



Hearn Academy

17606 N. 7th Ave, Phoenix, AZ 85023 | hearnacademy.org

HEARN ACADEMY

Arizona Ball Charter Schools

**PARENT & STUDENT HANDBOOK
2023-2024
GRADES K-8**

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Dear Hearn Academy families-

Welcome back! We hope everyone had a relaxing summer break. It is my honor to be starting my 4th year as principal at Hearn Academy and I look forward to working with all members of our learning community. At Hearn Academy, we are so excited to be starting the 2023-2024 school year. Reflecting back upon last school year, we acknowledge the efforts of all members of our learning community that made it a success. Our school could not have been prouder of our families, teachers, and students for all their hard work.

During the 2022-2023 school year, our students made huge academic strides. This year, we are once again anticipating even greater student academic growth and proficiency. Our teachers and support staff are dedicated to providing our students with the best education possible. I truly believe that Hearn Academy is the best school and has the best educators to entrust with your child's learning!

At Hearn Academy, we pride ourselves on providing a personalized education to our students. Our goal is to meet each student at their current academic ability level and to instill a love for learning that promotes both academic achievement and growth. The success of our school and our students is built upon partnering with all members of our learning community. We believe in the importance of creating a responsive learning community that values the input and unique needs of parents, teachers, students, and all concerned stakeholders. We value building positive relationships to create a strong connection between home and school. Our success could also not be achieved without our highly qualified teaching staff, which is made up of experienced educators that rival any in their profession. Not only are our teachers highly skilled, but they are also provided with top rated curriculum and other resources to provide students with a rigorous and relevant educational experience.

On a personal note, this is my 17th year working at Hearn Academy and my 4th year as principal. Before becoming principal, I primarily taught 6th grade Social Studies and Science, but I have also taught in all subject areas from 5th to 8th grade. Aside from teaching, I have also worked as an Instructional Coach and as an Administrative Intern at Hearn Academy. As for my educational background, I hold a Bachelor of Arts in History from Gettysburg College as well as a Master of Education in Secondary Education and another Master of Education in Educational Leadership with Principal Certification both of which are from Northern Arizona University. Additionally, I am also an Arizona State Certified Teacher and Principal as well as holding educational endorsements in Spanish English Immersion (SEI) and in teaching Middle Grades (5-8).

As a school, we are honored by your commitment and choice to send your students to Hearn Academy. We look forward to continuing to serve our families and their students during the 2023-2024 school year.

Sincerely,

Edward Traud
Principal
Hearn Academy

MISSION STATEMENT

Arizona Ball Charter Schools provide a personalized education to all students emphasizing comprehensive academic excellence in a safe, nurturing environment through partnering parents, students, and staff.

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/guardians must complete an application and an enrollment form. All forms are available to complete at www.hearnacademy.org. Any assistance or resources needed to complete these forms can be provided on campus in our front office.

Open enrollment is annual. Eligible students are admitted to Hearn Academy based on space availability. An open enrollment period is conducted in the 2nd quarter of the academic school year. 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 the 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.

Exclusions

The Arizona Ball Charter Schools may refuse to enroll a student who has been expelled or is in the process of being expelled from another educational institution.

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. Hearn Academy's McKinney-Vento Coordinator is Parker Galope, who can be reached via email at pgalope@ballcharterschools.org.

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 are requested to notify the health office or school secretary if a student has a health problem. In the event a student has a cast, boot, brace, crutches, etc., they will be required to remain in the Health Office during recess in order to prevent further injury.

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 hours or require medicine to avoid these symptoms.

Parents/guardian must make arrangements to have either a parent/guardian or an approved designee available at all times to pick up a child that is ill. Since it is occasionally necessary to contact parents/guardians, **we ask that you update your school contact information whenever your work, home, or cell phone number changes.**

If both parents/guardians are out of town and 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. For any questions, please contact Nurse Jennifer Compo, RN, at jcompo@ballcharterschools.org.

