



Northland Preparatory Academy

HANDBOOK

David Lykins
Superintendent

Toni Keberlein
Principal

Address:
3300 East Sparrow Avenue
Flagstaff, AZ
86004

Telephone:
928.214.8776

Fax:
928.214.8778

E-mail:
dlykins@northlandprep.org
tkeberlein@northlandprep.org

Web:
www.northlandprep.org

- 4 Independence Day
- 31 New Teacher Orientation

JULY 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 6 Semester 2 resumes at 10:15 a.m.
Alumni Day
- 8 ED
- 15 ED
- 20 M.L. King Day
- 22 ED
- 29 ED

19

- 31-1 New Teacher Orientation
- 2, 5-6 Teacher Kick Off
- 7 First Day of School (ED*)
- 14 ED
- 21 ED Back to School Social
- 28 ED

AUGUST 2019						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 5 ED
- 12 ED
- 17 Presidents' Day
- 19 ED
- 26 ED

18

19

- 2 Labor Day
- 4 ED
- 5 Picture Day
- 9 ED 11:45 Golf Fundraiser
- 10 Parent Night (Gr 6-12)
- 11 ED
- 18 ED
- 23-27 Spirit Week
- 25 ED
- 28 Homecoming

SEPTEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 4 ED
- 7 Sadie Hawkins Dance
- 11 ED
- 16-20 Spring Break
- 18 ED
- 25 ED
- 27 Sixer Mixer

20

17

- 2 ED
- 7-9 Parent Teacher Confs ED time tba
- 9 Seniors Josten time tba
- 10-11 Fall Holiday
- 16 ED
- 23 ED
- 30 ED

OCTOBER 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1 ED
- 8 ED
- 11 8th Grade Celebration
- 15 Possible holiday² (snow day) ED
- 16-17 Spring Holiday
- 20 Possible holiday¹ (snow day)
- 22 ED
- 27 Possible holiday⁴ (snow day)
- 28 Possible holiday³ (snow day)
- 29 ED

21

20

- 2 NPA Showcase
- 6 ED
- 11 Veterans Day
- 13 ED
- 16 Winter Formal
- 20 ED
- 25-29 Thanksgiving Break

NOVEMBER 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 4-15 AP Exams
- 6 ED
- 9 Prom
- 18 Day of Play ED
- 13, 20 No ED
- 21 Graduation ED 12:15 P1-7
- 22, 26 Review Days
- 25 Memorial Day
- 27-29 Semester Exams ED

15

20

- 4 ED
- 7 NPA Showcase
- 11 ED
- 15-16 Review Days
- 18-20 Semester Exams
- 23 Winter Holiday begins

DECEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Please refer to the NPA online calendar for up-to-date information, as dates change.

SNOW DAY PAYBACK:

1. 4/20
2. 4/15
3. 4/28
4. 4/27

Please do not make plans based on these dates as they are subject to change.

15

NORTHLAND PREPARATORY ACADEMY

Northland Preparatory Academy is a middle and high school chartered by the Arizona State Board for Charter Schools. The school is accredited by AdvancED and is a member of the Arizona Interscholastic Association. The school's mission is to provide a coordinated, individualized program of study that promotes academic excellence and provides educational opportunities for serious middle and high school students, regardless of gender, ethnic origin, economic or academic ability.

NPA is a vibrant educational community serving 6th-12th grade students located in the beautiful mountains of Flagstaff, Arizona. All NPA students are supported so that they are able to do their best academically and personally. NPA students excel academically, socially, and emotionally, so that NPA Spartans don't just get admitted to college, but thrive when they get there.

Because school safety is of paramount importance, all community members are responsible for alerting school administration of any serious and concerning behavior: **if you see something, say something.**

Northland Preparatory Academy does not discriminate on the basis of race, color, national origin, sex, or disability.

General Information about Disabilities from the National Information Center for Children and Youth with Disabilities **can** be found at the link: <http://www.northlandprep.org/child-find/>

Information about educational opportunities for homeless students can be found at <http://www2.ed.gov/policy/elsec/leg/esea02/pg116.html>

This handbook outlines key policies and rules for students. If you have questions, please do not hesitate to ask. To help you enjoy your experience at NPA, the faculty, staff and administrators offer the following suggestions:

- Come to school. Regular attendance will make you more successful!
- Get to know your teachers, faculty, and staff. They are here to help you.
- Stay organized. Use your agenda. Keep your binders and lockers clean.
- Get involved in clubs, STUCO, sports, or after school activities.
- Be proactive. If you start to fall behind in a class, ask a teacher for extra help!
- Don't procrastinate. Learning can be fun, but it takes time and effort on your part!

NPA is constantly growing and changing because of student and parent involvement. We are proud of the progress we have made in the past, and of the school's outstanding faculty, staff, and students. It is our sincere hope that this year be filled with happy memories, much success, and great satisfaction.

School Schedules

NPA is required to have students in session a minimum of 180 days; therefore, if NPA cancels more snow days than are built into the school calendar, the school year will be extended accordingly.

We have a set schedule where every Wednesday is an early dismissal day. Our weekly schedule is an alternating schedule: During the Block Week Schedule, Tuesday and Wednesday are divided into 7 90 minute periods with an early dismissal on Wednesday. During the Advisory Week Schedule, we run Periods 1-7 daily with an extra Advisory period on Tuesday morning.

