of over six absences per trimester may be put on an attendance contract, assigned seat time, or suspended.
- After 14 days (10% of the school year) of absences in the school year, all absences are considered unexcused, no matter the reason (ARS 15-901 (A)(1)) and your student is considered chronically absent.
- If a student has a chronic illness, up to 14 absences (ARS 15-346) will be excused if proper documentation is in place. Please contact the front office for details on how to obtain this documentation.

Arriving on time for class ensures that your student does not miss important learning opportunities. To ensure attendance is recorded consistently, if a student leaves more than 20 minutes before the end of class, or arrives more than 20 minutes after the start of class, the missed instructional time is significant enough that the student will be recorded with an absence code for that class rather than a tardy code.

Open Campus

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

Checking out Procedures

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

Remote Attendance Options

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

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

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

Procedure:

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

Remote Courses via APEX

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

Work Completion

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

Hours Attended

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

NAA Graduation Requirements

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

Grading

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

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

Academic Misconduct

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

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

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

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

Education and Career Action Plan

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

Progress Reports

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

Math Personal Curriculum

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

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

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

Independent Study

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

Work Credits/Work Release

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

Credit by Exam

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

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

Grade Forgiveness

If a student receives a B or lower in a course and retakes that same course (in naming convention and/or course content at the same or higher academic rigor – i.e. “Honors”), the original grade will not negatively affect the grade point average but will remain on the transcript. In the event that the retake results in the same or a lower grade than before, the highest grade will be figured into the GPA. Other attempts will not be included in the GPA, but will remain on the transcript. Students cannot receive duplicate credit for a course.

Computer Classes Policy

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

Correspondence Courses

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

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

Home School Credits

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

Foster Care Students

Pursuant to Arizona law, the Arizona Administrative Code and the Foster Care provisions of the Every Student Succeeds Act, the District has designated an appropriate staff to serve as the Liaison or Point of Contact for children in foster care. That staff member's responsibilities include, but are not limited to, coordination of transportation services, enrollment and transfer of records, coordination of efforts to continue the student's education and maintaining school stability, determining the child's best interest in placement and ensuring that school staff are properly trained on matters involving educating

children in foster care. Pursuant to A.R.S. § 8-530.04, the District shall participate in a meeting to determine if it is in the best interests of the student in foster care to remain at the school of origin. If it is determined that it is in the student's best interest to enroll in the District, the District shall:

1. Enroll within two (2) days even if the student does not possess the records normally required to enroll
2. A school of origin shall transfer a foster care student's education records within two (2) days of a change in educational placement.

Students in foster care may be given enrollment preference pursuant to A.R.S. § 15-816.01 over non-resident students or those seeking open enrollment, if so authorized by the Board.

Community College/University Entrance Requirements

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

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

Community College Concurrent Enrollment

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

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

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

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

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

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

Vocational Programs

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

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

Rights of Homeless Students

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

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

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

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

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

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

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

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

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

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

Dispute Resolution: If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it quickly. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. The Homeless Liaison will assist you in making decision, providing notice of any appeal process, and filling out dispute forms.

Rights

In accordance with the No Child Left Behind (NCLB) Act of 2001 [Section 111(h)(6)], parents have the right to request and receive timely information in an understandable format regarding:

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.

General Parental Rights

A.R.S. § 15-249.16 requires two main things: The Arizona Department of Education must create and publish a handbook of parental rights, and the handbook must contain a list of specific statutes related to parental rights.

This document contains the required statutes per SB 1061 and fulfills the Department's role in developing and posting the parental rights handbook pursuant to A.R.S. § 15-249.16.

https://www.azed.gov/sites/default/files/2023/08/Parental%20Rights%20Handbook_Public%20Charter%20Schools_2023_Final.pdf
<https://drive.google.com/file/d/1PAYOVqZSNhbxGMrqHeDhWFOPvNdvGW-t/view>

Parents' Protected Rights

In accordance with A.R.S. § 1-601, Northern Arizona Academy recognizes that parents or legal guardians have a fundamental right to direct the upbringing, education, health care and mental health of their children, and the school shall not infringe on these rights without demonstrating that a compelling governmental interest as applied to the child involved is of the highest order, is narrowly tailored and is not otherwise serviced by a less restrictive means.

