

**ACADEMY of
BUILDING INDUSTRIES**

**STUDENT AND PARENT
HANDBOOK**

2016-2017

AOBI VISION STATEMENT

A positive student centered alternative (building and trades) Charter High School with a foundation built upon a strong student- teacher relationship, which will foster a rigorous and relevant educational culture.

MISSION STATEMENT

To provide the opportunity for a high school education focused on the academic and technical skills necessary for graduate to excel in a lifetime career in the construction industry.

To parents: You have a right to review staff qualifications. All staff members have resumes including qualifications on file for viewing at any time at the front desk.

INTRODUCTION

Welcome to the Academy of Building Industries. Your job at school is an important one. You will be learning the skills necessary to be a responsible and contributing citizen. It will take hard work on your part. The teachers and staff will do all they can to help you. Together we look forward to an enjoyable and successful year. This handbook is intended to provide you and your parents with important information about the school. Read the handbook carefully. You will be responsible for the following rules and procedures in this book.

ABSENCE FROM SCHOOL

Students and parents need to be aware of the Arizona State School funding requirements. When students are absent (for any reason) more than 10% of the time, the state lowers the schools monthly funding. The more a student is absent the lower the funding. Education should not be about money, but it's difficult to run the 'state of the art' programs that we have available to the public free of cost at The Academy without the proper funding. Shop classes and the arts are cut from public school due to lack of funding across the nation every day. Absenteeism costs money!

Students are allowed six absences per semester. When a student has been absent six days, the student with their parent/ guardian COULD BE REQUIRED to appear before the school board to maintain their enrollment. Parent/ guardian will be notified by mail and by phone with the date and time of the meeting. The school board, administration, parents and student will work together to find a solution to the attendance problem. The school board has the option to continue the student's enrollment with conditions, or terminate the enrollment due to noncompliance with the attendance policy.

The Academy team will do everything in their power to make sure you are successful in all aspects, but you need to be here for that to happen. All students should be in school every day school is in session. **AOBI enlists the support from parents to make sure your student is attending school on a regular basis.** Sometimes, however, students will be ill or have a valid excuse for being absent. If you are absent from school, for any reason, you are required to bring a note from your parent or adult guardian explaining the reason for the absence. Absence notes are to be brought to the office the day following your absence. There are two kinds of absences: excused and unexcused.

1. EXCUSED ABSENCE- A legal excuse for excused absence is: illness, doctor/dentist appointment, quarantine, required visits to government agencies, or serious family emergency. Teachers will allow students to makeup work missed during an excused absence.

2. UNEXCUSED ABSENCE- Unexcused absences are those not falling into any of the above categories. Teachers may give students failing grades for work missed during an unexcused absence.

EXCESSIVE ABSENTEEISM MAY RESULT IN LOSS OF CREDIT. If your student is long-term suspended or expelled for the duration of the quarter they are considered withdrawn and therefore lose all possible credit for that quarter.

TRUANCY (ARS 15-802)

A student absent without the consent of their parents is truant. This is an unexcused absence and will be dealt with by the administration. A student is truant if they:

1. Leave school without a parent or legal guardian signing the student out in the main office.
2. Are absent from school without prior permission from the parents.
3. Are absent from class without permission.

CHRONIC HEALTH POLICY

For every student that has been properly certified as having a chronic health condition, the school shall provide for homework availability to ensure that the student has the opportunity to keep up with assignments and avoid losing credit because of absence from school. To certify that a student has a chronic health condition that impairs their ability to come to school on a regular basis, parents must pick up the appropriate forms in the school office to take to their doctor for completion. All chronic illness forms will be verified.

LATE TO SCHOOL / LEAVING EARLY

Promptness to class is very important. If you arrive late to school, you must bring a note from your parent explaining the reason. **Students who are habitually tardy, or unexcused tardy, will serve lunch detention on the same day. Lunch detention will be administered on the 3rd tardy up to the 6th. The 7th tardy in one quarter will result in suspension. Lunch detention will be held in a classroom. No snack bar will be allowed. Students will be provided with a sandwich for \$1.00.** Tardiness excuses fall under the same guidelines as absences. Students arriving late to school must check in with the office before going to class. Students who leave school early must be signed out through the office by a parent or guardian. Students who go home because of illness during the school day must be signed out through the office by a parent or guardian.

CLOSED CAMPUS

When you arrive at school in the morning, you are not allowed to leave the school campus during the day unless your parent picks you up. Please do not arrive at school before 7:30 am., as students cannot be adequately supervised. Students cannot leave for lunch.

SMOKING

Smoking or chewing tobacco is prohibited on public school grounds, on the bus, and at school activities by Arizona State Law. By law, tobacco is considered a drug, and school grounds including 1000 feet from school grounds, are to be considered "drug free zones". Regardless of age any student, employee, or visitor is in direct violation of the law when they possess or use tobacco in the "drug free zone". Students, regardless of age, are not permitted to smoke at any time on campus, within the 1000 feet from property line boundary, on the bus or bus stop, or at school functions.

****THIS INCLUDES ELECTRONIC SMOKING DEVICES AND E- CIGARETTES. NO STUDENT SHALL POSSESS OR USE E- CIGARETTES ON SCHOOL GROUNDS, INCLUDING 1000 FEET FROM SCHOOL GROUNDS. THE SCHOOL HAS THE RIGHT TO CONFISCATE ANY AND ALL DEVICES, AND TOBACCO PRODUCTS.***

BRINGING THINGS TO SCHOOL: CELL PHONES

The school is not responsible for money or personal items, which are lost or stolen by students. **Cell phones are not to be used during class time.** Students who choose to use a cell phone, or phones that ring during class, will have to follow a two-step discipline procedure:

- 1. First offense: Their phone will be being placed in the office for the rest of the day.**
- 2. Second offense: Their phone will be held by administration until a parent picks it up.**
- 3. Third offense: Their phone will be held by administration until a parent picks it up and then the parent will be instructed that the phone is not to be back on campus.**
- 4. Fourth offense: If the student is found in possession of a cell phone, for any reason, the student will be suspended for 3 days.**
- 5. Fifth offense: Student will be suspended for 5 days.**
- 6. Sixth offense: Student will be suspended for the remainder of that quarter.**

Continuously ringing phones are not allowed. Texting, listening to messages, games or ANY cell phone use will result in removing the phone from the student. Parents: Please understand that if you need to get a hold of your student during the school day, please call the office at 788-2601, we will be glad to help. Students are allowed to use the office phone, or cell phones: between classes, before and after school, and during lunch.

Use of personal music or technology devices will **NOT** be used in any classes, however in academic classes students may be allowed to listen to the radio supplied by the student computer. **Students will not be allowed to use headphones in shop classes.** The shop environment can be dangerous if students cannot hear the instructor to follow directions immediately.

Any items found missing must be reported to the teacher immediately for prompt attention. The Academy has zero tolerance policy for theft.

SEARCHES

The Academy of Building Industries has zero tolerance for drugs, violence, weapons, and theft. Students' belongings and persons will be searched if staff has reasonable suspicion. This is an attempt to keep the school free from criminal behavior, and to create a safe campus. AOBI staff, Board of Directors, and parents are very proud of the safety record at AOBI, and for providing a safe environment.

AOBI Social Media POLICY

The term SOCIAL MEDIA is meant to include all forms of communicating with others on the internet. Students using all forms of social media will be held accountable for their actions, activities, posts in regards to the school, staff, other students, and crimes. All types of cyberbullying, defamation (slander/libel) will not be tolerated. Cyberbullying includes threats, name calling, harassment, and intimidation. Defamation of the staff and school will not be tolerated. These are crimes, which may result in the school reporting to law enforcement, and/or suspension or expulsion from school.

