



**Hirsch Academy:  
A Challenge Foundation Academy  
Family Handbook**

# Hirsch Academy Overview

## Introduction

As a Challenge Foundation Academy, Hirsch Academy is a member of TeamCFA, a national network of charter schools founded in 1988 with the mission of helping every American child attain an education that allows them to excel, building a better life for students, families, and communities. As a school community we work as a team to ensure that each child enjoys, honors and benefits from his/her experiences as a student at Hirsch Academy. The experiences here serve as some of the finest opportunities available in any public school.

At Hirsch Academy, everyone takes responsibility for establishing a positive atmosphere for learning—staff, students and families – working together. Learning can only take place when students, teachers, administrators and families work together toward establishing a positive learning environment. The purpose of this handbook is to help each child and family understand the opportunities, benefits and responsibilities that come with being a member of this team. Please read through the handbook carefully, discussing the expectations and resources with your child.<sup>1</sup>

We are excited to have you as part of the Hirsch Academy team, and look forward to working together for the success of each child.

## School Contact Information

Hirsch Academy- A Challenge Foundation Academy  
6535 E. Osborn Rd. Ste 401  
Scottsdale, AZ 85251  
Phone 480-488-9362  
Fax 480-284-4247  
<https://hirsch.cfacademy.school/>

## Mission Statement

Hirsch Academy: CFA partners with students, families, and community to provide an excellent and equitable classical education for the development of thoughtful, highly literate citizens. Our students are prepared for the pursuit of personal excellence, for college, and for a lifetime as positive contributors in their community.

## Non-Discrimination Policy

It is the role of Hirsch Academy to provide a safe and secure learning environment for all its students without distinction based on race, religion, ethnicity, disability, gender, or sexual orientation. Discrimination, sexual and bias-motivated harassment, and violations of civil rights disrupt the educational process and will not be tolerated and will result in disciplinary action.

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<sup>1</sup> *Note:* Hirsch Academy reserves the right to make changes in the *Hirsch Academy School Family Handbook* at any time and without prior notice.

## Statement of Purpose

Hirsch Academy: A Challenge Foundation Academy emphasizes a team approach to education. We provide parents opportunities to learn more about our curriculum, and provide their feedback on our curriculum. We have many opportunities for parent involvement. Parents are expected to be involved in their child's education, and are invited to assist with class needs, as able. Students, parents and all staff members are informed, in writing, of the expectations placed on them as a member of the educational team at Hirsch. The Core Knowledge Sequence, the main component of our curriculum, is aligned with the Arizona State Academic Standards and was carefully chosen to enable parents to guide their children toward a higher level of academic achievement. We believe that a solid base of knowledge early on in a child's educational career will lay the foundation for a level of academic achievement that will allow students to attend and succeed in higher education, college and future careers. Parents want the best for their children and rely on the local assigned school to fill this requirement, which is often not always the best match for their child. It is our goal to provide a school that accommodates parents' work schedules as well as a rigorous academic program for their children.

## Academic Information

### Academic Year

The length of the school year is 180 days. The school year is divided into four grading periods. Each grading period ends with report cards distributed, with three (3) Parent Teacher Conference opportunities set during the school year. The school Calendar does not include days for inclement weather or unplanned school mandatory closures. If additional days are used for inclement weather, the last day will be later depending on the number of additional days required.

### Grading Scale for Kindergarten – 6th Grade

Letter Grades	Grading Scale
A	100 – 90
B	89.9 – 80
C	79.9 – 70
D	69.9 – 60
F	59.9 or lower

### **Attendance and Truancy Policy**

Arizona Compulsory Attendance law requires that every person from seven (7) to eighteen (18) years of age attend school every day unless otherwise excused by statute or other legitimate authority. Attendance plays a vital role in education. Students who attend school on a regular basis are better able to keep up with their classes and complete assignments in a timely manner.

Being absent from school without acceptable cause is truancy. For the purposes of this section:

1. **“Habitually truant”** means a truant child who is truant for at least five school days within a school year. Habitually truant is identified prior to Excessive Truancy which can lead to the loss of credit for the academic school year.
2. **“Truant”** means an unexcused absence for one or more class period during the school day.
3. A **“Truant child”** means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.

Arizona state law defines excessive absences as: when the number of absent days exceeds ten percent (**10% of the 180 day school year is 18 days**) of the number of required attendance days prescribed in § 15-802, subsection B, paragraph 1. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in § 8-201

**Consequences for missing 10% or more of the school year:** If a student has 18 or more unexcused absences, they may not receive credit for the school year unless they are able to show mastery of the grade level state standards on Arizona Assessments and/or NWEA. Some exceptions may apply and are specific to each situation. Credit is also not provided at other district or charter schools. Parents of students who have 10 or more tardies in a semester may be required to meet with the principal and/or teacher to discuss the reasons for the tardies and to develop a plan for improvement. Planned absences can be discussed with administration and a student can be placed on the Instructional Time Model (ITM) where absences can exceed 10% and still result in credit through completion of agreed activities or mastery of content.

### **Makeup Work Requests and/or Distance Learning for Quarantine or other pre-approved**

**circumstances:** *If a student is out of school for two or more days*, a parent may contact the office at 480-488-9362 to request work for the student to complete at home. Parents may also reach out directly to the teachers to request work. Please allow for work to be picked up the next day in most situations.

Please notify the school as soon as you know your child will be absent. **When your child returns to school, a phone call and/or note signed by the parent/guardian must be sent with your child stating the reason and dates for the absence to ensure your child’s absences are recorded appropriately.**

**Excused Absences:** An excused absence or tardy is one for which no negative consequence is assessed against the student. Students who are absent from or late to school for a valid reason (medical or other emergency) **may be asked to provide supporting documents.** A note or phone call must include the date or time and a legitimate reason for the absence. Approval of excused absences is made by the administration and the student’s record is marked as absent per Arizona law.

**Make-up Work:** Students are expected to complete all work prior to, or immediately upon their return from an absence regardless if the absence is excused or unexcused. In the case of illness or other unexpected absence, students or their families should communicate with the teacher as soon as they return to school to obtain their missed assignments. It is the responsibility of the student and parent to ensure make-up work is completed. Students will have the same number of days absent to make up missed assignments. For example, if a student is absent for 3 days, they will have three additional days after they return to complete assignments. If additional time is needed, please contact the student's teacher and/or administration to create arrangements.

**Valid reasons for being absent or tardy are:**

- Illness
- A family emergency requiring immediate attention
- Excused absences may also be granted for reasons deemed necessary by the parent or guardian of a student, and approved by the School Director in advance.

**Tardies:** All students arriving after 8:01 a.m. must go directly to the main office to receive a "late slip", and the office will log their attendance as tardy. The late slip will be needed to enter the classroom as the teachers will have already taken attendance and marked the student absent. Late arrival to school is counted against student attendance under Arizona law.