Block Week Schedule				
Monday	Tuesday	Wednesday	Thursday	Friday
(MS HR 8:00-8:10) Period 1 8:15-9:06 Period 2 9:11-10:02 Period 3 10:07-10:58 Period 4 11:03-11:54 Lunch 11:54-12:27 Period 5 12:32-1:23 Period 6 1:28-2:19 Period 7 2:24-3:15	(MS HR 8:00-8:10) Period 1 8:15-9:53 Period 2 9:58-11:30 Lunch 11:30-12:03 Period 3 12:08-1:40 Period 4 1:45-3:15	(MS HR 8:00-8:10) Period 5 8:15-9:53 Period 6 9:58-11:30 Lunch 11:30-12:03 Period 7 12:08-1:40	(MS HR 8:00-8:10) Period 1 8:15-9:06 Period 2 9:11-10:02 Period 3 10:07-10:58 Period 4 11:03-11:54 Lunch 11:54-12:27 Period 5 12:32-1:23 Period 6 1:28-2:19 Period 7 2:24-3:15	(MS HR 8:00-8:10) Period 1 8:15-9:06 Period 2 9:11-10:02 Period 3 10:07-10:58 Period 4 11:03-11:54 Lunch 11:54-12:27 Period 5 12:32-1:23 Period 6 1:28-2:19 Period 7 2:24-3:15

Advisory Week Schedule				
Monday	Tuesday	Wednesday	Thursday	Friday
(MS HR 8:00-8:10) Period 1 8:15-9:06 Period 2 9:11-10:02 Period 3 10:07-10:58 Period 4 11:03-11:54 Lunch 11:54-12:27 Period 5 12:32-1:23 Period 6 1:28-2:19 Period 7 2:24-3:15	(MS HR 8:00-8:10) Period 1 8:15-9:00 Period 2 9:05-9:50 Period 3 9:55-10:40 Advisory 10:45-11:25 Period 4 11:30-12:15 Lunch 12:15-12:45 Period 5 12:50-1:35 Period 6 1:40-2:25 Period 7 2:30-3:15	(MS HR 8:00-8:10) Period 1 8:15-8:53 Period 2 8:58-9:36 Period 3 9:41-10:19 Period 4 10:24-11:02 Period 5 11:07-11:45 Lunch 11:45-12:14 Period 6 12:19-12:57 Period 7 1:02-1:40	(MS HR 8:00-8:10) Period 1 8:15-9:06 Period 2 9:11-10:02 Period 3 10:07-10:58 Period 4 11:03-11:54 Lunch 11:54-12:27 Period 5 12:32-1:23 Period 6 1:28-2:19 Period 7 2:24-3:15	(MS HR 8:00-8:10) Period 1 8:15-9:06 Period 2 9:11-10:02 Period 3 10:07-10:58 Period 4 11:03-11:54 Lunch 11:54-12:27 Period 5 12:32-1:23 Period 6 1:28-2:19 Period 7 2:24-3:15

Early Dismissal Schedule

Early dismissal days occur weekly and are scheduled for teacher in-service, parent-teacher conferences, and/or other school related functions. Early dismissal days are listed on school calendar as well as the Google Calendar which can be found on our web page www.northlandprep.org. No after school study hall or clubs during those times.

Snow Delay Schedules and Snow Days

The snow delay schedule is used on a day when school begins later than usual. A snow day is a day when school is cancelled. NPA will usually follow snow schedules and closures that FUSD announces. However, many times NPA is more conservative with delays and snow days than other schools. Snow delays and snow days are announced on our website, www.northlandprep.org, beginning at approximately 6 A.M. **Please refresh your browser before viewing snow schedules.**

Attendance Policies

State Statute on School Attendance

Arizona Revised Statute (A.R.S.) 15-803. School attendance; exemptions; definitions

A. It is unlawful for any child who is between six and sixteen years of age to fail to attend school during the hours school is in session, unless either:

1. The child is excused pursuant to section A.R.S.15-802, subsection D or section A.R.S. 15-901, subsection A, paragraph 5, subdivision (c).
2. The child is accompanied by a parent or a person authorized by a parent.
3. The child is provided with instruction in a homeschool.

B. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in section A.R.S. 8-201. Absences may be considered excessive when the number of absent days exceeds ten per cent of the number of required attendance days prescribed in section A.R.S. 15-802, subsection B, paragraph 1.

C. For the purposes of this section:

1. "Habitually truant" means a truant child who is truant for at least five school days within a school year.
2. "Truant" means an unexcused absence for at least one class period during the day.
3. "Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.

NPA Attendance Policy

At Northland Preparatory Academy we believe in the value of a solid education in preparing students for future success. For this to occur, students must be present and engaged in the learning process. Students should be absent only when absolutely necessary, as many classroom activities cannot be made up. If a student has an absence, the following conditions will apply:

All missing work must be submitted in a timely fashion. Students are given one additional day for make-up work for every school day they are absent if the absence is due to illness.

Students who are absent may not participate in any school sponsored event either as a participant or spectator on the day of the absence.

Consequences of excessive absence:

- After the fifth (5th) absence, and any and all subsequent absences, during the term of either semester, a letter will be sent out by the registrar to the parents or guardians, notifying them of potential consequences of continued absence which may include lower course grades.
- With the seventh (7th) absence, and any and all subsequent absences, during the term of either semester, a conference between parent or guardian with Administration is required to explain the importance of attendance and the consequences of continued absence which may include lower course grades and/or loss of credit.
- A student absent from school for more than 10% of the school days per semester (9 days per semester, 18 days per year) may not receive credit for the course(s).

For planned absences, students are responsible for all missed work, due immediately upon return. In other words, students do not receive extra time for completing work for planned absences.

Note: Absences for extracurricular sports and other school approved activities do not count toward the 10% of absences mentioned above but are considered planned absences (see above).