GETTING TO AND FROM SCHOOL

You are to come directly to school after you leave home in the morning and go directly home after school, unless you have written permission from your parents and office verification to stay, for a supervised activity. If you drive or ride a bicycle to school, you are to park in the area provided. Bicycles must be locked at all times while on the school grounds and not in use. You are to walk your bicycle when you are on campus. When driving to and from school, you are to abide by the laws of the State of Arizona. Students not abiding by these rules will be denied the privilege of driving or riding a bicycle to school. The school will not be held responsible for vehicles, bicycles, or skateboards missing from the campus. If you walk to school, you should be very careful since most of the streets in the area do not have a sidewalk. Always look both ways when crossing a street. Stay as far away from the street as possible and walk on the side of the street facing traffic. Do not accept rides from strangers.

Bus Transportation

Bus transportation is available in most areas. Most bus stops are near Hwy 95. Riding the school bus is a privilege and should be treated as such. Students must sign a transportation discipline contract that explains the specific expectations for behavior to be allowed to ride the bus. Students who violate this contract will have their bus privileges suspended or revoked. All school rules will be followed at the bus stop and on the bus, along with DPS state laws and bus driver procedures.

Extra- Curricular Activities

Students may participate in extracurricular activities such as sports or clubs if they have a permission slip signed by parents releasing responsibility of the school in case of accident or injury. There will be a sports fee for competitive team sports. Scholarships will be available. The school will not be held responsible for accident or injury while student is participating in these activities.

Students will also be expected to participate in community and school service projects. Students will use the skills learned at The Academy to plan, develop, and implement projects that will serve their school and community. These projects may include:

- Habitat for Humanity
- Community Service
- Playhouse Project
- Yearbook Committee
- Prom Committee
- Student Court
- Student Council
- Fundraising
- Shop Projects
- Business Math
- Earth Saints Academy
- Environmental Science

ALL shop classes require students to create small projects. Students will not be charged for the required small projects. Advanced students will have an opportunity to create larger optional projects for a material fee. These larger take- home projects will be charged accordingly for supplies. Scholarships are available for approved projects.

HEALTH OFFICE

The school provides limited health and first aid services. If you become ill or injured while at school your parent or guardian will be called to pick you up. Your parents should provide an emergency phone number of an adult who can be contacted in case your parents cannot be reached. For your safety, students are not to call parents from cell phones or classroom phones to pick them up if ill. All illness or injury must be reported to the office, and office personnel will contact parents. ***All medication, which is to be taken at school, must be deposited in the office by your parent or guardian. A written parent consent form must be filled out in the health office by your parent or guardian before any medication can be issued.*** The district adheres strictly to its no lice/no nit policy, therefore, students in violation of the policy will be sent home for treatment.

REPORT OF STUDENT GRADES

The policy of a self-paced environment is to facilitate the student in their individual education plan as they move through the curriculum independently. Students will be instructed to utilize their time wisely, taking advantage of power lessons, project learning, completing computer and portfolio work to earn full credit for a course, and then move to the next one. Students will not be allowed to waste time.

Each quarter, report cards will be issued. Grades, and credit will be based on the amount of work completed and will include attendance, participation, and citizenship, depending on the class. The Academy is a self-paced learning environment for those students who need to work at a quicker or slower pace, but inactivity will not be accepted and will result in failing grades. Also, excessive absences will result in failing grades. Shop classes are not self-paced and grades may be based solely on attendance, participation, and projects completed per the class's syllabus. If you do outstanding work, you may also be given special reports which may result in awards for Honor Roll or Principal's Honor Roll. Progress Reports are sent home by the middle of each quarter. The purpose of the Progress Report is to show a drop in grade, an incomplete for assignments that are overdue, or unsatisfactory grades or work habits, citizenship or achievement. The report notifies your parents and gives you an opportunity to raise your grade before the quarter report card, which then becomes a permanent part of your school record.

