



Calibre Academy



Virtual Learning Parent & Student Handbook 2024-2025

School Site Location: Calibre Academy Surprise

15688 W. Acoma Drive

Surprise, AZ 85379

www.calibreacademy.com

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Welcome to Calibre Academy virtual learning program. We are happy that you have chosen us to help provide an enriching environment for your student's academic needs. We are here to help create a lasting love for learning with your child, as well as set them up for a career-driven path in the future. We hope that this handbook will aid in providing answers to many of your questions regarding what virtual learning is and what your requirements as a parent are, as well as what our requirements as your educational facilitators will be.



Philosophy

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

Mission

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

Vision

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

Motto

Choose well and succeed!

Calibre Academy School Board Members

Officers

Shannon Smith

Board Members

Danell Stephenson

Kelly Hicks

Julita Deddo

WHAT IS VIRTUAL LEARNING?

As a public elementary school in Arizona, we are proud to have a remote virtual learning option servicing grades K-8th grade. This program takes place in a set school calendar that runs from August through May. The full-time **curriculum** meets or exceeds Arizona Department of Education standards, giving students a solid foundation for their education into high school and beyond. With exciting course options and extracurricular activities, students get the complete school experience from the comfort of their homes or in a remote learning setting. Students can work through the courses at their own pace during the week and submit work weekly or as required, while having an accredited teacher supporting and guiding them through it all. Calibre Virtual Academy addresses each student's unique educational needs with courses in language arts, math, science, art, social studies, physical education, and more. Our trained teachers meet and teach your students weekly supporting them in their educational growth.

CURRICULUM

Our online courses for elementary & middle school students meet all Arizona Department of Education requirements for education and advancement. We have certified **teachers and staff** who truly care about the well-being of students and their educational experience. We use Flex Point curriculum with the Buzz platform of learning.

K-3 Students take: ELA, Math, Social Studies, Science and Art

4th-8th Students take: ELA, Math Social Studies, Science and 1 special per quarter (4 quarters total)

Some of our Specials choices include:

- Business Keyboarding;
- Career Research & Decision Making;
- Coding; Computer Science;
- Critical Thinking;
- Problem Solving and Learning Strategies;
- Digital Art and Design;
- Exploring Music;
- Peer Counseling
- Visual Art

To check out all curriculum and learn more check out the online catalog:

<https://www.flexpointeducation.com/courses-curriculum/course-catalog>

ATTENDANCE AND PUNCTUALITY

Consistent school attendance is **absolutely critical** to the success of the students at Calibre Academy. Absences will be taken into consideration for promoting students to the next grade level. Good attendance teaches responsibility, strengthens academics and better prepares the students for their education beyond Calibre. Showing up on time and ready to learn is essential for carrying out the Calibre mission. Your assistance and cooperation with good attendance is necessary.

Virtual students attendance is calculated by time spent on an online platform, course work turned in and attending required virtual meetings with the teacher. It is important to understand that if a student does not complete work or turn in work no attendance will be given. Please remember to communicate with the teacher in the event that your student should miss any school work or meetings to avoid being truant.

Vacations, personal business, and other family activities need to be scheduled for weekends, evenings, or during the regular school holidays. The school year is only 180 days long. You will need to notify your student's teacher in the event of missing school. Failure to report absences will cause students to be truant and could lead to the student being withdrawn from our school.

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

In addition, excused absences may include authorized religious holidays and other emergency situations. Anything that does not fall into these categories is considered unexcused. When thinking about retaining a student, unexcused absences and tardiness are considered.

TRUANCY LAW STATEMENT

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

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

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

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

The school attendance office notifies the county prosecutor by telephone if the child is not in school on the date set forth in the advisory letter. The school attendance office and

administration continue monitoring the attendance of the minor child. If a subsequent truancy occurs after the advisory letter, the county prosecutor files a long form complaint against the parent and minor child for violation of ordinance.

WHAT ARE MY REQUIREMENTS AS THE PARENT?

As a parent, you are an integral part of your child's education. Although each course is led by a certified teacher who provides online instruction, elementary/middle school -aged students need additional guidance and support from their parents.

The parent will:

- Parents are responsible for the amount of work your child/children complete. Parents will check and initial all assigned work for completion and accuracy.
- Parents are responsible for monitoring student progress at home.
- Parents are responsible for maintaining a daily and weekly learning routine for your child in order to teach and work on each subject assigned.
- Parents will provide school supplies other than what is provided for students. Parents will provide a working printer and ink for worksheets that may need to be printed.
- Parents are responsible for having their students log on to their scheduled daily synchronous meetings.
- Parents are responsible for contacting their teacher with questions or concerns.
- Parents are responsible for contacting their teacher with any changes regarding address or phone number, or scheduled meeting date changes.
- Parents are responsible for keeping all scheduled appointments with their teacher.
- Parents are responsible for arriving at the school promptly for their scheduled appointment time if in person meetings are set up/required.
- Parent are responsible for attending conferences
- Parents are responsible for maintaining student work in an organized fashion. This will be covered more with your individual teacher.

