

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:

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 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.

Enrollment: Scholars may only be enrolled by legal guardians. If you have any questions, please contact the registrar.

Prior to Attendance:

- Immunization record or one of the following:
 - *A signed statement to the school administrator by the parent or guardian of the pupil stating that the parent or guardian has received information about immunizations provided by the department of health services and understands the risks and benefits of immunizations and the potential risks of non- immunization and that due to personal beliefs, the parent or guardian does not consent to the immunization of the pupil.*
 - *Written certification delivered to the administrator that is signed by the parent or guardian and by a physician or a registered nurse practitioner that states that one or more of the required immunizations may be detrimental to the pupil's health and that indicates the specific nature and probable duration of the medical condition or circumstance that precludes immunization.*
 - *Homeless pupils have until the fifth calendar day after enrollment to provide proof of immunization.*
- Proof of address:
 - *(Utility Bill: Water, Electric, Gas,) Paystub, Bank statement or a Lease Agreement*
- Parent / Guardian I.D

A scholar who has been or is in the process of being expelled from another school may not be admitted to Paideia Academy.

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 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 expulsion in a previous school.

Failure of parents or guardians to disclose a scholar's pertinent educational history (e.g., required expulsion 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.

Kindergarten admission: Only scholars who turn 5 on or before September 15th are automatically enrolled into Paideia's Kindergarten. No scholar will be enrolled whose 5th birthday is after September 15th of the current academic 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: