

# NEWS Point Academy



## Student Handbook 2026-2027

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[www.newspointacademy.org](http://www.newspointacademy.org)  
Jim Sigman, Principal

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## School Information

NEWS Point Academy's highly skilled and experienced staff is eager to serve you. Student success is our highest priority, so we hope you will contact the school's leaders with any questions or concerns at 480-986-4321.

### Leadership Staff

	<b>Title</b>	<b>Email</b>
Dr. Melanie Larson	Dean of Schools	<a href="mailto:mlarson@rusheducation.org">mlarson@rusheducation.org</a>
Jim Sigman	Principal	<a href="mailto:jsigman@rusheducation.org">jsigman@rusheducation.org</a>
Lance Thompson	Athletic Director	<a href="mailto:lthompson@rusheducation.org">lthompson@rusheducation.org</a>
Vacant	Office Manager	
Vacant	Curriculum Coach	
Vacant	ESS Coordinator	

### Instructional Staff

Vacant	Science
Vacant	Language Arts
Vacant	Math
Vacant	Social Studies
	AVID

### Office Staff

Vacant	Receptionist/Registrar
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### Coaching Staff

Coach  
Coach  
Coach

## Mission

At NEWS Point Academy, we aim to empower students with a rigorous, college-preparatory education while fostering a strong sense of leadership, sportsmanship, and community. We are committed to developing well-rounded individuals who excel academically, thrive in athletics, and lead with integrity.

## Vision

Our vision at NEWS Point Academy is to cultivate a global learning environment that empowers high school students to thrive academically, excel in college, and succeed in their future careers. We are dedicated to equipping students with the knowledge, skills, and leadership qualities needed to make a meaningful impact in a rapidly evolving world.

## Core Values

### Networking

We encourage collaboration and building strong relationships, recognizing that success is rooted in teamwork, communication, and a supportive community.

### Excellence

We strive for excellence in all we do academically, in sports, and as leaders, setting high standards and pushing ourselves to achieve our best.

## Wellness

We promote physical, mental, and emotional well-being, understanding that a healthy mind and body are the foundation for success.

## Service

We instill a sense of responsibility to give back, encouraging students to lead with compassion and contribute positively to their communities and beyond.

## Calendar

# NEWS POINT ACADEMY 2026/27

July 2026						
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	

August 2026						
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					

September 2026						
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			

October 2026						
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

November 2026						
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					

December 2026						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027						
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						

February 2027						
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						

March 2027						
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			

April 2027						
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	

May 2027						
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					

June 2027						
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			

Teacher In-Service	July	20 - 29
First Day - Block 1	July	30
Labor Day	September	7
Last Day - Block 1	October	2
Fall Break	October	5 - 9
Teacher In-Service	October	12
First Day - Block 2	October	13
Veteran's Day	November	11
Thanksgiving Break	November	25 - 27
Last Day - Block 2	December	20
Winter Break	Dec/Jan	12/21 - 1/1
Teacher In-Service	January	4
First Day - Block 3	January	5
MLK Jr. Day	January	18
Presidents Day	February	15
Last Day - Block 3	March	14
Spring Break	March	15 - 19
First Day - Block 4	March	22
Spring Holiday	March	26
Last Day Block 4	May	19
Teacher In-Service	May	20

Color Key	
	Holiday
	School Breaks
	Teacher In-Service
	Block Begins
	Block Ends
	Early Release



Daily Schedule	
1st Period	7:30 am - 9:00 am
2nd Period	9:05 am - 10:35 am
3rd Period	10:40 am - 12:10 pm
Lunch	12:15 pm - 12:45 pm
4th Period	12:50 pm - 2:20 pm

Early Release	
1st Period	7:30 am - 8:30 am
2nd Period	8:35 am - 9:35 am
3rd period	9:40 am - 10:40 am
Advisory	10:45 am - 11:15 am
Lunch	11:20 am - 11:50 pm
4th Period	11:55am - 12:55 pm



## Four Quarter Schedule

NPA operates on a unique 4-quarter/block schedule. Students are required to take 4 classes per block. Each block consists of approximately 45 class days.

## Bell Schedules

NEWS Point Academy Bell Schedule Monday-Thursday	
Period	Time
Period 1	7:30 am - 9:00 am
Period 2	9:05 am - 10:35 am
Period 3	10:40 am - 12:10 pm
Lunch	12:15 pm - 12:45 pm
Period 4	12:50 pm - 2:20 pm

Class Period: 90 minutes - Lunch: 30 minutes - Passing Period: 5 minutes

NEWS Point Academy Bell Schedule Friday	
Period	Time
Period 1	7:30 am - 8:30 am
Period 2	8:35 am - 9:35 am
Period 3	9:40 am - 10:40 am
Advisory	10:45 am - 11:15 am
Lunch	11:20 am - 11:50 am
Period 4	11:55 am - 12:55 pm

Class Period: 60 minutes

Advisory: 30 minutes

Lunch: 30 minutes

Passing Period: 5 minutes

## **Open Enrollment**

NEWS Point Academy has an open-enrollment policy in accordance with A.R.S. § 15-184. A copy of the full open-enrollment policy is available for your review upon request from the school office.

NEWS Point Academy does not discriminate in its admissions or enrollment practices on the basis of race, ethnicity, national origin, age, religion, gender, income level, disability, English proficiency or athletic ability.

Failure to disclose accurate, complete, and truthful information on the enrollment application may result in revocation or removal from enrollment.

Pursuant to A.R.S 15-184(F), NEWS Point Academy may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.

NEWS Point Academy will consider all of the facts and circumstances surrounding any disciplinary action taken by a student's previous school, and NEWS Point Academy may honor the previous school's disciplinary consequence, including long-term suspension, upon enrollment.

## **Arizona Student Enrollment**

Thank you for your interest in attending NEWS Point Academy. At NEWS Point Academy, we are pleased to offer you a free and quality educational choice in a safe, caring, and respectful environment. NEWS Point Academy offers a rigorous education taught by highly qualified teachers. We look forward to meeting your family, and we are available to answer any other questions you may have.

Families experiencing housing instability may not be required to provide the documentation outlined below at the time of enrollment. Please inform the school if this applies to you.

The following documentation is required for enrollment:

- Proof of Residency (ARS 15-802(b))
- A person can prove his or her physical residence by completing an Affidavit of Arizona Residency (available at school offices) and submitting an original or legible copy of one of the following documents that indicate the person's name and residence address:
  - Valid Arizona driver's license, Arizona identification card, or motor vehicle registration
  - Valid Arizona Address Confidentiality Program authorization card
  - Real estate deed, mortgage documents, or property tax bill
  - Residential lease or rental agreement
  - Water, electric, gas, cable, or phone bill
  - Bank or credit card statement
  - State income tax return, W-2 wage statement or payroll Documentation from a state, tribal or federal government agency
  - Temporary on-base billeting facility (for military families)
  - Certificate of tribal enrollment or other identification, issued by a recognized American Indian tribe, that contains an Arizona address
  - Consular identification card issued by a foreign government as a valid form of identification if the foreign government uses biometric verification techniques in issuing the consular identification card

- Documentation from a state, tribal, or federal government agency (Social Security Administration, Veterans Administration, Arizona Department of Economic Security)
- The residency documentation received by the school will be maintained in accordance with the Arizona Department of Education guidelines and must be verified annually.

The following documentation is requested at the time of enrollment, but will not prevent a student from enrolling:

**Proof of Age and Identity (A.R.S. §15-828)**

Any person enrolling a student should provide the school with one of the following:

A copy of the child’s government-issued birth certificate; or

Other reliable proof of identity and age, such as a student’s baptismal certificate, hospital-issued birth certificate, application for a Social Security number, passport, or original school registration records from another public or private school; or

A letter from an authorized representative of an agency having custody of the student.

The following documentation is required for attendance:

**Immunizations (ARS 15-872)**

All students entering Arizona public schools are required by law to be immunized. If the student has a medical condition or personal belief that conflicts with this law, a waiver may be signed and presented prior to the student’s first day of school. Immunization records (or exemption documentation) are required to attend school, but are not a requirement for enrollment.

**Re-Enrollment**

To secure your student’s place at NPA for the next school year, you must officially re-enroll him or her online. In January, re-enrollment verification instructions will be sent home, along with the re-enrollment deadline. Students whose re-enrollment form is received after the deadline will be added to the waitlist and admitted on a space-available basis.

**Educational Rights of Children and Youth Experiencing Homelessness**

The **McKinney-Vento Homeless Assistance Act** ensures that children and youth experiencing homelessness have access to educational services and the opportunity to meet the same challenging academic standards as all other students. The Act requires state and local education agencies to remove barriers to the identification, enrollment, attendance, and academic success of children and youth experiencing homelessness. To remove educational barriers for children and youth experiencing homelessness, the McKinney-Vento Homeless Assistance Act mandates the following:

1. **Immediate Enrollment:** Children cannot be denied enrollment due to a lack of documentation or immunization records.
2. **School Selection and Maintained Enrollment:** Eligible students can select from the following options:
  - a. **School of Origin:** The school the student attended when permanently housed or the school in which the student was last enrolled.
  - b. **School of Residency:** The school in the attendance area in which the student currently resides.
3. McKinney-Vento eligible students have the right to remain enrolled in their selected school for the duration of their homelessness and until the end of the academic year in which they are permanently housed.

4. **Transportation Services:** Eligible students attending their **School of Origin** have the right to transportation to and from the school of origin.
5. **Participation in Programs:** McKinney-Vento eligible students are guaranteed the right to services comparable to those offered to other students in the school.
6. **Unaccompanied Youth Experiencing Homelessness:** McKinney-Vento eligible students are guaranteed the right to immediate enrollment without proof of guardianship.
7. **Access to Extracurricular Activities:** Barriers to accessing academic and extracurricular activities are removed for homeless students who meet relevant eligibility criteria.

### **Potentially Qualifying Living Situations**

Children and youth may qualify for services under the McKinney-Vento Homeless Assistance Act if they are living in situations such as:

1. Sharing housing with other people due to loss of housing, economic hardship, or a similar reason.
2. Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations.
3. Living in emergency or transitional shelters.
4. Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
5. Having a primary nighttime residence that is not designed for or ordinarily used as regular sleeping accommodations for humans.

### **Parents and Guardians**

If you believe that your or your child(ren)'s living situation may qualify for the educational rights and services under the McKinney-Vento Homeless Assistance Act, please contact your school district's McKinney-Vento Homeless Liaison for assistance.

### **Youth**

If you believe that your living situation may qualify you for the educational rights and services under the McKinney-Vento Homeless Assistance Act, even if you are not in the physical custody of a parent or court-appointed guardian, please reach out to your school district's McKinney-Vento Homeless Liaison.

### **Who to Contact**

Our **McKinney-Vento Homeless Liaison** determines if students qualify for services. The McKinney-Vento Homeless Liaison can assist with:

- Determining which school is best for your child.
- Enrolling your child and facilitating communication with the school.
- Accessing school supplies, supplemental services, and free school meals.
- Setting up transportation to and from the school of origin.
- Connecting you with community support resources.

### **Dispute Resolution**

If you disagree with school officials regarding enrollment, transportation, or the fair treatment of a homeless child or youth, you may file a dispute. To do so, contact the **McKinney-Vento Homeless Liaison** within **seven (7) business days** of receiving the written eligibility determination notification.

For more information, refer to <http://www.azed.gov/homeless> or contact:

<i>Dr. Melanie Larson Homeless Liaison NEWS Point Academy 6321 S Ellsworth Road Mesa AZ 85212 (480) 986-4321</i>	<i>Rita Rodriguez Homeless Education Coordinator Arizona Department of Education 1535 W. Jefferson Street Phoenix, AZ 85007 (602) 542-4963 Rita.Rodriguez@azed.gov</i>
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**Dispute Resolution:** If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless student or youth, you may file a complaint with the school district. The school district must respond quickly, and it must be in writing. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. The Homeless Liaison will assist you in making decisions, providing notice of any appeal process, and filling out dispute forms. You have the right to appeal a decision to the state level.

### **Equal Education Opportunity**

Federal and state laws prohibit discrimination on the basis of race, color, national origin, gender, religion, or disability. NEWS Point Academy provides a nondiscriminatory learning and work environment ensuring that all students and staff are free from unlawful discrimination. A lack of English language skills will not be a barrier to admission and participation in the education programs of the school. This commitment extends to all school programs and school sponsored events. A full copy of the grievance procedure is available from the principal.

In the event a student experiences discrimination, the student should report the incident to the school leader within ten (10) school days. The inability of a student to speak English should not prevent the student from reporting a violation. Every reasonable measure to interpret a non-English speaker's concerns will be taken.

The following individual has been designated to handle inquiries regarding the non-discrimination policies:

Jim Sigman  
6321 S Ellsworth Road  
Mesa, AZ 85212  
480-986-4321  
jsigman@rushededucation.org

### **Procedures for Filing Complaints**

Any person who believes he/she has been the subject of, or is a witness to, discrimination or harassment shall immediately notify any teacher, office personnel, or the school leader. Complaints that cannot be reported immediately must be reported within thirty (30) calendar days. The school employee receiving the report or complaint, or who personally witness discrimination or harassment, shall immediately inform the school leader of the report or complaint and complete a Statement of Facts form.

## **Procedures for Investigation of the Report/Complaint**

The principal will investigate the incident personally, or designate another school employee to conduct the investigation, at the school leader's discretion. The alleged victim or witness will be required to complete a Statement of Facts form, or if a Statement of Facts form is not available, set forth in another written form all information relevant to the complaint, including a description of the conduct alleged (i.e., specific words, statements, or actions), names of perpetrator and victim, places, times, and other witnesses. The school leader shall contact an outside agency (i.e., Department of Child Safety or law enforcement) as required by statute or when otherwise deemed appropriate by the principal.

## **Investigative Findings**

In all cases, regardless of whether a violation of school policy is found or a complainant no longer wishes to pursue a complaint, the investigation shall conclude with a written investigation report. The report shall include findings, conclusions and any possible recommendations, including any discipline referral resulting from the alleged conduct, to be prepared by the individual who conducts the investigation. The report shall be drafted as soon as possible after the investigation is closed.

## **Student Costs**

- Annual Student Activity Fee - due at the beginning of school year (Non-Refundable) \$25
- Sports Participation Fee - due at the beginning of each season (Non-Refundable) \$100
- Replacement School ID (Non-Refundable) \$5

If a student is facing financial hardships, arrangements for fees can be made with the school administration.

## **School Material Checkout**

Students are responsible for the care and maintenance of any textbooks, novels, calculators, or other school-owned material that are checked out of the school by a teacher or administrator. Students must complete a Materials Checkout form provided by the staff member and agree to pay for any damages incurred during the time that the item is under the student's care. In the event that a student loses the item, that student will be required to replace the item at the current price. In some cases, students will be required to put down a deposit before they can check out school materials. If at the time of graduation or withdrawal, there are any outstanding balances due, parents will need to make arrangements to pay the balances owed the school.

## **Attendance Policy**

According to Arizona State law, attendance in school is mandatory. We have established some new policies that will help students make better choices about their attendance.