Student Arrival and Departure

Students may arrive no earlier than 7:30 A.M. when front doors open and must be picked up no later than 15 minutes after their last class or club activity. There is no supervision of students prior to or after school; after 3:35 students will be sent to a mandatory after school study hall. On early release days it is imperative that parents pick up students by 2:00 p.m. as faculty meetings begin by 2:00 p.m. Once a student arrives at school, the student may not leave campus until the end of the day, unless signed out by a parent.

Leaving Campus

NPA maintains a closed campus for all students. As safety is our top concern, students may not leave campus for lunch. Excusing children from school to go out to lunch is not within the intention of maintaining a closed campus. Parents are strongly discouraged from doing so.

Once a student arrives on campus, even before school, the student is considered at school and may not leave campus during the school day. Parents may, at their discretion, sign their children out to go to appointments.

Check-Out Procedures During School

Students leaving school after arrival must check out through the office. Students must have a parent/guardian note or verifiable phone call in order to check out for any reason other than illness. The parent must come into the school to pick up the child, and no student will be released until parent or guardian has been contacted. Students not checked out will have an unexcused absence and disciplinary action will be imposed.

Tardy Policy

Students are considered tardy if not in their assigned seats by the final bell. Many NPA teachers consider students tardy if the students come unprepared for class and need to go to their lockers after the final bell has rung.

Consequences (Cumulative over each quarter)

2 Tardies: Warning

3 Tardies: Lunch detention

Lunch detention will be assigned for each subsequent tardy after the third.

Academics

As a charter school, the NPA faculty, staff, and governing board must adhere closely to the stated goals of the charter, which calls for a highly rigorous college prep program. The school welcomes all applicants regardless of race, gender, ethnicity, or economic status. No admission(s) tests are required; however, all students are expected to take at least five core courses a year, including English, a second language, math, science, and history or social studies. Fine arts are an essential part of a well-rounded college prep program, and students are required to take at least one fine arts class during their high school years.

Academic Integrity

What is academic integrity? Academic integrity is a personal choice. It is taking responsibility for your own work; it is being individually accountable; and it means honesty in your academic work. In other words, we expect you to make choices that reflect integrity and responsible behavior.

Academic integrity applies to both written work and oral presentations. Examples of academic dishonesty include, but are not limited to, the following: the willful giving or receiving of an unauthorized text, unfair, dishonest, or unscrupulous advantage in academic work over other students using fraud, duress, deception, theft, trickery, talking, signs, gestures, copying, or any other methodology.

Plagiarism:

- Submitting or presenting another person's work as your own without proper documentation, including downloaded information (textual and visual) from the internet. For example, direct copying and pasting from the internet (or anywhere else) requires quotation marks (indicating that you are using the ideas and words of others), as well as accurate and complete citation information.
- Using another student's material.

Cheating:

- Giving or receiving information during a test, quiz, and/or class work assignment without teacher authorization.
- Using hand signals, gestures, and the like during tests or quizzes to obtain/give information.
- Using or having access to unauthorized materials before or during a test or quiz (including, but not limited to, digital images/pictures).

A student who engages in academic dishonesty can expect to receive a "0" for the assignment, as well as appropriate disciplinary consequences.

Concurrent/Dual Enrollment

In special cases, a student may be allowed to enroll concurrently at NAU, CCC, or in a CAVIAT course (not other high schools). Select courses are also available for Dual Enrollment. Please see a guidance counselor for specific details and approval.

Fees

General fees, which all NPA families are requested to pay, vary each year and are paid at registration. Some classes and activities require additional fees. Athletic fees are \$90.00 per sport, track is \$100.

Field Trips

Students must be in good standing with respect to academic progress, proper behavior, and good attendance to participate in field trips. A student will be deemed ineligible if she/he has 2 Ds or one or more Fs. NPA believes that participation in field trips is valuable, but that maintaining good standing in class work takes priority. As such, eligibility checks are done every two weeks. If a student is found to be ineligible, he or she will remain so until the next grade check, two weeks later. Please note, students who are deemed ineligible risk losing any and all deposit monies. Missing class due to a field trip is considered a planned absence; therefore, all work is due on the day of return.

Grade Reports and Report Cards

Student progress can be accessed on Family Link from any computer with internet access <http://parents.northlandprep.org/> or through our website. Family Link can be found under the Parents' tab. Progress reports are also available midway through each quarter. Parents who opt out of receiving paper copies may access these documents on Family Link <http://parents.northlandprep.org/> using a unique Username and Password. Otherwise, paper copies of progress reports will be given to students and paper copies of report cards will be mailed by request. Dates of progress reports and report cards are on the NPA school calendar at www.northlandprep.org/calendar.

Graduation

NPA has high school graduation once a year, at the end of the school year. Students who do not have sufficient credit will not receive their diploma on the graduation date but may seek approval from school administration to participate in the graduation ceremony. However, diplomas will not be issued until required credits are earned. Students wishing to graduate early must indicate to the guidance counselor their intent to do so prior to their junior year. NPA does not have a middle school graduation.

Valedictorian/Salutatorian

Northland Preparatory Academy believes that the Valedictorian/Salutatorian must be a well-rounded individual whose accomplishments reflect the values of the school community. In addition to class rank, based on 7^{3/4} semesters, the recipient of either honor would have demonstrated respectful behavior in school as well as in the community at large; and has not been suspended from school for an offense within the last two academic school years.

Incomplete Grades

A student who receives an incomplete must complete the course within two weeks after the end of the grading period, unless prior arrangements have been made with the teacher and school administration. Grades that are not changed within the specified time automatically become failing grades. It is the student's responsibility to complete all work and to make sure that the incomplete is removed.

