



# Northland Preparatory Academy

## STUDENT HANDBOOK

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NPA | 2017-2018 CALENDAR

- 2-3** [New](#) Teacher Orientation
- 4, 7-8** Teacher Kick Off
- 9** First day of school (ED\*)
- 23** Back to School Social (ED)
- 26** Saturday School

\*ED = Early dismissal

AUGUST '17						
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		
						17

FEBRUARY '18						
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			
						19

- 7** ED
- 10** Saturday School
- 19** [Presidents' Day](#)
- 21** ED
- 24** Saturday School

- 4 [Labor Day](#)
- 5 Parent Night (GR 6-8)
- 6 ED
- 9 Saturday School
- 19 Parent Night (GR 9-12)
- 20 ED
- 23 Saturday School

SEPTEMBER '17						
S	M	T	W	Th	F	S
					1	2
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24	25	26	27	28	29	30
						20

MARCH '18						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31
						17

- 7 ED
- 10 Saturday School
- 19-23 Spring Break
- 28 ED
- 31 Saturday School

- 2-7 Spirit Week
- 7 Homecoming Dance
- 7 Saturday School
- 9-11 Parent-Teacher Conferences
- 12-13 Fall Holiday
- 21 Saturday School
- 31 [Halloween](#)

OCTOBER '17						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
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29	30	31				
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APRIL '18						
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22	23	24	25	26	27	28
29	30					
						20

- 6 Possible holiday<sup>2</sup> (snow day)
- 11 ED
- 14 Saturday School
- 20 Spring Holiday
- 23 Possible holiday<sup>3</sup> (snow day)
- 25 ED
- 28 Saturday School

- 1 ED
- 4 Saturday School
- 10 [Veterans Day](#)
- 15 ED
- 18 Saturday School
- 20-24 Thanksgiving Break

NOVEMBER '17						
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		
						16

MAY '18						
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27	28	29	30	31		
						22

- 4 Possible holiday<sup>1</sup> (snow day)
- 9 ED
- 12 Prom
- 12 Saturday School
- 14 Possible holiday<sup>4</sup> (snow day)
- 18 Day of Play ED
- 23 ED
- 24 Graduation ED
- 25, 29 Reading Days
- 28 [Memorial's Day](#)
- 30-1 Semester Exams (exam schedule)

- 2 Saturday School
- 6 ED
- 11-12 Reading Days
- 13-15 Semester Exams (exam schedule)
- 18 Winter holiday begins

DECEMBER '17						
S	M	T	W	Th	F	S
					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						11

JUNE '18						
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24	25	26	27	28	29	30
						1

- 1 Last Day of School
- 17 [Father's Day](#)

- 1 New Year's Day
- 2 School resumes at 10:15 a.m. (2 hour delay)/Alumni Day
- 10 ED
- 15 [M.L. King Day](#)
- 24 ED
- 27 Saturday School
- Winter Formal

JANUARY '18						
S	M	T	W	Th	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						21

JULY '18						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 4 [Independence Day](#)
- SNOW DAY PAYBACK: 1) 5/4, 2) 4/6, 3) 4/23, 4) 5/14

# 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. NPA provides a rigorous college preparatory program for serious, motivated students in grades 6-12. 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.

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 other Wednesday is an early dismissal day. The Tuesday before the early dismissal and the early dismissal Wednesday are extended period classes. Please check Calendar for specifics.

### Regular schedule:

0: 8:00 – 8:10 (grades 6/7 only)  
1: 8:15 – 9:10  
2: 9:15 – 10:05  
3: 10:10 – 11:00  
4: 11:05 – 11:55  
Lunch  
5: 12:33 – 1:23  
6: 1:28 – 2:19  
7: 2:24 – 3:15

### Every other Tuesday schedule

0: 8:00 – 8:10 (grades 6/7 only)  
1: 8:15 – 9:53  
2: 9:58 – 11:30  
Lunch  
3: 12:08 – 1:40  
4: 1:45 – 3:15

### Every other Wednesday schedule

0: 8:00 – 8:10 (grades 6/7 only)  
5: 8:15 – 9:53  
6: 8:58 – 11:30  
Lunch  
7: 12:08 – 1:40

### Early Dismissal Schedule

Early dismissal days 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](http://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](http://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.

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 the Dean of Students 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).

Note: Absences for extracurricular sports and other school approved activities do not count toward the 10% of absences mentioned above.

