

HEARN ACADEMY

Arizona Ball Charter Schools

“Where Children are the Priority”

PARENT & STUDENT GUIDE For 2018-2019 GRADES K-8

Revised June 7, 2018

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July 2, 2018

Dear Parents, Students and Friends of Hearn Academy:

Welcome Back to School:

We are excited to begin the 2018-19 school year with a traditional event: **Meet the Teacher Night** will be held on **Tuesday, July 31, 2018 from 5:00-7:00 p.m.** This evening is a fun event for the whole family; please mark your calendar and plan to come. Next year is just a summer away....Meet the Teacher Night is an opportunity for you to come to school and meet your child's teachers personally, pick up school material, have a tour of the campus and sign up for some outstanding after school activities.

Welcome back to all of our families and friends of Hearn Academy; we always enjoy seeing all the familiar faces of our terrific parents and students who return to Hearn Academy each year. At this time, we want to also extend a warm welcome to our new students and their families as well.

Drop off and Parking:

Students begin classes on Thursday, August 2nd this year. We ask that parents begin drop off no earlier than 7:45 a.m. If you have a younger student or wish to park on the first day of school; the lot at Stone Creek Bible Church on the corner of Grover's and 7th Avenue can be used as a temporary parking area. Please do not stop, get out of your car, or impede the flow through the one-way drive in front of our school.

Parking and the parking lot protocols are always a challenge for our school because students are driven to school by private transportation. Again this year, please follow the Parking Lot Guidelines in order to help us serve you better. Patience and courtesy are the foundations of an efficient student drop-off in the mornings and pick-up in the afternoons. Thank you for your ongoing support in this very important area.

Academic Excellence:

The 2018-19 school year promises to be an excellent one; Hearn topped the Arizona Merit scores for our local schools and we look forward to the state rating our programs as an "A." Stay tuned for more information about your child's academic success. Hearn Academy "where children are the priority."

Cordially,

Gaye Garcia Leo, Ph.D.
Principal, Hearn Academy

MISSION STATEMENT

Our mission at Hearn Academy is to provide a high quality education that emphasizes core academic excellence delivered in a nurturing partnership, where parents, students and staff work together to form a successful educational program.

Admission Policy

Admission is not limited based upon ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language or athletic ability.

Compulsory Age

Students who are between the ages of six (6) and sixteen (16) must be in attendance at school unless specifically exempted by law. Any person who has custody of a child shall choose a public, private or home school to provide such instruction.

For a student to enroll in Kindergarten, he/she must be five years of age by September 1st of the current school year.

Enrollment

In order to enroll in school, parents/guardian must provide:

- A certified copy of the child's birth certificate
- A completed copy of all enrollment forms
- Release of Records from the school previously attended
- Current immunization records
- Signed withdrawal notice from the previous school
- Student Residency Form with copy of ID matching address student has been registered with or on file.

Open enrollment is annual. Since new enrollment is on a space available basis: a case by case review is needed. Typically, our enrollment window begins on January 30th and closes the first week of August when school begins.

Exclusions

The Arizona Ball Charter Schools will not enroll a student who is on suspension from another school. A student who has experienced difficulties at another school and is in process or has been assigned to an alternative school will not be considered for enrollment until the alternative school placement has been completed and the student is eligible to return to the home school. A student who is in the process for expulsion or has been approved for expulsion will not be enrolled.

Arizona Early Intervention Program (AzEIP)

AzEIP assists eligible families and children birth to 3 years old with special developmental and health care needs. They provide a comprehensive, coordinated, community-based service delivery system. Call (602) 532-9960 for the phone number and location of your closest AzEIP office.

McKinney-Vento Homeless Educational Assistance

Every state is required to have a coordinator for the education of homeless children and youth, and every school district is required to have a liaison for homeless students. These individuals will assist you with the implementation of the McKinney-Vento Act. To find out who your coordinator is you may come to the school or call us and we would be glad to speak with you and direct you to the liaison.

Student Health

Health supervision is provided in order to identify students whose health problems may now, or in the future affect their education. Parents/guardian is requested to notify the health office or school secretary if a student has a health problem.

The health office does not diagnose illness. If your child presents any symptoms of something detrimental to themselves or others, you will be contacted to pick your child up to be seen by your health care provider or doctor. If your child is contagious a release note needs to be provided by the doctor before your child may return to school. Students may not attend school if they have been vomiting or running a fever in the last 24 hrs. or require medicine to avoid these symptoms.

Parents/guardian must make arrangements to have either a parent/guardian or neighbor available at all times to pick-up a child that is ill. Because it is occasionally necessary to contact parents/guardian, **we ask that you update our records whenever you have a daytime phone number change.**

If both parents/guardian are out of town or unavailable, a letter designating the person who will be responsible in case of an emergency must be on file at the school. Complete immunization records must be on file with the school health office before a child may attend.

Medication

The Health Office will administer over-the-counter and prescription medication in the school setting in accordance with the Arizona State Board of Pharmacy. Any medication must be brought in by the parent/guardian in the original bottle to the health office.

- For prescription medication, plus non-approved FDA medication such as essential oils and herbal medication there must be a written order from the physician stating the name of the medication, the dosage, the time and the reason it is to be administered.
- There must also be written permission from the parent for the medication to be administered at school. This form can be picked up in the Health Office.
- The medication must be in the original prescription container labeled by the pharmacist or in the original container with all warnings and directions intact.
- Only medications which are needed to treat existing ailments are stored at school.
- When a physician feels it is necessary for the student to carry and self-administer his/her own inhaler, the physician will provide written recommendations which are to be attached to the signed parent/guardian permission note. The parent/guardian must provide written permission for the student to self-administer and carry the inhaler. Paperwork is available in The Health Office.
- The school reserves the right to circumscribe or disallow the self-administration of medication on school premises.
- Medications such as Tylenol, Ibuprophen, and Itch Creams will be dispensed to students who have written permission from a parent/guardian to receive medication at school as needed for a maximum of three consecutive days.
 - In order to minimize the possibility of a drug overdose, non-prescription medications, including acetaminophen, will not be dispensed to students during the first and last hours of the school day unless with verbal parent approval, at the time. Aspirin will not be given at school unless prescribed by a physician.
 - No student can carry medication including over the counter medications such as throat lozenges, cough drops, vitamins, etc. and must be checked in at the Health Office to be locked in the cabinet.
 - Any medication left after the last day of school will be discarded.
 - Medication will not be given at school unless the dosage is at least 3 times a day or at the time to be given is during the school day. The nurse will not give medications that can be given during home hours.

Lice

Please notify the health office if lice is found in your child's hair. This information will always be kept confidential. If your child is found to have lice they need to be cleared with the health office and get approval to return before they go to class. Hearn Academy is a lice free and nit free

school. Please speak to your child about not sharing hats or hair accessories to help prevent the spread of lice.

ACADEMIC INFORMATION

Curriculum

The program of study at the Arizona Ball Charter Schools is designed to best prepare students for success and high achievement. Ball Charter Schools teach to the Arizona State Standards in all core classes (mathematics, language arts, science, social studies). Specials classes (Physical Education, Music, Chinese, Art, Technology and Math Enrichment) also teach to the Arizona State Standards in their respective area. The Arizona State Standards provide the frameworks for the Ball Charter School curricula.

