

PAIDEIA LIBERAL ARTS ACADEMY

SCHOLAR/PARENT GUIDEBOOK



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

2023-2024

Above the Line

Scholars above personal growth line by May 2024

South Phoenix Campus

1535 E. Baseline Rd.

Phoenix, AZ, 85042

Main Number: (602) 343-3040; Attendance: (602) 343-3040 #4;

Medical: (602) 343-3040 ext 3086

www.PaideiaAcademy.com

Scholar Hours for ALL Grades

Monday, Tuesday, Thursday, Friday 8:00 a.m.-3:00 p.m.

Wednesday 8:00 a.m.- 1:30 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 Liberal Arts Academy and provide information about learning conditions, key policies, and procedures at Paideia Liberal Arts Academy.

Welcome

Welcome to Paideia Liberal Arts Academy 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 guidebook has been prepared to acquaint you with The Paideia Liberal Arts Academy and help you know what is expected of you in our collaborative efforts to educate the whole person. You will find information on the school's policies, guidelines, and standards, and other matters important for the success of our school. This guidebook should serve as a useful guide for you now and in the future. Of course, no guidebook can anticipate all of your questions or concerns. Your scholar's teacher, Professional Learning Community leader, Curriculum Director, 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 guidebook 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 campus principal if further clarification is needed. The Paideia Liberal Arts Academy leadership team is committed to reviewing policies and procedures on an ongoing basis. The policies and procedures outlined in this guidebook 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 allowing us to serve your family in the upbringing of the whole scholar.
Sincerely,

Dr. Brian Winsor

PLA Principal/Executive Director



The Paideia Declaration

We declare to the world -

1. that all children can learn;
2. that, therefore, they all deserve the same quality of schooling, not just the same quantity;
3. that the quality of schooling to which they are entitled is what the wisest parents would wish for their own children, the best education for the best being the best education for all;
4. that schooling at its best is preparation for becoming generally educated in the course of a whole lifetime, and that schools should be judged on how well they provide such preparation;
5. that the three callings for which schooling should prepare all Americans are, (a) to earn a decent livelihood, (b) to be a good citizen of the nation and the world, and (c) to make a good life for oneself and family;
6. that the primary cause of genuine learning is the activity of the learner's own mind, sometimes with the help of a teacher functioning as a secondary and cooperative cause;
7. that the three types of teaching that should occur in our schools are didactic teaching of subject matter, coaching that produces the skills of learning, and Socratic questioning in seminar discussion;
8. that the results of these three types of teaching should be (a) the acquisition of organized knowledge, (b) the formation of habits of skill in the use of language and mathematics, and (c) the growth of the mind's understanding of basic ideas and issues;
9. that each scholar's achievement of these results should be evaluated in terms of that scholar's competencies and not solely related to the achievements of other scholars;
10. that the Principal of the school should never be a mere administrator, but always a leading teacher who should be cooperatively engaged with the school's teaching staff in planning, reforming, and reorganizing the school as an educational community;
11. that the Principal and faculty of a school should themselves be actively engaged in learning;
12. that the desire to continue their own learning should be the prime motivation of those who dedicate their lives to the profession of teaching.

– The Paideia Council



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.*

Human Need	Intelligence	Attribute	Voice
<u>To Live</u>	<u>Physical Intelligence</u>	<u>Discipline</u>	<u>Need</u>
Are my basic physical needs met?	My attunement to the physical capacities and wellbeing of myself, family, community and world.	Paying the price to bring vision to reality.	Meeting needs including what the world needs enough to pay me for.

Pillar 3 – Mind *My ability to analyze, reason, think abstractly, use language, visualize and comprehend.*

Human Need	Intelligence	Attribute	Voice
<u>To Learn</u>	<u>Mental Intelligence</u>	<u>Vision</u>	<u>Talent</u>
Is my mind being engaged and challenged creatively?	My ability to analyze, reason, think abstractly, use language, visualize and comprehend.	Seeing with the mind’s eye what is possible in people, projects, causes and enterprises.	Disciplined focus of natural gifts and strengths.

Pillar 4 – Heart *My self-knowledge, self-awareness, social sensitivity, empathy and ability to communicate successfully with others*

Human Need	Intelligence	Attribute	Voice
<u>To Love</u>	<u>Emotional Intelligence</u>	<u>Passion</u>	<u>Passion</u>
Do I feel loved and connected?	My self-knowledge, self-awareness, social sensitivity, empathy and ability to communicate successfully with others.	The fire, desire, strength of conviction and drive that sustains discipline.	Love to do including those things that naturally energize, excite, motivate and inspire me.

Pillar 5 – Spirit *My inner compass that connects and guides the other intelligences in following “true north” principles*

Human Need	Intelligence	Attribute	Voice
<u>To Leave a Legacy</u>	<u>Spiritual Intelligence</u>	<u>Conscience</u>	<u>Conscience</u>
Do I feel part of something bigger than myself?	My inner compass that connects and guides the other intelligences in following “true north” principles.	The inward moral sense of what is right and what is wrong and the drive towards meaning and conviction.	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.

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

Find my voice and help other’s find theirs.

Vision

Paideia Academies is an educational industry leader and model school for the whole-person approach to education that other schools can duplicate.

School Mission

Mission: Paideia (py-dee-uh) from the Greek pais, paidos, the upbringing of the whole person. Paideia Academy utilizes a family-centric model to educate the whole person – 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 and accepting responsibility for my life.