- Any student who accumulates two unexcused absences will receive an email from NPA, informing them of their attendance warning.
- When a student accumulates four unexcused absences, they will receive an email from NPA, and will meet with our student mentor to discuss their attendance record. Parents or guardians will be called to participate in the meeting.
- If the student accumulates six unexcused absences, they will receive an email from NPA and a meeting will be scheduled. The meeting will include the student, parents or guardians, student mentor, and NPA administrator. The student will be placed on an attendance contract which will include the limitations of extra curricular activities and field trips, as well as outline other agreements such as mandatory tutoring. The attendance contract will be re-evaluated in three weeks.
- If the student accumulates eight unexcused absences, they will receive an email from NPA and a family conference will be held with our student mentor and a NPA administrator to discuss the student's progress and future at NEWS Point Academy.

Excused absences are identified by the Department of Education as an absence due to illness, doctor appointment, mental or behavioral health, homelessness, bereavement, family emergencies, time necessary to process for the armed forces, and out-of-school suspensions. ( A.R.S. § 15-901(A)(1))

Students who accrue 10 consecutive unexcused absences will be withdrawn from school. (A.R.S. §15-901(A)(2)).

If an absence or tardy should occur, parents may excuse it by notifying the school by calling the school office at 480-986-4321 to explain the reason WITHIN 3 DAYS of the occurrence. An automated phone call and email will go to the parent indicating the absence or tardy if it is not excused.

#### Excused Absences/Tardies

- Parents or guardians do not need to excuse their student's absence/tardy if the absence/tardy is due to:
  - School Functions
  - Out of School Suspension
- Parents or guardians may excuse their student's absence if the absence/tardy is due to:
  - Illness or Injury
  - Medical/dental/health appointments (unless documentation from service provider has already been submitted)
  - Legal Situation
  - Family Emergency
  - Wedding or Bereavement
  - Religious Observation
  - College Visit
  - Chronic Illness (this option requires documentation and a meeting with the Attendance Clerk)

Online documentation and voicemails left on the attendance line for excused absences and tardies, must originate from the parent/guardian who has educational rights, and should contain the following information:

- Caller's name and their relationship to the student
- Student's name
- Reason for absence/tardy (must be from the list above, no other reasons will be excused)
- The date(s) of absence/tardy
- Parent Email (if submitted online)
- **Official documentation from a service provider or legal entity may be requested if the student is absent for three consecutive days or more. It may also be requested if a student's absence(s) require their teachers to make special accommodations to assignments and final/post exams.**

- **Sign-In/Sign-Out Policy**

Parents/guardians may sign students in or out during the school day, provided there is a valid reason. This process must be completed at the front office, where a state-issued ID may be requested for identity verification. Students are required to use the Kiosk station to scan their student ID when signing out. Students who are 18 years of age or older may sign out early using the Kiosk station with their student ID. The school leader will be notified of all students wishing to leave early, and permission may be denied at the school leader's discretion.

- **Tardy policy**

If a student accumulates six tardies within a block during their first-period class, they may be required to attend a meeting with administration, along with their parent/guardian. Additionally, an attendance contract may be implemented, and/or administration may adjust the student's schedule.

If a student is more than 60 minutes late to a class, he/she is marked tardy and will have to attend flex

#### Early Dismissal

It is the expectation of NPA that students are present for the entire school day; however, we understand that family emergencies, medical appointments, etc. occasionally arise. NPA must be certain that the parent/guardian has given consent before a student is allowed to leave. A parent/guardian must come to the front office to sign the student out in person. The student will only be released to those listed in ParentVUE as Parent/Guardians. If someone else needs to pick up the student, a Parent/Guardian will need to contact the school. School Administration may grant exceptions in the case of a disciplinary incident or extreme emergencies. If dismissal is requested during the following times, the school may be unable to notify a student that a parent/guardian is waiting:

- lunch period
- final exams
- state/national exams
- assemblies

Leaving campus without following the above procedure will be regarded as “skipping” or “ditching” and will result in disciplinary action. The purpose of this policy is to eliminate class disruptions so instructional time is not lost.

## **Supervision of Students**

### **School Entry**

The main office doors will open up for students at 7:00 am and students will be allowed access to the interior courtyard.

### **Closed Campus**

NPA is a closed campus from 7:30 am until 3:25 pm. No student is allowed to leave and then return to campus during this time unless they have been signed out by a parent/guardian for a specific reason. This policy applies to lunch as well. Students are also not allowed to go to the parking lot during lunch (whether leaving to get lunch or just getting something from their car) unless they are leaving campus.

### **Homework**

Students should expect to have homework, research, Focused Notes review, or studying to be completed outside of class time each day. Each teacher will provide guidelines for homework.

### **Tutoring**

Students whose grades fall below the "C" level will be encouraged to stay for after-school tutoring. This policy applies to all courses offered at NPA. Tutoring may be assigned to students who need additional support in a skill, or to become academically eligible for athletics. Teachers may place the students who are deficient on a Tutoring Contract. Students who fail to adhere to the terms of the tutoring contract will face disciplinary action as outlined in the tutoring contract. Parents will be notified via email that their student has shown up for tutoring.

### **Classroom Grievance Procedure**

If at any time there is a concern about what is happening in the classroom, whether it be about grading, treatment, or accessibility, please follow the protocol:

1. **Student/Teacher Conference** - The student should request to speak with the teacher in a private setting outside of class time. If they would like another teacher or administrator present, they can ask for that to happen.
2. **Student/Parent/Teacher Conference** - If the student does not feel their concerns were addressed adequately as a result of the Student/Teacher Conference, the parent should contact the teacher and

set up a time to discuss the concerns.

3. **Student/Parent/Teacher/Administrator Conference** - If the parent does not feel their concerns were addressed adequately as a result of the Parent/Teacher Conference, the parent should contact the school's front office and request an appointment with the School Leader or Assistant School Leader to discuss the concerns.
4. If all of these conferences have not adequately addressed the student and parent's concerns, they should contact the Dean of Schools at 480-986-4321.

## **Athletics**

NPA participates in several sports under the Arizona Canyon Athletic Association. All students are invited to participate in any sport. An Athletic Handbook is available in the front office with all information that is needed: physicals, permission slips, sportsmanship conduct, etc. The cost is \$100 per sport to help cover uniforms, equipment, field rentals, transportation, and officials. All teams participate in other fundraising efforts to help offset these costs as well. Members of each team are expected to contribute to these efforts.

Eligibility is checked weekly. If a student is failing any class, they are deemed ineligible until the following week's grade check. The Athletic Director will oversee conducting and maintaining these eligibility checks and helping students find ways to improve their grades. Students will not be allowed to participate in any team activities until their fee is paid, a current physical is on file, the Athletic Handbook has been agreed to, and the student has received their Concussion training certificate. If the family is facing financial hardship and is unable to pay the required fee please see a member of the administrative staff.

## **Field Trips**

Field trips are planned throughout the year for various academic enrichment and extra-curricular purposes. In order to be able to attend a field trip on a school day, each student must fill out an NPA Field Trip Grade Check Form that must be initialed by all teachers and turned into the Field Trip Sponsor at least one day in advance of the field trip. Also, a permission slip must be electronically signed by a student's parent/guardian in order for the student to participate in a field trip on any day. Parents may be asked to assist in paying for field trips. Parents will receive advance notice of all trips. If a parent would like to chaperone for a trip, an AZ IVP Fingerprint Clearance Card (for federal and state clearance is required and the volunteer form must be completed. If the family is facing financial hardship and is unable to pay the required fee please see a member of the administrative staff.

## **College Visits**

Included in the realm of field trips are the college visits we make to all four major Arizona Universities in the Fall and Spring. The Fall visits are reserved for seniors only as they are making final decisions on which college they would like to apply to and attend. The Spring visits are reserved for juniors only as they are beginning the process of applications and decisions. Visiting these college campuses is a great opportunity and should not be taken lightly. NPA students who attend these visits are expected to represent our school with respectful behavior and dignity. Please consult with administration to find out the dates of these visits.

## **Dance Guests**

Students who wish to bring someone to a school dance who is not a student at NPA will need to fill out the Guest Pass form available in the front office. An administration signature is required from the guest's school to be allowed to come.

## **Outside Food and Distractions**

NPA loves when students are celebrated and recognized on birthdays and other special occasions. However, some things (balloons, flowers, and gifts, etc.) can be a distraction in the classroom. For this purpose, these items will be held for the student in the front office during the school day.

Outside food delivery services (DoorDash, GrubHub, UberEats, etc) can never be used by students during the school day.

### **Adult Students**

Any student who is 18 years old or older is considered an adult by law. When a student is going to turn 18, they and their parents need to email the Office Manager to schedule an appointment to discuss how student records will be handled.

### **Hall Passes**

Every time a student is in the hallway between 7:35 am and 2:20 pm (other than passing periods or lunch), they should have a hall pass out and be visible to any staff member walking by.

### **Early Finals**

It is highly recommended that families do not plan vacations or doctor's appointments during Finals week (consult the school calendar), but we understand that sometimes this will happen. If a student needs to take their Final Exams early, they must contact the School Leader two weeks in advance to obtain approval. The School Leader will then communicate this request with the student's teachers. Finally, the student's teachers will reach out to the student to make arrangements to take their Final Exam early.

### **Withdrawals**

If you plan to move or withdraw from the school, the parent must email the Office Manager as soon as possible to start the withdrawal process. If the student owes anything (Lunch, Testing fees, etc.) or has school materials (Chromebook, Hot-Spot, Textbook, Calculator, etc.) checked out that have not been returned, we would like to discuss a plan to get materials and debts resolved.

### **School Parking**

All students wanting to drive to school and park on campus must:

- Fill out a Parking Permit Request Form
- Pay a \$5.00 permit fee.
- Provide a copy of your valid Driver's License

in order to receive a parking permit. You may use the same parking permit for multiple vehicles. The parking permit must be easily viewable through the front windshield. All student vehicles must be parked in the parking lot in front of Fieldhouse C. Loud music is not allowed while in the parking lot. The speed limit is 5 mph. Violations of any of these rules may result in loss of parking privileges or other disciplinary actions. If the family is facing financial hardship and is unable to pay the required fee please see a member of the administrative staff. AAG implements parking fees after 3:00 pm on Fridays.

### **Cell Phone Policy**

The use of wireless communication devices during instructional school hours is prohibited by a new Arizona law (A.R.S. 15-120.05). The student will not be allowed to have their cellphone visible during instructional times. During class time, students must place powered off cellphones in their school bag and may not access them during the entire class period. Students can have possession of their wireless communication devices during passing times and breakfast/lunch. If there is an urgent need to communicate with your child during school hours, please contact the school office, and we will get a message to your child.

## **AI Policy**

### **Prohibited Uses:**

- Submitting any work entirely generated by AI without substantial personal input or refinement.
- Relying on AI for tasks intended to measure individual analytical or problem-solving skills including, but not limited to completing quizzes, tests, or other assessments meant to measure your knowledge.
- Misrepresenting AI-generated work as your sole intellectual contribution.

### **Transparency Requirement:**

Students must disclose AI use in a footnote, assignment appendix, or brief statement, detailing:

1. The specific tools used (e.g., ChatGPT, Gemini, DALL-E, grammarly, etc.).
2. The type of assistance provided by the tool (e.g., generating initial ideas, editing drafts for grammar, spelling, sentence structure, clarity, coherence, etc).
4. How you reviewed and personalized the AI-generated content.

## **NPA Email Account**

Upon enrollment, all students are given an email account under NPA's domain. It is very important that all students familiarize themselves with this account and check it frequently as this is how the school and teachers communicate with students about upcoming events, class assignments and due dates, and other reminders. This account will be deleted upon withdrawal.

## **Student WiFi**

Students are not allowed to connect their personal computers/laptops, cell phone, smart watch, or other non-school devices to any of the school's wireless connections.

## **Backpack Policy**

- Backpacks are allowed on campus and in the classrooms.
- Backpacks are not allowed in the restrooms.
- Backpacks (clear/transparent or mesh) are optional and encouraged.

## **Lost and Found**

NPA is not responsible or liable for items that are lost by students while on campus. Items that are found should be turned into the front office. If you have lost something, please check the last place you remember having it, and then the front office. At the end of each quarter, all unclaimed items will be donated.

## **Transportation**

### ***NPA Event Transportation Rules***

Make sure you arrive 10 minutes early. All NPA School rules, policies, and procedures apply while riding school transportation, including:

- Respect the driver, other passengers, and their property.
- Follow all directions.
- Seats may be assigned by the driver.

- Keep all parts of the body inside the vehicle at all times.
- Keep all parts of the body out of the aiseways.
- Students should talk quietly and keep their hands to themselves.
- Absolutely NO FIGHTING.
- All students should be courteous of those around them. No profanity or obscene gestures.
- No eating, chewing gum, or drinking. (Except water)
- No littering or destruction of the vehicle.
- Keep your personal belongings under control at all times.
- Students are responsible for any damage they cause to the vehicle.
- Nothing is to be thrown outside of the vehicle.
- Students are not allowed to bring balloons or skateboards on the vehicle.
- Students are to remain in their seats until the vehicle comes to a complete stop.

*\*The administrative team reserves the right to deny school transportation privileges to any student.*

## **Lost and Found**

NPA is not responsible or liable for items that are lost by students while on campus. Items that are found should be turned in to the front office. If you have lost something, please check the last place you remember having it, and then the front office. At the end of each quarter, all unclaimed items will be donated.

## **Parent Involvement**

NEWS Point Academy welcomes and encourages parent involvement. We recognize and value a variety of ways that parents can be meaningful partners in the education of their children. There are many opportunities for you to be involved in your student's education. Meaningful parental involvement is achieved when parents participate in supporting student learning at home, are involved in school-related decision making, and support school-related activities. NEWS Point Academy continuously works to achieve this goal to meet Federal and State requirements. NEWS Point Academy has developed a Parent Involvement Policy in collaboration with parents. This policy is available for your review upon request at the school office and on the school website.

Opportunities for meaningful parent involvement are provided at NEWS Point Academy through:

- Annual Title I Advisory meetings
- Opportunities to volunteer to serve on school councils/committees
- Communication vehicles such as school newsletter, school website, written description of programs, and information from annual Title I meetings
- Feedback through surveys
- Annual recommitment by parents, students, and teachers to the Parent-Student-School Compact

If you would like additional information on how you can participate in any of the committees, please contact the principal, front office staff, or your child's teacher.

As part of the Title I Parent Involvement Policy, NEWS Point Academy has developed a compact outlining how parents, school staff, and students will share responsibility for improving student achievement. School compacts will be reviewed and revised annually, as necessary.

## **Parent Communication**

NEWS Point Academy is communicating regularly with parents and guardians. Parents will receive weekly announcements at the beginning of each school week communicating upcoming events and school-wide activities via email. Other forms of communication include text messages (parents must opt-in by texting "yes" to the number provided), phone calls, Power School, and social media posts (Facebook and Instagram). Please also refer to the calendar on the school's website ([newspointacademy.org](http://newspointacademy.org)).