GRADE EXPLANATION

A	-	90-100%	Excellent
B	-	80- 89%	Above Average
C	-	70- 79%	Average
D	-	60- 69%	Below Average
F	-	59% or below	Failing

VISITORS

Anyone visiting the school must check in at the office before his/her visit. For your safety no unauthorized person will be allowed on campus. Your parents are welcome to visit your classroom at school. The principal must approve all other visitors 24 hours in advance. Students or parents interested in enrolling at AOBI may tour or visit with the approval of the principal. This is for the safety of all students and staff.

SCHOOL RECORDS

Student cumulative records are kept in the office and are open to parent inspection. Parents may look at their student's records in the office and request copies of part or all of the cumulative records.

PARENT/ GUARDIAN TEACHER RELATIONS

Your parents are encouraged to keep regular contact with your teacher(s). This can be done by phone after school hours or through the school website at www.aobihs.com where you will find individual teachers' email addresses, as well the guidance counselor's email address. Conferences are scheduled at the request of the parent or teacher. Parents may call the school office to set up conferences at any time during the year. Parents are always welcome to visit, volunteer, or shadow their student. Parents need to notify the office ahead of time, and respect the classroom environment.

LOST AND FOUND

The school will not be responsible for loss of articles. Don't leave any money or other valuables in your classroom, or other storage areas. When possible, the office will return every item found to its owner.

STUDENT CODE OF CONDUCT

RESPECT FOR YOURSELF, RESPECT FOR OTHERS, RESPECT YOUR COMMUNITY

The Academy of Building Industries utilizes a school wide expectation plan. Our goal is employability! Our expectations are based on one word- RESPECT. When students have respect for themselves and others it shows in their behavior. This behavior allows students to be referred for internships, ride- alongs, and entry level positions. We expect students to come to school dressed in their school shirt, with supplies, and ready to get to work just as a job would expect employees to come to work dressed for work with their tools, and be ready to work. The discipline of students within the school community is the joint responsibility of the students, parents or guardians, and all school personnel. Teachers at the school have been delegated responsibility by the administrator to hold students to a strict account for their own behavior. General guidelines for student behavior are described within Governing Board Policies and Procedures and school handbooks. Specific behaviors and consequences for behaviors outside the guidelines change from time to time. It shall be the intent of this guide to establish current school wide rules and consequences for students attending the Academy of Building Industries.

Responsibility for the assignment of consequences for unacceptable behaviors rests with the administrator. Documentation of recurring discipline problems of individual students, rests jointly with the classroom teacher, aides, and the administrator.

The Academy is proud of its charter status and the flexibility in discipline that status allows, however; to be in compliance with The Safe and Drug Free School Act in the federal program No Child Left Behind (NCLB), certain incidents by law MUST be reported to police.

The following outline attempts to describe the procedures, violations, and consequences, along with a continuum for increasing severity. Level I incorporates classroom and general school procedures and violations. These are teacher initiated consequences and are primarily established to provide the teacher with the tools to assure a safe and productive classroom environment. This level may include teacher initiated loss of privilege, time-out in the hallway, assignment to address respect issues, phone call home, or parent conference. Level II provides additional support for the teacher. At this level, students will be referred to the office. A referral to the office may result in referral to Student Court, parent contact or conference, assignments to correct mistakes, or schedule changes. Level III is an off-campus suspension that implies the parents need to assist the staff and the administration in the changing of an individual's behavior. A parent conference will be necessary to readmit student to the program. Level IV is a suspension out of school pending a board hearing for expulsion and/or long-term suspension. It is available for specific severe violations or may also be applied to a long record of repeated violations.

CLASSROOM, BUILDINGS, SCHOOL GROUNDS

LEVEL I

PROCEDURE

In the classroom or school grounds, school policy regarding the use of discipline procedures will allow the classroom teacher individual flexibility in developing meaningful and measurable behavior class rules. Students are to act with respect toward each other, the teacher, and the facility.

LEVEL I VIOLATIONS Such violations might include but are not limited to:

1. Verbal abuse of fellow students
2. Refusal to follow directions
3. Threatening, intimidating or insulting behavior
4. Unauthorized leaving of class
5. Cheating
6. Misuse of the equipment
7. Eating or drinking in the classroom without permission
8. Inappropriate displays of affection
9. Smoking
10. Other rules as established by school conduct committee or administration
11. Bullying, intimidating, threatening, harassing, or defaming students, staff or school on social media may result in school discipline or criminal action.

