



# calibre ACADEMY

Parent/Student Handbook 2017 - 2018

**Calibre Academy Surprise**

**15688 W. Acoma Rd.**

**Surprise, AZ 85379**

**www.calibreacademy.com**

**Rebeca Venegas, Principal**

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**Timothy Smith, Director**

**Philosophy**

**All students can be successful. Each child is different so each success will be different.  
Choosing what is right and beneficial leads to success.**

**Mission**

**Our purpose is to educate students to reach their fullest potential as life-long learners fully prepared to take responsibility for their actions as contributing global citizens.**

**Vision**

**Our vision is to work together as a community. Our priority is student learning. We do whatever is required to encourage students to reach their fullest potential as caring, self-motivated individuals with healthy self-esteem and high standards.**

**Motto**

**Choose well and succeed!**

This agenda belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Calibre Academy**

**15688 W Acoma Rd**

**Surprise, AZ 85379**

Dear Parents:

Welcome to a new school year at Calibre Academy. This handbook has been developed to provide useful information about our school.

In this handbook, you can find information that promotes a safe environment, that supports you and your child, and that clearly communicates school routines and policies. It also provides guidance on ways to visit the school; methods to contact school personnel using e-mail, phone and notes; how to schedule conferences and make the most of them; and where and how to get help when you need it. We suggest you read it carefully. The handbook is also posted on the district website at [www.CalibreAcademy.com](http://www.CalibreAcademy.com). Once there click on your school's link.

Parents (including legal guardians and legal custodians) have a critical role in the education of their children and in our school. Years of research and numerous studies reveal that the children of parents who are involved in their education do better in school and in life than the children of parents who are not involved, regardless of the socioeconomic status of the family. We encourage you to participate in school activities as they occur during the year and to support education in your home.

We value our schools' diverse population and celebrate the varied contributions each student and parent offers. Parents are encouraged to learn about the educational program, the educational goals and objectives of the school and their own child's educational progress.

At Calibre, we strive to make parents feel comfortable in making inquiries and will do our best to be responsive to your concerns. Regular contact between parents and school personnel, effective communication and teamwork are essential components of student success.

Communication is most effective when parents and teachers recognize that each has important information to share, will listen to the other carefully and act in a courteous and respectful manner. It is our expectation that all members of our school community will model civility and good manners.

Please use this handbook as a guide. If you cannot find the information you need, please contact school staff members as indicated in the following pages. We look forward to joining you in working toward the optimal achievement of all students.

Timothy Smith  
Executive Director

**Calibre Academy School Board Members**

**Officers**

**Timothy Smith  
Shannon Smith**

**Board Members**

**Danell Stephenson  
Kelly Hicks**

JULY 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

26 New teachers  
 27 Continuing teachers  
 31 Meet the teacher

Dec. 22-Jan5 Winter Break  
 10 Wed. Early Release  
 15 M.L.K Day – no school  
 16-19 P/T Conferences  
 23 100<sup>th</sup> Day

JANUARY 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

17 days

AUGUST 2017						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

03 First Day of School

07 Wed. Early Release  
 19 Presidents' Day – no school

FEBRUARY 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

19 days

SEPTEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

04 Labor Day – no school  
 06 Wed. Early Release  
 28 40<sup>th</sup> Day

07 Wed. Early Release  
 09 End of Q3  
 19-23 Spring Break  
 27-30 P/T Conferences (as needed)

MARCH 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

17 days

OCTOBER 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

04 Wed. Early Release  
 06 End of Q1  
 16-20 Fall Break  
 24-27 Q1 P/T Conferences  
 27 Early Release

04 Wed. Early Release  
 27 Spring Holiday

APRIL 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

20 days

NOVEMBER 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

01 Wed. Early Release  
 10 Veterans Day – no school  
 20-24 Thanksgiving Break

02 Wed. Early Release  
 23 8<sup>th</sup> Grade Promotion  
 24 Kindergarten Promotion  
 24 Pre-K promotion  
 24 End of Q4  
 24 Final Day for Students  
 Early release  
 25 Final Day for Teachers  
 Office Closed  
 28

MAY 2018						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

18 days

DECEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

06 Wed. Early Release  
 21 End of Q2  
 21 Early Release  
 22-Jan5 Winter Break

JUNE 2018						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

15 days

Red – full release day  
 Blue – early release day

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## **GENERAL POLICIES AND ROUTINES**

### **Office Hours**

The school office will be open from 7:45AM – 4:00PM on school days. The office will be closed on national holidays and non-school days.

The school system maintains a database of telephone numbers and e-mail addresses of parents so that Calibre may contact parents in the case of an emergency or with important information. Usually only the parents are called at home but in an emergency all available numbers may be called. Everyone in the school may be called to alert them of upcoming school events or remind them about early release days.

