

NAVIT Student Handbook For NPC

(Revised July 2025)

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NAVIT
951 W. Snowflake Blvd.
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Esta noticia es provista y requerida por el Titulo VI de Acto de Derechos Civiles de1964, Sección 504 del Acto de Rehabilitación de 1973, Titulo IX de la Enmienda Eduacativa de 1972, en el Acto de Era de Descriminación de 1975, y el Acto de los Estadounidenses con Habilidades Diferenciadas de 1990. Preguntas, quejas, o para más información con respecto a estas leyes pueden remitir por al coordinador de compliance:

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NAVIT STUDENT HANDBOOK PREFACE

Within this document, Northern Arizona Vocational Institute of Technology will be referred to as NAVIT, Career and Technological Education District will be referred to as CTED, Northland Pioneer College will be referred to as NPC, Gila Community College will be referred to as PCC Payson Campus, and Career and Technical Education will be referred to as CTE.

In 1990, the Arizona Legislature approved the formation of joint technological districts. Later that year, the East Valley Institute of Technology was formed following a general election. Following a thorough study of Northeastern Arizona's vocational education needs, in 1998, voters approved the formation of Arizona's second career and technological education district: NAVIT (Northern Arizona Vocational Institute of Technology).

NAVIT serves high school students who live within the boundaries of the following school districts: Blue Ridge, Heber-Overgaard, Holbrook, Joseph City, Payson, Round Valley, St. Johns, Show Low, Snowflake, Whiteriver, and Winslow. All NAVIT central programs are occupationally specific and taught by college professionals. Who have not only worked in industry using state-of-the-art equipment, but are also caring individuals who have the vision to train students appropriately to compete in an ever-changing global economy.

Students in the 11th and 12th grades who reside within the boundaries of the eleven school districts may attend NAVIT. Charter and home-schooled students who reside within the same boundaries are also eligible to attend. Students may earn high school credit while attending NAVIT and graduate from their host high school or charter school. In addition, students may earn community college credit from NPC/ GCC Payson Campus.

Currently, all of NAVIT's central programs are offered jointly with NPC or GCC. Students who attend NAVIT's central enrollment courses held at NPC or GCC campuses are subject to NAVIT's rules contained in this student handbook, as well as NPC or GCC student handbook. Students who are selected to participate in NAVIT courses are subject to their host high school's rules for eligibility and continuation.

NAVIT GOVERNING BOARD has a member representing each of the following districts:

Blue Ridge	Heber-Overgaard	Holbrook
Joseph City	Payson	Round Valley
Show Low	Snowflake	St Johns
Whiteriver	Winslow	

ADMINISTRATORS/STAFF		**EMAIL ADDRESS**
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NAVIT STUDENTS ARE RESPONSIBLE FOR AND HELD ACCOUNTABLE TO THE STUDENT HANDBOOK FROM THE COLLEGE IN WHICH THEY ATTEND CLASSES, AS WELL AS, THE NAVIT HANDBOOK.

NAVIT SCHOOL VISION

NAVIT's vision is to connect community, careers, and college. NAVIT programs strive to include teaching all CTE Arizona Workplace Employability Skills: complex communication, thinking and innovation, initiative and self-direction, tolerance, adaptability, collaboration, professionalism, financial responsibility, legal and ethical practices.

NAVIT SCHOOL MISSION STATEMENT: Connecting Community, Careers and College.

To provide high-quality, convenient, cost-effective, and industry-driven vocational learning opportunities for the diverse student population served by NAVIT.

CAREER AND TECHNICAL (VOCATIONAL) EDUCATION: Special Populations

NAVIT assures equal access to career and technical education to special populations and complies with all requirements regarding equal access in Section 504 of the Federal Rehabilitation Act of 1973. Students MUST self-identify by contacting the college Office of Accessibility and Inclusion: NPC www.npc.edu/oai 928-532-6178 sandy.manor@npc.edu or heather.williams@npc.edu to assist students with following the three-step process:



for GCC Payson Campus https://gilacc.org/academics/academic-advising-and-disability-services/ Phone- 928-468-8039

NAVIT CENTRAL PROGRAMS

Two-year programs: NPC Automotive Technician, GCC Allied Health, NPC Hairstyling, GCC Hairstyling, NPC Energy Industry Technician (Navajo County), NPC Construction, NPC Medical Assistant, and NPC Welding. One-Year programs: NPC, and NPC Computer Repair & Maintenance. One Semester program: NPC Certified Nursing Assistant.

Central programs consist of a five-day roll-out of college courses; students must be enrolled in all five days to receive NAVIT-paid tuition. There is no testing out of courses. Central programs are college credits that are not always transferable to a University and count against a student's FAFSA future eligibility. Understand that students need MORE college courses, above the NAVIT central program offerings, to receive the college associate's degree.

Students are all subject to be responsible and held accountable for the NAVIT handbook guidelines, rules, and policies; in addition to all college guidelines, rules, and policies, which may supersede NAVIT's.

NAVIT PARTNERS

NAVIT is a CTED that has partnered with the eleven area high school districts, two community colleges, NPC, and GCC, along with business and industry, to fulfill our mission and to help students be career-ready by having professional skills and program certifications.

CTE CERTIFICATIONS

NAVIT is working to ensure each program can offer students local CTE certifications, where applicable, state and/or national certifications. Most certifications require students to pass an exam to qualify. The importance of student attendance in order to acquire the knowledge and technical skills to pass these exams is critical. Certificates are typically sent directly to the student, so having a student's correct or updated personal email & postal addresses is vital to providing timely delivery. NAVIT needs a copy of the certifications earned for documentation and state auditing purposes.

