

# New School for the Arts & Academics

## Student Handbook and Code of Conduct

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### NSAA MISSION

The mission of New School for the Arts & Academics (NSAA) is to establish and support students in meeting high standards and personal goals both scholarly and artistically. Our accredited and college preparatory high school curriculum is the stepping-stone for students to continue to post secondary education. Our middle school is aligned to transition students into our high school environment.

### NSAA PHILOSOPHY

The faculty and staff at NSAA are dedicated and professionals in their fields and growth and learn with the students. Growth and success is individually measured and the NSAA community provides a safe and nurturing learning environment for all families.

The Executive Dean leads the NSAA community through continuity and integrity of quality teaching practices shared campus wide. Family and community support is essential to student success.

The purpose of this Handbook is to inform students and parents of the policies, procedures, and operations of the School. It presents information highlighting policies and guidelines necessary for the academic success, safety, welfare, and wellbeing of our students.

Both parents and students are required to review the contents of this Handbook. As a condition of enrollment, parents and students are required to sign the school compact which is the agreement to following the guidelines outlined in the handbook; both the parent and student understand and agree to abide by this Handbook.

### NSAA COMMUNICATION

NSAA uses internet for communicating with families including emailing report cards. While the School will use all reasonable means to protect the security and confidentiality of electronic information sent and received, including the use of encryption and other security technologies, it cannot guarantee the security and confidentiality of web-based communications, and will not be liable for inadvertent or improper disclosure of confidential information that is not caused by intentional misconduct or that is caused by failures of systems outside of the School. For those who do not agree to the Electronic Communications Service, all information

communicated via this service will be made available for review at the school office, however, the parents must request the information.

All families are provided with an ID and PIN to access student records for each class. NSAA website and individual teacher websites are used for weekly communication of the events and content of the classes.

### NSAA Administration and Support Personnel

NSAA has two Administrative Liaisons to the Dean for the middle school, an Academic Coordinator for the high school, a Department Chair for Visual and Performing Arts and Academics. The course teacher is the first point of contact when parents or students need to communicate about academic issues or a student's well-being in a specific course. Any other issues related to general academics or a student's wellbeing should be addressed to an Administrator or Executive Dean.

## I. GENERAL

New School for the Arts and Academics (NSAA) strives to promote a caring atmosphere where the intellectual and emotional growth of each individual is prized and mutual toleration of and respect for differences is of paramount importance. NSAA shares with families the responsibility to foster ethical responsibility and mature citizenship. Students are encouraged to understand, appreciate and positively relate to others, to accept responsibility for their own actions, and to respect the various communities of which they are a part. NSAA is committed to the fundamental principles of honesty, respect, and compassion as foundations for the school community. NSAA expects all students to recognize their responsibility to the school itself and to their fellow students in maintaining acceptable and appropriate behavior.

By signing the annual enrollment form to attend NSAA, students and parents agree to the following: to abide by and support all policies in the current edition of this Student Handbook and Code of Conduct; and to allow e-mail communication from school staff regarding student progress and behavior, when a parent e-mail address is provided.

## II. STANDARDS

Personal integrity is a fundamental value at NSAA. No member of the community may intentionally deceive any other member of the community, whether a student, administrator, faculty member, staff or guest.

Academic honesty is basic to personal integrity. Each student is responsible for clearly identifying work that is not his/her own, including the ideas and/or words of others. Plagiarism and cheating are serious violations of this expectation. (ARS 13-2001)

Social responsibility is a fundamental expectation of NSAA. Community members are expected to treat others respectfully both in and out of school. Verbal or physical action that threatens or compromises another's safety or well-being cannot be tolerated. Similar action, which discourages or humiliates another because of gender, ethnic, religious or other differences, is unacceptable. NSAA seeks to promote a safe environment in which community members are free to express themselves without fear of recrimination. (ARS 15-712)

Damage to building, grounds, or possessions of others, including theft, is a serious breach of NSAA standards, and parents will be liable for damage caused by their minor children or wards. (ARS 15-842)

Illegal drugs, alcohol, and weapons are not allowed on school property, or at any school function. A student may not be on school property or at a school function under the influence of illegal drugs or alcohol. Neither smoking nor tobacco products are permitted on school property. (ARS 13-3401)

Students may not dispense medicine or prescription drugs to other students. A student who needs access to medical drugs in school shall leave them, in the original container, with the appropriate administrator. Permission and written directions from a physician concerning their use must be submitted. (ARS 13-1205)

Harassment is a violation of respect. If a student feels that an employee of the school or a fellow student has harassed him or her, he or she should report such incidents to a teacher or administrator without delay. Intentionally false and/or malicious accusations are a form of harassment. (ARS 13-2911)

Sexual harassment is prohibited. Sexual harassment is defined as unwelcome conduct of a sexual nature. *Quid pro quo harassment* occurs when a school employee or a person of authority, causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity. It can also occur when an employee or a person of authority causes a student to believe that the employee or person of authority will make an educational decision based on whether or not the student submits to unwelcome sexual conduct. *Hostile environment harassment* occurs when unwelcome conduct of a sexual nature is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an education program or activity, or creates an intimidating, threatening or abusive educational environment. A hostile environment can be created by a school employee, another student or someone visiting the school.