## **School-Parent Compact**

The following Parent/School Compact, developed through the combined efforts of the parents, students, and staff of NEWS Point Academy, outlines the goals, expectations, and shared responsibilities for the success of all our students.

### **School Environment**

The School Will:

- The School will provide a safe, secure environment a closed campus with adequate security (local law enforcement).
- The School will employ a staff that is well trained and certified in maintaining a safe, educational environment.

The Parents Will:

- The parents will contact the school with any concerns over attendance, behavior or academic completion.
- The Parents will contact their individual student, during regular class hours, through the school office only.

The Student Will:

- Students will accept the responsibility of maintaining a safe, secure learning environment by accepting this code of conduct.
- Students will not use, sell, or participate in any illegal use of drugs, tobacco, or alcohol.
- Students will avoid and refrain from all gang related activities, including: hand signs, clothing, jewelry, graffiti, or any other actions or behavior.
- Students will not gamble in any way shape or form - playing cards, dice, or any other related gambling material.
- Students will not carry weapons or any look-alikes or replicas of weapons.
- Students will not use phones, pagers, iPods,MP3 players, cameras, handheld game devices, or any similar electronics in any class unless the teacher has given permission to use for academic purposes (i.e. research, calculator function).
- Students will not fight or participate in any confrontational behavior at any time with anybody.
- Students will attend classes on time and be permitted to leave campus with parent/guardian permission only.

### **Behavior and Participation**

The School Will:

- The School will maintain a safe climate, with a positive atmosphere suitable for learning for all students.
- The School will provide students with a foundation for continuous learning.

The Parents Will:

- The Parents will reinforce mutual respect for all teachers, staff and other students.
- The Parents will reinforce appropriate dress for a learning environment (including clothing and jewelry).
- The Parents will monitor their student's attendance ensuring full attendance - 100%.
- The Parents will reinforce positive student behavior and participation involving any and all activities, possessions and actions.
- The Parents will support students in their learning and completion of all classes, all assignments and all class activities.
- The Parents will assist their students in seeking and receiving any additional help in order to achieve.
- The Parents will have access to all curricular materials and their student's class work in order to monitor his or her progress.

- The Parents will keep abreast of child's grades and keep an open line of communication.

The Students Will:

- Students will show respect to all teachers, all staff and all students at all times: No racism, foul language, obscene gestures, harassment, poor attitude or inappropriate behavior (see school environment above).
- Students will use appropriate language at all times: No obscenities, threats, harassment, or any other verbal abuses.
- Students will show positive behavior at all times: Attendance, participation, respect, positive attitude, gestures and posture.
- Students will dress appropriately for a learning environment at all times, reflecting professional maturity and modesty.

### **Academics and Curriculum**

The School Will:

- The School will provide a challenging curriculum that is aligned to the Arizona Academic Standards.
- The School will promote student achievement and success addressing all learning styles and accommodations.
- The School will employ highly trained professionals (teachers, administrators, and staff) who promote the highest quality in education.

The Student Will:

- Students will put in 100% effort in all class activities and all assignments at all times in order to meet the requirements for graduation.
- Students will ask for help on any assignments they do not understand in order to achieve to their best ability.
- Students will attend any extra help or additional classes suggested by their teacher in order to achieve to their best ability.
- Students will complete all classes and all assignments appropriately to the best of their ability.

### **Goals and Achievement**

The School Will:

- Provide every opportunity for students to achieve academic success.

The Parents Will:

- The Parents will provide every opportunity for their student to achieve academic success.

The Students Will:

- Students will take responsibility: to learn and achieve in every class and every course of study, to monitor their own grades and credits, and positively work toward graduation.

### **Parent's Right to Know**

You have the right to request information regarding the professional qualifications of your child's teacher.

Specifically, you may request the following:

- Whether your child's teacher has met state qualification and certification/licensing criteria for the grade levels and subject area in which the teacher provides instruction.
- Whether your child's teacher is teaching under emergency or other provisional status through which state qualification or certification/licensing criteria has been waived.

- The bachelor's degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of study/discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- Information on your child's achievement level in each of the state tests.

If you would like to receive this information, please contact the school office at 480-986-4421 to schedule an appointment with the school leader.

### **Parent Classroom Visits, Tours, or Observations**

**Parents of Enrolled Students.** In accordance with Arizona law, parents of students enrolled at the school may request to visit, tour, or observe their child's classroom (a "campus visit"), subject to the following parameters:

- All campus visit requests must be received by the school at least 24 hours in advance of the proposed visit, provided that the school, in its sole discretion, may waive the 24-hour advance notice requirement on a case-by-case basis.
- Campus visit requests will be promptly reviewed by the School Leader, with input from the classroom teacher.
- Campus visit requests will be approved unless they threaten to interfere with the physical, intellectual, social, or emotional health and/or safety of students and staff.

During any approved campus visit, parents will be subject to all policies applicable to campus visitors generally, including safety requirements for providing identification, signing in and out of the campus, and if applicable, being accompanied by school staff.

**Parents of Potential Students.** In accordance with Arizona law, parents who wish to enroll their child in the school may request a campus visit, subject to the same parameters set forth above for parents of enrolled students. In addition, parents of potential students will be required to be accompanied at all times during any campus visit by a current staff member.

**Scheduling.** Approved campus visits will be scheduled at a mutually convenient time for the school and the parents, and may be limited to a specific time frame, at the school's discretion.

**Health and Safety Parameters.** For purposes of this policy, the following requests threaten to interfere with the physical, intellectual, social, or emotional health and/or safety of students and staff, and are therefore not allowed:

- Requests for campus visits during state testing, other testing periods, or at other times that would clearly interfere with educational instruction or disrupt the educational environment.
- Requests for campus visits by parents who have demonstrated failure to abide by Parent Behavioral Expectations (set forth below), or who have otherwise failed to abide by campus visitation policies of the school.
- Requests that, for other reasons, threaten to interfere with the physical, intellectual, social, or emotional health and/or safety of students and staff.

**Parent Behavioral Expectations.** During any campus visit, parents are expected and required to comply with all campus visitor procedures and to comport themselves at all times with appropriate decorum and in a manner that is respectful and conducive to an environment in which the educational objectives of the school

can be effectively administered. Consistent with this expectation, any parental behavior that constitutes harassment, bullying, or verbal or physical abuse of staff or students, or that otherwise disrupts the educational environment is expressly prohibited.

In addition, parents may not interfere with instruction or distract from the instructional environment, nor may parents help their child with their schoolwork during a campus visit, unless specifically allowed by the classroom teacher.

Parents who disregard these behavioral expectations while on school grounds will be ejected from campus; may be prohibited from future campus visits or subject to other limitations on future campus visits; and may be subject to other consequences under applicable law or policy.

## **School Volunteers**

### **Parent/Guardian Volunteers**

Parents are encouraged to participate in school-related activities, including those pertaining to curriculum and instruction, such as tutoring and mentoring. Volunteers may also be involved in monitoring the school store and assisting with school events. In addition, parents are encouraged to contribute their time and talent to organize extracurricular activities and community outreach projects. All volunteers must complete a Volunteer Application and each will be required to get an AZ IVP Fingerprint Clearance Card (for federal and state clearance). Volunteers must follow all policies and procedures defined by the School. If activity occurs that is not in keeping with the School policies, the School Leader reserves the right to relieve the volunteer of his or her responsibilities. Volunteers must sign in at the front office every time they enter the school building.

### **Community Volunteers**

Community Volunteers are required to have a valid AZ IVP Fingerprint Clearance Card prior to volunteering in our programs. For more information on becoming a community volunteer, contact the school leader.

## **Conduct of Visitors/General Public on School Property**

The definition of *general public* is anyone who does not come under the definition of student, faculty member, staff member, or employee.

- All visitors, parents, guardians, etc. who visit the school for any reason (i.e. volunteering in the classroom, observation, meeting with school staff, etc.) are required to enter the school through the main/front doors, report to the school office, sign in, present identification, and wear a visitor badge at all times. In order to ensure the safety of the campus community, entrance to the school through other entrances is not permitted by visitors. All visitors must be escorted by a staff member at all times.
- No person shall visit or audit a classroom or other school activity, nor shall any person come upon or remain upon school premises, without prior approval by the school leader or the school leader's authorized representative. Nor shall any person conduct or attempt to conduct any activity on school premises without prior approval by the school leader or school leader's authorized representative.
- Any member of the general public considered by the school leader, or a person authorized by the school leader, to be in violation of these rules shall be instructed to leave school property. Failure to obey the instruction may subject the person to criminal proceedings pursuant to A.R.S. § 13-2911 and to any other applicable civil or criminal proceedings, or to tribal ordinance.
- Persons who engage in disorderly conduct of any kind may be subject to removal and exclusion from the School.

- No person shall possess or engage in the use of medical marijuana on school property or at school-sponsored events.

No person shall engage in conduct that may cause interference with, or disruption of, an educational institution. Interference with or disruption of an educational institution includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this policy, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered interference or disruption.

A person commits interference with or disruption of an educational institution by doing any of the following:

- Intentionally, knowingly or recklessly interfering with or disruption of the normal operations of the school by either:
  - Threatening to cause physical injury to any employee or student of the school or any person on the property of the school.
  - Threatening to cause damage to the school, the property of the school, or the property of any student or employee of the school.
- Intentionally or knowingly entering or remaining on the property of the school for the purpose of interfering with or denying lawful use of the property to others.
- Intentionally or knowingly refusing to obey a lawful order given by the school leader or another person designated to maintain order at the school.

The above identified acts need not be directed at a specific individual, the school, or specific property of the school to constitute a violation of this policy. Restitution for any financial loss caused by a violation of the policy may be required. Furthermore, an individual who interferes with or disrupts an educational institution is subject to misdemeanor or felony charges as provided in A.R.S. § 13-2911.

A person may also interfere with or disrupt the operation of the school by committing any of the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions or any activity sponsored or approved by the school board
- Physical or verbal abuse or threat of harm to any person on property owned or controlled by the school or at school-sponsored functions
- Forceful or unauthorized entry to or occupation of school facilities, including both buildings and grounds
- Illicit use, possession, distribution, or sale of tobacco, alcohol, or drugs, other controlled substances, or other illegal contraband on school property or at school-sponsored functions
- Use of speech or language that is offensive or inappropriate to the limited forum of the public school educational environment.
- Failure to comply with the lawful directions of school officials or of law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so.
- Knowing violation of a school rule and/or policy. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting an infraction of any federal, state, or city law or policy of the school board.

- Carrying or possessing a weapon on school grounds unless the individual is a peace officer or has obtained specific authorization from the appropriate school administrator.

## **Student Records and Confidentiality**

*(Annual Notification of Confidentiality Rights Regarding Education Records of Students with Disabilities and Their Parents)*

NEWS Point Academy has established written policies regarding the collection, storage, retrieval, use and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents'/guardians' and students' rights to privacy. These policies and procedures are in compliance with federal and state laws.

The Family Education Rights and Privacy Act (FERPA) affords families and majority age students rights to their education records. These rights are as follows:

### Right to Inspect and Review

Parents have the right to inspect and review a student's education records within 45 days from the day the school receives a request for access. Requests should be submitted in writing to the school leader and identify the records to be inspected. The school leader will make arrangements for access and notify the parent of the time and place where the records may be inspected.

### Right to Amend Education Records

Parents may request to have their student's educational records amended if they believe the information is inaccurate or misleading or otherwise in violation of the student's privacy rights. The request should be made in writing to the school leader, clearly identifying the part of the record the parent(s) want changed and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested, the parent(s) will be notified of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent(s) when notified of the right to a hearing. After the hearing, if the School still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view regarding the contested information.

### Right to Consent to Disclosure

Parent(s) or eligible students have the right to require their consent to disclosures of personally identifiable information contained in the student's education records by the prior written consent of the parent(s) or eligible student(s), except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

### Right to File a Complaint

A parent or eligible student has the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington D.C., if they believe that the district has violated the provision of FERPA. If a family or majority age student wishes to file a complaint alleging a FERPA violation, he or she should first contact the school leader. If a reasonable solution is not made at the school level the complainant has the right to file a complaint with the U.S. Department of Education.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

### **Directory Information Opt-In/Out Notice**

Before the School may release any directory information about your student, it must inform you of what is considered directory information and obtain your written consent through an opt-in process. The School is committed to protecting your child's personal information while supporting access to educational and extracurricular opportunities.

The School defines *directory information* as personally identifying details that may be shared, upon request, with school-related entities and news organizations. This includes:

- Student's first and last name
- Student's address
- Student's grade level
- Student's date of birth
- Student's participation in officially recognized activities and sports within the School (upon request)

### **Military Recruiters (High School Only):**

In compliance with federal law, if directory information is released to educational or occupational organizations, it must also be made available to official military recruiters-unless you specifically decline consent.

To confirm your preferences, please complete the Opt In/Out Form by initialing all applicable statements and return it to the school's front office **within two (2) weeks of receiving this notice, or by October 31st - whichever comes first.**

If the School does not receive your completed form within the prescribed time, it will assume:

- You **do not give permission** to release your student's directory information as listed above, and
- You **do give permission** to release directory information to **military recruiters** (High School students only).

### **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT**

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, antisocial, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;

- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

This NEWS Point Academy has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. NEWS Point Academy will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. NEWS Point Academy will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. NEWS Point Academy will make this notification to parents at the beginning of the school year if the school has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by U.S. ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

*Family Policy Compliance Office*  
 U.S. Department of Education  
 400 Maryland Avenue, S.W.  
 Washington, D.C. 20202-8520

## **Service Animals**

Service animal means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Service animals do not include other species of animals, whether wild or domestic, trained or untrained.

NEWS Point Academy does not discriminate against individuals with disabilities who use service animals if the work or tasks performed by the service animal are directly related to the individual's disability. Work or tasks include assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities and helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks.

Individuals with disabilities shall be permitted to be accompanied by their service animal in all areas of the School's facilities where members of the public, participants in services, programs or activities, or invitees are allowed to go. A service animal may be excluded from the School if one or more of the following apply:

- The animal poses a direct threat to the health or safety of others.
- The animal fundamentally alters the nature of the School, services or activities provided.
- The animal poses an undue burden.

A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash or other tether or use of the harness, leash or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be under the handler's control. The School shall not be responsible for the training, feeding, grooming. The School must approve any person who is authorized by the owner to assist in the care and supervision of the service animal while on school property.

A request for an individual with a disability to be accompanied by a service animal must be submitted to the school leader at least three (3) school days prior to bringing the service animal to school or to a school function. Forms are available by contacting the school office.

Service dog requests must provide proof of the following vaccinations: DHLPPC (distemper, hepatitis, leptospirosis, parainfluenza, parvovirus, and coronavirus) bordatella, rabies. Miniature horse requests must provide proof of the following vaccinations: Equine Infectious Anemia (Coggins Test), rabies, tetanus, encephalomyelitis, rhinoneumonitis, influenza, and strangles.