ELIGIBILITY RESTRICTIONS

Students must be:

- under the age of 22
- not received a high school diploma;
- no December grads
- no GED
- not concurrently enrolled in high school plus an online school
- a resident of Arizona for the past 365 days
- a legal resident of the United States
- Some programs may not accept those with a misdemeanor or felony record
- ***Students must participate in the 5-day rollout of college courses***
- **There will be no student tuition paid for by NAVIT if a student requests to join after the first week of NAVIT's calendar of classes.**

NAVIT ENROLLMENT

High school students attending one of the eleven participating high school districts, listed in the preface as well as home, charter, and private school students, are welcome to participate in NAVIT programs. Students must live within the boundaries of one of our 11 public school member districts, submit the proper enrollment paperwork, proof of immunizations, transcripts, along with a copy of a birth certificate. **NAVIT programs have an allotted number of college seats available. Students may also be placed on a waiting list based on their high school transcript GPA, should a program be filled at the time of application. Students must meet attendance, discipline requirements, and earn A's, B's, or C's FOR EACH college COURSE grade each semester.**

FEES

NAVIT is a CTED providing college scholarships to selected eligible high school students, in order to enroll in any of our specific program offerings. Following handbook guidelines, rules, and policies enables students to participate in this privilege. NAVIT is a privilege, not a right; thus, the need to earn and keep this privilege is utmost.

Some programs, such as Hairstyling, do require a $400 program fee, which becomes a student/parent/guardian financial responsibility in the form of depositing a monetary amount. NAVIT also purchases textbooks and supplies for all programs, so students are responsible for properly caring for and returning these items in good condition. If the NAVIT property is damaged, there is a policy requiring the student/parent/guardian to be responsible for replacing it.

BOOKS

NAVIT will furnish textbooks for student use for the five-day NAVIT roll-out of college classes. The care and return of these books is the responsibility of the student. All books must be returned, and a lost book must be paid for before another is issued. When students drop NAVIT, they must return their books immediately. Violations will be given an infraction referral for Category III.

FERPA (FAMILY EDUCATION RIGHTS to PRIVACY ACT of 1974

NAVIT courses are taught by college faculty. Many rules and policies are enforced at the college level first. FERPA (Family Education Rights to Privacy Act) is in effect, which means students control who has access to their educational information. College personnel will not discuss a student's information with anyone other than the student.

A signed FERPA college release form is mandatory. This form enables NAVIT office personnel to act on the student's behalf: to navigate college-required paperwork; to work out enrollment issues; to help with grievance issues; more importantly, to ensure parents have a liaison with the college. Please be sure to keep all addresses and phone numbers current. This includes physical home addresses, post office box information, and email, as well as phone numbers at home, work, and cell. Two-way communication is the best way to avoid misunderstandings. It helps tremendously in case of emergencies and provides prompt, timely information. Please contact the NAVIT office anytime a change occurs; **it is imperative that NAVIT has updated parent/guardian information.**

CAREER TECH

A career tech is a job duty assigned to high school personnel. They act as a liaison between the home high school and the NAVIT office. Their duties are:

- to recruit students for NAVIT programs
- to disperse information and paperwork regarding NAVIT enrollment & provide updates
- to aid in the verification of reasons for student absences from NAVIT
- to submit properly completed NAVIT program student application paperwork, so it meets the college requirements for enrollment; transcripts, verifying college testing, and residency requirements are met. A copy of a student's original birth certificate, or certificate of Indian Blood, must be sent with the NAVIT paperwork to be considered completed in its entirety.
- CNA & MDA students need to submit copies of TB test results, immunization records, driver's license, and level 1 fingerprint cards completed prior to NAVIT enrollment. A drug test may also be requested by the clinical facility, and students may need to comply.

High School Career Techs are responsible for the recruitment of students for consideration to receive the NAVIT free college tuition waivers. Student must: comply with Career Tech instructions; attend informational meetings; fill out NAVIT program-specific paperwork; take college testing as needed; and comply with the need for proper documentation of residency required by the college. Career Techs submit completed packets of NAVIT program-specific paperwork on behalf of their home high school students. NAVIT personnel review each student's paperwork and may reject it if it is not properly completed. If all paperwork is satisfactorily completed, then NAVIT will submit requests for high school students to become college students. College personnel enroll NAVIT students in the appropriate college courses for the specified semester of each NAVIT program. Once enrolled in the college, students are given a college identification number and a schedule of NAVIT/college courses for each semester. Each semester, students are required to fill out the NAVIT paperwork. First-semester student paperwork is much more detailed than continuing-semester paperwork.

DROPPING A NAVIT CLASS, SWITCHING, OR DROPPING A PROGRAM.

Students may be dropped from NAVIT classes for many reasons. Paperwork must be submitted to the NAVIT office in writing, documenting the reason. Typically, this is a Career Tech duty. NAVIT will request the drop on behalf of the student by filling out the proper college forms. Drop dates must be documented and received by the NAVIT attendance clerk. Reasons for drops typically include:

- Non-compliance with college testing requirements
- Instructor request-documented by email
- Failing grades/tests (college grade of D or F). ***Incompletes may affect NAVIT eligibility.***
- Excessive attendance violation as well as No Show during the first week of classes
- Student discipline violation

Students may be dropped from a NAVIT program, and requests may be initiated by:

- Student (no drops allowed the week of finals)
- Career Tech/ High School Administrator
- College Instructor
- NAVIT personnel

All requests require documentation submitted to the NAVIT office. Official drops are done by

college personnel once the proper college forms are completely filled out with documentation of the necessary reason for the drop, and a withdrawal date is given.
Switching classes has the same procedure outlined above regarding paperwork properly submitted to the NAVIT office and accompanying documentation. Only the NAVIT office may request the college to officially make a change to NAVIT classes. Switches are usually done because of student attendance conflicts *(typically EMT104)* or a NAVIT/ college clerical error AM vs. PM. **Students may choose to switch NAVIT programs ONLY ONCE.**

- Student will NOT have dropped or withdrawn from any previous NAVIT course.
- NAVIT does not customize schedules; a five-day roll-out enrollment is required. No testing out of courses.
- The student must meet all prerequisites of the new program requested. If any prerequisites are lacking, the student is responsible for paying for and finishing those courses prior to beginning a new program.
- The student may be put at the end of a waiting list.