**Tip: Parents need to be sure that they have sent updated telephone numbers and address changes to the school. If there is an emergency, this information is very important. School staff has the capability to telephone everyone in a class, or the school with important information; however, if your phone number is not current, you will miss the call.**

### **Meeting with Administration**

The administration has an open door policy. In order to better help any situations that occur, we ask that you speak to the teacher first. Then if there is no resolution, please make an appointment 24 hours in advance. In order for the administrators to be prepared for the meeting, we ask you to inform the front office what the purpose of the meeting is.

### **Arrival and Dismissal**

#### **Arrival**

Students in grades 4-8<sup>th</sup> should arrive between 7:45 to 7:55 AM. Students in grades K-3<sup>rd</sup> should arrive between 8:15 to 8:25AM. Students should proceed to the field/playground upon arrival. Supervision will begin at 7:45AM. ***Please be mindful that students should not arrive at school prior to 7:45AM, unless enrolled in extended care.***

#### **Late Arrivals**

Students in grades 4<sup>th</sup> -8<sup>th</sup> arriving after the start of class at 8:00AM **must come to the front desk for a tardy slip and signed in by a parent.** Students in grades Kindergarten-3<sup>rd</sup> arriving after 8:30AM **must come to the front desk for a tardy slip and signed in by a parent.**

**NOTE:** Tardiness creates disruption for the entire class and creates a stressful tone to begin the day. All 4<sup>th</sup> -8<sup>th</sup> grade students must be in their seats by 8:00 AM and all Kindergarten – 3<sup>rd</sup> grade students must be in their seats by 8:30 AM

### **Dismissal**

Dismissal times vary by grade level. Kindergarten dismisses at 2:30, 1-3<sup>rd</sup> dismisses at 2:45, and 4-8<sup>th</sup> dismisses at 3:00 PM. You will receive color coded placards for the dashboard of your car. You may receive extra placards to share with those who will be picking up your child. You will need a placard whether picking up your student at the gate or in your car.

Teachers and staff will be assisting with the safe dismissal of students; therefore, they are to be focused on the parking lot, and will not have conversations with parents at that time.

All students not participating in authorized after school activities must leave campus by 3:00 PM. Students are not permitted to loiter before school arrival at 7:45 AM or after school dismissal at 3:00 PM.

**If a parent is on campus before dismissal, they must wait in the South Office and cannot wait in the Multi-Purpose room or outside any classroom.**

### **Early Departures**

We ask that every effort be made to schedule doctor and other appointments outside of school hours. If an early dismissal must be requested, make a note in the Agenda for your student's teacher and tell the front office. **No students will be dismissed within 15 minutes of the regular dismissal time.** Students released from class during school hours are required to report to the school office for pickup. Parents must come into the office and sign out the student.

**No child will be released to any person, other than the parent, without consent of the parent.** Be aware that anyone picking up your student will be asked to show his/her ID to the front office where they will be given a pass for pickup. A written note or phone call may be required for pickup.

### **Extended Care**

Calibre offers an extended care program for students in grades K-5<sup>th</sup> grades. Morning extended care is available from 6:30 AM – 8:30 AM. Afternoon extended care is available from release times to 5:30 PM. Students must be registered for the extended care program and fees must be paid prior to a child attending any extended care program. Parents will be charged an extra fee if they are late to pick up. Information on extended care is available at the front office. If fees are not paid every month, the extended care privilege will end. Bills must be kept current.

## **ATTENDANCE AND PUNCTUALITY**

Consistent school attendance is absolutely critical to the success of the students at Calibre Academy. Absentness will be taken into consideration for promoting students to the next grade level. Good attendance teaches responsibility, strengthens academics and better prepares the students for their education beyond Calibre. Arriving on time and ready to learn is essential for carrying out the Calibre mission. Your assistance and cooperation with good attendance is necessary. The following five rules will govern our attendance policies this year:

- Chronic medical conditions **must** be documented by a doctor to be excused;
- Tardies will be excused only with doctor or dentist office documentation;
- Each absence after the 3<sup>rd</sup> can **only** be excused by a doctor's note or the school release;

- 5 or more unexcused absences may cause the administration to consider possible retention in the same grade;
- Three unexcused tardy days = one unexcused absence for promotion and awards purposes.

Vacations, personal business, and other family activities need to be scheduled for weekends, evenings, or during the regular school holidays. The school year is only 180 days long.

You will need to notify the school if your child will not be attending school or will be tardy that day. You may also call at night and leave a message. Phone calls should contain: 1. child's name, 2. teacher's name, 3. date(s) of absence, 4. specific reason for the absence, and 5. the name of the caller.

### **Absences**

Parents must contact the school whenever their child is absent from school. For those absences that are unexcused, a follow-up call will be made to notify you that your child is absent. A student must attend school for at least half a day in order to be counted present. Students who are withdrawn early in the day will only be counted for a partial day of attendance.

Pursuant to **A.R.S. § 15-901(A)(2)**, "...excused absences shall be identified by the Department of Education...". The Department of Education defines an excused absence as being an absence due to illness, doctor appointment, bereavement (death in immediate family), family emergencies and out-of-school suspensions.