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.

I find my voice and help others find theirs by identifying needs in our community and promoting positive change.

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

I am a Paideia scholar!

Paideia WIG (Wildly Important Goal)

All scholars above the 60th percentile growth line by May 2024 as measured by the NWEA Measure of Academic Proficiency Fall to Spring assessment.



School Calendar

19-21 New Teacher Orientation
24 All instructional staff report back for training and preparation

JULY 2023						
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

JANUARY 2024						
S	M	T	W	Th	F	S
31	X	X	3	4	5	6
7	8	9	10	11	12	13
14	X	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Habits 1-3 Independence
2 Teacher Work Day - No Scholars
12 End of 2nd Quarter
15 M.L. King Day- No School
16 Beginning of 3rd Quarter
17 Report Cards Go Home

20 days / 103 total

The Leader In Me Foundation –
The First 8 Days & Leadership Binders
1 – New Scholar Orientation
2 – Back to School Night

AUGUST 2023						
S	M	T	W	Th	F	S
30	31	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		

FEBRUARY 2024						
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	X	20	21	22	23	24
25	26	27	28	29		

Habits 2-4 Interdependence
Black History Month
6 Progress Reports Go Home
7 parent Conferences Begin
8-9 Conferences Continue, noon dismissal, lunches served
19 President's Day- No School, Office Closed

20 days / 123 total

7 First Day of School
7-18 The First 8 Days – Leader in Me

19 days / 19 total

Habits 1-3 Independence
National Hispanic Heritage Month

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	X	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

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	X	X	X	X	X	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Habit 7 Self-Renewal
National Women's History Month
11-15 Spring Break
22 End of 3rd Quarter
26 Report Cards Go Home
25 – 29 Paideia Nature Week
29 ½ Day Lunch Served
29 Annual Tree Planting and Spring Festival

16 days / 139 total

4 Labor Day- No School
5 Progress Reports Goes home
6 Parent/Scholar Conferences
7-8 Conferences Continue, noon dismissal, lunches served
11 9/11 Education Day
15 Constitution Day
20 45-Day Screeners Due
25 Saundra Day O'Connor Civics Seminar Learning Day

20 days / 39 total

Habits 2-4 Interdependence
National Book Month

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	X	X	X	X	X	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2024						
S	M	T	W	Th	F	S
31	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				

Habit 8: Find my Voice and Help Others Find Their Voice
Paideia Nature/Garden Month
1 Beginning of 4th Quarter
3 Report Cards Available
1 – 30 Testing Season
17 Parent/Teacher Conferences
18 – 19 Parent/Teacher Conferences Noon Dismissal
24 Administrative Professionals Day

22 days / 161 total

6 End of 1st Quarter
6 Leadership Passport Day
9-13 Fall Break for ALL
16 Beginning of 2nd Quarter
18 Progress Reports Go Home
Oct 30 – Nov 3 Literacy/Seminar Week

17 days / 56 total

Habit 7 Self-Renewal
Native American Heritage Month

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	X	11
12	13	14	15	16	17	18
19	X	X	X	X	X	25
26	27	28	29	30		

MAY 2024						
S	M	T	W	Th	F	S
			1	X	X	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	X	28	29	30	31	1

Live, Love, Learn, Legacy
Whole-Person Paradigm
1 School Principal's Day
2-3 May Spring Holiday – No School
6-10 Educator's Appreciation Week
15 International Day of Families
27 Memorial Day – No School
28 Kindergarten Celebration
29 Sixth Grade Crossing Celebration
30 Last day of School
31 Teacher Check-Out for Summer

20 days / 180 total

Oct 30 – Nov 3 Literacy/Seminar Week
3 Fall Festival 5 – 7 pm Noon Dismissal
7 US/Arizona Election Day
10 Veteran's Day Observed No School
14 Progress Reports go home
15 Parent/Scholar Conferences
16-17 Conferences Continue, noon dismissal, lunches served
20-24 Thanksgiving Break/Office Closed

16 days / 72 total

Habit 8 Find My Voice and Help others Find Their Voice

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	X	X	X	X	X	23
24	X	X	X	X	X	30

JUNE 2024						
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	1	2	3	4	5	6

3:00 PM Dismissal – M, T, Th, F
1:30 PM Dismissal –
EVERY WEDNESDAY
Office Hours:
M, T, Th, F, 7:30 am to 4:30 pm
W 7:30 am to 4:00 pm

11 days / 83 total



Attendance

- Arizona State Law requires scholars to attend class every day, for the full day. We understand that parents may need to keep scholars' home when ill or remove scholars early for medical appointments.

If your scholar is going to miss school:

- Call our attendance line at **(602) 343-3040** wait for the announcement to end and **press 1**
- During the non-school hours, voice messaging is available.
- Specifically identify the:
 - Scholar's Name,
 - Grade,
 - Home Room/Advisory Teacher and
 - Reason for the absence.
- Calls need to be received prior to 9:00 AM.
- Our automated phone system will place calls to parents for every unverified absent scholar each day at 9:15 AM.
- Whenever possible, please provide the school with a doctor's note, court document or other legal documents in addition to calling in the absence. Documentation is kept on file.