SAFETY

All NAVIT guidelines, rules, and policies are developed with personal safety as paramount. Behavior contracts are NAVIT's first line of intervention. NAVIT programs have real-world equipment and technology; meanwhile, safety accidents could occur. Student/witness/college personnel are responsible for reporting and documenting any injury in writing on the day of its occurrence and submitting it to the proper authorities. Incident reports must be reported regardless of the nature of the injury or how inconsequential the accident may appear. This report may be kept in the student's file located in the NAVIT office. Violations will be given infraction referrals for Category I, II, III, IV, V, or VI. *If medical attention is required, the student will be assessed, treated, and referred appropriately. Access to parent/guardian is imperative in an emergency situation, so please be sure NAVIT has the most updated phone information.*

EMERGENCY PROCEDURES

State law requires all schools to practice drills for fire, shelter in place, and lockdowns. Students will be instructed on the proper procedure for each type of drill. Should a college have an actual emergency, students will be notified typically through the NPC RAVE system text. Be sure cell phone contact information is updated. Should an actual emergency require lockdown or evacuation, please refrain from using cell phones for texting or calling, as emergency personnel will need the lines clear to perform their duties. Parents/guardians should refrain from driving or calling the location during an emergency situation. Even though it is unnerving to not be in the know at the actual moment, remain calm and wait for emergency personnel to give the all clear before responding to initial emergency information**.** Violations will be given infraction referrals for Category I, II, III, IV, V, or VI.

STUDENT DISCIPLINE POLICY

The purpose of this discipline policy is to encourage students to be responsible for their own behavior and to allow all students the opportunity to learn in a safe and orderly environment. Students and parents/guardians need to be familiar with the NAVIT infractions and the consequences of violating this policy, as disciplinary actions will correspond with each occurrence. Student violations of handbook policies carry infractions. Each is broken into categories and has

consequence codes with point values assigned. Violations will be given infraction referrals for Category I, II, III, IV, V, or VI. ***Familiarize yourself with the language contained in the last section of this handbook*** entitled ***INFRACTIONS.***

For each violation of the discipline policy, a student will not only receive an immediate consequence (see consequence codes at the back of the book), but will also accrue points against his or her status as a student in good standing. Points are assigned for offenses based on their relative severity. Repeated instances of the same offense result in higher points and more severe consequences than for a first offense. Students who accumulate 50 points in one school year will be recommended for expulsion from NAVIT. Any student who engages in any act that may result in discipline points within **the school year** may be given a behavior referral.

BEHAVIOR REFERRAL

A written agreement between the student and the NAVIT administrator is used as an intervention for students who violate any college or NAVIT handbook rules or policies. C3 violations of college or NAVIT handbook guidelines, rules, and policies deem a behavior referral to be given to a student outlining the consequences contained in the INFRACTION section of this handbook. Infractions carry point values, so keep in mind that 50 points in a year can add up quickly and jeopardize high school graduation requirements. A student who enters into a referral and then subsequently violates the terms of the referral, or repeat offenders, will:

1. Voluntarily withdraw from NAVIT for the remainder of the school year, thereby forfeiting all NAVIT credit for the current semester **OR**
2. Other disciplinary actions will occur as noted on the individual contract.

NOTIFICATION OF VIOLATING DISCIPLINE POLICY

Behavior referral will be given when students have violated the discipline policy. When a student has committed an infraction of NAVIT/ college syllabi rules, a college instructor/NAVIT administrator will fill out a discipline referral. If convenient, have the student sign it. The student will be contacted by the NAVIT office to determine the specific consequence to be assigned and the point value lost. A copy of any disciplinary referral handled by the NAVIT office will be sent to the student's home. Violations and consequences for infractions will be discussed with the student via a NAVIT administrator during an on-site visit. Parents are also notified by phone and a written letter.

Removal from the NAVIT program immediately. See Infractions code 7 of Category VI. NAVIT funding is withdrawn for the calendar year from the date of withdrawal. Any student who reaches a loss of 50 NAVIT points will be withdrawn from the NAVIT program and not allowed to receive further scholarship money for any NAVIT program the next calendar year.

EXPULSION FROM THE PARTICIPATING COLLEGE

Each college has its own policy governing expulsion and may enforce such policy regardless of, and/or in addition to, any consequences from NAVIT.

Any student who voluntarily withdraws due to discipline or a contract violation must appeal to the NAVIT school board to be considered for NAVIT re-enrollment and the CTE Dean of the participating college to return to the college program. Either entity may choose not to re-enroll a

student. Any student allowed to re-enroll in the NAVIT program will be automatically put on a contract.
Any actions that are found to be disruptive, but are not specifically listed in the tables of infractions, will be evaluated by a NAVIT administrator for placement in the most appropriate category. Actions that are a violation of the law are always considered a violation of school policy. **NAVIT administration may consider aggravating or mitigating circumstances when assigning infractions to categories in which they are not normally included.** Violations will be given infraction referrals for Category I, II, III, IV, V, or VI.

TOP TEN WAYS TO BE A SUCCESSFUL NAVIT STUDENT:

1. **Display courtesy and respect for all individuals.**
2. **Respect the school and personal property of others.**
3. **Work cooperatively with others.**
4. **Allow others to remain on task.**
5. **Use appropriate voice and language.**
6. **Arrive on time to class.**
7. **Bring all needed materials.**
8. **Complete all assignments punctually.**
9. **Accept responsibility for completing work missed during an absence.**
10. **Follow school rules and regulations.**

ACADEMIC INTEGRITY

Academic integrity refers to academic assignments existing to help a student learn and grow in their knowledge; grades exist to show how fully this goal is attained. Therefore, all class work and grades should result from the student's own understanding and effort. Cheating will not be tolerated. Refer to the individual college handbook. Violations will be given an infraction referral for Category III.