In addition, excused absences may include authorized religious holidays and other emergency situations. Anything that does not fall into these categories is considered unexcused.

### **When thinking about retaining a student, unexcused absences and tardiness are considered.**

Parents will receive a letter when their child reaches six absences in one school year. After that time, a parent conference will be requested to discuss possible alternatives.

### **TRUANCY LAW – STATEMENT**

Arizona State law (**A.R.S. §15-803**) says that it is unlawful for any child between the ages of six and sixteen to fail to attend school during the hour's school is in session, unless there is a valid excuse. The child will be considered truant when there is not a good reason for not attending school. **If a parent fails to ensure that the child attends school, the law states that they are guilty of a class three misdemeanor.** When the parent does not provide a valid excuse for the child's absence the school attendance office may report the student, parent, or custodian directly to the court for violation of the state truancy law.

As set forth in the truancy ordinance, after **five unexcused absences**, the minor child and the minor child's parent or legal guardian is in violation of the ordinance and **subject to prosecution for a class three misdemeanor.**

Prior to the state filing charges against the parent for truancy violation, the county prosecutor is provided with the minor's attendance records. Thereafter, the parent/legal guardian is sent an advisory letter setting forth the allegation and the consequences. Therein is a requirement that the child be in school on or before a date specified.

The county prosecutor simultaneously forwards a copy of the parent advisory letter to the school principal and school attendance office requesting notification if the parent/legal guardian falls short of the mandate and fails to send the minor child to school.

The school attendance office notifies the county prosecutor by telephone if the child is not in school on the date set forth in the advisory letter. The school attendance office and administration continue monitoring the attendance of the minor child. If a subsequent truancy occurs after the advisory letter, the county prosecutor files a long form complaint against the parent and minor child for violation of ordinance.

## HEALTH SERVICES

### **Students must be healthy and in attendance to effectively learn.**

If your child is ill- vomiting, running a fever, has a rash, etc.- do not send them to school! If there has been a fever, the child must be fever-free, vomiting-free, and diarrhea-free for 24 hours prior to returning to school.

Students with an elevated temperature, fever, greater than 100°, or experiencing vomiting or diarrhea, may not remain at school.

### **Medication**

All medications, both prescriptions and non-prescriptions, must be dispensed through the school health aide. The law requires:

- medications to be in their original, labeled container;
- label should include the student's name, current date, and name of medication, dosage and the time to be given;
- over the counter drugs must be in compliance with the manufacturer's guidelines as printed on the label;
- parents must bring any medications to the health aide;
- students are **not allowed** to have any type of medication (this includes cough drops and asthma inhalers) in their possession while at school or attending school-sponsored activities unless specific permission has been granted by administration;
- the student's EMERGENCY FORM must be kept current during the school year. The office must be immediately notified in writing of all changes in medication and a new consent form must be submitted within 24 hours;
- medication will NOT BE GIVEN if all requirements are not met.

When medication/supply refills are needed, the empty medication bottle or a note will be sent home with the student a week before the prescription is out. For the safety of all students, parents **must** transport medication to and from school.

**If specialized medical equipment is needed, the parent must provide that equipment.**

### **Wellness/Nutrition**

Classroom and school-wide celebrations should emphasize healthy food choices rather than excessive sugary and fatty foods. Please make healthy choices such as fruits and vegetables or crackers instead of cupcakes and candy. Calibre is trying to limit those foods to no more than once per month.

**Birthday celebrations will occur once a month on the last Friday of the month during the last half hour of that day.**

Parents must make the school aware of students who have life threatening food allergies and teachers will avoid those foods in the classrooms. Calibre Academy's administration suggests using non-food options for classroom celebrations.

Beverages such as soft drinks and energy drinks are **not allowed** for Kindergarten through 8<sup>th</sup> grade students. Water is the only drink allowed in the classroom.

No food may be brought to the cafeteria or the classroom for other students to share unless authorized by the teacher. No sharing of food in the cafeteria is ever allowed due to allergy concerns.

## DRESS CODE

### **Uniform Guidelines**

Calibre Academy is a uniform school. **Alert to Parents-** If your student is not in uniform, you will receive a phone call from the office. If it is not possible for you to bring appropriate clothing, your student will be required to wear an appropriate alternative shirt or slacks supplied by the school.

Please label all uniforms with a black permanent marker on the inside care labels with first and last name.