(LEGAL REF: 20 U.S.C. 1681, Education Amendments of 1972, Title IX 20 U.S.C. 1703, Equal Employment Opportunity Act of 1972 CROSS REF.: JB - Equal Educational Opportunities JI - Student Rights and Responsibilities JIC - Student Conduct JICD - Student Conduct in School JICFA - Hazing)

All weapons such as knives, firearms, and mace, or any other item that may be used as a weapon and cause bodily harm to school staff, students, or any people on the NSAA campus are prohibited. (ARS 13-105 and U.S. Code 18; Section 921)

### III. DRESS AND APPEARANCE

Personal appearance should reflect pride in the school and shared concern for the image of the school. Students are expected to use good judgment in deciding appropriate clothing. Clothing may be casual in style but must be clean and neat.

In general, the standard for determining appropriate dress is whether the dress unduly interferes with or distracts from the learning environment. Shirts and shoes must be worn. Clothing may not have inappropriate words or images. Clothing may not be unusually revealing or provocative.

The administration will make the final determination on questions relating to appropriateness of student dress. A student whose dress is determined to be inappropriate may be required to change into dress that is acceptable before attending classes.

### IV. ARTISTIC STANDARDS

NSAA seeks to encourage and foster creativity on the part of students and staff. NSAA shares with families the responsibility to foster ethical and civic, as well as aesthetic, values. School fees are required to cover the expenses of the art materials.

The NSAA Community is aware of the possibility that certain student-originated presentations and projects may develop along lines not acceptable within a traditional school program. Therefore, artistic license in subject matters, language and other areas of artistic expression may be reviewed by the administration or by an advisory panel made up of students, parents, and faculty. Forms of expression that jeopardize the day-to-day operations of the school or are incompatible with its status as a public institution for the instruction of minors will require appropriate modification. Students are encouraged to seek guidance from instructors whenever in doubt.

Off-campus field trips to museums, concerts and other artistic events are part of the NSAA experience. Students and parents will be briefed and prepared by the faculty as to the subject matter of such events. Based on this information, individual parents and students may

determine whether the student should attend the event. Parents are encouraged to participate in planning for and attending off-campus events.

It is important that students know that the school staff is legally responsible for the conduct of students *during school hours, while the students are on the campus, or at any school function*. Students are expected to follow the directions provided by all staff members during these times of responsibility.

## V. DISCIPLINARY ACTIONS

Students involved in inappropriate behavior are subject to disciplinary actions. Depending on the offense of the student, one or more of the following actions may be taken by school personnel, and will be recorded in the student's file, with the exception of verbal warnings.

- ◆ **Verbal Warning**—A school official (teacher, administrator or counselor) will talk to the student and try to reach an agreement regarding how the student should behave.
- ◆ **Conference**—A formal conference is held between the student and one or more school officials.
- ◆ **Detention**—The student will be required to report to a designated area for tasks that may involve campus service. Instructors may assign detention to any students at any time; detentions are served as directed by the teacher or administrator, and may be at lunch or before or after school.
- ◆ **Parent Involvement**—The parent is notified by telephone, personal contact, or letter. A conference may be held. A parent contact will occur any time a suspension is issued.
- ◆ **Referral to the office**—If the behavior of a student in class makes his or her presence unacceptable, the student shall be excluded from that class for the of the period and possibly removed from the class. When referred, the student will proceed to the office and follow the directions of the administrator in resolving the issue. Upon a second referral of the same student by the same teacher or for the same reason during a semester, a conference involving the teacher, the parent, and the administrator may be held. Students may incur other consequences for misconduct.
- ◆ **Enrollment Contract and Probation**—Probation requires a student to exhibit exemplary behavior during their enrollment at NSAA and may involve the limitation of student privileges. Parents, students and Executive Dean must sign and agree to terms of probation and the enrollment contract.
- ◆ **In-School Suspension**—ISS is rarely used and involves the confinement of a student to a designated area of the school for a specified period of time.
- ◆ **Suspension**—An Administrator may suspend a student after an investigation and is guilty of misconduct during the school day or at a school-related function for a specific period of time. Suspensions are always preceded by an informal

conference, unless the student's presence creates a danger. Suspended students may not enter campus or any school-sponsored functions during the term of their suspension. Class work or exams missed may or may not earn credit for completion, at the discretion of the teacher. (ARS 15-843)

- ◆ **Long Term Suspension**—In addition to imposing a short-term suspension, an administrator may give notice to the student and parent that long-term suspension (11 days or more) is recommended to the Executive Dean. In accordance with due process for long term suspension, the parent may request an informal meeting with the Executive Dean. Class work or exams missed may or may not earn credit for completion, at the discretion of the teacher. (ARS 15-843)
- ◆ **Expulsion**—The student and parent shall be given notice that the administrator is recommending expulsion of the student to the Executive Dean, who will make the recommendation to the School Board. In accordance with the due process procedure for expulsion, a Board-designated hearing officer who shall bring a recommendation to the Board shall hold a formal hearing. Only the Governing Board can expel a student. Under the Arizona Revised Statutes, in the state of Arizona, all public education facilities may decline enrollment of any student who has been expelled, or is in the process of expulsion. (ARS 15-841)

## VI. STUDENT CODE OF CONDUCT

Students are expected to conduct themselves at all times in a manner that will bring credit to them, their parents, and the School. Discrimination is prohibited.