Northern Arizona Academy shall respect and comply with these rights.

In accordance with A.R.S. § 1-602, the Parents' Bill of Rights does not: (a) authorize or allow a parent or legal guardian to engage in conduct that is unlawful or to abuse or neglect a child in violation of Arizona laws; (b) prohibit courts, law enforcement officers or District employees from acting within the official scope of their authority; or (c) prohibit a court from issuing an order that is otherwise permitted by law.

Parental Rights: Procedures

The Executive Director and Campus Manager shall accept written requests during regular business hours for information related to parents' rights as codified in the Parents' Bill of Rights, 1-602, and in Arizona's other codifications of parents' rights as stated in Title 15 of the Arizona Revised Statutes (See Policy KB). All requests from parents or legal guardians for information relating to the procedures and parental rights set forth herein shall be processed within ten (10) calendar days of receiving a written request. A parent or legal guardian who does not receive such information within ten (10) calendar days may submit a request in writing to the Board for consideration at the next regular Board meeting if the request can be properly noticed, otherwise the Board shall consider the request at the next subsequent Board meeting.

Visitors to Schools

Parents of enrolled pupils and parents who wish to enroll their children in the School may visit, tour and observe the School and classrooms. Visitors, including parents and parents of prospective pupils, must follow the school's procedures for scheduling visits, tours or observations. The School may discontinue visits, tours, and observations if such events threaten the health and safety of the pupils and staff.

All visitors to any school must report to the School office upon arrival.

For those who wish to visit a classroom during the school day, the visitor must contact the administrator in advance to arrange a day and time for such visit. Conflicts with the School schedule shall be avoided.

In visiting a classroom, the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after School hours.

No person may enter onto School premises, including visits or audits to a classroom or other School activity, without approval by the School administrator. Neither will any person be allowed to conduct or attempt to conduct any activity on School premises that has not had prior approval by the School administrator.

Anyone who is not a student or staff member of the School, and is in violation of this policy, may be asked to leave the property of the School. Failure to comply with the lawful directions of School officials or of School security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be against School regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.

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 who need early intervention or special education services within our school. Parents who suspect that their child may have a disability should contact the school.

Child find must also include children who are suspected of being a child with a disability and in need of special education, including children who are advancing from grade to grade, and highly mobile children, including migrant children. The school will maintain a record of children who are receiving special education and related services.

Identification (screening for possible disabilities) shall be completed within forty-five (45) calendar days of any student enrolling without appropriate records of screening, evaluation, and progress or parent/guardian notification of developmental or educational concerns.

Screening procedures shall include vision and hearing status and consideration in the areas of cognitive or academics, adaptive development, communication, social or behavioral, 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 recommends.

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.

CROSS REF: IHB-R

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 retained in your child's health record. In case of any emergency, it will be sent with your child to the hospital.

Medications

The school will only administer medications with written permission and instructions from the student's parent or guardian. If your student requires prescription medication during school hours:

- The medication must be provided in its original, labeled container.
- A Parent/Physician Request for Medication form (available in the front office) must be completed and signed by both the parent and physician.
- A new form is required each school year or as medication instructions change.

All medications, except prescribed inhalers and EpiPens, must be stored in the school office and administered by authorized school personnel. Students **are not permitted** to carry medication at any time.

- Inhalers and EpiPens may be carried only with a completed Parent/Physician Request for Medication form on file.
- Students may not share medications with others under any circumstances.
- Parents must notify the school of any medications their student will be taking during school hours.

Any unclaimed medications will be properly disposed of at the end of the school year.