### **All Students**

1. The Calibre polo shirt color may only be **light blue, red, or heather gray** and **must have the Calibre logo**. If an undershirt is worn, it must be tucked in and not visible below the hem of the polo shirt. Spirit shirts may only be worn on Fridays and field trips.
2. Shoes/Socks – Girls and Boys – Socks and shoes must be worn every day. Girls may wear tights or leggings under the jumpers, skirts, or skorts. Shoes styles are the choice of students, tie-up, flats, etc.; however, open toed shoes, flip flops, and slippers are not allowed due to safety concerns. **Tennis shoes must be worn on PE days.**
3. Hairstyles – All students shall keep hair clean, well groomed, and conservative in style. If there are bangs, they must not hang below the eyebrows. Boy's hair length should not be longer than their earlobes on the side or below the collar in the back. Boy's hair may not be put up in any way or for any reason. No extreme styles or colors are allowed; this includes but is not limited to Mohawks, shaved hair designs, and other non-traditional hair styles. Hair must be a color that would naturally occur on an individual- there will be no severe or contrasting highlights of any kind (blue, red, green, pink, etc). Students may not wear hair color on Spirit Days. **The administration reserves the right to decide what is acceptable and what is not.**
4. Tattoos, body piercing other than ear piercings (girls only), etc. are unacceptable. Temporary tattoos should not be visible.
5. No Heely's are permitted on campus.
6. When there is a "jeans day" and "wear your own clothes day" (students may wear their own clothes on their birthdays) clothing must be neat, proper fitting, and school appropriate. No intentional or "stylish" tears or cuts should be found on pants or tops. If an undershirt is worn, it must be tucked in and not visible below the hem of the outer shirt. No short or skin-tight shorts or skirts may be worn. T-shirts must cover the entire upper half of the body; **no tank tops**. "Dress Down" still requires compliance to the dress code- shirts, pants/skirts/skorts/shorts, shoes, and socks.

**Note:** To attend class, all students must be in compliance with **all parts** of the student dress code. It is the responsibility of both parents and students to understand and agree to the Calibre dress code as part of the enrollment process.

### **Girls: Kindergarten through 8<sup>th</sup> grades**

Girls kindergarten through 8<sup>th</sup> grade have the option to wear the following navy blue, khaki or jeans that are proper fitting uniform bottoms: pants, shorts, capris or skorts along with the Calibre logo short sleeve or long sleeve shirt. Girls can also wear navy blue or khaki jumpers with a white sleeved buttoned down shirt or Calibre polo. Shorts must be worn under jumpers. All uniform bottoms must be **no shorter than the end of the middle fingertips with the arm straight at the side**. A schedule of the PE days will be sent home by the classroom teacher; tennis shoes **must** be worn on those days, **Jeggings, or lycra (spandex) bottoms are all not allowed**. Sweatpants may be worn on dress down days only.

### **Boys: Kindergarten through 8<sup>th</sup> grades**

Boys may choose to wear navy blue, khaki, or jeans that are proper fitting uniform pants or shorts along with the Calibre logo short sleeve or long sleeve shirt. Pants must be worn at the waist. Tennis shoes must be worn on PE days.

**Hats** - Hats are not to be worn inside the classrooms, but are suggested when outside at PE or recess.

**Ear piercing** – boys may not wear pierced earrings.

**Administration has the right to determine uniform or hair violations.**



## ACADEMICS

### English Language Arts (ELA)

Our ELA program is designed to develop strong reading/comprehension skills, to provide a working knowledge of authors and illustrators, and to instill a lifelong love of reading based on the Arizona College and Career Readiness Standards. The program includes regular classroom work as well as frequent intermittent assessments for gaps in skills and appropriate interventions when required. This skills program is called MTSS (Multi-tiered System of Supports).

Please develop the habit of students orally reading to you for 20 – 30 minutes per day in Grades K – 5 and a minimum of 30 minutes to an hour for Grades 6-8, at least four days a week. For pre-readers and beginning readers, parents will need to participate in this task.

### Mathematics

Our aim is to prepare students for high school and college. Our Mathematics program is designed to develop strong math skills that build on each other to form a solid foundation. These are based on the Mathematics Arizona College and Career Readiness Standards that lead to high school and college readiness. Students are instructed daily- allowed to experience basic math skills and asked to apply those in real world situations. Problem solving is a vital part of the program which encourages critical thinking skills essential for future success.

### Instructional Practices

At Calibre Academy all the core subjects are taught in whole class, large groups, and small group arrangements. Each student has the responsibility of applying himself/herself in the group, of completing the assignments, and of participating fully. Groups are transient and are regularly adjusted as the needs of each student's education changes.

### Homework

The aim of homework is to encourage the child to practice skills learned in the classroom. Parents can help the child achieve this goal by establishing a dependable routine at home. It is important to provide a regular time for study and a quiet place, free from interruption of radio, television, telephone, or outside distractions. Let your child **work independently** with supervision. If your child does not seem to understand the homework or is taking an excessive amount of time in completing it, please note this information on the homework and return the homework to the teacher.

When a student is absent for one day, he/she may receive missed work upon returning to school. When absences exceed one day, homework may be requested through the office. Calls to request homework should be made by 10:00AM. Work will then be available to pick up at the front office at 3:00PM. Students have 2 days to make up each 1 day of missed work due to an absence. Please be aware that if your child is absent on a test day, he/she may be required to make up the test before or after school.