### **Student Arrival and Departure**

Students may arrive no earlier than 7:30 A.M. 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. 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. Front doors will be open at 7:30 A.M.

### **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**

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 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. The student may also be placed on academic and/or disciplinary probation.

### **Concurrent Enrollment**

In special cases, a student may be allowed to enroll concurrently at NAU, CCC, or in a CAVIAT course (not other high schools). 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 \$60.00 per sport.

### **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](http://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<sup>3/4</sup> 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 (High School)**

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>.

## **General Information**

### **Appropriate Use of Cellphones and Other Electronic Devices**

The revised cellphone policy will be provided at 2017-18 registration.

### **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 - \$70.00. 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.

### **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 also 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.**

In addition, all NPA club/sports clothing must be approved in advance by the principal. Students who are out of dress code will receive consequences in line with our progressive disciplinary procedures.

#### **Prohibited At All Times**

- Messages on clothing, except for NPA or college/university
- Clothing that reveals excessive skin
- Hats, caps, bandanas and hoods
- Pajamas, bedroom slippers
- Spaghetti straps or short cropped tops (no midriff showing)
- Jeggings, leggings, spandex worn as pants (C.Y.B.: "cover your butt")
- Undergarments showing
- Distressed clothing—no cut, torn or tattered clothing
- Short skirts/shorts/dresses (must be longer than longest fingertip)
- Clothing promoting sex, drugs, tobacco, alcohol, violence, etc.
- Clothing items that may be potentially disruptive to the learning environment.
- Hair color that does appear in nature as a human hair color.

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

Backpacks may not be worn in NPA hallways.

#### **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.

#### **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.

## **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: Bob Lombardi, Superintendent  
928-214-8776 ext 404 (phone) [blombardi@northlandprep.org](mailto:blombardi@northlandprep.org) (email)

#### **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 contact, Vada Visockis (Assistant Principal).

## **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 the Dean of Students 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, Assistant Principal, and the Dean of Students enforce 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 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 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

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## Complaint of School Bullying

Complainant's Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Affiliation to NPA:  student  parent  staff member  other

If other, explain \_\_\_\_\_

Name of person and/or organization suspected of a school bullying violation:  
\_\_\_\_\_

Briefly describe how or why you think the school bullying policy was violated:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

NPA official receiving the report: \_\_\_\_\_

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.

### Complaint of Possible Hazing

Complainant's Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

Affiliation to NPA: \_\_\_ student \_\_\_ parent \_\_\_ staff member \_\_\_ other

If other, explain \_\_\_\_\_

Name of person and/or organization suspected of a hazing violation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Briefly describe how or why you think the hazing prevention policy was violated:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

NPA official receiving the report: \_\_\_\_\_ Title: \_\_\_\_\_

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.

### **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.*

# 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.

## Sexual Harassment Complaint Form

Please print:

Name \_\_\_\_\_  
What is your affiliation with NPA: \_\_\_ Student \_\_\_ Staff member \_\_\_ Other  
If other, explain and provide address and phone number:

Date \_\_\_\_\_

### I wish to complain against:

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

Address: \_\_\_\_\_

### The complaint

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

Is there anyone who could provide more information regarding this complaint? If so, please list their name, address, and telephone number.

NAME	ADDRESS	TELEPHONE NUMBER
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The projected solution: Use the back of this sheet if you need more space.

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

\_\_\_\_\_  
Signature of the Complainant

The compliance officer shall give one copy to the complainant and shall retain one copy for the file.

## NORTHLAND PREPARATORY ACADEMY SCHOOL DANCE AGREEMENT

The purpose of this agreement 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.

### Expectations

- I will demonstrate good character, maintain a high community standard and follow all school rules.
- I may be required to show photo ID.
- I 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.
- I will be respectful and courteous towards other students, all adults, faculty and chaperones.
- I understand that my attire must be school appropriate:
  - 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.
  - Dresses and/or skirts must reach mid-thigh. In practice, we use the "fingertip rule." This is when standing straight with shoulders relaxed; fingertips are in line with the hem of the dress or skirt.
  - 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).
- I understand that I am not allowed to engage in sexually explicit dancing.

Sexually suggestive dancing will not be tolerated. Individuals who do not conform to the items listed below will be removed from the dance (w/o 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.
- I understand that once I enter the dance, I am not permitted to leave and enter again.
  - 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.
  - I 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.