Math and Foreign Language Grade Requirements (High School)

Although a "D" is a passing grade and credit will be awarded, in math and foreign languages, a "D" indicates the student will not be able to perform adequately at the next level. Students who earn a "D" may not be allowed to continue to the next level in sequenced courses, such as math, French, Latin, and Spanish. If a student has a low "C", teacher reserves the right to require summer remediation and/or possible course re-take.

Semester Final Make-Up Policy

There will be no early final exams given for any reason, including summer travel. Missed semester final exams will be administered by appointment. Course grades will reflect an incomplete until final exams are completed and graded.

Sports Eligibility

Students must be in good standing with respect to academic progress, proper behavior, and good attendance to participate in extra-curricular sports. A student will be deemed ineligible if she/he has 2 Ds or one or more Fs. NPA believes that participation in athletics is valuable, but that maintaining good standing in class work takes priority. As such, eligibility checks are done every two weeks during each sport's season. If a student is found to be ineligible, he or she will remain so until the next grade check, two weeks later. For further information, please consult the athletic handbook, which is downloadable at <http://northlandprep.org/athletics>.

Student-athletes will frequently be absent from class due to games and associated travel. All student-athletes are required to meet with their teachers prior to missing class and are responsible for all work due on that day, as well as all work assigned during the missed class. All work assigned during the missed class is due from the student-athlete on the following class meeting. In other words, student-athletes are not entitled to extra time to complete their assignments in any and all missed classes. Missing class due to athletics is considered a planned absence.

General Information

Cellphones

NPA is a cellphone-free campus for students. No cellphones are to be seen during school hours. This includes passing periods and lunch. Students will be expected to put cellphones in provided containers at the beginning of each class. Students who violate this policy will have their phones confiscated and may receive additional consequences.

Communication

Being able to have respectful and civil conversations is the bedrock of any relationship—whether those connections take place at home, school, work or in communities. However, when controversy or conflict arises, the discussions can quickly become polarized, heated and personal, making it very difficult to have a conversation where different points of view are aired and discussed.

In order for us to talk across divergent opinions, broaden our own thinking and identify areas of common ground, we first need to learn how to talk with each other so we can hear and understand our different perspectives. The following tips and strategies can provide a framework for respectful and thoughtful conversations and can strengthen relationships.

- Listen respectfully, without interrupting.
- Listen actively and with an ear to understanding others' views. (Don't just think about what you are going to say while someone else is talking.)
- Criticize ideas, not individuals.
- Commit to learning, not debating. Comment in order to share information, not to persuade.
- Avoid blame, speculation, and inflammatory language.
- Allow everyone the chance to speak.
- Avoid assumptions about any member of the class or generalizations about social groups. Do not ask individuals to speak for their (perceived) social group.

Adapted from Center for Research on Learning and Teaching, University of Michigan, 2016 <http://www.crlt.umich.edu/publinks/generalguidelines>

Communication Protocol for NPA

Communication plays a key role in creating and fostering strong, positive relationships between the school and the home. Communication is a two-way street; our schools share information with our families and community, and our families share information with our schools.

Communication Channels

Communication can take place in a variety of formats. The message and the purpose of the communication can help determine which format is most appropriate. Generally, the more issues-driven and/or detailed the information is, the more direct the communication channel chosen should be.

- When basic information is required, initial inquiries should occur via email. Please provide the basics: Who is involved? What is the issue/question? How can we help (proposed solution)?

- When the communication requires a dialogue, such as bringing forward a question or concern or when a discussion is required on a particular topic, the preferred channels of communication are ones that allow for an immediate and ongoing interaction between the people involved. The best formats for this kind of communication are face-to-face conversations or telephone conversations.
- Schools and families are encouraged to use these direct channels of communication when a topic is complex or requires a dialogue. These more direct forms of communication also help us establish a personal connection, which helps build relationships that we don't get in other forms of communication.
- Face-to-face communication: one-on-one meetings, Parent-Student-Teacher interviews
- Telephone conversations

When it comes to communication from the school to our families, very rarely do we use only one communication channel. Often, we use multiple communication formats together with one another to help ensure the message reaches everyone it needs to.

- Hard copy, written communication: letters sent home from the school,
- Electronic communication:
 - One Call Now: An automated notification system that provides emergency and routine phone, text, email or app group messaging for any size or type of group/organization.
 - Weather delays, closures and cancellations
 - Upcoming school and division events and activities
 - Community opportunities
 - Emergency preparedness and crisis response
- Family Link/Schoolmaster: includes current grade/assignment information about each student in every class
- Planbook
- Google Classroom (and other such classroom apps)

Who to Contact: Addressing Concerns Directly

If parents/guardians have a concern about something at the school or in the classroom, they are encouraged to bring the concern forward in a timely manner directly to the appropriate person. These discussions should take place in the following order:

1. **TEACHER.** The teacher is the first contact regarding:
 - Student issues
 - Scheduling a conference
 - Questions about student grades or behavior (after checking Family Link)
 - Questions about specific activities related to the classroom
 - Curriculum specific to the classroom
2. **PRINCIPAL AND ASSISTANT PRINCIPAL.** The Principal or Assistant Principal should be contacted regarding:
 - Unresolved classroom issues after teacher contact. If this issue cannot be resolved at the classroom level, bring it forward for discussion with the school principal or assistant principal. Most concerns can be addressed at this level when school staff and administration as well as parents/guardians engage in open and collaborative discussion.
 - School programs, policies, and procedures
 - Security or safety related to school or student
 - Feedback and/or suggestions about school-wide issues
3. **SUPERINTENDENT.** The Superintendent should be contact regarding:
 - Unresolved classroom issues. If the issue cannot be resolved at the administrative level, bring it forward for discussion with the Superintendent.
 - School-wide programs, policies, and procedures
 - Facilities
 - Budget
4. **COUNSELING**
 - Emotional guidance
 - College and course counseling, as well as scheduling and testing concerns
5. **ATHLETICS.**
 - Coaches. For team concerns.
 - Athletic Director. Primary contact for athletic-related events, including eligibility.
 - Principal
6. **STAFF**
 - School-wide events
 - Attendance
 - Calendar

Any level of the above discussions may be initiated by telephone or email but may evolve into a face-to face meeting, which allows for the best and most collaborative discussion to take place.