All service animals must be: spayed or neutered; treated for and kept free of fleas and ticks; and kept groomed to avoid shedding and dander. Owners of the service animal are liable for any harm or injury caused by the animal to students, staff, visitors, and/or property.

## **Health Information**

### **Sprays**

Out of respect for and with the intention to protect those (students and staff) who are allergic or sensitive to sprays, all sprays (perfumes, deodorant, cologne, etc), must be sprayed in outside areas. If a student is caught spraying these items in an enclosed space, they will be dealt with as a disciplinary action.

## **Immunizations**

Arizona law ARS §15-872 requires that parents provide an up-to-date record of immunizations prior to attending school. The record must include the month, date, and year of your student's immunizations. Students without proof of immunization will be excluded from school. The following immunizations are required to attend NEWS Point Academy:

- Diphtheria/Pertussis/Tetanus (DPT, DTaP, Tdap)
- Polio
- MMR #1 and MMR #2
- Haemophilus Influenzae B (HIB)
- Hepatitis A Series
- Hepatitis B Series
- Chickenpox (Varicella) or history of disease
- Meningococcal

Please inform the school of any immunizations that your student receives throughout the year so that immunization records are kept current.

Arizona law ARS §15-872 provides exemptions from immunization requirements for the following:

- Medical reasons—permanent or temporary
- Personal beliefs
- Documentation of adequate immunity

Although the law allows exemptions, if an outbreak of any of the diseases covered by required immunizations occurs, the County Health Department may require that students who are not immunized be excluded from school for the duration of the outbreak.

## **Medication**

Students are not permitted to carry prescription or over-the-counter medication on their person while at school or when participating in any school-related activities, without administrative approval. The school office will accept up to a 30-day supply of medication for students to treat an existing condition. Parents/Guardians or Adult Students must complete a Medication Form with the school office prior to any medication being administered at school. The following is required for all medications stored and administered by the school office:

- Prescription medication **MUST** be in its original prescription container with a pharmacy label. Over-the-Counter medication **MUST** be in the original factory container clearly stating directions and warnings. **NO** medications will be accepted in any other containers, bags, envelopes, etc.
- Sample prescription medication must have a prescription by a physician attached to be accepted
- A medication form must be on file for each medication to be administered at school
- Only medications needed to treat a current/existing ailment will be stored at the school
- Medications will be given in age/weight appropriate doses according to manufacturer's directions or physician's orders on file
- Students requiring an inhaler or EpiPen may carry and self-administer these with written parental consent on the Medication Form. Please inform the office if you are carrying one of these items.
- NEWS Point Academy Preparatory reserves the right to disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk to any student.

During the online enrollment process, parents are required to indicate which over-the-counter medications (Tylenol, Ibuprofen, Antacid or Cough Drops) can be given to their student during school hours.

## **Naloxone**

In compliance with state law, NEWS Point Academy has established a policy concerning the administration of Naloxone (Narcan) by certain school staff members to students who the staff reasonably believes are suffering from an opiate/opioid overdose. This policy provides that authorized and trained staff to administer Naloxone, provided that trained and authorized staff are present at the school at the time of the potential overdose and provided that Naloxone (Narcan) is currently available on the school site. The school has decided to utilize intranasal Naloxone as the method of administration exclusively. Authorized staff are to follow the protocols outlined in their Naloxone (Narcan) training in administering the Naloxone (Narcan), and they or another member of the school staff must call 911 as soon as possible and request that emergency responders be dispatched to the school. The school will ensure at least once a year that Naloxone (Narcan) kits, if any, are current, complete, and not past their expiration date.

## **Hearing and Vision Screenings**

Hearing and Vision screenings are given to selected groups of students per Arizona mandate under the guidelines of the Arizona Department of Education and the Arizona Department of Health Hearing Conservation Program. For more information on these screenings, please contact the school office.

## **Seizure**

### **Seizure Training, Management, and Treatment Plans (SB 1654)**

#### **Seizure Treatment Plan**

If a student has a seizure disorder, their parent or guardian must submit a Seizure Treatment Plan. This plan is developed by the student's parent or guardian in collaboration with the student's physician or registered nurse practitioner.

The Seizure Treatment Plan must be submitted to the school:

1. At the start of the school year or before the student begins attending school.
2. Upon enrollment if the student joins the school after the school year has started.
3. Immediately following a diagnosis of a seizure disorder.

#### **Seizure Management and Treatment Plan Requirements**

The Seizure Management and Treatment Plan must:

- Outline procedures for managing an active seizure.
- Detail other health care services available at school to help manage the student's seizure disorder.
- Be signed by both the student's parent or guardian and the physician or registered nurse practitioner responsible for the student's seizure treatment.
- Be reviewed by the school nurse or, if a school nurse is unavailable, by a designated school employee.

#### **Required Seizure Management Training**

To ensure the safety and well-being of students with seizure disorders, SB 1654 requires schools to provide seizure management training.

- Each school will have at least one trained school employee (in addition to the school nurse) who is qualified to:
  1. Administer or assist with self-administration of seizure rescue medication or other FDA-approved seizure treatment medications.

2. Administer a manual dose of electrical stimulation using a vagus nerve stimulator magnet, if prescribed by a physician.
- Any school personnel who regularly interact with students who have a seizure management plan—including principals, guidance counselors, teachers, bus drivers, and classroom aides—must complete an online seizure awareness training course.

### **Approved Training**

The State Board of Education has approved free training from the Epilepsy Foundation for school personnel. This training helps ensure staff members are prepared to recognize seizures, provide appropriate care, and support students with seizure disorders.

For more information on seizure management at school, please contact the school administration.

### **Chronic Health Conditions**

A chronic health condition is one that is not curable and/or requires continuous treatment. If your student has a chronic illness or health condition that will cause him/her to miss school, please inform the school office.

School staff will develop a Chronic Illness Plan to ensure that absences due to the chronic condition are not subject to school attendance policies and to provide ways to furnish missed work or instructional materials during your student's absences.

### **Accidents**

All staff members are trained in CPR and First Aid. Therefore, a trained staff member will administer initial treatments of minor injuries. The student's emergency contact will be notified immediately by phone or email whenever substantive medical treatment is administered to a student, and an Incident Report will be kept in the student's permanent file.

### **Building Security**

Security of our buildings is everyone's responsibility, including students. There are a few things you can do to help:

- **"If You See Something, Say Something."** Report any unsafe conditions to your teacher, a trusted adult.
- Never prop exterior doors open\*. It's critical we keep our exterior doors locked throughout the school day.
  - \*Exterior doors may be propped open for a limited period of time and ONLY while being actively monitored by a staff member
- **"Ignore the Door."** Never let anyone in, whether you know them or not, through exterior doors
- If you arrive after school has started, enter through the main office doors.
- If you're expecting visitors, please instruct them to enter through the main office

### **Emergency Drills and Evacuations**

The school will have at least one emergency drill per month within the school hours. Specific signals and procedures have been established for all types of emergency drills, and safety areas have been designated. Teachers are equipped with instructions, and all drills will be practiced with students on a regular basis. The entire school will practice security lockdowns. During these drills, no one will be allowed to enter or leave the school. Please be patient and understanding of this important rule. Your child's safety is our number one concern.

## Instruction and Learning

### Assessment of Learning

Students at NEWS Point Academy are assessed to ensure that they are acquiring skills and being challenged academically. To measure the achievement of all students, school-wide assessments are administered throughout the year. Each student's performance on the school-wide assessments is measured against their own previous performance. Results of these assessments in language arts and mathematics are used to make needed programming changes and provide additional support to students through intervention programs. Results are also made available to teachers, parents, and students so that everyone can work together to help ensure that all learning goals are met for every student. Students with disabilities participate in all state and school assessments and may be administered more individualized evaluations or assessments by appropriate professionals for the purpose of determining eligibility and providing specialized instruction under the Individuals with Disabilities Education Act (IDEA).

The following outlines required state assessments and our school-wide assessments:

<b>TEST:</b>	<b>WHO IS TESTED:</b>	<b>WHAT IT IS USED FOR:</b>
AZSci	All 11th Graders	To determine student growth and achievement towards state academic standards
AZELLA	All English language learners	To identify students for English language services, measure their academic language proficiency growth, and exit them out of the program
Pre-Post Tests	All students in all classes	To identify growth in each class To help prepare for state assessments
ASVAB	All 11th Graders	To determine career interests and to determine which branch of military service and jobs you are qualified for.
ACT	All 11th Graders	To determine student growth and achievement towards state academic standards Many colleges and scholarships require an ACT Score
ACT Aspire	All 9th Graders	To determine student growth and achievement towards state academic standards To determine a student's preparation for the ACT college entrance exam.
SAT	All interested 11th and 12th Graders	Many colleges and scholarships require an SAT Score
IXL	All 9th-11th Graders	To determine student growth and prepare achievement towards state academic standards

### Course Prerequisites Requirement and Rationale

The purpose of a course prerequisite is to ensure that students possess sufficient background knowledge in order to understand the terminology, theory, and practical applications covered in a particular class. All sequential classes (classes that have a follow-up class: Algebra 1.1 and Algebra 1.2, Intro to Politics and Advanced Politics, Philosophy 1 and Philosophy 2, etc.) will have a prerequisite requirement such that you must earn a C or above in order to take the next class in the sequence. In rare circumstances, you may be allowed to take the next class without earning a C or above in the previous class with a teacher recommendation.

## **Curriculum and Instructional Design**

NPA has designed a structured curriculum that sets high expectations and is based on the Arizona State and Common Core Standards. Objectives are taught using a variety of learning activities and addressing multiple learning modalities. NPA uses the AVID (Advancement Via Individual Determination) system, which is a college preparation and career readiness system that applies WICOR (Writing, Inquiry, Collaboration, Organization, and Reading) strategies as a key component of instruction and expects all classrooms to implement peer to peer interaction. Technology skills are integrated throughout the curriculum and are an integral part of all classes. The courses provide for individualized monitoring to assist students in attaining ambitious goals for achievement. NPA provides a strong academic foundation for students that will prepare them for demanding academic studies in college.

## **Student Placement and Class Selection**

Once enrolled, NPA will use the student's most recent transcript to determine credits and courses that are still needed for graduation. Once the transcript is evaluated, the student will be enrolled in the classes best suited to meet his or her individual needs. Students may request alternative courses or specialized electives upon meeting eligibility.

## **Advisory Class**

Every student will be enrolled in a grade-specific Advisory class that will meet every Friday for 30 minutes. The purpose of this class is multi-fold: the student will have a teacher-advisor who will monitor their grades and progress towards graduation using the ECAP document, the student will learn specific skills and perform important projects relevant to their grade level, and will be held accountable for how they are utilizing their student calendar.

## **National Honor Society (NHS)**

Students who have a 3.5 GPA after one academic year are eligible for consideration for N.H.S. Students are also considered on the basis of character, leadership, and service. Faculty council and Administration select members and the school leader gives final approval.

## **Grading**

Teachers at NPA measure a student's understanding of the content through several methods: in-class participation, homework, projects, essays, quizzes, tests, etc. Teachers are expected to update grades weekly, and they will be available at any time using Power School. Mid-way through each quarter and at the end of each quarter, a message will be sent home to parents stating that grades have been updated to that point. If you would like a printed copy of the Progress Report or Report Card, please send an email to the Office Manager.

## **Perfect Attendance, Honor Roll and Principal's List Award Guidelines**

Students who meet the high academic, behavioral, and attendance standards described below will be eligible for Perfect Attendance, Honor Roll, and Principal's List recognition.

### ***Perfect Attendance***

- Students must have zero absences (excluding School Function absences) and zero tardies for the academic quarter.
- Students may not have any suspensions on their record for the academic quarter.
- *Students who earn the Perfect Attendance Award in the first 3 quarters and are exhibiting Perfect Attendance in the fourth quarter will be taken on a special field toward the end of the school year.*

### **Honor Roll**

- Students must receive a 3.5 GPA or higher for the quarter.
- Students may not have any suspensions on their record for the academic quarter.

### **Principal's List**

- Students must receive a 4.0 GPA or higher for the quarter.
- Students may not have any **unexcused** absences or tardies for the academic quarter.
- Students may not have any suspensions on their record for the academic quarter.

### **Graduation Awards**

Students who graduate and meet the following criteria will be eligible for the following awards:

- Valedictorian
  - Students ranked first overall in their graduating class based on the student's cumulative **Weighted** GPA.
  - Students must have been enrolled and continuously attended NPA for at least 6 academic quarters.
  - In the case of a tie, school administration will determine the Valedictorian based on the following criteria: quality of classes taken (i.e. honors, early college, A.P.), overall number of credits earned, and discipline record.
- Salutatorian
  - Students ranked second overall in their graduating class based on the student's cumulative **Weighted** GPA.
  - Students must have been enrolled and continuously attended NPA for at least 6 academic quarters.
  - In the case of a tie, school administration will determine the Salutatorian based on the following criteria: quality of classes taken (i.e. honors, early college, A.P.), overall number of credits earned, and discipline record.
- Ropes, Pins, and Stoles
  - Honors Rope (Gold): Cumulative **Weighted** GPA is 3.5 or higher.
  - Military Rope (Red, White and Blue): Sworn in with a military branch
  - Blood Drive Rope (Red): Donate or volunteer time at the school's Blood Drive at least 2 times.
  - Raptor Rope (Blue): Completed all their High School years at NPA.
  - AVID Stole: Completed 2 years of AVID program and does not withdraw.
  - NHS Stole: Member of National Honor Society in good standing.
  - Student Council Stole: Member of Student Council for at least two years, graduated with a 3.0 GPA or higher, and completed 40 hours of community service.

### **Graduation Requirements**

- Complete 24 credits of coursework for graduation (see Course of Study below).
- Pass the Civics Exam with a 60% or higher.
- Fill out the FAFSA application.
- CPR Training
- 20 Hours of Community Service (or 5 hours for each year enrolled at NPA)
- Resolve any outstanding balances
- Return school borrowed supplies, Chromebook, charger, and sports uniforms (if applicable).
- Request official transcripts from outside schools to be sent to NPA
- There will be a graduation checkout process at the end of the year. All students (even early graduates) need to complete this form before the ceremony to receive their diploma.

## Credit Requirements

Subject	NPA Credits	AZ Credits Required
English	4	4
Math	4	4
Social Studies	3	3
Lab Science	3	3
Fine Arts/CTE	1	1
Foreign Language	2	0
College Prep Electives	1	0
Physical Education Health	1	0
Electives	5	7
<b>Total</b>	<b>24</b>	<b>22</b>

## Grading Scale

Letter Grade	GPA	Grading Scale
A	4.0	90%-100%
B	3.0	80%-89%
C	2.0	70%-79%
D	1.0	60%-69%
F	0.0	Below 60%

## **Technology, Cell Phone, and Acceptable Use Policy**

### **Legal Authority**

In accordance with A.R.S. § 15-120.05, as enacted by H.B. 2484 (57th Legislature, First Regular Session, 2025), the governing body of NEWS Point Academy prescribes policies governing student access to the internet and limiting the use of wireless communication devices, including cell phones, during instructional time.