Hearing and Vision Screening

Each year, hearing and vision screening will be done for kindergarten, 1st, 2nd, 4th, 6th grade students and any new 8th grade students. Students in other grades may be tested as needed. If you do not want your child screened, please fill out a form with the school nurse to opt out of the screening. Parents will only be notified of results if a student does not pass two screenings and will be referred to have their child see a doctor.

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/guardian 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 that 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, Ibuprofen, 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/guardian 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., 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 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 student'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 for approval to return to school. 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 Hearn Academy is designed to best prepare students for success and high achievement. Hearn Academy teaches the Arizona Academic Standards in all core classes (Mathematics, Language Arts, Science, Social Studies). Special Area classes (Physical Education, Music, Spanish, Art, Technology and Math Enrichment) also teach to the Arizona Academic Standards in their respective area.

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 groupings that are based on student academic proficiency levels. At Hearn Academy, students are assessed and encouraged to move ahead in academics based on their ability level. Official advanced placement classes are offered in all grades. Instructional materials and resources include textbooks, consumables, manipulatives, supplemental materials, and computer programs. The internet is used to provide computer-based experiments, research, remediation, and enrichment.

Lost Books/Curriculum

Much of our curriculum often includes soft cover, consumable materials. Students will be supplied with 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 both teaching to mastery and on the needs of the individual child. Therefore, instructional methods will vary depending on the learning styles of the students and teacher discretion. 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

90-100% = O-Outstanding

80-89% = S-Satisfactory

70-79% = P-Progressing

50-69% = N-Needs Improvement

0-49% = U-Unsatisfactory

3rd-8th Grade

90-100% = A, Outstanding
80-89% = B, Very Good
70-79% = C, Satisfactory
60-69% = D, Unsatisfactory
0-59% = F, Failing

Principal's List:

K-8th - A's in all classes, including grades in Special Area classes.

Honor Roll:

Kindergarten-2nd grade: All O's and S's (including grades in Special Area classes)

3rd-8th grade: All A's and B's (including grades in Special Area classes)

National Junior Honor Society:

Students that maintain 4.0 to 3.8 GPA in each quarter for the entire school year (grade-level teaching teams may recommend students they feel meet the standards of the National Junior Honor Society).

Homework Guidelines

The minutes listed below are nightly averages and may fluctuate if a student needs to make-up work due to absences from school.

Kindergarten: 15 minutes

1st Grade: 20 minutes

2nd Grade: 25 minutes

3rd Grade: 30 minutes

4th Grade: 35 minutes

5th Grade: 40 minutes

6th Grade: 45 minutes

7-8th Grade: 60-90 minutes

In addition to the nightly homework averages listed above, teachers may require students to read daily outside of school hours.

Academic Information/Communication

Hearn Academy uses two platforms for parents/guardians to obtain information and communicate any questions or concerns about their student's academic performance. The first platform is [PowerSchool](#) and the second platform in [Class Dojo](#), both of which are available as an app that can be downloaded to a smartphone. PowerSchool allows parents/guardians to check their student's grades as they are updated in real-time. Class Dojo is our communication platform through which parents/guardians can easily communicate with their student's teachers. Parents/guardians are highly encouraged to use both platforms regularly to monitor their

student's progress. To obtain information on how to log into your student's PowerSchool and Class Dojo accounts, please contact your student's teacher or contact our Instructional Coordinator Steve Knoblauch at sknoblauch@hearnacademy.org.

Assessment

In-coming kindergarten children and their parents/guardians will meet with an assessment coordinator prior to the school year to administer a screening test to help determine the proper placement of the student in our differentiated grouping model. Placement for all students may be determined in a variety of ways including informal reading inventories (IRI), textbook placement tests, Galileo benchmark tests, teacher recommendation, or state test results.

Multiple assessments for each objective are available in the curricula and used in each content area. 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. All assessments are used to better meet the student's needs and learning styles.