Response Time Frames

Every effort should be made to respond in a timely manner, whether the response is required from the home to the school, school to the home, or among schools and/or departments. While there is no guarantee on the specific time frame for a response, generally families can expect a response within two (2) business days. Just because a school or teacher uses a communication channel that lends itself well to quick communication (e.g., email or social media), doesn't mean they can always respond just as quickly as that format allows. Schools and/or teachers are encouraged to establish processes or guidelines to ensure those they are communicating with have an understanding of how and when they can expect a response.

Dance Expectations

NPA's goal is to promote a healthy, safe and enjoyable event for all students. The following behavior expectations, consequences and procedures are designed to ensure a positive dance environment. Applicable for all dances during the school year.

Students will...

- Demonstrate good character, maintain a high community standard and follow all school rules.
- Be required to show photo ID.
- May not bring bags or water bottles (or similar containers) to dances. Any bags brought to a dance may be subject to search upon entry.
- Be respectful and courteous towards other students, all adults, faculty and chaperones.
- Dress in school appropriate attire:
 - Student dress should reflect good taste and not distract or disturb the normal activities of the dance.
 - Students are not permitted to wear any article of clothing that advertises alcohol or drugs, or has objectionable language.
 - Students are not permitted to wear hats, hoods, head coverings, or sunglasses.
 - The final decision regarding the appropriateness of a student's dress will be left to the discretion of the staff on duty.
 - Any violation of the dress code will result in the student(s) not being permitted to attend the school function, with no reimbursement/refund of ticket(s).
- Not engage in sexually explicit dancing. Individuals who do not conform to the items listed below will be removed from the dance (without refund), parents will be notified, and the student will be unable to attend any other dances for the remainder of the school year.

Additional disciplinary consequences may also be imposed.

- Every dancer must remain in the vertical position.
 - "Grinding" or any mimicking of sexual acts is not permitted.
 - Hands should be visible at all times and should remain on shoulders or waists only.
 - Staff may address any other questionable or inappropriate dance moves or behaviors on the dance floor.
- May not leave and enter again once entering the dance.
 - All rules, consequences and procedures will be expected of student guests.
 - Each NPA student may bring one guest of high school age (or by approval of admin in advance of the event).
 - A student guest must have signed and completed the agreement information provided.
 - Will be respectful of the dance facility and all property associated with the dance site.

Consequences

- Students violating this agreement may be removed from the dance and a parent will be called. If they don't have their own transportation, they will be moved to a safe room until they are picked up.
- Students violating this agreement will not be allowed to attend the next school dance event and a 2nd violation during the school year will restrict their attendance from all future dances for one calendar year.
- No refunds will be given if a student is directed to leave.
- Students who commit illegal acts are subject to legal action, including being issued a citation or arrest.

All students and guests are expected to follow school rules throughout each dance. Further, all students and guests are expected to have a signed Dance Agreement on file each academic year; students who are not in compliance will not be allowed to enter the dance.

Displays of Affection

NPA recognizes that genuine feelings of affection may exist between two students. However, students shall refrain from all Public Displays of Affection (PDA) while on campus or while attending and/or participating in a school-related activity.

Being overly affectionate at school can be offensive and is generally in poor taste. The expression of feelings toward one another is a personal concern between the two individuals and thus should not be shared with others in the general vicinity. PDA includes any physical contact that may make others in close proximity uncomfortable or serves as a distraction for themselves as well as innocent onlookers.

Lost/Damaged Book

Students are responsible for their textbooks. Students who lose a book and need a replacement textbook must pay the full cost of a new textbook. In most cases, the cost of a new textbook is \$50.00 - \$100.00. Damage to textbooks will be assessed upon return of the book to the teacher. Transcripts may not be provided until all books are returned or the equivalent replacement cost is paid to the school.

Parking Lot Safety

Drive like your child is in the parking lot:

- Remain alert—student behavior is often quick and unpredictable
- Proceed slowly and cautiously
- Turn your phones off
- Honor drop-off and pick-up procedures
 - Pull all the way forward.
 - Unload on the passenger side.
 - No unloading from the drivers' side.
 - No unloading in left lane ever.
 - Respect direction from faculty as they may be aware of students/situations that you cannot see.
 - No unloading on Sparrow.

- Be alert to teenagers trying to park—they are not good at it
- Watch for students crossing at new crosswalk on Sparrow.
- Do not park at Sinagua or Park Place condos.

Slow down, take a deep breath and be polite.

Personal Property

Students are reminded that even though we have supervision on campus, NPA will not assume responsibility for personal property or automobiles. It is recommended that students keep their lockers locked at all times.