Consequences will be developed with increasing severity. Such consequences could include, but are not limited to the following: Warning, loss of privileges, in-office detention for lunch, parent contact, assignments, time-out, etc.

LEVEL II

PROCEDURE

Students who repeatedly disrupt the classroom, or disregard respect for themselves and others, may receive a referral to the office. This action is designed for repeated (documented) disruptions and serious unacceptable behavior incidents. Level II involves direct office intervention. This may result as a consequence of the established discipline process, an immediate need to remove the student from the classroom environment due to possible danger to the student or to other students, confrontation with teacher over classroom rules and consequences, etc. In the event of theft, weapons, or drugs, our zero tolerance policy calls for immediate response which may include isolating classrooms and appropriate search of students and their belongings. These violations are of such nature that the teacher needs immediate support from the administrator. We want all students to come to school and feel safe and protected.

LEVEL II VIOLATIONS: Such violations might include but are not limited to:

1. Three documented classroom disruptions
2. Smoking
3. Violations of personal or other person's health and safety
4. Theft
5. Vandalism
6. Threatening to fight or extreme roughhousing

7. Fighting
8. Dress code violations
9. Inappropriate physical contact or roughhousing
10. Inappropriate sexual contact or harassment
11. Unauthorized materials brought to school
12. Casual threats or unacceptable language directed towards a staff member
13. Possession of vulgar/inflammatory or racist materials
14. Vulgarity
15. Bullying, intimidating, threatening, harassing, or defaming students, staff or school on social media may result in school discipline or criminal action.

Consequences: Students may be referred to Student Court. Student Court is a valuable tool in that it encourages the whole student body to become involved and take responsibility for their own environment. It allows students to have a positive impact on each other and their school. Research has shown that schools with this level of student involvement have substantial decreases in behavior problems. Student Court may recommend community service, apology letters, suspension, parent shadowing or a combination. All final decisions are made by administration. Office intervention may include parent contact, suspension, assignments that teach or correct mistakes. Parents or legal guardians will be held financially responsible for damage or destruction of school property caused by their student. If students who are enrolled at The Academy choose to disrespect themselves and others by repeated criminal behavior, they will be counseled to find a more appropriate educational setting for their individual needs. Any consequence at higher level may be determined as necessary.

LEVEL III-SUSPENSION

PROCEDURES

All school suspensions are made by the Administrator and must be accompanied by the appropriate notice to parent. Parents will be called immediately to come and pick up their student. Suspension can range from one to ten days, or the rest of the quarter at the discretion of the administrator. A parent conference may be mandatory on the morning of return to school. A discipline contract may also be required. Student is not to be on campus, or at any school activity at any time during suspension unless accompanied by a parent.

LEVEL III VIOLATIONS: Violations resulting in suspension may include, but are not limited to:

1. Third office referral for failure to follow classroom, campus, or lunchroom rules
2. Smoking
3. Being under the influence of any intoxicating substance
4. Theft
5. Repeated or extreme defiance or insubordination
6. Repeated fighting
7. Assault
8. Possession of any illegal substance (tobacco, alcohol, drugs)
9. Possession of weapons
10. Making weapons
11. Vandalism
12. Unauthorized leaving of campus or ditching
13. Threats
14. Bullying, intimidating, threatening, harassing, or defaming students, staff or school on social media may result in school discipline or criminal action.

Consequences: The Academy of Building Industries has a zero tolerance for drugs, theft, vandalism, and violence. We understand that students make mistakes, but repeated offenses will not be tolerated. Illegal activity will be reported to the police and charges filed if necessary. Parents or legal guardians will be held financially responsible for damage or destruction of school property caused by their student. All students will be counseled as to the appropriateness program and their individual of our vocational needs. Students may be referred to another educational setting that is more appropriate for their individual needs. Any consequence at higher level maybe determined as necessary.