**Procedures for Attendance**

1. Attendance is taken in the classrooms daily prior to 8:05am.
2. Students arriving after 8:01 a.m. must get a pass from the office before continuing to the classroom, and are marked tardy. Students may go to the cafeteria to pick up breakfast once they have checked in at the front office.
3. Parents or guardians are to call the Office (**480-488-9362**) if their child will be absent or tardy. Absences are to be certified through a phone call or message to the office, or in writing by the parent/guardian on the day the child returns to school.
4. **Once students arrive at school they are not allowed to leave the school grounds for any reason without being escorted by their parent/guardian, and being signed out at the main office.**

## **Parent Responsibilities when a student is absent:**

- It is the parent's responsibility to report each absence before or on the day of absence.
- Please call the school office and provide the student's name and reason for the absence. Absences are automatically unexcused if there is no answer or no call from the parent before the end of the school day.
- The school administration will determine if an absence is excused or unexcused.

### **Excused Absences**

- Illness
- Medical appointments or treatments for the student
- Religious holidays: A parent note is required for the student's attendance file.
- Death: A parent note is required for the student's attendance file.
- Personal or family emergency: A parent note is required for the student's attendance file.

### **Unexcused Absences**

- Family vacations.
- Non-Medical appointments, or appointments for parent or sibling
- Babysitting
- Lack of transportation
- Absence for any other reason that does not meet the criteria of an excused absence.
- A student who is absent from school without notification is always 'unexcused'.

**Early Departure:** Parents are requested to schedule appointments after 3:00 p.m. or on early release days to avoid the need for an early dismissal. If it is necessary for the student to be released from school early, the following procedure should be followed:

- Parents/Guardian will need to call the school or attend in person and state the reason for the early dismissal..
- All students must be signed out by a parent/guardian (or someone designated by the parent/guardian on the emergency card) in the office before leaving the building.
- The early dismissal will be kept in the student's attendance file.

**Tardiness:** Being on time is a life skill important to each student's future, and schools share the responsibility to teach the importance of this skill. Tardiness of individual students interrupts instructional time for all students. Promptness to class allows the teachers to begin the instruction on time for everyone. Tardiness to class is defined as not being physically in the classroom at 8:00 am.

- Three tardies is equal to 1 unexcused absence per AZ state law
- Students arriving late (after 8:05 AM) to school must report to the office with their parents/guardian to be counted in attendance before going to class.

## **Student Drop-Off**

- A drop-off zone has been designated on the curb in front of the school. This zone is for drop-off only. Vehicles are not permitted to be left unattended in this zone. All other vehicles are to park in the designated lot and within the identified parking spots.

## **Lost and Found**

There is a lost and found 'coat tree' located near the playground. Additionally, the office will collect any lost and found items that are brought to the office. All parents and guardians are to clearly mark all of their child's belongings with his/her first and last name. Any student who has lost an item should check with their classroom teacher, the office and the lost and found coat tree near the playground.

## **Lunch/Recess**

Hirsch Academy students are offered a nutritious lunch between 10:45 a.m. and 12:45 p.m. daily. Additionally, children are offered breakfast daily from 7:30 – 7:55 a.m. Late breakfast may be picked up before 8:15 am.

## **After School Care**

Hirsch Academy does not offer after school care, but we do partner with agencies that do. MentorKids USA offers after school care in the Hirsch Academy office in Buildings 2 & 3. We offer a bus stop for students enrolled with The Boys and Girls Club Barker Branch. Please inquire directly with MentorKids or Boys and Girls Club for information regarding enrollment.

## **Student Progress Monitoring**

**Assessments:** Continuous evaluation of student learning is an integral part of the instructional process at Hirsch Academy. Assessment of student learning is done in many ways, depending on the subject area. The following are various types of assessment tools used at the school.

### **AASA**

Students in grade 3rd - 6th will take the AASA test in the Spring as part of our Arizona State standardized assessments.

### **AZELLA**

Students identified as English Language Learners in grades K - 6th will take the AZELLA test in the Spring as part of our Arizona State standardized assessments. Students will take this test annually until they test 'Proficient'.

## **NWEA**

Hirsch Academy administers NWEA, an online national assessment, three times each school year to students in Grades K – 6. The assessment provides online data to teachers for use in benchmarking the growth of individual children and allows important resources in planning for the needs of every child ensuring continuous academic achievement.

## **Kindergarten through Sixth Grade**

Students in kindergarten through fifth grade classes are participating in the Core Knowledge Reading Program – a national reading program administered through the Core Knowledge foundation, and for which our teachers were trained. We are excited to be part of this opportunity.

## **Parent-Teacher Conferences**

Parent-teacher conferences are held three times each year. Information will be sent home for parents to schedule times with the teachers. Appointments **must** be set to allow adequate attention and time to meet with each parent. Parents are encouraged to use these times to meet with teachers to discuss their child's progress at school. Conferences with teachers and/or administration can also be arranged as needed throughout the school year.

## **Report Cards**

Report cards are distributed four times a year, shortly after the end of the grading term (October, January, March and May). Parents are invited to meet with the child's teacher at our Parent Teacher Conferences to review and discuss the report card with the classroom teacher, otherwise they will be sent home with the student. Report cards list a student's proficiency for each of the subject and related standards for mastery during that term, his/her attendance records, and a discussion of the academic habits, behavior and/or social developments.

## **Admissions**

### [A.R.S. 15-184](#)

Hirsch Academy has an open enrollment policy and will enroll all eligible pupils who submit a timely application, unless the number of applications exceeds the capacity of a program, class, grade level or building. Students are eligible to attend regardless of their district of residence. Hirsch Academy is a publicly funded charter school that does not charge tuition.

Open enrollment is on a first come first serve basis and is contingent on available classroom space. Families of returning students have priority for class placement. Enrollment preference will be given to siblings of returning students, children of employees of Hirsch Academy, children of members of the Governing Board of Hirsch Academy, and children who attended another Team CFA school. Aside from the above-mentioned student populations, all students will have an equal opportunity to attend Hirsch Academy: CFA.



Timely applicants that exceed the capacity of a program, class, grade level or building will be placed on a waiting list and selected through an equitable lottery system.

### **Applications for New Students**

1. Hirsch Academy will begin accepting applications from new students for the upcoming school year in mid-February and throughout our open enrollment period.
2. The school may hold a lottery to determine acceptance and waiting list status as outlined below for the upcoming school year.
3. If a lottery is necessary, it will be held in May, or when and if the number of applications received is greater than the number of openings in each class, with the date publicly announced in advance. In a lottery, all applications for each grade are placed in a box and are randomly drawn. The first application pulled is number one, and so on. If there is an available space in the grade for that applicant, he or she is admitted to the school. If not, that student is placed on the waiting list for that grade, in the order the application was pulled in the lottery. Applicants from the first preference group normally will have preference over any applicant from the second preference group, and so on.

For certain grades (for example, Kindergarten), there are new spaces available every year. For other grades, depending upon the number of students returning to the school and the number of sections opening for that grade, there are few, if any, available spaces. Waiting lists do not carry over into the next school year. All applications and waiting lists are disposed of on April 1<sup>st</sup> each academic year.

If a student has been accepted to the school but does not register within 10 days, he or she is automatically withdrawn and the next student on the waiting list is invited to attend the school.

### **Applications for Re-Enrollment:**

1. Students currently enrolled in and attending Hirsch Academy in good standing remain enrolled for the following school year, and are not required to submit a new application or go through the lottery process.
2. Students who withdraw before the last day of the current school year must reapply for admission and will follow the procedures outlined above for new students.