Standard School Wear

At NPA, we believe all students should dress appropriately so that the focus is on the academic work at hand. Student dress should not be a distraction to others. Students are to be dressed according to the school standard for dress each school day. Students attending NPA are required to wear standard dress for two reasons: 1) Modesty: Keep “it” covered, and 2) Professionalism: “Dress for Success.” **NPA administration reserves the right to determine the appropriateness of student attire.**

Limitations on Student Attire

- Clothing must not reference:
 - Drugs
 - Alcohol
 - Sex
 - Gangs
 - Offensive language
 - Offensive symbols
- Hats and hoods may not be worn inside of the building (unless it is a special school wide hat day).
- Underwear must not be visible.
- Spaghetti straps and mid-drift shirts are not to be worn.
- Bro-tanks and tank tops that have large gaps under the arms are not allowed.
- Skirts and shorts must be appropriate in length (mid thigh).
- Backpacks may not be worn in NPA hallways.

Administration reserves the right to determine what is considered disruptive to the learning environment.

Student Insurance

NPA does not carry student accident or medical insurance. All students must provide proof of medical insurance in order to be able to participate in AIA activities.

Visitors

Any person not enrolled in or employed by NPA or a member of the governing board is a visitor and must check in with the front desk. Permission to have guests on campus must be sought from administration at least 24 hours in advance.

Non-Discrimination/Equal Opportunity

Northland Preparatory Academy is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, and disability. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Governing Body does business.

Compliance Officer

The Superintendent shall be the compliance officer. Any person who feels unlawfully discriminated against or to have been the victim of unlawful discrimination by an agent or employee of the Northland Preparatory Academy or who knows of such discrimination against another person should file a complaint with the Superintendent. If the Superintendent is the one alleged to have unlawfully discriminated, the complaint shall be filed with the Governing Body.

Northland Preparatory Academy School Compliance Officer: Superintendent 928-214-8776 ext 404

Complaint Procedure

The Northland Preparatory Academy is committed to investigating each complaint and to taking appropriate action on all confirmed violations of policy. The Superintendent shall investigate and document complaints filed as soon as reasonable. In investigating the complaint, the Superintendent will maintain confidentiality to the extent reasonably possible. If after the initial investigation the Superintendent has reason to believe that a violation of policy has occurred, the Superintendent shall determine whether or not to hold a hearing.

If the person alleged to have violated policy is a teacher or an administrator, the due process provisions of the Northland Preparatory Academy's Policy GCQF shall apply, except that the supervising administrator may be assigned to conduct the hearing. If the person alleged to have violated policy is a student, the Superintendent may impose discipline in accordance with policies JK, JKD, and JKE.

If the Superintendent's investigation reveals no reasonable cause to believe policy has been violated, the Superintendent shall so inform the complaining party in writing.

See AC-E Non-Discrimination / Equal Opportunity.

Section 504 of the Rehabilitation Act of 1973: Annual Notice

Section 504 is an Act which prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working).
2. Has a record of such impairment; or
3. Is regarded as having such impairment.

In order to fulfill its obligation under Section 504, Northland Preparatory Academy recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs or in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records: 2) make copies of these records: 3) receive a list of all individuals having access to those records: 4) ask for an explanation of any item in the records: 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's right: and 6) a hearing on the issue if the school refuses to make the amendment.

If there are any questions, please feel free to Emily Linck at elinck@northlandprep.org

Behavior and Discipline

Students are future adults who learn to be civil, polite, and respectful from their parents, teachers, and other adults. NPA students and staff alike are expected to treat one another with respect. Indications of respect include not talking when the teacher or another student is speaking, respecting the property of the school and other students, and refraining from crude, sarcastic, or critical remarks directed at others. Good behavior is the expectation at NPA.

The vast majority of students are courteous, respectful, and have a desire to learn. NPA adheres to the strong belief that the discipline procedures are in effect to protect the health, welfare, and safety of all students and the rights of students who want to learn. Students who persist in making learning difficult for other students or teaching impossible for the teacher may be removed from the classroom.

Students are responsible for their conduct; however, parent(s) and/or legal guardian(s) are also legally responsible for their children's conduct. Close cooperation between parents, legal guardians, and the school is an effective way to prevent situations from arising. NPA will inform parents or legal guardians when situations might be developing so that parents/guardians, the student, and the school can work together to avoid the problem.

The administration of NPA recognizes that situations can arise that may necessitate removing a student from a class or from the school in the best interest of the majority of students. NPA faculty, staff, and governing board enforce the discipline policy, and parents can expect misbehaving students to be removed from the classroom.

Furthermore, NPA has a zero-tolerance drug, tobacco, and alcohol policy. Every employee of NPA is responsible for enforcing school rules, regulations, and policies at all times, and police reports may be filed for any violation of federal, state, or local drug, tobacco, or alcohol laws. Students work most effectively and have the greatest freedom within well-defined limits. The discipline plan discussed here has been developed to ensure that all students know the sanctions and consequences for persistent misbehavior in the classroom.

* * * * *

Responsibility for Enforcing NPA Discipline

Inside the Classroom. The teacher is responsible for enforcing all discipline and rules in the classroom. Generally there are two common types of discipline problems. At one end of the spectrum, a student might occasionally act out or misbehave. Teachers normally handle these problems in their classrooms, and the student is not referred to Admin. Classroom teachers may assign an after school detention, lunch detention, and/or community service at their discretion.

Some students persistently misbehave, chronically come to class without a book, pen, pencil and/or paper and/or refuse to do classwork. Their insubordinate actions frequently disrupt the class to the extent that teaching is impossible for the teacher and learning is impossible for other students. Such students may be referred to Administration for disciplinary action.

Outside the Classroom. All faculty, staff and, administrators are responsible for enforcing NPA discipline policies and rules outside the classroom. This includes both on-campus and officially sanctioned off-campus NPA activities and events. The school reserves the right to have a flexible sanctions policy. A minimum and maximum penalty can be imposed, depending on the severity of the infraction.

