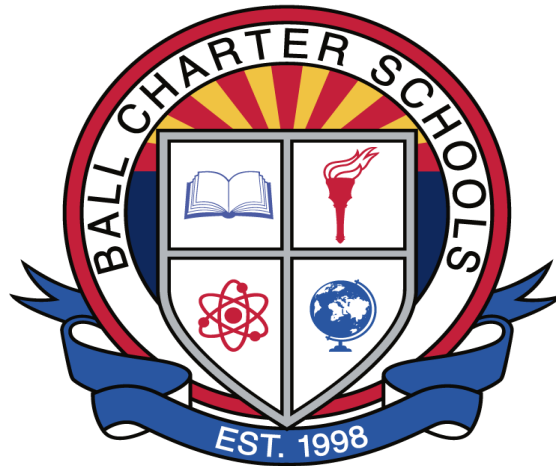


Parent & Student Handbook

2024 – 2025



“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.”

Dobson Academy

2207 North Dobson Rd.
Chandler, AZ 85225
(480) 855 – 6325
Mrs. Jamie Bradley, Principal

Hearn Academy

17605 North 7th Ave.
Phoenix, AZ 85023
(602) 896 – 9160
Mr. Ted Traud, Principal

Val Vista Academy

4120 South Val Vista Dr.
Gilbert, AZ 85297
(480) 656 – 5555
Ms. Debbie Baca, Principal

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Non-Discrimination

It is the policy of Arizona Ball Charter Schools complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, religion, or sex (including pregnancy, sexual orientation, and gender identity). Arizona Ball Charter Schools does not exclude people or treat them differently because of race, color, national origin, age, disability, religion, or sex (including pregnancy, sexual orientation, and gender identity). This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s).

Arizona Ball Charter Schools has adopted an internal grievance procedure which may be found in regulation AC-R, ACA-R, ACA-R and ACAA-R providing for prompt and equitable resolution of complaints alleging any action prohibited by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Any person who believes she or he has been subjected to discrimination on the basis of race, color, national origin, age, disability, religion, or sex (including pregnancy, sexual orientation, and gender identity) may file a grievance under this procedure. It is against the law for Arizona Ball Charter Schools to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

<u>Legal name of entity:</u>	Arizona Ball Charter Schools
<u>Compliance Officer:</u>	Parker Galope
Office Address:	1835 West Chandler Blvd. Ste. #101 Chandler, AZ 85224
Phone #:	(480) 656 – 5555 ex. #124
Email:	Compliance@ballcharterschools.org
Days/Hours:	Monday – Friday, 8:00 – 4:00
<u>Title IX Coordinator:</u>	Parker Galope
Office Address:	1835 West Chandler Blvd. Ste. #101 Chandler, AZ 85224
Phone #:	(480) 656 – 5555 ex. #124
Email:	TitleIX@ballcharterschools.org
Days/Hours:	Monday – Friday, 8:00 – 4:00
<u>BCS 504 Coordinator:</u>	Parker Galope
Office Address:	1835 West Chandler Blvd. Ste. #101 Chandler, AZ 85224
Phone #:	(480) 656 – 5555 ex. #124
Email:	BCS504@ballcharterschools.org

Days/Hours:

Monday – Friday, 8:00 – 4:00

Admission Policy

Arizona Ball Charter Schools do not discriminate in admissions. 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

To enroll in school, parents/guardians must complete an application and an enrollment form. All forms are available to complete via the schools' online registration portal. Any assistance or resources needed to complete these forms can be provided on campus in the front office.

Open enrollment is annual. Eligible students are admitted to Ball Charter School campuses 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. Arizona Ball Charter Schools does not provide public preschool for students aged 3-5 years old. Please contact the public school district in which you reside if you believe that your child is eligible for special education preschool services.

Harassment, Bullying, and Intimidation

"Harassment, bullying, and intimidation" are any gestures 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 are reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

Students are prohibited from bullying, harassing or intimidating others on school grounds, school property, school sponsored events and activities and using electronic technology or any electronic means. Bullying, harassment, or intimidation will not be tolerated.

Bullying is defined as repeated acts occurring over a period of time, which may include, but are not limited to, verbal, written, physical actions that are derogatory, exploitive, or manipulative against an identified student. Actions may include name calling, threatening, intimidation, rumor spreading, social exclusion or physical contact such as pushing, hitting, kicking, spitting or damage to personal property.

Students who are experiencing bullying, or who witness a student being bullied should immediately report the bullying behavior to a teacher or administrator. A written description of the incident should be provided as promptly as possible. The administrator will provide the student who alleges bullying with a copy of the student rights policy and inform the student of supportive measures available to the student. The administrator will inform the student's parent or guardian of the alleged incident. All reports of bullying, harassment or hazing will be investigated. If the report of bullying is substantiated disciplinary action may be taken against the individuals involved. The findings of the investigation will be shared with the student and the parent or guardian. Students who are found to have engaged in bullying behavior will be disciplined in accordance with the Arizona Ball Charter Schools discipline policy.

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:

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 act 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

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 of any club/sport or any organization affiliated with the school. The school staff works together toward the goal of preventing mistreatment of all students.

Students who believe that they have been sexually harassed or assaulted should immediately contact a school staff member site administrator. All reports of sexual harassment or assault will be forwarded to the Title IX Coordinator who is responsible for explaining the formal complaint and investigation process. Parents may also report allegations of sexual harassment or assault to the site administrator or Title IX Coordinator. Retaliation against anyone who reports sexual harassment or assault is prohibited.

<u>Title IX Coordinator:</u>	Parker Galope
Office Address:	1835 West Chandler Blvd. Ste. #101 Chandler, AZ 85224
Phone #:	(480) 656 – 5555 ex. #124
Email:	TitleIX@ballcharterschools.org
Days/Hours:	Monday – Friday, 8:00 – 4:00

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.

If your family lives in any of the following situations:

- In a shelter.
- In a motel or campground due to the lack of an alternative adequate accommodation.
- In a car, park, abandoned building, or bus or train station.
- Doubled up with other people due to loss of housing or economic hardship.

Your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act. There also may be supports available for your preschool-age children. Your eligible children have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.

- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference and is feasible.
 - *If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.
- Receive transportation to and from the school of origin if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

If you believe your children may be eligible, contact the local liaison to find out what services and may be available.

McKinney-Vento Liaison: Parker Galope
 Office Address: 1835 West Chandler Blvd. Ste. #101
 Chandler, AZ 85224
 Phone #: (480) 656 – 5555 ex. #124
 Email: Homeless@ballcharterschools.org
 Days/Hours: Monday – Friday, 8:00 – 4:00

Student Health

Parents/guardians are requested to notify the health office or school secretary if a student has a health problem. If a student has been fitted with a cast, boot, brace, or crutches due to an orthopedic injury, the school will require a physician's note indicating any restrictions on physical activity, including recess and physical education. If indicated by a physician a student will be provided separate recess activities that comply with physician ordered restrictions.

The Health Office does not diagnose illness. If your child presents any symptoms including a fever over 100 degrees, vomiting, more than one episode of diarrhea, or signs of a contagious infection, 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 plan to always have either a parent/guardian or an approved designee available 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. Parents or guardians shall

provide to the school health office a copy of the child's vaccination record, including those vaccines required for school attendance by the Arizona Department of Health Services. For any questions, please contact the school's Nurse or Health Assistant.

Hearing and Vision Screening

Each year, hearing and vision screening will be conducted as directed by the Arizona Department of Health Services. Students may be tested as needed or if they enroll without a record of having previously been screened. If you do not want your child screened, please fill out a form with the school nurse or health assistant 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.

The following students will have vision and hearing screening:

- All students with special education services (screened yearly).
- Students in grades: Kindergarten, 1st, 3rd, 5th, 7th.
- Students in other grades who do not have documentation of being screened and passed the previous year.
- Students who have not passed 2 screenings the previous school year.
- Students who have repeated the previous school year.
- Upon request by parent, teacher, or medical/therapy provider.

The following may be excluded from screening:

- Students who have documentation of being deaf or hard of hearing.
- Students with documentation of a hearing evaluation within the last 12 months or has one scheduled withing the upcoming school year.
- Parents who elect to "opt out" of screening must notify the school's Health Office.