**Academic Awards:** Students will be recognized for their achievements every quarter through a grade level awards ceremony.

#### Principal's List:

K-8 – Students who earn all “4’s” and “E’s” in all subject areas and Academic Study Skills & Specials

#### Honor Roll:

K-8 –Students who earn all “4’s”, “3’s” & “E’s”, “S” in all subject areas and Academic Study Skills & all 2’s and 3’s in Specials

#### Perfect Attendance

Students in K-8 will receive a perfect attendance award if they have no absences. If a student has more than two tardies, they will not get Perfect Attendance.

### Communication

The school staff and administration welcome phone calls, e-mails or conferences. Please be prepared to leave a detailed message if we are not available. We will attempt to respond in 1-2 days or

sooner. If you wish to email the teacher or any administrator, use this general formula: the person's first name, a dot, the person's last name, followed by @learningmatters.org.

For example, Rebeca.venegas@learningmatters.org. Please remember that e-mail is a legal document.

If there have been several calls or e-mails about the same situation, we usually request a conference. Any lengthy or involved situation will usually require a conference.

Each teacher may be contacted by phone. Parents and others may not contact teachers during the instructional day. Parents may call the front office and the teachers will respond within 24 hours.

Communication is most effective when parents and teachers recognize that each has important information to share, will listen to the other carefully and act in a courteous and respectful manner. It is our expectation that all members of our school community will model civility and good manners.

**Parents, with questions or concerns, should always contact the teacher first before bringing the problem to the attention of administration.**

### **Agendas**

Each student must have an agenda. Agendas are used as a communication tool, for teachers to write comments home, and for parents to write comments back to the teacher. Agendas are to be signed by K-5<sup>th</sup> grade parents every night.

### **Parental Involvement**

It is the responsibility of all parents to be actively involved in their child's education. We ask parents to be cooperative with the teacher and staff to help the student be successful.

### **PARENT-TEACHER CONFERENCES**

A conference provides for two-way communication. By exchanging information, parents and teachers can set the stage for a great school year. Parents with concerns are encouraged to ask for a conference with the teacher at any time during the year. Parents should expect to spend 15-30 minutes at a requested school conference. Parents must call the teacher to schedule a conference or send an e-mail message requesting a conference prior to contacting the principal.

At the end of the first and second quarters, parents, teachers and/or students will have a conference. A 3<sup>rd</sup> quarter conference may be scheduled at the discretion of the teacher, administration or parent. You will be sent a conference slip with your appointment time one to two weeks prior to the conference day. We will try and make the appointments as convenient as possible. If possible, keep your assigned time. Notify the teacher quickly if the time or date must be changed. Conferences will be limited to 15 minutes.

**Important-** If any participant feels that a conference is threatening, an administrator will be asked to join the conference. If an administrator is not available, the parent or teacher will terminate the conference and ask that an administrator contact the parent for a follow-up conference at a later date.

### **Steps to Resolve Concerns**

Concerns should be addressed in the following order;

1. The first step is to speak to the teacher involved;
2. The second step is to speak to the administration;
3. The final step is to speak to the Executive Director.

### **SCHOOL BEHAVIOR POLICIES**

#### **Parents and other Visitors**

Parents of enrolled students are welcome to observe and learn about the educational programs in their child's classroom. Since our primary concern is a safe, orderly and inviting environment, unexpected visitors are not allowed. **Teachers must know at least 24 hours in advance of visits.** This allows the teacher to plan and also allows the teacher to inform the parent of upcoming activities and/or assessments. Parents are welcome to visit/help in classrooms if it has been arranged with the teacher.

All visitors must report to the front office to receive school access. Each visitor, even those who are well known at school, **must sign in, must leave an ID and must wear a visitor's badge at all times.** Any staff member, who sees an individual in school without the visitor's badge, must either direct

the individual to the front office or notify the principal. Any individual who disrupts the educational environment will be asked to leave.

During all classroom visitations/volunteering and assemblies, visitors are requested to observe professional standards of dress and language as well as ensuring the confidentiality of individual student information obtained while observing. During assemblies or in the classroom, please do not call your child to you. This is disruptive to the educational process. Instructional times/classes should not be interrupted.

Calibre welcomes parental feedback and encourages open communication through phone calls, e-mail, and scheduled visits.

Calibre maintains social media sites and welcomes interactions on those sites. If you are disgruntled about something please share that only with the parties directly involved in the problem and not on the social media sites. Calibre reserves the right to terminate involvement by users who post any of the following content:

- Abusive or personal attacks;
- Material that is unlawful, obscene, defamatory, threatening, harassing, abusive, slanderous, hateful or embarrassing to any other entity;
- Third party advertising
- Chain letters or “spam”

### **Calibre Staff and Students**

Calibre participates in the Character Counts Consortium. The Character Counts philosophy is based on six strong character traits which all students and staff are expected to learn and display. These traits are: **Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship**

Everyone in the school will be talking about and working to display the character trait of the month. These traits can be found in each student agenda. We encourage parents to do the same at home, thus firmly establishing that strong character is valued and expected. There will be monthly Character Trait assemblies where one grade levels presents to another grade level.

#### **Acceptable Behavior for Calibre Staff and Students**

- Respecting self, others, the learning environment and the surrounding environment.
- Attending school regularly and on time.
- Engaging in purposeful learning activities in a timely manner.
- Helping to make the school a safe, caring and orderly place.
- Informing an adult, in a timely manner of incidents of bullying, harassment or intimidation.
- Acting in a manner that brings credit to Calibre and displays strong character.

### **Rising Expectations**

Expectations will increase for students as they become older and more mature and as they move through successive grades. There will be:

- Increasing personal responsibility and self-discipline.
- Increasing consequences and restitution for inappropriate behavior.

### **Unacceptable Behavior for Calibre Students**

Any incident that involves causing harm or threatening to cause harm to a student or staff member or to school property, will result in serious consequences. Bullying will not be tolerated at Calibre Academy.

\*\*Examples of such undesirable behavior would include but are not limited to behaviors that:

- Interfere with the learning of others- this includes frequent tardies;
- Interfere with an orderly environment;
- Create unsafe conditions;

Acts of:

- Bullying, harassment or intimidation. Bullying includes verbal comments, threats, and innuendos; as well as physical acts;

- Physical violence;
- Retribution against a person who has reported an incident;

Illegal acts, such as:

- Possession, use or distribution of illegal or restricted substances;
- Possession or use of weapons;
- Theft of or damage to property;

The authorities may be contacted for certain illegal acts.

### **Harassment/ Bullying-**

Harassment is unwanted, unwelcome, and uninvited behavior that demeans, threatens, or offends the victim and results in a hostile environment for the victims. Harassing behavior may include but is not limited to: epithets, derogatory comments or slurs, lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory poster or cartoons.

Bullying is a form of harassment. It is disruptive, damaging and sometimes violent. Bullying is defined as physical or psychological intimidation which may occur repeatedly over time to create an ongoing pattern of abuse and harassment. Bullying sabotages any school, making it a painful and harmful place for targeted students and a place where witnesses to bullying fear becoming the next victim. Bullying significantly impairs achievement in targeted students and in those students who fear becoming victims.

The Calibre school board prohibits reprisal or retaliation against any person who reports an act of discrimination, harassment or bullying.

### **Consequences for Standards of Conduct Violation(s)**

Depending on the nature of the discipline issue or behavior infraction, the following actions may be taken (not necessarily in order)

- Step 1: Verbal warning by teacher or staff member;
- Step 2: Lose 5 minutes of lunch recess;
- Step 3: Lose 10 minutes of lunch recess;
- Step 4: Move to an alternative location (other classroom or back of classroom);
- Step 5: Parent notified by a telephone call and/or note in the agenda sent to parent to sign and return;
- Step 6: Sent to Principal with an explanation of the incident (depending on the offense, the student may be sent directly to the Principal's Office);

### **Administration Disciplinary Actions**

- Step 1: Student will meet with the administration to discuss their behavior;
- Step 2: Parents are contacted and an appropriate consequence for the behavior will be determined;
- Step 3: Parents need to come pick up their student for the rest of the day;
- Step 4: Depending on the severity of the offense, the student will be suspended and will not be admitted back until parents and administration meet;
- Step 5: For reoccurring infractions, there will be long term suspension and possibly expulsion.

Administration may use discretion when following the steps. Depending on the severity of the offense, administration reserves the right to jump to any step or combine any step. Students may not participate in any school related activities during the time of suspension or at all if they have been expelled.

### **Expulsion Related Offenses**

- Consistently interfering with other student's learning;
- Arson;

- Bomb Threats;
- Breach of Computer Agreement;
- Drugs and alcohol – possession, use, sale of;
- Weapons – Possession;
- Vandalism;
- Severe Bullying.

## MISCELLANIOUS ROUTINES

### Teacher Qualifications

All teachers at Calibre are Highly-Qualified. Teacher qualifications are available in the front office. Parents may request to view them at any time.

### Lost and Found

We will make every effort to return lost items to their owners. Items that are not clearly labeled are less likely to be returned. **Please label all personal property, including school uniforms, with your child's first and last name in permanent marker.** Lost items will be kept outside the cafeteria for one month. Items unclaimed by the end of each month will be given to the less fortunate.

### Tuesday Communication Folder

In an effort to maintain strong communication, the school uses a Tuesday Folder system. Each week a Tuesday folder will be sent home with the youngest or only student. The Tuesday Folder will have all of the week's information in it such as the school newsletter, lunch menus, PTA information, sports information, etc. Parents are to sign the folder and students are to bring it back on Wednesday.