### **Books and School Supplies**

#### **Books**

Books, which belong to the school, are assigned to each student during the course of the school year. These include hardcover and softcover books, as well as workbooks.

Students are expected to treat all books with respect and to keep them in good condition for

return at the end of the year. Students may not write in books unless explicitly instructed to do so by a teacher.

If a student loses or damages a book, parents/guardians are responsible for the cost of the replacement book. A bill will be mailed to the student's home address. Report cards will be held pending payment.

### **Financial Assistance**

Limited financial assistance may be available for field trips, uniforms, and supplies. Please contact the School Director for additional information.

### **General School Supplies**

Before the beginning of the school year, a student supply list will be posted on Hirsch Academy's website and/or provided by the classroom teacher and available at the front office. Supply lists will also be available at our 'Meet the Teacher' event prior to the first day of the school year. Students are asked to bring basic personal supplies, which differ by grade level, to school. If a student is unable to provide the needed supplies, the school will provide the necessary items on request.

## **Curriculum**

### **Curriculum Overview**

The Hirsch Academy school curriculum promotes academic, physical, social, emotional, and ethical growth. Our dedicated staff of educators nurtures academic achievement alongside the building of self-esteem at every opportunity, both inside or outside the classroom. We encourage learning and achievement while fostering a positive, caring attitude toward others by nurturing the values of cooperation and diversity.

The current Academic Standards adopted by the Arizona Department of Education will be the basis for the core of all instruction in all of the academic components. Each student will be given the opportunity to master the standards in all content areas. The objective of the school curriculum is **to equip students with the knowledge necessary to master life, prepare students for success in college, inspire a lifelong love of learning, and foster responsible citizenship.** The skills of reading, writing, abstract reasoning, and math are emphasized. The curriculum is designed to establish a balanced, well-rounded education in the following areas:

**Kindergarten through 2nd Grade:** Phonics, Reading, Math, Writing, Social Studies, Science, Physical Education, Arts ( Music, Performing Arts, Visual Arts & Cultural Studies)

**3rd through 6th Grades:** English Language Arts (Reading, Writing, Grammar and Vocabulary) Math, Social Studies, Science, Physical Education and the Arts (Music, Performing Arts, Visual Arts and Cultural Studies)

## **Homework**

Homework is provided to encourage independence and responsibility, while supporting students to practice what they have been exposed to in the classroom. Homework is not graded for accuracy, but is expected to be completed to the best of each student's ability and is intended for repetition and independent practice. Homework quantity varies by grade level, but should never exceed 20 minutes a day. It is expected that students arrive to class prepared with his or her homework (if applicable) and failure to follow class expectations regarding homework may result in consequences or loss of privileges..

## **Emergency Procedures**

An emergency procedure plan is reviewed each year with all staff. Staff, in cooperation with the principal, are responsible for the implementation of any needed procedures related to any crisis in the school building.

### **Fire, Lockdown, and Inclement Weather Drills**

Fire drills are conducted according to a schedule set by the Fire Prevention Office of the Scottsdale Fire Department, and in coordination with the City of Scottsdale's Paiute Neighborhood Center. Fire exit directions and procedures are posted in all rooms and teachers review fire exit procedures with students on a regular basis.

In the event of a fire, everyone is evacuated from the building immediately. If students are unable to return to the building because of smoke or fire conditions, the school follows emergency evacuation procedures.

### **Accidents**

All children experience minor scrapes and bruises. All school staff participate in basic first aid and CPR training annually. The classroom teachers and duty aides keep a medical first aid kit to address minor medical needs. The school's main office has additional items in a first aid kit to address student injuries. For more serious incidents, an Accident Report Form is completed and maintained by the Front Office. Parents are notified of all accidents greater than a small band aid. Instances of serious accident may include some or all of the following procedures:

1. The school office or staff member carries out immediate first aid.
2. A staff member contacts the parents to pick up the student for medical care.
3. In cases where the parents or the designated emergency persons cannot be reached, or where immediate medical attention is needed, the school calls 911 for treatment and/or transportation to a hospital. If needed, school administration will accompany the student and stay until the parent arrives.
4. In cases of extreme emergency, staff may contact the local emergency unit before calling the parent.

## **Child Abuse Protocol**

Arizona law requires immediate reporting of suspected child abuse to the authorities and to the appropriate individual in charge of the school. Failure to do so is a violation of the law.

## **Emergency Cards**

In emergency situations, the school calls the numbers listed on the card. **It is essential that parents update these cards if their address, phone number, or emergency contact persons change.** If the parent is unable to be reached, the school office will call the emergency contacts in the order that they are listed.

## **School Closings or Late Starts**

If school is closed or the opening delayed due to inclement weather, power outage or other problem, local radio and television stations announce this information.

Only under extreme circumstances does a school closing occur once students have arrived. If an early closing should occur, parents are notified of early dismissal and the school's bus transportation from school will leave early. Parents/guardians of students who do not use the school's transportation will need to pick up their children by the time of closing. Closings during the day are announced on local radio and television stations. Please call the school if you are in doubt.

## **General Information**

1. Parents have the right to be involved and participate in their child's educational experience.
2. Parents will be informed of their rights under Title I. The director of the school will present the information in the 1st Quarter of each school year..
3. Parents will receive an explanation of curriculum and a copy of the Arizona Department of Education Academic Standards will be available from their child's teacher. Parents who are unable to attend Parent Engagement night can request information from the office and schedule a meeting.
4. Parents will receive the email address of their child's teacher at our "meet the Teacher' Back to School event, or it can be sent to parents after the start of school.
5. Parents have the opportunity to make decisions regarding the education of their child by initiating conversation with the child's teacher and/or administration.
6. Parents have the opportunity to review material on how they can improve their child's academic achievement in the parent resource area. Parents should contact the teacher and director to set up an appointment. Additional support may be provided at the parent's request.

7. Parents will receive the email address of their child's teacher in the welcome letter sent to parents and students at the start of school.
8. Parents that need documents written in Spanish will have the opportunity to select "Spanish Materials" on the application for enrollment and registration forms at Hirsch Academy.
9. Parents will review and sign the Hirsch Academy Family Handbook, which includes a written agreement of what schools and parents are each supposed to do to help students achieve.
10. Parents are **REQUIRED** to provide their most up-to-date contact information throughout the school year. This includes: address changes, phone number changes, email changes, and emergency contact list.
11. Parents wanting to volunteer in the classroom are required to sign in at the front office, schedule the time with the classroom teacher and/or administration and have and maintain a Level 1 Fingerprint Clearance Card.

Parents who feel that their rights have been violated or that the needs of their child are not being met should schedule an appointment with their child's teacher by phone or email. If the issue is not resolved, the parent should place the issue in writing and contact the School Director by phone or email. If the issue is not resolved after meeting with the director, the parent should contact the school board by email. If the issue is not resolved after meeting with a representative of the Board, the parent should submit a letter to the Hirsch Academy Board at the next scheduled board meeting. Notice of each board meeting is posted in the Hirsch offices and Online at least 24 hours prior to the meeting.

## **Board of Directors**

### **Board of Directors Meetings**

The school's Board of Directors holds the charter to Hirsch Academy. It sets the policies of, and governs the terms by which the charter is issued. Meetings are open to the public, with the exception of executive sessions. Notices for the meetings are posted in the window of the Hirsch Academy main office and online on the school's website 24 hours prior to each meeting.

## Health Policies and Procedures

**Administration of Medication:** It is our goal to make sure all students have a safe and healthy place to learn. Please remember that we are working for the total welfare of all the students at Hirsch Academy. Giving medication during school hours is restricted to necessary medication that cannot be given at home. Whenever possible, medication should be taken at home. Medication that has to be given at school **MUST** be brought to the nurse's office before school and stored in a cabinet or refrigerator.

If your child needs to take a prescription medication at school, ask your pharmacy to provide a duplicate bottle for school usage. Any changes from your child's original prescription must be verified by the doctor, either by a fax or a new script. If your child has a medical condition which requires medication to be given on an as-needed basis, a doctor's note is requested to contain instructions for administration of medication and reason for the medication.

Hirsch Academy's Board of Directors has established the following policies and procedures governing the administration of a prescription medication or a patent or proprietary medication to students by employees. For the purposes of this policy, "administration of a prescription medication or a patent or proprietary medication" means the giving of a single dose of medication or the giving of a treatment package in its original container.

No medications, whether prescription or over-the-counter, are given without written consent from parents or guardians. Medication that has to be given during school hours **MUST** be brought to the nurse's office before school and stored in a cabinet or refrigerator. All medications brought to school **MUST** be in the prescription bottle or original container. Medicine will not be given unless it is prescribed for the child bringing it to school and the container has his/her name on it. All medications must be accompanied by a medication slip, including:

1. Student's Name
2. Medication Name
3. Directions (amount and time to be given)
4. Number of days to be given
5. Parent's signature, telephone number and date

Any medication, not in the original container, and with the child's name on it, will be held by the school nurse for a parent to pick up within one week. After that, it will be destroyed.

### Permission to Administer Over-the-Counter Medication

Over the counter medications (such as Tylenol, non-aspirin pain relievers, cough syrups) at school should be restricted to only when necessary. These are to be provided by the parent. The office **DOES NOT** keep any medications of any type on hand. Parents must sign a permission form from the school nurse authorizing dispensing over-the-counter medication for headaches or other common ailments.

**Prescription Medication:** If your child needs to take a prescription medication at school, ask your pharmacy to provide a duplicate bottle for school usage. Any changes from your child's original prescription must be verified by the doctor, either by a fax or a new script. If your child has a medical condition which requires medication to be given on an as-needed basis, a doctor's note is requested to contain instructions for administration of medication and reason for the medication. Administration of prescription medications is allowable only when the following specific requirements are met.

1. A signed consent form is on file to give the medication
2. Medications are to be given to the school health aide in a pharmacy or manufacturer-labeled container.
3. The label must state:
  - a. Student's name
  - b. Name of the drug
  - c. Dosage
  - d. Directions for use
  - e. Physician's name
  - f. Expiration date

All prescription medications brought to school must be stored in the office, with the current supply kept to a 30-day minimum. The school's main office will work with the instructional staff to maintain consistency in the child's medication schedule.

### **Transporting of Medication**

Students **MAY NOT** transport their own prescription or over-the-counter medications. It is required that a parent or guardian bring the medications directly to the school office. The medicine will need to be given directly to the front office in accordance with the medication policy.

### **Communicable Diseases**

Parents must notify the school immediately if a student has contracted a communicable disease. The school will then notify parents of other students in the homeroom. If more than one case of a communicable disease occurs in a single classroom, the school may contact a Public Health officer. In the event of an epidemic, special precautions or exclusion policies will be initiated.

Hirsch Academy follows isolation and quarantine regulations as prescribed by the Arizona Department of Public Health.

## Doctor/Dentist Appointments

All appointments are strongly urged to be after school hours. If this is not possible, a parent or a designated guardian must come to the school office to pick up a student for a medical or dental appointment. **Students cannot be released unless an authorized person listed on the emergency card is present.**

## Immunization

Hirsch Academy follows state law concerning proper immunization and requires that proof of all required immunizations, or a valid exemption be on file before a student is allowed to attend school. Arizona law allows exemptions for medical reasons, lab evidence of immunity, and personal beliefs. Exemption forms are available in the Hirsch Academy office or online at: <https://www.azdhs.gov/preparedness/epidemiology-disease-control/immunization/index.php#schools-immunization-forms>.

## Illness and Exclusion Policy

If a student shows any symptoms of illness, such as a temperature, nausea, diarrhea, sore throat, or a rash, he/she should not come to school until a diagnosis has been determined or the symptoms have disappeared. Students should be 24 hours fever free without fever reducing medications. This helps reduce the spread of infections at school.

If a student shows symptoms of a serious illness while at school, the following procedures are followed:

1. The student is asked to report to the main office to have symptoms assessed.
2. Parents are notified to make arrangements to have the student picked up at school if one of the illness or exclusion symptoms above are identified. If parents cannot be reached, the person(s) designated on the emergency card is called. **It is essential that parents list people on the emergency card who are able to pick up the student if the parents cannot be reached.**

## Items of Interest or Concern

- A limited amount of clothing is available in the nurse's office for the children when accidents occur. If your child needs to use these items, they need to be **laundered and promptly returned to the office.**
- If your child becomes ill or injured, it is imperative that the office has **three (3)** legitimate contact numbers on file. The office must be able to reach parents, guardians, or someone who will be responsible for the child and pick them up in a **timely** manner.



- **Hirsch Academy has a no nit policy. Any student diagnosed with lice must be nit free before returning to school. Information and support for lice control is available in the main office.**
- DO NOT send your child to school if they had a fever above **100 degrees or more** within the last **24 hours**. If they complain of feeling ill, please check their temperature before sending them to school.
- DO NOT send your child to school if they have had **diarrhea or vomiting in the last 24 hours**.
- If your child has **any** type of infection, they must have been on an antibiotic for **24 hours** before returning to school.

### Screening Tests

Hirsch Academy works with the State and local health agency to conduct age appropriate health screenings such as vision and hearing tests. These tests are carried out by, or under the supervision of the specialist in a particular health field. Health screening procedures can only identify potential or existing health problems. School officials will notify parents/guardians of the results of the screening to allow the necessary follow up with medical personnel.

### School Rules and Policies

#### Computer/Internet Policy

Use of Hirsch Academy's computer network is a privilege, not a right. Students may use the computers as long as they observe the rules as outlined below. The network belongs to the school and all student accounts on and/or use of the network may be monitored. Communications on the network may be accessed by the school, and students should not expect that files stored on school equipment will always be private. General school rules for student behavior, conduct and standards will apply. Students using the school's computer network are responsible for their behavior and communications over these networks. Failure to follow these rules will result in discipline, which may include loss of computer network privileges, detention, suspension, or expulsion per the Code of Conduct.

1. The network is to be used only for activities that support education and/or research related to assigned schoolwork.
2. When communicating with others on the Internet, students must be polite and appropriate at all times.
3. The network is not to be used for any illegal purpose. Illegal activities include tampering with the computer hardware or software, unauthorized entry into

computers, or knowledgeable vandalism or destruction of computer files. Such activity is considered a crime under state and federal law.

4. Copyrighted material is not to be copied without permission. Copyright laws and rules regarding software, information, and attribution of authorship are to be respected. No software other than what is provided by the school may be installed.
5. Any use of the network, which involves obscenity, profanity, racism, sexism, personal attacks, harassment, or offensive messages or pictures is prohibited. This includes personal devices connected to the Hirsch Academy Network.
6. Passwords and/or accounts are not to be shared. Violations of the policy that can be traced to an individual account will be treated as the sole responsibility of the owner of the account.
7. It is against policy to attempt to use the accounts and passwords of others, using pseudonyms, anonymity or attempting to access information of others.
8. It is against policy to knowingly degrade the performance of the network. Electronic chain letters and "mail-bombs" are prohibited.
9. Students who have knowledge of violations of these policies must report the information immediately to the teacher, principal, or system operator.

### **Dress Code**

Hirsch Academy uniform selections are available at the main office. The school director reserves the right to decide whether or not something conforms to the dress code.

**Shirts** - Navy blue, light blue, Royal blue, gold or white polo shirts are the only acceptable uniform shirts. These are available for sale with a logo at the school office, or without a logo at local stores. Uniform shirts are allowed in both short and long sleeves. Approved Hirsch Academy "spirit" shirts may be worn on Fridays, unless otherwise designated by Administration.

**Pants** - Navy blue, black or khaki pants are the only acceptable uniform pants. Pants must be secure at the waistline, or worn with a belt. No drooping is acceptable. Pants are not to drag on the ground.

**Skirts or Jumpers** - Khaki, Blue, Black or Blue plaid skirts or jumpers are the only acceptable skirts and jumpers. The hem on skirts and jumpers must be no higher than 2" above the knee.

**Tights** - Tights and leggings may be worn beneath jumpers and skirts. Leggings are not allowed to be worn as a substitute for uniform pants.

**Sweaters/Sweatshirts** - Blue or white sweaters and sweater vests are the preferred uniform sweater. We do sell Sweatshirts with the Hirsch Logo in our front office. No inappropriate or distracting logos may appear on sweaters.

**Hair** - All students' hair must be neat, clean and groomed. Hairstyles should not create a safety or health hazard.

**Shoes** - Shoes must be closed (heel and toe) and sturdy. They should not have a heel of any kind, wheels or flashing lights.

**Socks** - All students must wear socks. No inappropriate or distracting logos may appear on the socks.

### **Telephone Calls, Mobile Telephones and Messages**

Cell phones and other communication devices are not permitted for use at school, during the school day. Students with cell phones must keep them off and in their backpacks at all times. If parents need to communicate with a student during the day, telephone messages will only be delivered in emergency cases from the main office. Students who ask and receive permission may use the school office telephone. **Students are not allowed to call home to receive permission for field trips or for forgotten class work.**

### **Visitor Procedures**

ALL visitors and volunteers (this includes parents/guardians) must sign in and out at the school office. Volunteers in the buildings will receive name tags designating them as building volunteers or visitors.

### **Student Discipline**

Hirsch Academy School student discipline policies and guidelines are executed in accordance with applicable state and federal law. Copies of Hirsch Academy's Code of Conduct are available in the front office.

### **Search and Seizure Policy**

1. The School Board recognizes that the privacy of students and their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable cause for a search.

- a. As used in this policy, “reasonable cause for a search” means any circumstances, which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:
    - i. Evidence of a violation of the student conduct standards contained in the student handbook; or
    - ii. Anything, which, because of its presence, presents an immediate danger of physical harm or illness to any person.
2. All desks, lockers if applicable, and other storage areas provided for student use on school premises remain the property of the school and are provided for the use of the students subject to inspection, access for maintenance, and search pursuant to this policy. A student who uses a desk, locker or cubby that is the property of a school is presumed to have no expectation of privacy in that locker or the locker's contents. No student shall lock or otherwise impede access except if a lock is provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.
3. The principal, or a member of administrative staff designated by the principal, may search a locker, desk or cubby's contents where either the person conducting the search or the person designating the search believes there is reasonable cause. If the student is on the school premises at the time of the search, the student shall be notified prior to the search and given the option to be present at the search.
4. The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises, other than a locker, when the person conducting the search has reasonable cause for a search.
5. The principal, or another member of the administrative staff, may search the person of a student during a school activity if the principal has reasonable grounds for a search of that student.
  - a. Searches of the person of a student shall be limited to:
    - i. Searches of the pockets of the student,
    - ii. Any object in the possession of the student such as a purse or briefcase, and/or
    - iii. A “pat down” of the exterior of the student's clothing.
6. Searches of the person of a student that require removal of clothing other than a coat, jacket, belt, outer shirt, shoes, or socks shall be referred to a law enforcement officer in accordance with this policy. A person of the same sex as the student being searched shall conduct searches of the person of a student in a private room. At least one, but not more than three, additional persons of the same sex as the student being searched shall witness, but not participate, in the search. At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and then reasonably available on school premises shall witness the search. The

parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

7. Anything found in the course of a search conducted in accordance with this policy which is evidence of a violation of the student conduct standards contained in the student handbook may, as deemed appropriate by school authorities, be:
  - a. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing,
  - b. Returned to the parent or guardian of the student from whom it was seized,
  - c. Destroyed if it has no significant value, or
  - d. Turned over to any law enforcement officer in accordance with this policy.
  
8. Anything found in the course of a search conducted in accordance with this policy which by its presence presents an immediate danger of physical harm or illness to any person may be seized and, as considered appropriate by school authorities, may be:
  - a. Returned to the parent or guardian of the student from whom it was seized,
  - b. Destroyed, or
  - c. Turned over to any law enforcement officer in accordance with this policy.
  
9. The principal, or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to:
  - a. Search any area of school premises, any student, or any motor vehicle on school premises;
  - b. Identify or dispose of anything found in the course of a search conducted in accordance with this policy.

Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.

## **Core Expectations**

The following directives, known as the "**Core Expectations**," represent basic beliefs of Hirsch Academy, which all students are expected to follow. These rules apply at all times that the school is responsible for the students, including any off-site, school-sponsored functions such as field trips, sporting events, and overnight retreats. Each of the Core Expectations promotes the Hirsch Academy Core Values of responsibility, respect, independence and integrity.

1. Listen to and follow the directions of the teachers and staff
2. Do your best, work hard, and strive to achieve
3. Cooperate and help others
4. Treat yourself and others with respect
5. Respect the property and rights of others

6. Do not disrupt the educational process
7. Be honest in word and deed
8. Be responsible for your actions and for what you need to do

### **Office Referrals**

It is at the discretion of the teacher to refer a child to administration for intervention of behaviors. A member of the administration team will talk with the child, as well as others involved, to understand the circumstances surrounding the incident.