RECEIVING CREDIT FROM NAVIT

Students enrolled in a NAVIT course will be attending NPC or GCC classes. NAVIT High School credit will be issued for each NPC or GCC successfully passed with a "C" or better, when tallied for awarding 2 full CTE credits back to the student's high school office. The student will receive up to a total of 2 high school CTE elective credits, unless they lose credit due to poor attendance (LOC) or failing grades of D & F. A student who fails, withdraws, or does not satisfactorily complete an NPC or GCC class will not receive credit at the high school for that class.

PROGRESS REPORTS

NAVIT students are considered college students and are advised to advocate for themselves without parental involvement. Students are encouraged to speak with their college instructors regarding their progress for class work, projects, and active participation in course discussions that will ultimately become their final grade. Again, the importance of daily attendance will be a key factor in the successful completion of NAVIT courses. Progress reports can be viewed by the student logging into their college portal. Four weeks into the college semester, colleges submit progress reports. Unsatisfactory college midterm reports will be relayed to parents via telephone call and/or email from NAVIT and noted in the schoolmaster guidance notes.

FINAL GRADES

Each college awards final grades. Students should use their username and password to log onto their college portal to view their unofficial college transcript of credits/grades earned, as they progress through the NAVIT program. Withdrawal from NAVIT can have adverse effects on high school elective CTE credit needed for graduation requirements. Parents will be notified by phone and in writing from the Program Director if a student is losing high school credit due to a D or F final college grade, which may result in students losing NAVIT tuition for the next semester**. NAVIT reserves the right to revoke credit and/or free tuition for reasons outlined in this handbook.** Loss of credit also occurs when students have more than 7 absences in the semester. To avoid this, call the NAVIT office when students are absent to provide the reason. NAVIT sends out attendance notifications, makes phone calls, asks HS Career Techs for assistance verifying attendance, and contracts are given once a student reaches their fifth violation before the last month of a semester. LOC letters are sent by certified mail.

APPEALING LOSS OF TUITION OR LOSS OF CREDIT (LOC) PROCEDURES

Loss of credit due to attendance violations, student discipline violations, not meeting grade NAVIT requirements, or other policies outlined in the NAVIT handbook are not negotiable. LOC means the loss of NAVIT 2 CTE credits awarded back to the high school due to excessive absences. NAVIT reserves the right to revoke credit and/or free tuition for reasons outlined in this handbook. Loss of NAVIT credit may jeopardize high school students' from meeting graduation requirements. **It is the responsibility of the student to schedule a time to discuss the situation with the NAVIT Administrator.** At least one parent/guardian, career techs/ HS administrator must be involved in the discussion for the appeal to be considered. An appeal must be requested no later than one week after notification of intent to revoke credit from a student.

COURTESY

One way to avoid a behavior contract is to always display common courtesy. An understanding of courtesy is an important step toward ultimate success in life. Courtesy at school, as everywhere, is based on kindness and consideration toward others. A student can develop the habit of courteous behavior by practicing this acceptable behavior in their daily contact with others.

A student's character is revealed by his or her daily interactions with an instructor and other students. A student should ask himself or herself the following questions:

- Do I show proper consideration toward my instructors?
- Is my behavior correct when among other students?
- Do I show proper regard for school property and use of school equipment & supplies?
- Do my actions exemplify appropriate participation in an NPC or GCC and NAVIT course?

Appropriate Student Behavior Includes:

- Showing respect for their instructors by being on time, sitting attentively, listening, fully participating in all class expectations, **and staying off their cell phones during class.**
- Avoiding showing off and drawing undue attention to themselves.
- Not reading or disturbing anything on the teacher's desk.
- Following all the instructor's reasonable requests. **Insubordination will not be tolerated.**
- Respectfully listening to other students' remarks before politely voicing any disagreement.

Violations will be given an infraction referral for Category II, IV, or V.
More major violations are not tolerated and carry much heavier infractions, such as:

- Fighting or physical assault
- Using any instrument as a weapon
- Being in possession of firearms or explosives
- Indecent exposure, intimate acts, pornography

Violations will be given an infraction referral for Categories IV, V, and VI, including expulsion.

SUBSTITUTE TEACHERS AND CLASSROOM GUESTS

Substitute teachers and classroom guests should be shown the same respect as shown to regular classroom instructors. NAVIT asks that students show more patience with a substitute teacher. These teachers are asked to take over with very little notice or time to prepare. Cooperation with substitute teachers and classroom guests is very important. As substitutes, they often teach in other school districts and are in a position to compare our district with others. Positive or negative impressions of a school are often based on the observation of student behavior. Violations will be given infraction referrals for Category I, II, III, IV, V, or VI based on instructor requests.

DRESS CODE

The NAVIT Governing Board recognizes that good grooming and the wearing of appropriate clothing by students contribute to the accomplishment of curriculum goals. The NAVIT Board also recognizes that student dress and grooming practices can affect the health, safety, and general welfare of all students. NAVIT believes that school pride, morale, and image are influenced by the general appearance of our students. Violations will be given an infraction referral for Category I.
Most NAVIT programs have specific dress requirements. The individual dress code requirements for each NAVIT Program will be adhered to per the instructor syllabi. NAVIT programs are designed to prepare students for the real world of work. Most professionals abide by dress codes to distinguish themselves as a member of their chosen field, which at times includes a name badge. Violations of the dress code will result in infractions determined by a NAVIT administrator. Infractions will not be tolerated where protective safety gear or clothing is concerned. Violations will be given an infraction referral for Category II.
Exceptions for special activities or health considerations may be pre-approved by the administrator. Students who volunteer for extracurricular activities are subject to standards of dress as defined by the sponsors of such activities.