### Investigations and Reports of Offenses

Report of misconduct is best to be within 30 days of the offense, and may be reported by students, parents or NSAA staff. Reports may be made to any NSAA faculty or staff or left in the report boxes. An investigation of by administrators involving all parties will be conducted and written reports and parent contact may be required. Anonymous reports may limit investigations.

NSAA has faculty members assigned to monitor and investigate reported behavior concerns. There are two comment boxes in the main building for students to report issues and those are checked daily and followed up with interviews. NSAA makes every effort to ensure student reports are kept confidential.

The following table lists examples of offenses and possible consequences. These are minimum recommended disciplinary guidelines. Depending on the circumstances of the offense and history of the offender, actual discipline may be modified at the administrator's discretion; consequences may vary due to conditions of events. Police reports and court referrals or suggestions may be reflected in NSAA enrollment contracts.

## Possible Consequences for Behavior Infractions:

Nature of Offense	Recommended Consequence
Inappropriate food / drink	<ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• Afterschool Detention</li> <li>• Suspension</li> <li>• Electronic devices will be confiscated on first offense and returned to student after school</li> </ul>
Tardy	
Littering	
Profanity, inappropriate use of classroom materials, or disruptive behavior (ARS15-841)	
Unauthorized use of cell phones, electronics, or toys, including video or photos	
Inappropriate physical contact with other students (both affection and horseplay)	
Forging / falsifying school documents (ARS 13-2002)	<ul style="list-style-type: none"> <li>• 1 day suspension</li> <li>• 2-5 day suspension</li> </ul>
Internet or social media intimidation on campus	
Cheating on test or assignment; plagiarism (ARS 13-2001)	<ul style="list-style-type: none"> <li>• Zero points on test or assignment and 5 days detention.</li> <li>• Quarter or semester grade of F for the course.</li> </ul>
Truancy, <i>including leaving campus during lunch</i> (ARS 15-802)	<ul style="list-style-type: none"> <li>• 1 day Suspension</li> <li>• 2-5 days suspension</li> <li>• Incendiary devices, threats and discrimination may be subject to police referral.</li> </ul>
Insubordination: refusal to follow a reasonable request of a staff member (ARS 15-841)	
Possession of lighters or other incendiary devices	
Intimidation, bullying, or harassment (ARS 13-2911)	
Discriminatory conduct or comments relating to gender, ethnicity, religion, etc. (ARS 13-2911)	
Threatening bodily harm (ARS 13-2911)	

Theft (ARS 13-1802)	<ul style="list-style-type: none"> <li>• 3-9 day suspension</li> <li>• Long-term suspension and recommendation for expulsion</li> <li>• Enrolment probation Contract</li> <li>• Assault, theft, vandalism, and tobacco infractions are subject to police referral.</li> </ul>
Vandalism (ARS 15-842) or actions endangering persons or property	
Smoking or possession of tobacco products (ARS 15-712)	
Fighting (ARS 15-841)	
Physical assault (ARS 13-1203; 15-841)	
Possession, use of, or being under the influence of illegal drugs, narcotics, or alcohol (ARS 13-3401)	<ul style="list-style-type: none"> <li>• Police referral; long-term suspension; recommend expulsion.</li> </ul>
Possession of a weapon or dangerous instrument capable of inflicting bodily harm on another person (ARS 13-105)	
Threat to educational institution (ARS 15-841)	

## VII. SEARCH AND SEIZURE

Students possess the right to privacy of person, as well as to freedom from unreasonable search and seizure of property as guaranteed by the fourth amendment of the Constitution. These individual rights, however, are balanced by the school's responsibility to protect the health, safety and welfare of all students and staff.

In 1985 the US Supreme Court ruled that school officials may search the possessions or person of a student if there is *reasonable suspicion* that school rules or policies have been violated. That is a lesser burden of proof than the "probable cause" used in the adult justice system.

School employees may conduct searches when they have reason to suspect that a law or school rule has been violated or that the health, safety or welfare of students or staff may be in danger.

◆ **Search of Lockers and Desks** - The school is the owner of lockers and desks. School officials may inspect desks and/or lockers at any time without notice and without consent whenever *reasonable suspicion* exists that a law or school rule has been violated, or that the health, safety or welfare of students/staff may be in danger.

◆ **Search of Student's Person** - A search of a student's person, bag or purse shall be undertaken

only if there is *reasonable suspicion* for an administrator to suspect that the student possesses a dangerous, prohibited or illegal substance, object, or items that may interfere with school purposes and/or present a threat to people or property.

- ◆ **Search of a Motor Vehicle** - A school official may search a motor vehicle when there is probable cause to suspect that the vehicle contains evidence a student is violating a law or school rule.
- ◆ **Mandatory Drug Testing** – The US Supreme Court has ruled that schools can require a student to be tested for illegal drugs if *reasonable suspicion* exists that the student is under the influence of drugs, or as a condition of participating in extra-curricular activities. In the first case, a school administrator must inform the parent or legal guardian or the evidence that constitutes reasonable suspicion. The student will be referred to a private drug-testing firm, which will conduct the screening at the school's expense and provide the results to the school. Mandatory treatment and continued drug screening after a positive drug test may be considered as an alternative to expulsion, but failure to comply with a request for drug testing if reasonable suspicion exists may be grounds for expulsion.