### **Purpose**

NEWS Point Academy (NPA) provides students with access to technology, digital resources, and the internet to support learning, creativity, communication, and academic growth. This policy establishes clear expectations for responsible, safe, and ethical use of technology while ensuring compliance with Arizona law and maintaining an effective instructional environment.

Compliance with this policy is a condition of enrollment and continued access to school technology and networks.

### **Scope**

This policy applies to:

- School-owned devices (laptops, tablets, hotspots, etc.)
- School networks, Wi-Fi, and internet access
- Learning platforms, software, and digital tools
- Student use of personal wireless communication devices on campus
- Any digital communication or online behavior that impacts the school environment

## **Cell Phone and Wireless Communication Device Policy**

### **Instructional Time Restrictions**

Pursuant to A.R.S. § 15-120.05, the use of wireless communication devices during instructional time is prohibited.

- Cell phones and smart devices may not be visible or accessed during class periods.
- Devices must be powered off and stored in the student's backpack or designated storage for the entire class period.
- Teachers may not authorize exceptions except as required for documented accommodations.

### **Permitted Times**

Students may possess wireless communication devices during:

- Passing periods
- Breakfast
- Lunch

Use during these times must not disrupt school operations or violate other provisions of this policy.

### **Communication During the School Day**

If urgent communication with a student is necessary during instructional hours, parents or guardians should contact the school office, and staff will relay the message.

## **Personal Devices (BYOD)**

NEWS Point Academy does not permit general student use of personal devices on campus for instructional purposes. The school provides the technology necessary for learning.

- Limited exceptions may be approved on a case-by-case basis for a documented educational or personal need.
- Approved personal devices may be used only for the approved purpose and must connect exclusively to the school's filtered network.
- Students and families are responsible for all personal devices brought to campus.
- NPA is not liable for loss, theft, damage, or unauthorized access to personal devices.

## **Acceptable Use Policy (AUP)**

### **Guiding Principles**

Students are expected to demonstrate:

- Leadership in responsible digital citizenship
- Integrity in academic and online conduct
- Excellence in using technology to support learning and personal growth

### **Acceptable Use**

Students must:

- Use technology only for educational purposes and school-approved activities
- Follow all teacher and staff directions regarding device use
- Access only their own accounts and protect login credentials
- Use respectful, appropriate language in all digital communication
- Properly cite sources and avoid plagiarism or academic dishonesty
- Report technical issues, security concerns, or inappropriate content immediately
- Care for school devices and return them in good condition

### **Unacceptable Use**

The following behaviors are prohibited on school devices, school networks, or personal devices used on campus:

### **Safety & Security Violations**

- Sharing passwords or accessing another person's account
- Attempting to bypass internet filters, firewalls, or security systems
- Installing or downloading unauthorized software, apps, or extensions

### **Inappropriate Content**

- Accessing, creating, or sharing content that is violent, explicit, discriminatory, hateful, or otherwise inappropriate for a school setting
- Viewing or distributing content that violates CIPA or school standards

## **Academic Misconduct**

- Copying work, using AI or digital tools to cheat, or submitting work that is not one's own
- Altering, deleting, or interfering with another student's work

## **Misuse of Communication Tools**

- Cyberbullying, harassment, threats, or disrespectful communication
- Posting or sharing images, videos, or personal information about others without permission
- Using technology for personal social media, gaming, or entertainment, unless explicitly authorized

## **Device Misuse**

- Damaging, defacing, or failing to care for school devices
- Removing asset tags or altering device settings
- Charging personal devices using school equipment without permission

## **Privacy and Monitoring**

NEWS Point Academy complies with FERPA, COPPA, CIPA, and all applicable privacy laws.

- Students should have no expectation of privacy when using school devices or networks.
- The school may monitor device and network activity to ensure safety, security, and policy compliance.
- Students must respect the privacy of others and avoid accessing or sharing personal information.

## **Digital Citizenship Expectations**

Students are expected to:

- Communicate respectfully and professionally
- Protect personal and others' information
- Think critically about online content
- Use technology in ways that reflect NPA's values of leadership, character, and excellence

## **Consequences for Policy Violations**

Violations of this policy may result in:

- Confiscation of devices
- Loss of device or network privileges
- Parent or guardian notification
- Restorative conversations or digital citizenship instruction
- Disciplinary action consistent with the Student Code of Conduct
- Financial responsibility for intentional damage to school property

Serious violations may be referred to law enforcement when required by law.

## **Parent and Guardian Responsibilities**

Parents and guardians are encouraged to:

- Review this policy with their student
- Support responsible technology use at home
- Monitor online activity outside of school

- Report concerns to school leadership promptly

### **Children's Online Privacy Protection Act (COPPA)**

At NEWS Point Academy, your child will be using Google Chromebooks and will have internet access and receive an e-mail address through Google's G Suite for Education during class instruction and to complete assignments. The COPPA requires that we obtain Verifiable Parental Consent before collecting information from your child or permitting them to disclose personal information, if your child is under thirteen (13) years old.

I have read the G Suite for Education Privacy Notice located at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html) and consent to allow my child to submit information in order to use the website.

### **Exceptional Student Services**

#### **Child Find**

In compliance with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act, NEWS Point Academy is required to locate and provide a free and appropriate public education (FAPE) for all enrolled students with disabilities.

The following child find activities are conducted by NEWS Point Academy to locate enrolled students with disabilities:

1. Review of school records (from prior schools and school of current enrollment).
2. Screening within 45 days of enrollment in the following areas: vision, hearing, motor skills, speech, language, cognitive ability, academic, and social emotional development.
3. Refer children suspected of having a disability age birth to three years to Arizona Early Intervention Program and children age three to five years (not yet enrolled in school) to the appropriate state or community agencies.
4. Provide information about concerns and student progress to parent(s) in writing.
5. If appropriate, refer the child for evaluation and/or other appropriate services.

All referrals are considered confidential, and services are provided at no cost. The parent, legal guardian, or surrogate parent retains the right to refuse services and are provided other procedural safeguards under federal and state law.

A free appropriate public education with a full continuum of services is available for eligible students with disabilities. If you suspect that your child has a disability and is eligible for services under ADA Section 504 or IDEA or have questions about child find activities, please contact the school's exceptional student services coordinator or the school leader. You may also contact the Director of Exceptional Student Services at 602-953-2933.

#### **ADA Section 504**

Pursuant to Section 504 of the Rehabilitation Act of 1973, NEWS Point Academy has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to students with disabilities. For additional information about the rights of parents of eligible students, or for answers to any questions you might have

about identification, evaluation and placement into Section 504 programs, please contact the school leader or the Director of Exceptional Student Services at 480-986-4321.

### **Grievance Procedure under ADA Section 504**

Any person who believes she or he has been subjected to discrimination based on disability by a student, staff member, or third party may file a grievance under the grievance procedure outlined in this handbook. Examples of disability discrimination can include, but are not limited to, disability-based harassment; limiting or denying a qualified individual with a disability in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving an aid, benefit or service; and failing to make non-fundamental, reasonable modifications of "policies, practices or procedures" when such modification is necessary to accommodate individuals with disabilities.

NEWS Point Academy will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing audio material for the blind, providing a scribe for submission of the complaint, or assuring a barrier-free location for the proceedings. The school leader will be responsible for such arrangements.

### **Special Education Services**

NEWS Point Academy makes available special education and related services to all students. Our teachers are trained to teach to diverse learning styles and ability levels. NEWS Point Academy believes in close collaboration between general education teachers, special education teachers, staff, and parents. This produces the best possible learning outcomes for our exceptional students. For more information about our special education programs, please contact the school's special education department.

### **Special Education Records Retention Notice**

Pursuant to A.R.S. 41-1351, special education records including placement records, referrals, evaluations, and testing data, will be destroyed seven years after the student's last fiscal year of enrollment. A permanent record of a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed, may be maintained without time limitation.

### **Procedural Safeguards**

Parents of a student with a disability (or suspected of having a disability) are entitled to a Procedural Safeguards Notice, which explains the rights of the parent and student to ensure they are protected through the special education process. A copy of the procedural safeguards notice is offered to parents once annually and in specific instances; however, copies are always available by contacting the School Office and on the school's website.

### **ESS Referral and Evaluation**

Students suspected of having a disability may be referred to the school's exceptional student services coordinator, school leader, or the Director of Exceptional Student Services by the parent or school staff for further evaluation. Evaluations will be conducted pursuant to the requirements under ADA Section 504 and/or IDEA.

For information on the school's evaluation procedures under Section 504 or IDEA, contact the school leader or the Director of Exceptional Student Services at 602-953-2933.

## English Language Acquisition Services

NEWS Point Academy offers programs that meet the diverse needs of English Language Learners by offering programs that meet the Arizona requirements under A.R.S.15-756.01. The programs are designed to provide equal educational opportunity and access to curriculum while developing English language skills to students for whom English is not the primary language. Parents have the right to refuse participation in these services. For more information, contact the school ELAS coordinator, school leader or Director of ELAS at 602-953-2933.

## School Nutrition

Children need healthy meals to learn. This NEWS Point Academy school will be participating in the **National School Lunch Program and the School Breakfast Program**. As part of this program, NEWS Point Academy will offer healthy meals.

If you have other questions or need help, call 480-986-4321, or see the school [website](#).

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

This institution is an equal opportunity provider.

Below are some common questions and answers to help you with the application process.

### 1. WHO CAN GET FREE MEALS?

- a. All children in households receiving benefits from SNAP, FDPIR (Food Distribution Program on Indian Reservations) or TANF, can get free meals regardless of your income.
- b. Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- c. Children participating in their school's Head Start Program are eligible for free meals.
- d. Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- e. Children can get free or reduced-price meals if your household's gross income is within the limits on the Federal Income Eligibility Guidelines.

### 2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY?

Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail Homeless Liaison Contact Information.

3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Use one Free and Reduced-Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: NEWS Point Academy, 6321 S Ellsworth Rd, Mesa, Az 85212, 480-986-4321.
4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS? No, but please read the letter you got carefully. If any children in your household were missing from your eligibility notification, contact the school office 480-555-1212 immediately.
5. CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit this [link](#) to begin OR pick up a paper application from the front office.
6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year through first 30 school days. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
7. I GET WIC. CAN MY CHILD(REN) GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced-price meals. Please fill out an application.
8. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
9. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced-price meals if the household income drops below the income limit.
10. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to:  
Director of School Nutrition  
6321 S Ellsworth Rd  
Mesa AZ 85212  
480-986-4321  
Email
11. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced-price meals. Our organization does not release information for immigration-related purposes in the usual course of operating the School Nutrition Programs.
12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application or may not receive

income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.

14. **WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY?** Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
15. **WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY?** List any additional household members on a separate piece of paper and attach it to your application. Contact NEWS Point Academy, 6321 S Ellsworth Rd, Mesa, AZ 85212 480-986-4321 to receive a second application.
16. **MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?** To find out how to apply for SNAP or other assistance benefits, contact your local assistance office or call 1-800-352-8401. If you have other questions or need help, contact the school office at 480-986-4321.

## **Student Code of Conduct and Expectations**

### **Discipline Philosophy**

Respect and mature conduct in the school is of primary importance to staff members, parents/guardians, and other students. The maintenance of orderly conduct of students is necessary in every school situation to ensure the health and safety of all and to maximize learning. Effective discipline is a necessity for quality education.

NPA's fundamental philosophical basis of effective discipline is that students are responsible for their own actions and are expected to show respect and consideration for the rights of others. These expectations are the basis upon which our NPA Bill of Rights and Responsibilities is formulated.

In addition to appropriate behavior at school, students are expected to exhibit proper behavior on their way to school, on their way home, and when participating in school activities.

### **Student Dress Code:**

NEWS Point Academy recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. NEWS Point Academy takes pride in the appearance of its students. Dress reflects personal integrity and implies attitudes toward self, school, and conduct. Therefore, we expect students to dress and groom neatly in apparel suitable for school activities. NEWS Point Academy will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the school or the health and safety of others.

When in doubt, parents and students should select more conservative clothing. We will direct inappropriately dressed students to the administration office to obtain acceptable clothing, and it may result in further disciplinary action. We will notify parents about repeat offenses.

Students who volunteer for extracurricular activities, such as athletics, and clubs, etc must adhere to the standards of dress as defined by the sponsors of such activities.

School administrators will make the final decision regarding the appropriateness of any student's appearance. We prohibit apparel that the administration determines to be unacceptable in light of community standards. This includes, but is not limited to clothing that offends or disrupts the educational process.

We adhere to the disciplinary code for dress code violations.

We consider the following items inappropriate for the school settings:

- Any attire such as, but not limited to: exposing chest, cleavage, abdomen, genital area, or buttocks
- Any attire deemed to be gang related or affiliated with a negative group—including any altered clothing such as, but not limited to, bandannas, memory shirts, and headgear (including do-rags and hairnets)
- Any attire deemed as vulgar, profane, racially or sexually suggestive, obscene, or promoting violence, threats, or intimidation
- Attire that presents a risk to the health, safety, or general welfare of the student population
- Attire that creates a threat, intimidation, or undue pressure
- Jewelry that presents a safety hazard to self and/or others, including spiked jewelry, chains, or other potentially dangerous accessories
- Clothing or patches that advertise, display, or encourage the use of alcohol, tobacco (in any form), drug paraphernalia, weapons, violence, and/or illegal substances of any type
- Low-cut shirts, see-through shirts, bare-midriff shirts, backless clothing, or revealing razor-back shirts (spaghetti straps should not show)
- Pajamas and/or slippers
- Hats worn in any building
- Tank tops with shoulder widths less than 1 1/2 inches
- Muscle shirts, undergarments worn as outer garments, tube tops, short skirts, or short shorts (minimum hemline of shorts and skirts is to the end of fingertips), excessively baggy and/or sagging pants or shorts, trench coats, any clothing that allows your underwear to show
- Inappropriate, visible tattoos

**Fighting, Threats, and Intimidation:** NEWS Point Academy strictly enforces a discipline program on any fighting, threats, or intimidation. Students who participate will face suspension or expulsion.

**Gang Association and Gang Activity:** Gangs are determined by the school administration. This includes hand gestures/signs, language, clothing, tattoos, belt buckles, writing, numbers, and color combinations. Students violating this policy will face immediate suspension or expulsion. Students are not allowed to possess any type of marker on campus. Possession of a marker will result in community service and confiscation of marker.

**Abuse of Staff:** In order to maintain a safe, orderly school environment, the authority of school staff members acting in their official capacity must be respected. For this reason, any form of verbal or physical abuse of staff will be treated as a serious offense warranting suspension or expulsion. If concern about a staff member's exercise of authority cannot be satisfied in direct, appropriate discussion with the individual, that concern should be brought to the attention of the administration.

**Respect must be shown to teachers, staff members, other adults and students at all times:** Respect is required at all times by everyone at NPA. This includes the use of language, gestures, actions, and attitude. If

a student anticipates a potential problem of any type, the student is expected to seek advice from an administrator, or appropriate school personnel. This rule prohibits fighting, threats, and other acts of violence and vandalism. Additionally, the student will be held responsible for any destruction he or she does to school property.