The instructional environment is designed to challenge students to achieve their best in the core curriculum areas of language arts, mathematics, science, and social studies. Efforts for individualization are accomplished through differentiated grouping for math, reading and writing. Students are assessed and encouraged to move ahead in academics based on ability level. Official advanced placement classes are offered for all grades in math, writing, and reading. Instructional materials and resources include: textbooks, consumables, manipulatives, supplemental materials and computers. The internet is used to provide computer-based experiments, research, remediation, and enrichment.

Note to Parents

Our new curriculum includes soft cover materials. Students will be supplied one copy at no cost. If materials are lost, stolen, misplaced or damaged, the student will be responsible for the cost to repurchase the materials.

Instruction

All classroom instruction is focused on teaching to mastery, and on the needs of the individual child. Therefore, instructional methods will vary depending on the learning styles of the students. Manipulatives are used for concept development in mathematics in grades K-5. Individual tutoring opportunities may be provided for those individuals requiring additional assistance.

Grading

The Arizona Ball Charter Schools uses the following percentile grading scale:

K -2nd Grade

O-Outstanding

S-Satisfactory

N-Needs Improvement

U-Unsatisfactory

3rd-8th Grade

90th to 100th Percentile = A, Outstanding

80th to 89th Percentile = B, Very Good

70th to 79th Percentile = C, Satisfactory

60th to 69th Percentile = D, Having Difficulty

0 to 59th Percentile = F, Serious Difficulty

Principal's List:

K-8th - A's in all classes, including specials, and no suspensions.

Honor Roll

Kindergarten – 2nd grade: All O's and S's (including specials grades)

3rd – 8th grade: All A's and B's (including specials grades)

Junior Honor Society:

4.0 GPA for two quarters (Teacher may recommend students with a 3.9 GPA)

Homework Guidelines

The minutes listed below are nightly averages and may fluctuate.

Kindergarten: 30 minutes

4th Grade: 35 minutes

1st Grade: 30 minutes

5th Grade: 45 minutes

2nd Grade: 30 minutes

6th Grade: 45 minutes

3rd Grade: 30 minutes

7-8th Grade: 60-120 minutes

For grades kindergarten through 5th, students are expected to read 20-30 minutes each night and record the minutes on a reading log or in the student's agenda.

Assessment

In-coming kindergarten children and their parents/guardians will meet with the assessment coordinator prior to the school year to administer a screening test. During the first weeks of school, teachers will determine classroom instructional placement for each student in language arts and mathematics to attribute to differentiated learning. Placement may be determined in a variety of ways: informal reading inventories (IRI), textbook placement tests, Galileo ATI benchmark tests, or other criterion referenced tests.

Multiple assessments for each objective are available in the developed language arts and mathematics curricula. These assessments include multiple choice, enhanced multiple choice, and performance assessments. Mastery of some performance objectives may be measured by teacher observation. Assessments will be used to determine mastery at the end of instructional units and/or the grading period, and will be used in reporting to

parents/guardians. These assessments may be used to better meet student's needs and learning styles.

As part of Hearn Academy's assessment model, students in grades 1-8 are given Galileo tests three to five times a year. Galileo tests are assessed online and are aligned to the Arizona State Standards. Teachers utilize the data to target academic goals to align with student needs in language arts, math and science. Additionally, parents are able to access their child's growth throughout the school year through the student's Galileo portal.

Arizona Ball Charter School students in grades 3-8 take the AzMerit in ELA and mathematics. Students in 4th and 8th grade also take the AIMS Science assessment. The results of these assessments are part of the Arizona Schools Report Card.

Child Study

A parent or teacher who has concerns that an individual student is not making adequate progress may call or request a meeting with teachers or staff to discuss strategies and express specific concerns.

Special Area Classes

Hearn Academy is pleased to provide 6 special area classes to all students. These classes include: Music, Chinese, Art, Physical Education, Math Enrichment and Technology. These classes are a part of Arizona State Standards and are, in most cases, mandatory for all students.

Extra-Curricular Activities

Arizona Ball Charter schools offers its students an opportunity to further their educational endeavors during after school hours. Various clubs and sports are offered to our students.

National Junior Honor Society

The purpose of the Hearn Academy Chapter of the National Junior Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage citizenship. Membership is an honor bestowed upon 6th, 7th and 8th grade students selected by majority vote of the faculty council and is based on outstanding scholarship, character, leadership, service and citizenship.

Sports

Athletics offered at Hearn are sponsored through the Charter Schools Athletic Association or CAA. We offer the following activities at Hearn Academy starting in 5th grade; co-ed flag football, girl's volleyball, boy's and girl's basketball along with other activities. Age levels being served varies by sport and/or activity. Students are required to maintain no

less than a grade of C- in all classes to maintain team eligibility. Failure to maintain academic standards will result in suspension/expulsion from the team. Grade checks will be conducted by coaches to verify eligibility to play. If an athlete receives a referral that requires disciplinary action the student will not play in the next scheduled game. If a student misses more than half a day of school due to illness the student will not be allowed to participate in practice or a game the same day.

Before students participate in after-school sports, a physician administered physical is required. If you have any questions, you can reach our Athletic Director, Shane Ehnes at: Sehnes@BallCharterSchools.org.

Before & After School Activities

Clubs are offered after school and will require a paid Activity Fee. Some vendors also offer after school programs at a nominal cost as well. Karate, dance, and Yoga are among those activities. Grades K-5 have athletics and intramurals available and additional opportunities for sports and activities through the City Parks & Recreation Department. We will post information on our web site and in the office as it becomes available. Only students who have paid club fees and are in good academic/behavioral standing are allowed to attend these events or meetings. **Students may not bring outside guests to after school events. Students must be accompanied by an adult to all sporting events and all other school activities. If a student is absent from school they may not be allowed to participate in activities.**

Attendance Policies

Attendance of 90% is required in each assigned class. Classes missed due to school activities, i.e., field trips, performances, etc., are excluded. Administrators are authorized to excuse additional absences for extended illness. In such cases, students and parents/guardians are responsible for completion of missed work. Unexcused absences from any class may result in being dropped from enrollment by the State of Arizona.

Absences are classified as follows:

1*

Excused Absences include doctor and dental appointments that cannot be made outside school hours, illness, family emergencies (death, etc.), school related activities, major religious holidays of the family's faith, and other necessary and justifiable reasons excused by school administrators. These absences have to be reported by the day of return to be counted as excused. Student absences may be reported by (1) contacting the attendance clerk or messaging system prior to an absence (2) calling on the day of the absence before 10:00 a.m., or (3) sending a parent or guardian issued note.

2*

Unexcused Absences – Unexcused absences are any reasons that have not been excused as defined above and may result in after school detention. Students will be required to complete make-up work.

When a student is out for 3 or more days due to illness/injury they will be required to have a doctor's note/release. Doctor's note/release will be required by the Health Office prior to the student returning to school.

Should a student accumulate a 10% or more absence rate, grades may be withheld and student may be pulled from enrollment. All excused absences may be reviewed by the administration and are subject to administrative approval.

Students grades (K-2) that arrive to school at 10:55 am grades (3-8) 11:20 am or later will be marked for a full-day absence.

If a student does not attend school they are not allowed to attend afterschool activities. If a student is late to school they may not be eligible to attend events that take place during the day or after school.