### Text Remind

The administration, along with several teachers, use the program Text Remind to inform families on events and school work. Please sign up at the beginning of the year.

### Lunch

Lunches are provided by an independent vendor and are purchased a month in advance for everyday that Calibre Academy is in session for a full day. Lunch will not be served on half-day release days. A menu will be sent home with your child monthly and must be returned on the indicated due date with any payment due. Menus will not be accepted after the due date and students will not be served a lunch that is not paid for in advance. If students find that their lunch is missing, the office will attempt to call the parents.

Lunches for students must be delivered to the front office. Office personnel will see that items are delivered to students. Do not attempt to deliver them yourself because this interrupts student learning.

**Complete the form available in the front office to determine if your child qualifies for Free/Reduced lunches. It is school policy that students are not allowed to share any food or snacks in the lunchroom or anywhere else in the school.**

### Personal Possessions

The following items are not allowed in school: toys/games of all types (including cards), electronic equipment including CD players, iPods and iPads. Money should never be brought to school unless needed for school fees, field trips, or fundraisers. The teachers will collect all money for these purposes. The school cannot accept responsibility for the loss or damage of any personal property brought to school.

Except as otherwise permitted, students shall not use, display, transmit or have in the "on" position, on school property, any cell phone or smart watch. If the student is participating in after-school activities use of these devices is prohibited for the duration of the activity. Parents may not text students during school hours and expect the student to activate the cell phone to receive the text.

If a student is found with a device out and/or on, the device will be confiscated and will only be returned to the parent/guardian in the front office.

Administrators may authorize individual students to use such devices for personal purposes when there appears to be a compelling need for such communication. Teachers and administrators may authorize individual students to use such devices for instructional purposes provided that they supervise the students during their use of such devices.

### **Snacks**

Some classes may have snacks. Teachers will inform you of their class rules regarding snacks. **There is no sharing of food on campus.**

### **Telephones**

Students may use the phone located in the front office only in emergencies and when authorized by their respective teachers and/or staff. No other telephones in any of the buildings may be used at any time. Students may not use the school phone to make personal plans (obtaining permission to go home with a friend, etc.) Calls to the office requesting delivery of messages to students cannot be handled by the staff, except in emergencies.

### **Bus Behavior**

Riding the bus is a privilege. The safety and well-being of the students and the bus driver are of utmost importance. Students are expected to follow school rules when riding the bus for any school sponsored activity.

- Students must remain in their seats.
- Students will follow the bus driver's directions.
- Students will report any unsafe behaviors to teachers or the driver.
- Students will not damage or deface any property.
- Bus driver has the authority to assign seats for any reason.
- Keep all hands, arms, heads, or objects inside the bus at all times.
- Do not throw objects in or out of the bus windows.
- Be courteous to the driver, staff, other students, and passers-by.
- Be at the bus stop 5 minutes before pick up in the AM and be on time in the afternoon.
- Practice good safety rules at the bus stop.
- Use appropriate language
- Remain seated while the bus is in motion.
- Do not block the aisles with any objects or hands/feet.
- Parents must arrive promptly to pick up their students. Parents must drop off their student in the AM on time as the bus driver will not wait.

Any student misbehavior may result in loss of bus privileges.

### **Consequences for misbehavior on the bus:**

1. Bus driver/staff gives a verbal warning to the student.
2. Parents will be contacted by the bus driver or other staff member.
3. Suspension from the bus for a week.
4. Suspension from riding the bus.

### **Field Trips**

Field trips are a privilege. Each grade level will take no more than two educationally related field trips a year. **In order to attend field trips, students must be passing all classes and have not been referred to the office for severe behavior issues (as determined by administration).** If a student does not follow rules while on the trip, parents will be called to pick up the student at that time. Parents are encouraged to chaperone on these trips and must have signed up through the teacher. Parents who show up unexpectedly will not be allowed to be with the group. Also, no siblings may attend. Students

must ride the bus to the field trip but may be signed out, at the trip site, by a parent at the conclusion of the field trip.

### **Notification of rights under FERPA for Calibre Academy**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day Calibre receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask Calibre to amend a record that they believe is inaccurate or misleading. They should write the school principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Calibre decides not to amend the record as requested by the parent or eligible student, Calibre will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Calibre as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Governing Board; a person or company with whom Calibre has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Calibre discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records re-request unless it states in its annual notification that it intends to forward records on request.]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Calibre to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605**



At the beginning of the school year, all teachers, parents/guardians, and students will be required to sign a copy of this contract. Having high expectations for students is an important component of our mission, and we need to work in partnership with one another to help every child succeed.

#### COMMITMENT TO EXCELLENCE

Calibre Academy is committed to providing the best education possible to every student. To ensure all members of the community understand one another's expectations, teachers, students and parents are required to review and sign the appropriate section of the Commitment to Excellence Contract. We reference the contract as needed throughout the school year and it is the foundation for holding our community accountable to their commitment.