Depending on the circumstances that caused the referral, a student may remain at the office for a brief “time out” period, or may receive another form of consequence, including detention, suspension, or expulsion. Conflict resolution, individual, and/or group counseling may be involved as a component of Hirsch Academy’s intervention strategies. The parent or guardian will be called and informed of the incident as well as the consequences. ***It is a shared responsibility of the parents to teach and model Hirsch Academy’s Core Expectations.***

### **Suspension**

The following are some types of behaviors that may result in immediate suspension:

- Fighting.
- Biting.
- Forgery.
- Disrupting the educational environment or otherwise willfully defying the valid authority of staff, teachers, or other school officials.
- Stealing or attempting to steal school property or private property.
- Committing an obscene act or engaging in habitual profanity or vulgarity.
- Sexual advances, request for sexual favors, or other verbal, visual, or physical conduct of a sexual nature.
- Causing or attempting to bring harm to another through abusive language.
- Habitual misbehavior.
- Bullying.
- Hazing.

Hirsch Academy reserves the right to suspend students for behaviors not listed above if the nature of the behavior merits suspension. Please refer to the Hirsch Academy Code of Conduct for more detailed information.

Suspensions will be either in-school or out-of-school, as specified in the referral communications to parents. Parents may be required to return to school with their child to meet with members of the administrative team as specified. For a long-term suspension

exceeding ten (10) days, the student will be provided with the same procedural due process used for expulsions, including a hearing before a Hearing Officer.

### **Expulsion**

It is impossible to list all possible behaviors that may result in a student being expelled from Hirsch Academy. The following behaviors are some of the types of behavior that may result in a student being expelled from the school as allowed by Arizona law:

- Causing serious injury to another person
- Habitual misbehavior
- Possession, use of, sale of, or furnishing any firearm, knife, explosive or other dangerous object
- Unlawful possession of, use or sale of any controlled substance
- Causing, attempting to cause, or threatening to cause physical harm to another
- Causing or attempting to cause damage to school property or private property
- Possessing or using tobacco, alcohol, or a controlled substance
- Robbery or extortion
- Offering, furnishing, or sale of any drug paraphernalia
- Criminal behavior
- Threats or violence of a terrorist nature
- Sexual assault
- Battery

Hirsch Academy reserves the right to expel students for conduct not listed above if the nature of the behavior merits expulsion. Contact the school office or refer to the code of conduct for additional questions. Forms and processes for appealing expulsion are available in the school office, and are outlined in Arizona Revised Statutes.

Hirsch Academy expects all students to conduct themselves in a civil and socially responsible

manner. Disciplinary measures, carried out in accordance with state law, are used to maintain a safe and stable school environment.

Notification of an expulsion hearing before the administration will be sent in accordance with Arizona State Law. Formal findings from such a hearing will be explained in writing to the parents and the Principal of Hirsch Academy with stipulations outlining the length of the expulsion.

Any student who has been expelled pursuant to these provisions shall have the right to appeal to the Board of Trustees as specified in Arizona State Law. When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the Head of School of Hirsch Academy shall notify the head of the receiving school of the reasons for the pupil's expulsion.

### **Procedural Due Process**

Procedural Due Process, which includes notice of the charges and an opportunity to be heard, is afforded to all students who are subject to discipline. With respect to students who are subject to expulsion, procedural due process includes the following:

1. Opportunity to respond to charges in front of a qualified hearing officer
2. Opportunity to present witnesses
3. Notification of all evidence
4. Notification of formal outcome within a certain number of days of hearing
5. Right to appeal

### **Procedures for all Expulsion Hearings**

1. A Hearing Officer will be assigned by the Board to hear the case.
2. A presentation of the evidence against the student by a school employee or other representative of the school.
3. A presentation by the student and parent or parent's designee (individual) of any defense or mitigating circumstances.
4. Submission of written statements from any person in defense of the student accepted by the Hearing Officer. The student may present witnesses and evidence in rebuttal of the school's allegation to the Hearing Officer.
5. The Hearing Officer records a summary of the facts and disputed evidence.
6. Failure of the pupil and/or parent to appear at the hearing without good cause constitutes a waiver of the hearing and the case is reviewed by the Hearing Officer



(Head of School or designee). A decision is rendered on the evidence available.

7. Following the hearing, the hearing officer will present findings of fact and a recommendation to the board and the board will meet in executive session to consider the hearing officer's recommendation and make a final ruling.

### **General School Rules and Policy**

Hirsch Academy facilitates the development of disciplined individuals toward fostering a community of learners' attitude and environment. Hirsch Academy celebrates the development of our children and recognizes the positive growth in all areas, while at the same time correcting the negative choices and teaching the proper way.

Policies and consequences consistent with our mission are necessary to ensure a safe learning environment for every child.

### **Inappropriate Behavior**

Examples of inappropriate behavior include, but are not limited to:

- Disrespectful or inappropriate talk and actions
- Disobedience
- Misusing school equipment, or that of others
- Running in class, or in the hallways
- Littering
- Teasing
- Horseplay
- Bullying
- Sexual harassment
- Hazing

Teachers will discuss the above behaviors with children and will contact parents in working together to resolve. If the child's behavior problems continue, a referral to the office administration may occur.

## **Hazing Prevention**

Hazing is strictly prohibited. For the purposes of this policy, “hazing” means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- (b) The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- (c) The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.

The prohibition on hazing includes hazing, solicitation to engage in hazing, and aiding and abetting another person who is engaged in hazing. It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

Violations of this Policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate military training program.

All students, teachers, and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Any student, teacher, or staff member who witnesses or becomes aware of a violation of this policy should report such violation immediately to an administrator. The School will promptly investigate any and all allegations of policy violations. Investigations may include interviewing students and any other witnesses, collecting statements from students and any other witnesses, and reviewing any recordings, documents, and/or other evidence of the facts and circumstances surrounding the alleged policy violation. If the School's investigation reveals that a policy violation occurred, any student who engaged in hazing will be disciplined, up to and including suspension and/or expulsion. Any teacher or staff who knowingly permitted, authorized, or condoned the hazing activity is subject to disciplinary action, up to and including termination of employment. If the hazing occurred as part of an organization's operations on the School's campus and/or during School hours, such as an athletic team, club, or society, the organization's permission to conduct operations at the School may be suspended or revoked if the organization knowingly permitted, authorized or condoned the hazing activity.

To the extent possible, the School will preserve the confidentiality of the person making the report, disclosing it only to the appropriate school administrator or board member or as otherwise required by law. Any violations of this policy that may be violations of state or federal criminal law will be reported to the appropriate law enforcement agency.

Retaliatory or intimidating acts against any student who has made a complaint under this policy, or against a student who has testified, assisted, or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint. Any student who engages in retaliation will be disciplined, up to and including suspension and expulsion. Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant School policies shall be followed. False or unproven complaint documentation shall not be maintained.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## **Education of Homeless Children and Youth Program**

Homelessness exists in our community. A combination of housing costs, migration and immigration, and poverty causes many families to lose their housing. Many young people leave their homes due to abuse, neglect, and family conflict. Children and youth who have lost their housing live in a variety of places, including motels, shelters, shared residences, transitional housing programs, cars, campgrounds, and other locations. Their lack of permanent housing can lead to potentially serious physical, emotional, and mental consequences.

Hirsch Academy will ensure that all children and youth receive a free appropriate public education and are given meaningful opportunities to succeed in our schools. This campus will also follow the requirements of the McKinney-Vento Homeless Assistance Act.