School attendance is not only a good habit, but state law requires it. Arizona State Law (15-802.A,15-803.E) requires every person who has custody of a child between the ages of 6-16 years shall make sure that child attends school for the full time school is in session unless unable to attend due to illness or another legitimate reason.

To encourage and improve school attendance, Hearn Academy has implemented a truancy program in partnership with Maricopa County Juvenile Court. This truancy program is called C.U.T.S (Court Unified Truancy Suppression). We will be tracking attendance very closely. Your child is expected to be at school everyday, unless there is an excused reason not to be. An absence is defined as a minimum of one missed class period per day. An unexcused absence will count as a truant day as defined by law. A student is "habitually truant" if he/she has 5 or more unexcused absences from school or is absent more than 10% (18 days) of the required number of school days per year whether the absence is excused or unexcused.

When a student has 5 or more unexcused absences or 19 excessive absences excused or unexcused, the student can be cited to the C.U.T.S program through the juvenile court. The hearing will be held at the Juvenile Court Facility. Both parent(s)/guardians and the child will be expected to appear at the hearing. Consequences at the hearing may include the following: required attendance of the parent/guardian and the child at an educational class (to be held on Saturdays), work hours assigned to the child, counseling, etc. The parent/guardian will be assessed \$50-\$300 Diversion fee. Failure to complete these consequences may result in the prosecution of the child at the Juvenile Court. If you, as a parent/guardian, receive a citation and are convicted, it is a Class 3 misdemeanor punishable by jail time and/or fine.

The education of your child is extremely important to us. This program is another way that Hearn Academy is working with the community to ensure a quality education for all students.

Tardy Procedure

Being in class on time is critical to your child's learning. We expect all students to be in class prior to the class start time and prepared for school. If a child is habitually late to school, a parent meeting will be requested.

When 4th -8th grade students have had 5 unexcused tardies during a month, he/she will be required to serve a detention after school. Detentions will be given for each subsequent 5 tardies in that quarter. Examples of excused tardies, include medical appointments (doctor's note required), emergencies as excused by the principal, etc. Examples of unexcused tardies include lost clothing, alarm clock malfunction, car pool problems, etc. Persistent tardiness will result in a parent/guardian, teacher, principal conference and further action will be taken.

In general, parents/guardian should have students adhere to the following:

- Be prompt to class
- Sign out student prior to leaving campus.
- Report to classes first and obtain permission from the teacher to leave class for any reason
- Report directly and immediately to the Health Office upon arriving late to school
- Have all absences excused by parent/legal guardian on the day of their return to school
- Ask for make-up work missed for absences

Student Drop off and Pick up

Drop-off of students begins at 7:45am and class begins at 8:10am. If a child arrives prior to 7:45am the parent will be called to remind them of earliest drop off time unless enrolled in Husky Club. **If a child repeatedly arrives on campus early, the parent will be required to enroll the child in Husky Club and pay the required morning care fee of \$15.00 per day.** If your child arrives late, they will go to the Health Office to be issued a Tardy Slip.

Pick up occurs at different times. Your child's teacher will give you your location for pick up along the pick up curb. **Please do not come early!** Each grade pick up time takes approximately 5 minutes. Please remember to pick up your child(ren) only in designated areas and drive cautiously. Be aware that no parking or leaving a car unattended at the

curb is ever allowed during drop off and pick up time. **Do not drop your children off on the curb at 7th Avenue.**

Students are not allowed on campus outside of school hours (7:45am-3:30pm) unless they are in Husky Club or are signed in for a campus activity or a before/after school project.

Your child must be picked up promptly after school. The front office is not a waiting area for students. **If a parent has not picked up their child within 10 minutes of dismissal, the child will be taken to Husky Club and the parent will be responsible to pay for the fees incurred.** In the event that a child is not picked up and no phone call is received within one hour of the child's release and emergency contacts cannot be reached we will be required to contact CPS. If it is a repeated pattern we will be required to contact the Police or CPS.

Parents/guardian of students, please make sure you discuss your child's pick up arrangements in advance with your child to avoid confusion at pick up time.

Skateboards

Students may not ride skateboards, scooters or roller shoes on the school premises. If students are found riding skateboards, scooters or shoes with rollers on school premises, they will be confiscated.

Bikes

Bikes are allowed on campus, but students will be parking them at their own risk. **All bikes must be locked.** Locks are to be provided by the student. Bikes must be removed from school premises every night. Bikes must be walked when entering and exiting school premises.

Personal Electronic Devices

Personal electronic devices (IPODs, PSPs, MP3s, Gameboys, etc) or any other devices are not to be brought to school at anytime. If students are found using these items on school premises the item will be confiscated, labeled, and put into locked storage for pick up after school. Parents are required to pick up items at the end of the day. The same rule applies to any school events during or after school (field trips, dances, athletics, etc). See discipline guidelines for consequences of violating this policy. School is not responsible for lost, stolen or confiscated items.

Cell Phones

Phones are to be powered off before entering school premises and must be placed in the student's backpack and may not be taken out again until after dismissal past the front

gates and with teacher approval on school premises. Texting, phoning, picture taking, video taking and other activities are not allowed on campus or at school activities (field trips, dances, athletics, etc.) A school phone in the office is available for student use prior to leaving campus and a classroom phone is available for use with teacher permission.

Phones that are seen, powered on or suspected of being powered on or used while on campus will be confiscated and a parent will be required to pick up the phone on the 2nd offense.

Parents/guardians are to pick up confiscated phones at the end of the day. Phones will not be released to the student. If inappropriate, lewd or bullying activities have taken place with a phone at school, police may be notified.

Valuables

Personal valuables are not to be brought to school. This includes fidget spinners, yo-yo's game cards (pokemon, yugi-o, sports etc), toys, stuffed animals, jewelry that is not worn, etc. If these items are seen, they may be confiscated. School is not responsible for lost or stolen confiscated items.

*Only on special Administratively Approved days can students bring such items to "Show & Tell" or use during a school sponsored event or reward activity.

Backpacks

There will be no rolling backpacks allowed in hallways due to safety.

Lunchroom Program

Menus are sent home monthly to allow students to select their breakfast and/or lunch option. The cost for breakfast is \$1.70 per day and lunch is \$2.95 per day. Students are required to prepay for their meal selections with their order. Payment can be made by cash, check or credit card by contacting the Nutritional Services Director at: 602-896-9160 Ext. 201 or with a debit card through www.myschoolaccount.com. In addition to paying for your child's meals you can check your child's account balance, set up for a low balance alert, and access other information through this website.

If your child brings lunch, please send it with them in the morning and provide them with the necessary utensils. In the event a child forgets to bring their sack lunch, we will ask them to contact the parent to either bring them lunch or authorize the student to receive an alternate meal of two fruits and a milk at \$1.00 or if available a school lunch at \$2.95. The amount will be charged to the students account and is due the following school day. Please do not make it a habit of dropping off lunch after school begins. We will not disrupt class instruction for students to pick up lunches in the office.

The lunchroom has microwaves available to students **for reheating purposes a maximum of 3 minutes per student is allowed.** Please talk with your child about appropriate items to be reheated in a microwave and the prescribed heating times for foods and to not put aluminum foil or any metals in the microwave. Please do not send frozen items or items that take more 3 minutes to reheat (**no popcorn packets are allowed**). If a student does not comply with the rules for microwave use, their privileges will be revoked.