ALCOHOL, TOBACCO, AND DRUGS

Alcohol, tobacco, e-cigarettes(vape), and drugs are considered to be controlled substances. The use or possession of these items at NAVIT locations is **strictly prohibited** and will result in their confiscation. This is in addition to the consequences outlined in the Discipline Policy. Violations will be given an infraction referral for Category V or VI.

PROPERTY DAMAGE

No student shall damage or deface property belonging to NAVIT, the college, or others. Discipline may be imposed for any property damage, depending on the circumstances. Students shall be subject to suspension for willful destruction of school property. Underaged students who engage in conduct that damages property need to be aware that formal charges may be filed with the appropriate court of law. Parents/guardians will become accountable to make full or partial restitution for the property damaged in accordance with court orders. Violations will be given infraction referrals for Category I, II, III, IV, V, or VI.

PERSONAL ELECTRONIC DEVICES

Cell phones and other electronic devices **SHALL NOT** be in use in NAVIT classrooms unless momentarily authorized. In this day and age, it is recognized that these devices are part of our everyday lives. With that said, they are ***not allowed to be a disruption to the learning environment of any NAVIT classroom.*** These items are subject to confiscation. Violations will be given an infraction referral for Category II, including indecent material distribution; infractions are Category V, and police notified.

LOST OR STOLEN ITEMS

NAVIT is not responsible for any personal items lost or stolen on school grounds. Students should avoid bringing valuable items to school. Where appropriate, lockers have been provided for students' use in safeguarding their possessions. However, theft will not be tolerated. Violations will be given an infraction referral for Category III. College rules are more severe and supersede NAVIT's policies-automatic and consecutive expulsions could occur.

HAZING/ HARASSMENT

Hazing/Harassment is defined as verbal, non-verbal, physical, sexual, or any other possible method that demeans another person. No student has the right to negatively impact the education of another student. Harassment or perceived harassment should be reported to an instructor or administrator as soon as possible. Violations will be given an infraction referral for Category IV. The administration will investigate the reported allegation and take appropriate steps to prevent further occurrences. Administrative action may vary depending upon circumstance, severity, or previous incidents. In addition, this type of negative behavior is not acceptable. Violations could result in a class change or termination from NAVIT.

EARLY CLASS DISMISSAL

Due to the nature of college-level courses, students may be periodically released from classes earlier than the scheduled release time. Students are expected to stay on the assigned campus until regular dismissal time. In the event of an early release, NAVIT, the participating college, and the home high school do not assume responsibility for the student during that time. Violations will be given an infraction referral for Category II.

LEAVING NAVIT CLASS

A student does NOT have permission to arrive late, leave early, or come and go at will for NAVIT classes. Students are required to remain at the assigned class location as long as the scheduled class time is in session. Students are NOT allowed to travel in personal vehicles with anyone **during** NAVIT class time. Exceptions for leaving class are as follows:

- A student with a medical or dental appointment may leave in time to meet such an appointment. ***(These activities are highly discouraged from being scheduled during NAVIT time.)***
- A class or group of students may leave campus when they are scheduled to travel in a school vehicle and participate in a high school AIA-sponsored event.

LOITERING/TRESPASSING

Loitering is prohibited; this behavior is also considered trespassing. Visitors, guests, relatives, and/or any other non-NAVIT students without valid visitor's passes are loitering. Students at NAVIT locations for more than a reasonable length of time are to be/defined as loitering. Violations will be given an infraction referral for Category II.

TRANSPORTATION

NAVIT has made agreements with many partner school districts about transporting students to and from NAVIT locations for ease of mandatory attendance. NAVIT also has transportation agreements with each college when students attend CTE competitions or events. Riding in a school vehicle is a privilege, not a right. The bus driver has complete charge of the vehicle, and students must comply with the driver's requests regarding conduct on the vehicle. STUDENTS WILL BE REFUSED TRANSPORTATION IF THEY FAIL TO ADHERE TO THESE RULES.

POLICY FOR TRANSPORTATION

1. No objects are to be thrown inside or out of the vehicle.
2. Noise is to be kept at a level acceptable to the instructor and driver.
3. The vehicle will be kept clean, and trash will be placed in proper trash containers.
4. Remain in your seat. Keep your hands, feet, and objects to yourself.
5. No glass containers.
6. Keep the aisle clear.
7. Any action that compromises the safety of yourself and others is prohibited.
8. Students will follow directions given by the instructor and driver.
9. Students are expected to travel to and from school activities in transportation provided by the school with school supervision. Exceptions may be granted for the return trip if a student will be traveling with the student's parents or guardians, or if **prior** arrangements have been made with the NAVIT office and instructor.
10. While traveling to and from co-ed activities, boys and girls will be assigned to different sections of the vehicle after dark.
11. The school, vehicle driver, and instructor will not be responsible for personal items left unattended in the vehicle.

Infraction referrals will be given based on Category Violation.

AUTOMOBILES ON CAMPUS

NAVIT discourages students from using personal vehicles unless their high school does not supply transportation. College parking is a privilege, not a right. Students must follow all traffic rules and drive safely to and from NAVIT locations. Personal vehicles may be required if a student has lost their privilege to ride their home school transportation vehicle.

Students are not to go to their vehicles during or between classes. Students are not to leave campus in their vehicles during class time. These instances may be considered "ditching" as perceived by a NAVIT instructor. Violations will be given an infraction referral for Category III.