## VIII. ATTENDANCE POLICIES

Regular attendance is an important component of a successful education. Students need to attend class every day to benefit from instructional programs. Classroom activities are difficult to duplicate for absent students. Simply completing daily assignments is not an adequate substitute for missed classes. **If a student misses more than 10% of a class's instructional time, regardless of reason, that student may be dropped from the class and will not receive credit. (ARS 15-803)**

Parents are expected to notify the Attendance Office on each day of a student's absence. The attendance phone number is **(480) 481-9235**, extension **1 for the High School; for Middle School press 5**. If an extensive absence is apparent, the Attendance Office may assist with the collection of assignments. Calls from students themselves are not acceptable. During lunch time, students must be physically signed out by their parent or guardian; there is **no telephone sign out at lunch**, and parents may not sign out students who are not their son or daughter. Students missing four consecutive days require a doctor's note upon returning to school. **Parents must call to excuse all absences within 48 hours of the absence.**

Emergency absences can never be planned. However, family trips or college visits usually are known prior to the absence. In such a case, students must make pre-absence arrangements with their instructors at least two days prior to the absence. Forms are available at the receptionist's desk. If an unexpected illness or

emergency occurs during the day an administrator with parental/guardian approval may excuse the student.

*NSAA is a closed campus: Students are not permitted to leave without being excused.* Doing so is truancy and will result in disciplinary action. In addition, high school students are not to enter the middle school campus without permission, nor are middle school students to enter the high school campus without permission. As with all unexcused absences, opportunities to make up assignments or tests missed due to truancy will not be allowed.

Tardiness is disruptive to the educational process and detrimental to the student's academic achievement. Students arriving late must check in at the receptionist's desk to get a slip for admittance to class. **Late arrivals WILL affect your child's grade in their class in the category of professionalism.**

## IX. ABSENCE & TARDY POLICIES – HEALTH AND SAFETY

In the interest of consistency, the following policies will be observed in the determination of "excused" and "unexcused" absences and tardies. Requests for exceptions to these policies and/or situations should be referred to the administration.

### Attendance line 480-481-9235

#### Excused Absences

- ◆ Illness or injury
- ◆ Medical or dental appointments with a doctor's note
- ◆ Natural or family disasters
- ◆ Family and religious obligations (weddings, funerals, special services, and trips—the latter only when pre-approved absence forms are filed in advance)
- ◆ Verifiable extreme weather conditions
- ◆ Public transportation failure or strike
- ◆ Reportable vehicle accidents involving the student
- ◆ Court appearances
- ◆ Personal vehicle failure
- ◆ Employment
- ◆ Up to three days of college or school visitations (seniors only); only when pre-approved absence forms are filed in advance
- ◆ Other reasons as may be approved on the basis of pre-approved absence forms filed in advance

#### Unexcused Absences

- ◆ All absences (regardless of reason) which are not authorized by written documentation or phone call from parents in advance or upon return to school
- ◆ Oversleeping or resting up from late-night activities or performances
- ◆ Trips that are not approved by the administration
- ◆ Illness incurred during school hours not reported to the administration

- ◆ Prep time used to complete assignments or prepare for examinations for another class

### **Excused Tardies**

- ◆ Students who are tardy to class due to necessary, authorized conferences with instructors or administrators will be issued a tardy pass
- ◆ Late arrivals due to any reasons listed above under “excused absences” will also be issued a tardy pass by the receptionist

### **Unexcused Tardies**

- ◆ Any late arrival to class that is not excused with a doctor’s note or verification of transportation delays.

## **HEALTH AND SAFETY**

### **Medications**

Students may only take medication during school hours if it is essential to maintaining their good health.

- ◆ All prescription medication must be in the original sealed container, labeled with the student’s name, date, name of medication, dosage to be given, and the pharmacy’s prescription number.
- ◆ All prescription medication must be accompanied by a doctor’s note.
- ◆ All non-prescription medicine must be in its original container. Over-the-counter medicine must be labeled with the student’s name, date, dosage, and time to be given at school.
- ◆ *Please Note: Medication placed in plastic bags will not be accepted.*
- ◆ Medication must be brought to the school office by a parent and an Authorization to Administer Medication form must be completed for each medication to be dispensed.
- ◆ No more than a one-month supply may be kept at the school for any student who receives medication on a regular basis.
- ◆ Students are strictly prohibited from providing or administering any medication to themselves or any other student. The only exception to this rule applies to students who require epinephrine injections (i.e., using an Epi-pen) or inhalers; state law allows these items to be carried and administered by the student.

To comply with the rules outlined above, a parent must come to the school office to complete the appropriate paperwork for any student who requires medication during school hours. It is the parent’s responsibility to retrieve medication; any unclaimed medication will be properly disposed of after 30 days.

Staff members are not authorized to call Parents for consent to take over-the-counter medications (e.g., aspirin, Tylenol, Tums, cough drops).

### **Health Issues**

If a student experiences injury or illness during the school day, the School will communicate with the Parent. If no Parent is available, a listed adult on the Emergency

Contact form will be contacted. The order of contact may vary from the Emergency Contact form. NSAA does not have a school nurse; however the staff will have the students rest in a safe place until they may be picked up.

*Please Note: It is essential for Parents to provide reliable emergency contact information. Parents must inform the School Office immediately of any changes in home/work address, home/mobile phone numbers, or Emergency Contact listings. Anyone listed as an Emergency Contact is responsible for deciding if, when, and how the student leaves the School in the event of an illness when a Parent cannot be reached.*

### **Do not attend school if your child has:**

- ◆ Fever over 100 degrees. The student must be fever-free for a full 24 hours, without medication, before returning to school.
- ◆ Persistent cough.
- ◆ Sore throat with fever and/or white spots on the throat.
- ◆ Rash with fever indicating signs of chicken pox, measles, etc.
- ◆ Nausea, vomiting, or diarrhea. The student must be free from symptoms for 24 hours before returning to school.
- ◆ Red, itchy, draining eyes.
- ◆ Swelling or pain at a level that may interfere with learning.
- ◆ Head lice.

Students diagnosed with conjunctivitis or “pink-eye” must be on prescribed medication for 24 hours before returning to school. Students with head lice must remain at home until treated with medical lice shampoo and all traces of lice are gone.

### **Reporting Illness During School**

If a student comes to the School Office reporting illness, the office staff will notify the Parent or Contact. If the student is not experiencing any signs of ill-health covered by mandatory action, or does not have any serious injury, then it is the Parent or Contact’s decision to determine whether to collect the student or have the student return to class.

If the office staff is unable to reach the Parent or Contact and the student is not experiencing any signs of ill health covered by mandatory action, or does not have any serious injury, the student will be asked to return to class.

If the student is experiencing any sign of ill-health covered by mandatory action or has serious injury, the student has not been collected within a reasonable time (depending on the seriousness of the situation) after the Parent or Contact was notified, or no Parent or Contact was reached after attempting every contact on the Emergency Contact Form, the School will follow the Medical Emergencies procedures and alert 911.

If the Parent or Contact decides to collect the student, the student waits in a designated area, supervised by office staff. If the student has not been collected within 60 minutes and is not experiencing fever, diarrhea, or vomiting, or does not have any serious injury, he/she is sent back to class.

*Please Note: The School has limited options to make sick students comfortable, so Parents or Contacts should collect student(s) as soon as possible after being notified of an illness.*

### **Medical Emergencies**

In the event of a medical emergency, the following procedures are followed:

- ◆ A qualified adult starts first-aid procedures immediately. All full-time teachers and office staff are trained in basic first-aid procedures.
- ◆ If further emergency aid is required, a staff member will call 911.
- ◆ After steps have been taken to resolve the immediate medical emergency, the office staff notifies the Contact.
- ◆ A staff member may accompany the student to the hospital to offer assistance or comfort if a family member has not yet arrived.
- ◆ If a serious injury is not accidental, is self-inflicted, or caused by assault, the police are notified and a report is filed.
- ◆ If a 911 dispatcher sends an ambulance and the Parent does not want his/her child transported by ambulance, the Parent must cancel the ambulance by calling 911. Staff members are prohibited from canceling an ambulance request.

### **School Emergencies**

Every faculty and staff member are aware and follow school procedures. In the event of school closures due to flooding or other events, the school will contact families via electronic emails and/or telephone. Students and staff will conduct regular safety drills throughout the School Year to ensure emergency preparedness.

## **X. CHRONIC HEALTH CONDITIONS**

Students identified by a licensed physician as having a chronic health condition that will affect regular school attendance shall have homework made available in a timely manner to ensure that such students have the opportunity to successfully keep up with assignments and avoid losing credit because of their absence from school. The assigned teachers shall have the responsibility to provide, in a timely manner, homework for students designated as having chronic health conditions.

When a student is identified as possibly requiring services as a student with a chronic health condition, a medical certification form with a letter of explanation shall be sent to the parents, to be returned within thirty (30) days. School staff shall meet with the parent within

fifteen (15) days following return of the medical certification by a licensed physician.

After the teacher and the parent have discussed the student's needs, an instructional agreement will be recommended by the teacher specifying the delivery and return of homework assignments and anticipated contact time (minimum of 4 hours per week) with the teacher to assist the student in completing required course work during absences. This agreement, together with the teacher's recommendation for appropriate instructional services, will be forwarded to the administration for review and modification, if necessary.

Students with chronic health conditions will be given credit for completed coursework if frequent absenteeism is due to chronic health conditions as certified by a licensed physician. On a semester basis, the school shall review instructional needs of any student with a chronic health condition. An updated medical certification shall be obtained for each semester to verify the need for continuing instructional modifications.

## **XI. DROP/ADD PROCEDURES & DROPPING COURSES**

All requests to change schedules or drop classes are made to the Academic Coordinator and must be completed before the end of the 5th day of each semester. Any materials that have been issued prior to dropping a class must be returned and/or purchased if the materials have been used. School administrators may adjust or change schedules as needed to meet graduation requirements, decrease class size, or accommodate a course/instructor.

## **XII. ENROLLMENT & ACADEMIC OBLIGATIONS**

**High School:** Students are required to be enrolled in five courses per semester. High School students must be enrolled in a minimum of one English and one Mathematics course each semester; however, if they have already completed four credits in one of those departments, this requirement may not apply to that department. Regardless, no student may be enrolled in fewer than two core academic courses in any given semester. The administration may grant waivers to this policy based on individual needs. High school students may participate in EVIT providing they can meet NSAA requirements. Students may not attend concurrently at other schools.