No carbonated beverages or Energy drinks are allowed in the lunch room. If a child brings an item that is not allowed, it will be confiscated.

Meal Charge Policy

Menus are sent home monthly to allow students to order breakfast and lunch and to allow for parents to pay for meals in advance. Unpaid meal charges are time consuming for staff and embarrassing to the students. It is possible to track your student's meals at www.myschoolaccount.com. Here you can set up your account to notify you of low balances to avoid negative balances.

All balances both negative and positive roll over from the previous school year. The unpaid meal policy is as follows:

- 1) The cashier will notify the student that their account is in the negative and they need money on their account. A phone call or a letter to the parent will alert them that they need to pay the lunch account in full and also for any future meals the student will be eating.
- 2) The student will be allowed to have 3 meals, either 3 lunches, 3 breakfasts or a combination of lunch and breakfast. Students who have exhausted their charges are then provided two fruits and a milk as an alternative meal. They are allowed to receive up to 3 alternate meals before they are cut off. Parents will then be responsible for sending money or a sack lunch for their child.
- 3) If you have turned in a Free and Reduced Meal Application and have not been notified of your child's status, you will be charged full price for their meals.
- 4) Meals are to be paid in advance.

School Health and Nutrition Program

Arizona Nutritional Standards became mandatory effective July 1, 2006 for grades K-8. For complete policy guidelines you can visit the Arizona Department of Education website www.azed.gov/hns. Hearn Academy does follow both state and national guidelines as required.

Any snacks that are brought in for classmates must be store bought and sealed. No homemade food is allowed to be distributed to the students. Carbonated beverages are not allowed to be brought to school by students and will be confiscated. **Parents bringing lunch to their child may not bring carbonated beverages on campus.**

When sending items to recognize your child's birthday, please send an item from the healthy Snack List below. **No Cupcakes will be allowed.** In the event cupcakes are sent they will not be distributed.

Healthy Snacks to share in the Classroom

1. Precut Fruit
2. Precut Veggies
3. Unsweetened Craisins / Raisins
4. Motts /Dole fruit cups In fruit juice
5. Motts/ Dole squeezables
6. Unsweetened apple sauce
7. Del Monte fruit cups with no added sugar
8. Fruit leather
9. Cheese sticks / String cheese
10. Gogurts (Frozen)
11. 100% Fruit juice
12. Smartfoods Popcorn
13. Baked Chips
14. Veggie Straws
15. Pop Chips
16. Baked Tortilla Chips (*not spicy*)

17. Lays baked chips
18. Doritos
19. Whole grain Pretzels
20. Rice Cakes
21. Popped Wheat Thins
22. Whole Grain Goldfish
23. Cheeze-It crackers
24. Graham crackers
25. Animal crackers
26. Nutri grain Bars
27. Cereal Bars
28. Kashi TLC Granola Bars
29. Kashi chewy bars
30. Nature Valley Granola bars
31. Quaker Chewy granola bars
32. Belvita Biscuit
33. BeneFit bars
34. Betty Crocker oatmeal bars
35. Pepperidge Farm Whole grain Giant goldfish
36. Welch's fruit snacks or fruit snacks made with real fruit or juice
37. Cereal that can be eaten by hand. Cheerios, Chex, Kix, Life, Crispex
38. Whole Grain choc chip cookies (Buzz Strong)

Food Allergy Policy

Hearn Academy is not a peanut free school. If your child has a peanut allergy, you will need to complete the peanut free release form with the nurse and provide all snacks your child receives at school. There is a peanut free table provided in the lunchroom.

Annual Notification Regarding Student Records

The Arizona Ball Charter School Board has established 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' and students' rights to the privacy. These policies and procedures are in compliance with:

- ❖ The Family and Education Rights and Privacy Act; Title 20 United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 CFR, Part 99) issued pursuant to such act;
- ❖ The individuals with Disabilities Education Act; Title 20, United States Code, Sections 1412(2)(D) and [417c; and the Federal Regulations (34 CFR 300.560-300.574) issued pursuant to such Act; and Arizona Revised Statutes, Title 15 Section 141.

Student educational records are collected and maintained to help in the instruction, guidance, and educational progress of the student; to provide information to the parents/guardians and staff; to provide a basis for the evaluation and improvement of school programs; and for legitimate educational research. The student records maintained by the school may include-but are not necessarily limited to-identifying data; report cards and transcripts of academic work completed; standardized achievement test scores, attendance data; reports of psychological testing; health data, teacher or counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are maintained in the office of the Arizona Ball Charter Schools under the supervision of the principal, and are only available to the staff and teachers working with the student. If your son/daughter should transfer to another school these records will be sent to the new school upon your signature. Otherwise, records are not released to most agencies or persons without prior written consent by an authorized person.

You have the right to inspect and review any and all records related to your child, and request a listing of persons who have reviewed or have received copies of the information. Parents wishing to review their children's records should contact the school secretary to schedule an appointment. School personnel will be available to explain the contents of the records to you. Copies of the student educational records will be made available to parents when it is practical for you to inspect and review the records at the school. Charges for the copies will be actual costs of copying.

If you believe information in the record file is inaccurate or misleading, you have the right to request that a correction be made. If at any time an agreement between the principal and parent cannot be reached you may request a hearing.

You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for two years after the date your child was last enrolled in the school.

Federal Law also permits a parent to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., if you feel the school is violating public school records policies and statues.

Classroom Observations

As a parent, you are welcome to visit our classrooms. At Hearn Academy, we are very proud of the learning environment in every classroom. Please observe these rules governing visitation:

1. Call in advance to set up the appointment.
2. Upon arrival, sign in and pick up a visitor's pass in the office.
3. Observe quietly, from the location designated by the teacher (do not interact/disrupt the students or teacher).
4. Observations are limited to 15-20 minutes. In accordance with statute, Hearn Academy will not allow interference or interruption of the educational setting.
5. Visitors must sign out after each observation if they are doing more than one.

Required Uniform Dress Code

- **Examples of proper school uniforms are on our Web site: www.hearnacademy.org**

Hearn Academy believes that appropriate dress and grooming contribute to a safe and productive learning environment. Students are required to show proper attention to personal cleanliness, neatness, and conservative standards of dress and appearance. We strive to create a safe environment in which each student can focus on learning, develop an awareness of others, develop character, self-esteem and good citizenship skills, respect and self-discipline. Student dress standards also promote a positive image of the school within the community and encourage students to uphold and enhance that image.

Uniforms must be worn at all times. This includes field trips, ½ days, and picture days (school authorized exceptions may occur). All students will be checked at the beginning of class for uniform compliance. No clothes are to advertise alcohol, tobacco, gangs, drugs, or contain rude or offensive words or images. In the event of a uniform violation the following actions will take place:

1st occurrence- Note home, call parent and change of clothing from nurse if available.

2nd occurrence same issue- Parent/guardian will be called to bring change of clothes.

3rd occurrence same issue- Parent/guardian to make immediate arrangements for student pick up.

Collar Polo Tops:

Colors: primary red, white, black, navy, and baby blue with no emblems, pockets or striping of any kind.

Style: short or long sleeve collar polo style shirt with no more than 3 buttons down the front is mandatory.



Clothing that may be worn in **combination** with a polo shirt:

- Uniform top colored sweaters, sweatshirts, pull over sweater vest, turtlenecks, long sleeve t-shirts, and undershirts with no emblems or words. The collar of the polo shirt must be visible under the over garment at all times.
- Articles not meeting these requirements will not be permitted in the classroom.