Source: Arizona Department of Health Services

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.
- Medications may be given by staff trained to do so. A school nurse may delegate certain medical tasks to unlicensed staff members who have been trained.
- 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 restrict 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.
- 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. All medications, including over-the-counter medications 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.
- Unless the student has a medical or health plan on file, 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 or health assistant 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. All Arizona Ball Charter Schools are a lice-free and nit-free school environment. 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 Arizona Ball Charter Schools is designed to best prepare students for success and high achievement. Each school teaches the Arizona Academic Standards in all core classes (Mathematics, Language Arts, Science, Social Studies). Special Area classes (e.g. Physical Education, Music, Spanish, Art, Technology, Math Enrichment, etc.) 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. Students are assessed and encouraged to move ahead in academics based on their ability level. 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.

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

Grade Level	Minutes
Kindergarten	15
1 st	20
2 nd	25
3 rd	30
4 th	35
5 th	40
6 th	45

7 th /8 th	60 – 90
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Assessment

In-coming kindergarten children and their parents/guardians will be invited to meet with school personnel prior to the school year to administer a screening test to help determine the proper placement of the student. 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, and/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 students’ needs and learning styles.

Students may be assessed in various ways. 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 can 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 participate in the Arizona Academic Standards Assessment (AASA) in ELA and Mathematics. Students in 5th and 8th grade also take the Arizona Science Test (AzSci). The results of these assessments are part of the Arizona Schools Report Card.

Grading

Each school will report students' progress to the students and to their parents or guardians as appropriate. The reports will be clear, concise, and accurate, and will provide a basis of understanding among teachers, parents, and students for the benefit of the individual students. The following specific requirements are established:

- Parents/Guardians will be informed regularly, and at least four (4) times a year, as to the progress their children are making in school.
- Parents/Guardians will be alerted and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.
- Insofar as possible, distinctions will be made between a student's behavior and academic performance.

- At comparable levels, the school will strive for consistency in grading and reporting except for certain classes or certain students.
- When grades are given, school staff members will take particular care to explain to parents the meaning of marks and symbols as they apply to student achievement.
- When no grades are given but evaluation is made informally in terms of the student's own progress, such evaluation will be a realistic appraisal of the skills developed by the student.
- Reports of progress for students qualified for services under the Individuals with Disabilities Education Act (I.D.E.A.) shall be based on each student's progress in achieving the goals stated in the student's individualized education program (IEP) by the end of the school year. Such progress reports shall be provided as directed in the IEP.

English Language Development (ELD) Program

The English Language Development (ELD) Program at Arizona Ball Charter Schools is committed to providing high-quality instruction and support to help students achieve English proficiency and academic success. By partnering with educators, families, and the community, the program creates an inclusive and supportive learning environment where all students can thrive.

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). Arizona Ball Charter Schools offers the English language model. The English Language Proficiency (ELP) Standards and Performance Indicators will be used in the instruction of Els.

Program Goals

1. Develop English language proficiency by assisting students in developing proficiency in listening, speaking, reading, and writing in English.
2. Improve academic achievement by supporting students in their academic subjects by providing language support and scaffolding as they learn English.
3. Foster cultural competency within an inclusive environment where students learn about and appreciate diverse cultures while developing their language skills.

Program Components

1. The English Language Development (ELD) Program consists of instruction focused on vocabulary development, grammar, pronunciation, and communication strategies. Two main components form the program delivery:
 - A. **Integrated Instruction:** Content area teachers provide instruction in academic subjects using strategies that make content accessible to EL students. This may include visual aids, hands-on activities, and simplified language. EL students receive 60 minutes per day (300 minutes per week) of grade-level content area instruction alongside their English proficient classmates.
 - B. **Targeted Instruction:** EL students will receive 60 minutes per day (300 minutes per week) of targeted instruction and support services such as tutoring, small group instruction, or access to language resources to supplement their learning from a highly qualified teacher.
2. **Family Engagement:** We encourage family involvement in the education process by providing resources, workshops, and opportunities for families to support their child's language development at home.

3. Assessment and Monitoring: EL students' progress in English language proficiency and academic achievement is regularly assessed to ensure they are making meaningful progress. Students are required to take the state mandated Arizona English Language Learner Assessment (AZELLA).

Program Benefits

1. Improved English language skills.
2. Increased academic achievement.
3. Enhanced cultural awareness and appreciation.
4. Greater opportunities for future success in education and beyond.

Special Education and Students with Disabilities

Multi-Tiered Systems of Supports (MTSS)

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. If the Student is suspected of having a disability that may require special education, Arizona Ball Charter School complies with all provisions of the IDEA. Following a referral and evaluation process, eligibility determinations are made. Recommendations for student placements in special education are made by the MET (Multidisciplinary Evaluation Team). Each MET includes parents, a special education teacher, the general education teacher, an administrator, and other school professionals deemed appropriate.

