



Family Handbook 2021-2022 School Year

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School Philosophy

Community Schools Model

Open Doors Community School utilizes a Community School Model. The Community School Model is based on the following principles:

- *Foster strong partnerships*—Partners share their resources and expertise and work together to design community schools and make them work.
- *Share accountability for results*—Clear, mutually agreed-upon results drive the work of community schools. Data helps partners measure progress toward results. Agreements enable them to hold each other accountable and move beyond "turf battles."
- *Set high expectations for all*—Community schools are organized to support learning. Children, youth, and adults are expected to learn at high standards and be contributing members of their community.
- *Build on the community's strengths*—Community schools marshal the assets of the entire community -- including the people who live and work there, local organizations, and the school.
- *Embrace diversity*—Community schools know their communities. They work to develop respect and a strong, positive identity for people of diverse backgrounds and are committed to the welfare of the whole community (Coalition for Community Schools at the Institute for Educational Leadership, 2011).

The Community Schools Model is research-based, and studies show that many students experience positive outcomes, including:

- Improvements in student learning, attendance, behavior, and youth development.
- Enhanced parental and family participation in their children's education and in the school.
- A different opportunity for families to find support in caring for and helping to educate their children, and in contributing to their community.

Parent's Bill of Rights

Schools must give parents the right to opt their student out of certain curriculum due content that may be considered sexual, violent, or that contains profane language. Charter schools may require parents to waive this right as a condition of enrollment if, before the student enrolls, the school provides parents with a complete list of books and materials that will be used. A parent has the right to request to review materials and activities in advance. A parent who objects to any learning material or activity on the basis that is it harmful due to its sexual or violent content or its vulgar or profane language may submit a written request to withdraw that student from the activity, class, or program in which the material is used and to request an alternative assignment.

Parent's Right to Know Statement

In accordance with Every *Student Succeeds Act*, you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived.
- 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.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive this information, please email your request to info@odcs.school and we will provide you with that information.

School Mission and Core Values

Mission Statement: Open Doors Community School equips students for improved academic achievement as they unlock their promise through an integrated focus on academics, life preparation skills and family/community engagement.

Our Core Values

We value students and their ability to make choices for success; both academically and for all aspects of life.

We value a partnership with students, families, educators, and the community that offers resources for **student success** to open doors to a healthy, positive, and enriched educational experience.

We value effective communication skills for students. Open Doors Community School (ODCS) students will learn to communicate with purpose to prepare students for high school and beyond.

We value teamwork as a blueprint for strategy, communication, leadership, and cooperation, which will contribute **to student success** inside and outside of the classroom.

We value instructional methods that apply the Core Knowledge Sequence. The Core Knowledge Sequence is based on the simple idea that knowledge builds on knowledge. It includes a body of lasting knowledge and skills that will support great reading comprehension, critical thinking, and academic success to create a solid foundation for high school, college, and career readiness.

We value teachers who ensure student success through creative and effective instruction and who will passionately join our efforts to strengthen families and communities. Open Doors Community School teachers will be dedicated to the school mission and open to learning and growth so that their professional knowledge contributes to a positive and successful outcome for all students. ODCS teachers will be equipped to use student achievement data to direct their classroom instruction and remediation to promote student growth and success.

Program Overview

ODCS will ensure strong academic outcomes for all students through a sustained focus on the following vital components of the overall educational program:

- **Curriculum**
 - The backbone of the grades K-8 curriculum is based on Common Core Standards and aligned to the Core Knowledge Sequence, now a part of Amplify, for ELA, Reading, Social Studies, Science, and Math. Open Doors Administration may modify curriculum at any time to better meet the needs of students. Amplify also owns the Dibels Reading Program, which we also use for K-8.
 - iXL – All grade levels will utilize the iXL learning platform to supplement the curriculum and classroom learning in ELA, math, science, and social studies. Homework assignments may be assigned from this platform.
- **Instructional methodology**-incorporates Differentiated Instruction strategies and Essential Elements of Instruction into daily practices with a process of continual reflection, adjustment, and improvement.
- **Comprehensive assessment system**
 - ODCS uses Imagine Learning (formerly ATI/Galileo) Assessment to yield reliable, valid, and bias free student achievement data. Response to Intervention (RtI) will be used to systematically adjust curriculum and instruction in response to data.
 - Dibels – To enhance reading success, Open Doors utilizes the new, 8th edition of Dibels for grade levels K-8. Dibels is an assessment tool that also offers practice materials to enhance literacy.

Enrollment & Registration Procedures

Statement of Non-Discrimination

Open Doors Community School is a non-profit, non-sectarian, public charter school, and does not discriminate in any of its practices on the basis of gender, race, religion, national origin, or disability. We have an open enrollment policy and treat all applications equally as long as the applicant has passed the previous grade of instruction and are an Arizona state resident. We do not use the content of the applications to make enrollment decisions. Furthermore, acts of discrimination, retaliation, or harassment based upon gender, race, religion, national origin, or disability are strictly forbidden by the policies of Open Doors Community School.

Current students and their siblings will be given priority over new students participating in open enrollment. Our re-enrollment period for current students is held each January. All students enrolling into Open Doors must submit a copy of their school records prior to enrollment.

New students, including siblings, will need to complete a full enrollment packet for entry. If there are more applicants than spaces available, admission will be determined by lottery. Families whose children complete the instructional program (through grade 8) at Open Doors keep sibling priority status for any

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child who will be entering in a later year. If placement is offered and declined by a family all future sibling priority is waived. Students who are not present on the first day of school may be considered not enrolled; therefore, their spot may be filled by students on existing wait lists.

Open Doors reserves the right to decline student enrollment to any student who has been expelled from another school or is at risk of expulsion. Decisions to enroll students with a past record of potential or actual expulsion will be made on a case-by-case basis by the Principal, in consultation with the student's prospective teachers and assigned staff.

More information regarding registration and enrollment is available on our website.

Parent Volunteers

ODCS is founded upon principles of parent involvement and school community. We expect parents to be included as an integral part of a student's education. We believe students achieve the best results when supported by a community of involved adults. Volunteer opportunities are many and include: monitoring during recess or lunch, leading extracurricular activities, serving on special event committees, and supporting school events. The volunteer program is currently coordinated by the Executive Director/Principal. All volunteer commitments require a fingerprint clearance card, and all assignments must be approved by the Principal and on file in the Principal's office prior to beginning your volunteer service.

Parent Teacher Organization

ODCS believes that the establishment of a Parent Teacher Organization (PTO) is vital to the success of the school. The role of the PTO is to engage in activities that support the school and its learning environment. Members of the PTO fundraise for the school and provide input on ways the school can be strengthened for academic success. Opportunities exist for leadership in the PTO. The PTO meets monthly, and all parents are welcome and encouraged to join.