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

Arizona Ball Charter School students in grades 3-8 grades participate in the Arizona's Academic Standards Assessment (AASA) in ELA and Mathematics. Students in 5th and 8th grade also take the Arizona's Science Test (AzSci). 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.

Retention/Promotion

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 reviewing input from a variety of sources, which may include teachers, school administration, parents, or 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, per established retention procedures.

Extracurricular Activities

Hearn Academy offers its students an opportunity to further their educational endeavors throughout the year after school hours. Various extracurricular 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 based on outstanding scholarship, character, leadership, service, and citizenship.

Sports

Interscholastic athletics that are offered at Hearn Academy are sponsored through the Charter Schools Athletic Association (CAA). We offer the following sports at Hearn Academy: co-ed flag football, co-ed soccer, boys' and girls' volleyball, boys' and girls' basketball, and possibly other options depending on coaching availability and student turn-out. Grade levels being served varies by sport. All student athletes are expected to maintain a C or above in all classes to fully participate. The school athletic director will send out weekly eligibility forms to all teachers asking for a grade and participation checks. If a problem is reported to the athletic director, the student is at risk of losing the privilege to play in one of that week's games. 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. **Students present as spectators at any sport event on campus must be accompanied by an adult.**

After School Clubs

Clubs are offered after school by staff members and will require a paid activity fee. Some outside vendors also offer after school programs as well. We will post information on our web site, Class Dojo, and in the office as it becomes available. **Students may not bring outside guests to after school clubs. If a student is absent from school, they may not be allowed to participate in the club.**

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 or other extenuating circumstances. In such cases, students and parents/guardians are responsible for completion of missed work. Absences can be reported to: hearnattendance@ballcharterschools.org.

Absences are classified as follows:

- **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. 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 office prior to an absence (2) calling on the day of the absence before 10:00 AM, or (3) sending a parent or guardian issued note.

- **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.

If a student does not attend school, they are not allowed to attend after school 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 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 5 or more unexcused absences from school. Additionally, a student has "excessive absences" when the student misses 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 regardless of the reason, the parent/guardian and/or their student could be issued a citation for a violation of an Arizona Revised Statute A.R.S. 15-802 or 15-803. The citation would require that both the parent/guardian and their student to appear in court regarding this matter. Prosecution of a parent/guardian and/or their student may result in any of the following consequences: attendance in an educational class, community work hours, counseling, etc.

The parent/guardian will also be assessed a \$50 Diversion fee. If a parent/guardian receives a citation and is convicted, it is a Class 3 misdemeanor punishable by jail time and/or fine.

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

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 may 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 7:30 AM and class begins at 8:10 AM. If a child arrives prior to 7:30 AM the parent will be called to remind them of the drop off time unless enrolled in Husky Club or on campus for an approved reason. 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 provide you with your location for pick up along the pick-up curb. **Please do not come early!** Each pick up time takes approximately 15 minutes. Please remember to pick up your student(s) 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 (7:30 AM-3:10 PM) unless they are in Husky Club, participating in an extracurricular sport/club, attending a school event or campus activity, or to receive extra academic aid with teacher permission.

Your student must be picked up promptly after school. The front office is not a waiting area for students. In the event that a student is not picked up and no phone call is received within one hour of the student's release and emergency contacts cannot be reached, the school will be required to contact Arizona's Department of Child Safety (DCS). If it is a repeated pattern, the school will be required to contact the Police or DCS.

Parents/guardians, please make sure you discuss your student's pick-up arrangements in advance to avoid confusion at pick up time.

Personal Items

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 such as personal music devices, tablets, and portable gaming devices are not to be brought to school at any time. 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 (i.e., 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 and Smart Watches are to be powered off before entering school premises and must be placed in the student's backpack and may not be taken out or powered on again until after dismissal and past the front gates or with teacher approval on school premises. Texting, phone calls, 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, may be confiscated and a parent may be required to pick up the phone on the 2nd offense.