Services are offered by Arizona Ball Charter Schools to serve children with educational disabilities who require specially designed instruction.

Arizona Ball Charter Schools provides Special Education in accordance with all federal and state statutes, regulations, and guidelines. While it is our belief that most special education needs can be met by the inclusion of the student in the regular classroom, students will be provided specially designed instruction and related services as indicated in the student's Individual Education Program (IEP). Once enrolled, a review of the student's existing IEP will be conducted within 10 school days. All services at Arizona Ball Charter Schools will be provided in accordance with the Individuals with Disabilities Education Act (IDEA). When the student's teacher and/or parent/guardian suspect a disability, the pre-referral process will be initiated. If the pre-referral process leads to the need for evaluation, or review of existing data, a meeting will be held, which includes the parent(s) or guardian and student if appropriate, and parent/guardian permission will be obtained in writing before testing takes place.

After a student has been evaluated, a multidisciplinary evaluation team (MET) meeting, which includes the parent(s) or guardian and student if appropriate, will be conducted to determine the student's eligibility for special education services. Team members include classroom teacher,

special education teacher, administrative representative, parents/guardians, and any involved related service providers. Based upon the information and data collected through the evaluation process and the determination of the team members regarding the eligibility of the student for special education services, of this meeting and evaluation, an IEP meeting may be scheduled, and an IEP may be developed by the team, which includes the parents/guardians and student if appropriate. Our primary goal is to provide services and support to students that allow them to make meaningful progress in the general education curriculum in the least restrictive environment. In compliance with IDEA 2004, Arizona Ball Charter Schools is notifying parents/guardians of the availability of special education services for students through 21 years old. Procedural safeguards are available upon request. To access services, please contact the school.

Director of Student Support Services:

Office Address:

Phone #:

Email:

Days/Hours:

Parker Galope

1835 West Chandler Blvd. Ste. #101

Chandler, AZ 85224

(480) 656 – 5555 ex. #124

SpecialEducation@ballcharterschools.org

Monday – Friday, 8:00 – 4:00

Child Find

In compliance with the Individuals with Disabilities Education Act (IDEA) 2004, Arizona Ball Charter Schools will conduct child find activities for children birth through 21 years old. The following are the procedures: Pre-referral, Child Find and Identification.

1. Review school records (from prior schools and school of current enrollment).
2. Complete a 45-day screening for school-aged children new to the school.
3. Document interventions attempted for school-aged children prior to referring for an evaluation.
4. Refer children suspected of having a disability age birth to three years to Arizona Early Intervention Program.
5. Provide information to parent/guardian(s) in writing.
6. If appropriate, refer the child for evaluation and/or other appropriate services.

Charter schools identify, locate, and evaluate all children with disabilities within their population served who need special education and related services. For more information, contact your school's principal.

45-Day Screening

As mandated by Arizona Administrative Code (A.A.C.) R7-2-401 (C) and (D), Arizona Ball Charter Schools is required to establish a process to ensure that any academic and/or developmental concerns of its students are not overlooked, and to determine this within the first 45 days of each child's attendance at a new school. To comply with this mandate, your child's classroom teacher will screen your child on aspects of your child's development such as language, cognition, perception, and motor skills. Screening is a process of rating skill strengths and weaknesses. Should you have any questions about the screening process, please feel free to contact your child's teacher or school office.

Section 504 Compliance

In compliance with Section 504 of the Rehabilitation Act of 1973, no otherwise qualified individual with disabilities, shall solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity at Arizona Ball Charter Schools. The law also requires that facilities be readily accessible for use by individuals with disabilities. Arizona Ball Charter Schools is obligated to comply with the requirement of this law. Questions concerning the law may be addressed with

your school site principal.

Each site has a 504 Coordinator. You may also obtain this information by contacting the school's principal.