School Hours

Office Hours: 7:30am - 4:30pm

Instructional Hours:
Monday-Friday 8:00am – 3:00pm

Pick-Up Time: 3:00pm (if not attending the afterschool program.)

Afterschool Program: 3:00pm – 5:15pm (pickup by 5:30)

The program is free and open to all students; however, your child must be registered for the program at the beginning of the semester to participate.

All students must be picked up by 5:30pm daily. A late fee of \$1 per minute per child will be assessed for late pick-up. Payment must be received by the end of the month in order for your child to remain in the program. After three late pick-ups, we may end your child's participation in the program.

School Communications

The Principal establishes procedures for the dissemination of information to prospective and current students, parents, legal guardians, and staff, which may include, but is not limited to, Governing Board policies, incident reporting, support services (proactive and reactive) and student's rights.

Information is sent during enrollment through online portals, email and/or paper copy, and may be updated at any point in time during the year. Copies of policies and procedures can be found in the main office or on our website, and teachers keep a copy in their classrooms for additional reference. The school sends a monthly newsletter to parents in e-mail format, and teachers may communicate with parents using any school approved format.

Teacher Communication

Teachers will communicate on a regular basis, using email or a school-purchased application like Synergy. Please check with your teacher regarding his or her communication procedures. In general, email is the best way to communicate with your teacher. Teachers typically check their messages after 4:00 pm daily and have up to 48 hours to respond to non-emergencies. For emergencies, please contact the school by phone.

Contacting the School

Contact the school anytime by phone. Voicemails are checked frequently and will be responded to in a timely manner. Please note that during high traffic times, 7:30-9:00 am and 2:00-4:00 pm, you will most likely be directed to voicemail. Messages are checked daily and will be responded to in the order in which they were received, with emergent issues prioritized.

Message Delivery

Messages will be delivered to the classroom during instructional breaks unless it is an emergency. Direct calls will not be made, as we will not disrupt instruction. Please make sure important information is communicated to your child(ren) prior to the start of school. Because we want to place an emphasis on learning, we ask for you to please refrain from calling or texting your children during the school day.

Emergency & Crisis Response

The school reserves the right to develop new procedures, protocols, and policies to respond to emergencies of any kind (local, state, or national), pandemics, public health situations, and/or individual emergency situations. Large-scale emergencies and crisis response may include the development of committees and councils for response planning. The Principal exercises judgement in enacting emergency response planning and response.

Student Conduct

Open Doors Community School is committed to optimizing learning for all students. ODCS students are expected to be well-behaved at all times and to respect themselves, others, and property. Our philosophy toward discipline is that consequences policies and procedures should provide guidance and direction of acceptable behavior in order to develop a child's own sense of self-discipline. Our aim is to artfully and masterfully create an environment that is rich and engaging for the purpose of promoting order and focus. We believe that a student's emotional and physical well-being can make or break successful learning and expect all interactions among members of the ODCS community to be respectful. To this end, we will enforce *and model* standards that promote order, respect, and kindness.

The school will utilize Conscious Discipline and Responsive Classroom programs to guide behavior management and behavioral modification. Teachers also draw from the Love and Logic philosophy to create an environment that fosters classroom order and student personal growth and limits behavioral disruptions. These techniques are evidence-based, treat children with dignity, fosters responsibility and problem solving, and honor the uniqueness of the child and the discipline situation. We believe that taking a proactive approach to discipline is far more effective than establishing reactive guidelines and punishments, and that with high-quality instruction based on good planning and the utilization of effective management strategies, classroom discipline concerns are dramatically reduced or eliminated.

The following list of our core beliefs outlines the professional actions and attitudes of all staff members in this school:

- We believe that students should see a reasonable connection between their actions and the consequences that follow.
- We believe that we should make every attempt to maintain the dignity of both the student and the adult during disciplinary situations. We believe that misbehavior should be handled with natural or logical consequences instead of punishment, whenever possible.
- We believe that the adult's emphasis should be placed on helping students learn to problem-solve and to adopt new behaviors instead of making students "pay" for misdeeds.
- We believe that students should be guided and expected to solve the problems they create without creating problems for anyone else.
- Campus wide, we enforce the "Open Doors Rule," which states, "We will not cause a problem for ourselves or others." Under this rule, our teachers follow a common, step-by-step process for addressing most discipline issues that arise, which starts with classroom interventions led by the teaching team. For issues that go beyond classroom intervention, students are referred to the Principal and incidents are classified according to the guidelines set forth under our policies.

Violation of Class Rules

The first step in addressing student behavioral issues is to address it at the source. The assigned teacher and/or aide will offer an intervention for the student to redirect behavior. Should the intervention be ineffective, a student who violates classroom or school-wide rules may be subject to: verbal warnings, natural consequences, classroom interventions, loss of recess, special reflective assignments, conference with the teacher and/or principal, communication with parent/guardians (calls, emails, formal correspondence, etc.), parent-teacher conferences, and/or a consequence in our school policy. The consequence given to each student will be dependent on his/her prior behavior and number of

behavioral incidents the student has accumulated during the school year. Teachers may supplement the stated district discipline with classroom rules and procedures.

Cheating – When a student is guilty of cheating, the teacher will collect the student’s work, mark a zero for the work, and notify the parents to arrange a conference to discuss the problem.

Violation of School Rules and Referrals to the Office

If classroom intervention proves unsuccessful, or if the infraction is considered by the Principal to be severe, the student may be sent to the office. At this stage, the Principal and/or their assignee becomes the authorized decision-maker of the consequences, which may include: a service learning assignment, classroom reassignment, student-principal meeting, contact with parents, written notice to parent, parent-teacher conferences, detention, in-school suspension, short-term suspension (less than 10 days), long-term suspension (more than 10 days) or expulsion (out of school indefinitely), or other consequences as determined by the administrator.

Illegal Controlled Substances/Possession of Paraphernalia

Students using, possessing, selling, or being under the influence of any illegal drug, alcohol, or any intoxicant of any kind shall be suspended from school pending a hearing before the Governing Board for long-term suspension or expulsion. Though laws in Arizona have changed for adults, for minors, this clause includes marijuana, tobacco, and vape pens. Unauthorized possession or distribution of a medication or dietary supplement on school grounds, regardless of the intent of use, is treated as a drug violation. Smoking or possession of cigarettes, vape pens, or any other tobacco product at any time on the school grounds or at any student activity will result in disciplinary action.

Referral to Law Enforcement

Violations of the law will be referred to authorities. If a child is a threat to themselves or another person, the school may call authorities, including but not limited to: mental health support, 911, law enforcement, and/or the Department of Child Services.

Office Referral Definitions

- Student conference with administrator - Administrator meets with the student, a copy of the referral notice will be sent home for parental signature.
- Parent-Administrator Conference- School Administrator will meet with parent/guardian to discuss the violation of the rule.
- Detention-The student will be required to report to detention before and or after school, or during the school day as a consequence for a school or classroom violation.
- In School Suspension – Student is suspended but is kept in the school in a secluded area. This can be for a period of one to ten days for Class One, Class Two, or Class Three Violations.
- Short-term Suspension- Student is suspended out of school for a period of one to ten days for Class One, Two, or Three Violations.