Parents/guardians may 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 toys, yo-yo's, game cards (Pokémon or sports cards), toys, stuffed animals, and jewelry that is not worn. If these items are seen, they may be confiscated. School is not responsible for lost or stolen confiscated items.

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

Lunch Program

Menus are sent home monthly to allow students to select their breakfast and/or lunch option. The cost for breakfast is \$1.95 per day and lunch is \$3.10 per day. **Students are required to prepay for their meal selections with their order.** Payment can be made using a credit or 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 their parent/guardian to either bring them lunch or authorize the student to receive a school lunch. The amount will be charged to the student's account and is due the following school day.

The lunchroom has microwaves available to students **for reheating purposes. A maximum of three minutes per student is allowed at the microwave.** 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 **three** 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.

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:

Revised July 1, 2023

- 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 one fruit, a cheese stick, 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.

When sending items to recognize your child's birthday or for a class event, we encourage parents provide a healthy snack.

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 registrar 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 school administration 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 (FERPA) Office in Washington, D.C., if you feel the school is violating public school records policies and statutes.

Closed Campus & Visitors

Hearn 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/guardian and signed-in at the

front office. In order to sign-out a student, the approved adult must provide a valid driver's license or a valid photo ID.

Visitors are welcome at Hearn Academy. However, to preserve the integrity of instructional time as well as student and staff safety, limits must be placed on visitors and their activity. Hearn Academy reserves the right to deny anyone access to campus for any reason, namely for the purposes of preserving the health/safety of students and staff, maintaining order, and preventing disruption of instructional time. In order to access our campus, a visitor must provide a valid driver's license or a valid photo ID.

All visitors to campus must check-in at the front office through the Verkada security system, which requires a valid driver's license. Visitors will be given a badge that identifies them, and this badge must be visibly worn and not removed until checking out. Visitors may only be on campus for the reasons approved at check-in (attending an event, eating lunch with a child, etc.) and may not engage in other activities. Visitors must check-out at the front office before leaving campus. Avoid conferences with teachers and staff members while visiting campus. If you would like to conference with a teacher or staff member, please make an appointment.

In the case of a visitor who engages in disruptive, disorderly, or threatening behavior, or any behavior that potentially risks the safety of students and staff, the school administration may restrict the person's access to the school for an extended period, including indefinitely. This could also include any visitor who refuses to follow our school procedures or staff directives.

Volunteers

Volunteers form an essential part of the school program. We encourage parents/guardians to visit classrooms, take part in school activities, and volunteer in the school because family engagement promotes student learning.

There are a number of ways you can volunteer.

- Work in your child's classroom or assist with small groups
- Assist in the office
- Supervise in the cafeteria or at recess
- Assist with planning and running of school-wide events
- Be a guest speaker, teach a skill, or share a talent with our students

For the safety of our students, Arizona Ball Charter Schools require all volunteers, including family members, to be screened using our Verkada security system. If you would like to volunteer at Hearn Academy, please reach out to Eric Noland at enoland@ballcharterschools.org. Hearn Academy believes that our students need direct and personal contact with adults each day, and volunteers can fill this need. Arizona Ball Charter Schools requires all volunteers, including family members to check in at the front office through the Verkada security system, which requires a valid driver's license.

As a volunteer, you agree to work within the policies and procedures of Hearn Academy. You understand and agree that in performance of your duties as a volunteer, you must hold in strictest confidence any observation you may make or hear regarding students, students' families, or school staff. Any concerns about something you have observed or been made aware of should be reported immediately to the teacher or school administration.

Avoid conferences with teachers and staff members while volunteering. If you would like to conference with a teacher or staff member, please make an appointment.

You acknowledge that the intentional or involuntary breach of confidentiality may result in the disciplinary action, including termination by the volunteer program coordinator or legal action by others (i.e., students, families of students, Hearn Academy, etc.).

