

THE PAIDEIA ACADEMY SCHOLAR PARENT HANDBOOK

Empower the whole child – body, mind, heart, spirit – through education.



2017-2018

South Phoenix Campus

7777 S. 15th Terrace
Phoenix, AZ 85042
K, 1, 2, 3, 4, 5, 6, 7, 8

(602) 343-3040 Main number
(602) 343-3063 Attendance
(602) 343-3086 Nurse
(602) 343-3043 Preschool
www.PaideiaAcademies.com

School Hours for Grades 1st – 8th

Monday, Tuesday, Thursday, Friday 8:00 a.m. – 3:30 p.m.
Wednesday 8:00 a.m. – 2:30 p.m.

School Hours for Kindergarten

Monday, Tuesday, Thursday, Friday 8:00 a.m. – 3:00 p.m.
Wednesday 8:00 a.m. – 2:00 p.m.

Office Hours: 7:30 a.m. – 4:30 p.m.

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INTRODUCTION

This document has been developed to familiarize parents (to include all adults raising Paideia scholars – e.g., mothers and fathers, grandparents, aunts and uncles, and foster care providers), scholars, and community members with The Paideia Academy South Phoenix and provide information about learning conditions, key policies, and procedures at Paideia Academy South Phoenix.

Welcome

Welcome to Paideia Academy South Phoenix campus!

All of us take great pride in being part of the education of the young scholars in our school. Our role involves many important responsibilities and requires a dedication to high standards of quality and efficiency. We believe that today's challenges in education demand learning and leadership at all levels of the school. We are committed to developing a community of learners and leaders and believe that achieving success depends on every member of our staff, along with the families of our scholars. We encourage individual initiative and collaborative creation which supports the overall team effort.

This handbook has been prepared to acquaint you with The Paideia Academies and help you know what is expected of you in our collaborative efforts to educate the whole child. You will find information on the school's policies, guidelines, and standards, and other matters important for the success of our school. This handbook should serve as a useful guide for you now and in the future. Of course, no handbook can anticipate all of your questions or concerns. Your child's teacher, Small Learning Community leader, Curriculum Director, Principal, Assistant Principal, Executive Director, and other administrative staff are always ready to answer questions you may have about the school, its policies, and procedures.

Since this handbook is intended to provide an overview of information, which will be useful to you as a member of our learning community, it does not include detailed information on all school policies and procedures. You should consult the principal if further clarification is needed. The Paideia Academy leadership team is committed to reviewing policies and procedures on an ongoing basis. The policies and procedures outlined in this handbook are subject to review, interpretation, modification, amendment and change by the administration at any time.

We are pleased to have you with us and hope you will find your experience at the school highly rewarding. Thank you, for your allowing us to serve your family in the upbringing of the whole child.

Sincerely,

Governing Board

Whole-person
Outcomes

- To Live
- To Learn
- To Love
- To Leave a Legacy

Pillars of Paideia

- Empower
- Body
- Mind
- Heart
- Spirit
- Education

Paideia Model

- Teaching and Learning
- School Culture
- Leadership Emphasis for All
- Community Involvement
- Flexible Scheduling

Wings of Paideia = Leadership

Wings of Paideia = Leadership

Empower the Whole Person through Education

The Six Pillars of Paideia

Pillar 1 – Empower

Finding my voice and inspiring others to discover theirs as I engage in a work that (a) rises out of a great **need** in my family, community and the world; (b) that taps into my **talent**; (c) fuels my **passion**; and (d) that I feel drawn by my **conscience** to meet – therein empowers my voice, my calling, my soul’s code.

Pillar 2 – Body *My attunement to the physical capacities and wellbeing of myself, family, community and world.*

<p>Human Need <u>To Live</u> Are my basic physical needs meet?</p>	<p>Intelligence <u>Physical Intelligence</u> My attunement to the physical capacities and wellbeing of myself, family, community and world.</p>	<p>Attribute <u>Discipline</u> Paying the price to bring vision to reality.</p>	<p>Voice <u>Need</u> Meeting needs including what the world needs enough to pay me for.</p>
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Pillar 3 – Mind *My ability to analyze, reason, think abstractly, use language, visualize and comprehend.*

<p>Human Need <u>To Learn</u> Is my mind being engaged and challenged creatively?</p>	<p>Intelligence <u>Mental Intelligence</u> My ability to analyze, reason, think abstractly, use language, visualize and comprehend.</p>	<p>Attribute <u>Vision</u> Seeing with the minds eye what is possible in people, projects, causes and enterprises.</p>	<p>Voice <u>Talent</u> Disciplined focus of natural gifts and strengths.</p>
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Pillar 4 – Heart *My self-knowledge, self-awareness, social sensitivity, empathy and ability to communicate successfully with others*

<p>Human Need <u>To Love</u> Do I feel loved and connected?</p>	<p>Intelligence <u>Emotional Intelligence</u> My self-knowledge, self-awareness, social sensitivity, empathy and ability to communicate successfully with others.</p>	<p>Attribute <u>Passion</u> The fire, desire, strength of conviction and drive that sustains discipline.</p>	<p>Voice <u>Passion</u> Love to do including those things that naturally energize, excite, motivate and inspire me.</p>
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Pillar 5 – Spirit *My inner compass that connects and guides the other intelligences in following “true north” principles*

<p>Human Need <u>To Leave a Legacy</u> Do I feel part of something bigger than myself?</p>	<p>Intelligence <u>Spiritual Intelligence</u> My inner compass that connects and guides the other intelligences in following “true north” principles.</p>	<p>Attribute <u>Conscience</u> The inward moral sense of what is right and what is wrong and the drive towards meaning and conviction.</p>	<p>Voice <u>Conscience</u> Do what’s right by that still small voice within that assures me of what is right and that prompts me to actually do it.</p>
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Pillar 6 - Education

My acquisition of organized knowledge through didactic instruction, the development of my intellectual skills of learning through intellectual coaching, and the enlargement of my understanding of ideas and values through Socratic questioning and Paideia Seminar.

Shared Moral Purpose

Empower the whole person – body, mind, heart, spirit – through education.

Call to Action

Grow, Achieve, Lead! Paideia Power!

- L – lead and learn with your whole self (body, mind, heart, spirit)
- E – empower yourself and others
- A – apply all the 7 habits
- D – do you best always

School Mission

Mission: Paideia (py-dee-uh) from the Greek pais, paidos, the upbringing of the whole child. Paideia Academy utilizes a family-centric model to educate the whole child – body, mind, heart, spirit – to empower scholars to achieve success in college, career, citizenship, and family life.

Paideia Scholar Mission Statement

I am a Paideia Scholar:

I am proactive by taking responsibility for my life and making good choices.

I begin with the end in mind by defining my mission and goals in life.

I put first things first by spending my time on things that matter most.

I have a win/win attitude by seeking solutions where everyone can win.

I seek first to understand, then to be understood by listening to other people’s ideas and feelings.

I synergize by working together to achieve more.

I sharpen the saw by regularly renewing my mind, heart, body, and spirit.

As a Paideia scholar I am here to live, to love, to learn, and to leave a legacy.

I am a Paideia scholar!

The Paideia Academy Scholar/ Parent Handbook

**Paideia Academy
Calendar 2017-18**

**31 New Scholar Orientation
Grades 1st – 8th
9 AM – 11 AM**

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

**2 Back to school Open House
KG Camp: 1:00 to 3:00 PM
Kindergarten Scholars & parents
1st -8th grades Open House
(Schedule by Family last-name)
A-H 4:00pm to 5:00pm
I-Q 5:00pm to 6:00pm
R-Z 6:00pm to 7:00pm**

**7 First Day of School
18 Noon Dismissal for Scholars.
30 Curriculum & Annual Title 1
Night: Math & Reading. 5:30 PM
31 Required Reading List Sent
Out**

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

**1 Teacher Prof. Dev. Day.
No school for scholars
4 Labor Day – No school
13 Progress Reports Go Home
13 – 15 Parent/Teacher
Conferences
14 – 15 Noon Dismissal for
scholars
29 Principal's Private Read in**

SEPTEMBER 2017						
S	M	T	W	Th	F	S
						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

**6 Quarterly Celebration
Passport Day
10:00 AM – 12:00 PM.
Noon dismissal for scholars.
6 End of 1st Quarter
9-13 Fall Break for Scholars
16 Beginning of 2nd Quarter
18 Report Cards go home
30 – Nov. 3: Literacy Week**

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

**4 Fall Festival
9:00 AM – 12:00 PM
8 Progress Reports Go Home
9 Noon Dismissal for Scholars
8 – 9 Parent/Teacher
Conference
10 Veterans Day- No School
20-24 Thanksgiving Break
20 & 21 Teacher Prof. Dev.**

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

**1 Family Movie Night
1 Principal's Private Read in
8 Quarterly Celebration:
Arts & Music Night
5:00 PM – 7:00 PM
20 End of 2nd Quarter.
Noon Dismissal for Students
21- Jan. 3rd Winter Break**

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

JANUARY 2018						
S	M	T	W	Th	F	S
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
3 Teacher Professional Dev.
4 First Day of 3rd Quarter
10 Report Cards go home
15 M.L. King Day- No School
31 Progress Reports Go Home
31 Parent Teacher Conferences.**

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

**1 – 2 Parent Teacher
Conferences Noon Dismissal for
scholars
2 WIG Day (Growth)
16 Teacher Prof. Dev. Day
No School for Scholars
19 President's Day- No School.
26 Math Week**

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

**3 Spring Festival
9:00 AM – 12:00 PM
9 End of 3rd Quarter.
Early Release for scholars
9 Leadership Day
10:00 AM - 12:00 PM
12-16 Spring Break
19 First Day of 4th Quarter
21 Report Cards go home
****AZ Merit State Testing Window******

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

**18 Progress Reports go home
18 – 19 Parent/Teacher
Conferences.
19 Principal's Private Read in
19 Noon Dismissal for scholars
20 No School. Teacher Prof. Dev.**

****AZ Merit State Testing Window****

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

**11 Arts & Music Night
5:00 PM – 7:00 PM
18 WIG Day (Growth)
28 Memorial Day. No School
30 Kindergarten Graduation
1:30 PM – 3:00 PM
31 Year End Celebration
Assembly
31 Last Day for Scholars. Noon
Dismissal. Report Cards go home.
****AZ Merit State Testing Window******

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

Approved by Governing
Board

March 19th, 2017

Attendance

It is important that parents and scholars recognize the direct relationship that exists between academic success and regular school attendance. When scholars are absent, much of the classroom activity cannot be replicated. The benefits of time spent in the classroom are lost forever. Scholars should be absent only when absolutely necessary.