Absences – Excused/Unexcused

Only absences relating to illness, doctor appointment, bereavement and family emergencies are counted as excused and only when the Paideia Registrar is notified in advance or at the time of the absence by the parent or other person who has custody of the student [A.R.S. § 15-807\(B\)](#).

Attendance Infractions

Arizona State Law requires scholars to attend classes a minimum of 90% of the school year. This means that scholars have no more than 18 attendance infractions including tardies, absences and early pick-ups. Understandably, there are circumstances (illnesses, etc.) when a scholar cannot make it to school; however, scholars should attend class every day if they are able.

ATTENDANCE INFRACTION ALERT

Removing your scholar early from class – even 5 minutes – results in an **attendance infraction**.

Bringing your scholar late to school – even 5 minutes – results in an **attendance infraction**.

Missing school for a day results in an **attendance infraction**.

All of these minutes adds up to the following consequence.

When a scholar reaches 10% **attendance infractions**:

- 1) The scholar is placed on the retention list for the coming year
- 2) The parent receives a truancy citation

Please respect the education of your scholar and the instruction of our educators by having your scholar **arrive on time and stay the full time every day**.

ALERTA DE INFRACCIÓN DE ASISTENCIA

Sacar a su hijo antes de la clase, incluso 5 minutos, resulta en una **infracción de asistencia**.

Traer a su hijo tarde a la escuela, incluso 5 minutos, resulta en una **infracción de asistencia**.

Faltar a la escuela por un día resulta en una **infracción de asistencia**.

Todos estos minutos se suman a la siguiente consecuencia.

Cuando un estudiante alcanza el 10% de **infracciones de asistencia**:

- 1) El estudiante se coloca en la lista de retención para el próximo año.
- 2) El padre recibe una citación por las ausencias del escolar

Respete la educación de su estudiante y la instrucciones de nuestros educadores por hacer que su estudiante **llegue a tiempo y se quede a tiempo completo todos los días**.

Truancy

Arizona State Revised Statutes (A.R.S. 15-803) states that it is unlawful for any scholar 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 scholar will be considered truant when there is not a legitimate reason for not attending school. **If a parent fails to ensure that the scholar 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 scholar's absence, the school attendance office may cite the scholar, parent, or custodian directly into court for violation of the state truancy law.

Truancy Citation / Grade-Level Retention

- The Paideia Corporate Board has adopted the following consequences for excessive attendance infractions (*excused or unexcused*) to include absences, tardies and early pickup. Truancies do not separate tardies and early pickups from absences. Any tardy, early pickup 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/or email of the scholar's attendance and consequences of further infractions.
 - 10% of school time missed: Parent meeting with Principal or Dean of Students to establish a plan to avoid truancy citation and/or grade level retention.
 - 12% or more time missed: Referred to Executive Leadership Team for truancy citation and retaining the scholar to the current grade level due to excessive attendance infractions.
 - 10 days of consecutive **unexcused** absences will result in withdrawal from school.
- Arizona Revised Statute Section 15-842 *Penalties for excessive pupil absenteeism pursuant to section 15-803, include: failure in a subject, failure to pass a grade.*
- Students age 16+ may be expelled from Paideia Liberal Arts Academy due to excessive absences.

Extended Family Vacations:

We ask that vacations are scheduled during school breaks. However, if an extended family vacation is planned, please notify your scholar'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. *Family vacations are not excused absences and will count towards attendance infractions.*



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 16th 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 15th 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 15th 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 15th 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



written procedures for the identification and referral of all children with disabilities aged from birth through 21 years.

Paideia requires all school-based staff to review the written procedures related to scholar 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 scholar 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 special education 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 special education 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 in writing 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 – Paideia Behavioral Expectations

Arizona Revised Statute 15-841 A. reads,

“Pupils shall comply with the rules, pursue the required course of study and submit to the authority of the teachers, the administrators and the governing board.”

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 8 specific habits expected of all Paideia Liberal Arts Academy scholars. These include:

1. **Be Proactive** – take responsibility for my life and make good choices.
2. **Begin with the End in Mind** – define and live by my mission and goals in life.
3. **Put First Things First** – prioritize and 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** – use empathic listening skills to seek understanding of other people’s ideas and feelings. Use courage and consideration when seeking to be understood.
6. **Synergize** – work together to achieve more.
7. **Sharpen the Saw** – regularly renew my mind, heart, body, and spirit.
8. **I find my voice and help others find theirs by** identifying needs in our community and promoting positive change.

By internalizing these eight 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 8 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 Principal or Dean of Students. The following consequences and demerit point system will be used when scholars are referred to administration 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 Principal or Dean of Students 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.

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

- 10 Demerit points: The teacher will have an in-person or phone meeting with the parent and scholar.
- 20 Demerit points: The scholar may be suspended until a parent meeting can be held with the Principal, School Counselor and teacher.
- 25 Demerit points: The scholar **will be suspended** until the parent meets with the Principal or Dean of Students to discuss consequences if the scholar earns 30 demerit points and create a success plan to help the scholar. The school may expel 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 a disciplinary hearing 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 or at the end of the year or place the scholar on a Success Guide Restriction for the following year.