## **Drug Free School**

A Drug Free School Zone is defined in A.R.S. 3411 as “the area within 300 feet of a school or its accompanying grounds, any public property within one thousand feet of a school or its accompanying grounds, a school bus stop or on any bus contracted to transport students.”

NEWS Point Academy is designated as a Drug Free School Zone. Any person who violates this designation by possession, distribution, solicitation, manufacturing, or sale of drugs is subject to school disciplinary action and criminal prosecution in accordance with Arizona Revised Statutes.

The use, possession, distribution, manufacturing, or sale of drugs on or near school property, on the way to and from school, at a bus stop, or on a bus is prohibited. This includes an individual defined in section 36-2801 as a cardholder or any other individual lawfully possessing or using marijuana as outlined in A.R.S 15-108

For the purposes of this policy, drugs shall include, but not be limited to:

- Marijuana
- Prescription only drugs
- Narcotic drugs
- Inhalants/vapor-releasing substances
- Dangerous drugs – including, but not limited to the following: Hallucinogens, Stimulants, Depressants, Barbiturates, and Anabolic steroids
- Alcoholic beverages
- Drug “look alikes” or substances represented as drugs
- Any student in possession of, selling or distributing dangerous drugs or narcotics will be recommended for long-term suspension or expulsion.

Any student in possession of, selling or distributing any other substances specified in this policy will be subject to disciplinary action.

**Use & possession of tobacco on campus:** Possession of tobacco products on campus, parking lots, playing fields, vehicles, and at off campus school sponsored events are petty criminal offenses. Tobacco products’ include: smoking tobacco (e.g. cigarettes, cigars, vapors/e-cigarettes), smokeless tobacco (e.g. snuff, twist), cigarette papers, e cigarettes, vaping devices, and pipes. Violations are subject to City of Mesa citations.

## **Bullying, Harassment, and Intimidation Policy**

NEWS Point Academy is committed to providing all students with a safe learning environment where everyone is treated with respect. NEWS Point Academy expressly prohibits any acts of bullying, harassment, or intimidation. Additionally, soliciting others to engage in bullying, harassment, or intimidation is also expressly prohibited.

All students, teachers, parents, and staff of NEWS Point Academy have a right and responsibility to take reasonable measures within the scope of their individual authority to prevent violations of the bullying and hazing prevention policy and report incidents of bullying, harassment, or intimidation.

## Definitions

**Bullying** is defined as a real or perceived imbalance of power with the more powerful student or group attacking those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships).

Bullying may occur when an individual or group engages in any form of behavior or aggression that includes such acts as intimidation and/or harassment that:

- has the effect of physically harming an individual, damaging an individual's property, or placing an individual in reasonable fear of harm or damage to property.
- is sufficiently severe, persistent or pervasive that the action, behavior, aggression, or threat creates an intimidating, threatening, hostile or abusive environment in the form of physical or emotional or psychological harm or distress.
- behavior, aggression or threat occurs repeatedly over time; occurs when there is a real or perceived imbalance of physical, emotional or psychological power or strength; or
- may constitute a violation of law

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

**Harassment** is behavior by an individual or group that consists of systematic and/or continued unwanted and annoying actions, including threats and demands. Harassing conduct may take many forms, including verbal acts and name-calling (e.g., bullying); graphic and written statements, which may include use of cell phones, social-media or the Internet (e.g., cyberbullying); or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school. Harassment based on race, disability, sex, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance may violate an individual's civil rights when such harassment is sufficiently serious that it creates a hostile environment and such harassment is encouraged, tolerated, not adequately addressed or ignored.

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

### Confidential Reporting

Students and parents/guardians have the right to confidentially report in writing to school administrators, teachers, or other staff members' instances of bullying, harassment, and intimidation (A.R.S. § 15- 341(A)(37)). These reports will be shared with appropriate school officials so that appropriate steps can be taken to ensure that all students have a learning environment that is safe emotionally, mentally, and physically. Reports must be made within thirty (30) calendar days of the last incident.

### Reporting Incidents of Bullying or Hazing

Students and others should report any incidents of bullying to a teacher, school administrator or any other school employee (i.e., educational assistant, receptionist, etc.). It is mandatory that school employees report any incidents of bullying in writing to school administration. Students who cannot immediately file a report must do so within thirty (30) calendar days of the last incident. The school employee receiving the report/complaint who believes a student has been subjected to bullying or personally witnesses bullying shall:

- Check to see if an outside agency needs to be contacted (i.e., Department of Child Safety or law enforcement).
- Have the student complete a Student Concerns, Complaints, and Grievances Form. An adult may assist the student in completing the Student Concerns, Complaints, and Grievances Form if necessary.
- At a minimum, the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation.
- When a school employee receives the information, the employee will give the information to the school administrator no later than the next school day following the day of the report/complaint.

**Procedures for Investigation of the Report/Complaint**

A school administrator shall investigate the incident or the activity within ten (10) instructional school days. Extension of the timeline may only be by necessity as determined by the Vice President of Academic Support. A school administrator shall check to see if an outside agency needs to be contacted (i.e., Department of Child Safety or local law enforcement authorities). A school administrator shall complete a Student Discipline Referral form if the student is found to have violated the bullying policy.

Any student who has committed the act of bullying/harassment/intimidation, intentionally files a false report or has retaliated against another who has participated in any manner in an investigation, proceedings or hearing conducted in response to an investigation of bullying, will be subject to consequences in accordance with the school’s code of conduct and ARS 15-341(37).

All violations of this policy shall be treated in accordance with the appropriate procedures and penalties provided for in school policies related to the conduct and discipline of students, staff, and others. A complaint may be withdrawn at any time. If the person chooses to re-file the complaint, it must be refiled within 30 calendar days of the original incident.

**The “Good Neighbor Policy” – Student conduct within the school community:** School rules and other reasonable expectations for student behavior are extended to include student conduct while going to and from school. This includes the responsibility to observe traffic and pedestrian laws and the responsibility to act as a good neighbor, respecting the safety, welfare, and property of others while going to and from school. Failure to act as a good neighbor within the school community may result in disciplinary action. (ARS 13-201). Please review the Code of Conduct for Arizona Athletic Grounds ([LINK](#)). All students, parents and guests must adhere to the Code of Conduct while at Arizona Athletic Grounds. All students, parents and guests also must adhere to the General Property Rules ([LINK](#)) while at Arizona Athletic Grounds.

**Categories of Misconduct and Range of Possible Consequences**

Misconduct or Violation /Definition	Consequence
<p><b>Assault</b> Intentionally, knowingly or recklessly causing any physical injury to another person; intentionally placing another person in reasonable apprehension of imminent physical injury or knowingly touching another person with the intent to injure, insult or provoke the person</p>	<p><b>Minimum:</b> Personal Conference <b>Maximum:</b> Expulsion</p>

<p><b>Aggravated Assault/Assault on a Staff Member</b> An assault in which a person causes serious physical injury to another or an assault on a peace officer, teacher, or other employee of the school district - could be considered as a Threat to an Educational Institution</p>	<p><b>Minimum:</b> Short-Term Suspension <b>Maximum:</b> Expulsion</p>
<p><b>Arson/Reckless Burning</b> Attempting to or intentional burning of a building, structure, or property</p>	<p><b>Minimum:</b> Short-Term Suspension <b>Maximum:</b> Expulsion</p>
<p><b>Automobile/Vehicle Misuse</b> Students who drive and or park on or around school property are expected to exhibit courteous and safe driving practices. Students should not be playing their music at high volumes.</p>	<p><b>Minimum:</b> Lunch Detention <b>Maximum:</b> Long Term Suspension</p>
<p><b>Bomb Threats</b> Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device – could be considered as a Threat to an Educational Institution</p>	<p><b>Minimum:</b> Short-Term Suspension <b>Maximum:</b> Expulsion</p>
<p><b>Bullying</b> Bullying is a real or perceived imbalance of power with the more powerful child or group showing either passive or direct aggression toward those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name calling); psychological (e.g., social exclusion, spreading rumors, manipulating social relationships); or using electronic devices or other social media communication.</p>	<p><b>Minimum:</b> Personal Conference <b>Maximum:</b> Expulsion</p>
<p><b>Burglary</b> The act of entering a building or other premises with the intent to commit theft</p>	<p><b>Minimum:</b> Long-Term Suspension <b>Maximum:</b> Expulsion</p>
<p><b>Bus or Transportation Misconduct</b> Any offense committed by a student on transportation provided by or through NPA shall be punished in the same manner as if the offense had been committed on campus. In addition, transportation privileges may be suspended or revoked.</p>	<p><b>Minimum:</b> Lunch Detention <b>Maximum:</b> Saturday School</p>
<p><b>Cell Phone Disturbance</b> Any use of cellular phone during the school day (e.g. incoming/outgoing phone calls, text messaging, taking photos, music, etc.)</p>	<p><b>Minimum:</b> Personal Conference/Confiscation of Item <b>Maximum:</b> Long-Term Suspension</p>
<p><b>Cheating</b> Wrongfully securing and/or using information or assisting another to do so</p>	<p><b>Minimum:</b> Personal Conference/Parental Involvement <b>Maximum:</b> Short-Term Suspension</p>
<p><b>Chemical or Biological Threat</b> Threatening to cause harm using dangerous chemicals or biological agents – could be considered as a Threat to an Educational Institution</p>	<p><b>Minimum:</b> Short-Term Suspension <b>Maximum:</b> Expulsion</p>
<p><b>Classroom Disturbance</b> Any act which disrupts the normal educational process or violates any rules or procedures of a classroom</p>	<p><b>Minimum:</b> Personal Conference/Loss of Privileges <b>Maximum:</b> Long-Term Suspension</p>
<p><b>Combustible Items</b></p>	<p><b>Minimum:</b> Personal Conference <b>Maximum:</b> Expulsion</p>

Possession of substance or object that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, gasoline, and lighter fluid	
<b>Contraband/Inappropriate Items</b> Items which may disrupt the learning environment	<b>Minimum:</b> Personal Conference/Confiscation of Item <b>Maximum:</b> Long-Term Suspension
<b>Criminal Involvement</b> Criminal involvement in an off-campus offense indicating that the offender is likely to pose a threat to the safety or welfare of students or staff members, or impair the normal educational process or educational climate	<b>Minimum:</b> Personal Conference <b>Maximum:</b> Expulsion
<b>Dangerous Situation, Failure to Report</b> Failure to report any knowledge or suspicion of a potentially dangerous situation	<b>Minimum:</b> Personal Conference <b>Maximum:</b> Long-Term Suspension
<b>Defiance/Disrespect Towards Authority, or Non-Compliance</b> Student engages in refusal to follow directions, talks back, or delivers socially rude interactions	<b>Minimum:</b> Personal Conference <b>Maximum:</b> Long-Term Suspension
<b>Disorderly Conduct</b> Behavior which is disruptive to the orderly education process of the school; this includes disruptive behavior in a class or activity, unreasonable noise, offensive language or gestures, horseplay, roughhousing, sustained out-of-seat behavior, refusing to obey a request	<b>Minimum:</b> Personal Conference <b>Maximum:</b> Expulsion
<b>Dress Code Violations</b> Failure to comply with school's dress and grooming guidelines	<b>Minimum:</b> Personal Conference <b>Maximum:</b> Short-Term Suspension
<b>Endangerment</b> Recklessly endangering another person with a substantial risk of imminent physical injury	<b>Minimum:</b> Personal Conference <b>Maximum:</b> Long-Term Suspension
<b>Ethnic/Racial Slurs/Hate Speech</b> Any communication which disparages a person or group on a basis of some characteristic such as race, gender, ethnicity, religion, or sexual orientation	<b>Minimum:</b> Personal Conference <b>Maximum:</b> Long-Term Suspension
<b>Extortion</b> Demanding money or something of value in return for protection or in connection with a threat to inflict harm	<b>Minimum:</b> Personal Conference <b>Maximum:</b> Expulsion
<b>Fighting</b> Mutual participation in an incident involving physical violence, where there is no major injury	<b>Minimum:</b> Personal Conference <b>Maximum:</b> Expulsion
<b>Fire Alarm, Dialing 911</b> Setting off the fire alarm or dialing 911 when no indication of emergency	<b>Minimum:</b> Short-Term Suspension <b>Maximum:</b> Expulsion
<b>Forgery</b> Falsely and fraudulently making or altering a document, writing or using the signature or initials of another person	<b>Minimum:</b> Parental Involvement/Restitution <b>Maximum:</b> Long-Term Suspension/Restitution
<b>Gambling</b> To play games of chance for money or to exchange money or property	<b>Minimum:</b> Personal Conference/ Confiscation of Items <b>Maximum:</b> Long-Term Suspension
<b>Gang Activities or Associations</b> Gang-related dress, verbal or written language, or behavior	<b>Minimum:</b> Personal Conference <b>Maximum:</b> Long-Term Suspension