Student will, as well, for this level offense lose credit for the duration of the quarter.

LEVEL IV- SUSPENSION OUT-OF-SCHOOL PENDING BOARD HEARING FOR LONG- TERM SUSPENSION OR EXPULSION

PROCEDURES

In the event that one of these violations has occurred, administration will convene a meeting to determine if an expulsion hearing is necessary. In severe violations, the administrator will waive the meeting and move directly to a Board hearing.

LEVEL IV VIOLATIONS: Violations resulting in long- term suspension, or expulsion, may include, but are not limited to:

1. Use, possession, transfer or sale of alcohol or unauthorized drugs, mood affecting substances, or drug paraphernalia
2. Repeated smoking offenses
3. Any felony violations of state or federal law
4. Assault, either physical or verbal, on school personnel
5. Using or having a weapon
6. Repeated Violence
7. Repeated inability to adhere to school expectations
8. Bullying, intimidating, threatening, harassing or defaming students, staff or school on social media may result in school discipline or criminal action.

Consequences: Expulsion or long-term suspension out-of-school and completion of any other recommendations made the Governing Board. All students will be counseled as to the appropriateness of our vocational program and their individual needs. Students may be referred to another educational setting that is more appropriate for their individual needs. Once again, The Academy of Building Industries has a zero tolerance for drugs, vandalism, theft and violence. We understand that students make mistakes, but repeated offenses will not be tolerated. Illegal activity will be reported to the police and charges filed if necessary.

Student will, as well, for this level offense lose credit for the duration of the quarter.

STUDENT DRESS

The Board recognizes the critical importance of its educational mission to promote academic achievement and a safe and secure environment at all times in the school. To assist in creating a positive educational environment, a dress code that includes mandatory uniforms has been adopted for the school. The Board believes the dress code is in the best interests of the school's students for at least the following reasons:

- Climate for learning- Uniforms help students focus on learning. They are specified to help set the tone of the proper work attitude in the classroom.

- Campus safety and security- Uniforms will help make the campus safer and more secure by eliminating the wearing of gang clothing, which can also be used to intimidate or to conceal contraband. Moreover, outsiders or non-students can be easily recognized on campus.
- School unity and pride- Attractive student uniforms promote school spirit, good self-image, and school unity. Just as an athletic team's uniforms promote unity and spirit, so can school uniforms. Students will have the opportunity to be awarded a specialized shirt quarterly. These are button down polo shirts awarded for Academic Excellence and Vocational Excellence.
- Label competition- Uniforms eliminate "label competition" and the peer pressure to wear expensive clothing. They allow student's attention to be directed to learning.
- Economy and simplicity- Uniforms are economical. Comparisons show that uniforms cost significantly less than what most parents pay for unregulated school clothing. Durability, reusability, and the year-to-year consistency cut costs. Student dress options are simplified, thus reducing the tug-of-war between students and parents over what to wear.
- Upholding of modesty standards- Uniforms meet widely accepted standards of modesty, thus eliminating the conflicting interpretations of dress codes and the embarrassment that often is associated with "violations" of dress codes.

No students will be denied an education for inability to afford a uniform. In situations of economic need, the school will work with parents and students to resolve any family's financial inability to purchase a student uniform.

All students who attend the school are expected to dress in the proper standard school's attire. ***It is the parents' responsibility to ensure compliance with the dress code.*** Parents will be called to bring a shirt and if they cannot be reached or bring a shirt, the student will be sold a new shirt and the parent will be billed for purchasing a shirt. Parents will be notified by phone and mail. Students may not be allowed to get on the bus to come to school without a school shirt on. Students who attend the school must dress in accordance with the dress code, with the exception of those who apply for exclusion based on religious or cultural attire to be worn in place of uniform attire.

By signing this handbook you agree to pay any and all cost incurred by you and your student for noncompliance with the dress code.