Docker Style Bottoms:

Colors: Khaki, Navy, and Black

No cargo pants, leggings/Ponte, form fitting pants, **any pants with rivets are considered a non-uniform** pant style. Shorts/skirts must be no more than 3 inches above the knee



**** All clothing is to fit properly (not too tight or too loose), be in good condition with hemmed seams, and may not be ripped or torn. No lace or rhinestones are permitted on any uniform clothing. Please be aware that many times, items purchased in the uniform section does not meet our requirements. If the items you are purchasing are questionable, please check with a staff member prior to purchasing.**

Cold Weather Outerwear Jackets/Sweaters/Sweatshirts:

K-5th grade out of class attire: Students may wear non uniform color jackets to and from school and outside the classroom. (They may not have inappropriate pictures, words or any item deemed inappropriate for a school setting).

In-class attire: Students may wear jackets, sweaters, or sweatshirts for warmth. Undershirts must be navy blue, powder blue, black, white or primary red.

6th-8th grade students may wear jackets, sweaters, or sweatshirts in the building as long as they are solid uniform colors and comply with uniform standards. There will be no non-uniform jackets, sweaters, or sweatshirts allowed to be worn inside.

Footwear:

- **Tennis shoes with Rubber soles are mandatory everyday for safety reasons** (no heelies, clogs, wedges, boots or sandals, etc.) No exceptions for special dress days such as PJ day. Administration & P.E. will have the final approval.
- Shoes must provide substantial support for P.E. and is designed specifically for athletic use. These shoes may incorporate a variety of rubber soles and styles, but their primary function is to support and control the foot during athletics type events. Shoes should not extend past the ankle and no hiking shoes are to be worn. Class policy is if a student is not wearing the required shoes the student will not be allowed to participate in class. If a student comes to class 2 times during a quarter (4 per semester) with inappropriate shoes their grade will be dropped by one letter grade. The physical education teacher will make the decision if a shoe is appropriate for class or not.
- Shoes & Shoelaces must match
- Socks must match and be solid color with the exception of a small logo (any logo or design that is smaller than a 3" x 3" area.
- Plain, solid uniform bottom correct foot-less tights and leggings may only be worn with socks and under jumpers/skirts for warmth. They must be long enough to meet the socks.
- Leggings may never be worn as pants.

Accessories:

- No hats, hoods, gloves or scarves are to be worn inside any building but may be worn outside for protection from elements
- No sunglasses are to be worn indoors
- A belt is optional and may only be solid black or brown with a standard buckle and must be worn through all pant loops with no excess belt hanging from the loops
- No body piercing jewelry except the ear lobes
- No ear expanding
- Earrings may not be larger than a ½ inch hoop or hang longer than ½ inch from the bottom of earlobe
- Jewelry, if worn, must be kept minimal and shall not consist of safety pins, paperclips, chain connectors or any form of stud or spike and no offensive language or logos.
- No sweatbands (head or wrist), bandanas wrapped around forehead or neckties
- Ankle bracelets are not permitted

- Any item that becomes an interruption in the learning process may be taken away
- No temporary or Henna tattoos
- Make-up should be kept minimal and no excessive amount, or bright colors should worn.

Hair:

- Hair must be clean and may not be dyed an unnatural color and not have excessive streaking.
- Excessive hairstyles that call attention to the individual or disrupt the learning process will not be permitted i.e. mohawks of any length or spikes, hair may not have any razor cutting designs i.e. numbers, designs etc.
- Hair accessories should be minimal. No excessive size hair accessories will be allowed.

**Due to changing dress/hair trends attire/grooming is not limited to the above. Staff will refer questionable attire/grooming to the administration for the final determination.

Optional Friday Attire:

Jeans: Must fit properly, not be torn, ripped, distressed, destroyed, low riding, too tight or baggy and must follow the uniform restrictions. Cannot be cut off or rolled up. Only blue or black jeans with no writing are permitted.

Tops: Uniform polo top, Hearn Husky shirt or any Hearn issued club shirt.

Dress Down Day:

All clothing is to adhere to the uniform dress code. Tank tops must have straps that are a minimum of three fingers wide. No yoga/stretch pants, leggings or other form fitting clothing are allowed. Tennis shoes are still required on dress down days.

Student Conduct and the Discipline System

Our school is first and foremost a place for learning. Each student shares in the responsibility for making the school a safe, orderly and pleasant place in which everyone can effectively function. Every student has the right to learn without interference from others. The school and classroom rules have been developed to protect that right.

The discipline system has multiple layers designed to allow the teacher to address issues in a positive, proactive manner wherever possible. First, each teacher has expectations for classroom behavior and general procedures. Each teacher has class rules, rewards and consequences posted all year. In addition, teachers remind students of what good behavior looks like with a series of “teach to” lessons posted all year. Second, each teacher uses a refocus program which allows the student time to reflect upon his or her

actions in a setting away from where the behavior occurred. The child may be assigned to another teacher’s classroom or the PASS Room. If a child is assigned to the PASS Room they will be assigned work by their teacher and may participate in performing community service such as assisting in the lunch room, campus cleanup and/or other community service based projects. Third, if the student does not show improvement in his or her behavior and disruption continues while reflecting on the behavior, the teacher may refer the student to the office for the parent to be contacted for pick up.

Teacher can assign appropriate consequences at the teacher level before writing referrals and parents/guardians will be notified.

Arizona law expects the school holds students accountable for their behavior at any time they are on school grounds and on the way to and from school-not just when classes are in session. The list of categories and range of consequences are not intended to be all-inclusive. **At the discretion of the administrator, severe and repeat offenses may result in more severe penalties being implemented. The most common type of Discipline violation is disruptive behavior in the classroom. If a student has repeat offenses of this behavior, the parent will be contacted to meet before the student will be permitted back to the classroom.**

Staff may use reasonable necessary restraint methods to control or remove a violent or highly disruptive student. Students who receive conduct referral forms may be excluded from extra-curricular activities at the discretion of the administrator and teachers. These exclusions will include such things as class trips, sports, and special occasions which require good conduct. Husky Club will not accept any student that has been suspended or expelled suspensions in/out of school can result in expulsion.

These rules of behavior are also in effect at after school activities and Husky Club.