Inspections of Desks and Lockers. Students' lockers and desks are the property of NPA. They may be inspected by administration at any time. Students' book bags may be inspected by administration if there is a reasonable suspicion that the student has violated the law. Further, if a personal body search is necessary, a law enforcement officer must conduct the search.

Progressive Consequences

NPA uses a system of progressive consequences to help students learn to change their behavior to be more positive. NPA Administration implements a variety of consequences depending on the severity of the misbehavior in a particular incident. Consequences may also vary between students depending on whether or not there is shown to be a pattern of misbehaviors. Consequences may include but are not limited to: warnings, detentions to do homework, detentions with a community service component, removal from a class, In School Suspension, Out of School Suspension, or expulsion. The NPA Administrative team expects that the parents, teachers, students and administrators support each other in the goal of teaching students to exhibit positive, appropriate manners in the workplace (school setting) as well as social situations.

Discipline Definitions

The following are types of infractions that may result in disciplinary action ranging from behavior contracts to expulsion. The examples provided do not constitute a complete list of potential infractions.

1. Actions against public safety

- removing safety pins from fire extinguishers
- bringing weapons or guns on school grounds
- bringing dangerous devices on school grounds (ex: bullets, ninja stars)
- having explosives or making bomb threats
- setting of false fire alarms
- loitering and trespassing

2. Actions against the authority of faculty, staff, administrators, any other employees or subcontractors, or visitors to the school

- insubordination - this includes refusing to do in-class assignments, coming to class unprepared, talking back to a teacher or substitute.
- obstructing an investigation
- insulting or verbally abusing faculty or staff
- physical assault
- giving false identification or information calculated to mislead
- forgery

3. Actions against school property

- vandalism or destruction of property at school or in transit to school
- placing games or viruses on school computers
- vandalism during school-related activities
- theft
- arson
- malicious mischief

4. Actions against other students

- dispensing over-the-counter medicine such as, but not limited to, pain-relievers, nasal sprays, and eye drops
- creating a hazardous condition
- creating a physically offensive condition
- harassment, threats, verbal abuse
- slander, extortion
- pushing, shoving, or jostling other students
- physical assault on any student during school hours
- improper sexual behavior
- fighting, hazing
- vulgar or obscene language or gestures
- engaging in lewd behavior or ethnic slurs

5. Academic misconduct

- cheating, plagiarism, chronic class disturbance, habitual tardiness, leaving class without permission, excessive absenteeism

6. Controlled substance abuse

The following are included:

- drug, as defined in ARS 13-3401, including alcohol or inhalants
- drug abuse, the non-medical use of a chemical or substance, legal or illegal, which results in an individual's physical, mental, emotional or social impairment,
- non-medical use of drugs, using any drug by any person for purposes other than the prevention, treatment, or cure of an illness or disabling condition
- giving/selling non-prescribed drugs and/or alcohol
- possession or use of non-prescribed drugs and alcohol

The police will be called at any time a local, state, or federal law is violated or suspected to have been violated, or when a student is violent and poses a threat to himself, herself, another student, faculty or staff member, or a visitor to NPA. The police will be called any time a student makes a threat of bodily harm to any student, faculty, staff member, or visitor.

Suspension

Students who are suspended out of school are responsible for completing assignments during their suspension. Credit for the completed work may be awarded at the discretion of the teacher and administration. It is the student's responsibility to obtain all work while suspended and submit all work on the day that s/he returns to school.

School Bullying Prevention Policy

Northland Preparatory Academy prohibits the bullying of students or aiding another person who is engaged in bullying, pursuant to A.R.S. 15-341.

Explanation

The passage of H.B. 2368 makes school districts responsible with regard to student behavior. A.R.S. 15-341 pertains to the new anti-bullying provisions require school districts to adopt and enforce procedures that prohibit the harassment, bullying and intimidation of pupils on school grounds and at school sponsored events and activities.

Procedures

Students, teachers, parents and staff shall report all violations of the school bullying prevention policy to any teacher, Principal, the Assistant Principal/Guidance Counselor, or the Superintendent. All reports of possible school bullying will be investigated. All complaints shall complete a Complaint of Possible School Bullying Form.

If, after an investigation, it can be shown that a student has engaged in school bullying, appropriate disciplinary measures will be taken. If, after an investigation, it can be shown that the school bullying was so severe as to constitute physical, emotional, sexual, mental abuse or assault, child protective services and the police will be notified.

Students who are found to have violated the school bullying policy are subject to in-school suspension, out of school suspension, Long term suspension, or expulsion. Teachers or staff members who are found to have violated the school bullying policy are subject to reprimand, suspension or termination. Students who are found to have submitted false reports of harassment, intimidation or bullying are subject to in-school suspension, out of school suspension or longer, expulsion.

Legal reference: A.R.S. 15-341

Sexual Harassment

Sexual harassment is any unwanted sexual advance or innuendo made repeatedly by one student toward another student, made by a student toward a faculty or staff member or made by an NPA employee toward a student which causes discomfort on the part of the recipient. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, teasing about sexual matters including sexual orientation, and other verbal or physical conduct of a sexual nature made by a student, faculty member, staff member, or any visitor to the school, including, but not limited to student teachers, substitute teachers, and parent volunteers, where:

Submitting to such conduct is either explicitly or implicitly made a term or condition of a student's education; or the submission to or rejection of such conduct is used as a basis for educational decisions affecting such individual; or such conduct has the purpose or effect of substantially interfering with an individual's educational performance, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include, but is not limited to: suggestive or obscene letters, notes, or invitation; derogatory comments, slurs, jokes, epithets; assault, touching, impeding or blocking movement, leering gestures, display of sexually suggestive hand or body movement; objects, pictures, or cartoons; and/or continuing to express sexual interest after being informed that the interest and attention are unwelcome. Public displays of affection can also be considered to be sexual harassment because they can create an intimidating, hostile, or offensive environment.