Parents are required by law to notify the school when their children are absent. Parents will be asked to specifically identify the absence reason for record keeping purposes. You may call our attendance line and speak to our registrar regarding absences at (602) 343-3063. Absences are only considered excused when the parent has notified the school prior to (or the day of) the absence. Calls need to be received prior to 9:00 AM. Please identify the scholar(s), their teacher(s), and the reason for the absence. Our automated phone system will place calls to parents for every unverified absent scholar each day at 9:15 AM. During the non-school hours, voice messaging is available. Whenever possible, please provide the school with a Doctor's note, court document or other legal document in addition to calling in the absence.

Arizona State Law requires scholars to attend classes a minimum of 95% of the school year. This means that scholars have no more than 9 attendance infractions (ex: tardies, absences, early pick-ups). Understandably, there are circumstances (illnesses, etc.) when a scholar cannot make it to school; however, scholars should attend class every day they are able. Scholars who are not lined up with their class by 8:00 a.m. will be marked tardy. **Parents/Guardians must sign their scholar(s) in at the front office if they are tardy before the scholars may enter their classroom.**

The state requires the school to administer consequences for excessive absences and tardiness. Truancy law does not separate tardies from absences. Any tardy or absence is counted as an attendance infraction. The following consequences will be administered by the school, and are tracked through the percentage of overall time missed in school throughout the year:

- 5% of school time missed: The parent/guardian will be notified by letter, phone call and email of the scholar's attendance and consequences of further infractions
- 10% of school time missed: Parent meeting with Principal and establishment of an attendance contract which outlines the expectations for continued enrollment at Paideia Academy.
- 12% or more time missed: Truancy citation issued and review conducted by Paideia Executive Team for withdrawing, retaining or refusing to re-enroll the scholar due to attendance contract violation.
- 10 days of straight unexcused absences results in withdraw from school.

Truancy Laws/ Statement:

Arizona State Revised Statutes (A.R.S. 15-803) states that it is unlawful for any child between the ages of six and sixteen to fail to attend school during the hours 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 3 misdemeanor.*** When the parent does not provide a valid excuse for the child's absence, the school

attendance office may cite the scholar, parent, or custodian directly into court for violation of the state truancy law.

Extended Family Vacations:

We ask that vacations are scheduled during school breaks. However, if an extended family vacation is planned, please notify your child's teacher and the office two weeks in advance and work with them on how to handle any missed assignments. It is not the teacher's responsibility nor school expectation to provide work in advance for scholars who are out due to family vacations.

Before & After School and Information on Afterschool Programs

Scholars may be dropped off as early as 7:00 am. There is no structured before-school program.

Before school Information:

7:00 am Paideia north gates open. Scholars are to enter directly through the east cafenasium doors and either eat breakfast or sit quietly until 7:30.

7:30 am West "pillar" doors open. No Scholar entry through west "pillar" doors. All scholars must enter campus through the north gates.

7:30 am cafenasium east doors open to playground.

7:50 am breakfast ends and kitchen closes.

7:55 am scholars in grades K-5 line up in the cafenasium for morning assembly

8:00 am morning assembly for scholars in grades K-8

Any arrival after 8:00 a.m. is considered tardy.

After school:

Monday, Tuesday, Thursday, Friday

3:00 pm Kindergarten dismissal

3:20 pm Off-campus programs - Scholars going to after school programs partnered with Paideia released to go to bus.

3:30 pm scholar dismissal for grades 1-8

3:45 pm all scholars should be picked up

****Wednesday is early release day to give teachers time to meet with their teams.***

2:00 pm Kindergarten dismissal

2:20 pm Off-campus programs – scholars going to after school programs released to bus

2:30 pm Scholar dismissal

2:45 pm All scholars should be picked up

After-School Programs for all grades are being administered by various community partners to include Paideia Preschool. Please inquire with the Front Office for information on contacting these afterschool programs.

Morning Leadership Assembly Parents are welcome to observe the morning/afternoon assembly and are encouraged to participate in reciting the Paideia Scholar Mission Statement, singing of patriotic

songs and the Pledge of Allegiance. Leadership assembly is a structured sharing time in our learning day. Please be respectful of our assembly time. All guests at the leadership assemblies are welcome to participate but we ask that guests refrain from side conversations or cell phone conversations during assembly. It is important that parents do not attempt to meet or conference with teachers during morning assembly. For a smooth and orderly morning transition we also ask that parents do not walk their child(ren) to their class following morning assembly.

Parent Drop Off and Pick Up:

To assist in the smooth and safe flow of traffic through our drive-through and parking lot, please observe the following guidelines:

- Please **stop all cell phone conversations** and **turn off automobile music** while in the school parking lot.
- To use the drive-through, enter the school grounds only through the 15th Terrace entrance. The 16th Street drive is exit only. Please **do not stop or drop off along 16th Street**. To pick up Kindergarten scholars, enter via Baseline RD and proceed to the front of the campus.
- Only drop off and pick up scholars in the designated drop off/ pick up zone.
- If you park, please walk your child(ren) safely to and from the north gate.
- Exit parking lot through 16th Street exit or right-turn only onto 15th Terrace. For Kindergarten scholars, exit onto Baseline RD.
- Student afternoon pick up begins at 3:30 pm for grades 1-8, 3:00 pm for Kindergarten. **(2:30 pm on Wednesdays for grades 1-8, 2:00 pm for Kindergarten)**
- For safety reasons, please refrain from engaging teachers in conversation or conferences during parent pick up.

Early Removal:

Scholars are required to stay in school until dismissal time. Parents should try to avoid picking up scholars before that time. Scholars who are removed from school before **3:00 (2:30 for KG)** must be signed out in the office by the parent. **Early pick-ups count as an attendance infraction for the scholar.** Any transportation changes must be communicated to the Front Office prior to 3:00 pm for grades 1-8, 2:30 for KG (2:00 pm for grades 1-8, 1:30 pm on Wednesdays). To remove a child early from school parents must check in at the front office, and the front office staff will call for the scholar. Please do not go to the scholar's classroom. Chronic early removals will result in administrative involvement.

No scholars may be picked up from the front office **30 minutes or less prior to dismissal time**. Scholars must be retrieved at the designated parent pick-up area.

Leadership Clubs

Scholars may apply for leadership clubs through their teachers. Clubs are contingent on adult supervision availability.

Other specialty activities*(subject to additional fees as outlined by each activity):

Cub Scouts, Boy Scouts

Sports = Seasonal
Music = Leadership Choir
Art = Yearbook Club
National Junior Honor Society (NJHS)

Late Pick-up

All Paideia Academy scholars should be off campus **within 30 minutes of dismissal time**, unless they are enrolled in other after-school activities such as Leadership Clubs and sports. ***Students who are not picked up within the 30-minute time frame will be referred to the City of Phoenix Police Department's Truancy Officer.*** There will be no exceptions to this policy. This "no exceptions" policy makes it fair and consistent for all children enrolled.

Child Find Policy and Procedures

Paideia Academy South Phoenix will ensure that all children with disabilities within their population served, including children with disabilities who are homeless or wards of the State, regardless of the severity of their disability, and who need special education and related services are identified, located, and evaluated. Child find must also include children who are suspected of being children with a disability and need special education, even if they are advancing from grade to grade or they are highly mobile children, including those who are migrant children. Paideia will maintain a record of children who are receiving special education and related services.

Child Identification and Referral

* Paideia has established, implemented, and disseminated to its school-based personnel and all parents written procedures for the identification and referral of all children with disabilities aged birth through 21 years.

* Paideia requires all school-based staff to review the written procedures related to child identification and referral on an annual basis and maintains documentation of the staff review.

* Identification (screening for possible disabilities) shall be completed within 45 calendar days after:

a) Entry of each preschool or kindergarten student and any student enrolling without appropriate records of screening, evaluation, and progress in school; or

b) Parent notification of concern regarding developmental or educational progress by their child aged 3 through 21 years.

* Screening procedures include vision and hearing status and consideration of the following areas:

- a) Cognitive or academic;
- b) Communication;
- c) Motor;
- d) Social or behavioral; and
- e) Adaptive development.

* For a student transferring to Paideia, a review of enrollment data and educational performance in the prior school is conducted. If there is a history of special education for a student not currently eligible for special education or of poor progress, the name of the student shall be

submitted to administration for consideration of the need for a referral for a full and individual evaluation or other services.

* If a concern about a student is identified through screening procedures or review of records, the parents of the student shall be notified of the concern within 10 school days and informed of the public agency's procedures to follow up on the student's needs.

* Paideia maintains documentation of the identification procedures utilized, the dates of entry into school or notification by parents of a concern, and the dates of screening. The dates are maintained in students' permanent records.

* If the screening indicates a possible disability, the name of the student shall be submitted to administration for consideration of the need for a referral for a full and individual evaluation or other services. A parent or a student may request an evaluation of the student.

* If, after consultation with the parent, Paideia determines that a full and individual evaluation is not warranted, the school shall provide prior written notice and procedural safeguards notice to the parent in a timely manner.

Code of Conduct

The Paideia scholar code of conduct outlines the school's basic expectations of the scholar in all areas and aspects of the school to include bus travel – to and from school and field trips – and interactions with other scholars on and off campus as well as before and after school. The core of Paideia's code of conduct is centered upon the Leader In Me culture at Paideia. This program nurtures personal and public habits of success within our scholars. There are 7 specific habits expected of all Paideia scholars. These include:

1. Be Proactive – take responsibility for my life and make good choices.
2. Begin with the End in Mind – define my mission and goals in life.
3. Put First Things First – spend my time on things that matter the most.
4. Have a Win/Win Attitude – seek solutions where everyone can win.
5. Seek First to Understand, Then to be Understood – listen to other people's ideas and feelings.
6. Synergize – work together to achieve more.
7. Sharpen the Saw – regularly renew my mind, heart, body, and spirit.

By internalizing these seven habits of success our scholars will achieve high levels of trust from internal rather than external control of behavior.

Consequences for inappropriate behavior are outlined below and are enforced. Every effort is made to help scholars use the 7 habits outlined above to be successful and keep parents informed. Teachers are the first point of contact to parents for scholar misbehavior. For chronic misbehavior or more serious offenses, scholars will be referred to the Assistant Principal. The following consequences and demerit point system will be used when scholars are sent to the office for behavior/discipline problems. Paideia Academy administration has the final determination and authority regarding all behavior/discipline issues.

Demerit Points: A scholar may receive demerit points when sent to the Assistant Principal for behavioral infractions. Points are determined by the infraction along with chronic nature and severity level. Multiple categories may be used and points assigned from each referral at the sole discretion of the principal or assistant principal.

The following action and consequences may be given for point accumulation:

- 10 Demerit points: The scholar may be placed on Behavior Probation or suspended from school until a parent meeting can be held with the dean of students, the teacher, and parents.
- 11 - 20 Demerit points: The scholar will be placed on Behavior Probation and may be suspended until a parent meeting can be held with the dean of students, and assistant principal or principal of the school.
- 21 - 29 Demerit points: The scholar **will be suspended** until the parent meets with the principal or designee to discuss consequences if the scholar earns 30 demerit points. The school may refuse to enroll or put the scholar on a behavioral contract the following year.
- 30 Demerit points: The scholar **must be referred** to the Executive Leadership Team for possible expulsion. The scholar will be suspended until the parent meets with the Executive Leadership Team and a final decision is made as to the standing of the scholar in the school. The Executive Leadership Team may decide to expel immediately and/or refuse re-enrollment or place the scholar on a behavior contract for the following year.

Behavior	Behavior
<p>1-5 Points</p> <ul style="list-style-type: none"> • Not following rules or directions • Swearing/inappropriate language • Leaving class without permission • Restroom violations • Dress Code violations • Cell phone violation • Teasing others • Cafenadium violation • Other <p>5-10 Points</p> <ul style="list-style-type: none"> • Cheating • Lying • Insubordination to authority figure • Disturbing the learning environment • Vulgar/profane language • Severe/chronic teasing of others • Hurting other scholars • Other 	<p>10-20 Points</p> <ul style="list-style-type: none"> • Fighting or threat of fighting or knowledge without reporting • Vandalism/graffiti or knowledge without reporting • Stealing or knowledge without reporting • Putting self/others at risk • Violating state or federal laws • Bullying / Harassment/ Cyber-bullying • Pornography possession or participation in lewd conduct • Gang activity or knowledge without reporting • Other <p>20-30 Points</p> <ul style="list-style-type: none"> • Tobacco- possession or knowledge without reporting • Alcohol possession or knowledge without reporting • Acts of sexual abuse or knowledge without reporting • Illegal drug possession or knowledge without reporting • Weapons Possession or knowledge without reporting • Guns/bombs Possession or knowledge without reporting • Acts of arson or knowledge without reporting • Other

The Principal or Assistant Principal has sole discretion to assign demerit points.

Multiple categories may be used and points assigned from each at the sole discretion of the principal or assistant principal.

Harassment, Threats, Bullying, Profanity

Harassment, threats, bullying and other aggressive behavior (e.g. verbal, written, text, or internet, digital), subtle or overt, by scholars or their parent/guardians, have no place in the lives of our scholars or the adults within our community. Such actions violate state and federal laws, and will not be tolerated at The Paideia Academy. Teasing and making fun of others falls into the category of harassment. The Code of Conduct policy makes provisions for dealing with these violations. Disrupting the flow of the educational environment by any person may result in a call to the Police Department.

- *Profanity and obscene language* - Defined as words, phrases, or gestures that are socially recognized as obscene or profane. The school has zero tolerance for such language. This does not normally include words such as “shut-up” or “stupid”. However, these types of words may be included under the heading of “bullying, intimidation, and teasing” if used in a harsh or intentionally hurtful fashion.
- *Bullying, intimidation, and teasing* - School bullying has both immediate and long-term detrimental effects and the school has zero tolerance for such behavior.
- *Cyber-bullying* is any form of harassment, threats, intimidation or bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles. Cyberbullying of any scholar of Paideia – regardless of time initiated – will result in the same consequences as if it were done at school.

Retaliation against or intimidation of a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying also is prohibited and will be considered unacceptable behavior within the meaning of the Paideia Code of Conduct. **Such retaliation** or intimidation may result in disciplinary action.

Anyone who believes they are a victim of harassment, threats, bullying or cyberbullying at The Paideia Academy, or knows of someone else who is, should report it **immediately** to the principal or assistant principal.

Failure to report: By failing to report incidents of bullying, the knowing party is complicit in the act and may receive demerits which could include suspension or expulsion.

Paideia Pro-Social / Anti-Bully Campaign

Paideia Academy campaign against bullying is based on 3 key elements to promote a pro-social culture:

- 1) **Clearly and quickly address aggressive behaviors.**
 - a. Provide aid and assistance to the victim
 - b. Provide corrective action and consequences to the aggressor
 - c. Provide clear communication to families of victims and aggressors
- 2) **Focus on proactive leadership.**
 - a. To eliminate all unkind behaviors Paideia promotes proactive leadership culture and prosocial skills in our daily activities, curriculum and programs through The Leader In Me program.
- 3) **It is everyone's responsibility to be proactive in eliminating bullying and all unkind behaviors**
 - a. **Stand up!** Don't "stand by", stand up!
 - b. **Speak up!** Don't be silent, speak up!

Bullying has two key components:

Repeated harmful acts and an imbalance of power.

- a. It involves repeated physical, verbal or emotional attacks or intimidation directed against a victim who
- b. Cannot properly defend him or herself because of size or strength, or because the victim is outnumbered or less emotionally resilient.

Bullying includes:

assault, tripping, intimidation, rumor spreading and isolation, demands for money, destruction of property, theft of valued possessions, destruction of another's work, and name-calling. In the United States, several other school behaviors (some of which are illegal) are recognized as forms of bullying, such as:

- a. sexual harassment (e.g., repeated exhibitionism, voyeurism, sexual propositioning, and sexual abuse involving unwanted physical contact);
- b. ostracism based on perceived sexual orientation; and
- c. Excessive and chronic teasing/taunting, to include
- d. Cyber-bullying as outlined above.

What is NOT Bullying:

Not all taunting, teasing and fighting among schoolchildren constitutes bullying. "Two persons of approximately the same strength (physical or emotional/psychological) ... fighting or quarreling" is not bullying. Rather, bullying entails repeated and chronic acts by someone perceived as physically or emotionally/psychologically more powerful.

- a. Dislike for one another is not bullying
- b. Refusing to share a playground ball or activity is not bullying... unless...?
- c. Saying, "I don't want to be your friend" is not bullying... unless...?
- d. Disagreements between scholars is not bullying ... unless...?
- e. Teasing, while unkind and inappropriate is not bullying ... unless...?
- f. Fighting, while not tolerated is not bullying... unless...?

While the above circumstances are not “bullying” they are unkind and certainly do not follow the Paideia way. We should address these circumstances but not in the same full-scale way we would with true bullying behaviors.

Reporting, Investigation and Follow-up

Everyone in the Paideia community has the duty to know what bullying is and to immediately report it when witnessed or when suspicious of it happening.

- A Bully Report Form is available to all staff and community members.
- ALL Paideia staff will immediately report to the principal when he/she witnesses or becomes aware of conduct that may be bullying or retaliation verbally and in writing using the Bully Report Form.
- The principal or designee will promptly investigate by speaking in private with the victim, alleged aggressors and all adults and scholars who may be witnesses.

Investigation, Corrective and Disciplinary Measures

When the school principal or his/her designee receives a report, he or she shall promptly conduct an investigation documented through the school’s internal records system. If the school principal or designee determines that bullying or retaliation has occurred, he or she shall:

- a. notify the parents or guardians of the target, and to the extent consistent with state and federal FERPA laws, notify them of the action taken to prevent any further acts of bullying or retaliation;
- b. notify and meet with the parents or guardians of the aggressor;
- c. take appropriate corrective and/or disciplinary action; and
- d. notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against the aggressor.

Creating a Pro-Social / Anti-Bully Environment at Paideia

Here are the proactive things we are doing at Paideia to create a pro-social environment:

- **The Leader In Me** 7 Habits of Highly effective People instills in our scholars and community a sense of leadership and purpose – To Live, To Love, To Learn and To Leave a Legacy of Goodness.
- **Rigorous Curriculum infused with Leadership and Pro-social content.** The Leader In Me program infuses the Seven Habits of Highly Effective People into most of the scholar’s academic work.
- **Morning greeting.** Every morning all scholars are greeted at the entrance gate with enthusiasm and love by the school leadership team. Scholars who might be at risk of being a victim or aggressor are greeted and given encouragement for their specific need. All scholars are greeted at the door with love and encouragement by their teacher as they enter the classroom.
- **Morning Assembly.** Every morning the entire school meets to recite our scholar mission statement and hear leadership speeches.
- **Mindfulness Meditation.** Stop, Breathe, Think meditation.

- **Peaceful Playground.** Paideia has incorporated and continues to train and perfect its recess program through Playworks. This is a structured recess program that teaches proactive social play and conflict resolution skills.
- **Scholar Success Guide.** Scholars who get into trouble with the Code of Conduct may be placed on a Scholar Success Guide. This is a positive behavioral intervention that targets pro-social behavioral skills for the scholar to focus. It includes supports from the teacher, family, principal, and school counselor. It also provides affirmative and aversive consequences for following or failing to follow the success guide plan.
- **Scholar Leadership.** All scholars grades 3 through 8 have opportunity to join a school-wide leadership team (e.g., Farm Team, Green Earth Team, Service Leadership, Peer Tutoring, Peer Mediator, Transportation Leaders, cub and boy scouts, Scholar Lighthouse). These teams provide opportunity for pro-social service and connectivity to a positive and supportive team.
- **New Scholar Introduction Passport.** Every new scholar to Paideia is assigned a scholar/mentor from the Paideia Scholar Lighthouse team. Two of the Lighthouse team members give the new scholar a tour of Paideia highlighting all the areas of Paideia to help the new scholar adjust. These lighthouse scholars then check-in regularly with the new scholar to make sure he or she is adjusting well and offer help and encouragement.
- **Scholar Mentoring.** The Scholar Leadership Coaches are assigned younger scholars who might be feeling excluded or picked on or scholars who are at risk of being a victim or aggressor. These scholars report to the school counselor.

Stand Up! Speak Up!

It's everyone's responsibility to create and protect the Paideia pro-social culture. ***We ask parents to help us*** teach our scholars to stand up and speak up against any and all unkind words and actions.

- **Stand up!** Any time and any where and anyone who hears or sees unkind acts or language must stand up for the victim by,
 - Walking to the targeted person and
 - Standing up with the person shoulder to shoulder and
 - Making the person feel safe, wanted and loved
- **Speak up!** Any time and any where and anyone who hears or sees unkind acts or language must firmly hold one hand up in the stop signal and say,



"Hey, don't do that to (me, her, him, them), I/we don't like it!"

and then turn the stop hand into a friend-hand and say,



"We just want to be friends."

If this does not resolve the aggression it is everyone's duty to report acts or language of unkindness to include bullying to a teacher, the principal or other adult authority. Bullying report forms are available in the front office.

Our Commitment to Physical, Mental, Emotional and Social Safety

Paideia Academy leadership, staff and educators are committed to the physical, mental, emotional and social safety of everyone within the Paideia community. If you are concerned about the safety of your scholar, please contact the principal at

- 602-343-3047
- jperez@paideiamail.com

School Consequences

Behavior Probation (BP): Behavior probation allows the scholars to remain at school, but remain separated from the classroom environment. Behavior Probation may be for recess, lunch, partial or full day. During Behavior Probation scholars will be separated – to the extent possible – from their peers. Scholars who are on behavior probation are not allowed to participate in any leadership jobs until released from probation. If the scholar is disruptive or uncooperative during BP, the scholar will receive demerit points and be immediately suspended. Scholars who are chronically disruptive in class, disruptive to the Leader In Me culture or who have received 20 or more demerit points are placed on behavior probation. These students may be withdrawn from Paideia or may become ineligible to continue the following year.

Off-Campus-Suspension (OCS): This is a last resort consequence when the scholar has not responded positively to other consequences. This consequence may also be used for violent or vulgar behavior in order to remove an offending scholar from the rest of the population. This consequence may also be used to remove a scholar while the parent meets with the Executive Leadership Team to determine further consequences.

If a scholar is suspended for any reason, the parent must pick up the scholar immediately when contacted. Scholars are not permitted on the school grounds for any reason while suspended or expelled. Teachers are not required to send home work for scholars while on suspension. Parents may email the teachers to request work with 24-hour notice.

Expulsion: The Principal recommends a scholar for expulsion. Once the scholar is referred for expulsion, the scholar may not return to the school until an expulsion hearing is held with the parents and the Executive Leadership Team. Only the Executive Leadership Team is authorized to expel a scholar.

Refusal to Re-Enroll: The school reserves the right to refuse re-enrollment to any scholar who has not fulfilled their responsibilities outlined in the scholar/parent handbook. This includes demerit points, academic achievement, and excessive tardies and absences outlined in this handbook.

Communication

Infinite Campus

Paideia Academy South Phoenix has implemented a unique way for parents to check and update important data, such as your child's attendance, emergency contact information, and academic progress by viewing the grade-book entries from their teacher. This access is provided via a real time web portal that is dynamically linked to the school's student information system, Infinite Campus. This is an encrypted program, and as such, ensures that your family's data remains confidential. There is also an app that parents may download to a smartphone or tablet.

- The Parent Portal website address is:
<https://azcloud1.infinitecampus.org/campus/portal/paideia.jsp>
- To obtain your Infinite Campus Parent Log-on credentials, please email our State & Federal Programs Manager, Ronna Krantzman, at rkrantzman@paideiamail.com
- Parents may pay for meals, student agendas, student activity fees, etc. via your parent portal.
- Students also have portal accounts. Their user names are in the following format: firstname.lastname. Their passwords are their school assigned 6 digit student ID numbers. If your scholar is unsure of their student ID number, please contact the Front Office or Mrs. Krantzman to obtain this information.

Paideia's Website: www.paideiaacademies.com

Please check out our school website for additional information and resources about our school and preschool. Some of highlights of our website include:

- In depth information about Paideia's school culture: The Leader in Me program, The 6 Pillars of Paideia, additional resources for scholars and families, and how we educate the Whole Child
- Important Events and Information: School Calendar, Academic and Extracurricular programs, ECA Tax credit Donations, and much more!

Parent Teacher Conferences

Formal parent-teacher conferences are held each quarter and as needed to discuss your scholar's progress. Parents and scholars are encouraged to attend these conferences. Parents and/or teachers are welcome to schedule a conference whenever necessary throughout the school year. If you desire to schedule a conference, please contact your scholar's teacher for an appointment. If there is an academic or behavioral concern from the teacher, he/she will contact you to schedule a conference. Conferences requested by parents must be scheduled ahead of time. **Please do not hold conferences or teacher meetings during after-school dismissal.**

Leadership Agenda

Leadership Agendas are **required** for every scholar and must be purchased at enrollment. They will be used to plan scholars' time, to document assignments and school events and to provide a means of communication between parents and teachers. Agendas must be checked & initialed by parents daily. If they are not initialed by a parent, the scholar may receive consequences. Scholars will be trained in the *Leader In Me* method of using their Leadership Agendas.

Dress Code and Uniform Policy

Authorized Paideia Academy uniforms are required. All tops must be purchased from The Paideia Academy office. Bottoms can be purchased at any store of your choice, as long as they follow uniform requirements.

School uniforms promote a positive, less distracting learning environment, and demonstrate school pride and solidarity. School uniforms require the scholar to develop positive social skills rather than dependence on clothing as a statement. The dress code is designed to help encourage a wholesome learning environment, to provide safety, and to prevent any dress styles that would negatively affect scholars. Clothing should be clean, neat, and in good repair. It must conform to the styles of the school uniforms. Dress code will be checked each day at morning assembly. Scholars out of dress code will have to call a parent to bring the correct clothing before going to class. Thank you for your cooperation in this matter.

Paideia Junior Primary (grades K-2) and Paideia Primary (grades 3-6)

All Polos and Spirit Shirts

- Polos (long or short sleeve) must be from the Paideia store with appropriate Paideia logo.
- Plain white blouses may be worn under a jumper and may be purchased anywhere.
- **Must be tucked in.**
- No gaping holes or large stains.
- Owl Spirit T-Shirt may be worn on Fridays only. May be purchased through front office.



Boys and Girls Pants and Shorts

- Must be navy or khaki Dockers style only
- Belt must be worn with pants
- Must fit properly – no “skinny-jeans” skin-tight, baggy, saggy, or torn
- Must be worn appropriately at the natural waist level
- Uniform Dockers style shorts are permitted as long as they are loose fitting, below mid-thigh length or longer
- Athletic shorts such as basketball style are not allowed
- No denim pants are permitted except on designated Fridays



Girls Scooters / Dresses and Jumpers:

- All must be loose fitting and below mid-thigh length or longer
- Must be navy or khaki *Dockers* style only
- All must be loose fitting and below mid-thigh length or longer



Leggings and Stockings

- Leggings and stockings must be solid color white, black or navy blue.

Buck for Jeans FRIDAY:

- On the first Friday of each month students may wear clean and neat, **blue denim jeans** with an official Owl Sports T-shirt or uniform shirt.
- No excessively tight jeans or jeans with holes are allowed.
- Money goes directly to the Family Lighthouse Team account for school activities.

Paideia Junior Preparatory Academy (grades 7-8)

Boys Shirts and Pants

- No longer eligible to wear polo shirts
- Black or royal blue long sleeve oxford shirts with Paideia logo from Paideia store or
- White long sleeve shirt without logo may be worn but must be with Paideia tie purchased from Paideia store
- Dockers style khaki pants only
- **Must be tucked in.**
- Owl Spirit T-Shirt may be worn on Fridays only.



Girls Shirts, Pants, Skirts and Skooters

- No longer eligible to wear polo shirts
- Shirts with Paideia logo from Paideia store or
- White shirt without logo may be worn but must be with Paideia female tie purchased from Paideia store
- Plaid scooter or skirt from Paideia store.
- Dockers style khaki pants only.
- Owl Spirit T-Shirt may be worn on Fridays only.



Cardigan twofer with logo

Oxford style light blue with logo

Junior Primary / Primary / Junior Academy

Sweatshirts/ Sweaters/ Coats: Please write scholar name on label of all outerwear clothing.

- Large coats may be worn on the playground but not in the building.
- Only sweaters, sweater vests and sweatshirts that have the Paideia Academy logo may be worn in the classroom. All other coats must be removed in the classroom.
- Please do not send scholars to school wearing only a sweatshirt.
- Long sleeve undershirts may be worn under a polo shirt; however the undershirt must be solid white, blue, or gold in color.



Sweater vest



Girl's cardigan Sweater

Shoes:

- Conservative colors, closed-toe shoes only.
- Sandals, flip-flops or thong type shoes are not permitted.
- Shoes with wheels, lights or other distractors are not permitted on school campus.

Hats and Caps: Please write scholar name inside hat.

- Only hats with the Paideia Academy logo may be worn on school grounds.
- Hats must be worn appropriately, forward facing with no modifications to the brim.
- Hats and caps are not to be worn in the classroom or building.

Hair:

- Hair must be kept neat, have a combed appearance, and away from the face
- Boys' hair that is longer than the top of the collar must be pulled back and well groomed
- Irregular hair coloring or outlandish hairstyles will not be allowed.

Jewelry:

- Necklaces
 - For safety reasons - necklaces must not extend below the bottom button of a polo shirt. If longer it must be tucked into the shirt.
 - One necklace only
- Bracelets – one bracelet per wrist
- Ear rings – one small stud per ear lobe. No gauges, or hoops, spikes
- Piercings on the face not allowed.

It is the principal's responsibility to make final decisions regarding dress code issues. Parents agree to encourage their children to adhere to the school's dress code. The school is not responsible for lost, damaged or stolen property.

Emergency Response Plan

The safety and security of Paideia Academy scholars and staff is of utmost importance. The school has a comprehensive emergency response plan and Paideia administrators coordinate closely with city emergency management officials and law enforcement representatives to monitor and update plans on a regular basis.

In addition, the school has well-established security measures to ensure the wellbeing of students and staff. These include: visitor check-in procedures, locked doors after the start of the school day and surveillance cameras.

Safety and Emergency Notifications:

In our effort to provide quick & efficient communication between parents and school for alerts and emergencies, Paideia Academy has implemented a telephone, email and parent portal broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time-to-time to communicate general announcements or reminders and inquire about student absences. The system allows us to send personalized voice messages to your family's home, work or cell phones. Now the school can reach all Paideia parents within minutes.

Infinite Campus Emergency Messenger will sound a loud alert tone similar to Amber and Severe Weather alerts followed by a recorded message to your:

- Home and cell phone
- Email
- Text if you have opted in through the Infinite Campus Portal
- Mobile devices with parent portal activated by downloading the Infinite Campus app.

PLEASE NOTE THE FOLLOWING:

1. **This requires NO registration by the parent**
2. **All information and contact numbers are strictly secure and confidential and are only used for the purposes described herein.**
3. **Contact information MUST be kept up to date to receive these important messages. Please update all contact information as soon as a change occurs.**

When calls are made using the notification system, please note the following:

- All emergency notification calls will come from the Paideia Office (602) 343-3040. When a call comes from the system, please ***do not hang up and call the number on the caller ID***; it's important to ***listen to the message first*** as detailed information will be given through the automated system. It is difficult for the school to answer individual calls from hundreds of parents if you hang up before the message is delivered. We will always communicate the final outcome of any emergency situation.
- When listening to a message, please be aware that background noise will cause the system to stop and start. It is carefully calibrated to determine whether a person or an answering

machine/voicemail has been reached, and background noise may affect the delivery. If possible, move to a quiet area, or press the “mute” button on your phone.

- If you missed a phone call, please listen to your voicemail or answering machine for messages.

To ensure that you are notified if there is an emergency at Paideia, the school needs current and accurate mailing addresses, phone numbers, and email addresses of the primary contact person. Please be sure to update this information by completing the Paideia’s Emergency Card each year. Also, if you move or change phone numbers, please notify the school registrar (sraya@paideiamail.com) and provide accurate contact information immediately.