Incident	1 st Referral	2 nd Referral	3 rd Referral
Arson *a structure **an occupied building	<ul style="list-style-type: none"> ▪ Long Term Susp. ▪ Expulsion ▪ Restitution 	<ul style="list-style-type: none"> ▪ Expulsion ▪ Restitution ▪ Police contact 	<ul style="list-style-type: none"> ▪ Expulsion ▪ Restitution ▪ Police contact
Disruptive to the Learning Environment Disrespect/Defiance towards authority /Insubordination	<ul style="list-style-type: none"> ▪ Administrative Conference & Parent Contact 	<ul style="list-style-type: none"> ▪ Parent contact to meet before student returns to the classroom. 	<ul style="list-style-type: none"> ▪ Detention(s) ▪ Suspension(s) ▪ Expulsion)
Uniform Violation	<ul style="list-style-type: none"> ▪Parent contact Change clothes from nurse if available 	<ul style="list-style-type: none"> ▪Parent to bring a change of clothes for student 	<ul style="list-style-type: none"> ▪Child Sent Home
**Drugs, *Alcohol, *Over counter drugs and *Tobacco (use, possession, under the influence,	<ul style="list-style-type: none"> ▪ Suspension. ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Expulsion 	

and sale or distribution of Including Paraphernalia			
Electronic Devices (cell phones, mp3, CD, etc)	<ul style="list-style-type: none"> ▪ Confiscation, Parent/Guardian contact 	<ul style="list-style-type: none"> ▪ Confiscation/Parent/Guardian contacted and required to Pick-Up 	<ul style="list-style-type: none"> ▪ Confiscation/Parent/Guardian Pick-Up ▪ Up to Five (5) Day Susp. • Loss of Privilege for 1year
Gang Activity or Affiliation	<ul style="list-style-type: none"> ▪ Administrative Conference ▪ Detention(s) ▪ Up to Five (5) Day Susp. ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Up to Long Term Susp. ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Long Term Susp. ▪ Expulsion
Intent to Harm with an Object	<ul style="list-style-type: none"> ▪ Detention(s) ▪ Suspension ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Up to Ten (10) Day Susp. 	<ul style="list-style-type: none"> ▪ Up to Long Term Susp. ▪ Expulsion
Leaving Campus without Authorization	<ul style="list-style-type: none"> ▪ Up to One (1) Day Susp. 	<ul style="list-style-type: none"> ▪ Up to Three (3) Day Susp. 	<ul style="list-style-type: none"> ▪ Up to Five (5) Day Susp.
Leaving Class without Authorization	<ul style="list-style-type: none"> ▪ Detention(s) 	<ul style="list-style-type: none"> ▪ Detention(s) /Susp ▪ Up to One (1) Day 	<ul style="list-style-type: none"> ▪ Up to Three (3) Day Susp.
Lewdness	<ul style="list-style-type: none"> ▪ Detention(s) ▪ Up to Five (5) Day Susp 	<ul style="list-style-type: none"> ▪ Up to Ten (10) Day Susp. 	<ul style="list-style-type: none"> ▪ Up to Long Term Susp.
Physical Misconduct	See categories below:		
Horseplay/Roughhousing /Unintentional Harm/*Endangerment	<ul style="list-style-type: none"> ▪ Administrative Conference ▪ Detention(s) 	<ul style="list-style-type: none"> ▪ Detention(s) ▪ Up to One (1) Day Susp. 	<ul style="list-style-type: none"> ▪ Detention(s) ▪ Up to Three (3) Day Susp.
*Fighting	<ul style="list-style-type: none"> ▪ Suspension(s) ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Suspension(s) ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Suspension(s) ▪ Expulsion
Incident	1 st Referral	2 nd Referral	3 rd Referral
*Assault **Aggravated Assault	<ul style="list-style-type: none"> ▪ Suspension(s) ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Suspension(s) ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Suspension ▪ Expulsion
Plagiarism/Cheating Forgery/Falsification	<ul style="list-style-type: none"> ▪ Detention(s) ▪ Loss of Credit 	<ul style="list-style-type: none"> ▪ Detention(s) ▪ Up to Five (5) Day Susp. ▪ Loss of Credit 	<ul style="list-style-type: none"> ▪ Up to Long Term Susp. ▪ Loss of Credit
Public Display of Affection	<ul style="list-style-type: none"> ▪ Verbal Warning 	<ul style="list-style-type: none"> ▪Parent contact ▪Detention 	<ul style="list-style-type: none"> ▪Parent meeting ▪Suspension

Refusal to Follow Required Course of Study/Not completing work/Not completing work on time	<ul style="list-style-type: none"> ▪ Administrative Conference ▪ Parent contact 	<ul style="list-style-type: none"> ▪ Child Study ▪ Academic Plan ▪ Off grade suspension 	<ul style="list-style-type: none"> ▪ Up to Expulsion ▪ At home suspension to complete work before returning to school
*Sexual Misconduct/Indecency/ *Sexual Harassment **Sexual conduct	<ul style="list-style-type: none"> ▪ Detention(s) ▪ Suspension(s) ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Suspension(s) ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Suspension(s) ▪ Expulsion
Skipped After School Detention	<ul style="list-style-type: none"> ▪ Make up Detention 	<ul style="list-style-type: none"> ▪ Double Detention 	<ul style="list-style-type: none"> ▪ Suspensions(s)
Tardy	When a student has had 5 unexcused tardies during a quarter, he/she will be required to serve a detention after school. Detentions will be given for each subsequent 5 tardies in that quarter. Persistent tardiness will result in a parent, teacher, principal conference and further action will be taken.		
Technology Misuse/Computer Tampering	<ul style="list-style-type: none"> ▪ Loss of Technology Use/Privileges ▪ Detention(s) ▪ Up to Three (3) Day Susp. ▪ Restitution ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Loss of Technology Use/Privileges ▪ Up to Five (5) Day Susp. ▪ Restitution ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Loss of Technology Use/Privileges ▪ Up to Ten (10) Day Susp. ▪ Restitution ▪ Expulsion
Theft *Extortion, Robbery, Burglary /Breaking & Entering 2nd & 3rd degree **Burglary 1st degree, Armed Robbery	<ul style="list-style-type: none"> ▪ Administrative Conference ▪ Detention(s) ▪ Up to Three (3) Day Susp. ▪ Restitution ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Up to Five (5) Day Susp. ▪ Restitution ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Up to Ten (10) Day Susp. ▪ Restitution ▪ Expulsion
Truancy	** A student is “habitually truant” if he/she has 5 or more unexcused absences from school or is absent more than 10% (18 days) of the required number of school days per year whether the absence is excused or unexcused. When a student has 5 or more unexcused absences or 18 excessive absences excused or unexcused, the student can be cited to the C.U.T.S program through the juvenile court. If you, as a parent/guardian, receive a citation and are convicted, it is a Class 3 misdemeanor punishable by jail time and/or fine. *See Attendance Policy in handbook.		
Vandalism *School or personal property	<ul style="list-style-type: none"> ▪ Restitution ▪ Up to Three (3) Day Susp. ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Up to Five (5) Day Susp. ▪ Restitution ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Up to Ten (10) Day Susp. ▪ Restitution ▪ Long Term Susp. ▪ Expulsion
*Harrassment/Bullying/ * Hate Speech/Hazing	<ul style="list-style-type: none"> ▪ Detention(s) ▪ Suspension(s) ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Suspension(s) ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Suspension(s) ▪ Expulsion

Verbal/Written Misconduct Profanity	<ul style="list-style-type: none"> ▪ Administrative Conference ▪ Detention(s) 	<ul style="list-style-type: none"> ▪ Detention(s) ▪ Up to One (1) Day Susp. 	<ul style="list-style-type: none"> ▪ Detention(s) ▪ Up to Three (3) Day Susp.
Directed Profanity	<ul style="list-style-type: none"> ▪ Detention(s) ▪ Up to Three (3) Day Susp. 	<ul style="list-style-type: none"> ▪ Up to Five (5) Day Susp. 	<ul style="list-style-type: none"> ▪ Up to Ten (10) Day Susp.
Verbal Threat to injure or cause death	<ul style="list-style-type: none"> ▪ Detention(s) ▪ Up to Ten (10) Day Susp. ▪ Long Term Susp. ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Long Term Susp. ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Expulsion
**Weapons, Explosives, or any related items either purchased or handmade that are made to (threaten, use, possession, and sale or distribution). *Dangerous items such as Laser pointer, Knife with 2.5 inch or less blade.	<ul style="list-style-type: none"> ▪ Suspension ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Expulsion

School Policy against Harassment/Bullying and Intimidation

Everyone at Hearn Academy has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent sexual harassment and harassment based on race, national origin or disability.