This policy will not refer to children as homeless; it will instead use the term, children and youth in transition, or families who are experiencing homelessness. Under federal law, children and youth in transition must have access to appropriate public education, including preschool, and be given a full opportunity to meet state and local academic achievement standards. They must be included in state- and district/campus-wide assessments and accountability systems. Our campus will ensure that children and youth in transition are free from discrimination, segregation, and harassment.

Information regarding this policy will be distributed to all students once during the school year and posted in a high-traffic area on campus, as well as other places where children, youth, and families in transition receive services.

### **Identification**

In collaboration with school personnel and community organizations, the local liaison will identify children and youth in transition on campus, both in and out of school. The local liaison will train school personnel on possible indicators of homelessness, sensitivity in identifying families and youth as in transition, and procedures for forwarding information indicating homelessness to the local liaison. The local liaison will also instruct the school registrar and secretary to inquire about possible homelessness upon the enrollment and withdrawal of every student and to forward information indicating homelessness to the local liaison.

Community partners in identification may include the following: family and youth shelters, soup kitchens, motels, campgrounds, drop-in centers, welfare departments and other social

service agencies, street outreach teams, faith-based organizations, truancy and attendance officers, local homeless coalitions, and legal services.

## **Enrollment**

Consistent, uninterrupted education is vital for academic achievement. Due to the realities of homelessness and mobility, students in transition may not have school enrollment documents available readily. Nonetheless, our campus, when selected for enrollment, must enroll any child or youth in transition immediately. Enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, including:

- Transcripts/school records (The enrolling school must contact the student's previous school to obtain school records. Initial placement of students whose records are not immediately available can be made based on the student's age and information gathered from the student, parent, and previous schools or teachers.)
- Immunizations or immunization/health/medical/physical records (If necessary, the school must refer students to the local liaison to assist with obtaining immunizations and/or immunization and other medical records. Health records may often be obtained from previous schools or state registries, and community-based clinics can initiate immunizations when needed.)
- Proof of guardianship
- Birth Certificate
- Any other document requirements
- Lack of uniforms or clothing that conforms to dress codes
- Any factor related to the student's living situation

## **Services**

Each homeless student shall be provided services comparable to services offered to other students on campus, but not limited to:

- transportation services;
- educational services for which the student meets eligibility criteria, such as education programs for disadvantaged students, students with disabilities, and gifted and talented students;
- school meals programs;
- before-and-after school care programs; and
- programs for students with limited English proficiency.

Children and youth in transition will not be segregated in a separate school or in a separate program within a school based on the student's status as homeless. Hirsch Academy recognizes that children and youth in transition suffer from disabilities at a disproportionate rate, yet frequently are not evaluated or provided appropriate special education and related services. To address this problem, evaluations of children and youth in transition suspected of having a disability will be given priority and coordinated with students' prior and subsequent schools as necessary to ensure the timely completion of a full evaluation.

## **Disputes**

If a dispute arises over any issue covered in this policy, the child or youth in transition will be admitted immediately to the school in which enrollment is sought, pending final resolution of the dispute. The student will also have the rights of a student in transition to all appropriate educational services, transportation, free meals, and Title I, Part A, services while the dispute is pending.

## **Free Meals**

Hunger and poor nutrition are obvious barriers to learning. To help ensure that children and youth in transition are available for learning, the U.S. Department of Agriculture has determined that all children and youth in transition are automatically eligible for free meals. On the day a child in transition enrolls the enrollment official must submit the student's name to the National School Lunch Program coordinator for immediate processing.

## **Training**

The local liaison will conduct training and awareness activities for the LEA and school staff annually. School leadership, federal program administrators, registrars, secretaries, bus drivers, custodians, cafeteria workers, school nurse/ health aides, and teachers will attend the training. The training and activities will be designed to increase staff awareness/sensitivity of homelessness, facilitate immediate enrollment, and ensure compliance with policy.

## **Postings**

The following information will be posted on our campus at all times:

### **What Homeless Families Need to Know**

#### **Children and youth in transition 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.
- 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.

### **Hirsch Academy's Homeless Liaison Duty**

- Ensuring that children and youth in transition are identified through school and in the community.
- Ensuring that children and youth in transition enroll in and have full and equal opportunity to succeed in school.

- Assisting parents/guardians in making referrals for health, mental health, and other services.
- Informing parents, guardians, and youth of educational and parent involvement opportunities.
- Posting public notices of educational rights of children and youth in transition.
- Resolving disputes regarding children and youth in transition and homeless student qualifications.
- Informing parents, guardians, and youth of transportation services—provided by the school, the community, or other entities.
- Collaborating and coordinating with community and school personnel.

The homeless coordinator is also to assist children and youth in transition and their families with any school, food, or shelter related issue even if it is not listed above. The homeless coordinator is responsible for ensuring that children and youth in transition have no barriers to enrollment or taking part in activities at our school. Our homeless coordinator is responsible for finding support in removing any barriers these children encounter—no exceptions.

## **Special Education**

### **Public Awareness AAC R7-2-401.C**

It is Hirsch Academy's responsibility to inform the general public and all parents of students enrolled in our school of our responsibility to make available special education services for students with disabilities aged 3 through 21 and how to access those services. In addition, we provide information regarding early intervention services for children birth through 2 years old.

### **Child Identification and Referral AAC R7-2-401.D**

We establish, implement and make available written procedures to identify and refer all children with disabilities aged birth through 21 including children with disabilities attending private schools and home schools regardless of the severity of their disability.

### **Free and Appropriate Public Education**

We provide a free and appropriate public education (FAPE) which includes special education and related services for students with disabilities.

We do not limit admission based on ethnicity, national origin, gender, income level, disabling condition, or proficiency in the English language, or athletic ability; and we will enroll all eligible students who submit a timely application, unless the number of applications exceeds the capacity of a class, grade level or building. This school maintains documentation and annually reports to the Arizona Department of Education the number of children as well as their categories of disability.

The Parent Information Network, available through the Arizona Department of Education website ([www.azed.gov/ess](http://www.azed.gov/ess)) has information about organizations that offer information and training for parents of students with disabilities.

Hirsch Academy's Special Education Policies and Procedures are available for review by request at any time.

## **Title I, Part A LEA-Level Parent and Family Engagement Policy**

### **Purpose:**

Title I is the largest federal aid program for public schools and the program provides additional funds for assisting students in meeting the Arizona College and Career Ready Standards. Title I provides supplemental funds that support a variety of school-based activities and programs. Each LEA that receives Title 1 funds must have a parent and family engagement policy that describes how the school and parents will work together to improve students' academic achievement. This Parent and Family Engagement Policy describes the means for carrying out designated Title I, Part A, parent and family engagement requirements pursuant to the Every Student Succeeds Act (ESSA) Section 1116(a).

### **Policy Details**

It is the policy of Hirsch Academy that parents and family members of participating children have the opportunity to be involved jointly in the development of the district Integrated Action Plan and in the district's review process for the purpose of school improvement. Recognizing that parental involvement is the key to academic achievement, we seek to involve parents in an effective home-school partnership that will provide the best possible education for our students.