PAIDEIA ACADEMIES INC
Minor and Major Behavior Infraction

Behavior Infraction	Minor <i>Minor behavior infractions are managed by the teacher.</i>	Major <i>All major infractions are managed by admin staff, are assigned demerit points and include "knowledge of the behavior and failure to report to Paideia staff"</i>
Peer Disrespect	<ul style="list-style-type: none"> • Negative talk • Name calling • Teasing • Socially rude or dismissive messages 	<ul style="list-style-type: none"> • Delivering direct or technology-based messages that involve intimidation, teasing, taunting, threats or name calling when the use of these messages is chronic or involves an imbalance of power between two students • Peer Conflict (balance or power)
Adult Disrespect	<ul style="list-style-type: none"> • Low-intensity, social rude or dismissive messages to adults • Refusing to work/unfinished work • Not participating in Group Work • Making faces/Rolling eyes • Huffing, sighing, whining etc. • Arguing/defiance – inappropriate response to teacher request • Uncooperative behavior • Cheating Plagiarism/ Lying • Leaving assigned area • Minor object stealing • Impolite talk • Not following rules or directions • Climbing in bathroom/looking under/over stalls 	<ul style="list-style-type: none"> • Socially rude or dismissive messages to adults or students • Blatant or excessive non-compliance or defiance • Failure to submit to the authority of the teacher or staff • Profanity to staff – “F-you”, flipping off, etc. • Repetitive minor incidents that normal classroom consequences are not addressing • Leaving campus/hiding from staff • Forgery • Theft of major objects or pattern of minor stealing that is ongoing
Disruption	<ul style="list-style-type: none"> • Low-intensity, but inappropriate disruption • Making noises • Constant talking out of turn • Yelling out / blurting out • Disruption during instruction • Crying • Throwing objects • Out of seat • Not listening • Tardy to class or leave class early 	<ul style="list-style-type: none"> • Behaviors interfere with the teacher’s ability to communicate effectively with other pupils in the classroom or the ability of the students to learn • Sustained screaming/yelling • Out of control behavior in the extreme • Throwing objects with the intent to cause harm • Excessive pattern of absence, tardy, early pickup, truancy • Sustained out of seat behavior



Dress Code	<ul style="list-style-type: none"> • Short skirts or shorts • Leggings, tights, yoga pants, athletic shorts • Hats in the building • Exposed midriff • Designs, holes, rips or tears in pants 	<ul style="list-style-type: none"> • Gang related apparel • Ongoing pattern of Dress Code violations
Inappropriate Language	<ul style="list-style-type: none"> • Swearing • Profanity • Crude or lewd language 	<ul style="list-style-type: none"> • Blatant or excessive swearing • Offensive/harassing language • Excessively vulgar language • Severe verbal threats against anyone • Gang harassment • Harassment (racial, sexual, religious, gender, ability) • Intimidation
Property Damage/Misuse	<ul style="list-style-type: none"> • Defacing books, pencils, pens, crayons, classroom supplies, PE equipment, science equipment • Minor vandalism (e.g., writing on desk or other’s property) • Stealing minor items • Graffiti 	<ul style="list-style-type: none"> • Excessive defacing of peer/teacher/ school property • Vandalism (breaking, spray paint or permanent damage) • Use of combustibles (fire crackers, snaps, etc.) • Stealing major items from peer/adults • Pushing over furniture • Setting fires
Physical Aggression	<ul style="list-style-type: none"> • Bumping into another person • Play fighting • Unwanted touching someone else • Pushing / Shoving • Poking • Tripping • Reckless physical behavior such as: play hitting, horseplay, flicking, pinching, teasing-messing around with intent 	<ul style="list-style-type: none"> • Loss of control in anger • Hitting with intent to harm • Punching with intent to harm • Physical intimidation • Spitting, scratching, biting, choking with intent to harm – anger related • Sexual misconduct • Physical aggression / assault • Repeated minor physical contact / aggression
Fighting		<ul style="list-style-type: none"> • Fighting between multiple scholars • Facilitating a fight • Inciting a fight to continue • Knowing of a pending fight and failing to report
Technology Violation	<ul style="list-style-type: none"> • Cell phone displayed on school property • Cell phone alerts during class • Off-task computer behavior • Non-approved website during school 	<ul style="list-style-type: none"> • Refuses to give tech-item to staff member (e.g., cell phone) • Accessing “off limit” and inappropriate websites on school computer • Taking pictures, video or audio of someone on school grounds



Other *specify in brief note

These conduct violations will result in immediate long-term suspension pending expulsion hearing.

- Tobacco- possession (*Includes any form of vaping*)
- Alcohol possession
- Illegal drug possession (*Includes any form of marijuana*)
- Illegal paraphernalia (*Including vape pens*)
- Acts of sexual harassment or abuse
- Weapons Possession
- Guns/bombs Possession
- Acts of arson or knowledge

The 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.

Due Process

Alternatives to Suspension.

The Paideia philosophy is to nurture each person to make productive choices. The primary consequence at Paideia is to assist the erring scholar to restore peace and harmony to the community. We understand that scholars will make poor choices that lead to more restrictive consequences such as suspension and expulsion. In every case possible, Paideia will attempt an alternative to restrictive consequences. Even so, there are instances in which the scholar must be removed from the environment to help the environment readjust and to assist the erring scholar to reconsider the errant behaviors associated with the suspension. Alternatives to suspension are administered according to the judgement of the campus principal and in counsel with the Scholar Support Coach and School Social Worker. Examples of alternatives to suspension may include but are not limited to:

- Recovery Station – extended time. This alternative to suspension has the scholar remove him or herself to reflect on the behaviors, the negative impact the behaviors have had on self and others and to come up with a solution to restore relationships and the community.
- Restorative Circles. These circles may consist of 2 or more scholars. In these circles, scholars are guided in using Habit 5 to seek to understand and to be understood and habit 4 to find win/win solutions.
- Success Guide. The success guide is a personalized tool to teach the scholar replacement behaviors to diminish the errant behaviors while learning successful behaviors.
- Community Service
- Coached Project. Coached projects may include readings, writing, discussion and the creation of a product demonstrating understanding of the errant behaviors and corresponding success behaviors.
- Social Skills Lessons and Coaching
- Home projects for the scholar to complete with parent(s).

Short-Term Suspension.*

Scholars who are subject to suspension for 10 school days or less are entitled to the following due process:

- Verbal (or written) notice of charges;
- If the charges are denied:
 - A verbal (or written) explanation of the evidence;
 - An opportunity for the scholar to present his/her side of the incident;
- Principal or Dean of Students makes the final decision for short-term suspensions.

Long-Term Suspension or Expulsion. *

Students who are subject to suspension for more than 10 school days are entitled to the following due process:

- Written notice of the:
 - Specific charges, including applicable facts;
 - Specific school rules or policies that were violated;
 - Consequence being considered (e.g., long-term suspension, expulsion, etc.);
 - Date, Time, Location for a formal discipline hearing.
- A formal discipline hearing.

Long-Term Suspension/Expulsion Hearing Rights of Parents/Students

The right to ...

- Have the hearing be presided over by an impartial hearing officer;
- Attend and participate in hearing;
- Bring legal counsel at the parents' sole expense;
- Obtain adverse evidence prior to hearing, including a list of the school's anticipated witnesses and copies of exhibits the school may introduce;
- Present evidence and witnesses (if properly disclosed to the school in advance of the hearing), and cross examine the school's witnesses; and
- Make a recording of the hearing or obtain a copy of the recording the hearing if the school creates one.

*For behavioral infractions involving students with disabilities, additional procedures and requirements apply under IDEA or Section 504 when the contemplated discipline: (a) would exceed 10 cumulative school days in the current school year or (b) may result in a disciplinary change of placement.

Vandalism and Graffiti of property

Paideia Academy spends thousands of dollars every year for the educational benefit of the scholars. This money includes keeping the building and grounds clean and repaired and purchasing instructional books, supplies and technology.

- *A.R.S Sec 2. 15-842 Damage to school property; suspension or expulsion of pupil; liability of parent.*
 - *A. A pupil who cuts, defaces or otherwise injures any school property may be suspended or expelled.*
 - *B. ... the parents or guardians of minors who have injured school property ARE liable for all damages caused by their children or wards.*

Vandalism is action involving deliberate destruction of or damage to public or private property.

Graffiti are writing or drawings that have been scribbled, scratched, or painted, typically illicitly, on a wall or other surface, often within public view.

Scholars who vandalize or graffiti any property belonging to Paideia Academies will be charged the full price of replacing or repairing the damaged or defaced property. The scholar's parent/guardian will be expected to pay the costs for repair or replacement. The scholar will receive demerit points and may be suspended or expelled from Paideia.

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 Dean of Students.

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/non-social behaviors.**
 - a. Provide aid and assistance to the victim
 - b. Provide corrective action to include training 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.
 - b. Coach and train all in clear leadership communication skills.
- 3) **Emphasize Restorative Practices.**
 - a. Mindfulness practices
 - b. Restorative Circles
 - c. Clear communication practices
 - d. Recovery stations
- 4) **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 at the front office 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 Dean of Students will promptly investigate by speaking in private with the victim, alleged aggressors and all adults and scholars who may be witnesses.

Investigation, Restorative, Corrective and Disciplinary Measures

When the school Principal or Dean of Students receives a report, he or she shall promptly investigate documented through the school’s internal records system. If the school Principal or Dean of Students determines that bullying or retaliation has occurred, he or she shall:

- 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;
- notify and meet with the parents or guardians of the aggressor;
- take appropriate restorative, corrective and/or disciplinary action; and
- notify the local law enforcement agency if the school Principal or Dean of Students 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** 8 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.
- **Restorative Circle:** Restorative Practices is the framework adopted by Paideia Academies Community of schools for building community and for responding to challenging behavior through authentic dialogue, coming to understanding, and making things right. The Restorative Circle at Paideia is a highly structured intentional space and time for the teacher to bring the class together to promote connection, understanding and dialog for the group. The Restorative

Circle assists the class and school to create community to work out how we are going to be together including building relationships, establishing norms, and how we will work through differences and challenges.

- **Restorative Habit 5 Session.** The Restorative Habit 5 session brings together scholars who are in conflict under the guidance of a trained adult – Principal, school counselor or trained teacher. Conflicting scholars are guided in using Habit 5 – Seek first to understand, then to be understood by listening to other people’s ideas and feelings – to resolve their conflict, and find solutions for peace.
- **Mindfulness Meditation.** All teachers engage their scholars in daily mindfulness practice. This is a time for everyone to Stop, Breathe, and Think. It is a time to received guided messages about prosocial self-care behaviors. We encourage all families to learn more and establish mindfulness practices at home.
- **Recovery Stations.** Each classroom and located in several other areas, recovery stations are a place your scholar can go to regain a calm demeanor. Ask your teacher for more information.
- **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 social worker. It also provides affirmative and corrective consequences for following or failing to follow the success guide plan.
- **Scholar Leadership.** All scholars grades 3 through 12 have opportunity to join a school-wide leadership team (e.g., Urban Farm Team, Green Earth Team, Service Leadership, Peer Tutoring, Peer Mediator, Transportation Leaders, Scholar Lighthouse). These teams provide opportunity for pro-social service and connectivity to a positive and supportive team.
- **New Scholar Ambassador.** Every new scholar to Paideia is assigned a New Scholar Ambassador. Two of the Scholar Ambassador Team 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.
- **Peer Mediation.** Peer mediation is a **process where trained scholars act as neutral mediators.** These scholars work with their peers to uncover the root causes of their disputes and help the scholars utilize the 7 Habits to resolve conflict.

PLA School Counselor.

Contact our school counselor if you need to speak with another school administrator.

Stand Up! Speak Up!

Its 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!** *Anytime* and *anywhere* 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!** Anytime and anywhere 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 one of the following administrators:

- Principal: Dr. Winsor bwinsor@paideiamail.com
- Dean of Students: Mr. Gilmer pgilmer@paideiamail.com
- School Counselor: Mrs. Jack rjack@paideiamail.com

School Consequences and Due Process

Alternatives to Suspension ARS 15-841 p1

The Paideia philosophy is to nurture each person to make productive choices. The primary consequence at Paideia is to assist the erring scholar to restore peace and harmony to the community. We understand that scholars will make poor choices that lead to more restrictive consequences such as suspension and expulsion. In every case possible, Paideia will attempt an alternative to restrictive consequences. Even so, there are instances in which the scholar must be removed from the environment to help the environment readjust and to assist the erring scholar to reconsider the errant behaviors associated with the suspension. Alternatives to suspension are administered according to the judgement of the campus principal and in counsel with the Scholar Support Coach and School Social Worker. Examples of alternatives to suspension may include but are not limited to:

- Recovery Station – extended time. This alternative to suspension has the scholar remove him or herself to reflect on the behaviors, the negative impact the behaviors have had on self and others and to come up with a solution to restore relationships and the community.
- Restorative Circles. These circles may consist of 2 or more scholars. In these circles, scholars are guided in using Habit 5 to seek to understand and to be understood and habit 4 to find win/win solutions.



- Success Guide Probation/Restriction – (Alternative to Suspension ARS 15-841 p 1): The Success Guide Probation is an alternative to long-term suspension with the end-in-mind to teach the scholar proactive replacement behaviors opposite those that are interrupting the scholar’s success at Paideia.
Success Guide Restriction allows the scholars to remain at school but have restrictions during the day. Success Guide Restriction may be for recess, lunch, partial or full day. During Success Guide restriction scholars will be separated – to the extent possible – from their peers. Scholars who are on Success Guide Restriction are not allowed to participate in any leadership jobs until released. If the scholar is disruptive or uncooperative during Success Guide Restriction, the scholar will receive demerit points and considered for suspension or expulsion. Scholars who are chronically disruptive in class, disruptive to the Leader In Me culture or who have received 20 or more demerit points may be placed on Success Guide Restriction. These students may be expelled from Paideia.
- Community Service
- Coached Restorative Project. Coached projects may include readings, writing, discussion and the creation of a product demonstrating understanding of the errant behaviors and corresponding success behaviors.
- Social Skills Lessons and Coaching
- Home projects for the scholar to complete with parent(s).

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.

Short-Term Suspension.

Scholars who are subject to suspension for 10 school days or less are entitled to the following due process:

- Verbal (or written) notice of charges;
- If the charges are denied:
 - A verbal (or written) explanation of the evidence;
 - An opportunity for the scholar to present his/her side of the incident;
- Principal makes the final decision for short-term suspensions.



Long-term Suspension/Expulsion.

The Principal recommends a scholar for long-term suspension or 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. (*Also see Due Process*) According to ARS 15-841 paragraph B:

B. A pupil may be expelled for continued open defiance of authority, continued disruptive or disorderly behavior, violent behavior that includes use or display of a dangerous instrument or a deadly weapon as defined in section 13-105, use or possession of a gun, or excessive absenteeism... A school district may expel pupils for actions other than those listed in this subsection as the school district deems appropriate.

Students who are subject to suspension for more than 10 school days are entitled to the following due process:

- Written notice of the:
 - Specific charges, including applicable facts;
 - Specific school rules or policies that were violated;
 - Consequence being considered (e.g., long-term suspension, expulsion, etc.);
 - Date, Time, Location for a formal discipline hearing.
- A formal discipline hearing.

Long-Term Suspension/Expulsion Hearing Rights of Parents/Students:

The right to ...

- Have the hearing be presided over by an impartial hearing officer;
- Attend and participate in hearing;
- Bring legal counsel at the parents' sole expense;
- Obtain adverse evidence prior to hearing, including a list of the school's anticipated witnesses and copies of exhibits the school may introduce;
- Present evidence and witnesses (if properly disclosed to the school in advance of the hearing), and cross examine the school's witnesses; and
- Make a recording of the hearing or obtain a copy of the recording the hearing if the school creates one.