Illness & When to Keep Your Student Home from School

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

Diarrhea

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

Eyes

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

Fever

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

Rash

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

Vomiting

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

Head Lice

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

Severe Sore Throat/ Cough

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

Student Mental Health Services

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

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

- **QPR Suicide Prevention:** QPR stands for Question, Persuade, Refer. Staff are trained to question if a student is suicidal, persuade them to get help and refer them to a medical professional.
 - This method does not include any mental health services provided by staff.
 - Parents/Guardian are immediately informed if a student expressed thoughts of committing suicide and the student is referred to a suicide hotline or Arizona Complete Health's Crisis Line.
 - A staff member is a QPR certified instructor and materials and/or training on the method can be provided to family and community members upon request.
 - For more information about QPR, please visit www.qprinstitute.com
- **Mental Health First Aid:** Select staff members are trained in Mental Health First Aid.
 - This method does not include any mental health services provided by staff.
 - Mental Health First Aid provides staff members with intervention strategies to prevent students from injuring themselves or others and direct students to the Arizona Complete Health's Crisis Line.
 - Parents/Guardian are immediately informed if a student is in crisis at school.
 - For more information about Mental Health First Aid, please visit www.mentalhealthfirstaid.org
- **Arizona Complete Health Crisis Line:** Students in Crisis are given a safe, private area to contact the Crisis Line.
 - Parents/Guardian are immediately informed if a student is in crisis at school and has been referred to the Crisis Line.
 - For more information about the Crisis Line, please visit AzCompleteHealth.com.

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

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

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

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

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

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

Family Educational Rights and Privacy Act (FERPA)

Under FERPA, parents and eligible students (age 18 or older) are granted the following rights:

1. Right to Inspect Teacher Credentials: Teacher resumes are available for review in the front office upon request.
2. Right to Review Education Records: Parents or eligible students may request access to education records by submitting a written request to the school administrator. Access will be granted within 45 days of the request, and arrangements will be made for a time and place to review the records.
3. Right to Request an Amendment to Records: If a parent or eligible student believes that a student record is inaccurate or misleading, they may submit a written request to the school administrator specifying the requested change and the reason. If the school decides not to amend the record, parents will be informed in writing and given the opportunity to request a formal hearing.
4. Right to Consent to Disclosure of Records: Personally identifiable information in student records will not be disclosed without written consent, except as permitted by FERPA. Exceptions include disclosures to school officials with legitimate educational interests and/or contractors, consultants, or service providers working under direct school supervision.
5. A school official is defined as an employee, administrator, teacher, support staff member (including health, counseling, and law enforcement personnel), board member, or authorized contractor with a legitimate need to review records in order to perform their duties.
6. Right to File a Complaint: Complaints regarding FERPA violations may be submitted to:
U.S. Department of Education
Family Policy Compliance Office
400 Maryland Avenue SW, Washington, D.C. 20202-8520

Directory Information and Non-Custodial Parent Rights

Unless a *court order* is provided to the school stating otherwise, *non-custodial and divorced parents* retain equal rights to access their student's education records. Certain student information is designated as "directory information" and may be released publicly unless the parent or eligible student submits a written request to restrict disclosure. Directory information may include:

1. Student's full name
2. Mailing and email addresses
3. Telephone number
4. Names and contact information of parents/guardians
5. Date and place of birth
6. Grade level/class designation
7. Participation in school-sponsored activities or athletics
8. Height and weight (for athletic participation only)
9. Enrollment dates
10. Awards and honors received
11. Student photograph

Parents or eligible students (18 or older) may submit a written opt-out request to the school to

prevent the release of any or all directory information.

Military Recruitment and Student Information

Under federal law, public high schools are required to provide directory information to branches of the United States military (Army, Navy, Air Force, Marines, and Coast Guard) for recruitment purposes. Parents or eligible students who do not want military recruiters to access their information must submit a written denial request to the front office.

Protection of Pupil Rights Amendment (PPRA)

Under the PPRA, parents and eligible students (age 18 or emancipated) have specific rights regarding student participation in certain activities. These rights include:

1. Consent for participation in certain surveys
 - a. Written parental consent is required before a student may participate in any U.S. Department of Education-funded survey that includes questions about:
 - i. Political affiliations or beliefs
 - ii. Family mental or psychological history
 - iii. Sexual behavior or attitudes
 - iv. Illegal, demeaning, or self-incriminating behavior
 - v. Critical opinions of family members
 - vi. Privileged relationships (e.g., attorney, doctor, clergy)
 - vii. Religious practices or beliefs
 - viii. Family income (except for program eligibility)
2. Opt-out rights
 - a. Parents and eligible students must be notified in advance and given the opportunity to opt out of
 - i. Surveys (funded or not) requesting protected information
 - ii. Marketing or sale of personal student data
 - iii. Non-emergency, invasive physical exams or health screenings not required by law
 - iv. (excluding vision, hearing, scoliosis, or those mandated by Arizona)
3. Inspect materials in advance
 - a. Upon request, inspect the following before they are administered or used
 - i. Surveys involving protected personal information
 - ii. Instruments used to collect personal data for marketing or distribution purposes
 - iii. Instructional materials used as part of the educational curriculum
4. Receive annual notification
 - a. Be informed at the start of each school year and upon any substantive policy changes of the school's PPRA compliance policy
5. File a complaint:
 - a. Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW, Washington, D.C. 20202-4605