<p><b>"Good Neighbor" Policy</b>  School rules and other reasonable expectations for student behavior are extended to include student conduct while going to and from school. This includes the responsibility to observe traffic and pedestrian laws and the responsibility to act as a good neighbor, respecting the safety, welfare, and property of others while going to and from school. Failure to act as a good neighbor within the school community may result in disciplinary action (A.R.S. 13-201).</p>	<p><b>Minimum:</b> Lunch Detention  <b>Maximum:</b> Expulsion</p>
<p><b>Graffiti or Tagging</b>  Writing on walls, drawing or words that are written scratched, painted, or sprayed on walls or other surfaces</p>	<p><b>Minimum:</b> Personal Conference/Restitution  <b>Maximum:</b> Expulsion/Restitution</p>
<p><b>Harassment, Nonsexual</b>  Non-sexual harassment includes communication with another person anonymously or by verbal, electronic, mechanical, telegraphic, telephonic or written means with the intent to harass</p>	<p><b>Minimum:</b> Personal Conference  <b>Maximum:</b> Expulsion</p>
<p><b>Inappropriate Language</b>  Verbal or written messages or physical gestures that include swearing, name calling, or use of words in an inappropriate manner</p>	<p><b>Minimum:</b> Personal Conference  <b>Maximum:</b> Long-Term Suspension</p>
<p><b>Indecent Exposure or Public Sexual Indecency</b>  The intentional exposure of one's private body parts to others</p>	<p><b>Minimum:</b> Short-Term Suspension  <b>Maximum:</b> Expulsion</p>
<p><b>Hazing/Initiation</b>  Any activities that can be considered any type of initiation of another student</p>	<p><b>Minimum:</b> Personal Conference  <b>Maximum:</b> Expulsion</p>
<p><b>Incitement</b>  Transmission of information with the intent to inflame a situation</p>	<p><b>Minimum:</b> Personal Conference  <b>Maximum:</b> Long-Term Suspension</p>
<p><b>Interference with the Peaceful Conduct of an Educational Institution</b>  Disrupting the lawful use of any school property, including uninvited student presence on campus</p>	<p><b>Minimum:</b> Personal Conference  <b>Maximum:</b> Long-Term Suspension</p>
<p><b>Leaving School Grounds without Permission</b>  Leaving school grounds or being in an unauthorized area during regular school hours without permission of the school leader or school leader's designee</p>	<p><b>Minimum:</b> Personal Conference  <b>Maximum:</b> Short-Term Suspension</p>
<p><b>Loitering:</b>  During class time, if a student uses a hall pass, they should take care of their business directly without any side-trips and should not interrupt other classes. During 4th period, students who do not have a class may remain on campus, but must still follow all school rules (for example: using their passport or other pass to be in the hall and remaining in school uniform) and must be supervised by a staff member. Students should not be hanging out in the hallways, Multi-Purpose Room (MPR), outside in the courtyard, on the basketball court, or in the parking lot. After 4th period, students are allowed to</p>	<p><b>Minimum:</b> Lunch Detention  <b>Maximum:</b> Long Term Suspension</p>

remain on campus as long as they are being supervised by a staff member.	
<b>Lying</b> To make an untrue statement with the intent to deceive, to create a false or misleading impression	<b>Minimum:</b> Personal Conference <b>Maximum:</b> Long-Term Suspension
<b>Minor Aggressive Act</b> Non-serious but inappropriate physical contact, i.e., hitting, biting, spitting, poking, pulling or pushing a chair out from underneath another person, or other behaviors that demonstrate low level hostile behaviors	<b>Minimum:</b> Personal Conference <b>Maximum:</b> Long-Term Suspension
<b>Misconduct</b> Failure to comply with any school rules	<b>Minimum:</b> <b>Maximum:</b> Short-Term Suspension
<b>Negative Group Affiliation</b> Specific attitudes and actions of a student affiliated with a negative group typically include some of the following: • Involve themselves in other's problems • Confront authority as a group when one member has been disciplined • Act in an uncooperative and/or hostile manner as a group	<b>Minimum:</b> Personal Conference/Loss of Privileges <b>Maximum:</b> Short-Term Suspension
<b>Plagiarism</b> To steal and pass off the ideas or words of another as one's own	<b>Minimum:</b> Personal Conference/Parental Involvement <b>Maximum:</b> Personal Conference
<b>Pornography</b> Possession, distribution, or sale of any pornographic materials	<b>Minimum:</b> Personal Conference <b>Maximum:</b> Long-Term Suspension
<b>Public Display of Affection</b> Holding hands, kissing, sexual touching or other displays of affection	<b>Minimum:</b> Personal Conference <b>Maximum:</b> Short-Term Suspension
<b>Recklessness</b> Unintentional, careless behavior that may pose a safety or health risk for others	<b>Minimum:</b> Personal Conference <b>Maximum:</b> Short-Term Suspension
<b>Selling/Trading</b> The selling, buying, or trading of any item on school property that is not sponsored by the school (for example, gum, money or candy, etc.)	<b>Minimum:</b> Personal Conference / Confiscation of Items and/or Money <b>Maximum:</b> Short-Term Suspension/ Confiscation of Items and/or Money
<b>Sexual Harassment</b> <i>Contact District Compliance Officer.</i> Unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, including unwanted physical contact. Does not include legitimate nonsexual touching or other non-sexual conduct	<b>Minimum:</b> Short-Term Suspension <b>Maximum:</b> Expulsion
<b>Sexual Conduct</b> Engaging in sexual conduct	<b>Minimum:</b> Short-Term Suspension <b>Maximum:</b> Expulsion
<b>Solicitation/Facilitation/Conspiracy</b>	<b>Minimum:</b> Personal Conference <b>Maximum:</b> Expulsion

Encouraging, requesting, commanding or assisting another person in the violation of a school rule or in the commission of a criminal act	
<b>Tardiness</b> Unexcused lateness to class	<b>Minimum:</b> Personal Conference <b>Maximum:</b> Short-Term Suspension
<b>Technology Violations</b> Failure to comply with laws, rules, or guidelines for use of technology resources	<b>Minimum:</b> Parental Involvement/Loss of Privileges <b>Maximum:</b> Expulsion
<b>Theft</b> Taking property, items, or services from another person or from the school without permission, copying of copyrighted material	<b>Minimum:</b> Personal Conference/Restitution <b>Maximum:</b> Expulsion/Restitution
<b>Trespassing</b> To enter or remain on a school campus or District property without authorization or invitation and with no purpose for entry	<b>Minimum:</b> Personal Conference <b>Maximum:</b> Short-Term Suspension
<b>Truancy/Unexcused Absence</b> Any absence that has not been excused by a parent or legal guardian (includes leaving class without permission)	<b>Minimum:</b> Personal Conference <b>Maximum:</b> Referral to Outside Agency
<b>Unauthorized Areas</b> Being in any area considered off-limits to students, including teachers' lounge, teachers' work areas, off-limits campus areas, etc.	<b>Minimum:</b> Personal Conference <b>Maximum:</b> Short-Term Suspension
<b>Vandalism of Personal or School Property</b> Willful destruction or defacement of personal or school property	<b>Minimum:</b> Personal Conference /Restitution <b>Maximum:</b> Expulsion/Restitution
<b>Verbal Provocation</b> Use of language or gestures that may incite	<b>Minimum:</b> Personal Conference <b>Maximum:</b> Long-Term Suspension
<b>SUBSTANCE ABUSE</b>	
<b>Alcohol</b> Being under the influence of, and/or the use, possession, manufacture, distribution or sale of an alcoholic substance	<b>Minimum:</b> Short-Term Suspension <b>Maximum:</b> Expulsion
<b>Look-A-Like/Over-The-Counter Possession</b> The distribution, sale or use of imitation, look-a-like, prescription or over-the-counter medicine or drugs	<b>Minimum:</b> Short -Term Suspension <b>Maximum:</b> Expulsion
<b>Drug Violation – Possession</b> The unlawful use or possession of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school-sponsored events and on school-sponsored transportation	<b>Minimum:</b> Short-Term Suspension <b>Maximum:</b> Expulsion
<b>Drug Violation – Distribution</b> The unlawful cultivation, manufacture, distribution, sale, transportation or importation of any controlled drug or narcotic substance	<b>Minimum:</b> Long-Term Suspension <b>Maximum:</b> Expulsion
<b>Tobacco</b> The possession, use, distribution, or sale of tobacco products, including Inhalants, e-cigarettes, and vapor-releasing substances.	<b>Minimum:</b> Personal Conference <b>Maximum:</b> Long-Term Suspension
<b>Vape</b> The possession, use, distribution, or sale of any vape products or substances.	<b>Minimum:</b> Personal Conference <b>Maximum:</b> Long-Term Suspension

<b>THREATS</b>	
<p><b>Threats/Intimidation/Verbal Abuse of a Staff Member</b> Statements (verbal or written) or actions, which attempt to threaten or intimidate a staff member (ARSS§ 15-507: a person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of their duties is guilty of a class 3 misdemeanor). <i>Could be considered as a Threat to an Educational Institution</i></p>	<p><b>Minimum:</b> Short-Term Suspension <b>Maximum:</b> Expulsion</p>
<p><b>Threats or Intimidation</b> Communication by word or conduct the intent to cause physical injury or serious damage to a person or their property – could be considered as a Threat to an Educational Institution</p>	<p><b>Minimum:</b> Personal Conference <b>Maximum:</b> Long-Term Suspension</p>
<p><b>Threatening An Educational Institution</b> To interfere with or disrupt an educational institution through threatening statements 1. Threatening to cause physical injury to any employee of an educational institution or any person attending an education institution 2. Threatening to cause damage to any educational institution, the property of any educational institution, the property of any employee of an educational institution or the property of any person attending an educational institution 3. Going upon or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property of others 4. Refusing to obey a lawful order to leave the property of an educational institution</p>	<p><i>A student who is determined by the administration to have threatened an educational institution shall be recommended to the Governing Board for expulsion of at least one year except that the administration may modify this expulsion recommendation requirement for a student on a case-by-case basis, in the sole discretion of the administration, if the student agrees to participate in mediation, community service, restitution or other program(s) established by the administration in which the student takes responsibility for the threat and for the results of the threat. The administration may reassign a student who is subject to expulsion to an alternative program and may require that the student's parent(s) or guardian(s) participate in the mediation, community service restitution or other programs in which the parent or guardian takes the responsibility with the student for the threat.</i></p>
<b>WEAPONS</b>	
<p><b>Deadly Weapon</b> The possession, sale, use or distribution of a deadly weapon. A deadly weapon is anything designed for lethal use, including a firearm or destructive device – <i>could be considered as a Threat to an Educational Institution</i></p>	<p><b>Minimum:</b> Long-Term Suspension <b>Maximum:</b> Expulsion</p>
<p><b>Dangerous Instrument</b> Anything that, under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury – <i>could be considered as a Threat to an Educational Institution</i></p>	<p><b>Minimum:</b> Short-Term Suspension <b>Maximum:</b> Expulsion</p>
<p><b>Simulated Firearm</b> Possession of “look-alike” items, which have the appearance of or are represented to be a real weapon – <i>could be considered as a Threat to an Educational Institution</i></p>	<p><b>Minimum:</b> Short-Term Suspension <b>Maximum:</b> Expulsion</p>
<p><b>Threatening or Intimidating</b></p>	<p><b>Minimum:</b> Long-Term Suspension</p>

Threatening or intimidating another person with a deadly weapon, dangerous instrument or simulated weapon – <i>could be considered as a Threat to an Educational Institution</i>	<b>Maximum:</b> Expulsion
<b>Destructive Device</b> The possession, sale, use or distribution of any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow – <i>could be considered as a Threat to an Educational Institution</i>	<b>Minimum:</b> Long-Term Suspension <b>Maximum:</b> Expulsion
<b>Other Weapon</b> The possession, sale, use or distribution of other weapons such as a Billy Club, Brass Knuckles, knife, or Nun chucks, etc. – <i>could be considered as a Threat to an Educational Institution</i>	<b>Minimum:</b> Short-Term Suspension <b>Maximum:</b> Expulsion

## Student Discipline and Due Process

### Disciplinary Removal from Classroom

It is the policy of NPA to maintain classrooms in which student behavior does not interfere with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities.

Students shall be expected to abide by the code of conduct adopted by NPA and any other appropriate classroom rules of behavior established by the classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or disciplinary action.

Student removal from class is a serious measure and should not be imposed in an arbitrary, casual, or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed when they are communicated as clearly as possible to students. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every circumstance that would justify removal from class under this policy. Teachers are expected to exercise their best professional judgment in deciding whether it is appropriate to remove a student from class in any particular circumstance. All instances of formal removal from class shall be documented. A teacher is authorized to immediately remove a student from the teacher's classroom if the student's behavior:

1. Violates the code of conduct adopted by NPA
2. Is dangerous, unruly, or disruptive
3. Seriously interferes with the teacher's ability to teach the class or students to learn.

Removal from class under the policy does not prohibit the administration from pursuing or implementing additional disciplinary measures, including but not limited to detentions, suspensions, or expulsions for the conduct or behavior for which the student was removed. Parents/guardians shall be notified of the student's removal from class in accordance with established procedures.

### Short-term Suspension

Short-term suspension means the temporary withdrawal of the privilege of attending school for a period of ten (10) or fewer consecutive school days. The authority to impose short-term suspensions rests with the school leader or designee.

**Students who are subject to short-term suspension are entitled to the following due process:**

1. The student is told what he/she is accused of doing and the evidence that exists to support the allegation. The student is then given the opportunity to explain his/her version of the situation.
2. The Principal will make reasonable efforts to verify facts and statements prior to making a decision regarding the discipline.
3. The school leader may:
  - a. Immediately impose a short-term suspension;
  - b. Proceed with a recommendation for a long-term suspension or expulsion;
  - c. Choose another disciplinary alternative; or
  - d. Exonerate the student.
4. The Principal may immediately suspend a student whose presence creates a danger to self or others.
5. A written record of the decision will be kept in the student's discipline file.
6. The parent/guardian will be notified of the decision to impose the short-term suspension including the terms of and reasons for the suspension.
7. No appeal is available from the imposition of a short-term suspension.

### **Long-Term Suspension or Expulsion[LA1]**

Long-term suspension means the withdrawal of the privilege of attending school for a set period of time of ten (10) or more consecutive school days. Expulsion is the permanent exclusion of a student from school. While a school leader may recommend a long-term suspension or expulsion, the authority to impose a long-term suspension or expulsion rests with the board-appointed hearing officer[LA2] .

### **Students who are subject to long-term suspension or expulsion are entitled to the following due process:**

1. The governing board will designate an individual to serve as the hearing officer, which may include an administrator from NEWS Point Academy as designated by the governing board[LA3] .
2. A written Notice of Intent to Impose a Long-Term Suspension or Expulsion will be emailed to the student's parent's email address on file with the school or hand-delivered to the parent(s)[LA4] , at the school's sole discretion, in advance of the date of the proposed due process hearing[LA5] .
3. The Notice of Hearing will contain the following information:
  1. The violation(s) of student code of conduct, including applicable alleged facts.
  2. The disciplinary consequence to be considered.
  3. The date, time, and place of the formal hearing.
  4. That the student and parent(s) may attend and participate in the hearing.
  5. That the student and parent(s) may present evidence and witnesses, if properly disclosed to the school in advance of the hearing, and may cross-examine the school's witnesses.
  6. That the student may be represented by counsel, at his/her own expense.
  7. That the student and parent(s) may make a recording of the hearing or obtain a copy of any recording of the hearing that the school may create.
  8. The name of the hearing officer.
4. The hearing may be rescheduled: (1) upon request of the parent(s) or the administration if good cause is shown; (2) upon written agreement of the parties; or (3) as deemed necessary by the hearing officer. The hearing officer shall have the final decision-making authority regarding requests to reschedule the hearing.
5. Prior to the disciplinary hearing, the parties will exchange lists of witnesses and copies of any documents that they will use at the hearing. The hearing officer will set the exchange deadline and inform the parties of that deadline.
6. [LA6] At the disciplinary hearing, both the school and the student may present testimony and documentary evidence and may cross-examine the other party's witnesses. The hearing officer may

ask questions of any witnesses, and the rules of evidence in civil or criminal matters will not apply. The school bears the burden of proof for the offenses alleged.

7. The student shall be allowed to remain in school pending the outcome of the hearing, unless in the school administration's sole discretion, the student's presence in school constitutes a danger to the student or others or unless a short-term suspension has been imposed and is in effect.
8. The Hearing Officer shall prepare a written decision as soon as practicable after the hearing. Copies of the decision shall be provided to the parent(s) and School Leader.
9. If a long-term suspension or an expulsion is imposed by the Hearing Officer, the disciplinary consequence shall be effective immediately.
10. No appeal is available from the imposition of a long-term suspension or expulsion.

### **Discipline of Students under ADA §504 and/or IDEA**

For behavioral infractions involving students with disabilities, additional procedures and requirements apply under the Individuals with Disabilities Education Act (IDEA) and federal regulations issued pursuant to the IDEA or under Section 504 of the Americans with Disabilities Act when the contemplated discipline: (a) would exceed 10 cumulative school days in the current school year or (b) may result in a disciplinary change of placement.