"**Harassment, bullying or intimidation**" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant (pda), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

A harasser may be a student or an adult. Harassment may include but not be limited to the following when related to sex, race, national origin or disability:

Name-calling
Harassment/bullying
Unwelcome physical contact

Graffiti
Notes or cartoons
Unwelcome touching of a person or clothing
Offensive or graphic posters or book covers
Violent acts

If any words or actions make a student feel uncomfortable or fearful, the student needs to tell a teacher or the principal. The student may also make a written report. It should be given to a teacher, student services coordinator or the principal. We take seriously all reports of sexual harassment and bullying based upon race, national origin or disability, and will take the appropriate action to investigate such claims to eliminate that harassment and to discipline any persons found to have engaged in such conduct. Arizona Ball Charter Schools will also take action if anyone tries to intimidate a student or to harm a student because they made such a report. Forms to report an incident of harassment or bullying can be obtained from your teacher or the front office.

Hazing Policy

The act of intentionally, knowingly, or recklessly contributing to an act of potential physical harm, mental harm or personal degradation committed in connection with an initiation into, an affiliation with or maintenance of membership in any organization that is affiliated with is considered an “act of hazing” and is prohibited. Hazing in any form described is a violation of the “Student Conduct and Discipline System”, as well as soliciting, aiding or abetting another person who is engaged in such action and is subject to disciplinary action. Hazing will result in loss of membership to any club sport or any organization affiliated with the school. The school staff works together toward the goal of preventing mistreatment of all students.

After school detentions and Lunch detentions may be assigned by teachers, staff, or administration for specific infractions of the school discipline code. Parents or guardians will be notified of an after school detention by phone and by phone or in writing in the agenda for a lunch detention. Any student that ‘skips’ or fails to serve his/her detention will be assigned an additional detention.

Technology Use Policy and Agreement

Hearn Academy is dedicated to the use of technology as a tool to enhance learning, increase productivity, and promote creativity. Specifically the use of the internet provides opportunities to access a wide variety of information, reference materials, and educational resources previously inaccessible. However, by its very nature, the free-flowing, uncensored exchange of information and communication that characterizes the internet has forced the issue of how and by whom the network should be used. As a result, the school has created an acceptable technology agreement to ensure safe and legitimate uses of the internet and the school’s network and computers. This agreement will be sent home in the opening school

packet and must be filled out and signed by students and parents/guardian each year. This agreement is to be regularly reviewed by the school administration to ensure its effectiveness.

Laptop usage

Laptops are available for use under teacher supervision in classroom settings only. At no time will a laptop leave the classroom without being on a secured laptop cart. Anytime a student is issued a laptop for classroom projects they will follow all Hearn Academy's internet and technology usage agreements. With the portability of a laptop, Hearn Academy understands the greater chance for accidental damage. However we will not tolerate abuse of laptops or any other school equipment. If it is determined that the damage was caused with intent, maliciousness, or lack of following classroom behavior codes additional monetary compensation may be asked of parents/guardians for damages.

Wireless network usage policy

Hearn Academy has installed a wireless network. This network is secured by passwords that will be changed without notice. This network is also secured with the same firewall and internet filtering that is in place with our regular wired network. Anytime a student uses Hearn's network resources (wired or wireless) with personal or school equipment all school policies will be enforced 24hrs a day. There is a monitoring system that keeps a log of all internet activities and logon usage.

Parents/guardians, in each classroom the students and teachers will be required to sign and maintain a copy of the student/teacher laptop technology agreement. The purpose of this additional agreement is to re-enforce the importance of following all classroom rules and technology policies. A copy will be available upon request. Parents may refuse use of technology for their child in writing to the child's homeroom teacher.

Internet Safety Guidelines

All staff, students and parents/guardians should be aware of the potential dangers that the use of the internet may bring. These are some example guidelines to ensure student safety when using the internet:

- All students should have adult staff supervision when using the computers at Hearn Academy.
- Students should not reveal personal information about themselves or others on the internet.
- Students should not place photos of themselves or others on the internet.
- Students should never meet with a person or persons they have met only on the internet.

The purpose of Hearn Academy's Technology Agreement is to comply with the Children's Internet Protection Act (CIPA) by preventing unlawful and malicious activities by users on the Hearn Academy network, and securing confidential information from unauthorized access. The use of

the school network is a privilege, not a right. All students will submit a signed and completed Technology Agreement every academic year to the school's administration before using school computers. All users, with or without a signed Technology Agreement must comply with every aspect of this policy. Any violation of this Technology Agreement may result in disciplinary and/or criminal action. Users are expected to report any security problems or misuse of school technology. Hearn Academy utilizes an internet filter to block access to content that is obscene, pornographic, or detrimental in general. Hearn Academy reserves the right to monitor users' network activities.

Therefore, users should have no expectation of privacy concerning the use of the Hearn Academy technology equipment. This includes, but is not limited to, all electronic communication.

Acceptable Uses of the Hearn Academy Technology Equipment

The Hearn Academy network is to be used for educational purposes and school business, such as: Class assignments, career development activities, and educational research.

Unacceptable Uses of the Hearn Academy Network

Any unlawful or malicious use of the network, such as, but not limited to: Accessing, posting, submitting, publishing, displaying or transmitting any of the following:

- Accessing personal e-mail accounts or blogging or chat sites
- Use of inappropriate, profane or offensive language for passwords
- Pornographic or sexually explicit material
- Material that could be construed as harassment or disparagement of others based on race/ethnicity, national origin, gender, sexual orientation, age, disability, religion, or political beliefs
- Obscene depictions/drawings
- Materials that are threatening or encourage illegal activities
- Selling or purchasing illegal items or substances
- Selling anything using the district network
- Accessing and/or spreading malicious files, such as viruses, worms, spam, etc.
- Violation of copyright laws or plagiarism of any kind.

Causing harm to others or damage to property, such as, but not limited to:

- The use or distribution of profane, abusive, or offensive language; threatening, harassing, or making damaging or false statements about others
- Using, deleting, copying, modifying or forging other users' names, emails, files, or data
- Using another person's network account name, information or credentials
- Disclosing information that could potentially lead to unauthorized access of network account name, information or credentials
- Accessing the Hearn Academy network, either internally or externally, to pursue "hacking"
- Using the network to encourage the use of drugs, alcohol, or tobacco
- Using the network for commercial, political, religious or gambling purposes
- Using the network for blogging or chatting purposes

Penalties for Violation of the Technology Agreement:

Any intentional violation of this Technology Agreement may result in the loss of the user's technology access, disciplinary and/or legal action for students, including suspension or expulsion from Hearn Academy and/or criminal prosecution by government authorities. The school administration will attempt to tailor disciplinary action to the severity of the violation.

Disclaimer and Waiver

Hearn Academy makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of its network, computers or accounts. Hearn Academy is not responsible for the accuracy or quality of any information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the school, its affiliates, or employees.