CODE OF CONDUCT FOR EXTRACURRICULAR PARTICIPATION/CTE SPONSORED EVENTS/FIELD TRIPS

As a student engaged in an activity that represents NAVIT, be mindful that you also represent your instructors, administration, school board, and community. Because of this representation, you are expected to display superior personal conduct. Students will be required to follow all the aforementioned policies in this handbook. Violations will be given an infraction referral for Category III, V, or VI.

In addition, a student involved in NAVIT extracurricular activities must:

1. Not purchase, drink, or be in possession of alcohol.
2. Not use, purchase, or be in possession of illegal drugs, any tobacco, or e-cig products.
3. Refrain from vulgar or suggestive language or actions.
4. Display proper conduct, adhere to the dress code at events, on trips, and at activities.
5. Maintain passing grades for consideration to participate.

LIBRARY MEDIA CENTER USE

The college has a library with media for student use. The Library Media Center is available for research, reading, studying, and quiet tutoring. Talking or other noise should be kept to a minimum so that library users may concentrate. Return all books and materials by the due date. Pay all college charges promptly. Please refer to the individual college handbook for further details. Violations will be given infraction referrals for Category II, III, IV, or V.

SUPPORT SERVICES POLICY

All students in the NAVIT District shall have the opportunity to receive assistance in overcoming class deficiencies that may result in the student's failure. If you find that you are struggling in your courses and need additional assistance, please consult your instructors. The college also has tutoring available at no cost to you as a college student. Please take advantage of all resources available-including classmates or classroom helpers.

If you are an IEP student at your home high school, you must self-identify at the college. (Contact the college Office of Accessibility & Inclusion: NPC www.npc.edu/oai or call 928-532-6178, GCC Disability Resource Office Phone- 928-468-8039)

USE OF COMPUTER LAB/INTERNET USAGE

Students will follow individual college guidelines. A technology use agreement must be signed by the student/parent/guardian.

- The use of technology is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. Technology resources must be used to support the education and research consistent with the educational objectives of the NAVIT program in which the student is enrolled.
- Students are expected to abide by the outlined rules of technology etiquette spelled out in the user agreement provided by the college.
- Users must practice security measures and proper care of technology.
- Abusing this privilege is not acceptable behavior.
- Violations will be given infraction referrals for Category II, III, IV, or V.

ATTENDANCE POLICY

- The right to attend a public school carries with it certain responsibilities on the part of both the parents and the students. NAVIT is a CTED that is a privilege to attend. Consistent with state law, the NAVIT District holds to the philosophy that parents/guardians are primarily responsible for their children's attendance at school. **State law mandates that NAVIT record a reason for all student absences.** Parents cannot expect NAVIT to educate students who are not physically in attendance. It is very important that parents and students recognize the direct relationship that exists between academic success and regular attendance. The benefit of lectures, discussions, and participation is lost to those who are absent. Daily NAVIT lessons introduce, practice career techniques, & technical skills, so missing class can cause critical learning gaps. NAVIT is designed to help students transition into the real world of work. Showing up for work on time and every day is the best way to keep a job and build skills such as reliability, trustworthiness, collaboration, and professionalism. NAVIT programs strive to include teaching all CTE Arizona Workplace Professionalism Skills: complex communication, thinking and innovation, initiative and self-direction, tolerance, adaptability, collaboration, professionalism, financial responsibility, legal and ethical practices.

Students who make arrangements to transport themselves need to strive to attend daily.

- ***NAVIT is in session for 180 school days; please refer to the NAVIT calendar. It is expected that all students attend every day of class from the beginning of the school year in July/August to the last calendar day scheduled in May. This expectation is required for every NAVIT program.***
- ***Hairstyling students may have different start and end dates than the other NAVIT programs due to the AZ state board-mandated accumulation of clock hours.***
- ***Medical Assistant students must attend precession dates scheduled in July/August and intercession dates scheduled in December, even if they are dropping the spring semester. Precession and Intercession dates for mandatory class time attendance extend into January.***
- ***Certified Nursing students must attend precession dates scheduled in July/August are the only exception to the end-of-semester attendance rules.***

*****Please keep in mind that certain CTE Programs, such as Nursing Assistant, Hairstyling, and Fire Science, have more stringent attendance policies than outlined by the NAVIT policy handbook rules. Please refer to the student NPC program syllabi for details.

- There is a misconception that NAVIT is not real-time. Understand that the State Board of Education sees attendance at NAVIT in the same light as regular high school attendance. All schools are funded by the State Board of Education and required to adhere to its rules and policies.
- NAVIT will enforce the number of absences allowed set forth in the college teacher syllabi. If the college teacher's syllabus does not have an attendance requirement, NAVIT will allow 7 unexcused absences. Upon the eighth absence or the maximum absences allowed by the college teacher syllabi, whichever is less, students lose NAVIT elective credit at the home high school for the semester (whether the absences are consecutive or not).
- Loss of credit due to lack of attendance includes forfeiting any course deposits and forfeiting NAVIT-sponsored tuition.
- Parent/guardians may be notified by mail and/or phone call on a biweekly basis concerning the student's attendance status. At the NAVIT Administrator's discretion, contracts may be used to help enforce attendance and behavior policies.
- NAVIT is responsible for relaying student absence information to parents or guardians of students under eighteen years old. **Please remember that NAVIT is not part of your students' high school system; therefore, NAVIT may not get attendance information from your students' high school or college promptly. Parents/guardians are encouraged to contact the NAVIT attendance clerk directly with absence information.**

***College attendance is not received by NAVIT daily. Therefore, attendance by the student on a regular basis is critical. Students could miss two days one week and two days the following week, and the parent/guardian may not get notified until their child is already in jeopardy of loss of high school credit.

