

## **Before & After School Information**

Scholars may be dropped off at the Terrace Campus South Gate as early as 7:00 am. There is no structured before-school program.

### **Before school:**

7:00 am Paideia north gates open. Scholars are to enter directly through the east cafenasium doors and either eat breakfast or wait until morning recess begins.

7:30 am West “pillar” doors open for parent business. No Scholar entry through west “pillar” doors. All scholars must enter campus through the north gates.

7:15 am recess begins.

7:50 am breakfast ends and kitchen closes.

7:55 am Scholar Gate Closes. Students must enter through Front Office.

7:55 am scholars in grades K-6 line up:

- Monday, Wednesday, Friday in the cafenasium for morning assembly. Parents who want to observe morning assembly may enter the front doors no sooner than 7:30, sign in and go directly to the cafenasium
- Tuesday, Thursday on the basketball court for pledge of Allegiance

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

### **After school:**

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

3:00 pm Scholar dismissal

3:30 pm all scholars picked up and off campus

***\*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

## **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):**

Sports = Seasonal

Music = Leadership Choir

Art = Yearbook Club

Honor Society – Elementary (EJHS) and National Junior Honor Society (NJHS)

Journalism

## **Extended School-Day Programs:**

The Paideia Extended School-Day program provides an academic based Afterschool program at Paideia Elementary Campus every day that school is in session. There is a variety of clubs, academic programs, homework help, enrichment activities, recreation activities, and snacks. The Paideia Extended School-Day Program is an engaging and energetic program to help scholars succeed both academically and socially.

Our goal is to provide creative programming and fun activities that will help your child be successful both in the school and in the community. We also hope to provide you with new opportunities to become involved in your child's education and development.

Extended Day application is found on the Paideia website  
<https://www.paideiaacademy.com/families/after-school-programs/>  
Scroll down to the yellow button.

Contact the front office for other questions: 602-343-3040 press 0

## 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 her/his 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 15th Terrace entrance. The 16<sup>th</sup> Street drive is an exit only. **Do not stop or drop off along 16<sup>th</sup> Street – this may result in a ticket.**
  - Only drop off and pick up scholars in the designated drop off/pick up zone.
  - Exit parking lot through 16<sup>th</sup> Street exit or right-turn only onto 15<sup>th</sup> Terrace.
- If you park, please walk your child(ren) safely to and from the north gate.
- Scholar afterschool 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. Removing your scholar early from school results in attendance infractions and could lead to truancy citation and/or grade-level retention.

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.**

### **Terrace Campus Dismissal – grades K-6**

- All scholars are brought to their designated areas for dismissal.
- Scholars taking the bus are dismissed to go to their buses.

- Scholars who walk home are dismissed to walk home.
  - For safety reasons and to maintain a smooth flow of traffic, scholars are NOT to meet parents in the neighborhood streets or 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.**
  - Paideia Elementary Academy students with Paideia Liberal Arts Academy siblings will be escorted to the Baseline campus to wait for pickup with older siblings.
- Parents/guardians picking up their scholars:

#### **DRIVERS**

- Enter the north parking lot from 15<sup>th</sup> Terrace
- Eyes Up! Phones Down! 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
  - Only Paideia employees are allowed on 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 and will result in an attendance infraction. 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 child 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.** The Front Office will be closed 30 minutes before dismissal. No parent will be permitted inside. 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. **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.

### **Morning Leadership Assembly – Monday, Wednesday, Friday**

Morning Leadership Assembly is part of the scholar's school day and all are required to attend. Scholars who arrive late to Morning Leadership Assembly will receive an attendance infraction of tardy.

To observe morning assembly, parents must enter through the front doors at or after 7:30.

Parents are welcome to observe the morning/afternoon assembly and are encouraged to participate in reciting the Paideia Scholar Mission Statement, singing patriotic songs and the Pledge of Allegiance.

Parents who wish to join the assembly must enter through the Front Office and sign into our Visitor Log.

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.

### **Child Find Policy and Procedures**

Paideia Elementary Academy South Phoenix will ensure that all children with disabilities within their population, 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;