1. This jointly developed and agreed upon written policy is distributed to parents and family members of participating Title I children through the Parent Handbook which is distributed to every family at registration and/or the start of each new school year.
2. Hirsch Academy provides technical assistance and support to schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance. Hirsch Academy will, as needed, partner with community groups as a means to engage families more creatively and successfully.
3. Hirsch Academy works cooperatively with other Federal, state, and local programs; e.g., the Title I program will work with, as appropriate, local preschools, local library programs, and special education programs (IDEA). Our homeless education program coordinates with the ADE and local programs to support students that are food insecure, especially over the school breaks.
4. Hirsch Academy conducts an annual evaluation of the content and effectiveness for the Parent and Family Engagement Policy. The evaluation includes parents in a meaningful manner. Hirsch Academy uses surveys and an open-door policy to obtain feedback for this evaluation. Parents and families have a voice. The evaluation is used to identify the needs of parents and families to better support and assist their children in learning. The evaluations target family engagement perceptions, satisfaction, and ability to assist learning.
5. Hirsch Academy uses the findings for the annual evaluation to design evidenced-based strategies for more effective parent and family engagement.
6. Hirsch Academy involves parents and family members in activities of the school. Hirsch Academy provides opportunities for parents to participate in decision-making roles, volunteer opportunities, and parent-teacher conferences. Parent-teacher meetings will be scheduled at any time, as requested by parents.
7. At least one annual meeting will be held to inform parents and family members of the school's participation in the Title I program and to explain the requirements of the program and their right to be involved. Notification will be sent directly to families by a note home, email, website and/or through a school messenger system.
8. Parent and family meetings, including parent conferences, will be held at different times during the day and Title I funds may be used to pay reasonable and necessary expenses associated with parent and family engagement activities, including transportation,



- childcare, or home visit expenses to enable parents to participate in school-related meetings and training sessions.
9. Hirsch Academy will involve parents in the planning, review, and improvement of the school's Title I program through participation in stakeholder groups and in-person meetings where parents give input and feedback. In a schoolwide program plan, parents are asked to be involved in the joint development of the building's schoolwide plan through in-person meetings and surveys.
  10. Parents and family members of participating children are given assistance in understanding the Title I program, with timely information about the Title I program. Through annual meetings and parent-teacher conferences, the school provides parents and family members of participating children with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet. Parents and family members receive an explanation of the school's performance profile, the forms of academic assessment used to measure student progress, and the expected proficiency levels in the annual progress report distributed to all stockholders in the spring of the year, and through reports given to parents at conference/ report cards periods.
  11. Upon request, the school can provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
  12. A jointly developed school/parent compact outlines how parents and family members, the entire school staff, and students all share responsibility for improved student achievement. The compact also describes the means by which the school and parents will build and develop a partnership to help children achieve our local high standards. It is distributed in the parent handbook and is reviewed at parent/teacher conferences.
  13. Parents will be notified of this policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. The policy will be provided in English and Spanish and will be free of educational jargon.
  14. The school, to the extent practicable, will provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children) by providing information and school reports required under Section 1111 in a format and language the parties can understand. (ESSA Section 11116(f))

This Policy was adopted by the Hirsch Academy School Board and will be in effect for the entirety of the school year. The LEA will distribute this Policy to all parents and families of students participating in the Title I, Part A program on our Title 1 Family Information Night, or before September 1st of each school year.

*Gina DiSipio*

Gina DiSipio, School Director

## **School-Parent Compact - Title 1 Family Information**

This Compact is intended to supplement the responsibilities for improved student academic achievement already outlined in the Hirsch Academy Family Handbook. Hirsch Academy is funded, in part, by Title I, Part A of the Elementary and Secondary School Act (ESEA). This Compact ensures mutual understanding of the school's responsibilities and the ways parents and family members will be responsible for supporting their children's learning.

School responsibilities, Parent Responsibilities, and Student Responsibilities are all outlined in the Family Handbook distributed and signed by parents at the start of the year.

Sincerely,

*Gina DiSipio*

Gina Disipio, School Director

## **PARENTS RIGHT-TO-KNOW No Child Left Behind**

Dear Parents & Guardians:

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, the Hirsch Academy is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you have questions, please feel free to contact your School Director Gina Disipio, or the Operations Director Danita Hall by calling the main office at 480-488-9362, or by communicating through the following emails:

[gdisipio@hirschaz.org](mailto:gdisipio@hirschaz.org)

[dhall@hirschaz.org](mailto:dhall@hirschaz.org)

Sincerely,

*Gina DiSipio*

School Director, Hirsch Academy

## **SIGNATURE PAGES**

Students must turn in these signature pages to their classroom teacher **BEFORE** they can participate in any school activities, including use of HA-CFA computers.

*Please check each box to confirm that you have read, understand and/or will follow the policy.*

- Arrival and Dismissal, including Inclement Weather
- Absence and Tardy Policy
- Field Trip Policy
- Uniform Policy
- Medication Administration Policy
- Student Code of Conduct
- Academic Accountability Policy
- Plagiarism Policy
- Lice/Nit Policy
- Family Agreement Policy
- Media Release Policy (PLEASE see reverse and complete Media Form)
- HA-CFA Acceptable Use Policy – Use of Computers

**We the undersigned parent and student have read and agree to abide by ALL the above policies outlined in this Parent/Student Handbook.**

PARENT NAME \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

STUDENT NAME \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

***Should you have any questions or concerns about any of these policies, please call the office at 480.488.9362***

## **MEDIA RELEASE FORM FOR CURRENT AND NEW STUDENTS**

STUDENT NAME: \_\_\_\_\_

**Last**

**First**

**Middle Initial**

\_\_\_ I understand and agree that my child's picture may be taken at school or during outside school activities and used in the school news, local newspaper, HA-CFA's website or Facebook and Social Media pages; or in the case of video, may appear on TV or the website. In addition, I agree that publication of an article or school work may also appear on the above mentioned venues.

\_\_\_ I do not grant permission for my child's photograph to be featured in school news, local newspapers, ConnectCFA national magazine, the HA-CFA's website or Facebook and Twitter pages or any video that may appear on TV or the website.

\_\_\_ I do not grant permission for my child's written school work or written articles to be published and used in the school news, local newspaper, ConnectCFA national magazine, HA-CFA's website or Facebook and Twitter pages; or any video that may appear on TV or the website.

**THIS FORM BE RETURNED TO THE SCHOOL TO BE FILED IN YOUR CHILD'S STUDENT RECORDS.**

Please sign, date, and return to Hirsch Academy

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**parent signature**

**date**

Hirsch Academy: A Challenge Foundation Academy  
6535 E. Osborn Rd. Ste 401  
Scottsdale, AZ 85251  
480.488.9362

By signing this you are acknowledging that:

1. You have received and read:
  - a. **Hirsch Academy Title I, Part A LEA-Level Parent and Family Engagement Policy;**
  - b. **PARENTS RIGHT-TO-KNOW: No Child Left Behind**
  - c. **School-Parent Compact - Title 1 Family Information**
2. You and your child agree to follow Hirsch Academy ***School-Parent Compact*** to the best of your ability.

Guardian's Name \_\_\_\_\_

Guardian's Signature \_\_\_\_\_

Child's Name \_\_\_\_\_

Date \_\_\_\_\_

**Please note your comments or suggestions regarding the Hirsch Academy Title I Policies and Handbook in the space below.**