*For behavioral infractions involving students with disabilities, additional procedures and requirements apply under IDEA or Section 504 when the contemplated discipline: (a) would exceed 10 cumulative school days in the current school year or (b) may result in a disciplinary change of placement.

Communication

Infinite Campus

Paideia Academies Inc has implemented a unique way for parents to check and update important data, such as your scholar'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. The Campus Parent App can be downloaded 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 clopez@paideiamail.com.
- Parents may pay for meals, student activity fees, etc. via your parent portal.
- Students also have portal accounts. Their usernames are in the following format:
 - firstname.lastname. Scholar 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 Ms. Lopez clopez@paideiamail.com to obtain this information.

Email:

Email is the first line of communication with administrators, office staff and teachers. All Paideia email addresses follow this pattern

FirstInitialLastName@paideiamail.com

(For example, Mrs. Ima Teacher's email address is ITeacher@paideiamail.com)

For a list of faculty and staff email addresses, visit our staff page

<https://www.paideiaacademies.com/about-us/faculty/>

Paideia Website/Calendar:

www.paideiaacademy.com

Please check out our school website for additional information, calendar, School Board information and other resources about our schools. 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 person
- Important Events and Information: School Calendar, Academic and Extracurricular programs, ECA Tax credit Donations, and much more!
- School Calendar <https://www.paideiaacademy.com/calendar/>

Facebook:

<https://www.facebook.com/PaideiaAcademies>

Follow us on Facebook for updated events, campus happenings and to connect socially with Paideia.

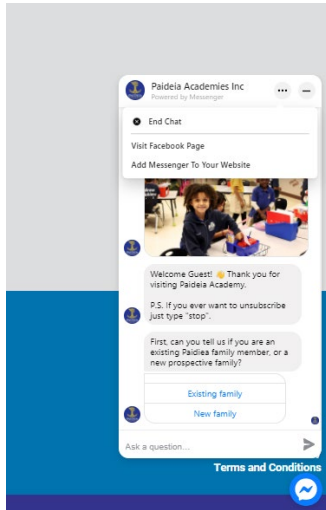
Instagram:

Follow us on Instagram! <https://www.instagram.com/paideiaacademyaz/>

YouTube:

<https://www.youtube.com/@paideiaacademies>

<https://www.youtube.com/channel/UCispLKt8m0HBbdc4pgbvxRAPaideia>
LiveChat:



Click on the Paideia website www.paideiaacademy.com lower right corner to activate the Paideia LiveChat!

Choose “Existing Family” and you will have a choice of chatting with the front office, registrar, Principal or Paideia IT.

It is faster and more convenient way to quickly get information from the school!

Parent/Scholar 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.***

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. Scholars will not be permitted on campus in violation of the Uniform Policy.

School uniforms promote a positive, professional, 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, encourage professional behavior 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 as the scholars enter the campus and by each homeroom teacher. Scholars out of dress code will be required to change into the proper attire. Uniform violations deemed chronic and/or excessive will result in a disciplinary referral. Thank you for your cooperation in this matter.

Paideia Polos

- Paideia Uniform Polos (long or short sleeve) must be from the Paideia store with appropriate Paideia logo.
- No holes or stains.

Paideia All School Sports Wear

- For general scholar sportswear. Scholars may not wear competitive club wear unless a member of the competitive athletic/academic club.
- Purchased from:
<https://shop.game-one.com/arizona/phoenix/paideia-academies>
click on:
Paideia Academies Owls All-School Spirit Wear
- Paideia Spirit shirts, official Paideia logo sports-wear shirts may be worn throughout the week.

Paideia Competitive Athletic/Academic Club Wear

- Only members of Paideia competitive clubs may wear Competitive Club Wear.
- Purchased from:
<https://shop.game-one.com/arizona/phoenix/paideia-academies>
Click on:
Paideia Academies Owls Basketball, Volleyball, Cheer, Show Choir, Mathletes
- May be worn during the competitive season

Pants and Shorts – boys and girls



- **NO faded or torn jeans allowed on campus**
- Navy, black or khaki colored pants, shorts, skorts, or capris, cargo shorts are permitted.
- Must be worn appropriately at the natural waist level – if the pants are loose and sag, a belt will be required.
- Shorts must be in good repair, loose fitting, long enough to reach tip of finger with arms at side or longer.
- Scholars who are participating in PE may wear official Paideia logo athletic pants or shorts. Other non-Paideia athletic shorts/pants such as basketball style are not allowed. All PE wear must be from the Paideia Store.
- Must fit properly – SCHOLARS WILL NOT BE ALLOWED ON CAMPUS IN VIOLATION
 - NO TIGHTS, NO LEGGINGS, NO YOGA PANTS, NO BAGGY SWEATPANTS, NO PAJAMA-STYLE BOTTOMS
 - SHORTS MUST BE loose fitting and extend beyond the tip of the finger with arms at side or longer.

Dresses and Jumpers

- All must be loose fitting and below the tip of the finger with arms at side of longer
- Solid color leggings may be worn under dresses/skirts and jumpers
- Must be navy, black or khaki solid *color* only



Sweatshirts/ Sweaters/ Coats:

Please write scholar name on label of all outerwear clothing.

- Large coats may be worn outside but not in the building.
- Only solid color sweaters may be worn in the classroom. All other coats must be removed in the building.
- Long sleeve undershirts may be worn under a polo shirt; however, the undershirt must be solid white, blue, or gold in color.