Emergency Communication Notes

Impact Level	Notification Response
<p>A Low Impact Incident: Poses no or minimal risk to the safety of the school. There are no disruptions to regular school activities, and the incident is an isolated one that does not impact more than one student.</p> <p>Example: A small disturbance or fight. NOTE: Not every misbehavior incident will warrant a notification response.</p>	<p>Letter sent home and/or email blast to parents</p>
<p>A Moderate Impact Incident: Poses a moderate risk to the school. Results in some disruption to school activities such as a change of schedule or cancellation of some activities.</p> <p>Example: An animal on the premises, notification by law enforcement of danger in the area</p>	<p>Infinite Campus Emergency Messenger alert From time-to-time the school will conduct a moderate impact incident drill. The alert will say, “this is a drill only.”</p>
<p>A High Impact Incident: The incident poses a significant risk to the safety of the students, which results in a significant disruption to school activities, change of schedule, evacuation, cancellation of activities and impacts many students.</p> <p>Example: An intruder in school or the use of a weapon in school resulting in injuries to students or staff</p>	<p>Infinite Campus Emergency Messenger From time-to-time the school will conduct a high impact incident drill. The alert will say, “this is a drill only.”</p>

Should I report to the scene of the incident/emergency?

In the case of a high-impact emergency situation in a school or at a school-sponsored activity, access to the scene will be limited and controlled by fire or police officials.

Parents are encouraged to remain close to their sources of communication, whether phone or email, to ensure they are receiving accurate and timely updates on the emergency from school division staff.

Once the emergency is declared "over," will parents be able to report to their child's school?

When Paideia administrators communicate to parents that the school emergency has ended, direction will be provided on how parents will reunite with their child. Parents will be directed to a specific location that could be located off campus. It is important that parents follow these directions for the safety of all students, staff and parents.

Remember, a student can only be released to an adult that is documented as an emergency contact. If you are a non-custodial parent, you must be listed in the student information system with a relationship to the student that has mailing rights and show proper identification.

If the school building is evacuated, how will I be able to locate my child?

If an evacuation occurs during the school day, there is a possibility that the students will return to school and normal bus service will resume. Please rely on the school's information and monitor your phone or email closely to ensure you are receiving accurate and timely updates through the **Infinite Campus Emergency Messenger** from school staff. Student texts and social media can cause confusion and further disrupt safety protocols.

Remember, a student can only be released to an adult who is documented as an emergency contact. If you are a non-custodial parent, you must be listed with your child's emergency contact information as a guardian and show proper identification.

Enrollment, Admissions, and Placement

Current Scholars: Scholars currently enrolled in the elementary or middle school program will remain enrolled until they graduate from our program or an official change is made. To remain enrolled from year to year, scholars must complete the "intent to return" form before the end of February every academic year. Scholars who fail to turn the "intent to return" form in time have no guarantee of enrollment in the following year.

New Scholars: Paideia Academy of South Phoenix shall admit all eligible scholars, who submit a timely application by the application due date, as may be set by the Governing Board. Admission shall not be limited based upon ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language or athletic ability.

Application Deadline: The application deadline is defined by the hour, date and the number of scholars enrolled in a program, class, grade level or building. Subsequent applicants in excess of capacity admission guidelines are to be placed on a waiting list and chosen according to the lottery process.

Lottery

A new applicant for admission to the charter school would be subject to the lottery if, as of the application closing date, the total number of applicants exceeds the number of specific grade level spaces available at the school.

- **Lottery Process:** All subsequent applications for enrollment for that program, class, grade level or building are selected for the available slots through a lottery, which represents an equitable, random selection process. The lottery is used for all applicants, who are not exempt from the lottery process.
- **Exemptions from the Lottery:** The following categories of applicants may be exempted from the enrollment lottery:
 1. Siblings of scholars already admitted to or attending the same Paideia Academy campus.
 2. Children of the charter school's founders, teachers, and staff.

Capacity Guidelines: Paideia Academy is to enroll all eligible scholars submitting a timely application unless the number of applications exceeds the capacity of a program, class, grade level or building. The Executive Director or designee is required to annually set capacity admission guidelines for each campus prior to initiating enrollment of each academic year.

New Scholar Placement: New scholar applications received by the deadline will be reviewed for admission. Appropriate student placement is determined by birth records or verified documentation of previous school attendance according to statute. Students transferring from other educational institutions are to be admitted to the grade or program reflecting a prior school placement or level of achievement.

Admissions: Scholars may only be enrolled by legal guardians. No scholars are considered for enrollment until all required documentation is received: birth certificate, immunization record or waiver, proof of residency form, and, if applicable, the most recent IEP or 504 plan.

A scholar who has been or is in the process of being expelled, or has a record of multiple suspensions from another school may not be admitted to Paideia Academy without an interview with the principal. The school shall deny admission to any student who has a record of behavior that he or she would constitute a threat to the safety, wellbeing, or learning of fellow students and staff. The enrollment of the student is at the sole discretion of the principal.

Review of educational records: The A.R.S. 15-841 in its entirety, and Section 4155 of the Elementary and Secondary Act of 1965, 20 USC Section 7165 as amended by No Child Left Behind, sets forth the purposes for the administration of a local education agency to review the disciplinary records of a scholar with regard to a suspension or expulsion prior to or following registration. This applies to any private or public elementary school or secondary school for any scholar who is enrolled or seeks or intends or is instructed to enroll, on a full or part-time basis in Paideia and that forwarded educational records shall be utilized to clarify the actions or behaviors of a student for purposes of eligibility to enroll due to suspension or expulsion in a previous school. A review of the disciplinary records of a child may

indicate that the student manifested an on-going and reckless disregard of other individual students resulting in numerous suspensions on a continuous basis causing an interference with or disruption of an educational institution. Such a behavioral record is grounds to refuse to enroll or administratively disqualify a student's registration. Corrective measures prescribed by the Executive Leadership Team that are to be adhered to by the student supported by the parent may result in a probationary and conditional registration.

Failure of parents or guardians to disclose a scholar's pertinent educational history (e.g., required Special Education placement or disciplinary status as herein prescribed) is sufficient grounds to deny enrollment or suspend a student's registration leading to immediate withdrawal of the scholar.

Induction, placement and continuum of services: An induction process for the appropriate placement of scholars is essential in communicating to both the scholar and parent the academic and behavioral standards set by the Paideia Governing Board. This is an essential responsibility of the principal for each campus during registration. Specific expectations disclosed during admission serve as a means to communicate to the scholar that high standards are the norm at Paideia. In this regard, each scholar and parent is to be informed during registration that the most recent interpretation of a continuum of services relates not to the specific school campus but to providers available within the broader educational community.

Kindergarten admission: Only scholars who turn 5 before September 1st are automatically enrolled into Paideia's kindergarten. No scholar will be enrolled whose 5th birthday is after December 31st of the current academic year. Scholars with birthdays between September 1st and December 31st must meet the following criteria to be eligible to enroll:

- 1) Student must already be enrolled in an early childhood program, such as Headstart or Preschool;
- 2) A readiness letter (on the official letterhead of the early childhood institution) must be provided along with the enrollment packet. This letter must provide evidence that the child is ready for a full day Kindergarten program; and
- 3) Documentation must be provided showing comprehensive early childhood assessment data (such as an early childhood readiness assessment, preschool report card, etc.).
- 4) Kindergarten applicants who meet the preceding 3 requirements must then pass the Paideia Academy assessment before being enrolled on a 2-week trial period.

Early birthday Kindergarten students are placed on a two-week trial period to determine Kindergarten readiness - academic, social, behavioral. If, within the two-week trial period, the teacher determines that the student is not ready – academically, behaviorally, or socially – the student will be withdrawn from the school with a recommendation to wait one year.

English Language Learners

If a scholar's enrollment papers indicate that the scholar or household speaks another language, the scholar will need to be assessed for his/her English fluency. Upon assessment, the scholar will be

classified as either English Proficient or English Learner. Parents are permitted at any time to request a meeting to discuss his/her child's assessment and classification.

Pursuant to A.R.S. 15-751-15-756, all children will be taught in English speaking classrooms, and all English learners will be placed in Structured English Immersion (S.E.I.) classrooms or given SEI accommodations on an Individual Language Learner Plan (ILLP). English Learners will be assigned to a classroom to best develop his/her mastery of the English language.

Before the end of the school year, all non-fluent English Learners will be reassessed for their English proficiency. If they test proficient on the AZELLA assessment for their grade level, they will be reclassified as English Proficient. The Paideia Academy will monitor the scholar to be sure he/she is still staying above the acceptable level for their grade. If, at any time, he/she falls below the acceptable range, the scholar may be referred for readmission into the English Language Learner Program.

If your child is classified as an English Learner, and you do not want him/her to participate in an English Learner Program, a waiver must be obtained by the front office and signed by you exempting them from the program.

Family Rights – Non Discrimination

Paideia Academy South Phoenix does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all of our educational and extracurricular programs. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Ronna Krantzman – State & Federal Programs Manager
7777 S. 15th Terrace Phoenix, AZ 85042
(602) 343-3081

Family Education Rights and Privacy Act (FERPA)

Annual Notification to Parents Regarding Confidentiality of Scholar Education Records and School Directory Information.

Confidentiality of education records is a right of public school scholars and their parents. This right is provided for by two federal laws, the Individuals with Disabilities Education Act (IDEA), and the Family Education Rights and Privacy Act (FERPA). Under these laws, "educational records" means those records that are: (1) directly related to a scholar; and (2) maintained by an education agency or institution or by a party acting for the agency or institution. Of course, education records are maintained on every child enrolled in public school. The types of information gathered and maintained includes, but is not limited to: the scholar's and parents' names, address, and telephone number; the scholar's date and place of birth, date of enrollment in the school, records from previous schools attended, attendance record, subjects taken, grades, school activities, assessment results, number of credits earned, immunization

records, disciplinary records, if any, correspondence from parents, and child find and other screening results, including hearing and vision.

In addition, for children with disabilities, education records could include, among other things, evaluation and testing materials, medical and health information, each annual Individualized Education Program (IEP), notices to parents, notes regarding IEP meetings, parental consent documents, information provided by parents, progress reports, assessment results, materials related to disciplinary actions, and mediation agreements. The information gathered from a number of sources including the scholar's parents and staff of the school attendance. Also, with parental permission, information may be gathered from additional sources including doctors and other health care providers. This information is collected to assure proper identification of a scholar and the scholar's parents and the maintenance of accurate records of the scholar's progress and activities in school. For children with disabilities, additional information is collected in order to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B IDEA must assure that at all stages of gathering, storing, retaining, and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

The Family Educational Rights and Privacy Act (FERPA) afford parents and scholars over 18 years of age ("eligible scholars") certain rights with respect to the scholar's education records. They are:

1. The right to inspect and review the scholar's education records within 45 days of the day the school receives a request for access. Parents or eligible scholars should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible scholar of the time and place where the records may be inspected.