For the protection of our children, you understand that you may not meet outside of school with students with whom you have worked with or had contact with while working as a volunteer. This does not include interactions that inherently require consent of the child's parents/guardians, such as church, sports teams, scouting, or friends of your own children, etc.

Required Uniform Dress Code

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, 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). **No clothes or personal items 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- Students will be required to get a change of clothing from nurse if available.

Repeat occurrences- Parent/guardians will be contacted.

Collar Polo Tops:

Colors: Solid colors in primary red, white, black, navy, and baby blue.

Style: short or long sleeve collar polo style shirt.



Clothing that may be worn in **combination** under a school approved polo shirt:

- Solid uniform color turtlenecks, long sleeve t-shirts, and undershirts with no inappropriate pictures or wording. 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 Yoga pants, cargo pants, leggings/Ponte pants. Shorts/skirts must be no more than 3 inches above the knee and provide adequate coverage.



* 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. 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:

- **Students may wear jackets, sweaters, or sweatshirts for warmth. Undershirts must be solid navy blue, powder blue, black, white or primary red. The collar of the polo shirt must be visible under the over garment at all times with no inappropriate pictures or wording.**

Footwear:

- **Tennis shoes with rubber soles are mandatory every day for safety reasons.**
- No crocs, heellies, clogs, wedges, boots or sandals, etc. No exceptions for special dress days such as pajama day. School Administration and Physical Education teacher will have the final approval over what constitutes appropriate footwear.
- Shoes must provide substantial support for recess and Physical Education classes and are 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 must match
- Socks must match.

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
- No excessive body piercing jewelry (school administration will have final approval over whether piercing is excessive)
- 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
- Any item that becomes an interruption in the learning process may be taken away
- No excessive temporary or Henna tattoos
- Make-up should be kept minimal and no excessive amount, or bright colors should worn.
- Leggings may never be worn as pants but may be worn under skirts and dresses.

Hair:

- Excessive hairstyles that call attention to the individual or disrupt the learning process will not be permitted. Whether a hairstyle is excessive or not will be at the discretion of school administration.
- 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 school administration for the final determination.

Optional Friday Attire:

Jeans: Must fit properly, not be torn, ripped above the knee (unless the rip is covered by another fabric), cut, distressed, destroyed, low riding, too tight or baggy and must follow the uniform restrictions. 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. If a student has repeated infractions on dress down days, they may have their privilege to participate revoked.

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 throughout the school 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. Third, if the student does not show improvement in his or her behavior and disruptions, the teacher may refer the student to school administration.

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 violating school**

rules, 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 school administration 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. Multiple incidents of 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	<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
Disruption 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 ▪ Suspension ▪ Expulsion
Drugs, alcohol, over counter drugs and tobacco (use, possession, under the influence, and sale or distribution of including paraphernalia)	<ul style="list-style-type: none"> ▪ Suspension. ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Expulsion 	
Electronic devices (cell phones, smart watches)	<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 suspension
Gang activity or affiliation	<ul style="list-style-type: none"> ▪ Administrative conference ▪ Detention(s) ▪ Up to five (5) Day suspension ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Long Term Suspension ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Long Term Suspension ▪ 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 suspension 	<ul style="list-style-type: none"> ▪ Long Term Suspension ▪ Expulsion
Leaving campus without authorization	<ul style="list-style-type: none"> ▪ Detention(s) ▪ Suspension 	<ul style="list-style-type: none"> ▪ Up to five (5) day suspension 	<ul style="list-style-type: none"> ▪ Up to ten (10) day suspension ▪ Long Term Suspension ▪ Expulsion
Leaving class without Authorization	<ul style="list-style-type: none"> ▪ Detention(s) 	<ul style="list-style-type: none"> ▪ Detention(s) /Susp ▪ Suspension 	<ul style="list-style-type: none"> ▪ Up to five (5) day suspension