**Middle School:** Students are required to be enrolled in six courses per semester. Four of these courses must be in core academic: Language Arts, Mathematics, Science, and Social Studies. The two remaining courses may be electives.

Students at either school who withdraw from a course or are removed for attendance or disciplinary reasons are in jeopardy of their enrollment obligations and may be removed from the school on that basis.

## High School Graduation Requirements

NSAA is a college preparatory track school and requires more than the state average for graduation. An Education and Career Action Plan (ECAP) is created for every student.

English—4 credits; Mathematics—4 credits; Social Science—3 credits; Lab Science—3 credits; Foreign Language—2 credits (in the same language); Arts—10 credits. This totals 26 credits, the required number for the NSAA diploma. Students attending all four years may graduate with as many as 12 Arts credits for a total of 28. Graduation requirements may be adjusted for transfer students or students with exceptional needs at administrative discretion and in accordance with Arizona law, ARS (15-701; 521; 101; 342).

Sophomores may take the PAST college prep test and juniors and seniors are expected to take the SAT or ACT exams. Families are responsible for registering and paying for the exams. Please visit [collegeboard.org](http://collegeboard.org) for more information.

## Promotion

Students earning 60% or less in any two courses risk repeating the courses and not getting promoted. Summer school options are available for students.

## Performance Requirements

Performing Arts courses at NSAA all require students to participate in performances as a portion of their course objectives and assessment. Performances are often scheduled outside of school hours: on weekday evenings or on Saturday afternoons or evenings, though they may occur during school as well. Students enrolling in Performing Arts courses should be aware that this requirement is a significant component of their grade. To earn full credit for performing, students must attend and participate in all scheduled rehearsals and performances. *Students who are absent from school for any reason during the day of a performance will not be allowed to participate in the performance*, though they must attend the show if physically possible. Students missing performances for medical reasons may be asked to attend and review an alternate performance in the same art form at another location if necessary.

Visual arts students are required to attend various art exhibits, openings and portfolio day. These events will be outside of school hours.

## Dual Enrollment Program and Advanced Placement

Upperclassmen in good standing may be eligible to enroll in NSAA courses for dual enrollment credit through Rio Salado College. Courses are taught on our campus by our college-qualified instructors, and students may earn credit towards HS graduation as well as toward a college course of study. All students must maintain their full-time status. It is the responsibility for families to register and pay for college required fees.

Advanced Placement (AP) courses are available and families are responsible for registering and paying for

any AP exams the student may take. Please visit [collegeboard.org](http://collegeboard.org) for details.

## Fees

Middle School Activity/Art fee (annual): \$100.00

Book/technology Fee: \$100.00 (annual)

High School Activity / Arts Fee (annual): \$100.00

Senior Fee (12<sup>th</sup> grade only): \$100.00

## Transfer Students

Upon enrolling, transfer students are asked to provide an official transcript of all courses for which they wish to receive transfer credit, and those courses will be applied to the NSAA graduation requirements accordingly. For those students wishing to transfer home-school credits, documentation for each course must be provided as follows: copies of graded final assessments or projects; information as to what curriculum / texts were employed; final grade; and number of instructional hours, all verified in writing by the instructing parent / guardian.

For incoming freshman with an 85% in 8<sup>th</sup> grade Algebra the student will be placed in high school Geometry.

## Grading System

Both the high school and middle school are based on a 4.0 grading scale. The grades are classified as an A, B, C, D, or F, based on 90-100%, 80-89%, 70-79%, 60-69%, and 59% or below respectively.

## Weighted Grades

Graduates of NSAA will have both a GPA and Class Rank *and* a weighted GPA and weighted Class Rank on their academic records. "Weighting" a grade increases the grade point value of certain courses. With this method, grades of A, B, and C earned in weighted classes will be given an extra grade point. So, an "A" in a weighted section is worth 5 grade points rather than the typical 4, a "B" is worth 4 grade points, and a "C" is worth 3. Grades of D or F will not be increased in value. Advanced Placement (AP) courses and Dual Enrollment college-level courses are among they weighted courses offered by NSAA. Typically, these courses are taken by juniors and seniors, though sophomores may also be eligible to enroll in them. For students joining NSAA from another high school, only grades from AP, IB, and dual enrollment classes will be weighted.

## Late Assignment Policies

*Late assignments are not acceptable without penalty.* Late assignment policies are determined by individual instructors and are published in course syllabi, issued at the beginning of each school year. A late assignment is one for which the student did not have an excused absence at the time the assignment was due.

While individual policies may be *more* rigorous than the following, teachers may not accept late assignments more than five school days past their due date. While instructors may vary in the penalties they choose to

attach to late assignments, late assignments may not earn full credit.

### **Extra Credit**

Extra credit at NSAA is defined as an opportunity provided for students to make up a portion of points, or credit, that they missed when originally available. The availability and form of extra credit is decided by individual instructors, and instructors are never required to offer it. Extra credit will not increase a score by a full letter grade.

### **Final Exams**

Cumulative exams are given at the end of each semester in every course, and are worth 20% of the semester grade. Each quarter is worth 40%. All assignments or tests, including make-up work of any kind, must be submitted before the end of the last school day of a semester in order to earn credit.