#### CALIBRE ACADEMY'S COMMITMENT

We will always make ourselves available to students, parents/guardians and any concerns they might have, including ongoing and two-way communication with parents.

We will provide a high quality curriculum, and support for teachers in resources necessary to teach with high quality instruction.

#### TEACHER'S COMMITMENT

We fully commit to Calibre Academy in the following ways:

- We will always do our best to maximize students' learning, and to inform our parents.
- We will always make ourselves available to students and parents/guardians, prioritizing ongoing communication.
- We will always protect the safety, interests, and rights of all individuals in the classroom.
- We will attend scheduled staff meetings and trainings, unless administration has approved otherwise.
- I acknowledge that I am a Calibre Academy employee even when school is not in session. I will represent my school in a positive manner through my words and actions and in all other mediums such as social media.

**Failure to adhere to these commitments will lead to verbal, then written notice.**

X \_\_\_\_\_  
Teacher's Printed Name

X \_\_\_\_\_  
Teacher's Signature





**Please sign and tear out pages 17 and 18 and return to your student's teacher!**

**STUDENT'S COMMITMENT**

- I will arrive to school every day on time.
- I will always work, think, and behave in the best way I know how and I will do whatever it takes for my fellow students and I to learn. This also means that I will complete all my homework every night and I will raise my hand and ask questions in class if I do not understand something.
- I will always make myself available to parents, teachers, and administrators and listen to concerns they might have. If I make a mistake, this means I will tell the truth and accept responsibility for my actions.
- I will always behave to protect the safety, interests, and rights of all individuals in the classroom. This also means that I will always listen to all of my classmates and give everyone respect. I will follow the Calibre Academy dress code and conduct policy.
- I am responsible for my own behavior, and I will follow the teacher's directions.
- I will not use my cell phone from gate to gate during school hours. I understand that if I use my cell phone, it will be taken away and I will have to turn it in to the office each day.
- I acknowledge that I am a Calibre Academy student even when school is not in session, will represent my school in a positive manner through my words and actions and in all other mediums such as social media.

Failure to adhere to these commitments will result in a verbal, then written notice, and will lead to disciplinary action up to and including expulsion.

X \_\_\_\_\_  
Student's Printed Name

X \_\_\_\_\_  
Student's Signature



## PARENT/GUARDIAN'S COMMITMENT

We fully commit to Calibre academy in the following ways:

- We will make sure our child arrives to school on time every day and try not to pull them out early.
- We will prioritize our student's attendance in school and adhere to all attendance policies outlined this handbook.
- We will check our e-mail every day for information from the school. We will also check the school's website weekly for updates. If we do not have internet access, we will notify the school to request printed copies of school information. We will review all electronic and printed school information on a daily basis and, when applicable, we will return necessary items in a timely fashion and according to any scheduled due dates.
- We will always help our child in the best way we know how and we will do whatever it takes for him/her to learn. This also means that we will check our child's homework and sign the Agenda upon completion every night. We will also prioritize nightly reading time.
- We will always make ourselves available to our children and the school personnel. Additionally, if our child is going to miss school, we will call and notify the office.
- We will make sure our child follows the Calibre Academy dress code and conduct.
- We will monitor how much time our children spend watching television, and using multi-media devices including video games, cellular phones, and internet.
- We understand that my student will not use their cell phone from gate to gate during school hours. We understand that if my student uses their cell phone at school, it will be taken away and will have to turn it in to the office each day.
- We will attend the parent/teacher conferences for each child.
- We understand that our child must follow the Calibre Academy rules as to protect the safety, interests, and rights of all individuals in the classroom. We, not the school, are ultimately responsible for the behavior and actions of our child.
- We will make every attempt to communicate any concerns regarding our child with their teacher before addressing concerns with administration.
- We understand that our conduct when on campus is important. If we have questions or concerns requiring additional information, find an administrative decision disagreeable, or need support interfacing with a teacher or staff member, we will not come to campus in a belligerent, unprofessional, threatening or disrespectful manner, nor will we show up unannounced demanding the time of an administrator, staff member or teacher. We will honor school protocol and allow the administrative team an opportunity to investigate and respond in a timely manner.
- I acknowledge that I am an important member of the Calibre Academy community at all times. I will represent our school in a positive manner through my words and actions and in all other mediums such as social media.

Failure to adhere to these commitments can result in the dismissal of my child from Calibre Academy.

X \_\_\_\_\_  
Parent/Guardian's Printed Name

X \_\_\_\_\_  
Parent/Guardian's Signature

Calibre Academy sets high academic standards. The students must follow all school policies and rules in order to foster an atmosphere for high quality learning. NO STUDENT has the right to take away the learning environment from other students. All students have the right to learn and teachers have the right to teach. We believe that students must take responsibility for their behavior and be respectful of each other and the staff of the school.

**REMEMBER PARENTS:** We will not tolerate student disrespect or physical aggression.