- **Several NAVIT programs, including Hairstyling, Fire Science, and Nursing Assistant, still have state/college-mandated clock-hour requirements that must be met regardless of the reason for absence.**
    - **Hairstyling requires 1100 hours clocked in on the official time cards held at each location. Time cards are reviewed by the NAVIT office for attendance discrepancies and are resolved with faculty before recording absences in the NAVIT office.**
    - **2nd yr Hairstyling students need to attend more than two school years of a NAVIT program to fulfill the 1600 clock hours required by the State Board of Arizona for a Cosmetology license. Typically, one more semester beyond high school.**
    - **NPC Fire Science Program will allow 5 unexcused absences, so FRS students will be dropped from the Fire Science Program at the sixth unexcused absence. This consequence ripples to the Loss of Credit from NAVIT.**
    - **Certified Nursing Assistants must attend 120 hours and are allowed only ONE unexcused absence: 40 hours of lecture, 40 hours of lab, as well as 40 hours of clinical work. The college designee will inform NAVIT if students have missed too many hours, and want students dropped. This consequence results in Loss of Credit from NAVIT.**

SCHOOL ACTIVITY ABSENCE (not all student activities are excusable-see SA bullets below)
If a student misses NAVIT because of a high school activity, the student may be coded as a confirmed (yet unexcused) or school activity (excused) absence by NAVIT. Prior to the activity, the student will be expected to inform the NAVIT office & the instructor to acquire any work that will be missed**. The student will be responsible for making up any assignments and/or hours that are required for the class.** ***Students involved in multiple AIA events per week may need to prioritize NAVIT attendance over AIA participation.***

ABSENCE POLICY NOTIFICATION AND SANCTIONS (PER SEMESTER)
NAVIT allows only 7 unexcused absences, yet enforces college-prescribed attendance policies written in course syllabi when fewer absences are dictated. Reaching the unexcused absences limit results in loss of credit, and expulsion may occur. **Students/parents are expected to call the NAVIT office when students will be absent and state the reason. 928-536-6100.**

Absences are coded by the NAVIT attendance clerk as follows:
UNEXCUSED absences- two categories are coded by the NAVIT office:

- UA=Unknown/unreported reasons for not attending regularly scheduled college class.
    - All absences are recorded as such until the NAVIT attendance clerk re-codes based on documentation provided for verification.

  *****When a student is absent from NAVIT for any reason, other than AIA-sanctioned competitive activities associated with their home high school, it is listed as unexcused in the NAVIT attendance system, whether a parent or guardian has called the NAVIT office or not. Parents do not determine reasons for excused absences; NAVIT personnel decides based on individual circumstances.*****
- CA=Confirmed Absence- the student was missing from the college class, as verified by parent/student/high school personnel confirming student absence with the NAVIT office:
    - Any illness. (Hospitalization and doctor appointments must have documentation.)
    - Doctor or dental appointments. (Please schedule before or after NAVIT times, so the student always attends NAVIT. Send NAVIT documentation of visit time & date.)
    - Non-AIA-sanctioned school activities: School dances, pep assemblies, sports camps/practice, college visits/touring, skiing, field trips, etc.
    - Completion of class projects, term papers, and re-teaching days/activities.
    - Missed bus or no ride to school (other than NT code).
    - Caring for other siblings.
    - Religious holidays or ceremonies.
    - Family vacations/emergencies.
    - Hunting.

EXCUSED Absences- three categories will be considered by the NAVIT office:

1. SA=School Activity: requires HS documentation sent to the NAVIT office for each category.

The ONLY accepted forms of documentation for coding an SA absence are:

- AIA-sanctioned competitive activity includes all AIA interscholastic activities. Said activities (CTSO included) are events defined as being competitive in nature: involving more than one school; where a championship, winner, or rating is determined, and/or those endeavors of a continuous or ongoing nature-- for which no credit is earned in

meeting high school graduation or promotional requirements, and is organized, planned, or sponsored by the high school District consistent with their District policy.

- Standardized testing such as: state-mandated ACT Aspire; ACT; & SAT; (Benchmark testing is NOT considered SA, as it can be taken during non-NAVIT time.)
- Military recruitment

2. NT=Not transported
    - Home high school was unable to bring students to NAVIT due to the weather.
    - Students who normally transport themselves to NAVIT classes are expected to use their best judgment on the safety of traveling to NAVIT classes during inclement weather. The expectation is that you are in class daily. If you choose not to attend class, you must call the NAVIT office to document your absence.

    - **NT Procedures:**
      High School Administration may call for one-hour, two-hour delays, or cancel school due to adverse weather conditions. On occasion, buses break down.
        - When career techs have been alerted to any change in their school's transportation schedule, they should immediately inform NAVIT's Program Director via phone call, text message, or email.
        - Career techs will also email a list of student names who will not be transported to NAVIT, so the absence can be coded as an NT.
        - NAVIT's Program Director will notify NPC instructors affected by high school NT issues.

NAVIT NEVER CANCELS CLASS!

However, there are times when a college decides to cancel classes at a certain campus due to weather or other unforeseen circumstances. Please consult the college website for updates. It is highly recommended that students sign up for the college notification system, which sends out text, email, or message alerts.

3. MA=Made up absence. Only allowed three!
    a. **MAKE-UP WORK:** Rules for making up an unexcused absence vary across programs and should be stated in college instructors' syllabi. NAVIT will adhere to college instructor policies.
    b. All assignments missed due to absences are the responsibility of the student. It is the student's responsibility to ask his or her teacher for make-up work, prior to or upon returning from an absence. The student will adhere to the rules and expectations of the individual teacher concerning the time frame for due dates concerning make-up work.
    c. NAVIT has determined that ONLY THREE unexcused absences can be made up per semester with a change to system coding. Each student's make-up day/hours must be emailed by the instructor to the NAVIT attendance clerk with exact times and month/day/year documented clearly. MA is subject to college instructor approval, and students must follow policy rules. NAVIT's attendance clerk will change the UA code to an MA code up to no more than three. Students are encouraged to make up assignments or coursework missed every time they have to missed class time.

