



## **Before & After School and Information**

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

### **Before school:**

7:00 am Front doors are open and a staff greeter is present

7:15 to 7:50 am breakfast. Kitchen closes at 7:50.

7:50 - 8:00 am report to first period class

***All arrivals after 8:00 a.m. is considered tardy.***

### **After school:**

#### **Monday, Tuesday, Thursday, Friday**

3:00 pm Scholar dismissal

Paideia Elementary siblings will be escorted to the PLA building for caretaker pick up.

Those younger siblings will receive a PLA purple tag for their backpack indicating their pick up at PLA. 3:30 pm all scholars picked up and off campus unless actively involved in pre-approved afterschool activities.

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

1:30 pm Scholar dismissal

2:00 pm All scholars picked up and off campus

**After-School Programs:** For after care services administered by various community partners, please inquire with the Front Office for information on contacting these afterschool programs.

### **Extended-Day Program:**

## **Scholar Drop Off and Pick**

Failure to follow the lawful directions, orders and policies of a school or its Principal is a violation of Arizona State Law A.R.S 13:2911. This law extends to the surrounding streets and parking lot of a school during school hours. ALL who drive onto or nearby the Paideia campuses are required by law to follow the directions and orders of the school Principal and their designees. Failure to do so not only puts our community at risk but will result in criminal charges filed against those who fail to follow our directions.

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

- To use the drive-through service:
  - **Eyes up! Phones down! Stop all cell phone conversations and turn off automobile music** while in the school parking lot.
  - Enter the school grounds only through the Baseline west or Terrace east entrance. **Do not stop or drop off or pickup along Baseline or 16<sup>th</sup> Street - this may result in a traffic ticket.**
  - Only drop off and pick up scholars in the designated drop off/pick up zone.



- Exit parking lot through Baseline west exit or right-turn only onto 15<sup>th</sup> Terrace.
- Scholar afternoon pick up begins at 3:00 and ends at 3:30 pm.
  - **(1:30 and 2:00 pm on Wednesdays)**
- For safety reasons, refrain from engaging Paideia personnel in conversation or conferences during parent pick up.

## Dismissal Procedure

Paideia Academy has high expectations of learning from the beginning of the day all the way to the last minute of the day. For this reason, parents and guardians must leave their scholars in class until dismissal. The following procedures are closely followed for the safety of your scholar and the smooth dismissal of all at the end of the day. Please be patient – **Safety is more important than speed.**

### **Baseline Campus Dismissal – grades 7-12**

- All scholars wait inside in the main foyer area.
- Younger Paideia Elementary siblings will be escorted to the PLA building for dismissal. Scholars taking the bus are dismissed to go to their busses. A PLA staff member will walk these scholars to the Baseline bus loop.
- Scholars who walk home are dismissed to walk home from the patio and East Gate
  - For safety reasons and to maintain a smooth flow of traffic, scholars are NOT to meet parents along 15<sup>th</sup> Terrace, the Terrace parking lot or in the Baseline parking lot.
  - For safety reasons, scholars are NOT to wait for parents in the Liquor Store nor in the Liquor Store parking lot.
- Scholars being picked up by parents and guardians remain with their teachers:
  - Please be patient. **Safety is more important than speed.**
- Parents/guardians picking up their scholars:

### **DRIVERS**

- Enter the Baseline parking lot from Baseline Rd west entrance or 15<sup>th</sup> Terrace east entrance
- FOLLOW ALL TRAFFIC MARKINGS AND STAFF DIRECTIONS
- Put your phone down and watch carefully for safety
- Form two lines in the drop-off/pickup area
- Display your yellow Family Card on the dashboard of your vehicle
- Remain in your vehicle
- A Paideia staff member will announce your scholar(s) names over the radio system
- Your scholar(s) will be directed to walk quickly to your car
- Another Paideia staff member will put your scholar(s) in your car

### **WALK UP**

- Park your car in a legal parking space – DO NOT PARK IN RED ZONES
- Bring your yellow Family Card to the designated “Family Pick-Up Area”
  - DO NOT enter the campus to retrieve your scholar
  - DO NOT block the scholar gate or traffic flow
  - Only Paideia employees are allowed inside the campus during scholar dismissal
- Paideia staff members will take your Family Card and give it to your scholar(s) teacher(s)
- The card will be given to your scholar and directed to walk quickly to the designated “Family Pick-up Area” to greet you



## Early Removal and Late Pickup

Scholars are required to stay in school until dismissal time. Early dismissal is a significant disruption in the classroom. Parents should try to avoid picking up scholars before that time. Chronic early removals will result in administrative involvement.

- **Early pick-ups count as an attendance infraction for the scholar.**
- Scholars who are removed early must be signed out in the office by the parent.
- To remove a scholar early from school parents must check in at the front office, and the front office staff will call for the scholar.
- Parents/Guardian are NOT PERMITTED to go to the scholar's classroom.
- 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.

### 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. **Scholars 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 scholarren enrolled.

## Leadership Clubs & Sports

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

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

Sports: Young Women/Young Men: Basketball, Volleyball, Cross Country

Music: Show Choir, Leadership Choir/Musical Performances

Art: Yearbook Club, Art Throw Down

Honor Society: National Junior and Nation Honor Society

Speech and Debate:

Academic Decathlon:

Student Government:

## Child Find Policy and Procedures

Paideia Liberal Arts Academy will ensure that all scholars within their population including children with disabilities, who are homeless or wards of the State, who are migrant children, regardless of the severity of their disability and who need special education and related services are identified, located, and evaluated. Child find also includes children who are suspected of being children with a disability and in need of special education services 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.

## Scholar Identification and Referral

Paideia has established, implemented, and disseminated to its school-based personnel and all parents