Absences during final exams should be avoided if at all possible; if a student knows they will miss a final, they must notify the academic coordinator no later than two weeks in advance of the scheduled exam, or no alternate arrangements will be made. *High School:* In the case of exam absence due to unforeseen illness, an incomplete may be granted, but a verifying doctor's note or fax must be received by the office no more than 24 hours following the absence. Any incomplete must be approved and resolved no later than one week after the spring semester begins, if it is from fall term, or one week after the spring semester ends, if it is from spring. Unresolved incompletes become Fs.

*Middle School:* no incompletes are given; if a student misses an exam, he receives a failing grade for that exam.

### **Academic Support**

Students and parents are informed of teacher and staff office hours and tutoring times, during which they are available for assistance in all courses. Office hours and tutoring times are either immediately before or after school, or during lunch, and they vary by teacher. It is each student's responsibility to pursue this assistance from teachers. If a student is not available to meet with a teacher during his/her scheduled office hours, the student will make an appointment to meet at an alternate time.

### **Conferences**

Parents, teachers or students may request a conference for any reason during the school year.

### **Classroom Observations**

All classroom observations must be communicated to the Executive Dean 24 hours prior to the day of observations, and the Executive will coordinate the observation. Parents will not be permitted to sit in the classes with their children as this can be disruptive to their learning process.

## **XIII. EXCEPTIONAL STUDENT SERVICES**

Exceptional student services will be provided to all enrolled students who require them, as required by state and federal law; NSAA does not discriminate. All entering students will be screened by teachers within their first 45 days of attendance for possible special education eligibility; these results are confidentially referred to the school's exceptional student services director. If requested by a parent or teacher, a student may be evaluated for possible Special Education placement. Please contact the Executive Dean for more information.

## **XIV. HOMELESS STUDENTS**

In accordance with Arizona State Laws, and with the McKinney-Vento Act of 2001, NSAA will admit and serve, without discrimination, homeless students. Homeless students are those who lack a fixed, regular, and adequate nighttime residence. NSAA may assist, when necessary and possible, with homeless students' needs in the areas of transportation, food, and/or referrals to government or other outside agencies that may provide services. If a family has any grievance or concern with relation to this issue, or if a student becomes in need of homeless support, please contact the Executive Dean.

## **XV. TITLE I SERVICES – NSAA is NOT a Title I School**

All families sign the School-Parent Compact and enrollment forms; these document outlines the NSAA's parents, staff, and the student responsibilities for student success, and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

## **XVI. TRANSPORTATION**

It is the student and parent's responsibility to provide reliable and regular transportation to and from school. Students may not provide transportation to and from school activities during the regular school day. Students may provide their own transportation to activities occurring outside the regular school day. However, permission releases are still required.

Students may not use or access their cars during the school day, loitering in vehicles is prohibited, and students are not to use their cars during lunch or breaks. The City of Tempe and NSAA are co-owners of the school parking lot, and NSAA students and visitors must abide by the City's parking signs and policies. All students driving to NSAA must have a parking pass in their car or risk being towed. Passes may be completed at the front desk.

## **XVII. FIELD TRIPS & PERMISSION RELEASES**

Students and parents will be notified in advance of any student field trips or activities. Signed permission releases are required at least **two (2)** days prior to the activity. Faxed permission forms and phone calls offering voice authorization will not be accepted. Students who do not provide the signed release form by the date indicated on the form will not be allowed to participate in the activity. Students must attend class if he/she is not attending the activity and complete alternative assignments to replace the trip. Falsifying any release form will result in disciplinary action.

## **XVIII. FOOD SERVICE AND LUNCH**

NSAA does not provide a food service; however, a catering truck is normally available at lunch daily. NSAA cannot guarantee this service, so it is recommended parents provide sack lunches for their children. Food and drinks, with the exception of water, are allowed in areas without carpeting only, and only under staff supervision. Food and drinks are to be consumed only during the lunch hour.

## **XIX. DISPLAYS OF AFFECTION**

Companionship and friendship in good taste are encouraged. Behavior that lacks appropriate restraint may necessitate a parent-school conference or other more serious forms of discipline. Anything more intimate than holding hands is considered an inappropriate display of affection.

## **XX. TEACHER AUTHORITY**

All teachers have the responsibility and authority to correct the behavior of any student, especially if it is of such nature to bring discredit to the individual, the school, or the student body.

## **XXI. ELECTRONIC DEVICES**

NSAA allows electronic devices under the discretion and guidelines of each teacher. Faculty may request that such devices be turned off or put away at any time for any reason. Cellular phones must be turned off during all classes. Students may not leave class to answer or make calls or respond to texts. Generally, electronic devices may not disrupt the educational process at any time; if they do become disruptive, faculty may confiscate them until the end of the school day. Absolutely no video or photos of classroom events are permitted nor allowed to be posted on social media without written consent.

## **XXII. LOITERING AND TRESPASSING**

Students may not loiter or trespass on other business or residential property. Students arriving to or leaving from

campus are prohibited from loitering in parking lots or near other businesses. (ARS 13-1501)

## **XXIII. ALCOHOL AND DRUG VIOLATIONS**

Alcohol or drug violations on or within 300 feet of the school campus, at school activities, or at any time the student is subject to the school's authority will result in disciplinary action by the administration, notification of parents, and police involvement.