NAA Taylor Core Beliefs about Discipline

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

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

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

Student Discipline

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

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

Guidelines for Student Behavior

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

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

Disciplinary Actions

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

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

Conduct Requiring Discipline

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

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

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

Minor Infractions:

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

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

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

Major Infractions:

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

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

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

Conduct Requiring an Immediate Expulsion Hearing

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

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

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

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

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

Conduct Requiring the Contact of Law Enforcement

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

1. Serious Criminal/Physical Threat Incidents

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

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

2. Threat of an Educational Institution

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

3. Deadly Weapon Possession

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

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

4. Possession of Illegal Drugs

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

5. Child Abuse/Neglect

[A.R.S. 13-3620](#) Requires school personnel who reasonably believe that a minor is or has been a victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted by other than accidental means or that is not explained by the available medical history... to immediately report such allegations or cause reports to be made to a peace officer or to Child Protective Services (CPS), except if the report concerns a person who does not have care custody or control of the minor, the report shall be made to a peace officer. A reportable offense means: any offense listed in [Chapters 14 and 35.1](#) of this title or section [13-3506.01](#); surreptitious photographing, videotaping, filming or digitally recording of a minor pursuant to section [13-3019](#); child prostitution pursuant to section [13-3212](#); and incest pursuant to section [13-3608](#).

Electronic Devices (smart phones, etc.)

Students may bring personal electronic devices, including cell phones, smart phones, smart watches, earbuds, and headphones, to school. However, these devices may not disrupt the learning environment. To protect instructional time and maintain student engagement, the following guidelines apply in all classrooms.

Electronic devices may only be used during class when one of the following conditions exists:

- The device is needed for an educational purpose that cannot reasonably be accomplished using school-provided technology, such as Chromebooks, calculators, or computers.
- The student has a documented medical need requiring access to the device.
- An active emergency situation exists.

Consistent with Surgeon General recommendations to reduce student screen time during the school day, NAA maintains a bell-to-bell expectation that cell phones and other personal electronic devices remain unused during class periods unless specifically authorized under the conditions listed above. Earbuds and headphones may only be used at the discretion of the classroom teacher and shall not ever be used during direct instruction.

Students may not use electronic devices to communicate with others during class unless approved by administration due to special circumstances or an active emergency. Electronic devices may be used between classes, provided such use does not cause the student to be tardy or otherwise interfere with school operations.

Failure to follow classroom or school electronic device expectations may be considered defiance of authority and may result in disciplinary action. Repeated violations may lead to the loss of the privilege of bringing personal electronic devices to school.

NAA assumes no responsibility or liability for personal electronic devices or other personal property brought to school. Students and their parents/guardians assume all risks associated with loss, theft, or damage. The school will not reimburse, repair, or replace personal items that are lost, stolen, or damaged.

Parent/Student/Guardian Communication

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

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

Social Networking Policy (Facebook, Twitter, etc)

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

Northern Arizona Academy District Technology Acceptable Use Policy

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

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

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

12. Plagiarism and Copyright Infringement

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

13. Inappropriate access to material

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

B. Access to the System

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

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

C. District Limitation of Liability

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

D. Due Process

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

E. Search and Seizure

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

or the law.

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

Dress Code

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

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

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

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

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

Beverages

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

Parking Lot & Use of Vehicles

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

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

Transportation Rules

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

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

Denial of School Transportation Service

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

Search & Seizure

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

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

Search of a Student's Person

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

Search of a Motor Vehicle

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

Anti-Bullying Policy, Harassment and Intimidation

The Governing Body of the Northern Arizona Academy believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Body further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Body, bullying, harassment, or intimidation in any form will not be tolerated.

