

## Backpacks/Binders

- Be free of logos, symbols or pictures that represent something illegal, violent, illicit or suggestive
- Are subject to search by a Paideia Administrator at any time, with or without warning

**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.**

### *Emergency Call Activation*

*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 (jcanales@paideiamail.com) and provide accurate contact information immediately.***

## Emergency Communication Notes

Impact Level	Notification Response
<p><b>A Low Impact Incident:</b> 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><b>Example:</b> 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><b>A Moderate Impact Incident:</b> 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><b>Example:</b> An animal on the premises, notification by law enforcement of danger in the area</p>	<p><b>Campus Emergency Messenger alert</b> From time-to-time the school will conduct a moderate impact incident drill. The alert will say, “this is a drill only.”</p>
<p><b>A High Impact Incident:</b> 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><b>Example:</b> An intruder in school or the use of a weapon in school resulting in injuries to students or staff</p>	<p><b>Emergency Messenger</b> 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, directions 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 Paideia elementary or Paideia Liberal Arts Academy 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 Academies Inc. shall admit all eligible scholars, who submit a timely application by the application due date, as may be set by the Corporate 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 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 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: