

FAMILY HANDBOOK

Dobson Academy 2017-2018

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DOBSON ACADEMY'S MISSION

Developing your child's potential . . .

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

2017-2018 SCHOOL CALENDAR

Online School Calendar

Meet the Teacher (5:00-7:00 pm).....	August 1
First Day of School	August 3
Staff Inservice Day (Dismissal at 1:00 K-8)	August 30
Staff Inservice/Work Day (No School)	September 4
Labor Day (No School)	September 5
Staff Inservice Day (Dismissal at 1:00)	September 27
Parent/Teacher Conferences (Dismissal at 1:00)	October 4-5
Staff Inservice Day (Dismissal at 1:00)	October 6
Fall Break (No School)	October 9-13
Staff Inservice Day (Dismissal at 1:00)	October 25
Veterans Day (No School)	November 10
Thanksgiving Break (No School)	November 22-24
Staff Inservice Day (Dismissal at 1:00)	November 29
Winter Break (No School)	Dec. 22 – Jan. 5
School Resumes	January 8
Martin Luther King, Jr. Day (No School)	January 15
Staff Inservice Day (Dismissal at 1:00)	January 31
Presidents Day (No School)	February 19
Staff Inservice Day (Dismissal at 1:00)	February 28
Parent/Teacher Conferences (Dismissal at 1:00)	March 7-8
Staff Inservice Day (Dismissal at 1:00)	March 9
Spring Break (No School)	March 12-16
Staff Inservice Day (Dismissal at 1:00)	March 28
Spring Holiday (No School)	March 30
Last Day of School (Dismissal at 1:00)	May 23

Teacher credentials, certification(s) and years of experience are posted in the main office in a binder that also includes Board notices and minutes of the Board meetings.

ACADEMICS

CURRICULUM

All classes will focus on Arizona's College and Career Ready Standards.

Reading and Phonics: Primary teachers use [Wilson Foundations](#) program to supplement phonics instruction. Teachers also use [Junior Great Books](#) and [Harcourt Trophies](#), as well as library and trade books to enhance whole group, small group and individual reading, building high level thinking skills as they read quality literature. Our library and library services give students an opportunity to check out books that are matched to their interest and their reading range.

Penmanship: We use the [Wilson Foundations](#) penmanship program. All aspects of penmanship are taught, with cursive writing introduced no later than third grade, based on the child's ability.

Writing/Grammar: The writing program includes daily practice and drill in grammar, its rules and usage. Study and research skills are emphasized. Creative writing and poetry are an integral part of the language arts curriculum.

Vocabulary/Spelling: Spelling words are considered a written vocabulary and provide a solid foundation for reading. Students are expected to learn how to read the words, as well as know their meanings and spellings. Students learn, rather than memorize.

Mathematics: Math is taught daily and receives a great deal of emphasis. There is a balance between conceptual understanding, connections to prior knowledge, skill proficiency and problem solving. Students learn through the use of manipulative materials, as well as through the textbooks. Kindergarten through sixth grade use the [Math in Focus: Singapore Math](#) textbooks series. Sixth, Seventh and eighth grade students use the [Pearson Common Core](#) series.

History/Geography/Civics: Social Studies emphasizes the study of history and geography. Memorization of important geographical and historical data is required. Current events are also presented. We use [Harcourt](#) textbooks in kindergarten through sixth grade classes. The [Prentice-Hall](#) series is used for Social Studies and Civics in our seventh and eighth grades.

Science: Science features a hands-on approach, emphasizing discovery and scientific method. Students receive instruction in physical, earth and biological sciences. The [Prentice Hall Science Explorer](#) series is used in our seventh and eighth grades.

Physical and Health Education: Each child participates in a structured physical education program. The program emphasis is on skill development, practice, and game play. In addition, the program will include a health curriculum that fosters/encourages and educates students about personal wellness and developing and maintaining a healthy lifestyle.

Art: Art history, production and appreciation form the basics of the program. An art specialist teaches students art concepts utilizing a variety of mediums.

Music: We provide a structured general music appreciation program for all grade levels. A music specialist focuses on music production, and history to give students a balanced approach to music.

Technology: Students will learn fundamental operations and concepts, use technology tools to enhance learning, and increase productivity and creativity to construct technology-enhanced models.

Grading Standards

The evaluation of student achievement is one of the most important functions of the teacher. We issue report cards every quarter, and progress reports between each quarter. All academic grades (except in kindergarten and first grade) are based on percentages, or letter grades. Grades for behavior will also be issued and notations will be made. The marking system is as follows:

<u>Kdg and Grade 1</u>		<u>Grades 2 - 8</u>	
Excellent	E	Excellent Achievement ...	90%-100% = A
Meets	M	Above Average	80% - 89% = B
Approaches	A	Satisfactory Progress	70% - 79% = C
Needs Improvement	NI	Below Average	60% - 69% = D
		Failure	Below 60% = F

Homework Policy

Homework is a regular part of the academic program. It serves three purposes. First, it provides additional practice and study. Second, it is a vehicle for teaching and developing personal responsibility. Finally, homework helps parents know what their child is learning in school.

Homework is to be differentiated from regular assigned class work not finished by the students during the school day.

Homework may be assigned up to four days a week, i.e., Monday through Thursday. It is not normally assigned over weekends and holidays, although major assignments such as reports may have to be completed over weekends and holidays. Middle School teachers may assign homework over weekends on an as-needed basis.

Parents are not required to help their children complete homework assignments but are encouraged to support the school's instructional program by providing the student an appropriate time and place in which to complete homework.

It is recognized that not all children require the same amount of time to complete homework, and the *suggested* times presented below are averages. Some students may take a few minutes longer or may complete the assignments in a shorter period of time.

Kindergarten	15 minutes	4 th Grade	35 minutes
1 st Grade	20 minutes	5 th Grade	40 minutes
2 nd Grade	25 minutes	6 th - 8 th Grade	60 - 90 minutes total
3 rd Grade	30 minutes		

Homework: Make-up Work after Absence

Work may be requested by calling the office at 480-855-6325 before 9:30 a.m. for assignments. All requests made after that time will be ready the following day. Work will be available after 3:30 p.m. in the office. One day to make up work will be given for each day of absence during the assignment. Students can request make-up work upon their return to school.

Students who are absent with a medically documented illness, requiring long or frequent periods of absenteeism, may request and receive assignments and directions for at-home work as medically required.

Honor Roll and Student Achievement Recognition

Students in 4th grade and above will be recognized for their academic achievements and may be awarded the following honors:

- **On-a-Roll**- Students who receive all A's and B's in a quarter
- **Honor Roll**- Students who receive all A's in a quarter
- **Academic Merit Honor Roll**- Students who receive all A's and B's for the entire school year
- **Governing Board Honor Roll**- Students who receive all A's for the entire school year

Citizenship awards are given to students in grades K-3 who meet the following criteria:

- "E" in all Citizenship/Study Skills areas, and
- Excellent behavior, participation and effort in all Special area classes

Attendance awards are given to students in grades K-8 for year-end perfect attendance. To be eligible for the "Perfect Attendance" award, a student must be continuously enrolled at Dobson Academy for the entire year.

JupiterGrades

The [JupiterGrades](#) program is an online grading, homework assignments and attendance program utilized by all grades K-8. JupiterGrades allows students and parents 24/7 access to check their child's grades, homework and attendance online and also serves as an important email and communication tool for the school and our families. Parents can update contact information, as needed.

Student Promotion and Retention

In accordance with state law ([A.R.S. 15-521](#)), teachers make the decision for promotion or retention of students. Retention is considered only after careful examination of the student's growth and development. Promotion to the next grade level is not automatic.

Decisions for promotion will be based on the following criteria: (1) the student's academic achievement; (2) attendance records; (3) standardized and alternative assessment results; and (4) any other information considered to be pertinent to the recommendation.

Decisions for retention will be made only after review of input from a variety of sources, which may include teachers, the principal, parents, and a school psychologist. A student will be retained when it is in the student's best interest and will facilitate his or her educational growth. Parents will be notified when the school believes there is the possibility of retention for the following year as per established retention procedures.

Promotion in middle school grades is primarily based on academic performance in the four core classes (language arts, math, science, and social studies). Students are required to earn a D average or better each semester in these five academic classes. Failure to do so during the school year will require successful completion of an approved credit recovery course(s) during the summer months. Upon completion of a summer course(s), transcripts must be provided to Dobson Academy for students to be promoted or for records to be forwarded to another school. If a middle school student has not earned the required course credit for any core academic class he/she will be considered retained in grade until the school receives confirmation of a passing grade(s) from either a district, charter or other certified program of instruction during the summer. Enrollment for the next school year is contingent on receiving the information for placement on a space available basis.

Technology Use

Integration and application of technology in the regular, academic curriculum is essential for student success. Students will have opportunities to explore, learn, and apply technology skills in a variety of forums. *Please see *Code of Conduct, Technology Acceptable Use Policy* for additional information.

STUDENT SUPPORT SERVICES

Arizona Early Intervention Program (AzEIP)

[AzEIP](#) assists eligible families and children with special developmental and health care needs. They provide a comprehensive, coordinated, community-based service delivery system. The Arizona Early Intervention Program (AzEIP) is the statewide system of services and supports for families of infants and toddlers, birth to three years of age, with disabilities or delays. The purpose of early intervention is to help families help their children develop to their full potential.

Child Strategy Team

This process is a solution-based collaborative approach as an early step to support students who have encountered difficulties in the classroom. This process may involve any combination of the student, parents, the principal, classroom teacher, instructional coach, or any needed staff members in an effort to determine the source of the student's struggles and develop a plan that includes intervention strategies and goals. A follow-up meeting will be scheduled to determine effectiveness of interventions and progress. At this time, depending on the child's progress, it will be decided if further steps are needed.

English Language Learning (ELL) Program

The English Language Learning Program serves students whose first language or the language they are most exposed to is a language other than English. Students whose assessments demonstrate limited English proficiency are identified as English Language Learners. The purpose of the ELL program is to ensure that students develop English proficiency and achieve academic standards. Additional information can be found at <http://www.azed.gov/oelas/>.

ADMISSION

Eligible students are admitted to Dobson Academy based on space availability. An open enrollment period is conducted each spring. Should the number of eligible enrollment applications exceed the capacity of a grade level, the school will utilize a lottery system. The lottery will also determine waiting list order for any unselected applications. Applications received after the open enrollment window closes will be processed on a first-come, first-served basis. Preference will be given to returning students, siblings of attending students, and the children of staff and board members.

A child must reach the age of five (5) prior to September 1 of the current school year to be eligible for kindergarten, and six (6) years of age prior to September 1 of the current school year to be eligible for first grade. Administration may admit children to first grade who have not reached the required age as prescribed above if it is determined to be in the child's best interest. Determination of placement shall be based on space availability and one or more consultations with the parents(s)/guardian(s), the child, the teacher, the school principal, and/or professional consultants.

Dobson Academy will not limit admission based on ethnicity, national origin, gender, income level, disabling condition, proficiency in English, or athletic ability. Dobson Academy reserves the right to limit admission based on program capacity. Open enrollment closes at the end of the third quarter of the school year.

A pupil who has been expelled by any school or school district in this state or who is not in compliance with a condition of disciplinary action imposed by any other school or school district or with a condition imposed by the juvenile court shall not be admitted. Acceptance for enrollment may be revoked upon finding the existence of any of these conditions.

Student Placement

We have a clearly defined process for placing students in classrooms. The most important goal is to ensure our students are placed in the most effective learning situation possible.

Teachers and administration work together to build the best learning environment possible, and use criteria which include achievement mixture, group dynamics, comparable class sizes, ability mixture, distribution of boys and girls, parent/guardian input and special needs. To achieve this goal, we make class placement decisions considering group and individual needs. Because parents know their children best, we give an opportunity for input about how we can most effectively meet each child's educational needs.

On rare occasion, it becomes necessary to revisit the placement of a child in a classroom. Our process for changing placement requires enough time to elapse, typically at least 30 days, for all concerned to make an informed decision. An administrative committee will consider teacher, student, and parental input and concerns to determine if a change is warranted and is in the best interest of the child. At no time will parental request alone be the basis for change in placement.

ATTENDANCE

Arizona State Law (A. R. S. 15-802) requires compulsory attendance for school-age children. Students are required to be in school except in cases of emergency, illness or religious observance. **Students who are not in school 90% (18 absences) of the school days may be retained.** Documentation and successful completion of the grade level is required before a student will be considered for promotion. It is the parents' and/or guardians' responsibility to inform the school of an absence.

C.U.T.S

School attendance is not only a good habit, state law requires it. Arizona State Law (15-802.E15-803.) requires every person who has custody of a child between the ages of six and sixteen years shall make sure the 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, Dobson 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 every day, 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 **five or more unexcused absences** from school. A student that is **absent more than ten percent (18 days)** of the required number of school days per year is considered to have “excessive absences” **whether the absence is excused or unexcused.**

The education of your child is extremely important to us. This program is another way that Dobson Academy is working with the community to ensure a quality education for all students. Please note that Dobson Academy also reserves the right to have a CUTS Officer speak at orientations and assemblies, as well as to individual groups of students regarding the importance of school.

When a student has **five** or more unexcused absences or **19** excessive absences (excused OR unexcused), the student can be referred to the CUTS Program. **A hearing will be held at Dobson Academy.** A parent or legal guardian must be present with or without the student (age appropriate). Consequences at the hearing may include the following: required attendance of the parent and child at an education class (to be held on Saturdays), work hours assigned to the child, counseling, etc. These items will be discussed only if necessary.

Parent Cooperation

Dobson Academy needs cooperation from parents in the matter of school attendance and punctuality, particularly in regard to the following:

- Ensuring your child arrives at school between 8:00 a.m. and 8:25 a.m. each day
- Scheduling medical and dental appointments outside school hours except in cases of emergency
- Not removing children prior to the end of the school day
- Phoning the school and informing the office of any absences
- Scheduling family vacations during the school's vacation days and notifying the school prior to any planned absence

Absences / Tardies / Truancy

Parents must call the school office before 9:00 a.m. of the day of the absence. After 9:00 a.m., school officials

will notify parents/guardians about the absence via JupiterGrades email, so please make sure the school office has the most current email address on file. An absence is excused under the following conditions:

Excessive Absences

Students with 18 absences (10% of total school days) or more may be retained. For students with excessive absences during the semester Dobson Academy will follow this procedure:

- At five absences, a letter identifying the number of absences will be sent to the parent. A conference may be needed to assist in home and school communication.
- At ten absences, a letter identifying the number of excessive absences and the state mandatory attendance statute will be sent to the parent.
- If the number of absences exceeds ten, authorities may be notified for educational neglect or habitual truancy at the discretion of the principal.

Tardies

Student tardiness is a serious problem. Tardiness is disruptive to the learning process and has a negative impact on the entire class. Parents and students share responsibility for being on time to school.

Any student who is not in class by 8:30 a.m. is considered tardy. Gates will be locked at 8:30 a.m. and will not be re-opened until dismissal. Students who arrive after 8:30 will go to class independently or with a Dobson Academy staff member. To limit any disruptions, we ask that parents say their goodbyes in the front office.

Tardiness will be handled in the following manner:

- Tardies may result in loss of participation in class activities, detention, loss of participation in extra curricular activities, or other actions as deemed necessary by administration.
- Excessive tardies will result in parent contact and further disciplinary action to curb this type of recurrent problem.

Truancy

Truancy is any absence without the prior knowledge and consent of the parent/guardian which is in violation of state law and school disciplinary procedures. Truant absences will result in a loss of credit for class work for the hours and/or days of the truancy. In addition, the following disciplinary measures will be taken:

First offense – The student will be assigned to after-school detention and/or activities to make up the time lost. Administration will contact parents.

Second offense -- The student will be assigned detention to make up the time lost. Parents will be notified and a meeting between the Principal, parents, and student will be held. Further disciplinary action may be determined at this time.

Third offense -- The student and parents are given oral and/or written notification that the student has been referred to the Governing Board for possible expulsion from Dobson Academy.

CLOSED CAMPUS

Dobson Academy maintains a closed campus. Students are not to leave the school grounds from the time they arrive on campus until school ends without being signed-out by an approved adult. Once students leave, they may not return to the campus unless accompanied by a parent and signed in at the front office.

Arriving and Leaving School

The first bell rings at 8:25 a.m. and students are expected to be in their seats when classes begin at 8:30 a.m. Students are welcome on campus at or after 8:00 a.m. Supervision will not be available until that time. Parents are strongly encouraged to drop off children between 8:00-8:15 a.m. to avoid parking lot congestion. Students arriving prior to 8:00 a.m. will be signed into the before school program at parent expense. For the safety of all students, every family is required to sign up for emergency care.

Any student who is not in class by 8:30 a.m. is considered tardy. All K-8 students are dismissed at 3:30 (1:00 on Early Release days).

If a parent needs to pick up a child from school prior to dismissal time, the office will call for the student once the parent has arrived. Parents/guardians will be required to sign out the child in the student check in/out notebook maintained in the office. Students will only be released to individuals as authorized by parents and will be required to show identification.

Students need written parental permission to stay on campus and be involved in school-sanctioned activities after school hours. **For safety reasons, once the dismissal process is complete all remaining students will be signed-in to the after-care program at parent expense.**

Student Drop-off/Pick-up

School drop-off and loading areas are marked. Please be extra cautious when dropping off or picking up children and be patient and courteous. There is no smoking, vaping, use of tobacco products, etc. while on campus, and there is no use of cell phones while in the carline. Pull forward and pay close attention to those assisting in the parking lot. Students are not permitted to cross in front of traffic without adult supervision. For obvious safety reasons, students should never be dropped off at the curb on Dobson Rd. in front of the school. If a meeting with the teacher is necessary, please park in a designated spot. **At dismissal, please do not arrive before 3:15 pm (12:45 on early release days) as this creates extra parking lot congestion.**

CODE OF CONDUCT

Be Respectful
Be Responsible
Be Safe

Safety

- Keep dangerous items not permitted on campus. This includes items such as matches, fireworks, guns, knives, laser pointers, etc. Bringing dangerous items to school is considered a serious offense.
- Walk on sidewalks and in the buildings.
- Students may not have glass containers on campus.
- Aerosol sprays (body sprays, deodorants, perfumes, etc.) present a respiratory hazard and are prohibited at school.
- It is the parents' responsibility to make the decision whether to allow their child to ride a bicycle, skateboard, or scooter to school.
 - Bicycles, skateboards and scooters, etc. must be walked on and off campus and must be parked and locked in the bike rack. **Dobson Academy assumes no responsibility for damage or theft of bicycles, skateboards, or scooters, etc. brought on campus.**
 - Students who ride to school are responsible for following common safety practices. All riders attending are urged to wear helmets while riding to and from school.

School Related Criminal and Civil Laws

Parents' Liability (A.R.S. 12-661): Upon complaint of the Governing Board, the parents of minors who have damaged school property shall be held liable for all damage caused by their children.

Abuse of School Employee (A.R.S. 15-507): It is a violation of the law for a person to knowingly abuse a school employee on school grounds or while the employee is engaged in the performance of school-related activities.

Interference with the Peaceful Conduct of an Educational Institution (A.R.S. 13-2911): A person commits interference with the peaceful conduct of educational institutions by knowingly:

- Going upon or remaining upon the property of any educational institution in violation of any rule of such institution, or for the purpose of interfering with the lawful use of such property by others or in such manner as to deny or interfere with the lawful use of such property
- Refusing to obey a lawful order given by school officials

Property - School and Personal

All personal property such as toys, trading cards, sports equipment, electronics, etc., may be confiscated if the item has caused an disruption to the school day. At administration discretion, any confiscated items will be returned to the student or a parent/guardian. Students are responsible for loss or damage to personal property. The school will endeavor to protect personal property, but is not responsible for any item. Personal lost and found articles should be reported to the school office. All unclaimed articles will be given to charity periodically.

Use of personal electronic devices, including but not limited to cellular telephones, digital imaging or any similar devices during the school day is prohibited. All electronic devices must be turned completely off and kept out of sight. Electronic device usage is not allowed from the time a student arrives on school campus until the student leaves campus. Special permission to use an electronic device may be granted by a teacher or by administration and then under direct supervision. Students who violate electronic device restrictions shall be deemed to have created a disruption to the instructional environment and are subject to disciplinary action. The school will not be responsible for damage, loss or theft of any of the above items.

Technology Acceptable Use Policy (AUP)

Acceptable use of the electronic information services requires that the use of these resources be in accordance with the following guidelines and support the educational goals of Dobson Academy and Arizona Ball Charter Schools.

The user must:

- Use the computer system for educational purposes only.
- Agree not to submit, publish, display or retrieve/download any inappropriate material, including material that is defamatory, abusive, obscene, profane, gang-related, sexually threatening, racially offensive or illegal.
- Not attempt to harm, modify without system administrator approval, gain unauthorized access to school systems or data, destroy software, or interfere with system security.
- Not reveal nor share login credentials, passwords, or other such information with any student or other user.
- Notify an administrator if a password is lost or stolen, or if there is reason to believe that someone has obtained unauthorized access to the system or to your student account.
- Not use the network in a way that would disrupt the use of the network by others.
- Understand that email on networks should not be considered absolutely secure or private.
- Not reveal home addresses or personal phone numbers over the computer system.
- Not use the computer system to make any unauthorized purchases or to conduct a non-approved business.
- Abide by all copyright regulations, thereby refraining from illegally copying copyrighted software or materials.

The use of computing resources at Arizona Ball Charter Schools is a privilege, not a right. Any action by a user specifically referred to in the document or determined by a system administrator to constitute inappropriate use of computer system or network system is subject to consequences. Depending on the seriousness of the offense, students will be subject to disciplinary action as outlined in the Disciplinary Action section of the Family Handbook. Users will also be subject to all applicable laws.

I understand and will abide by the above terms and conditions of this acceptable use policy and will use computer and electronic resources for curricular purposes only. I further understand that any violation of this agreement is unethical and may constitute a criminal offense and may result in civil liability to me and my parents or guardians. Should I commit any violation, I am subject to consequences of the school's Code of Conduct Policy and state and federal law.

My signature on the Dobson Academy Family Handbook "Permissions and Agreements" page indicates I have read, understand, and support the guidelines for acceptable use of school electronic information services.

Textbooks

Textbooks, library books, and other curricular materials are on loan to students for use during the school year.

These materials are to be kept clean and handled carefully. **Students are required to pay for lost or damaged materials. Students may be excluded from extra-curricular activities, athletics or promotion ceremonies until payment for lost or damaged books is received.**

COMMUNICATION

At Dobson Academy, we believe in a shared partnership between school staff and families and recognize you are a vital member of this team. We also recognize open and consistent communication is key to the success of our children as they learn and grow in a safe and caring learning community.

Agenda Books

The purpose of the agenda book is to have a consistent method of communication between teachers, students and parents. It is a simple way to communicate daily between school and home about student assignments. Use of the agenda book will promote improved student organizational skills, timely completed assignments, and greater academic success. Lost or destroyed student agenda books must be replaced.

Conferences

Conferences are scheduled twice per school year. If you need to meet with your teacher between conference times, please contact him/her directly to make arrangements.

JupiterGrades

Communication between school and home is essential for student success. The [JupiterGrades](#) program is an online grading, homework assignments and attendance program utilized by all grades K-8. JupiterGrades allows students and parents 24/7 access to check their grades, homework and attendance online and also serves as an important email tool for the school and our families. It is the responsibility of the student and parent/guardian to login regularly and monitor student progress.

School Website

Dobson Academy's website at: www.dobsonacademy.org is a valuable resource of information to keep you informed and up to date. Important information about school matters and activities can be found here as well as links to individual classroom pages.

Telephone

Students may not use the school telephones for personal calls except with staff permission in the case of emergencies. Emergencies may include, but are not limited to, calling for medication, illness, discipline, or a teacher's request to stay after school. Misplaced homework, forgotten assignments, books, musical instruments, or permission to go home with a friend do not constitute emergencies. Students will be called out of class to receive telephone calls only in the case of emergencies.

Students may not use personal cell phones during the school day.

Teachers will not be called out of classes during school hours to speak to parents. School staff will take messages or transfer calls to the teacher's voicemail. Teachers are encouraged to return calls the same day.

DISCIPLINE

NO STUDENT HAS THE RIGHT TO IMPEDE THE EDUCATION OF ANOTHER STUDENT.

Any behavior which is disruptive to the learning environment will not be tolerated and the steps described in the disciplinary process will be followed. It is important that parents strive to work with their children and school personnel in establishing clear expectations for student behavior ([A.R.S. 15-841](#)). Severe infractions of the Code of Conduct or disruptions considered serious by school personnel will warrant immediate teacher or principal intervention. Parents will be notified of serious behavior issues immediately.

K-6 Refocus Program

Students who do not follow the campus and classroom rules will be given the opportunity to refocus in a Refocus Area within the classroom. They will fill out a Refocus Plan designed to help them think of other choices they can make to avoid the situation that led them to the Refocus Area. If the student is unsuccessful in the classroom Refocus Area they will go to an alternative classroom and complete their Refocus Plan. After talking with the teacher/staff member and agreeing to follow the rules, the student will be allowed to rejoin the class.

For those who consistently break the rules and disrupt class instruction and learning, or for those who choose not to cooperate within the Refocus Area, detention may be assigned. If a detention is necessary, your child's classroom teacher will notify you.

Middle School T.R.I.P. Program

Middle School students participate in the Teaching Responsibility in Pupils (TRIP) program. This program focuses on the responsibilities required for successful academics and life skills. Students can receive a TRIP for various reasons including inappropriate behavior, incomplete assignments, being unprepared for class, cell phone violations, excessive tardiness and dress code violations. Upon receipt of a TRIP, the student will call a parent to notify that he/she will stay after school until 4:00 p.m. that same day, excluding Fridays and early release days. Students who receive multiple TRIPs may face the following consequences:

- Phone call to parent by teacher and/or administrator
- Student may be placed on a Homework Monitoring Plan or Behavior Monitoring Plan
- A conference will be held that includes teachers, parents, administrator(s) and the student
- A Child Strategy Team (CST) may be convened
- In-school suspension may be issued
- Out-of-school suspension may be issued

*See also: "Disciplinary Actions"

INFRACTIONS

Academic Dishonesty

Whenever a student is guilty of academic dishonesty, which includes plagiarism, the teacher shall collect the student's paper, mark a zero for the work and notify the parent and office as to the action taken.

Banned Substances (Drugs, Tobacco and Alcohol, etc.)

Any student who sells, gives, possesses, uses or is involved with, or under the influence of, narcotics, dangerous and illicit drugs, tobacco or tobacco products, e-cigarettes and vaping products, or alcohol in or on the school property shall be:

1. Suspended from school and recommended to the Governing Board for consideration of expulsion

2. Reported to the appropriate law enforcement agency for violations

Smoking by students and adults is prohibited on the campus and at all school-sponsored activities. The use and/or possession of tobacco or tobacco products, e-cigarettes and vaping products is prohibited and any student who violates this rule is subject to suspension and recommendation to the Governing Board for expulsion. The rules apply on the way to and from school, during lunch, at school activities, and during the school day.

Bullying and Intimidation

Bullying is a form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort. Bullying can take the form of physical contact, words, or more subtle actions. A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself. This definition included three important components:

1. Bullying is aggressive behavior that involved unwanted, negative actions.
2. Bullying involves a pattern of behavior that is repeated over time.
3. Bullying involves an imbalance of power or strength.

(www.apa.org/topics/bullying and http://www.violencepreventionworks.org/public/recognizing_bullying.page)

The Arizona Ball Charter Schools Governance Board supports a Non-Bullying Policy that affords students a confidential method to report incidents of harassment, intimidation and bullying. The school focus on safety and character education includes practicing respect for others. The disciplinary referral reporting system is included in this process when those incidents have proven to be substantiated. Administrative investigation, action, and consequences for the student(s) are illustrated in the “Disciplinary Actions” section of this handbook. Submitting false information and accusations are also Code of Conduct violations.

Hazing

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 Dobson Academy is considered an “act of hazing” and is prohibited. Hazing in any form described as well as soliciting, aiding or abetting another person who is engaged in such action and is a violation of the “Code of Conduct” and is subject to disciplinary action. The staff works together toward the goal of preventing mistreatment of all students.

Hazing will result in loss of membership in any club, sport or organization affiliated with any of the Arizona Ball Charter Schools. The school staff works together toward the goal of preventing mistreatment of all students.

DISCIPLINARY ACTIONS

The consequences for inappropriate behavior are clearly identified and enforced. Students who choose to break school rules and regulations also choose the consequences of their actions. Records are kept. Suspension, expulsion, or program transfer may result upon the first incident for any of the following:

1. Defiance of authority (in accordance with A.R.S. 15-841)
2. Assault - verbal or physical threat or action against another person
3. Fighting
4. Drugs - using, possessing or selling any dangerous, illegal or look-alike drugs, paraphernalia, non-approved prescription drugs or over-the-counter medications

5. Alcohol - using or possessing any alcoholic or look-alike alcoholic beverages
6. Tobacco - using or possessing any tobacco or tobacco products, e-cigarettes or vaping products
7. Gambling - wagering or betting money or other stakes on the outcome of any activity
8. Theft - stealing property of another person or of the school
9. Weapons/Dangerous Items - Bringing items to school that are considered dangerous

Depending upon the behavior problem of the student, one or more of the actions listed below (listed in order of severity) may be taken by school officials:

Informal Due Process: The student shall receive verbal notice of the alleged misconduct and the evidence that exists to support the allegation. The student shall be provided with the opportunity to explain his/her version of the facts. The school official(s) involved shall make reasonable efforts to verify facts and statements prior to making a recommendation regarding discipline. Administration may choose another disciplinary alternative or exonerate the student

Refocus Process: Students will engage in refocus activities to resolve inappropriate behavior.

Conference: A formal conference is held between the student and one or more school officials.

Parent Involvement: Parent(s) or guardian(s) will be notified by telephone, personal contact, letter or certified letter. A conference may be conducted between the student, parent(s) or legal guardian(s), appropriate school personnel, and any other individuals concerned.

Child Strategy Team: CST is a solution-based meeting that may involve the student, parents, the principal, classroom teacher, any needed staff members. Interventions are established to assist the student in improving their behavior.

Removal from Classes: The student is temporarily removed from one or more classes, but remains at school during these class periods, and may receive other disciplinary action, such as detention or suspension of privileges. Parents will be notified and the action will be recorded in the student's file.

Removal from Activities: The student is temporarily suspended from attending and/or participating in school activities, including sports and club activities, dances, and field trips.

Assignment to Detention or Community Service: The student is assigned to detention, or up to an hour of community service. During detention students will be required to work on classroom, or other assignments. Community service is typically performed during the student's lunch recess. The student may be working on projects for a particular teacher, or may be assigned to the custodian, particularly if the offense was related to custodial problems.

Short-Term Suspension: Short-term suspension means the temporary withdrawal of the privilege of attending Dobson Academy for a period of ten or fewer consecutive days after following Informal Due Process. The school principal or principal's designee has the authority to impose short-term suspensions. A written record of the decision will be kept in the student's contact file. There is not a right to appeal a short-term suspension. In addition to imposing a short-term suspension, the school administrator may recommend to the governing board that a long-term suspension or expulsion be imposed.

Long-Term Suspension: Long-term suspension means the withdrawal of the privilege of attending Dobson Academy for a set period of time of eleven or more consecutive school days after following Informal Due Process. If a long-term suspension is recommended, a written Notice of Intent to Impose a Long-Term Suspension shall be mailed or hand-delivered to the parent. This letter will explain the offense, the recommendations, and the rights of the parent to request a formal hearing. All documentation will be recorded in the student's contact file.

Expulsion: Expulsion means the permanent withdrawal of the privilege of attending Dobson Academy unless the Governing Board reinstates that privilege. The student and parents/guardians will be informed

when a student is subject to expulsion from school. Expulsion requires official action of the Governing Board. Formal notification will include instructions regarding the school's due process procedure. All documentation will be recorded in the student's cum file.

Students on suspension are not allowed on campus. Additionally, students who are suspended may not participate in or attend any extra-curricular or athletic activity during the suspension.

Reasonable Restraint/Removal of Student

Corporal punishment is not allowed at Dobson Academy. However, while acting within the scope of their duties and responsibilities, employees may exercise the amount of physical restraint reasonable and necessary to protect the safety of students and/or themselves. School staff uses procedures that safely and effectively remove from that setting, disruptive students who significantly interrupt the teaching and learning environment.

Search and Seizure

Dobson Academy reserves the right to search and seize when there is a reasonable belief that there exists some material or matter which is detrimental to health, safety and welfare of the students or employees.

- Searches of school property may be conducted at any time.
- Illegal items or other possessions reasonably determined to be a threat to the health, safety or security of any person will be seized by school authorities.
- Items which are used to disrupt or interfere with the educational process may be removed from students' possession.
- Items seized by the school may be held by the school, returned to the students' parents, or turned over to the appropriate law enforcement agency. The school will maintain records of items seized and their disposition.
- Strip searches of students will not be conducted by the school and will not be permitted.

UNIFORM POLICY

Dress Code

Dobson 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, and instill 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.

Dobson Academy requires students to remain in uniform at all times while on campus. Students must be in compliance with the Dobson Academy Dress Code to attend class and certain school events. Students must wear attire and be groomed in a manner that is modest, conservative, and in no way distracts from the learning environment. Uniforms are mandatory and must be from an approved, official uniform line.

Although school administration will be responsible for enforcing the Dress Code, it is the responsibility of both parents/guardians and students to ensure compliance with the Dress Code. *School administration reserves the right to make determinations on Dress Code compliance as well as to further define or clarify the school Dress Code.*

Uniforms:

- Tops
 - Officially-logoed Dobson Academy polo-style shirts (short or long sleeved) in white, navy blue, or red
 - Tops must be tucked in at all times, be sleeved, and be unaltered in appearance
 - Undershirts (short or long sleeved) may be worn but must be in solid white, navy blue, or red
 - Undergarments may not be visible or show through tops

- Bottoms
 - Solid navy blue bottoms only
 - “Dockers-style,” must be free of embellishments, holes, and tears; must be straight legged and have finished hemlines; excluded are form-fitting, snug, or otherwise tight bottoms
 - Bottoms must be worn on or above the hips but not above the natural waistline
 - Undergarments must not be visible or show through bottoms
 - Long pants and shorts are acceptable; girls may wear skirts, jumpers, scooters, or skorts
 - Bottoms must be at least “fingertip length” when student is standing with arms down at sides
 - If bottoms have slits, the top of the slit must be at fingertip length or lower
 - Long pants should not touch the ground un-cuffed/unrolled
 - Leggings, tights, and the like are only permitted under skirts, jumpers, etc. and must be in solid white, navy blue, or red
 - Belts may be worn if bottoms have belt loops
 - Belts may be in uniform colors or solid black or brown
 - Belts should be free of embellishments, including the buckle

- Outerwear
 - Sweatshirts or sweaters in solid white, navy blue, red, grey or black may be worn; a small, simple logo on the sweatshirt/sweater is acceptable
 - School-sponsored sweatshirts or sweaters may be worn
 - Hats, sunglasses, and hoods on outerwear may only be worn outdoors
 - Jackets and coats may only be worn outdoors with no restrictions on color

- Shoes and accessories
 - Shoes should be flat-bottomed, not be higher than the top of the ankles, have a ‘back’ (secure strap is appropriate), and offer adequate protection of the feet as well as be safe and appropriate for school activities. Boots are not permitted.
 - P.E. or other special events may require athletic shoes
 - Socks should be white, navy blue, red, black, or grey; small, simple manufacturer logos on the socks are acceptable; neutral colored nylons or peds are acceptable
 - Jewelry must be simple and complement the uniform without being distracting, unsafe, or have the potential to cause injury or harm
- Grooming
 - Hairstyles and hair color should be ‘natural,’ modest, and not cause a distraction to the learning environment
 - 6th - 8th grade girls may wear makeup that is conservative, natural, and does not cause a distraction to the learning environment
 - Neither temporary nor permanent tattoos are permitted

Spirit, game, P.E., or other ‘special’ days or school events:

- School rules and Dress Code policies and standards always apply, with special exceptions potentially granted
 - Exceptions may be:
 - Permission to wear a school-sponsored spirit shirt or team jersey
 - Permission to wear a designated P.E. shirt
 - Permission to wear more formal attire (compliant with standards of skirt length, sleeves, fit of bottoms, etc.) for events such as pictures, school dances, special ceremonies, and the like
 - Permission to wear non-uniform attire (compliant with standards of skirt length, sleeves, fit of bottoms, etc.) for spirit activities such as “Dollar Dress” or as a reward
 - Attire must be free of inappropriate or offensive logos, images, words, embellishments, and the like

Consequences for Uniform Policy Violations

During the course of a school year, students who do not comply with the dress and grooming standards will face the following consequences:

Minor Infractions (easily remedied; examples: shirt not tucked in; shirt unbuttoned)

- 1st Violation- Verbal warning
- 2nd Violation- Written notice of uniform non-compliance sent home
- 3rd Violation- Written notice of uniform non-compliance sent home
After-school detention or community service* assigned

*Community service duties will depend on the needs of the school at the time of the violation. Duty may include, but is not limited to: trash pick-up, lunchroom cleanup and sweeping.

Major Infractions (not easily remedied; out of uniform; no socks; incorrect color/style)

- 1st Violation- Removed from classroom and sent to the office, written notice of uniform non-compliance sent home, and parent phone call with the following options:
 - Utilize change-out room if clothing is available*
 - Bring a clothing change for student
 - Pick up student (as a last resort only)

2nd Violation- After school detention

*Based on clothing availability, parents may opt to have their children change into a uniform from the Dobson Academy Health Office that the student will wear for the remainder of the school day. **All articles of clothing from the Health Office are the property of Dobson Academy and must be returned.**

HEALTH CARE

Asbestos Hazard Emergency Response Act

Dobson Academy has developed an Asbestos Management Plan in accordance to regulations established in the [Asbestos Hazard Emergency Response Act](#) (AHERA). A copy of this plan is located in the main office and is available for public review.

Emergency Drills

Emergency drills are held at irregular intervals throughout the school year. When drills are held, it is important for all students, staff and visitors to:

1. Follow the instructions of the staff.
2. Walk. Do not talk. Listen for directions from staff or authorities.
3. Move quickly and quietly to the designated area.
4. Be aware of posted emergency directions and information.

Health Service

A health professional is on duty during the school day. If at any time your family is faced with an unusual health situation which could affect your child's performance in school, please notify the health office.

Please note: After an illness, a student must be fever-free without medication for 24 hours before returning to school. If your child is ill and/or vomiting before school please keep them at home.

Parents must complete an Emergency Medical card for each of their children. This card tells us how to contact you or another responsible adult if your child becomes ill or is injured at school. It lists health problems, including allergies to food, medicine and insect stings. **Parents must immediately inform the school when there are changes in address, home phone, business or emergency phone numbers.**

Like you, we want to do what is best for your child. If we cannot reach you in an emergency, we will call paramedics who may decide that an ambulance should be called. The cost of this service is the parents'/guardians' responsibility.

Dobson Academy performs a mono vision and hearing screening for all new students, and students in grades K, 1, 2, 6 and special education. Any concerns about the initial screening should be considered by the parent for follow up by a physician or specialist.

Immunizations

Before a student may attend school, Arizona State law ([A.R.S. 15-872](#)) requires parents/guardians to present a documented immunization record which includes dates of all required immunizations. **Children who have not had chicken pox and are attending child care, kindergarten and grades 1, 2, 3, 4, 5, 7, and 8 during the school year are required to show proof of varicella immunization.** Dobson Academy will accept a parent's report that their child has had chicken pox. Children who have not had chicken pox need to be vaccinated.

The Arizona State Department of Health requires that all children in 6th and 7th grade, who are 11 or older, must have one Tdap (tetanus, diphtheria, and acellular pertussis) vaccine and one MCV (Meningococcal vaccine) to attend school.

- DPT, Dtap, DTap: Six doses properly spaced, unless fourth or fifth dose was received after fourth birthday. A booster of Tdap is given after age 11 and then every 5 years after the last Tetanus/Diphtheria dose has been received.
- Polio: Four doses properly spaced, unless third dose was received after fourth birthday.
- MMR: Two doses after the age of 12 months, at least one month apart.
- Hepatitis A: Two doses required for Preschool and Day Care up to age 6.
- Hepatitis B: Three doses properly spaced.
- Varicella: One dose after age 1 for Preschool - 4th grades, and 7th - 10th grades. If first dose is given after age 12, two doses are required.
- Meningococcal vaccine: One dose at age 11 or entering 6th grade, whichever occurs first.

Verification for all immunizations must include the child's name, birth date, type of vaccine, date of vaccine, and name of doctor/agency administering vaccine. Records must be signed or stamped by the agency providing the immunizations. A previous school record is also acceptable (does not include preschools). Record must be provided before school starts.

Children can be exempted if:

- ✓ If a physician certifies one or more of the immunizations would endanger the child's life
- ✓ If parents submit a signed statement that immunizations are contrary to their religious or personal beliefs

Although the law allows exemptions, the County Health Department may tell us to exclude your child from school if there is an outbreak of any of these diseases.