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- A. has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- B. is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- C. occurs when there is a real or perceived imbalance of power or strength, or
- D. may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- A. verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- B. exposure to social exclusion or ostracism,
- C. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- D. damage to or theft of personal property.

Cyberbullying: Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other School-owned property, and by means of an individual's personal electronic media and equipment.

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm to person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying, harassment, or intimidation on School grounds, School property, School buses, at School bus stops, at School-sponsored events and activities, and through the use of electronic technology or electronic communication equipment on School computers, networks, forums, or mailing lists. Disciplinary action may result for bullying, harassment, or intimidation which occurs outside of the School and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on School grounds, School property, School buses, at School bus stops, or at School-sponsored events and activities, or when such act(s) interfere with the authority of the School system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied, harassed, or intimidated or suspect another student is bullied, harassed, or intimidated should report their concern to any staff member of the School. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying, harassment, or intimidation shall not be tolerated, and the individual(s) will be subject to the

disciplines set out in applicable School policies and administrative regulations. Students found to be bullying, harassing, or intimidating others will be disciplined up to and including suspension or expulsion from School.

Knowingly submitting a false report under Policy JICK or this exhibit shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant School policies shall be followed.

Law enforcement authorities shall be notified any time School officials have a reasonable belief that an incidence of bullying, harassment, or intimidation is a violation of the law.

Hazing Prevention

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to the School within twelve (12) calendar months. For purposes of Policy JICFA and this exhibit a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the School.

Definitions

"Hazing" means an act in violation of section §13-1215 or 13-1216.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

Directions

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

In accord with statute, violations of this policy do not include either of the following:

- A. Customary athletic events, contests or competitions that are sponsored by an educational institution.
- B. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of Policy JICFA and this exhibit.

Reporting/Complaint Procedure

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the School administrator or Executive Director, in writing, with such details as may have been provided. A failure by a staff member to timely inform the School administrator or Executive Director of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with School policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the School administrator or Executive Director or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency. A person who complains or reports regarding hazing may complain or report directly to the School administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the School administrator or Executive Director not later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the School administrator or Executive Director. The procedures to be followed are:

- A. An investigation of the reported incident or activity shall be made within ten (10) school days when School is in session or within fifteen (15) days during which the School office is open for business when School is not in session. Extension of the time line may only be by necessity as determined by the Executive Director.
- B. The investigator shall meet with the person who reported the incident at or before the end of the time period

and shall discuss the conclusions and actions to be taken as a result of the investigation.

Confidentiality of

records and student information shall be observed in the process of making such a report.

C. The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Executive Director.

All violations of Policy JICFA and this exhibit shall be treated in accord with the appropriate procedures and penalties provided for in School policies related to the conduct and discipline of students, staff, and others.

Title IX Sex Discrimination including Sexual Harassment

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs or employment.

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Sexual Harassment Definition:

The School accepts and shall employ the definition of sexual harassment as established by the Title IX regulations.

Sexual harassment means conduct on the basis of sex that satisfies one (1) or more of the following:

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

The Executive Director shall appoint an employee as the "Title IX Coordinator. Students wishing to report a Title IX complaint may complete the designated form on our website. All reports are submitted to the Title IX coordinator." If the Title IX Coordinator is the respondent, the complaint shall be filed with the Executive Director. All reports will be thoroughly investigated in accordance with federal guidelines.

Your Rights to Due Process

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

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

Short Term Suspension

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

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

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

Long Term Suspension

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

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

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

Intervention Program (IP)

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

Expulsion

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

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

Police Involvement

Police may ask to interview students at school. If parents are being investigated for suspected child abuse or other criminal activity, we cannot notify parents without police approval. In all other cases, we make reasonable efforts to notify parents in a timely manner unless directed otherwise by police. If the police want to take students into custody, the school must comply. We notify parents unless the police direct otherwise.

PARENT/GUARDIAN & STUDENT SIGNATURE PAGE

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

I have been given the opportunity to ask questions.

I understand the policies and agree to support them.

Student Name (Please Print)

Signature of Student

Date

Parent /Guardian Name (Please Print)

Signature of Parent/Guardian

Date

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