Dobson Academy:

Ms. Jordyn Genevro, 504 Coordinator
Phone: (480) 855 – 6325
Email: BCS504@ballcharterschools.org

Hearn Academy:

Ms. Kathy Griner, 504 Coordinator
Phone: (602) 896 – 9160
Email: BCS504@ballcharterschools.org

Val Vista Academy:

Mr. Tom Pasinski, 504 Coordinator
Phone: (480) 656 – 5555
Email: BCS504@ballcharterschools.org

Any person who believes she or he has been subjected to discrimination based on disability may file a grievance under this procedure. It is against the law for Arizona Ball Charter Schools to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. An outline of grievance procedures is available at each school on request. Questions concerning the law way in which Arizona Ball Charter Schools comply with this law may be addressed with your school's principal.

Section 504 Grievance Procedure

It is the policy of Arizona Ball Charter Schools not to discriminate based on disability. Arizona Ball Charter Schools has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination based on disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of the Section 504 Compliance Coordinator, who has been designated to coordinate the efforts of Arizona Ball Charter Schools to comply with Section 504.

Any person who believes she or he has been subjected to discrimination based on disability may file a grievance under the procedure found in IHBA-RA. It is against the law for Arizona Ball

Charter Schools to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

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, and/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

Arizona Ball Charter Schools offer students an opportunity to further their educational endeavors throughout the year after school hours. Various extracurricular clubs and sports are offered to our students.

Sports

Arizona Ball Charter Schools interscholastic athletics are offered through the Canyon Athletic Association (CAA). Each school must maintain and enforce an academic eligibility policy with a minimum of all passing academic grades; therefore, please refer to Canyon Athletic Association for additional information regarding eligibility. Final authority and ultimate responsibility in all matters pertaining to interscholastic activities shall be vested in the school principal. If a problem is reported to the athletic director, the student is at risk of losing the privilege of participation.

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. The school will post information in a variety of locations (e.g., the school's web site, Class Dojo, front office, etc.) as it becomes available. Students may not bring outside guests to after school clubs. If a student is absent from school, he/she 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, (e.g., 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 the school office.

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, or major religious holidays of the family's faith. These absences must 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 students do not attend school, they are not allowed to attend after school activities. If students are late to school, they may not be eligible to attend events that take place during the day or after school.

Chronic Illnesses

Students with a chronic and/or recurring illness must provide documentation, signed by a doctor, and kept on file in the Health Office if they are experiencing a chronic illness. A new form is required for each school year. A parent/guardian should be in contact with the school regarding the chronic health problem. A parent/guardian should contact a site administrator to develop an academic plan related to class work missed during absences. Absences due to a chronic illness are exempt from the cumulative 10% rule if they meet the guidelines of A.R.S. 15-346.

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 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. 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 appear in court regarding this matter.

Prosecution of a parent/guardian and/or the 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.

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, carpool 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 students 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

Your student must be picked up promptly after school. If 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.

Personal Items

Personal Transport Devices (PTDs)

It is the parents'/guardians' responsibility to make the decision whether to allow their child to ride a bicycle, skateboard, scooter, or other similar mode of transportation to school. Bicycles, skateboards, scooters, etc., must be walked on and off campus and must be parked and secured. Arizona Ball Charter Schools assumes no responsibility for damage or theft of bicycles, skateboards, or scooters, etc. brought on campus. Locks are to be provided by the student. Personal Transport Devices must be removed from school premises every night.

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 (e.g., 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 & Smart Devices

Students are strongly discouraged from bringing cell phones and smart devices to school. 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 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 or any smart devices 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. 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.

Repeated violations of the cell phone and smart device guidelines may result in surrendering the device upon entering the school.

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. Exceptions may be made for those students who require accommodation as a student with a disability.

*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.

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. Arizona Ball Charter Schools 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 to provide a healthy snack.

Food Allergy Policy

Arizona Ball Charter Schools are not peanut-free schools. If your child has a food allergy and you are requesting reasonable accommodation or an individual medical plan, immediately contact the school's Health Office and the following school specific administrator:

Dobson Academy:

Ms. Jordyn Genevro, 504 Coordinator
Phone: (480) 855 – 6325
Email: BCS504@ballcharterschools.org

Hearn Academy:

Ms. Kathy Griner, 504 Coordinator
Phone: (602) 896 – 9160
Email: BCS504@ballcharterschools.org

Val Vista Academy:

Mr. Tom Pasinski, 504 Coordinator
Phone: (480) 656 – 5555
Email: BCS504@ballcharterschools.org

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 front office of each 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 all records related to your child and request a listing of people 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 file is inaccurate or misleading, you have the right to request that a correction be made. If at any time an agreement between the school administration and parents 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 and Visitors

Arizona Ball Charter Schools maintain closed campuses. 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. To sign-out a student, the approved adult must provide a valid driver's license or a valid photo ID.