Incident	1 st Referral	2 nd Referral	3 rd Referral
Lewdness	<ul style="list-style-type: none"> ▪ Detention(s) ▪ Up to five (5) day suspension 	<ul style="list-style-type: none"> ▪ Up to ten (10) day suspension 	<ul style="list-style-type: none"> ▪ Up to long term suspension
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 suspension 	<ul style="list-style-type: none"> ▪ Detention(s) ▪ Up to three (3) day suspension
**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
***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 suspension ▪ Loss of Credit 	<ul style="list-style-type: none"> ▪ Up to long term suspension ▪ 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 ▪ Suspension 	<ul style="list-style-type: none"> ▪ Up to Expulsion ▪ At home suspension, work to be completed 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
Tardy	When a student has had 5 unexcused tardies during a quarter, he/she may be required to serve a detention after school. Detentions may be given for each subsequent 5 tardies in that quarter. Persistent tardiness may result in a parent, teacher, principal conference, and further action may be taken.		
Technology Misuse/Computer Tampering	<ul style="list-style-type: none"> ▪ Loss of Technology Use/Privileges ▪ Detention(s) ▪ Up to three (3) day suspension ▪ Restitution ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Loss of Technology Use/Privileges ▪ Up to five (5) day suspension ▪ Restitution ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Loss of Technology Use/Privileges ▪ Up to ten (10) day suspension ▪ Restitution ▪ Expulsion
Theft/Extortion/Robbery/Burglary /Breaking & Entering/Armed Robbery	<ul style="list-style-type: none"> ▪ Administrative Conference ▪ Detention(s) ▪ Up to three (3) day suspension. ▪ Restitution ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Up to five (5) day suspension ▪ Restitution ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Up to ten (10) day suspension ▪ Restitution ▪ Expulsion

Incident	1 st Referral	2 nd Referral	3 rd Referral
Truancy	<p>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.</p>		
Vandalism (School or Personal Property)	<ul style="list-style-type: none"> ▪ Restitution ▪ Up to three (3) day suspension ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Up to five (5) day suspension ▪ Restitution ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Up to ten (10) day suspension ▪ Restitution ▪ Long Term Suspension ▪ Expulsion
Harassment/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 or 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 suspension 	<ul style="list-style-type: none"> ▪ Detention(s) ▪ Up to three (3) day suspension
Directed Profanity	<ul style="list-style-type: none"> ▪ Detention(s) ▪ Up to three (3) day suspension 	<ul style="list-style-type: none"> ▪ Up to five (5) day suspension 	<ul style="list-style-type: none"> ▪ Up to ten (10) day suspension
Verbal Threat to Injure or Cause Death	<ul style="list-style-type: none"> ▪ Detention(s) ▪ Up to ten (10) day suspension ▪ Long Term Suspension ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Long Term Suspension ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Expulsion
<p>Weapons, Explosives, or any related dangerous items (real or otherwise, such as a toy) either purchased or handmade that are made to threaten, use, possess, sale or distribution). *Dangerous items could include a laser pointer, a Knife with 2.5 inch or less blade, or any item that the administrative team reasonably views as a dangerous item.</p>	<ul style="list-style-type: none"> ▪ Suspension ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Expulsion 	<ul style="list-style-type: none"> ▪ Expulsion

Search and Seizure

Hearn Academy reserves the right to search and seize when there is reasonable suspicion to believe that a material or item that is detrimental to the health, safety, and welfare of the student(s) or school staff exists on campus.

Desks, computers, and student storage areas are school property, which the school has made available for use by students for educational purposes. School officials have the right to inspect desks, computers, and student storage areas at any time.

Personal searches may be conducted by school officials when there is reasonable suspicion that a particular student is in possession of a material or item that is detrimental to the health, safety, and welfare of the student(s) or school staff. The search shall occur in the presence of a third person of the same sex as the person being searched. The searches will be conducted out of the presence of other students and in a private room. Searches of the students shall be limited to:

- Searches of the pockets, shoes, and socks of the student.
- Any object in the student's possession such as a purse, lunchbox, or a backpack.