For students who do not wish to follow the dress code, the school will provide information for alternative enrollment in a neighboring school.

Adopted: August 2, 2004

ACADEMYOF BUILDING INDUSTRIES

STUDENT DRESS

All students will wear the standard school clothing.

Boys: Long or short sleeved uniform T-shirt with the school logo in the designated school colors as specified by the school. Pants or shorts. No coverall pants.

Girls: Long or short sleeved uniform T-shirt with the school logo in the designated school colors as specified by the school. Pants, shorts, skorts, or skirts ***of an appropriate length***. No coverall pants.

The clothing may NOT be altered in any manner that removes or defaces the school logo, adds any prints or pictures (i.e., fabric transfers), cuts or shreds the fabric, or leaves unfinished edges.

Students can wear their own jackets and sweatshirts, but are still required to wear the school uniform t-shirt underneath; no exceptions. If a student would like to purchase a school sweatshirt they may do so in the office.

Additional items may be added to the standard school clothing during the year as approved by the Governing Board.

General Dress Code Requirements:

- Long sleeved shirts need to be worn UNDER a student's school logoed school shirt.
- No short shorts or short skirts are allowed
- No under garments may show
- For safety reasons, students will wear clothes and shoes appropriate to the shop environment. This includes but is not limited to: closed toe shoes.
- No shower shoes, beach shoes, slippers, sandals or flip flops permitted. Shop instructors will teach students about safety regarding apparel and may require students to wear appropriate long pants, and work shoes in certain situations.
- Jewelry: Dangly earrings must be removed during vocational labs. ***Safety First*** will be the vocational shop motto and will be strictly adhered to regarding all jewelry.
- Accessories that could be used to injure another, or become a safety issue will be at the discretion of shop instructors and administration
- Any buttons, belt buckles, jewelry, or other accessories that contain vulgar, lewd, obscene, or plainly offensive messages, including accessories that advocate the use of alcohol or drugs and accessories that make reference to or identify gangs are prohibited.
- No bandanas
- Leggings are not permitted to be worn as regular pants. Leggings need to be worn appropriately, and covered appropriately.
- No sweat pants or shorts, house pants or shorts, pajama pants or shorts, or work- out pants or shorts of any kind are permitted.

Adhering to the Dress Code:

- Students not dressed in accordance with the school dress code may be offered use of standard school clothing for the day, or their parents will be contacted to bring appropriate uniform clothing.
- Students who repeatedly fail to dress in accordance with this dress code may be subject to disciplinary actions as set forth in the School Policy Manual. For students who do not wish to follow the dress code, the school will provide information for alternative enrollment in a neighboring school.
- No students shall be subject to discipline for failure to comply with this dress code if the reason is economic hardship. Under such circumstances, the school will provide assistance for the student to be furnished with standard school clothing.
- On occasion, the principal may allow a day when students may wear clothing other than the standard school clothing. This will be on special occasions only. The students will be notified prior to the day.

The administrator acting as an agent for the board has the right to investigate, find solutions, and determine consequences, based on individual student needs to achieve an outcome that is beneficial to the culture of the school's staff and students.

Academy of Building Industries Child Find Policies and Procedures

In compliance with federal legislation, Academy of Building Industries has established the following Policies and Procedures for Child Find purposes:

Academy of Building Industries *Policy assures that:*

- All children with disabilities, including those attending private schools that are in need of special education and related services are identified, located and evaluated.
- A practical method shall be developed and implemented to determine which children are currently receiving needed special education and related services.
- This policy applies to highly mobile children with disabilities and children that are suspected of being a child with a disability, and in need of special education, even though they are advancing from grade to grade.