### **Student Rights**

Students shall have the right to receive annually, at the opening of school, a publication listing the rules and regulations to which they are expected to comply. Student behavior expectations shall be clearly defined, reasonable and relevant to the educational process. Although an attempt has been made to include all rules and expectations, this handbook should be viewed as a guide since it would be impossible to list all situations.

### **Child Abuse Reporting**

Per state law, school employees must report reasonably suspected cases of child abuse, neglect, non-accidental injury, or sexual offenses against children to the Department of Child Safety (DCS) and/or local law enforcement agencies. (A.R.S. §13-3620)

### **Use of Restraint and Seclusion**

#### **Restraint**

The term "restraint" means any method or device that immobilizes or reduces the ability of a student to move the student's torso, arms, legs or head freely, including physical force or mechanical devices.

The term "restraint" does not include any of the following:

- Methods or devices (e.g. a weighted vest) implemented by trained school personnel or used by a student for the specific and approved therapeutic or safety purposes for which the method or device is designed and, if applicable, prescribed.
- The temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student to comply with a reasonable request or to go to a safe location.
- The brief holding of a student by one adult for the purpose of calming or comforting the student.
- Physical force used to take a weapon away from a student or to separate and remove a student from another person when the student is engaged in a physical assault on another person.

#### **Seclusion**

The term "seclusion" means the involuntary confinement of a student alone in a room from which egress is prevented (i.e. the student is prevented from leaving the room).

The term "seclusion" does not include the use of a voluntary behavior management technique, as part of a student's education plan, individual safety plan, behavioral plan or the use of an individualized education program that involves the student's separation from a larger group for purposes of calming.

### **Persons Authorized to Use Restraint or Seclusion Techniques**

Restraint or seclusion techniques must be used only by school personnel who are trained in the safe and effective use of restraint and seclusion techniques, unless an emergency situation does not allow sufficient time to summon trained personnel.

### **Use of Restraint and/or Seclusion**

Restraint and/or seclusion shall not be used as punishment for misconduct. Restraint or seclusion techniques may only be used on a student if both of the following apply:

1. The student's behavior presents an imminent danger of bodily harm to the student or others; and
2. Less restrictive interventions appear insufficient to mitigate the imminent danger of bodily harm.

If a restraint or seclusion technique is used on a student:

- School personnel must maintain continuous visual observation and monitoring of the student while the restraint or seclusion technique is in use.
- The restraint or seclusion technique ends when the student's behavior no longer presents an imminent danger to the student or others.
- The restraint technique employed must not impede the student's ability to breathe.
- The restraint technique must not be out of proportion to the student's age or physical condition.

### **Reporting and Documentation Requirements**

School personnel must follow the reporting and documentation requirements set forth below when a restraint or seclusion technique has been used on a student. The procedures shall include the following requirements:

- School personnel shall provide the student's parent or guardian with written or oral notice on the same day that the incident occurred, unless circumstances prevent same-day notification. If the notice is not provided on the same day of the incident, notice shall be given within twenty-four (24) hours after the incident.
- Within a reasonable time following the incident, school personnel shall provide the student's parent or guardian with written documentation that includes information about any persons, locations or activities that may have triggered the behavior, if known, and specific information about the behavior and its precursors, the type of restraint or seclusion technique used and the duration of its use.
- School personnel shall review strategies used to address a student's dangerous behavior if there has been repeated use of restraint or seclusion techniques for the student during a school year. The review must include a review of the incidents in which restraint or seclusion techniques were used and an analysis of how future incidents may be avoided, including whether the student requires a functional behavioral assessment (FBA).

### **Law Enforcement**

If school personnel summon law enforcement instead of using a restraint or seclusion technique on a student, school personnel shall comply with the reporting, documentation and review procedures established in this Policy. Notwithstanding this policy, school resource officers are authorized to respond to situations that present the imminent danger of bodily harm according to protocols established by their law enforcement agency.

### **Interviews with Law Enforcement Officers**

In cases where students are interviewed for criminal investigations by law enforcement officers, school staff shall make reasonable efforts to notify the student's parent of the interview, unless the law enforcement officer

deems that notification would interfere with a criminal investigation. If the law enforcement officer refuses to allow notification prior to the student interview, either the officer or a school representative will notify the student's parent within a reasonable amount of time after the interview. If a student is arrested or taken into temporary custody on school property during the school day, the school no longer has jurisdiction over the student. A school representative will make reasonable efforts to notify the parent when a student is arrested or taken into temporary custody.

### **Student Investigation, Searches, and Arrests**

NPA seeks to maintain a climate in the school which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for the administration to search the person and/or the personal property of the student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff.

Searches may be conducted by a school official who has reasonable grounds for suspecting that a search will turn up evidence that the student has violated either the law or school policy. When reasonable grounds for a search exist, administration may search a student and/or the student's property while on school premises or during a school activity under the circumstances outlined in this policy and may seize any illegal, unauthorized, or contraband materials.

Any search conducted by a school official shall respect the privacy of the student and not be any more intrusive than necessary, considering the age and sex of the student of the suspected infraction.

Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. A student's failure to cooperate with school administrator conducting a search shall be considered grounds for disciplinary action.

An administrative report shall be prepared by the school official conducting a search explaining the reasons for the search, the results, and the names of any witnesses. If the search produces evidence to be used as the basis for disciplinary action, the report shall be filed in the student's cumulative folder.

#### **Definitions:**

1. "Reasonable suspicion" is the standard for a search on school property or at school activities carried out by school authorities. Reasonable suspicion should be based on facts provided by a reliable informant or personal observation which cause the school official to believe, based on his own personal experience, that search of a particular person, place, or thing would lead to the discovery of evidence of a violation of school policy or state laws. Reasonable suspicion requires more than a mere hunch.
2. "Contraband" consists of all substances or materials prohibited by school policy or state law, including but not limited to drugs, alcoholic beverages, guns, knives, other weapons, and incendiary devices.

### **Search of Student's Person**

The principal or designee may search the person of a student if the school official has reasonable grounds to believe that the student is in possession of contraband. Search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse or backpack, and/or a "pat down" of the exterior of the student's clothing. Searches of the person shall be conducted out of the presence of other students and as privately as possible. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. The parent/guardian of any student searched shall be notified of the search as soon as reasonably possible.

### **Law Enforcement Officers' Involvement**

The principal or designee may request that a search on school premises be conducted by a law enforcement officer. When law enforcement authorities are involved in the search, the search will be conducted under criminal law standard rather than under the provision of this policy. When law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in the search unless under the direct order of the law enforcement officer.

If law enforcement personnel seek permission from school authorities to search a student, the student's personal property, or school property to obtain evidence related to criminal activities, school officials shall require the police to produce a valid search warrant before the search is conducted, unless:

8. There is uncoerced consent by the student.
9. There are probable cause and circumstances such that taking the time to obtain a search warrant would frustrate the purpose of the search.

The search is incident to an arrest and is limited to the person and immediate surrounding.

When law enforcement officials request permission to question students when they are in school or participating in school activities, the principal or designee shall be present. If the student is under 18, the student's parent/guardian also shall be present, unless the juvenile is emancipated as that term is defined in state law.

Every effort shall be made not to draw any attention to the student being questioned by conducting the interrogation in private and with as little disruption to the schedule as possible. When custody and/or arrest by the police are involved, the principal shall request that procedural safeguards as prescribed by law be observed by the law enforcement officers. This includes all due process procedures, including but not limited to obtaining proper arrest warrants where required.

### **Seizure of Items**

Anything found in the course of a search conducted by school officials which is evidence of a violation of law or school policy or school rules or which by its presence presents an immediate danger of physical harm may be:

6. Seized and offered as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized. Such material shall be kept in a secure place by the School Leader until it is presented at the hearing.
7. Returned to the student or the parent/guardian.
8. Turned over to any law enforcement officer in accordance with this policy.

### **Use of Physical Intervention**

In dealing with disruptive students, any person employed by the school may, within the scope of his or her employment, use reasonable and appropriate physical intervention or force as necessary:

1. To quell a disturbance threatening physical injury to others.
2. To obtain possession of weapons or other dangerous objects upon a student or within the control of a student.
3. For the purpose of self-defense.
4. For the protection of persons or property.

Any such acts are not in conflict with the legal definition of child abuse and shall not be construed to constitute corporal punishment within the meaning and intention of this policy. No corporal punishment shall be administered to students by anyone at NEWS Point Academy.

### **School Safety or Crisis Intervention Plans**

The principal is authorized to establish policies and procedures for the use of restraint or seclusion techniques in a school safety or crisis intervention plan.

### **Notice of Non-Discrimination**

*This notice is provided as required by Title IV of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.*

NEWS Point Academy does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

NEWS Point Academy also does not discriminate in its hiring or employment practices. The lack of English skills shall not be a barrier to admission or participation in the school's activities and programs.

Questions, complaints, or requests for additional information regarding these laws may be directed to the appropriate compliance officer designated by NEWS Point Academy.

The following individuals have been designated as NEWS Point Academy's Compliance Officers for Title IV, Title IX, Section 504 and ADA and to handle inquiries regarding the non-discrimination policies:

Title II, Title IV, Title IX:

Dr. Melanie Larson, Dean of Schools  
6321 S Ellsworth Rd, Mesa, AZ 85212  
480.986.4321  
mlarson@rushededucation.org

Section 504:

Dr. Melanie Larson, Dean of Schools  
6321 S Ellsworth Rd, Mesa, AZ 85212  
480.986.4321  
mlarson@rushededucation.org

National School Lunch Program:

Dr. Melanie Larson, Dean of Schools  
6321 S Ellsworth Rd, Mesa, AZ 85212  
480.986.4321  
mlarson@rushededucation.org

## **Grievance Procedure**

*This grievance procedure applies to complaints or grievances under ADA or Section 504.*

Any person who believes she or he has been subjected to discrimination on the basis of race, color, national origin, sex, disability or age by a student, staff member, or third party may file a grievance under this procedure.

Students or parents may also present a complaint or grievance regarding the following:

- Discrimination on the basis of disability under ADA or Section 504
- Violation of a student's constitutional rights
- Harassment of the student by another person
- Intimidation by another student
- Bullying by another student (see definition of Bullying)
- Concern for the student's personal safety

NEWS Point Academy prohibits retaliation against anyone who files a grievance or cooperates in the investigation of a grievance.

## **Procedure**

- Grievances should be submitted to the Compliance Officer within 60 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.

- A complaint should be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.

If the Complainant is unable to put the complaint in writing, NEWS Point Academy shall provide reasonable accommodations to assist the Complainant with submission of his/her complaint. Although we encourage individuals to submit complaints in writing, NEWS Point Academy will nonetheless provide prompt and equitable response when it becomes aware of possible discrimination.

- The Compliance Officer (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint, including the opportunity to present witnesses. The Compliance Officer (or her/his designee) will maintain the files and records of NEWS Point Academy relating to such grievances.
- The Compliance Officer (or her/his designee) will complete the investigation and issue a written decision on the grievance no later than 30 days after its filing, unless extenuating circumstances require an extension of the 30 day timeline. In such a case, the Compliance Officer (or her/his designee) will communicate with the Complainant concerning the need for an extension.
- The person filing the grievance may appeal the decision of the Compliance Officer (or her/his designee) by writing to the Governing Board within 15 days of receiving the Compliance Officer's decision. The Governing Board shall issue a written decision in response to the appeal no later than 30 days after its filing.
- If it is determined that discrimination occurred, NEWS Point Academy shall take the appropriate steps to prevent the recurrence of discrimination and correct the discriminatory effects on the complainant and others.
- NEWS Point Academy shall maintain confidentiality as required by the Family Educational Rights and Privacy Act (FERPA).

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of race, color, national origin, sex, disability or age with the U. S. Department of Education, Office for Civil Rights.

NEWS Point Academy will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, providing a scribe for submission of the complaint, or assuring a barrier-free location for the proceedings. The Compliance Officer (or her/his designee) will be responsible for such arrangements. Furthermore, the inability of a student to speak English should not prevent the student from reporting a violation. Every reasonable measure to interpret a non-English speaker's concerns will be taken.

### **Sexual Harassment**

All members of the school community are expected to conduct themselves to provide an atmosphere free from sexual harassment. Any staff member violating the personal rights of another through sexual harassment is subject to discipline, including but not limited to, written reprimand, suspension without pay, reassignment or dismissal.

Students engaging in sexual harassment of a staff member and/or another student are subject to discipline under the student code of conduct. Any student seeking relief under this policy should make a timely verbal or

written report of the incident to any administrator or other staff member. Under this policy, sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors and other verbal, or physical conduct of a sexual nature constituting sexual harassment when such conduct has the purpose or effect of interfering with a student's academic experience or creating an intimidating, hostile or offensive environment.

Any person who believes she or he has been subjected to sexual harassment by a student, staff member, or third party may file a grievance under the procedure discussed above.

## **Course Catalog**

[LINK](#)

## **AZ Rush Education Sports Academies**

AZ Rush Education Sports Academies was organized in 2025 as an Arizona non-profit corporation. AZ Rush Education Sports Academies operates as a non-profit 501(c)(3) corporation.

The mission of the AZ Rush Education Sports Academies is to promote the charter school movement in the United States with the goal of improving the public school system by creating a more competitive environment, providing parents and students with freedom of choice, and striving for higher academic standards.

To assist in the accomplishment of this goal, AZ Rush Education Sports Academies will do any or all of the following:

- Apply for charter school application
- Serve as a governing body for charter schools
- Provide start-up funding and capital investment
- Acquire property for school sites and facilities
- Operate as an educational management company
- Provide supplemental educational services

**OPT OUT of Directory Information Release**

**Please Return this form ONLY if you DO NOT consent to release of Directory information.**

I do not want any or all directory information about my student to be released to any person or organization (including School groups) without my prior signed and dated written consent. Please return this form to the front office, within two (2) weeks of receiving this form, or by October 31<sup>st</sup>, whichever occurs first. If the School does not receive notification from you on this form within the prescribed time, the School will assume that your permission is given to use the directory information as described above.

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Print Parent/Guardian/Adult Student Name Date

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Parent/Guardian/Adult Student Signature Date

## Student Handbook Acknowledgment Form

Please read the following information carefully.

Parents and student must sign this form.

I understand and consent to the responsibilities outlined in the NEWS Point Academy Student Handbook. I understand and agree that my child/self will be held accountable for his or her behavior and consequences as outlined in this document. They will be held accountable at school, school-sponsored and school related activities, including school-sponsored travel. I understand that any student who violates the code of conduct is subject to disciplinary action as outlined in this Student Handbook and which may include personal conference to expulsion and criminal prosecution. I further understand and consent to my parental responsibilities as outlined in this handbook. Failure to sign this form does not remove my child's responsibility to abide by the stated policies.

We acknowledge that we received a copy of the Student Handbook and that we have read, understood, discussed, and agree to comply with all rules and policies.

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Print Parent/Guardian/Adult Student Name

Date

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Parent/Guardian/Adult Student Signature

Date