English Language Learners

If it is determined that a pupil is not English language proficient, the pupil shall be classified as an English language learner and shall be enrolled in an English language acquisition program pursuant to section 15-752 or 15-753. A.R.S S15-756(C). Hearn Academy offers the ILLP (Individual Language Learner Plan) English language model. The ILLP is a written plan in the mainstream classroom that specifies what happens, instructionally, for the particular English learner (EL). The English Language Proficiency (ELP) Standards and Performance Indicators will be used in the instruction of ELs on an ILLP.

Communication

Hearn Academy is dedicated to keeping community and respect at the forefront of our communication. As in any community, it is inevitable that there will sometimes be differences and misunderstandings. It is very important, in these circumstances, to communicate with only the people directly involved and /or the school principal.

The Ball Charter Schools governing board, administration, and faculty are committed to honoring and respecting students and families when they bring sincere and well-founded suggestions and differences of opinions to our attention. Thank you for your willingness to keep channels of communication open between you & our schools.

By implementing the following principles and steps, we can arrive at harmony, built on a basis of listening and mutual respect:

Principle One:

Keep the matter confidential. The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality.

Principle Two:

Keep the circle small. Most problems are resolved at the two people level.

Principle Three:

Don't discuss the situation in front of the children. Children should not get in the middle of a disagreement between adults. When you come to the school to discuss matters, leave the child in the waiting area until both parties agree about how the child is to be involved. We want to model civil and positive discussion for our children.

Principle Four:

Be straightforward. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. Restoration and improvement can only come when the issues are clearly presented.

Principle Five:

Be forgiving. Letting things go can be the best policy for keeping peace and making progress.

Distribution of Materials

Information in the form of announcements, pamphlets, newsletters, memos, etc., will not be distributed to other students or personnel without authorization from school administration.

State Tax Credits

You have the opportunity to financially support Hearn Academy and your child while reducing your Arizona tax liability. **Arizona law now allows individual tax payers a tax credit of up to \$250 per calendar year** if they contribute to extra curricular activities in our schools. Extracurricular activities are school- sponsored activities that require enrolled students to pay a fee to participate. Generally, any educational or recreational activities that supplement the educational program of the school are considered to be extracurricular activities. Your contribution will add resources for teaching and learning while reducing your state tax burden. This means a win-win situation for parents/guardians and the school. We need your help so please take advantage of this terrific opportunity provided in state law.

A tax credit is an actual credit against your income tax. It allows you to choose where up to \$200 of your tax money will be spent. For example, if your Arizona income tax is \$400, the amount could be cut by as much as \$200. The amount of money contributed is subtracted from the amount of taxes you owe. The credits may only be used to the extent they reduce tax liability to zero. Any unused amounts may be carried forward for up to the next five years. There is no requirement that the taxpayer have a child enrolled in a public or private school in order to claim a credit. Hearn Academy has established a central fund to pay for extracurricular activities, and you may contribute to the general fund, or to a specific activity. You will be issued a receipt for tax purposes.

If you have any questions, please feel free to contact the school office by calling (602) 896-9160.

Faculty and Staff Commitment

As members of the educational community of staff, administration, governing board members, and teachers at Arizona Ball Charter Schools, we pledge to:

1. Educate all young people who want to learn in a Twenty First Century educational environment.
2. Deliver the Arizona State Standards for Education through traditional and integrated methodologies that promote well-developed critical thinking skills.

3. Create a demanding educational setting that encourages the development of self-esteem through high achievement and recognizes failure as a necessary learning experience.
4. Shape and challenge young people to utilize their minds in a variety of disciplines that will help guide them in both college and their career decisions.
5. Nurture a superior and vigorous academic program that promotes a humanistic education where students develop cultural literacy, creativity, responsibility, interactive skills, progressive citizenship values, and cognitive proficiency.
6. Foster and support career internships/apprenticeships and community service so that educational content is linked to career interests and social interaction.
7. Endorse and carryout a realistic discipline policy that reflects career-world expectations and consequences.
8. Foster a safe and positive educational atmosphere and schedule for our students that is compatible with their global counterparts and conducive to learning for knowledge and skills of the Twenty First Century.
9. Strive to be the most knowledgeable, creative, progressive, and caring person possible who supports using various didactic, coaching, socratic, and computer assisted instruction methodologies to increase student success.
10. Be an active part of the team of teachers, parents/guardians, and students working together in the school to maintain an atmosphere conducive to learning.
11. Convey the philosophy of “knowledge is power” and insure that all students, college or non college bound, utilize their right to learn, enlighten their minds, build their self esteem, and prepare to excel in their future.
12. Maintain high expectations for every child to become a successful learner.

STUDENT AND PARENT COMMITMENT

This document is an outlined summary of the student policies approved by the Governing Board. (The complete and comprehensive text of the policies is on file with the Director’s office.) Student, parents, or legal guardians are required to sign a commitment stating that they have received and have reviewed the policies as stated in the Arizona Ball Charter Schools Handbook prior to officially being enrolled. In addition, this commitment outlines and testifies to the intent of students, parents/guardians, and staff to foster an environment that is conducive to school community success. Enrollment is not official until the included commitment is signed and placed in the student file.



As a student at Arizona Ball Charter Schools, I will...

1. Actively pursue the improvement of myself through intellectual, physical, emotional, social and community involvement
2. Seek out new and interesting literature and read a minimum of 15-30 minutes every evening
3. Master rigorous academic skills by working hard, listening attentively, and enjoying the discovery of learning
4. Solve problems as natural process in attaining goals and seek out communication in a positive way with the original sources
5. Use research as a method of investigation
6. Employ technology as a tool in my daily life
7. Practice leadership skills by leading and helping the younger students on campus
8. Practice skills and reading by completing my homework every evening
9. Demonstrate fluency in communication skills
10. Participate in a second or third language
11. Learn and apply skills in team dynamics
12. Work cooperatively with students of all ages and levels of limitations and giftedness
13. Honor diversity of cultural, religious, ethic, and racial origins
14. Learn to perform and appreciate the Arts by my presence and participation
15. Engage in service to the school and community
16. Support service to the community
17. Abide by and honor the school's Mission, Goals and Aims, Student Standards and expectations.
18. Follow Hearn Husky rules: Be Honest, Be Respectful, Be Safe, and Be Responsible

As a parent/guardian at Arizona Ball Charter Schools, I will...

1. Be involved in my child's learning at home on a daily basis (homework)
2. Support the activities of the school by my regular attendance at parent/guardian/teacher conferences and parent/guardian/student activities and volunteer 3 hours per month of my time to the school/classroom.
3. Seek to live up to the Arizona Ball School Board "Principles of School Communication"

**2018-2019
Handbook Acknowledgement**

I have read and understand the uniform dress code, the technology agreement and the discipline code for Arizona Ball Charter School. I have also read and reviewed the school handbook with my child and understand that other policies and procedures may be added from time to time as needed to maintain an orderly and safe campus.

I, the undersigned affix my signature acknowledging that I have both read and discussed this commitment and pledge that I will honor it to the best of my ability and if my student or I do not follow the guidelines we have agreed to, we may be required to meet with Administration to discuss the non-compliance. I further acknowledge that I will be asked to recommit to this agreement on an annual basis.

Printed Student
Name _____

Homeroom
Teacher _____

Student's Signature _____ Date _____

Parent/Guardian's Signature _____ Date _____