- Long-Term Suspension/Expulsion – The Governing Board alone has the power to suspend students for a period of more than ten (10) days or to expel students permanently from the district. In all cases of long-term suspension or expulsion, a hearing will be held with a Hearing Officer and a recommendation will be made to the Governing Board.
- Search and Seizure (Reasonable suspicion) – Students possess the right to privacy of person, as well as the right to freedom from unreasonable search and seizure of property. These individual rights, however, are balanced by the school’s responsibility to protect the health, safety and welfare of all students and staff. A student’s person, backpack, cellphone, or other belongings may be searched if there is reasonable suspicion that the search will produce evidence that the student has violated a law, school board policy or school rule. A desk is district property and may be inspected at any time as part of a student search or to ensure that the desk is in sanitary condition and proper working order. Items searched will be returned to the student unless the school must take temporary custody of an item to obtain evidence from it or a law enforcement officer requires possession of the item as part of a criminal investigation.

Student Violence, Harassment & Bullying

The Governing Board believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

The School, in partnership with parents, guardians, and students, will establish and maintain a school environment based on these beliefs. The School shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, fighting, harassment and/or violence in any form will not be tolerated.

HARASSMENT & SEXUAL HARRASSMENT

Harassment is commonly understood as behavior that demeans, humiliates, or embarrasses a person, and it is characteristically identified by its unlikelihood in terms of social and moral reasonableness. In the legal sense, these are behaviors that appear to be disturbing or threatening. They evolve from discriminatory grounds and have an effect of nullifying a person's rights or impairing a person from benefiting from their rights.

Sexual Harassment is a type of harassment involving the use of explicit or implicit sexual overtones, including the unwelcome and inappropriate promise of rewards in exchange for sexual favors. Sexual harassment includes a range of actions from verbal transgressions to sexual abuse or assault. Harassment can occur in many different social settings, and harassers or victims may be of any sex or gender. Sexual harassment may be considered illegal when it is frequent or severe thereby creating a hostile or offensive environment.

Both types of harassment (in all forms: student to student, student to staff, staff to student, etc.) will not be tolerated and are subject to immediate disciplinary actions.

Bullying

In order to be considered bullying, the behavior must be aggressive and include:

1. *An Imbalance of Power*: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
2. *Repetition*: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, through social media and excluding someone from a group on purpose.

- Bullying is any attempt to exercise power over another person.
- Bullying is any behavior aimed to hurt another person: physically or verbally.
- Bullying is any behavior aimed to humiliate another person.
- Bullying is emotional or psychological in intent.

Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking, and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Our school has a zero-tolerance policy for individuals who bully others and will follow the governing board policy. Our expectation is for all individuals to treat others with respect.

Reporting/ Complaint Procedure

Students and others may report bullying, assault, abuse, or sexual assault to any staff member. Professional staff members must report the incident to the Principal, in writing, with such details as may have been provided, and are reminded that they have an obligation to directly report any potentially reportable offense to the Department of Child Services or local law enforcement agency without Principal approval (though notification to the principal is required and a copy of the report must be entered into the child's school file). A failure by a staff member to inform the Principal in a timely manner may subject the staff member to disciplinary action in accord with School policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident to the Principal, or as otherwise required by law.

The staff member is asked to take notes and document the situation presented. It is our goal to minimize trauma the student experiences. Therefore, In cases that are not reportable to authorities, the student will be asked to make the report in writing. In cases that re reportable, the school defer to authorities to take a report first, and then consider whether a written report from the student is relevant.

The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum, the report/complaint shall be in writing containing the identifying information on the complainant and such specificity of names, places, and times as to permit an investigation to be carried out. When a professional staff member receives the information,

the staff member will transmit a report to the Principal the same school day the complaint was made unless given authorization to submit at a later date.

- An investigation of the reported incident or activity shall be made within ten (10) school days when the School is in session or within fifteen (15) days when the School is not in session. All Efforts will be made to expedite investigations for time-sensitive complaints. Extension of this timeline may be by necessity as determined by the Principal.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Principal.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in School policies related to the conduct and discipline of students, staff, and others.

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 District policies shall be followed. Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

SCHOOL CORRECTIVE ACTION PROCEDURES

Depending on the severity/degree of the violation/offense, and at the discretion of the administration, consequences may include, but are not limited to any of the following:

Class One Violations include: bullying, cyberbullying, threats of bodily harm, physical assault/fighting, arson, possession/distribution/use of tobacco or drugs, inappropriate touching, sexual assault, violations of the law, theft of school or student property, possession of a weapon or fireworks as defined by board policy, excessive absence, truancy. Local law enforcement shall be notified for all class one violations.

A Class One violation is a serious offense. A student may receive any punishment deemed reasonable by the Principal in conference with the student's instructional team members for any violation, regardless of whether that violation is a first of subsequent offense, up to and including expulsion.

Class Two Violations include: intimidation, harassment, viewing or possession of pornographic material, significant or repetitive class disruption, insubordination, tardiness, throwing objects, forgery, cheating, offensive or profane language, damaging school property, and minor theft.

1st Offense-Minimum – Parent Conference with Teacher.

2nd Offense-Minimum – Parent Conference with Principal or assignee. Maximum – In-School Suspension.

3rd Offense- Minimum – Detention. Maximum – Expulsion.

Subsequent violations could result in a recommendation for remote learning, for the parents/guardians to attend parenting classes and/or accompany the child, or expulsion.

Class Three Violations include: class disruptions and rough play.

Teachers will utilize interventions to address classroom disruptions and will follow any behavioral plan in cases where a child has an IEP or 504 Plan. Teachers may contact parents at any time to discuss behavioral and classroom disruption issues, and all meetings will be documented with a note placed in your child's permanent school record.

Responding to Violent Behavior

There will be no corporal punishment of students at Open Doors Community School. If a child is violent or disruptive in a way that poses significant threat of harm to other students, we will attempt to remove that child from the environment. If removal is not successful, all other students will be cleared from the room where that child is acting out. Law enforcement may be called to respond to a student that is posing a danger to others.

Suspension/Expulsion

The following guidelines and procedures have been developed pursuant to ARS 15-840, -841, -842, -843, and -844, and approved by the State Board for Charter Schools.

Suspension Procedures:

The Principal may suspend any student for up to 10 school days, according to the policy mentioned above. The parent/legal guardian will be notified of the behavior problem and the discipline applied, by phone or in writing, and, in the case of suspension, will be required to attend a conference with the student and the school prior to re-admission. If the school is unable to contact the parent/legal guardian, the suspended student will be held in school, out of class, until the end of the day. The parent/legal guardian shall be held liable for all damages caused by a student. The Principal may recommend to the Board of Directors a suspension in excess of 10 school days. If the Board decides to suspend for a period of time in excess of 10 days, a hearing must be held, after five working days' notice, and must include the student, the Head of School or other staff, and the parent/legal guardian. There is no right to appeal a short-term (less than 10 days) suspension imposed by the Principal. Students who have been suspended may work remotely if assigned or approved by the teacher. Students who have been suspended are expected to complete any work that was due during the suspension period, turning it in to the teacher on the first day of returning to class. Work assigned during the suspension period is also to be made up and must be turned in to the teacher immediately upon returning to classes. Tests and quizzes that a student has missed due to a suspension must be made up as soon as a student returns to classes; the teacher will determine with the student when the test or quiz can be taken (in most cases, the student will take the test in the front office on the first day back, and before attending any classes). All such work will be treated as late work and will be subject to a reduction in credit according to each teacher's policy regarding late work.

Expulsion Procedures:

The Principal may recommend for expulsion any student according to the policies mentioned above. The parent/legal guardian will be notified of the intent to expel, and a hearing shall be held, after at least five working days' notice, and must include the student, the Principal or other staff, and the parent/legal

guardian. All rights and responsibilities of the school, the Board of Directors, the parent/legal guardian and the student, pursuant to ARS 15-840, -841, -842, -843, and -844 shall adhere in cases of expulsion, including the right of parents to request an open meeting or an executive session for the expulsion hearing, the right to reapply for admission after one year of expulsion, and the right of the Board to deny admission of a student expelled from another school or re-admission of a student previously expelled from ODCS.

Public Displays of Affection

Public display of affection, including but not limited to intimate handholding and kissing, is prohibited at Open Doors. Friendly hugs are acceptable.

Students' Rights and Responsibilities

Students possess the right of privacy as well as freedom from unreasonable search and seizure as guaranteed by the Fourth Amendment of the U.S. Constitution. This individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all its students and to ensure compliance with school rules. School employees (usually administrators) may conduct searches of property or persons when they have reason to suspect that the health, safety, or welfare of students or staff may be endangered. Open Doors Community School is not responsible for loss, theft, or breakage of items brought to school. Fines will be levied on parents for vandalism or theft committed by their students. Fines will also be levied for lost or damaged school property. Students may also be required to be involved in the maintenance or repair of damaged property. Students' misbehavior will not be used to "teach" the class a lesson. At no time will a student's disciplinary record be discussed with another student or parent. However, other students or parents may be consulted regarding an incident in attempt to discern truth and gather information. ODCS desires to educate all students who enter our school, expecting nothing less than the best from each one.

Student Concerns, Complaints, and Grievances

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Concern for the student's personal safety.

Complaints and grievances related to allegations of student violence, harassment, intimidation, or bullying are to be filed in accordance with Board Policy provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or a school staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Principal. Forms are available in the school office.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint or grievance falls within this policy shall be determined by the Principal.

A student or student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under the District policy and its corresponding regulations, 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.

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 District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be contacted.

Dress Code

Open Doors Community School students are expected to dress appropriately and respectfully according to the guidelines described below.

Any garments (i.e., shirts, tops, dresses, skirts, pants, overalls, shorts) with buttons, zippers, snaps, etc. must be worn buttoned, zipped, and/or snapped appropriately. All clothing must be free of excessive holes or tears. Sheer/see through garments of any kind are prohibited unless worn over appropriate clothing. Revealing clothing is also prohibited.

Any reference to alcohol, drugs, acts that are illegal, hazardous to one's health, suggestive or construed to have a "double-meaning" may not be worn. Anything portraying offensive, derogatory, violent, sexual, cult-related pictures or writing may not be worn.

The type of dress, make-up, accessories, hairstyles, or grooming displayed by the student should not disrupt the classroom or campus environment, nor threaten the safety, health or comfort of the student, fellow students, or a staff member. The administration and staff have the right to interpret and enforce these guidelines in the school setting. Students who do not follow the dress code will be asked to change into appropriate clothing or parents will be contacted and asked to comply with this request.

SHIRTS and BLOUSES should appropriately cover the shoulder, fit under the arm, and not expose any part of the torso (front or back). Untucked shirts and blouses may not extend below the thumb in length.

UNDERGARMENTS may not be visibly exposed at any time.

PANTS, SKIRTS, DRESSES & SHORTS must adequately cover the body at all times. Pants or shorts must not be sagging, excessively short, tight, or revealing. Low-rise pants may only be worn with shirts long enough to completely cover the midsections of the body. Shorts must be at least thumb length when arms are fully extended at the sides.

BELTS must be tucked into pant loops, not hanging, and should not be excessively long. No chains.

HATS, CAPS or HEAD COVERINGS may not be worn indoors. Bills must be worn facing forward at all times while on campus and at school related activities off campus. *We encourage parents to remove hats when attending indoor activities showing support and respect for our school procedures.*

FOOTWEAR Students must wear shoes at all times that are safe, protect them from the elements, and appropriate for physical activity. Flip flops, slippers, and high heels are not allowed. Students may bring sneakers/tennis shoes to change for recess or physical activity. Children with inappropriate shoes may be asked to sit out of recess or physical activity.

MAKE-UP Elementary students should not wear or bring make-up to school. Students wearing make-up may be asked to remove it. Cologne and perfume are not appropriate due to student allergies.

Nutritional Policy

ODCS's nutrition policy is aligned with the Arizona State Nutritional Standards and Food Safety Information. Some of the most important provisions of the ODCS Wellness Policy and Nutritional Standards to be aware of are as follows:

- All food sold to students must meet the nutritional standards.
- No soft drinks (soda) may be sold to students at school.
- Fruit based drinks of less than 100% juice or which are sweetened are also prohibited (ex. Sports drinks, slushes, lemonade).
- No candy may be sold to students during the school day.
- Fundraising sales of non-compliant food or drinks may occur at any time off campus or on campus one half hour before school or one-half hour after school. (ex. A carnival that begins at 6PM is still permitted to sell non-compliant foods and beverages.)
- Though we cannot require that foods brought from home in a "sack lunch" are subject to these standards, we encourage parents to consider the standards when preparing lunch. Food brought from home cannot be shared with other students.
- Schools are required to provide nutrition information and education to students.

Lunches

Lunches sent from home should be healthful and well-balanced and contain an ice pack, because there is no refrigeration for your child's lunch. We ask parents to limit items that include nuts and added sugars. If there is a child in your child's classroom with a nut allergy, the teacher will ask the class to refrain from bringing items that include those ingredients.

If your child forgets their lunch, the school will provide a peanut butter and jelly sandwich lunch, or similar lunch. You will receive a charge of \$4.00 (\$2.50 if your child qualifies for reduced lunch), which must be paid the next school day in the office. Any student with unpaid lunch fines at the end of the school year may be ineligible to participate in end of school year activities. The Principal reserves the right to make decisions about these consequences on a case-by-case basis.

Food Safety and Classroom Celebrations

Food related illnesses and allergic reactions to food ingredients pose a serious risk to student safety. This risk is typically due to situations where food ingredients are unknown or where appropriate food preparation conditions cannot be assured. Consequently, only prepackaged foods with ingredient listing labels may be brought for consumption by students. We ask parents to limit items with nuts and added sugar. If there is a child in your child's classroom with a nut allergy, the teacher will ask the class to refrain from bringing items that include those ingredients.

For example, if you wish to bring in treats for your child's birthday or a classroom party, the treats must be store bought and include a list of ingredients. Ethnic foods brought to class, perhaps related to a geography lesson or cultural celebration, must also be store bought and include a list of ingredients. Please follow the nutritional policy listed above.

Food Fundraisers

ODCS can permit the sale of non-compliant food and beverages as part of a fundraising event as long as the sale of those items take place off one-half hour after school has ended.

Homework

Homework expectations

We will provide your student with the academic rigor required to be successful in high school, college, and beyond. We will do this through the careful use of instructional time during the day. This means that we will be good stewards of the time you give us with your children. While homework will be assigned that will enforce classroom learning and help teach study habits, we do not intend for it to be a burden on your family life. Homework time guidelines are set for the typical student. A student may take longer depending on his or her special needs or level of mastery of a skill or concept. Generally, you can expect 10 minutes of solid, productive homework time per grade level (K-1st grades = 10 minutes, 2nd grade = 20 minutes, 3rd grade = 30 minutes, and so on), which may be completed during the afterschool program, *in addition to independent or parent-led reading time as assigned by the teacher*. **Daily reading is one of the most effective ways a student can improve academic performance.** Special projects will be included throughout the year that may be worked on at home or during the afterschool program and shared in the classroom. The purpose of homework is to reinforce skills taught in the classroom, extend, or enrich concepts, and/or encourage excitement about learning. Teachers use homework to inform instruction; therefore, it is designed to be completed independently by the student with minimal support of a parent. The parents' main focus should be setting up a quiet, distraction-free space and a regular schedule for work to be completed. Please check with your teacher to clarify roles and expectations regarding homework.

Attendance

Consistent attendance is important to keep learning on track. If students miss school, they miss important learning experiences in the classroom. In addition to academic reasons, attendance is also important for school funding purposes. The funding we receive from the state of Arizona is calculated based upon our attendance. Any full or partial school day missed by any student impacts the amount of money we receive to fund our school and your child's learning environment. The state of Arizona expects your child to be in school for a minimum of 180 instructional days each school year. We fully expect and desire to have your child attend school every day. We know that you are choosing our school because you want the best possible academic environment for your child. You can help us be successful by cooperating with our attendance policies.

Chronic Absence Issues

Only students who file a "Chronic Illness" form, signed by a medical doctor, will be exempt from the following attendance guidelines. All other students are subject to the following criteria.

Attendance Guidelines

The following absences may constitute an **excused** absence.

- Major surgery.

- Death in the Family.
- Quarantine-as imposed by a public health officer.
- Family emergency situations.
- Religious holiday/instruction.
- Medical, dental, or legal appointments.
- Mental health or behavioral health (To be defined by the ADE).
- Sickness.

All other reasons are considered unexcused, including but not limited to: Family Vacations, Trips of any kind, Hunting, Babysitting/Working.

NEW for 2021: Arizona law now requires that schools contact parents if their child is more than 2 hours late for school.

Significant tardiness may result in an absence, even if your child arrives for the latter part of school.

Parents/Legal Guardians must submit a written note for all absences upon return to school. Doctor's excuse is required for appointments and/or illness lasting more than 3 days for absence to be excused. In the case of medical appointments, parents/legal guardians must provide written notice in advance of the appointment and submit to the main office a note from the agency/medical provider that includes the date and time of the appointment. Absences will only be considered for the excused category if appropriate documentation is in place.

All students are expected to keep up with their studies, homework assignments and tests regardless of absences. Failure to do so may result in lower grades.

5-9 Absences

A student will be flagged 'at risk' when he/she hits the 5-9 mark on absences. The parent/guardian may receive a phone call from the school with a warning that if the student hits the 10-day mark, he/she will be asked to come before the Attendance Review Board.

10 Absences

When a student hits the 10-day mark of absences, (excused or unexcused) in any single year, then the student and the parent/guardian must come before the Attendance Review Board and present their case as to why the student should not be retained the following school year. The board, comprised of teachers and principal will refer to policy and make final determinations on what is considered excused or unexcused. The attendance review board will recommend a course of action, and the student will be put on warning for possible retention for the next grade level.

18 Absences

At the 18-day mark, the student has now missed the 10% required of learning time and will be recommended for retention if they remain at Open Doors Community School for the next school year, regardless of their grades.

Prompt arrival

Tardiness is taken very seriously by ODCS and is considered to be a disruption to the learning environment. In order for us to properly perform our job of educating your child, we need to make use of all available instructional time with a minimum of disruptions to the schedule. Students arriving at 8:00 or thereafter must check in to the office **with a parent** to receive a tardy notice *before joining the classroom*. **No pass will be issued without parent sign in.** Drop off time begins at 7:15. Between 7:15 and 7:55, students will be supervised by ODCS staff. Our instructional day begins promptly at 8:00 a.m. for all grade levels.

Chronic Tardiness

Regular and timely attendance are critical in ensuring your son/daughter are maximizing learning opportunities. Further, tardiness is a disruption to the learning environment. Students who enter the building after 8:00 a.m. are considered tardy. Chronic tardiness will be considered anything after the 3rd tardy for the school year. After the 3rd tardy, parents will receive a notice from the school warning of the chronic behavior, which over time may result in detention, suspension, or expulsion.

Absence Reporting

Any student absence needs to be reported to the school office at **744-2484** by 9:00 a.m.

Student Illness

If your child is ill or has had a fever in the previous 24 hours before the start of the school day, we ask that you keep him or her home from school. This helps prevent illness from spreading and resulting in more absences in the classroom.

Children with any of the following symptoms should be kept home from school:

- Fever – of 100.4 (COVID 19 Protocols).
- Respiratory symptoms – difficult or rapid breathing, severe coughing or a high-pitched, croup, or whooping sound after coughing.
- Diarrhea – two or more abnormally loose stools.
- Sore throat – any sore throat, especially when accompanied by redness, fever, or swollen glands in the neck.
- Skin problems – skin rashes that are undiagnosed or contagious, infected sores, or sores with crusty, yellow, or green drainage.
- Pinkeye – watering, irritation, and redness of the white part of the eye and/or the eyelids with or without pus-like discharge. Pinkeye (conjunctivitis) is *extremely contagious*. This condition must be treated with medication prescribed by a physician. Signs and symptoms must be absent for at least 24 hours before returning to school.
- Head lice – head must be free and clear of all lice and nits before student can return to school. An authorized staff member *must* examine the student before he or she returns to class. This condition is *extremely contagious*.

Parents are required to notify the office if their child is diagnosed with any of the following conditions *within 24 hours*. We will then notify other students of the presence of a communicable disease at school.

Chicken Pox	Measles	German Measles	Infectious Hepatitis	Mumps	Tuberculosis	Whooping Cough
Fifth's Disease	Strep throat	Scarlet fever	Diphtheria	Meningitis	Pinkeye (conjunctivitis)	Polio Myelitis
Impetigo	Scabies	Head lice	Ringworm	Poison oak	Athlete's foot	COVID-19

Sick-at-school Policy

If your child becomes sick at school, we will contact authorized emergency contacts in the order you designate. **Someone must always be reachable during school hours.** Please keep your emergency pickup form up to date at all times, with emergency contacts on file in the office. Always notify our office if contact information changes. We will keep your child comfortable until someone arrives and expect you to arrive within one hour. *We are unable to release children to any adult who is not on file as an emergency contact.*

Medication at school

A completed medication form must be filled out and accompany the medicine in its original container, labeled with the student's name and the prescribed dosage. All medicines must be turned in with the form to the school office staff for secure storage. Students may not be in personal possession of any type of medication, prescription or over the counter, at any time while at school. Violation of this policy may result in disciplinary action. Parents may sign an authorization for the office to administer acetaminophen or ibuprofen in case the need arises during the school day.

Blood borne pathogens exposure control plan

Universal precautions will be observed in order to prevent contact with blood or other potentially infectious body fluids. All blood or potentially infectious body fluids will be considered infectious regardless of the perceived condition of the individual. Controls used include hand washing, gloves, hand sanitizer and, in some cases, bleach or cleaning products to sanitize the school.

Drop-Off & Pick Up Procedures

Student Drop-off is from 7:15 – 7:55am.

Drop off is facilitated along the designated school curb only.

- Drop off will be ONE CONTINUOUS loop.
- If a driver **must** exit the vehicle to assist students, he or she must park and walk the child(ren) to School Lobby. If you park, please use the rear parking spaces and walk across the lot **at designated crosswalk only.**
- Be prepared to exit in a timely and efficient manner with all materials/backpacks ready.
- All children must exit vehicles **ONLY** from the passenger side. Please make seating arrangements in your vehicles to accommodate this (i.e., older children sitting next to younger ones to assist with car seats).
- Exit vehicles along the curb, past the office, at area designated by cone. Only front car will be allowed to drop off. Once students are clear, the next vehicle can drop off at the designated spot

and then move on. While waiting in line in your vehicle, please do not block the crosswalk. Students may not be dropped off at ANY OTHER POINT in the line.

Supervised drop off begins at 7:15 and ends at 7:55. In order to be on time, please allow for wait time in the drop-off line. Any student not in their classroom at 8:00 will need to be accompanied to the front office with his or her parent. Please park and sign in your child for a tardy pass. Passes will not be issued without parent sign-in. NO CHILD may be left unattended.

Student Release Times:

- **3:00 – 3:15pm Monday - Friday** for all students who are not enrolled in the afterschool program.
- Students will remain with their teacher until they are picked up.
- After 3:15 pm, teachers will take students who have not been picked up and sign them into the afterschool program. Parents will then have to enter the building and sign their child(ren) out of the afterschool program.
- We will revise student release and Pick-Up Procedures as we feel is necessary to maintain the safety of our children.

Pick-Up Procedures:

- Pick up is facilitated along the designated school curb only, not inside the school.
- If your child is staying for the Afterschool program, their participation must be on file in the office. School staff will assume you will pick up your child at the end of the school day unless they are enrolled in the afterschool program.
- **Pick up is ONE CONTINUOUS LOOP.** Pick up occurs along the curb beginning at the office. After rounding the turn and pulling up by the front office, your child may enter your car.
- **Please do not exit your car** in the line for any reason; we must keep the line moving.
- **Students may only enter the vehicle from the passenger side.** When your child is secure, please move forward and exit.

Field Trips

Field trips are intended to expand upon the concepts covered in the classroom and are tied to state and school learning objectives. We will provide advance notice to parents of the activity and schedule. Participation typically involves a fee for transportation and admission that is covered by parents. It is our policy that students travel to and from events with their class as a whole. Prior written permission is required for each field trip. Permission forms will be provided in advance and you will be given adequate time to turn in the signed form and fee. Students who do not have the signed form or required fee will be supervised on campus during the field trip.

No Refunds or Credits will be given for missed Field Trips. All fees are paid in advance.

Safety

Visitors

All visitors, including parents, must report to the front office and receive a visitor's pass before entering the classroom area.

Parking lot

For safety reasons, children of any age may not be left in a vehicle in the parking lot. If you are picking up a student or leaving your car for *any length of time*, you must bring other children with you. Parents and staff are encouraged to report any vehicle on campus that has unattended children inside, and the front office will act immediately. Action may include calling police. If you are experiencing a situation where you need assistance (such as a sick or contagious sibling in your car) please call the front office from your car. We encourage parents to program our main number, (520) 744-2484, into their cell phone. We will assist you if at all possible. Please observe a safe speed in our parking lot (below 5mph) at all times, observe all signage, do not block the crosswalk, and follow the directions of any parking attendant present. Children can be unpredictable and safety is our first priority. Given the high volume of traffic at certain times of the day, your continued patience is appreciated. We will provide as much assistance as possible to ensure a smooth drop off and pick up for your child.

Playground

Students are supervised during playground activities and are expected to abide by rules and procedures set forth by Open Doors Community School for safe and organized play. Rock throwing is expressly prohibited. Violations of playground safety will follow regular disciplinary procedures as set forth by the school.

Pets

Only service animals are allowed on campus at any time. At times, pets may be brought in for instructional purposes, per Principal approval.

Pickup Authorization and Child Custody

As part of the registration process, you will be asked to provide the name of any adult authorized to pick up your child. You are *highly encouraged* to indicate as many adults as possible. Please note that we will always allow a parent to pick up their own child, unless there is a court order in place that is signed by a judge. If you have sole custody papers or an order of protection that is signed by a judge, please provide copies of that document to our office staff, so that we may comply. It is the policy of Open Doors Community School not to get involved in custody disputes. If you have a question about our custody policy, please feel free to contact us.

Injuries at school

Minor injuries will be treated by school personnel. This applies to any injury requiring, at most, cleanser, and a bandage. We will contact you if your child requires medical treatment. You will be required to pick up your child within an hour. If the accident is serious, a staff member will call 911 to transport your child by ambulance to the nearest hospital. A staff member will accompany your child in the ambulance. We will contact you immediately if this occurs.