2. The right to request the amendment of the scholar's education records that the parent or eligible scholar believes is inaccurate or misleading. Parents or eligible scholars may ask a school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible scholar, the school will notify the parent or eligible scholar of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible scholar when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the scholar's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the school board; a person or company with whom the school has

contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or scholar serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, a school official may disclose education records, without consent, to officials or another school district in which a scholar seeks or intends to enroll, if the school states in its annual notification of FERPA rights that it forwards records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by a school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20204605

A school may designate information in education records as "directory information" and may disclose it without parent consent, unless notified that the school is not to disclose the information without consent. The law defines "directory information" as follows:

The scholar's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the scholar.

Notices of these rights are available, upon request, on audio tape, in Braille, and in languages other than English. You may contact the AZ Department of Education at (602) 542-3111.

Fees and Charges

To cover cost of agenda, consumables etc.

Fees must be paid before first day of school.	Total Fees	\$25.00
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Fee Schedule for Extracurricular Activities

Activity	Fee
Approved Athletics – (basketball, flag football, volleyball, track, etc.) <i>Approved amount is the maximum allowable fee per sport. The fee charged will be based on actual costs and may be covered by ECA donations.</i>	\$100 per sport / quarter
Field Trips <i>Approved amount is the maximum allowable fee per trip. The fee charged will be based on actual trip costs and may be covered by ECA donations.</i>	One-day field trip \$65 or less
	Overnight/in-state field trip \$600 or less
	Overnight/out-of-state trip \$2,450 or less
Student Club Activities e.g., Cub Scouts, Boy Scouts, Choir, Art, Dance, piano	One activity or event \$300 or less

Approved amount is the maximum allowable fee per activity. The fee charged will be based on actual activity costs and may be covered by ECA donations.

and
Monthly Dues \$10 or
Per private session \$20

All other extracurricular activities that require a specific financial contribution from each participating student.

As approved by the
Governing Board when
the specific activity is
approved.

Field Trips

Parents must sign a written permission form for their child(ren) to participate in field trips. While on field trips, scholars are required to follow all policies and rules that apply at school. Scholars who are transported by the school are under the authority of the operator of the school approved vehicle and all other supervising adults. Scholars who ride school transportation to the field trip location must return via school transportation to Paideia.

Field trips are a great privilege provided by Paideia Academy to compliment the learning experience of the scholars in coached projects. Scholars who have demonstrated inappropriate or disruptive behavior in the classroom or on previous field trips may not be allowed to participate in the trip at the sole discretion of the Principal.

Parents, volunteers, and all who supervise students on field trips must read and sign our “Volunteer Agreement” prior to the trip. Parents and volunteers must speak English or bring a translator to facilitate supervision responsibilities. Only preapproved adult chaperones may ride school provided transportation if room permits. Non-chaperoning adults must provide their own transportation. Siblings of scholars and other children may not ride school provided transportation, and should not accompany or join the class on field trips, which are for the benefit of scholars in the class.

Food is provided on field trips that extend over a normal lunch period. Scholars should not bring food onto the bus. If the scholar has a special dietary requirement, please notify the teacher and the scholar’s food will be marked and kept with the field trip lunches.

Food Services

Breakfast and Lunch

Breakfast begins at 7:15 am and ends at 7:50 each morning. Breakfasts cost \$1.75 per day, including milk. ***Scholars arriving after 7:50 am will not be served breakfast.***

School lunches cost \$2.85 per day, including milk. Milk a la carte is an additional 25 cents.

Breakfasts and lunches may be paid daily, weekly, or monthly. Your scholar must have money in their account to receive breakfast or hot lunch, so please budget accordingly. Severe negative balances left unpaid may result your child be provided an alternative meal each day until payment arrangements are made.

As part of the National School Lunch program, the school offers lunches free or at a reduced price. Free and reduced lunch applications are available in the enrollment packet and/or in the office. Only one application is required per family. Upon completion, we will inform you immediately of your eligibility status.

Paideia cannot accommodate meals that require heating or reheating. If you send your scholar with his/her own meal, it must be ready for them to eat without requiring additional preparations.

Snacks – Help your child do well at school!

Can your children’s diet help them do better in school? You bet! Research shows that what you eat is one of the most powerful influences on everyday brain skills. We encourage families to send healthy snacks to school with their scholars. We allow healthy snacks to be eaten sometime between breakfast and lunch and/or before the end of the day. Snacks are an essential part of the learning day!

Nutrition research shows that ***eating small portions*** between breakfast and lunch and then between lunch and dinner is beneficial to overall health. We have found that several parents send healthy snacks to school with their scholars. We applaud you!

Healthy Snacks are Encouraged: Unhealthy snacks, such as highly processed foods– (Doritos, Takis, Cheetos) and high sugars snacks (candy, “sports” drinks, sugar drinks) are high in sugar, fat, sodium, dangerous preservatives and other additives. Read the ingredient list – if you can’t pronounce the ingredients, don’t eat it! We discourage these types of junk foods in the classroom with your scholars.

The following is a short list of very healthy snacks that will benefit the health and learning of your students.

- Fresh fruit such as apple slices
- Yogurt
- Trail Mix with nuts, seeds, and dried fruit.
- Fresh vegetables such as red peppers, broccoli, carrots, celery
- Whole wheat snacks such as pretzels, crackers and cheese

Nut allergy alert – please notify your scholar’s teacher with a doctor’s note of any nut allergies.

Vending Machine Policy: Scholars are NOT allowed to purchase or consume vending machine products during the school day. Please do not send money for vending machine items. This machine is designated for non-student usage, and for Paideia events scheduled outside of the regular school day.

Gifted Program

Arizona State defines a gifted pupil as a pupil who has scored at or above the 97th percentile in one area, or a combination of verbal, nonverbal or quantitative reasoning areas, on a state approved test.

Paideia Academy defines a gifted scholar as:

- A scholar who has been identified as gifted by another district or charter school
- A scholar who has scored at or above the 95th percentile on a state approved test in one or more areas- verbal, nonverbal or quantitative
- A scholar who has scored between the 90th and 95th percentiles on a state approved test in one or more areas- verbal, nonverbal or quantitative AND has supportive documentation including, but not limited to:
 - Gifted characteristic checklist
 - Creativity checklist
 - Above the 90th percentile in AIMS Web assessments
 - Above the 90th percentile in NWEA/MAP scores
 - Reading fluency and comprehension 2 years or more above grade level
 - Shows mastery of above level math concepts based on a comprehensive end-of-year grade level math assessment
 - Exceeding grade level standards (grades ES or 4)

Scholars may be assessed at Paideia Academy, free of charge, during regularly scheduled testing periods. Evaluations performed by outside, qualified evaluators at the expense of parents or guardians will also be accepted based on the above qualifications.

Grades, Academic Progress, Growth & Achievement Alert, Probation, and Retention

Grades Scholars must maintain 80% proficiency in academic assignments. Scholars who fall below 80% will be put on academic probation. Scholars who consistently fall below 80% in core academic areas of reading, writing, and math may be placed on academic probation with the risk of being retained in the upcoming school year.

Grades: Kindergarten through 6th grade report cards identify four levels of scholarly performance:

ES	Exceeds Standards
MS	Meets Standards
AS	Approaches Standards
NM	Does Not Meet Standards

Grades: 7th – 8th grade report cards identify four levels of scholarly performance:

4	Exceeds Standards
3	Meets Standards
2	Approaches Standards
1	Does Not Meet Standards

Academic Progress: Intervention and Probation Each scholar is given frequent assessments to measure academic progress. Each scholar is further offered and provided academic interventions if the scholar is struggling with academic concepts. Any scholar failing to attain and maintain the academic standards of Paideia as described in its charter – achieve “Meets Standards” in all core academic courses – is provided with several layers of academic intervention – small group learning, peer tutoring, special education services, CompassLearning. Intervention continues until scholar has reached acceptable levels of mastery.

Scholars who fail to meet the standards due to misbehavior, attendance or lack of effort may be placed on academic probation. Such probation is for at least one semester. Scholars who continue to fail to meet the standards in core academics due to incomplete work, lack of effort, misbehavior, excessive tardies and/or absenteeism may be withdrawn from Paideia or become ineligible to continue the following year.

Academic Alert: MAP Test and AZMerit Achievement and Growth Scholars who fail to make adequate projected growth on Paideia’s Measure of Academic Progress (MAP) test may be placed on academic alert. This alert is to clearly notify parents and scholars that they may be in danger of failing the annual state assessment AZmerit. If your scholar is on Achievement and Growth Alert, please contact your scholar’s teacher for a conference to discuss strategies for improvement.

Retention: To move to the next grade, scholars must meet the standards in academic assignments, show growth and achievement on the MAP test and AZMerit. Scholars who consistently fail to meet the standards in core academic areas of reading, writing, and math may be placed on academic probation with the risk of being retained in the upcoming school year.

Third Grade Move On When Reading: *Third graders may be retained if not making adequate academic progress, attendance infractions, or behavioral concerns.* Arizona law A.R.S. 15-701, also known as the “Move On When Reading” policy, requires that a student not be promoted from third grade to fourth grade if he or she scores at the “minimally proficient” level on the state’s third grade reading test. “Minimally proficient” indicates that the child is reading at a much lower level than is expected of a third-grader and needs additional help. You will be notified in the middle of the year if your scholar is at risk of being retained. If your scholar is being retained due to AzMerit scores you will be notified over the summer.

Health Office & Nurse Services

Our school supports and reinforces the health and well-being of each scholar. The school nurse and Paideia staff manage scholars’ illnesses and accidents that occur at school. The nurse administers medication, treatments, keeps health records, and arranges vision and hearing screenings.

Please keep your child home if the following symptoms occur in order to prevent the spread of disease:

- fever 100F or higher
- vomiting
- diarrhea
- severe red or inflamed eyes

- severe headache or pain
- severe coughing
- severe red throat

Scholars may return to school when they are **fever-free for 24 hours** without fever-reducing medication. The school nurse may send your child home regardless of temperature if they develop symptoms of illness at school that prevent them from participating comfortably in school activities.

It is very important to have an adult available to pick up a child who is ill or injured. If both parents are unavailable, Paideia Academies will call the adults listed by the parents from the Emergency Form. **Please inform the front office immediately of any phone number or address changes.**

Like you, we want to do what is best for your children. If we cannot reach you in an emergency, paramedics will be called who will decide if an ambulance should be called. The cost of this service is the responsibility of the parents.

Medications

The school nurse/staff administer over-the-counter and prescription medication/treatment during school according to Paideia medication policies. The following is required:

1. Prescription medications must be in its original prescription container and labeled by the pharmacist.
2. Over-the-counter medication must be in the original factory container with all the warnings and directions intact.
3. Parents must deliver and pick up medication to and from school.
4. For all medications and treatments, the parent/guardian must complete a medication form available at the front office or in the Health Room. It must be completed and signed by both Health Provider and parent/guardian.
5. A student may carry and self-administer an inhaler or EpiPen with proper labeling and with written orders by health provider and parental permission. Students should report to an adult or to the school nurse after use. All other scholars must store prescribed medications with a completed medication order form in the Nurses office that will be stored in a locked cabinet.
6. The school reserves the right to refuse to give any medication.