Medication

State law rigidly controls dispensing medication to children by a school nurse/health assistant. These requirements are made for the protection of all children. When students must take medication at school, either by a physician's order (prescription medication) or by parent/guardian request (non-prescription medication), the following procedure must be utilized:

1. A medication consent form provided by Dobson Academy must be completed and signed by the parent/guardian prior to dispensing any medication, either prescription or non-prescription. A new form is required each year. No medication will be dispensed without parent/guardian consent.
2. Medication must be delivered to the nurse/health assistant in the original prescription bottle or over-the-counter container.
3. The prescription label must have the student's name, current date, name of medication, dosage and the time to be given.
4. Students with chronic asthma may carry an inhaler provided a medication consent form is on file in the school health office.
5. If dosages should change while the child is on the medication, such changes need to be faxed to the nurse/health assistant from the doctor and a new prescription bottle must be provided with the changes listed. A new consent form must be completed prior to the new dose being administered. Changes will be made with a doctor's authorization only.
6. The dosage of a non-prescription medication must be within the manufacturer's recommendation as printed on the label.
7. Medicines needing refrigeration must be left in the Health Office during the dates to be dispensed and the parent should keep a needed amount at home. This will assure that medicines are properly preserved and lessen the chance of breakage of a bottle.

8. Only teachers may keep and administer medication on field trips.

Medicines brought to the school and not meeting necessary requirements will not be dispensed by the nurse/health assistant and will be locked in the office until a parent/guardian verifies the medicine in written form and follows the procedure or takes it home. Medication must be brought to the school Health Office by the parent/guardian. Parents must pick up all medications at the end of the school year, or they will be discarded. Parents must initial the consent form when picking up medication.

Wellness

The following guidelines are intended to provide health and nutrition standards for the students and campus community of Dobson Academy. These guidelines are based on recommendations from nationally recognized authorities including the Surgeon General of the United States, the National Association of State Boards of Education and the American Dietetic Association. Complete health and wellness policies are available for review upon request.

- Parents are encouraged to have their children bring in appropriate snacks. For example: whole grain foods, baked chips and crackers, cheese, breakfast bars, granola bars, yogurts, fruit cups, animal crackers, graham crackers, mini bagels and mini muffins. Inappropriate snacks will be determined by the classroom teacher and if clearly deemed inappropriate, the snack may not be allowed to be consumed in class. It may be eaten at lunch time. Ex: Candy and candy bars.
- Students are prohibited from sharing their food and beverages with one another during lunch or snack times.
- **Birthday parties are not allowed during the school day.** Birthday treats are allowed to fall outside of the nutrition guidelines as teachers must wait until the end of the day to distribute treats. **Homemade foods are not allowed due to Arizona State health and safety recommendations.** Only pre-packaged, ready-to-eat foods are allowed.
- Some food-based curriculum activities are an exception with food safety guidelines given to parents.
- Students receive 20 minutes for lunch and 20 minutes of recess. Students will be given time to wash or sanitize hands before consuming food.
- School lunch preparation meets the Federal Regulations for the National School Lunch Program.
- Milk is available for purchase for students already receiving a school lunch and wanting additional milk and also for students bringing a sack lunch.
- Carbonated drinks with caffeine are prohibited for students to consume and will be confiscated. Please do not send them with your child to school. This includes any type of “energy” drink, unless it is kid-friendly and has nutritional value.
- Water consumption is encouraged throughout the day and students are allowed to bring water bottles as long as they do not become a disruption as defined by each teacher.
- All students are provided opportunities for physical activity during the school day through daily recess periods, physical education classes and the integration of physical activity into academic curriculum.
- Students will spend at least 50% of PE class time participating in moderate to vigorous physical activity. A parent, caregiver or physician’s note will be required for non-participation.

Special Education Services

Dobson Academy provides Special Education services for students with disabilities. Programs are available to serve children with many needs, including learning disabilities and speech and language impairments. (Program information is available on the [Dobson Academy website](#).) All students entering Dobson Academy are screened within 45 days of enrollment for possible disabilities. If concerns are noted the student is referred to the Child Study Team. All children with disabilities who are in need of special education and related services shall be identified and evaluated.

Federal and state law requires school districts, charter schools and other public education agencies (hereafter referred to as the “school”) to provide a free, appropriate public education to eligible children with disabilities. This free, appropriate public education refers to special education and related services, described in an Individualized Education Program and provided to the child in the least restrictive environment.

Children with disabilities and their parents are guaranteed certain educational rights, known as procedural safeguards, from birth through age 21. The law and its implementing regulations also provide methods to help you assure that your input is considered. If you would like a copy of the procedural safeguards, please call the special education department at Dobson Academy.

If your child is having difficulty in school, please check with the teacher to determine what interventions have been tried to help your child succeed. If the interventions are unsuccessful, a referral to a CST (Child Strategy Team), and ultimately Special Education, may be necessary. You may contact the school principal if you wish to make a referral personally.

If special education disabilities are suspected, we are required to evaluate your child to identify and document whether your child has any disabilities that affect his or her learning and, if so, to determine what special education and related services are required. The evaluation will be done only after we have explained what we plan to do during the evaluation. We will use tests and procedures selected specifically for your child. The evaluation will not include basic tests or procedures used routinely for all students within a class, grade or school. This evaluation will be conducted according to federal and state requirements and will include information you provide. Following the evaluation we will provide you the complete results within 60 calendar days of your written consent. If your child is found eligible for special education services, we request that you serve as part of a team to help us identify the special education and related services your child needs. You may ask others to be present at the IEP meeting, if you wish.

PARENT INVOLVEMENT

Dobson Academy P.T.O. Mission Statement

The mission of the Dobson Academy PTO is to enhance and support the educational experience and provide opportunities to bring Dobson Academy staff, students and parents/guardians together through volunteer and financial support.

Visitors

Dobson Academy loves visitors and volunteers. We encourage parents to visit classrooms, meet with teachers and volunteer in the school because we believe that it will help student learning. However, as a safety consideration, and in keeping with school policy, we ask for your cooperation in enforcing the rules about visitors and volunteers at school.

Volunteers and visitors are welcome at school. However, **all guests are required to sign in at the school office in advance** before entering the campus. Parents and other guests may not go directly to the classrooms. This is for everyone's safety, so there can be no exceptions. This policy helps ensure that we know who is on campus. Parents and other guests who enter the campus without signing in are inviting others to do the same, including those who might not have our children's best interests in mind. **When leaving campus you must exit through the office and not through the outdoor gates.** Again, safety is the key word.

Leave small children at home when visiting classrooms since they often distract students and the teacher. In addition, students are not allowed to bring visiting children, either friends or relatives, to school with them. Siblings are not allowed on the playground or on play equipment during regular school hours.

Avoid conferences with teachers and staff members when visiting classrooms during school hours. They take teachers away from their teaching duties and affect all students adversely. If you would like to conference with a teacher, please make an appointment. This can be done through the office, or by contacting the teacher before, or after school hours.

A major school goal is to increase quality instructional time, while decreasing transitions and interruptions. Our staff works on this concept daily, and your help will make our school safer, and more efficient.

Volunteers

Volunteers form an essential part of the school program. Dobson Academy believes that our students need direct and personal contact with adults each day, and volunteers can fill this need. Our volunteer coordinator directs volunteer recruiting, training, supervision and recognition. Arizona Ball Charter Schools requires all volunteers, including family members, to be screened with a background check every two years.

We encourage you to become a volunteer at Dobson Academy. Participation is wide and varied, including:

- ✓ Listening to individuals or small groups of students as they read.
- ✓ Helping students work through math problems.
- ✓ Tutoring students who need extra help.
- ✓ Preparing special materials for students.
- ✓ Assisting the teacher in monitoring a lesson.

- ✓ Chaperoning field trips
- ✓ Driving on field trips
- ✓ Presenting or demonstrating as a guest speaker
- ✓ Participating in extra-curricular events (i.e. coaching, enrichment classes, etc.)

STUDENT AND PARENT RIGHTS

Complaint Procedure

Honest disagreements and complaints are inevitable in public schools. If parents have a complaint or disagreement concerning the school, the following procedure has been set up to guarantee that the problem will be heard.

1. First, arrange a meeting with the person against whom the claim is directed. Most disputes are resolved at this level.
2. If the situation remains unsolved, you may contact the school for a Parent Complaint Report form. Once completed, the form will be forwarded to the principal who will provide resolution assistance.