Fire drills

Fire drill procedures are posted conspicuously throughout the school. Every month, we will conduct a fire drill to familiarize students and staff with the proper fire safety procedures. Other emergency preparedness drills, including lock-down, will be conducted during the year.

Emergency school closing

Open Doors Community School will close if there is an emergency or public health reason warranting such. All closures will be posted on the website and in a recorded phone message. If you question the status of the opening of the school, please call our office at (520) 744-2484. We will also attempt to reach families by email or telephone before 8:30am. If conditions arise that require the school to close early, we will notify you by email. Please arrive to pick up your child as soon as possible.

Weapons, Fighting, or Intimidation

Weapons, fighting, and intimidation are explicitly prohibited on campus and at any school sponsored event. Violation of this policy will result in referral to the Principal for disciplinary action which may include suspension or expulsion. Consistent with the Gun Free Schools Act of October 1994, a student bringing a gun, firearm, or explosive device to school or to a school-sponsored event will be subject to a mandatory one-year expulsion. School administrators will also notify law enforcement.

Tobacco, Alcohol and Controlled Substances

Open Doors Community School is a drug free school zone. This includes tobacco (including smokeless tobacco), alcohol, and all controlled substances. This policy extends to all school-sponsored activities on or off campus. The possession, use, sale, distribution or purchase of alcohol, controlled substances, prescription medications, cigarettes, smokeless tobacco, or any other substance related to the above (including matches, lighters, or paraphernalia) by a student, parent, or staff member will result in corrective action. Discipline may include, but is not limited to, suspension, expulsion, notification of police, termination of employment, or temporary or permanent removal from campus of any person.

Neglect and Abuse

State law requires us to report any suspected child abuse or neglect. If teachers or school personnel have reason to believe that a child is being physically or sexually abused, or neglected, they must file a report with Child Protective Services and/or police to comply with mandatory reporting requirements.

Retention and Promotion

Students are promoted or retained based upon the recommendation of the child's teacher, per Arizona State Law (ARS§15-521). The Principal makes the final decision. Teachers use the following criteria to make their decision: achievement on class assignments, projects, and tests, attendance, achievement on state assessments, and demonstration of mastery of ODCS's curriculum targets. A student is considered to have met the standard for promotion at 70% proficiency of grade-level Standards. Parents will be informed of progress regarding promotion at the third quarter mark. If a child is determined to be retained, written notification will be provided to you before June 30th.

Third Grade Promotion

Any third-grade student who obtains a score on the reading portion of the AZ Merit that demonstrates he or she did not meet the "Move on When Reading" score may not be promoted from the third grade.

Personal Belongings

Lost items

While we make every effort to help your child remember personal belongings, we are not responsible for lost or damaged personal effects. Please label your child's items, such as coats, hats, backpacks, and lunchboxes with the student's name to help us return lost items to their owner. Valuable items such as toys, electronics, cash, and anything else a student does not want to misplace should be left at home. Items left in Lost and Found for over one month will be donated to charity or disposed.

Cell Phone Policy

Parents must sign a waiver relieving ODCS of accountability for damaged, lost, or stolen cell phones before the student will be permitted to bring a cell phone on campus. Open Doors Community School and their representatives are not responsible for loss or theft of personal cell phones that are brought to school. Cell phones must be labeled with the student's name and be kept in backpacks during the school day. Cell phones are for emergency purposes only, before and after school. Cell phones will be confiscated if they are seen or heard at any other time throughout the school day. Confiscated phones must be picked up by a parent or guardian. Students found with phones on campus who do not have authorization will turn their phones over to the office, and the Principle or assigned staff member will contact the parent regarding corrective action.

Personal Electronics and Toys

Students are not permitted to bring personal electronic gadgets, games, or toys on campus, unless expressly approved by the teacher or Principal for a specific instructional purpose.

Addressing Concerns

At Open Doors Community School, we foster a climate of problem solving and open communication. It is ODCS's policy to ensure that students or parents with a grievance relating to the school and/or its employees use the following procedure which can help to resolve grievances as quickly and as fairly as possible:

FIRST: Initial discussions

If you or your child has a grievance, please discuss it informally with the teacher, administrator, or staff member directly involved in the matter as the first step in conflict resolution. We hope that the majority of concerns will be resolved at this stage. If not resolved, the following stages apply:

SECOND: Stages

Stage 1: If you feel that the matter has not been resolved through informal discussions, you may put your grievance in writing to the appropriate teacher, administrator, or staff member. (Again, the one directly involved.) There is a school grievance form available in the front office. The school employee must give a response within three (3) working days in an endeavor to resolve this matter.

Stage 2: If the matter is not resolved in Stage 1, you may raise the matter, in writing, with the Principal of the school, who must give a response within three (3) working days. This response may take the form of a letter and/or follow-up meeting with the family and school employee. This meeting will be led by the Principal.

Stage 3: If the matter is not resolved to your satisfaction in Stage 2, you should put your grievances in writing to the president of the governing board. The board will formally respond within seven (7) working days of the grievance received. If the board as a whole is convened to address the grievance, all applicable public open meeting laws will be followed, including prior notice and the right of the employee to request an open meeting or an executive session for the hearing. The board's decision is final. Please respect the private nature of handling disputes. Allow all parties involved time to address and resolve situations through these processes.

Student Privacy

Students are entitled to certain rights of privacy under the Family Educational Rights and Privacy Act (FERPA) of 1974. Here is a summary of student rights:

Students and parents have the right to access educational records within 45 days of the day a written request for access is submitted to the school. The Head of School will arrange for the family to view the records at an appropriate time and place. Educational records include: student's name, parents' names, address, telephone number, date and place of birth, date of school enrollment, records from previous schools, attendance record, subjects taken, grades, school activities, assessment results, number of credits earned, immunization records, disciplinary records, correspondence from parents, Child Find and other screening results, including those for hearing and vision, IEP, notices to parents regarding the student, notes regarding IEP meetings, parental consent documents, information provided by parents, progress reports, and mediation agreements. Students and parents have the right to request an amendment to the student's records if they believe them to be inaccurate or misleading. In order to make such a request, they should submit a letter to the school enrollment coordinator. The letter should explain what part of the record they wish amended, and why it is inaccurate or misleading. (This does not apply to disagreements about the fairness of a grade assigned by a teacher unless it was recorded incorrectly.) If the school decides not to amend the record as requested, the school will notify parents of the decision and inform them of their right to request a hearing regarding the requested amendment. The school will provide additional information regarding the hearing with the notification of the right to a hearing. Parents have the right to consent to disclosures of personally identifiable information contained in the student's educational records, except in cases where FERPA authorizes disclosure without consent. The school may disclose educational records without consent in these cases: To comply with a judicial order or lawfully-issued subpoena; To appropriate parties in a health or safety emergency; To officials of another school, upon request, in which a student seeks to enroll; To certain officials of the U.S. Department of Education, the Comptroller General, or state and local educational authorities, in connection with certain state or federally supported education programs; To accrediting organizations to carry out their functions; To release the results of an institutional disciplinary proceeding against the alleged perpetrator of a crime of violence to the alleged victim of that crime with respect to that crime. Parents have the right to file a written complaint regarding an alleged FERPA violation by the school to the U.S. Department of Education, 400 Maryland Avenue, SW, Washington DC, 20202-4605.