NAVIT students will receive a college syllabus in the first week of class. Syllabi explain all aspects of the course. Should questions arise, please review this college document. NAVIT students are highly encouraged to become familiar with the college catalog that outlines Student Rights and Responsibilities, as college rules supersede NAVIT's and tend to be stricter.

NAVIT students should make themselves aware of the college requirements to obtain Certificates of Proficiency, Certificates of Science, and Associate Degrees related to their NAVIT program. Taking advantage of high school dual enrollment courses in English, Math, and other electives will help students achieve college certificates and/or degrees. Students should seek out college advisors to learn about college scholarship opportunities outside of NAVIT offerings to acquire other certificates and degrees.

Students and Parents should also refer to the course syllabus to discover additional costs associated with NAVIT courses. All NAVIT programs have testing fees. Many programs require dress code purchases. Other out-of-pocket expenses occur for extra materials required due to program-specific requirements. Contact NAVIT's business manager for payment plans and reimbursement rules per program.

Curriculum, instructions, materials, and assessments are free from bias and stereotypes associated with race, color, national origin, sex & disabilities and are offered in ways that ensure all students have the opportunity to achieve success in the program, including through accommodations, as appropriate.

All students begin each school year with 50 NAVIT points. Below is how they will be taken away:

INFRACTIONS

CATEGORY I

REFERRAL NUMBER	1	2	3	4
POINTS DEDUCTED FOR THIS REFERRAL	**10**	**10**	**15**	**15**
A. Dress code violation	C1	C2	C3	C3
B. Tardiness; poor attendance	C1	C2	C3	C3
C. Failure to complete disc. writing assignment on time	C1	C2	C3	C3
D. Loitering on campus	C1	C2	C3	C3
E. Public display of affection (embracing, kissing)	C1	C2	C3	C3
F. Littering	C1	C2	C3	C3
G. Parking violation	C1	C2	C3	C3

CATEGORY II

REFERRAL NUMBER	1	2	3
POINTS DEDUCTED FOR THIS REFERRAL	**15**	**15**	**20**
A. Falsification; failure to identify self to staff	C3	C3	C4
B. Violation of contract requirements	C3	C3	C4
C. Assault: profanity, vulgar gestures, Use of fight-provoking words	C3	C3	C4
D. Poor academic performance	C3	C3	C4
E. Throwing snowballs, water balloons, etc.	C3	C3	C4
F. Misuse of school property	C3	C3	C4
G. Jeopardizing the safety of oneself or others	C3	C3	C4
H. Trespassing while suspended	C3	C3	C4
I. Inappropriate use of email correspondence/ technology, or cell phones/electronic devices	C3	C3	C4

CATEGORY III

REFERRAL NUMBER	1	2
POINTS DEDUCTED FOR THIS REFERRAL	**20**	**30**
A. Lying, cheating, and/or plagiarism	C4	C5
B. Disruption of the classroom/ inappropriate language	C4	C5
C. Disruptive objects, fire extinguishers, mace, pepper	C4	C5
D. Minor vandalism (restitution required)	C4	C5
E. Minor theft (restitution required)	C4	C5
F. Forgery, impersonation	C4	C5
G. Alcohol usage/possession of	C4	C5
H. Getting students out of class w/o authorization	C4	C5
I. Careless driving/speeding/obstructing traffic	C4	C5

CATEGORY IV		
REFERRAL NUMBER	**1**	**2**
POINTS DEDUCTED FOR THIS REFERRAL	**30**	**30**
A. Harassment, intimidation, threatening, verbal abuse	C5	C5
B. Major theft (restitution required)	C5	C5
C. Non-compliance with reasonable requests, insubordination	C5	C5
D. Battery: physically striking/ fighting with others	C5	C5

CATEGORY V--Police may be notified		
REFERRAL NUMBER	**1**	**2**
POINTS DEDUCTED FOR THIS REFERRAL	**40**	**40**
A. Pornographic or indecent materials, distribution of	C6	C6
B. Lewd conduct, indecent exposure, intimate acts	C6	C6
C. Possession of alcohol	C6	C6
D. Extortion	C6	C6
E. False fire alarm	C6	C6
F. Possession or use of tobacco or e-cig/vaping items	C6	C6
G. "Under the influence" of a controlled substance	C6	C6
H. Poss. of a non-firearm weapon/dangerous device	C6	C6

CATEGORY VI--Police will be notified	
REFERRAL NUMBER	**1**
POINTS DEDUCTED FOR THIS REFERRAL	**50**
A. Arson	C7
B. Bomb threat	C7
C. Poss. or sale of a controlled substance or look-alike	C7
D. Physical assault	C7
E. Possession and/or use of explosives	C7
F. Use of any instrument as a weapon	C7
G. Major vandalism (restitution required)	C7
H. Possession of a firearm	C7



Please sign, date this page, and return it with the NAVIT enrollment application.

HANDBOOK ACKNOWLEDGEMENT: located on our website www.navitschool.org

THE UNDERSIGNED STUDENT AND PARENT ACKNOWLEDGE THAT HE/SHE HAS CAREFULLY READ THE NAVIT HANDBOOK RULES AND PROCEDURES IN ITS ENTIRETY; THEREFORE, UNDERSTANDS ALL OF ITS TERMS AND CONDITIONS AND ACKNOWLEDGES THE RECEIPT OF SAID RULES/PROCEDURES.

My signature below verifies I have indeed read and agree to abide by all NAVIT handbook policies. I further understand the coded consequences for each violation of all infractions of NAVIT policies contained within this handbook.

Parent signature: _____ **Date:** _____

Printed parent name _____

Student signature _____ **Date:** _____

Printed student name _____

****Failure to return this form in a timely manner may result in revoking NAVIT enrollment.****