General Statement of School Harassment Policy

It is the policy of Dobson Academy to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, disability, or sexual orientation. The school prohibits any and all forms of harassment because of race, color, sex, national origin, disability, or sexual orientation. It shall be a violation of school policy for any student, teacher, administrator, or other personnel of this school to harass a student through conduct of a sexual nature, or regarding race, color, sex, national origin, disability, or sexual orientation as defined by this policy. It shall also be a violation of Dobson Academy policy for any teacher, administrator or other school personnel of this school to tolerate sexual harassment or harassment because of a student's race, color, sex, national origin, disability, or sexual orientation, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the school.

For purpose of this policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of Dobson Academy. The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of harassment because of race, color, sex, national origin, disability, or sexual orientation; to promptly take appropriate action to protect individuals from further harassment; and, if it determines that unlawful harassment occurred, to promptly and appropriately discipline any student, teacher, administrator or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment.

McKinney-Vento Homeless Educational Assistance

Every state is required to have a coordinator for the education of [homeless and highly mobile 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](#). You can contact us by any means necessary (note, phone, email, call, etc.) and we would be glad to direct you to the liaison.

Suspected Harassment, Intimidation and Bullying

- A) Students may report incidents of harassment, intimidation, and/or bullying to any staff member,

who will then follow up with administrative personnel.

- B) Parents may contact administrative personnel and submit their concerns in writing regarding suspected incidents of harassment, intimidation and bullying.
- C) School personnel will report suspected incidents of harassment, intimidation, and bullying to administrative personnel.
- D) School administration will keep a confidential central file of reported incidents as an ongoing record and reference for individuals with repeated incidences.
- E) Administrative personnel will orally interview students and other staff members. Written statements regarding suspected incidences and statements, as well as summaries of those incidents will be kept on file.
- F) Office referrals will be processed and parent contact will occur regarding alleged or substantiated incidents. Consequences will be determined by the code of conduct violation and the repeated nature of the violation. A Child Strategy Team (CST) will be involved in developing plans to change the negative behavior with the parent, the student and teachers.
- G) False reporting is deemed a form of harassment, intimidation and bullying. It will be considered a violation of the code of conduct with the same process and potential consequences for the student.

STUDENT RECORDS

Annual Disclosure

Access to educational records is governed by federal law ([Family Educational Rights and Privacy Act](#)). Parents and students 18 years of age or older, have the following rights in connection with educational records:

1. To inspect and review the student's educational records.
2. To request amendment of the student's educational records, ensure that the records are not inaccurate, misleading or in violation of students rights, including the right to a hearing, if necessary.
3. To consent to disclosure of personally identifiable information contained in the student's educational records, except that information deemed "directory information" may be disclosed without consent unless the parent/eligible student directs in writing that this information not be made public without prior consent. Disclosure may also be made without consent in certain circumstances allowed by FERPA.
4. To file complaints with the U. S. Department of Education.
5. To obtain a copy of Governing Board policy on Student Records, by requesting a copy from the Governing Board Coordinator.

Noncustodial and divorced parents have equal rights relating to student records unless the school has been provided a court order to the contrary.

Statement of Intent to Comply

Dobson Academy affirms its intent to comply with all federal and state laws relating to the prevention of discrimination based upon race, color, sex, national origin, disability, or sexual orientation. This compliance is to include, but not be limited to, the regulations of the [Title IX](#) act, which prohibits discrimination on the basis of sex in educational programs or activities which receive Federal funds, extending to employment in and admission to such programs and activities; and will comply with the [Education of all Handicapped Children Act, Public Law 94 - 142](#), the [Americans with Disabilities Act](#) and [Section 504 of the Rehabilitation Act](#). This compliance also includes, but is not limited to, the regulations of the [Title VI](#) of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color, creed, national origin, age, sex or handicap.

ADDITIONAL INFORMATION

Breakfast/Lunch Program

Dobson Academy offers a catered [school breakfast and lunch program](#) and participates in the [National School Lunch Program](#). Based on eligibility, students may receive [free/reduced breakfast and lunch](#). Students may bring their own lunches to school, or purchase a school lunch. Funds can be added to a student's meal account via check, credit card, or through [MySchoolAccount.com](#). Daily breakfast is also available. If you are delivering a lunch or eating with your child please sign in as a visitor and go directly to the multi-purpose room. To prevent a disruption, please do not go to your child's classroom. Additional information can be found under "Meal Program" on the [Dobson Academy](#) website.

Class Celebrations

Parents help plan parties for students on scheduled holidays. Parties are held during times that are least disruptive to the learning environment. Homemade foods are not allowed due to Arizona state health and safety recommendations. Only pre-packaged, ready-to-eat foods are allowed.

Surprise parties and birthday parties are not permitted at school. Birthday treats are allowed to fall outside of the nutrition guidelines as teachers must wait until the end of the day to distribute treats. Before you bring in any food to the classrooms, make sure that you first clear it with the teacher(s).

Balloons, flowers, gifts, etc. can cause a distraction; therefore, they will only be delivered at the end of the school day. If students wish to pass out invitations to private parties, they may do so only if the entire class receives an invitation.

Library Use Agreement

The Library is supported by Dobson Academy through fundraisers and Tax Credit donations. All books and materials are property of Dobson Academy

Use of the library is considered a privilege. Out of consideration of others, it is expected that a spirit of quiet will prevail. Students are also required to follow the Three B's (Be Safe, Be Respectful and Be Responsible) when visiting the library.

All materials borrowed must be returned on or before the due date. Students are responsible for all materials borrowed. Parents/guardians are responsible for the overdue, lost or damaged books borrowed by their dependent minor child.

Borrowing from the Library

Students in grades K-1 are allowed to check out one (1) book for either one or two weeks at a time per the homeroom teacher's discretion. Students in grades 2-8 are allowed to check out a maximum of two (2) books at one time for either one or two weeks at a time per the homeroom teacher's discretion. One renewal is allowed provided there is no waiting list.

If a book is not returned to the library by the due date the student will be suspended from library privileges until it is returned. Fine: 20 cents per school day per book. Maximum \$10.00 or half of the replacement cost of the item, whichever is less.

If materials are returned past their due date, overdue fines must be paid. You may continue to check out items if you have less than \$10.00 in fines. Accounts which have accrued or been billed fines or fees up

to a total of \$9.99 will have their status listed as delinquent and the student will not be able to borrow any books until the account is brought current.

Students are expected to take proper care of all library materials. You will be required to pay for any damages incurred outside of normal wear and tear. If a book is misplaced you will be given 30 days to return the missing item. After 30 days you will be required to pay for the missing book. This may include a non-refundable \$5.00 shipping and processing fee for replacement.

If you will be leaving Dobson Academy, please make sure all library materials are returned. You will be required to pay for all books and materials not returned.

Library Fines and Fee Schedule

Overdue Fines	Materials	Daily	Maximum
	Books, Videos, DVDs, CDs Magazines, Pamphlets, etc.	\$.20	\$10.00 or ½ the replacement cost of the item, whichever is less

Lost/Damage Fees	Materials	Fee
<i>For items that are still useable</i>	Marked page	\$.50 per page
	Torn page (mendable)	\$.50 per page
	Picture/page removed	\$1.00 per picture/page
	Barcode removed	\$1.00
	Plastic jacket removed	\$2.00
	Audio/video/cd case lost or damaged	\$2.00
	Water damage (mendable)	\$2.00

Any other damages will be assessed in consultation with the librarian and administration.

Replacement Fees	Materials	Fee
	Books, Videos, DVDs, CDs Magazines, Pamphlets, etc.	Cost of replacement + \$5.00 processing fee.

Lost and Found

On occasion a misplaced item is found. The school has designated a collection box for such lost items at the Multi-Purpose Room. Although Dobson Academy is not responsible for lost items, we will make every effort to help locate the items reported missing. Periodically, Dobson Academy will donate all of the items in the collection box to a charitable organization.

Permission Slips

Students must have a signed permission slip for special activities, especially when the school transports them on a field trip. The permission form will be furnished by the school and must be signed by the parent or legal guardian and returned to the school office. Students will be allowed to participate in these special activities only when written permission is given and returned to school with a signature.

Pets and Other Animals

Pets are only allowed on campus for educational purposes with permission from the principal.