The school official conducting the search shall notify the student's parent/guardian of the search as soon as possible. When extreme emergency conditions require a more intrusive search of the student's person, school officials shall contact the police.

Illegal items or other materials reasonably determined to be a threat to the health, safety or welfare of any individual on campus may be seized when found in the course of a search. Any such items seized may be:

- Returned to the parent/guardian of the student from whom the items were seized,
- Offered as evidence in any suspension or expulsion proceeding if they are tagged for identification at the time seized,
- Turned over to law enforcement officers, or
- Destroyed.

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, 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.

"Harassment, bullying, or intimidation" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e, email, chat room comment, social media post, voice message, text message) 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;

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or by any other distinguishing characteristic. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle. **Bullying** is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

A harasser may be a student or an adult. Harassment may include but not be limited to the following when related to 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:

- 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 school administration. The student may also make a written report. It should be given to a teacher, assistant principal, 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 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.

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

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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.

Chromebooks usage

Chromebooks are available for use under teacher supervision in classroom settings only. Anytime a student is issued a Chromebook for classroom projects they will follow all Hearn Academy's internet and technology usage agreements. With the portability of a Chromebook, Hearn Academy understands the greater chance for accidental damage. However we will not tolerate abuse of Chromebooks 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.

Go Guardian/Google Account

I understand that if my child is logged in to their School Google account on a personal computer/device or school issued computer/device, the Go Guardian application is monitoring the device being used for any websites that the school has deemed inappropriate and will be notified of the incident. Your child must log out of their account after every session to discontinue the Go Guardian Application from monitoring the device.

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 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 an appropriate member of the school administration team.

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 families and 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 \$200 per calendar year** if they contribute to extracurricular 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 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 their career and college decisions.
5. Nurture a superior and vigorous academic program that promotes a humanistic education where students develop cultural literacy, creativity, responsibility, interactive skills, citizenship, and academic proficiency.
6. Foster and support community service so that educational content is linked to career interests and social interaction.
7. Endorse and carryout a realistic discipline policy that reflects real 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 21st century skills.
9. Strive to be the most knowledgeable, creative, and caring person possible who supports using a variety of instruction methodologies to increase student success.
10. Be an active part of our learning community and work with families together 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 and procedures approved by the Governing Board. Student, parents, or legal guardians are required to sign a commitment stating that they have had access to and have reviewed the policies as stated in the Parent & Student 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.

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 informational texts outside of school hours.
3. Master rigorous academic skills by working hard, listening attentively, and enjoying the discovery of learning.
4. Use research as a method of investigation.
5. Employ technology as a tool in my daily life.
6. Practice leadership skills by leading and helping the younger students on campus.
7. Practice skills by completing all daily assignments and make-up work as needed.
8. Demonstrate fluency in communication skills.
9. Learn and apply skills in team dynamics.
10. Work cooperatively with students of all ages and academic levels.
11. Honor diversity of cultural, religious, ethic, and racial origins.
12. Learn to perform and appreciate the arts.
13. Engage in service to the school community.
14. Support service to the community outside of school.
15. Abide by and honor the school's mission, goals, standards, and expectations.
16. Follow the Hearn Husky pledge: 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.
2. Check your child's agenda or Class Dojo (our parent/teacher communication platform) daily to maintain a strong home-school connection.
3. Monitor my child's academic progress weekly on PowerSchool (our online gradebook).
4. Support the activities of the school by my regular attendance at parent/guardian/teacher conferences and parent/guardian/student activities.
5. Ensure my child arrives on time to school dressed in appropriate attire as defined in the Hearn Academy dress code.

2023-2024
Handbook Acknowledgement

I have read and understand the policies and procedures outlined in the Hearn Academy Parent & Student Handbook which is available digitally at <https://hearnacademy.org/handbook>. A hard copy can also be made available upon request.

Furthermore, I have discussed the information contained in the handbook with my child. I 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. 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 school administration to discuss non-compliance with policies and procedures. 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 _____