Procedures include, but are not limited to:

1. Academy of Building Industries (AOBI) will maintain documentation of the public awareness efforts to inform the public and parents within the school district jurisdiction, including private and religious schools, of the availability of special education services.
2. Screening activities will be implemented for all enrolled students new to the district, and those students who transfer to AOBI without sufficient records.
3. The screening will be completed within 45 days of enrollment.
4. The screening will include consideration of academic, cognitive, vision, hearing, communication, emotional, and psycho motor domains.
5. If the screening form shows no areas of concern, then the forms are given to the Special Education Department to file. If concerns are noted, then the form is sent to the Child Study Team (CST). The CST will review records and consult with the student's parents, teachers, and school administrators and other appropriate personnel to determine a course of action to enable the student to succeed in the general education program at AOBI. This may include, but is not limited to, a referral for evaluation by the Special Education Department.
6. Academy of Building Industries will maintain documentation and annually report the number of children with disabilities within each disability category that have been identified, located and evaluated.
7. Academy of Building Industries will supply contact information for the local district to notify AzEIP, within two working days of receipt of a concern regarding a child aged birth through two years, using The Arizona's Child Find Tracking Form and maintaining a copy of the tracking form for monitoring purposes.
8. For children ages 3 to 5 years old, AOBI will supply contact information for the local district.

For more information: Special Education Department, AOBI (928) 788-2601.

SCHOOL- PARENT COMPACT

The Academy of Building Industries, and the parents of the students participating in activities, services, and program funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school- parent compact is in effect during school year 2016-17, and will remain in effect thereafter.

REQUIRED SCHOOL- PARENT COMPACT PROVISIONS

School Responsibilities

The Academy of Building Industries will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

AOBI provides curriculum aligned to the state standards and delivered by alternative methods to better suit individual student needs. Our self- paced program that utilizes computerized textbooks meets the needs of many different learning stages. Progress will be measured by the AIMS test, and adjusted as necessary. Teachers will be highly qualified and will be required to continue their education through professional development opportunities.

2. Hold parent- teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:

At the end of each Quarter.

3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide as follows:

Parents may receive eight reports per school year- four progress reports and four quarter end report cards, by mail. IF the student has passing grades (A, B, B) in the middle of the quarter no progress report will be mailed unless the parent requests. All parents will receive full report cards four times per school year.

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

Staff will be available on a daily basis. Parents only need to call and be connected directly to the teacher or receive a call back the same day. Conferences can usually be arranged for the same day after school. Teachers also have individual e-mail accounts so that parents may contact teachers and vice versa through e-mail. Every Friday is a tutoring day for one on one help for students and parents. Parents are welcome to come in on Fridays from 8:00 am to 12:00 pm to speak one on one with a teacher.

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

AOBI has an Open Door policy to parents and guardians. We encourage parents and guardians to come observe in the classroom, assist the teacher, to participate in shop projects and community service activities with their student. Just call the office and make arrangements!

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- *Monitoring attendance*
- *Making sure that school work is completed*
- *Monitoring amount of work hours and sleep hours*
- *Volunteering in the child's classroom*
- *Participating, as appropriate, in decisions relating to my children's education*
- *Promoting positive use of my child's extracurricular time*
- *Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
- *Supporting school personnel in discipline policies, and consequences.*
- *Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the School Support Team or other school advisory or policy groups.*

OPTIONAL ADDITIONAL PROVISIONS

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- *Come to school at least 90% of the time*
 - *Use school facilities and teacher's time wisely*
 - *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day*
 - *Understand the importance of my success on the AIMS test and do everything in my power to prepare for success on the AIMS*
 - *Be at school on time, prepared, and well rested*
 - *Be at school on time, prepared, and well rested on AIMS testing days*
-

As a student of the Academy of Building Industries, I have read the student handbook and I understand my responsibilities, and will abide by the policies and procedures set forth by the Governing School Board. I agree to move toward the goal of employability and achieving my high school diploma.

Student Name

Student Signature

Date

As a Parent or Guardian of a student attending The Academy of Building Industries, I have read the student handbook and I understand my responsibilities. I agree to support my student, and the staff in their goal of achieving a high school diploma, and training for an entry level position in the building industry, for my student. I agree to abide by the policies and procedures set forth by the Governing School Board of the Academy of Building Industries High School.

Parent/Guardian Name

Signature

Date