## **XXIV. TOBACCO AND INCENDIARY DEVICES**

Use, possession, or distribution of tobacco products on or within 300 feet of school property or at school events is prohibited. Students under the age of 18 who possess or use tobacco products are violating federal law and will be reported. The use or possession of lighters, matches, or any other incendiary device is not permitted on campus.

## **XXV. REASONABLE STANDARDS OF "RIGHT/WRONG"**

Behaviors that a reasonable person would consider to be wrong are in violation of school policy and may be subject to administrative action. Please email the Executive Dean to file a report.

## **XXVI. ACADEMIC PROBATION**

Any instructor who has a serious concern about a student's lack of progress in an academic course will initiate a discussion with administration. Upon the decision of that instructor and the administrator, a student may be placed on academic probation. The student may not participate in performances or exhibit artwork during this time, nor may they participate in extracurricular activities such as Final Friday, or Prom, but must continue to attend all classes. The student is also expected to participate in tutoring through NSAA's program, or with an outside organization at parental discretion. Study hall may also be recommended, in which case the student will be removed from an art class for the remainder of the quarter or semester. The duration of academic probation is individually determined; generally, it lasts until the student proves significant progress in the class(es) concerned. It is the student's responsibility to provide this proof of progress to the office. Removal from academic probation must occur a minimum of two full school days before the day of any event in which a student wishes to perform or participate. (Therefore, if a student on probation wishes to perform in a Friday evening show, he or she must be officially removed from probation no later than 3:15 p.m. on Wednesday.) Academic Probation will also be earned when a student receives one failing grade and two near failing grades for any grading period, including progress reports.

## XXVII. OWNERSHIP AND USE OF STUDENT WORK AND PHOTO RELEASE

NSAA provides instruction, facilities, resources, materials, and support to its students in connection with the creation and development of works of art, music, literature, and other creative pursuits. To further these purposes and to protect its investment in resources and materials, and to avoid confusion or disputes as to rights of ownership, it is the policy of NSAA that:

- ◆ NSAA has the right to display all writings, works of art or authorship, or other creative works conceived or made by any student during their enrollment at NSAA and utilizing the school's resources, facilities, materials, services, faculty instruction or support, or derived from any project undertaken or studied by the student during the school year in which the student work is completed.
- ◆ NSAA has the right to use photographic, audio or video images of students and their work taken at the school premise or a school activity for marketing, fundraising, or other purposes.
- ◆ At the end of the school year, student work reverts to the possession of the student, but abandoned student work becomes school property after 90 days.
- ◆ NSAA is not responsible for lost or damaged student work.
- ◆ Students who are unwilling to display or perform student work required by NSAA instructors may be penalized through loss of grade or class closure.

## XXVIII. GOVERNING BOARD

The function of the governing board is to ensure financial responsibility for the school, to review the mission and goals of the school, and to set and review policies of the school. The board does not participate in the day-to-day administration of the school. The board does not accept requests to change grades, placement, or retention or promotion of students. The board does not act as an appeals court for disciplinary actions on the part of the school. The board will hear requests from parents to ensure that NSAA policy is properly implemented during "Call to the Public" at meetings as stipulated by the president of the board and Open Meeting Law, in the areas of evaluation, promotion, retention and discipline. If parents, legal guardians, or court-appointed advocates wish the board to review policy procedures regarding their student, they must give the board 30 days advance notice and will then be considered for the next board meeting. The board will not take action on the request during its regularly scheduled meeting without this advance notice. Only persons who have legal standing for the child may make such a request.

Meeting dates, times and locations are posted in advance in accordance with Arizona open meeting law. As stated in its charter, Governing Board members are members of the community who support the mission and goals of the school. Bylaws of the governing board, its

minutes, and financial reports are available for review in the school office. Interested parties must make an appointment with the Business Manager to review records.

### **Quick Contacts for NSAA Families:**

Attendance line to report absences or leave a message for a faculty member:

**480-481-9235**

**Website: [www.aznsaa.com](http://www.aznsaa.com)**

Email is the most effective method of communication. Records or transcript requests must be in writing.

Executive Dean: Katy Cardenas: [kcardenas@aznsa.com](mailto:kcardenas@aznsa.com)  
480-947-3917 or cell phone 480-252-5414

Business and HR Manager: Barbara DeGruccio  
[barbara@aznsa.com](mailto:barbara@aznsa.com)

High School Registrar: Martha Peña  
[mpeña@aznsa.com](mailto:mpeña@aznsa.com)

Office Manager and Middle school Registrar:  
Jean Rusen  
[Jrsuen@aznsa.com](mailto:Jrsuen@aznsa.com)

Performing Arts Director:  
Denise Martin: [dmartin@aznsa.com](mailto:dmartin@aznsa.com)

Visual Arts Director  
Kyllan Maney: [kmaney@aznsa.com](mailto:kmaney@aznsa.com)

Testing Director  
Jane Dowell: [jdowell@aznsa.com](mailto:jdowell@aznsa.com)

Academic Director  
Ryan Anthony: [ranthony@aznsa.com](mailto:ranthony@aznsa.com)

Faculty and Instructional Director  
JoAnne Craig: [jcraig@aznsa.com](mailto:jcraig@aznsa.com)

All NSAA employees have school emails which are the first initial of their first name, their last name @aznsa.com. For example Mr. Jon Doe:

[jdoe@aznsa.com](mailto:jdoe@aznsa.com)