STUDENT ACTIVITIES

Extra-Curricular Eligibility

Participation in extra-curricular activities is a privilege that is extended to students who meet the following educational and citizenship standards:

1. Be a student in who maintains a “C” average or above in all core subjects (language arts*, math, science, and social studies) AND no “F’s” in **any** subject for the duration of the activity or sports season. Academic eligibility will be verified regularly.
2. If a student does not maintain a “C” average or above in all core subjects and no “F’s” in any subject, that student will not be eligible to participate in any extra-curricular activities. Extracurricular activities include, but are not limited to sports games, competitions, clubs, class officers, etc. Eligibility can be regained at the next verification/grade check only.
3. Students are required to demonstrate proper behavior while engaged in any activity affiliated or sponsored by the school. School sponsored events are defined as those activities on or off campus that have been planned, promoted, or supervised by a school official.
4. Students assigned after school detention or TRIP are not allowed to participate in extra-curricular activities until after completion of detention or TRIP. Students who have been removed from class during the day may also be ineligible to participate.
5. Any student suspended (in-school or out-of-school) is ineligible to practice/participate/compete for the duration of the suspension.

*Core subject grades for language arts may include reading, writing, grammar and spelling.

Students must be in attendance at least half the school day to be eligible to participate in any activity.

School Tax Credit Program

You have the opportunity to financially support Dobson Academy while reducing your Arizona tax liability. **Arizona law allows a tax credit of up to \$200 for individual taxpayers and up to \$400 for married filing jointly per calendar year.** You will be issued a receipt for tax purposes. If you have any questions, please contact the school office. You can also visit the Arizona Department of Revenue website at: <https://www.azdor.gov/TaxCredits/SchoolTaxCreditsforIndividuals.aspx>

Activities and Clubs

Dances

Dances at Dobson Academy are generally sponsored by the school or student council. The principal will work with the organizations to develop dance guidelines. Admission may be charged. General rules for dances are:

- Students who have been removed from class during the day or who are on in-school or out-of-school suspension may not be admitted to school dances.
- School rules are in effect at all dances and activities.
- Students may not leave the dance without a parent/guardian or an authorized adult (i.e. carpool). Anyone who leaves the dance cannot be readmitted.
- As with all school events, overt displays of affection are not allowed.

National Junior Honor Society

The purpose of the Dobson 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 a majority vote of the faculty council and is based on outstanding scholarship, character, leadership, service and citizenship.

Student Council

The Dobson Academy Student Council was founded to help develop public speaking and leadership qualities as well as encourage civic and community mindedness. The Student Council advisor is a faculty member designated by the school.

Athletics

Student-Athlete Code of Conduct

Dobson Academy student athletes are expected to represent themselves, their team, and the school in an exemplary manner at all times. Athletic participation is considered a privilege, not a right. Each student athlete is to be a positive influence on her/his fellow students at all times during the school day and at athletic or school-sponsored events, both home and away.

All participants in Dobson Academy athletics agree to abide by the following Code of Conduct:

I. I will be a worthy representative of Dobson Academy, my coaches and my team.

- a. I will treat opponents with respect; shake hands after each contest.
- b. I will respect the judgment of officials and abide by the rules of the contest.
- c. I will accept seriously the responsibility of representing the school by displaying positive behavior at all times.
- d. I will refrain from using foul, obscene or threatening language or gestures.
- e. I will respect the judgment of my coaches. I understand that I am not guaranteed any game playing time.

Consequences: Failure to abide by these principles may result in a minimum of a half- game suspension to a maximum of being excluded from athletic participation for one calendar year.

II. I will be a responsible team player.

- a. I will act in a positive manner, reflecting family values. I will exhibit the highest standards of sportsmanship.
- b. I will attend every practice and game unless excused by the coach.
- c. I will support my teammates and interact with them in a positive manner, always showing mutual respect, not participating in gossip, hazing, harassing, making derogatory remarks or any other behaviors that may bring dishonor to myself, my team or Dobson Academy.
- d. I will refrain from using foul, obscene or threatening language or gestures.
- e. I will respect the judgment of my coaches. I understand that I am not guaranteed any game playing time.

Consequences: Failure to abide by these principles may result in a minimum of a half- game suspension to a maximum of being excluded from athletic participation for one calendar year. Furthermore, if team members do not exhibit the characteristics/values of Dobson Academy, the team

may be disbanded for the remainder of the school year or for one calendar year, depending on when the violation occurs.

III. I will maintain the academic requirements to remain eligible to participate in athletic programs.

- a. I will maintain a "C" average or above in all core subjects (language arts*, math, science, and social studies) AND no "F's" in every subject for the duration of the sports season.
- b. I am aware that, if I am placed on an academic contract, I must abide by the conditions set forth in my contract or I will become immediately ineligible.

*Core subject grades for language arts may include reading, writing, grammar and spelling.

Consequences: Failure to abide by these principles will result in game suspensions until the athlete has become academically eligible. Changes in ineligible status will take place on a weekly basis. The coach or Athletic Director will notify any ineligible student of any change in eligibility. This will be done on Wednesdays, or the next available school day of that week.

Parent/Spectator Code of Conduct

I. As a parent and/or spectator I will maintain acceptable standards of behavior at all times. I will:

- a. Remember that the players are young adults and are playing for their enjoyment, not mine.
- b. Respect the judgment of the coaches. I understand that my child plays in a competitive league and is NOT guaranteed any game playing time.
- c. Respect decisions made by contest officials.
- d. Be a role model by positively supporting teams and by not shouting instructions or criticism to the players, coaches or officials. I will not coach from the stands or approach coaches or officials before or during the contest.
- e. Make no derogatory comments or gestures to players, coaches, parents of the opposing teams, officials or league administrators.
- f. Follow the chain of command to resolve an issue, speaking first to the coach then to the Athletic Director if resolution cannot be reached.

Consequences: Failure to abide by these principles may result in removal from the contest. If this happens, he/she will also be banned from attending the next home event of the sport for which the removal was made. If a spectator is removed for a second time, he/she may be barred from attending any athletic event at Dobson Academy or at Dobson Academy's deemed home field for one calendar year.

AGREEMENT OF SUPPORT

2017-2018

Parent/Guardian

As a parent/guardian of a child attending Dobson Academy, I have read the Family Handbook (available online, or in hardcopy by request only) and agree to support the school and abide by the policies and procedures as indicated in the Family Handbook and in supplemental addendums shared with parents as needed. I recognize that Dobson Academy is a public charter school, and I have ***voluntarily chosen to enroll***. In return for supporting and abiding by the school policies and procedures, I expect the faculty and staff of Dobson Academy to provide my child with the type of education stated and implied in the Family Handbook.

Name of Student: _____

Name of Parent/Guardian: _____

Relationship to Student: _____

Signature of Parent/Guardian: _____

Date: _____

Student

I am aware that Dobson Academy is a school of choice. After talking with my parents/guardians, I have chosen to attend Dobson Academy.

As a student at Dobson Academy, I agree to accept responsibility for following the policies and procedures as described in the Family Handbook.

Student's Signature: _____

Date: _____

(Continued)

PERMISSIONS AND AGREEMENTS 2017-2018

Media Release

Please initial the appropriate statement:

_____ I give permission for my child's name and/or picture to be printed or published in any/all formats such as newsletters, honor rolls, award announcements, team rosters, concert programs, yearbooks, press releases, media/social media productions, school website articles and other such publications.

_____ I give permission for my child's name and/or picture to be printed and published in the Dobson Academy school yearbook ONLY.

_____ I do not give permission for my child's name and/or picture to be published.

Technology Acceptable Use Policy (AUP)

I understand and will abide by the conditions of the acceptable use policy, as indicated in the Dobson Academy Family Handbook, and will use computer and electronic resources for curricular purposes only. I further understand that any violation of this agreement is unethical and may constitute a criminal offense and may result in civil liability to me and my parents or guardians. Should I commit any violation, I am subject to consequences of the school's Code of Conduct Policy and state and federal law. Students will not be permitted to use Dobson Academy technology without this signed agreement.

Library Use Agreement

I have read and agree to abide by the policies and procedures as indicated in the Dobson Academy Family Handbook regarding the Library Use Agreement.

Emergency Before and After Care

Students need written parental permission to stay on campus and be involved in school-sanctioned activities after school hours. **For safety reasons, students who are on school property unsupervised before 8:00 am or have not been picked up once the afternoon dismissal process is complete will be signed-in to the after-care program at parent expense.**

As a parent/guardian of a child attending Dobson Academy, I have read the Family Handbook (available online, or in hardcopy by request only) and agree to support the school and abide by the policies and procedures as indicated in the Family Handbook as well as in supplemental addendums shared with parents as needed. My signature indicates I have read, understand, and support the guidelines explained in detail in the Dobson Academy Family Handbook.

Parent/Guardian signature _____ Date _____