Students should be aware that sexual harassment can include males harassing females, but it can also include females harassing males, males harassing males, or females harassing females.

A student who thinks he or she has a complaint should contact any teacher or administrator, with whom the student is comfortable. All complaints will be taken seriously, and a student may be requested to submit his/her complaint in writing.

Students should realize the seriousness of any accusation and recognize that any false accusations could subject the accuser to legal action in addition to NPA sanctions listed under, but not limited to: defamation, slander, obstructing investigations, and/or malicious mischief.

HAZING

(File with a school administrator, the administrator's supervisor, or a professional staff member)
Additional pages may be attached if more space is needed.

Please print:

Name _____ Date _____

Address _____

Telephone _____ During the hours of _____

Another phone where you can be reached _____

E-mail address _____

Report/Complaint:

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, and the background to the incident. Be sure to note relevant dates, times, and places.

If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s).

Name	Address	Telephone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

The projected solution

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

I certify that this information is correct to the best of my knowledge.

Student

Date

Administrator or professional staff member receiving initial complaint

Date initial complaint received

The investigating administrator shall give one (1) copy to the complainant and retain one (1) copy for the file.

Equal Educational Opportunities

The school will maintain a safe and supportive learning environment free of unlawful discrimination and ensure that students are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any program or activity of the School on the basis of race, color, national origin, religion, sex, gender, or disability.

The right of a student to participate fully in classroom instruction shall not be abridged or impaired because of race, color, religion, sex, age, national origin, and disability, or any other reason not related to the student's individual capabilities.

Complaints or other allegations of harassment or bullying or discrimination on the basis of race, color, national origin, religion, sex, gender, or disability will be investigated and resolved pursuant to Policies AC, ACA, JB, and JII.

Complaints or other allegations of discrimination relating to the identification, evaluation, or placement of disabled students or the provision of a Free Appropriate Public Education (FAPE) under the Individuals with Disabilities Education Act (IDEA) will be investigated and resolved pursuant to the special education due process procedure set forth in policy IHBA.

Complaints or other allegations of discrimination relating to the identification, evaluation, or placement of disabled students or the provision of FAPE under Section 504 of the Rehabilitation Act of 1973 (Section 504) will be investigated and resolved pursuant to Policies IHBA.

The Superintendent will act as the School Compliance Officer for the Civil Rights Act of 1964 (discrimination on race, color, national origin, or religion) and Title IX of the Education Amendments of 1972 (sex based-discrimination). The Director of Special Education will act as the School's Compliance Officer for the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973/Americans with Disabilities Act (disability-based discrimination).

The Superintendent will adopt regulations as necessary to implement this policy.

The rights of students to participate in extracurricular activities shall be dependent only upon their maintaining the minimum academic and behavioral standards established by the Governing Body, and their individual ability in the extracurricular activity.

Harassment includes conduct based on race, color, national origin, disability, sex, gender, or age that is sufficiently severe, persistent, or pervasive to interfere with, limit, or deny a student's ability to participate in or benefit from the school's educational program. Or to create a hostile educational environment.

Harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on stereotyping. Harassing conduct may take many forms, including verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile

environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school.

Whether a hostile environment has been created depends on the totality of the circumstances, including but not limited to such factors as: the degree to which the conduct affected one or more students' education; the type, frequency, and duration of the conduct; the identity of and relationship between the alleged harasser and the subject(s) of the harassment; the number of individuals involved; the age and sex of the alleged harasser and the subject(s) of the harassment; the size of the school, location of the incidents, and the context in which they occurred; and other incidents at the school.

Conduct is unwelcome if the student did not request or invite it and regarded the conduct as undesirable or offensive. Acquiescence in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that a student may have accepted the conduct does not mean that the conduct was welcome. Also, the fact that a student willingly participated in conduct on one occasion does not prevent him or her from indicating that the same conduct has become unwelcome on a subsequent occasion. On the other hand, if a student actively participates in the conduct and gives no indication that he or she objects, the conduct may not be unwelcome.

The school has the right and responsibility to determine if a hostile environment exists, whether or not a formal complaint is filed, provided the School reasonably knew or should have known the conduct that creates a hostile environment.

Compliance Officer

The Superintendent shall be the compliance officer. Any person who feels unlawfully discriminated against or to have been the victim of unlawful discrimination by an agent or employee of the School or the who knows of such discrimination against another person should file a complaint with the Superintendent. If the Superintendent is the one alleged to have unlawfully discriminated, the complaint shall be filed with the Governing Body.

Complaint Procedure

The School is committed to investigating each complaint and to take appropriate action on all confirmed violations of policy.

**Nondiscrimination/Equal Opportunity
COMPLAINT FORM**

(To be filed with the compliance officer as provided in AC-R)

Please Print:

Name _____ Date _____

Address _____

Telephone _____

Another phone where you can be reached _____ During the hours of _____

E-mail Address _____

I wish to complain against:

Name of person, school (department), program, or activity

Address

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the backgrounds to the incident, and any attempts you have made to solve the problem. Be sure to note relevant dates, times, and places.

Date of the action against which you are complaining _____

If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s).

Name _____	Address _____	Telephone Number _____
------------	---------------	------------------------

The projected solution

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

I certify that this information is correct to the best of my knowledge.

Signature of Complainant

The compliance officer, as designated in AC-R, shall give one (1) copy to the complainant and shall retain one (1) copy for the file.