Students with Disabilities

Child Find

Child Find is a program designed to identify children who may have a delay in development or a disability. The Arizona Early Intervention Program (AZEIP) and local schools can help children with disabilities from birth through age 21. They provide early intervention and special education services for eligible children. If you have concerns about your child's development, you may contact us and we will assist you with a referral to the Arizona Early Intervention Program or to special education services at the school.

Special Education

As a public charter school, Open Doors Community School will provide identification, evaluation, and instructional services to any enrolled student as required by state and federal law. As required by law, teachers will also screen all new students within the first 45 days of their attendance at Open Doors for possible special education eligibility. Results of these screenings are confidentially referred to the school's Special Education Director. If requested by the parent or teacher, a student may be evaluated for possible special education placement.

Vision and Hearing Screening

An initial 45-day screening is generally conducted on any new student to ODCS, including various grade levels, and all special education students. Results of the screening are confidential, and parents/guardians will be notified only if there are concerns about the student's results. Should you choose to opt out and not have your child's vision and hearing screening completed, you must contact the student services department to opt out in writing prior to the screening date.

Enrichment/Extra Curricular Activities

Students will be provided opportunities to participate in extra-curricular clubs and activities designed to enrich the academic experience outside of the regular school day. Registration information will be available at the beginning of the school year. Students participating in the enrichment program are expected to follow the same behavioral guidelines that apply during the day. The school policies are in effect during enrichment.

Other After-school Opportunities

Open Doors Community School offers some programs on campus that are not associated with the enrichment program. These may include: Boy Scouts, Girl Scouts, private music lessons, private athletics, or others. While we help coordinate students getting to these programs after school, they are not associated with our school. Payment of any fees should be made directly to the organization.

Scout's Club After School Program

The Scout's Club Afterschool Program is sponsored and operated by Open Doors Community School as a benefit for students. New this year – parents must enroll their children. A registration form is attached to this packet or available at the ODCS front office.

The Afterschool Program is a safe and fun learning environment. Activities include study time for homework and instructional support, reading circle time, snack time, crafts, Movie Days, and play time (which includes organized games as well as free play time.)

There is NO afterschool program on end of quarter early release days or on the last day of school.

Additional After School Program Information

Tuition: Tuition Free

Attendance Procedures:

- Parents enroll their child at the beginning of the school year. We schedule staffing based on enrollment; please honor the days and times you choose.
- Attendance is taken daily. Parents/Guardians are responsible for notifying the school if their child will be absent from Scout's Club.

Hours: 3:00pm – 5:15pm. Pickup no later than 5:30pm

Late Pickup Fee: A late fee of **\$1 per minute, per child will be assessed for late pick-up.** After three late pick-ups, we may end your child's participation in the program.

Failure to pay your late pick-up fees within 30 days from billing may result in your child being excused from the afterschool program.

Sign Out Procedures:

- Your child must be signed out when picked up each day.
- Only persons authorized in writing by you, on the pickup list, may remove your child from the program. Photo identification must be provided upon pickup for any person unfamiliar to staff.
- Your child will not be released to anyone without prior written notice.
- Once in attendance, no child will be permitted to walk or ride their bicycle home from the after-school program unless there is a signed "permission to walk home" form.

Personal Items and Toys: Clearly label all personal belongings, including jackets, lunches, backpacks, etc., to help avoid loss. Children are not permitted to bring any items after school (such as cell phones, toys, trading cards, electronics, etc.) that they are not allowed to bring during the regular school day. Neither Open Doors Community School nor the afterschool program are responsible for any lost, damaged, or stolen belongings.

Corrective Actions: A child who exhibits extreme or dangerous behavior will be sent to the Afterschool Coordinator(s), who will contact the child's parents and/or guardians with a Behavior Report. In extreme cases of behavior such as running away, fighting, extreme disruption, stealing, threats of violence, or destruction of school property, the parent and/or guardian will be called to pick up their child immediately.

Corrective Actions will follow Open Doors school policy, as identified in this manual. If your child exhibits repeated behavioral issues, a parent/guardian conference will be scheduled at to discuss the situation and develop a corrective action plan. If the situation does not improve, after 3 behavioral reports, your child may be dismissed from the afterschool program.

The Open Doors Principal reserves the right, at any time, to authorize suspension or dismissal of any child from the afterschool program if that decision is in the best interest of the affected child and/or other children in the program.

Roles and Responsibilities of the Parents

Parents and guardians are responsible for:

- Picking up their child(ren) by no later than 5:30pm.
- Conforming to the payment schedule of the program, including late fees.
- Notifying the Afterschool Program if:
 - Contact Information, authorized adults, or any other information on the registration form changes.
 - There is a change in the daily departure routine.
 - Their child is being withdrawn from the afterschool program.
 - Their child's participation in the program is limited due to health or other impairments.
 - Their child is on any medication which must be dispensed while their child is at the afterschool program, or if their child has any allergies.

A child may be expelled from the program if a parent does not meet the above responsibilities.

Scout's Club Registration & Agreement Form

Student Name: _____ **Date:** _____

Birthday: _____ **Grade:** _____

Circle days students will attend:

Monday Tuesday Wednesday Thursday Friday

I will pick up my child daily at: ___ 4:00pm ___ 4:30pm ___ 5:00pm ___ 5:30pm

Contact Information:

Mother: Name: _____ Cell Phone: _____
Address: _____
E-mail: _____
Authorized for Pick-up? ___ Yes ___ No
Signature: _____

Father: Name: _____ Cell Phone: _____
Address: _____
E-mail: _____
Authorized for Pick-up? ___ Yes ___ No
Signature: _____

Guardian(s): Name: _____ Cell Phone: _____
Address: _____
E-mail: _____
Authorized for Pick-up? ___ Yes ___ No
Signature: _____

Emergency Contact:

In addition to the people above, the following adults may pick up our child from the afterschool program. (Please list in order of preferred contact):

Name: _____ Relationship: _____
Phone: _____

Name: _____ Relationship: _____
Phone: _____

Parent/Guardian Signature

Date

Family Handbook Acknowledgement

By signing below, I, _____, acknowledge I have read and understand the content of the Open Doors Community School Family Handbook, and will hold my child(ren) and family to its terms and conditions.

By initializing items above I agree to encourage my student(s) in completing all expectations and accept any and all consequences imposed as a result of violations herein.

Printed Name of Parent/Legal Guardian: _____

Printed Name of Enrolled Child: _____

Signature of Parent / Legal Guardian: _____

Date: _____