Parents are responsible for getting student to all required onsite testing:

- Any benchmark testing
- State testing will be during the Spring. You will be informed of those specific testing dates and details.

ACADEMIC GROWTH DEPENDS GREATLY ON PARENT INVOLVEMENT!

WHAT DOES MY TEACHER DO?

The teacher will:

- Provide aid for parents so that students have a wonderful educational experience at Calibre Academy.
- Monitor student work and progress including grading & progress reports.
- Provide academic support for parents and students.
- Provide a required curriculum to ensure students are on the correct path to success.
- Provide testing to monitor student progress.
- Provide all state-mandated testing.
- Meet with students weekly to go over curriculum and assignments
- Maintain an open line of communication for parents and students to ensure success

and growth in all academic areas.

- Provide up to date information regarding school activities as well as student's strengths and needs.
- Guide parents in all academic decisions and be the main advocate for both parent and student throughout the year.

WHAT ARE MY STUDENT'S REQUIREMENTS?

The student is:

- Required to complete all required assignments in the time in which the teacher deems appropriate.
- Required to keep all paperwork neat and organized in the student binder.
- Required to work 3-5 hours per course weekly and 1 hour weekly in specials course
- Required to complete 2-4 assignments weekly per course, 1 assignment weekly per special.
- Required to collaborate with classmates when required
- Required to turn in all paperwork in their own handwriting
- Required to attend all scheduled appointments, unless otherwise arranged with the teacher.
- Required to complete all assignments in all subject areas for the semester, failure to maintain assignment completion will result in further consequences.
- Required to participate in all required State Testing.

COMPUTER-INTERNET-WEBCAM

When needed, students will be issued a school chrome book to use for their schooling with all programs downloaded. Students and parents will be required to sign a computer agreement.

Working internet is required and the responsibility of the student's household to provide.

Part of your attendance is ensuring that you have a working camera. During your meetings with your teacher it will **be required that your camera is working and on the entirety of your meeting/lesson** along with audio so you can talk and to and hear your teacher. Virtually the best quality of learning happens when students and teachers can hear one another.

GRADING

All grading will be done by the teacher and will show in your student's online gradebook weekly. All missing, completed and graded assignments will be able to be seen at all times. Students will be graded on a 4 quarter school year, receiving a report card for each quarter along with a final report card. Once a quarter is complete grades will be final for the quarter.

DAILY SCHEDULES

While working from home it is vital to create a routine in an environment that will foster growth for the student. Student's will have flexibility within the day, but will be required to meet with their teacher weekly based on the courses they are taking and availability of the teacher.

Examples of Schedules:

Kinder-3rd Grade:

Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:30 1 st Grade	10:00-11:00 3 rd Grade	8:30-9:30 1 st Grade	10:00-11:00 3 rd Grade	Office Hours/Planned Events
Office Hours 10-11	12:00-1:00 2 nd Grade	Office Hours 10-11	12:00-1:00 2 nd Grade	
Office Hours 12:30-2:30	1:30-2:30 Kindergarten	Office Hours 12:30-2:30	1:30-2:30 Kindergarten	

4th-8th Grade:

Monday	Tuesday	Wednesday	Thursday	Friday
Office Hours 9-11 (contact Mrs. Wakeham for an appt.)	Office Hours 9-11 (contact Mrs. Wakeham for an appt.)	First Meeting of the Week	Office Hours 9-11 (contact Mrs. Wakeham for an appt.)	Second Meeting of the Week
		8:15-9:15 am 4th Grade		8:15-9:15 am 4th Grade
		9:30-10:30 5th Grade		9:30-10:30 5th Grade
		10:45-11:45 6th Grade		10:45-11:45 6th Grade
		Lunch		Lunch
		12:30-1:30 7th Grade		12:30-1:30 7th Grade
		1:35- 2:35 8th Grade		1:35- 2:35 8th Grade

EXTRACURRICULAR AND ON CAMPUS OPPORTUNITIES

If students live close enough to the site campus located at 15688 W. Acoma Dr, Surprise, AZ 85379, they are more than welcome and encouraged to participate in school dances, promotion ceremonies, grade level field trips, school clubs and sports. Students and families will be notified about these opportunities when appropriate during the school year.

School Calendar

Virtual students follow the same calendar as the in person students, along with the same school hours:

Calibre Academy/2024-2025 CALENDAR

1 First Day of School

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

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

1-3 WINTER BREAK
 8 Early Release
 20 NO SCHOOL - MLK DAY
 21 100th Day of School
 27-31 Parent/Teacher Conferences
 31 Early Release

2 NO SCHOOL - LABOR DAY
 4 Early Release

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

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

5 Early Release
 17 NO SCHOOL - PRESIDENTS DAY

2 Early Release
 4 End of Q1
 10 50th day of school
 14-18 FALL BREAK
 21-25 Parent/Teacher Conferences
 25 Early Release

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

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

5 Early Release
 7 End of Q3
 17-21 Spring Break
 24-28 Parent/Teacher Conferences (as needed)

6 Early Release
 11 NO SCHOOL - VETERANS DAY
 25-29 THANKSGIVING BREAK

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

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

2 Early Release
 18 NO SCHOOL - SPRING HOLIDAY

4 Early Release
 19 End of Q2
 Early Release
 20-31 WINTER BREAK

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

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

7 Early Release
 21 8th Grade Promotion
 22 Kindergarten Promotion
 End of Q4
 Early Release
 LAST DAY OF SCHOOL
 26 OFFICE CLOSED - MEMORIAL DAY

KEY	Early Release Schedule
Early Release	Kindergarten: 12:00 PM
NO SCHOOL	1st-3rd Grade: 12:15 PM
	4th-8th Grade: 12:30 PM



Parent Promise:

I have read and understand the requirements to be enrolled in the Calibre Academy Virtual program. I will uphold all my stated obligations as deemed necessary in this contract. I will continue to strive for academic achievement for my child/children, as well as myself. I will keep and arrive promptly to all scheduled appointments. I will keep and turn in all work in an organized manner with all papers containing the proper heading requirements. I will notify the facilitator as well as the school of all changes including address and phone number changes.

Parent's/Guardian's signature: _____ Date: _____

Student's Promise:

I have read and understand the requirements to be enrolled in the Calibre Academy Virtual program. I will uphold all my stated obligations as deemed necessary in this contract. I will continue to strive for academic achievement. I will keep and arrive promptly to all scheduled appointments. I will keep and turn in all work in an organized manner with all papers containing the proper heading requirements. I will meet with my facilitator at least every two weeks, as well as attend any other scheduled meetings. I will notify my teacher as well as the school of all changes including address and phone number changes.

Student's signature: _____ Date: _____



Calibre Academy Virtual
Chromebook User Agreement

Student: _____ Parent: _____

Local ID: _____ Chromebook SN: _____

Instructional Materials: The Instructional Materials in this agreement include:

- 1 Chromebook device
- 1 Chromebook charging cord

Ownership: Calibre Academy shall be deemed to have retained title to the Chromebook device at all times. The student holds no ownership in the licenses to the installed software included with the Chromebook device or the licenses to any other software that the school may from time to time install on the Chromebook device.

Term Equipment Use: The student shall return all equipment (Chromebook device and Chromebook charging cord) in good condition to their Teacher or front office personnel at the end of the school year, at the time of withdrawal/disenrollment, or upon the school's request (whichever comes first).

Care of Equipment: The equipment may only be used in a careful and authorized manner. The student should keep the equipment in good operating condition and notify their Teacher if the equipment needs repair. Students may not apply stickers, write on, or add software/apps to the Chromebook device. The equipment must be kept dry, charged for updates, and in clean working order.

Lost/Missing/Damaged: The student's parent/guardian assumes all responsibility for the equipment if lost or missing by paying \$250 for the Chromebook device and/or \$10 for the Chromebook charging device. If the device is damaged, the student's parent/guardian will either pay for the Chromebook device to be repaired if a repair is possible or replace it if unreparable up to \$250.

Guarantee: The school is not responsible for any damage or defect that does not fall within the scope of the manufacturer's guarantee. The student and their parent/guardian hereby agree to these policies and regulations. I understand that I will be responsible for the replacement of the Chromebook device (\$250) & charging cord (\$10) if lost or missing, or up to \$250 if the Chromebook device is damaged.

I have read and understand Calibre Academy - Instructional Materials (Chromebook) User Agreement and I _____ (parent/guardian) agree to the terms and accept the conditions in order to receive a Chromebook device and Chromebook charging cord.

Chromebook serial number: _____

Student's signature: _____ Date: _____

Parent's/Guardian's signature: _____ Date: _____



Master Agreement

Voluntary Statement: It is understood that independent study/homeschool/online schooling is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class, or program pursuant to Education Code Section 48915 or 48917, instruction may be provided for a student through independent study only if the student is offered the alternative of classroom instruction.

Board Policies: According to the Board Policy for grades K through 12, the maximum length of time allowed between when the assignment was made and the date the assignment is due is 20 school days, unless an exception is made in accordance with the Board Policy. After 3 missed assignments, as per Board Policy, an evaluation will be made to determine whether independent study/homeschool/online schooling is an appropriate strategy for this student.

Additional Courses: may be added to this agreement as needed if agreed upon by the teacher and the student.

Signatures and Dates: I have read and I understand the terms of this agreement, and agree to all provisions set forth.

Student Signature: _____ Date: _____

Parent/Guardian/Caregiver Signature: _____ Date: _____

Supervising Teacher Signature: _____ Date: _____