Visitors are welcome on our campuses. However, to preserve the integrity of instructional time as well as student and staff safety, limits must be placed on visitors and their activity.

Administrators reserve 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. 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 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, participate in school activities, and volunteer in the school because family engagement promotes student learning. For the safety of our students, Arizona Ball Charter Schools require all volunteers, including family members, to be screened using our security system. If you would like to volunteer, please reach out to your child's teacher. Arizona Ball Charter Schools require all volunteers, including family members to check in at the front office through the security system, which requires a valid driver's license.

There are several 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.

The Arizona Ball Charter Schools are appreciative of the volunteers that serve our schools and communities. Volunteering is rewarding for everyone, whether they participate in the school, classroom, playground, or on a field trip. Volunteers enrich the educational experience for all students. Please see the requirements, application, and approval process described below:

Classroom and School Volunteers

- A. Volunteers younger than eighteen (18) years old must receive prior administrative authorization before volunteering.
- B. Volunteers must complete an application.
- C. Volunteers must read and sign a confidentiality statement.
- D. Volunteers must read and sign a Volunteer Code of Conduct.
- E. Volunteers shall never be placed in situations where they have access to student files or records.

Parents or community members who wish to volunteer at a building site must meet the following criteria:

Visitors - Visitors work under the direct supervision of the certified staff at the school site and are required to pass the security screen prior to any work at the school.

Volunteers - Approved volunteers may chaperone students on fieldtrips or assist in the classroom, library, cafeteria, an afterschool classroom setting, or extracurricular activity where in-sight supervision is not always possible. Volunteers are required to pass a

universal background screener. The school will provide the universal background screener and cover the costs of the necessary clearance.

As a volunteer, you agree to work within the policies and procedures of Arizona Ball Charter Schools. You understand and agree that in the 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 disciplinary action, including termination by the volunteer program coordinator or legal action by others (e.g., students, families of students, 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.

Parent/Guardian Conduct on Campus

Parents and guardians are welcome on Arizona Ball Charter Schools campuses. However, Arizona Ball Charter Schools takes securing the educational facility and learning environment seriously. This includes adherence to ARS 13-2911 (interference with or disruption of an educational institution). Any parent/guardian who willfully disrupts, threatens the safety of staff or students, or otherwise interferes with education or creates disruptive or unsafe conditions on Arizona Ball Charter Schools' campuses will no longer be permitted on the campuses.

Required Uniform Dress Code

Arizona Ball Charter Schools 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.

Student Conduct and 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 that are clearly communicated.

Second, each teacher uses refocus strategies which allow 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.

Arizona law expects the school to hold 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 is not intended to be all-inclusive. **At the discretion of the administrator, severe and repeat offenses may result in more severe penalties being implemented. 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.**

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. After school care and clubs will not accept any student that has been suspended or expelled. Multiple incidents of in/out of school suspensions may result in expulsion. These rules of behavior are also in effect at after-school activities and after school care.

Drug-Free Zone

Arizona Ball Charter Schools are a Drug Free Zone which includes off campus consumption prior to being on school property, at a district function, or at a school-sponsored activity. It also includes use, possession, or distribution of drug paraphernalia, imitations of non-prescribed drugs, narcotics, and other noxious substances. The sale and/or distribution of any unauthorized controlled substances to other students at school, school activities, or even on district property or within the defined bounds of the drug-free school zone shall result in a recommendation for an expulsion hearing. This includes use, possession, distribution, or sale of tobacco, simulated tobacco products, (i.e., hookah pens, electronic cigarettes, etc.) alcohol, drugs, controlled substances, narcotics, paraphernalia, any non-prescribed drug.

Search and Seizure

Arizona Ball Charter Schools reserve 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 during 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.

Acceptable Technology Use Policy and Agreement

Arizona Ball Charter Schools is dedicated to the use of technology as a tool to enhance learning, increase productivity, and promote creativity. By using any Arizona Ball Charter Schools' networks and/or computing devices, you are agreeing to the policies. Specifically, the use of the internet provides opportunities to access a wide variety of information, reference materials, and educational resources previously inaccessible. However, by its very nature, the free-flowing, uncensored exchange of information and communication that characterizes the internet has forced the issue of how and by whom the network should be used. As a result, an acceptable technology agreement to ensure safe and legitimate use of the internet and the school's network and computers has been created. The Acceptable Technology Use Agreement is acknowledged annually. This agreement is to be regularly reviewed by the school administration to ensure its effectiveness.

Acceptable use of the electronic information services requires that the use of these resources be in accordance with the following guidelines (Acceptable Technology Use Policy, or ATUP) and support the educational goals of Arizona Ball Charter Schools.

The user must:

- Use the computer system for educational purposes only. Use for purposes other than what has been directed by teacher/staff is strictly prohibited.
- Agree not to submit, publish, display, retrieve/download, print, or knowingly access any inappropriate material, including material that is defamatory, abusive, obscene, profane, drug-related, 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 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, and refrain 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. Users will also be subject to all applicable laws.

Chromebook 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 Arizona Ball Charter Schools internet and technology usage agreements. With the portability of a Chromebook, Arizona Ball Charter Schools understand 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 parents may be invoiced for any damages beyond normal wear and tear.

Wireless Network Usage

Arizona Ball Charter Schools have installed wireless networks. 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 the 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.

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.
- 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 Arizona Ball Charter Schools' Acceptable Technology Use Agreement is to comply with the Children's Internet Protection Act (CIPA) by preventing unlawful and malicious activities by users on the Arizona Ball Charter Schools 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 Acceptable Technology Use Agreement every academic year to the school's administration before using school computers. All users, with or without a signed Acceptable Technology Use Agreement, must comply with every aspect of this policy. Any violation of this Acceptable Technology Use Agreement may result in disciplinary and/or criminal action. Users are expected to report any security problems or misuse of school technology. Arizona Ball Charter Schools utilizes an internet filter to block access to content that is obscene, pornographic, or detrimental in general. Arizona Ball Charter Schools reserves the right to monitor users' network activities. Therefore, users should have no expectation of privacy concerning the use of the technology equipment. This includes, but is not limited to, all electronic communication.

Acceptable Uses of the Arizona Ball Charter Schools Technology Equipment

The Arizona Ball Charter Schools 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 Arizona Ball Charter Schools 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 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 Acceptable Technology Use 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 Arizona Ball Charter Schools 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

Arizona Ball Charter Schools 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. Arizona Ball Charter Schools are 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-assigned 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.

Communication

Arizona Ball Charter Schools 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 Arizona 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 the 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.

Arizona State Tax Credits

You can financially support Arizona Ball Charter Schools and your child while reducing your Arizona tax liability. **Arizona law now allows individual taxpayers 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 extra-curricular 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. Please contact the school office if you would like to 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, 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 to claim a tax credit. Arizona Ball Charter Schools 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.

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 carry out 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 ensure 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. Students, 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, ethical, 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.

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

1. Be involved in my child's learning at home daily.
2. Check your child's agenda, Class Dojo (a parent/teacher communication platform), or the like daily to maintain a strong home-school connection.
3. Monitor my child's academic progress weekly.
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 school's dress code.

PARENTS' BILL OF RIGHTS*

**(Enacted by the 49th Arizona Legislature,
2nd Regular Session (2010)
Session Law SB1309, Chapter 307
Arizona Revised Statutes 1-601 and 1-602)**

Parents' Rights Protected

- The liberty of parents to direct the upbringing, education, health care and mental health of their children is a fundamental right.
- This state, any political subdivision of this state or any other governmental entity shall not infringe on these rights without demonstrating that the compelling governmental interest as applied to the child involved is of the highest order, is narrowly tailored and is not otherwise served by a less restrictive means.

Parents' Bill of Rights

- All parental rights are exclusively reserved to a parent of a minor child without obstruction or interference from this state, any political subdivision of this state, any other governmental entity, or any other institution, including, but not limited to, the following rights:
 - A. The right to direct the education of the minor child.
 - B. All rights of parents identified in Title 15, including the right to access and review all records relating to the minor child.
 - C. The right to direct the upbringing of the minor child.
 - D. The right to direct the moral or religious training of the minor child.
 - E. The right to make all health care decisions for the minor child, including rights pursuant to sections [15-873](#), [36-2271](#) and [36-2272](#), unless otherwise prohibited by law.