Immunizations

Arizona law requires that a complete, up-to-date immunization record be provided by the parent prior to enrolling a child in school. Children will be excluded from school without proof of immunizations. The Registrar/School Nurse will inform the parent of required immunizations.

Please inform the Nurse if your child has had any immunizations given during the year so that the school records can be kept up to date.

Arizona law provides exemptions from immunizations, however, if an outbreak of any of the diseases covered by required immunizations occurs, the Maricopa County Health Department may require that children who are not immunized be excluded from school for the duration of the outbreak.

Health Screening

Hearing and Vision Screening

Hearing and vision tests are given to selected groups of Scholars per Arizona mandate under the guidelines of the Arizona Department of Health Hearing Conservation Program and the Arizona Department of Education. If you do NOT want your child screened, please notify the school nurse.

Special Health Considerations for Scholars

A chronic health condition requires continuous treatment, and may continue for a lifetime. Examples include, but are not limited to, asthma, diabetes, allergies, genetic disorders, immunological disorders, cancer, orthopedic conditions, neuromotor disorders, and mental health disorders. If your child has a **chronic health condition that may cause him/her to miss school**, please contact the school nurse for a care plan and medication (if required).

Physical Education Excuses

A Scholar may be excused from Physical Education upon a written request from the child's health provider. Excuses written by a healthcare provider should be given to the front office.

Medical Release to Return to School

If a student is hospitalized, has surgery, suffers a major injury, is casted or is absent from school for medical concerns, a note should be written by their healthcare provider prior to their return to school. This medical release should include a date to return to school, any health concerns or accommodations needed while in school. If your child requires medications during the school day, a medication form needs to be completed by the healthcare provider and parent/guardian. Please contact the school nurse in order to meet your scholar's needs while at school.

Home-Study

Paideia Academy scholars are expected to engage in a rigorous academic and intellectual journey. Paideia educators are inspiring your children to rise up and become true scholars. Part of this effort involves changing the way they think about "homework". At Paideia Academy there is no "homework" there is only "home-study". The difference between homework and home-study is significant. Homework is something assigned to the scholar, to be accomplished as fast as they can in order to get to bigger and better things like play or screen-time, is checked off item by item, and is to be returned to the teacher for evaluation and a grade. Home-study is "proactively" planned by the scholar, is tied to a larger "end in mind" topic of inquiry, and takes higher importance as a "first things first" priority, and has no specific time-limit for accomplishment. Students do homework to finish a task while scholars engage in home-study to learn more deeply the topics of inquiry.

Reading Home-Study

Paideia requires reading each night for all grade levels. Scholars should be reading texts at or above their Lexile level.

Kindergarten – minimum of 30 minutes per night and 1 book report per quarter

First and Second Grade – minimum of 30 minutes per night and 2 book reports per quarter

Third through Fifth Grade – minimum of 45 minutes per night and 2 book reports per quarter

Sixth through Eighth Grade – minimum of 60 minutes per night and 2 book reports per quarter

Math Home-Study

Paideia Academy uses the Singapore Math system. This system is quite different than most adults are familiar with. If the scholar is unable to complete the math problem, we ask parents to not show the scholar another way to answer the problem. We ask parents to have the scholar circle the problem in question and have the scholar get help from the teacher the following day.

We ask parents to assist their scholars as much as possible in math activities such as math fact fluency, time, measurement and money.

Compass Learning – 2 hours per week

Scholars will have access to Compass Learning at school during their computer lab time, *and are also required to log into Compass at home to practice essential skills*. We have set a goal to increase our practice time on Compass Learning to continue growing in Math and Reading at Paideia Academy! Our goal is to spend at least 2 hours per week on Compass (including the time your scholar has at school), and to achieve a score of at least 80% on the activities completed in Compass. Please give your child time to log into this program at home or at the library to work on building his or her skills!

10 Paideia Tips for Organizing for Success:

Developing good organizational skills is a key ingredient for success in school and in life. Although some people by nature are more organized than others, anyone can put routines and systems in place to help a child "get it together."

- 1. Use the Scholar Leadership Agenda.** Help your scholar get into the habit of keeping a "to-do" list within the planner. Use the planner checklists to post assignments, household chores, and reminders about what materials to bring to class. Check the planner daily with you. Crossing completed items off the list will give him a sense of accomplishment.
- 2. Organize Home-study assignments.** Before beginning a Home-study session, encourage your scholar to number assignments in the order in which they should be done - start with one that's not too long or difficult but avoid saving the longest or hardest assignments for last.
- 3. Designate a home-study space.** Your scholar should study in the same place every night. This doesn't have to be a bedroom, but it should be a quiet place with few distractions. All school supplies and materials should be nearby. If your young scholar wants to study with you nearby, too, you'll be better able to monitor progress and encourage good study habits.
- 4. Set a designated study time.** Your scholar should know that a certain time every day is reserved for studying and doing Home-study. The best time is usually not right after school -- most children benefit from time to unwind first. Include your scholar in making this decision. Even if she doesn't have think she has home-study, the reserved time should be used to review the day's lessons, read for pleasure, or work on an upcoming project.
- 5. Keep organized notebooks.** Help your scholar keep track of papers by organizing them in a binder or notebook. This will help him review the material for each day's classes and to organize the material later to prepare for tests and quizzes. Use dividers to separate class notes, or color-code notebooks. Separate

"to do" and "done" folders help organize worksheets, notices, and items to be signed by parents, as well as provide a central place to store completed assignments.

6. Conduct a weekly clean-up. Encourage your scholar to sort through book bags and notebooks on a weekly basis. Old tests and papers should be organized and kept in a separate file at home.

7. Create a household schedule. Try to establish and stick to a regular dinnertime and a regular bedtime. This will help your child fall into a pattern at home. Children with a regular bedtime go to school well rested. Limit screen time such as television watching and computer play to specific periods of time during the day and never within 30 minutes of going to bed. It is highly recommended to limit television time to the weekends.

8. Keep a master calendar. Keep a large, wall-sized calendar for the household that lists the family's commitments, schedules for extracurricular activities, days off from school, and major events at home and at school. Note dates when your scholar has big exams or due dates for projects. This will help family members keep track of each other's activities and avoid scheduling conflicts.

9. Prepare for the day ahead. Before your scholar goes to bed, she should pack schoolwork and books in a book bag. The next day's clothes should be laid out with shoes, socks, and accessories. This will cut down on morning confusion and allow your child to prepare quickly for the day ahead.

10. Provide needed support while your child is learning to become more organized. Help your scholar develop organizational skills by photocopying checklists and schedules and attaching them to the refrigerator. Gently remind her about filling in calendar dates and keeping papers and materials organized. Most important, set a good example.

Honor Roll – Scholar Recognition

Scholar achievement is celebrated 3 times per year (1st, 3rd, & 4th quarters) at Achievement Assemblies, following each of our scheduled benchmark assessments. Scholars are recognized for such achievement as perfect attendance, academic achievement, academic growth, character and leadership.

Listed below are the different Paideia Academy Scholar Recognition categories:

* **Academic Honor Roll** - Awarded to scholars who Meet or Exceed Standards in all areas on their report card, and score in the 40th percentile or higher on the NWEA MAP Benchmark Assessments.

* **Scholar Honor Roll** - Awarded to scholars who Meet or Exceed Standards in all areas on their report card, and score in the 60th percentile or higher on the NWEA MAP Benchmark Assessments, have two or less tardies and unexcused absences per quarter, and zero behavior demerits

* **Growth Awards** – Awarded to scholars who reach their NWEA MAP stretch goal timelines.

* **Leader In Me Award** – Nominated by classroom teacher, and based upon maintaining a complete and organized Leadership Notebook

* **Perfect Attendance** - Awarded to scholars who have zero absences and less than three tardies in each quarter.

* **Paideia Author's Award** – Awarded to scholars who have met the author's portfolio rubric requirements for rigor in reading, writing and discussion.

End-of-year Recognition:

- **Perfect Attendance** - Awarded to scholars who have zero absences and less than eight tardies.
- **Growth Awards** – Awarded to scholars who achieve exceptional growth on standards achievement, MAP Assessment, AIMSweb Assessment.
- **OWL Scholar Award** – Awarded to those who scholars who received the Scholar Honor Roll all 3 quarters
- **Leader In Me Medallions** - Nominated by teacher and administration based on personal leadership, academic achievement, and community service in the Seven Habits of Paideia Scholars.

Leave at Home

While at school your scholar is expected to be highly engaged in intellectual inquiry. Items that might disrupt learning or cause injuries must be left at home. These items include such things as chewing gum, fidget spinners, skates, music players, squirt guns, skateboards, baseballs, electronic pets, yo-yos, toys, electronic games, radios, IPODs/ MP3 players, cameras, CD players, hand held video game devices, trading cards (Pokémon, etc), and all forms of pocket knives. *These items and other items that become a problem will be taken away by the teacher or principal and returned only to a parent/guardian.*

Scholar cell phones and other cellular devices are prohibited on Paideia campuses because they are distractions to the learning environment. We understand that some scholars need a cell phone during their journey home at the end of the day. Therefore, cell phones must be turned off and stowed in a backpack upon entering the school grounds. *Cell phones and other personal items that are broken or stolen are not the responsibility of the school.*

Parties and Classroom Celebrations

Classroom birthday celebrations should follow these guidelines:

- Scholars are recognized by their teachers on their birthdays when permitted by the family
- **2:30 – 3:00** Reserve time at the end of the day for birthday celebrations
- Only **water in clear plastic screw-top bottles** is allowed in the classroom
- **Treats should be store-bought** – in keeping with a healthy environment, the school highly discourages cupcake and candy treats and prefers fruit or other healthy treats. Check with your scholar's teacher for approved treat items.
- **Keep it Simple**
- Please make sure treats are eaten before students leave for the bus.

- Birthday treats are not allowed during lunch due to state imposed nutritional requirements and time constraints in the cafeteria
- Birthday party announcements should not be passed out at school unless the entire class is invited.
- **NO BALLOONS.** Due to their distractive nature **balloon bouquets are not allowed on campus. Due to serious health concerns, front office staff has been directed not to allow balloons to be taken to classrooms.**

Holiday celebrations: It is the responsibility of the administration to protect academic time on task. Holiday parties may be held at the end of the day. Halloween parties are not allowed due to their disruptive nature. Valentine celebrations should be tied to the Paideia mission to “... Live, to Love, to Learn, and to Leave a Legacy” and may include card exchanges if all students are involved, but not gift exchanges.

