

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 as a North Central Association school and is in Class 1A in the Arizona Interscholastic Association. NPA provides a rigorous college preparatory program for serious, motivated students in grades 7-12. 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.

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, administrators, and governing board offer the following suggestions:

- Get to know your teachers, faculty, and staff. They are here to help you.
- Get involved in clubs, student government, sports, or after school activities.
- If you start to fall behind in a class, ask the 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 Calendar (2008-09)

Classes Begin	August 13, 2008
Labor Day	September 1
Fall Holiday	October 13
Veterans' Day	November 11
Thanksgiving Vacation	November 26-28
First Semester Ends	December 19
Winter Recess	Dec. 22 – Jan. 2
Martin Luther King, Jr. Day	January 19
Presidents' Day	February 16
Spring Break	March 16 – 20
Spring Holiday	April 17
Memorial Day	May 25
Graduation	May 30
Last day of school	June 2, 2009

Early Release Schedule

Scheduled for teacher in-services, parent-teacher conferences, and/or other school-related functions, early release days are listed on school calendars posted on NPA's monthly newsletter.

Snow Schedules and Snow Days

The snow schedule is used on a day when school begins later than usual. A snow day is a day on which school is canceled. NPA will usually follow snow schedules and closures that FUSD announces. Snow schedules and snow days are announced on local radio and at www.northlandprep.org beginning at approximately 6 A.M.

School Wear

Standard School Wear

Students are to be dressed according to the school dress code each school day. Students may not wear other clothes to or from school and change at school.

The dress code consists of navy, black or khaki colored pants (**not jeans**). As an alternative to long pants, students may wear shorts, no shorter than 4 inches above the knee. Girls may also wear skorts or a skirt of approved length (no shorter than 4 inches above the knee). Students must wear a solid colored polo shirt (long or short sleeved). Approved NPA sponsored club or sports t-shirts may also be worn. All clothes must fit, be clean, and be in good repair. The dress code does not allow for the wearing of hats or caps in the school building.

During cold weather, students may wear a solid colored sweatshirt, an NPA Spartans sweatshirt or an NPA warm-up suit (with an approved uniform shirt under the sweatshirt or warm-up suit). Students may also wear a college or university logo sweatshirt (not t-shirt).

No visible tattoos, exaggerated make-up, excessive jewelry, or excessive hair ornamentation may be worn. Hair color shall be in one of the naturally occurring human hair colors. The wearing of rings, studs, or other jewelry in visible body parts such as, but not limited to septum, lip, eyebrow, tongue, or any area other than ears is not allowed during school.

Casual Dress Days

Students may wear blue jeans on casual dress days. Gang clothing, insignia, symbols, and paraphernalia are not allowed. Clothing with references to drugs, tobacco, alcohol or sexuality are not to be worn to school. Bare midriffs, spaghetti straps, tight shirts, exposed underwear, and excessively baggy or tight trousers are not allowed. **School administration reserves the right to determine appropriateness of any school attire.**

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.

NPA High School Graduation Requirements for the Classes of 2009 and Thereafter

Please note there is a difference between graduating from high school and being accepted to college. Minimum high school graduation requirements do not ensure admission to college, particularly to private or out-of-state colleges or to any of the military academies. Graduation requirements at NPA do, however, exceed the admission requirements for Arizona universities.

Minimum number of credits to be earned within Grades 9-12:

4 credits of English
3 credits of Foreign Language
3 credits of Math¹
3 credits of Laboratory Science
4 credits of Social Studies including US History and World History
3 credits of other core courses²
1 credit of Fine Arts
3 credits of other electives including 0.5 credit Health requirement

24 credits total

Remaining credits are to be chosen from the electives offered.

The above are the minimum requirements for graduation, the typical load for students is 5 academic courses and 2 elective courses. The entire NPA Course Catalog is available on the school website.

¹ students are required to take a math course each year, even after having earned 3 credits

² usually an additional credit in each of Foreign Language, Math, and Science, but may be satisfied with any three courses designated as core courses or approved as substitutes by the administration

Sports

HS Baseball
HS Basketball (boys, girls)
MS Basketball (boys, girls)
Cross-country
Golf
Soccer
HS Softball
Track
HS Volleyball (girls)
MS Volleyball (girls)

Clubs

Student Council
National Honor Society
National Junior Honor Society
Odyssey of the Mind
Latin
Mock Trial
Spanish
Amnesty International

Fees

General fees, which all NPA students pay, vary each year and are paid at registration. Some classes and activities require additional fees.

Athletic fees are \$75.00 for the first sport and \$35.00 for the second sport for high school athletes. The fees are set at \$60.00 for the first sport and \$30.00 for subsequent sports for middle school athletes.

High School Sports Eligibility

All students must be academically eligible (having no more than 1 D and no F's) to participate in extra-curricular sports. Eligibility checks are done on a 2-week basis during the season.

Concurrent Enrollment

In special cases, a student is allowed to enroll concurrently at NAU or at the local community college. Please see the guidance counselor for specific details.

Graduation

NPA has high school graduation once a year, at the end of the school year. There will be no mid-year graduation ceremony. Students who due to lack of credit will not receive their diploma on the graduation date 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.

Senior Exam Exemption

Seniors may be exempt from 2nd semester final exams if they meet the following criteria:

- Satisfactory academic standing (C or better)
- No more than 5 excused absences from the class for which the exemption is being sought (this does not include absences due to school trips)
- No disciplinary concerns (suspensions in or out of school).

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.

Academic Awards

The honor roll for all grade levels at NPA is determined at the end of the first semester and has three levels of recognition. Students must take at least five graded courses and have no incompletes to be eligible for the honor roll. (Students with incompletes can be added to the honor roll after finishing the courses.)

Honors: a semester G.P.A. of 3.0-3.49

High Honors: a semester G.P.A. of 3.5-3.99

Honors with Distinction: a semester G.P.A. of 4.0

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 the school. 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 the incomplete is removed.

Grade Reports and Report Cards

Report cards are mailed home to parents every nine weeks. Progress reports are issued midway through each quarter and will be given to students. Parents of students receiving a D or an F will receive progress reports in the mail.

Math and Foreign Language Grade Requirements

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, German, and Spanish. They will be required to re-take the course.

Plagiarism

Plagiarism is using someone else's work or original ideas without giving credit to the author. Plagiarism includes, but is not limited to, a student copying a phrase, sentence, paragraph, or entire report from a published source or from the Internet without citing the original author. It also occurs when a student buys a report from a company and submits the report as his or her own work.

A student who plagiarizes a work can expect to receive an "F" for the assignment. The student may also serve an In-School or Out of School suspension.

General Information

Student Arrival and Departure

Students may arrive no earlier than 7:15 A.M. and must be picked up no later than 15 minutes after their last class or club activity. Once a student arrives at school, the student may not leave campus until the end of the day.

Visitor Passes

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. Any student wishing to bring a guest to campus during a school day must obtain permission from administration one week prior to the visit.

Personal Property

Students are reminded that even though we have some supervision on campus, NPA will not assume responsibility for personal property or automobiles.

Students are not to use their cell phones during the school day (including lunch). There is a phone available in the administration area for student use. After dismissal from school students must go outside if they want to use their cell phones.

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.

Lost Books

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 - \$70.00. Transcripts cannot be provided until all books are returned or the equivalent replacement cost is paid to the school.

Attendance Policies

Students are required to attend school until the age of 16. If a student is absent, NPA requires that a parent or guardian call the school before 9:00 a.m. on the day of the absence, and parents should state how long the student is likely to be out and why. Parents of students who have a prolonged illness should discuss the extended absence with school personnel. The school loses a significant amount of funding each day a student is absent, and the school is further penalized if the absentee rate is higher than 5% on any given day. Students are responsible for making up all missed assignments during their absence within the timeframe allotted by each individual teacher.

Attendance Procedures

NPA maintains a closed campus. Students may not leave campus. 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, however, sign their children out to go to lunch or appointments.

Check-out Procedures During School

Students leaving school after arrival must check out through the office. Students must have a parent/ guardian note 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 may be imposed.

Tardy Policy

A student is considered tardy if not in their assigned seat by the final bell. Many NPA teachers consider students tardy if the students come unprepared to class and need to go to locker after class has begun.

Consequences (Cumulative over each quarter)

- 2 Tardies: Warning
- 3 Tardies: After school detention or 2 lunch detentions
- 4 Tardies: Two after school detentions or 4 lunch detentions

Suspension

Students who are suspended are responsible for completing assignments during their suspension. Credit for the completed work will be awarded only at the discretion of the teacher and administration. It is the student's responsibility to submit all work.

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

NPA prohibits the hazing of students, the solicitation to engage in hazing of students, or aiding and abetting another person who is engaged in hazing, pursuant to A.R.S. 15-2301. Hazing is the intentional, knowing, or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- a. The act was committed in connection with an initiation into, and affiliation with of the maintenance of membership in any organization that is affiliated with NPA or subgroup with in the NPA community, and
- b. The act contributes to a substantial risk of potential physical injury, mental harm, or personal degradation.

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 and courtesy. 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 impossible 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 the Principal. Classroom teachers may assign a 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 class work. 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. The Principal enforces discipline. A minimum and maximum penalty can be imposed, depending on the severity of the infraction.

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.

It is the expectation of the NPA Administrative team 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 lateness
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 can 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.

Bell Schedule

REGULAR SCHEDULE

Period 1	8:00 - 8:55
Period 2	8:59 - 9:51
Period 3	9:55 - 10:47
Period 4	10:51 - 11:43
Lunch	11:43 - 12:13
Period 5	12:17 - 1:09
Period 6	1:13 - 2:05
Period 7	2:09 - 3:00

EARLY RELEASE (Periods 1-7)

Period 1	8:00 - 8:39
Period 2	8:43 - 9:17
Period 3	9:21 - 9:55
Period 4	8:59 - 10:33
Period 5	10:37 - 11:11
Lunch	11:11 - 11:42
Period 6	11:46 - 12:21
Period 7	12:25 - 1:00

EARLY RELEASE (Periods 1-4)

Period 1	8:00 - 9:08
Period 2	9:12 - 10:15
Period 3	10:19 - 11:22
Lunch	11:22 - 11:54
Period 4	11:58 - 1:00

EARLY RELEASE (Assembly / Periods 5-7)

Period 5	8:00 - 9:08
Assembly	9:12 - 10:15
Period 6	10:19 - 11:22
Lunch	11:22 - 11:54
Period 7	11:58 - 1:00

LATE START (Due to weather conditions)

Period 1	10:00 - 10:39
Period 2	10:43 - 11:17
Period 3	11:21 - 11:55
Lunch	11:55 - 12:26
Period 4	12:30 - 1:04
Period 5	1:08 - 1:42
Period 6	1:46 - 2:21
Period 7	2:25 - 3:00