- F. The right to request, access and review all written and electronic medical records of the minor child unless otherwise prohibited by law or unless the parent is the subject of an investigation of a crime committed against the minor child and a law enforcement official requests that the information not be released.
- G. The right to consent in writing before a biometric scan of the minor child is made pursuant to section [15-109](#).
- H. The right to consent in writing before any record of the minor child's blood or deoxyribonucleic acid is created, stored or shared, except as required by section [36-694](#), or before any genetic testing is conducted on the minor child pursuant to section [12-2803](#) unless authorized pursuant to section [13-610](#) or a court order.
- I. The right to consent in writing before this state or any of its political subdivisions makes a video or voice recording of the minor child, unless the video or voice recording is made during or as a part of a court proceeding, by law enforcement officers during or as part of a law enforcement investigation, during or as part of an interview in a criminal or child safety services investigation or to be used solely for any of the following:
 - 1. Safety demonstrations, including the maintenance of order and discipline in the common areas of a school or on pupil transportation vehicles.
 - 2. A purpose related to a legitimate academic or extracurricular activity.
 - 3. A purpose related to regular classroom instruction.
 - 4. Security or surveillance of buildings or grounds.
 - 5. A photo identification card.
- J. The right to be notified promptly if an employee of this state, any political subdivision of this state, any other governmental entity, or any other institution suspects that a criminal offense has been committed against the minor child by someone other than a parent, unless the incident has first been reported to law enforcement and notifying the parent would impede a law enforcement or child protective services investigation. This paragraph does not create any new obligation for charter schools to report misconduct between students at school, such as fighting or aggressive play, that are routinely addressed as student disciplinary matters by the school.
- K. The right to obtain information about a child safety services investigation involving the parent pursuant to section [8-807](#).
- L. This section does not authorize or allow a parent to engage in conduct that is unlawful or to abuse or neglect a child in violation of the laws of this state. This section does not prohibit courts, law enforcement officers or employees of a government agency responsible for child welfare from acting in their official capacity within the scope of their authority. This section does not prohibit a court from issuing an order that is otherwise allowed by law.

- M. Any attempt to encourage or coerce a minor child to withhold information from the child's parent is grounds for discipline of an employee of this state, any political subdivision of this state or any other governmental entity, or any other institution, except for law enforcement personnel.
- N. Unless those rights have been legally waived or legally terminated, parents have inalienable rights that are more comprehensive than those listed in this section. This chapter does not prescribe all rights of parents or preempt or foreclose claims or remedies in support of parental rights that are available under the constitution, statutes, or common law of this state. Unless otherwise required by law, the rights of parents of minor children shall not be limited or denied.
- O. Except as prescribed in subsections P and Q of this section, this state, a political subdivision of this state or any other governmental entity, or any official of this state, a political subdivision of this state or any other governmental entity acting under color of law, shall not interfere with or usurp the fundamental right of parents to direct the upbringing, education, health care and mental health of their children. A parent may bring suit against a governmental entity or official described in this subsection based on any violation of the statutory rights set forth in this chapter or any other action that interferes with or usurps the fundamental right of parents to direct the upbringing, education, health care and mental health of their children in the superior court in the county in which the violation or other action occurs or in federal court, if authorized by federal law, or before an administrative tribunal of appropriate jurisdiction. A parent may raise a violation of this chapter as a claim or a defense.
- P. In any action under subsection O of this section, the governmental entity or official described in subsection O of this section has the burden of proof to demonstrate both of the following:
 - 1. That interference or usurpation is essential to accomplish a compelling government interest of the highest order, as long recognized in the history and traditions of this state in the operation of its regulatory powers.
 - 2. That the method of interference or usurpation used by the government is narrowly tailored and is not otherwise served by a less restrictive means.
- Q. A governmental entity or official described in subsection O of this section may interfere with or usurp the fundamental right of parents to direct the upbringing, education, health care and mental health of their children only if the governmental entity or official successfully demonstrates both elements described in subsection P of this section. If the governmental entity or official is unsuccessful, the court shall grant appropriate relief, such as declaratory or injunctive relief, compensatory damages, and attorney fees, based on the facts of the case and the law as applied to the facts.
- R. For the purposes of this section, "parent" means the natural or adoptive parent or legal guardian of a minor child.

2024-2025 Handbook Acknowledgement

I have read and understand the policies and procedures outlined in the Parent & Student Handbook which is available digitally on the school's web site. 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 _____