Photo Release

All families are asked to sign permission on a photo release form. This form allows the school to use photos and videos of our scholars during real-time learning activities for marketing and training purposes. This includes individual pictures, group pictures and videos for school, classroom, and the Paideia website. This permission can be revoked at any time by the parent signing a new form.

Planners / Leadership Agendas

Leadership Agendas are required. Planners will be used to plan scholars’ time, to document assignments and school events and to provide a means of communication between parents and teachers. Planners must be checked & initialed by parents daily. If they are not initialed by a parent, the scholar may receive a consequence. Scholars will be trained in the Leader In Me method of using planners.

Report Cards

Report cards are issued at the end of every quarter and taken home by the scholars. Parents may receive an electronic version of their scholar’s report card upon request to the Front Office. Report cards are always accessible via the Infinite Campus Parent Portal as well.

National Junior Honor Society

Paideia Academy South Phoenix has established a chapter of the National Junior Honor Society (NJHS) to recognize our most outstanding scholars. The national office approved our chapter of this prestigious national student recognition program, and we have undertaken the process of selecting new members each fall. More than just an honor roll, NJHS engages its members in service activities and leadership development that help strengthen the programs at school and improve life in the community.

The decision to bring NJHS to Paideia Academy is an indication of a commitment to acknowledge the hard work of high achieving and well-rounded scholars. The National Junior Honor Society (NJHS) as the

nation's premier organizations recognizing outstanding students who demonstrate excellence in the areas of scholarship, responsibility, leadership, service, citizenship, and character.

For more information about NJHS, visit www.njhs.org

Search

Upon reasonable suspicion, Paideia Academy assistant principal and principal reserve the right to search scholar's personal items, backpacks, purses, book bags, etc.

Smoking, Tobacco and Alcohol Use Laws

Smoking, tobacco or alcohol use in any form is prohibited anywhere on campus at any time by any person- scholar, parent, employee, or visitor. This law (as well as school policy) includes: the parking lot, inside any vehicle, the playground, or inside any building before, during, or after school hours.

A.R.S. 36-798.03. Tobacco products prohibition at schools and school-related areas: exception; violation; classification

A. Tobacco products are prohibited on school grounds, inside the school buildings, in school parking lots or playing fields, in school buses or vehicles or at off-campus school sponsored events. For purposes of this subsection, "school" means any public, charter, or private school where children attend classes in kindergarten programs or grades one through twelve.

B. Subsection A of this section does not apply to an adult who employs tobacco products as a necessary component of a school sanctioned tobacco prevention or cessation program established pursuant to section 15-712.

C. A person who violates this section is guilty of a petty offense.

Parents and staff may not smoke or consume alcohol on or around the school property. Scholars accepting, purchasing, selling, or distributing illegal substance will be expelled. Scholars in possession of illegal drugs will be expelled from the school.

Teacher and Staff Information

Teacher and staff resumes/credentials are available for review at the front desk.

Technology Use and Code of Conduct

Use of technology is a necessary, innate element of the Paideia Academies educational mission, but technology that is provided to staff, students and parents is a privilege, not a right. Paideia Academies seeks to protect, encourage and enhance the legitimate uses of technology by placing fair limitations on such use and sanctions for those who abuse the privilege. The reduction of computer abuse provides adequate resources for users with legitimate needs.

Public technology that includes but is not limited to computers, wireless & LAN access, electronic mail, Internet access, Telephone/Voice Mail systems, printing devices and all other forms of instructional, networking and communication tools are provided as a service by Paideia Academies to students and parents. Students and parents are expected to observe the following:

All users are required to be good technology citizens by refraining from activities that disrupts the educational experiences of their peers, or can be considered as illegal, immoral and/or unprofessional.

The student and parents are ultimately responsible for his/her actions in accessing technology at Paideia Academies. Failure to comply with the guidelines of technology use (as stated either in this document or in the Paideia Academies acceptable use policy) may result in the loss of access privileges and/or appropriate disciplinary action. Severe violations may result in civil or criminal action under the Arizona Revised Statutes or Federal Law.

See the Paideia Academies acceptable use policy for students and parents for the complete guidelines and rules.

Compass Learning – 2 hours per week

Scholars at Paideia Academy use CompassLearning Odyssey®, a Web-based curriculum, to enhance your child's educational performance in the classroom and at home. The program is customized to fit your child's learning needs in English Language Arts and Mathematics. Your child was assessed using the NWEA MAP diagnostic program. The results from this assessment design a personal reading and math path on CompassLearning for your child. This resource provides instruction through engaging lessons geared to each scholar's level.

Scholars will have access to this program at school during their computer lab time, but they can also log into Compass at home to practice skills. We have set a goal to increase our practice time on CompassLearning to continue growing in Math and Reading at Paideia Academy! Our goal is for every scholar in grades 1 - 6 spend at least 2 hours per week on Compass (including the time your scholar has at school), and to achieve a score of at least 80% on the activities completed in Compass. Please give your child time to log into this program at home or at the library to work on building his or her skills!

Transportation

Using the Paideia transportation is a privilege that can be removed at any time by the bus company or the school. Transportation is limited to a first-come, first-served basis. Paideia buses do not stop at individual homes but stop at centralized locations. In order to utilize Paideia transportation, scholars must be taken to or picked up from one of these centralized locations.

Transportation services are meant for families who plan on utilizing this service on a DAILY basis.

Please do not sign up for bus services if you plan on picking your scholar up or taking them to school on a regular basis. This ensures that families who truly need these services are not kept on a waiting list for long periods of time.

The bus will not drop off Kindergarten or First grade scholars without an adult present to receive the scholar. Parents and guardians are expected to be at the drop off area on time to receive Kindergarten and First Grade scholars.

If the parent is not there and the bus driver has to delay the route by waiting, a \$25.00 charge to the parent will be assessed. If the driver has to bring the scholar back to the school, a fee of \$50 will be assessed. If the driver has to return the scholar 3 times during the school year, your scholar will no longer be permitted to ride the bus.

Bus Transportation Fees:

Paideia charges \$10.00 per scholar, per month for use of the bus to and/or from campus. Fees are assessed at the beginning of each month through our parent portal Infinite Campus. You may pay your bus fees via the parent portal online, via the mobile app, or can pay directly to the Front Office with cash, check, credit/debit card, or money order. If you decide to discontinue use of the bus, please contact the Front Office immediately to avoid additional charges.

Bus Contact

Please contact the bus company – Royal Transportation – directly at (602) 287-0323 for the following reasons:

- Bus route changes
- Complaints and concerns
- The Paideia transportation services are a privilege to scholars who need transportation to and/or from school. These privileges can be removed at any time by the bus company or by the school. Scholars must abide by all bus rules and good behavior to ride the bus. The following consequences will apply for scholar misbehavior on the bus:
First offense: Write-up to parent/guardian warning of future consequences
Second offense: 1 day suspension of bus privileges
Third offense: 1 week suspension of bus privileges
Fourth offense: Permanent removal of bus privileges

Scholar Expectations

1. No eating food, candy, gum, or drink except bottled water.
2. No foul or inappropriate language
3. Scholars must stay seated and out of the aisle at all times while the bus is in motion
4. It is everyone's duty to keep the bus clean.
5. Do not throw anything out of nor stick any part of your body out of the window
6. It is everyone's duty to keep a calm and peaceful bus atmosphere. Keep voices at a lower level, always use habits 4, 5, and 6 to solve personal challenges on the bus
7. Any aggressive behavior will result in immediate removal from the bus

Parent/Guardian Expectations

1. Use appropriate language if you need to discuss concerns with drivers or bus personnel
2. NO SMOKING near the bus
3. Do not step onto the bus at any time unless for a field trip with a teacher present
4. Be at the bus stop 10 minutes early for pick up or drop off. Bus privileges may be removed if a bus has to return a scholar to the school due to a missing adult at the drop off area
5. NEVER approach another person's child
6. Report any concerns to the driver or transportation company

Visitors and Volunteers

The Paideia Academy welcomes and appreciates parent visits and volunteering. The Paideia Academy has created a volunteer program that streamlines the daily schedule and duties of volunteers to place them in areas of greatest need in the school. Remember that unscheduled visits can be distracting to the learning environment. To avoid a disruption in the classroom, we ask that parents schedule their visits ahead of time with the classroom teacher. To ensure the security of scholars, all visitors must check in at the front office and sign the Visitor/Volunteer Register. We ask that volunteers do not bring children and/or younger siblings. Volunteers should dress in modest business casual attire.

Visitors and volunteers should never:

- Be alone with a scholar.
- Pick up a scholar; place a scholar on their lap; hold a scholar close physically or massage, caress, or kiss them; or express affection toward any scholar physically or verbally other than their own child.
- Verbally or physically punish their child in front of other scholars.
- Yell at, grab, touch, strike, be physically, or verbally antagonistic toward any child, staff member or other adult.
- Correct, discipline, question, or give order to any scholar other than their own except to prevent immediate injury.
- Physically examine any scholar in any way (hair, mouth, feet, areas beneath clothing, etc.).
- Pick up or move a scholar who has fallen, been injured or has become ill. It is imperative that proper first aid procedures be followed when any emergency situation occurs. Visitors or volunteers should summon the nurse or other staff members to take care of the problem.
- Allow themselves to come in contact with blood, saliva, or other body secretions of scholars or anyone else on campus, field trips or school related activities. The use of gloves and taking other precautionary measures to protect themselves is imperative.

We ask that visitors and volunteers respect the flow of learning throughout the school day. Visitors and Volunteers should not accompany scholars to classes in the morning after morning assembly. Visitors and volunteers must first go to the front office and sign the Visitor/ Volunteer Register and see the Parent Volunteer coordinator to see where in the school their time is most needed.

Water and Hydration

One of the most frequent ailment complaints from students at Paideia is a stomach ache and head ache. The most common cause of stomach and headaches is dehydration. Students are required to have a water bottle clearly labeled with their name at school – no glass bottles or containers. Only clear water is allowed in the classroom - flavored drinks are not permitted in the classroom. Teachers keep the water bottles on the counter and encourage students to drink water throughout the day. Students and faculty members may purchase Paideia branded water bottles to use at school. We highly encourage

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families to send water to school with their students. Parents are to label water bottles with scholar name.

Weekly Tours

Every Thursday at 9:00 am a weekly tour of the school campus will be hosted by The Paideia Academy principal and founder, Dr. Winsor. Please check in at the office prior to 9:00 a.m. for a tour.

HANDBOOK AGREEMENT

South Phoenix

7777 S. 15th. Terrace

Phoenix, AZ 85042

I have read the guidelines for scholar's responsibilities found in the Paideia Academies parent/scholar handbook and have discussed them with my child.

Scholar Name: _____

Scholar Signature: _____ **Date:** _____

Parent Name: _____

Parent Signature: _____ **Date:** _____

Please sign and return this Handbook Agreement form to your child's teacher. All scholars must have a signed Handbook Agreement form on file in the office.