Shoes:

- Sneakers and other athletic shoes permitted.
- Sandals/Crocs with full strapped back and covered toes permitted.
- Flip-flops or thong type shoes are ***not permitted***.
- Shoes/boots with platforms, wheels, lights or other distractors are ***not permitted*** on school campus.

Hats and Caps:

Please write scholar name inside hat.

- Hats may only be worn outside, appropriately, bill forward facing with no modifications to the brim.
- Hats and caps are not to be worn in the building.
- Hats with offensive (as interpreted by the Principal or Dean of Students) logos or messages are not permitted on campus.

Hair:

- Hair must be kept neat, have a combed appearance, and away from the face.
- Distracting hair designs or coloring (as interpreted by the Principal or Dean of Students) 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 – Must not make distracting noises
- Ear rings – must hang close to the ears for safety reason and must not make distracting noise



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 scholars 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 scholar 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 send any emergency alerts followed by a recorded message to your:

- Home and cell phone
- Email
- Text if you have opted in through the Infinite Campus Parent Portal.

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.

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 (clopez@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 scholar.</p> <p>Example: A small disturbance or fight. <i>NOTE: Not every misbehavior incident will warrant a notification response.</i></p>	<p>Letter may be sent home and/or email/text blast to parents depending on the judgement of the Principal</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>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 scholars, which results in a significant disruption to school activities, change of schedule, evacuation, cancellation of activities and impacts many scholars.</p> <p>Example: An intruder in school or the use of a</p>	<p>Emergency Messenger Alert From time-to-time the school will conduct a high impact incident drill. The alert will say, “this is a drill only.”</p>



weapon in school resulting in injuries to scholars or staff.

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 police or fire 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 scholar'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 scholar. 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 scholars, staff and parents.

Remember, a scholar 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 scholar information system with a relationship to the scholar that has "release rights" and show proper identification.

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

If an evacuation occurs during the school day, there is a possibility that the scholars 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. Scholar texts and social media can cause confusion and further disrupt safety protocols.

Remember, a scholar 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 scholar'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 scholar placement is determined by birth records and verified documentation of previous school attendance according to statute. Scholars 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 / Transcripts: 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 scholar for purposes of eligibility to enroll due to expulsion in a previous school. Federal Law 93.31 Parent signature is not required for educational records to be sent to another educational facility.

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 scholar'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 Corporate 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.

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 scholar'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 scholar 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 Liberal Arts Academy 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:

Dr. Winsor – Principal
1535 E Baseline Rd.
AZ 85042
(602) 343-3040

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 2929204605

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

Fee Schedule for Extracurricular Activities

Activity	Fee
Approved Athletics – Basketball, Volleyball, Cheer and other Paideia sports <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>	\$150 per sport / Season
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
Scholar Club Activities e.g., Choir, Art, Girl Revolution, Journalism etc. <i>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.</i>	One activity or event \$300 or less and Monthly Dues \$30 or Per private session \$20
All other extracurricular activities that require a specific financial contribution from each participating scholar.	As approved by the Corporate 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. Field trips are an extension of the Paideia campus and all academic and behavioral Codes of Conduct apply while on the field trip. 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 scholars on field trips must read and sign our “Volunteer Agreement” prior to the trip. Chaperones 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/Lunch

Breakfast begins at 7:00 am and ends at 7:50am each morning. Breakfast will be paid this year, according to your [eligibility](#). **Scholars arriving after 7:50am will not be served breakfast.**

School lunches will be paid this year according to your eligibility, 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 in your child being provided an alternative meal each day until payment arrangements are made. Bi-weekly statements are sent out and placed in your scholars backpack.

As part of the National School Lunch program (NSLP), the school offers breakfast and lunch free or at a reduced price. Free and reduced meal applications are available in the office and on the Paideia website <https://www.paideiaacademy.com/breakfastlunch-menus> or you can email Mrs. Mugica at mmugica@paideiamail.com. Only one application is required per family. Upon completion, we will inform you immediately of your eligibility status.

Prices for the Breakfast, lunch, snack and dinner will be determined at a later date. You will receive an email and the prices will be posted on our webpage.



Free/Reduced Meal Application

We ask all families to complete the Free/Reduced Meal Application. This enables families to receive discounts to Extended-Day school programs and discounts to college entrance exams. Forms are available at the front office in the Baseline building. Upon completion, we will inform you immediately of your eligibility status.

Meals/Food Brought from Home

Paideia *cannot accommodate meals that require heating or reheating*. Microwaves are OFF LIMITS to scholars. Scholars sent with a home-provided meal must be ready for them to eat without requiring additional preparations.

Snacks – Help your scholar do well at school!

Can your scholar’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 scholars.

- 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 allowed to purchase or consume vending machine products during the school day. All vending machine products have passed the health and nutrition guidelines of Paideia Academy. Vending machines are cash only.

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.



Gifted Scholar Definition:

- 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 above the 90th 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 AIMSweb 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)

Gifted Identification Process:

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.

- 1) Teacher, parent, or scholar submits Gifted Referral Form with supporting documents.
- 2) Referral is reviewed by Gifted Coordinator
 - If insufficient evidence the scholar doesn't qualify and parent is notified
 - If sufficient evidence for giftedness, parent is notified and is asked to sign a permission for testing.
- 3) Scholar is tested using the CogAt test during the next available session.
 - Test results indicate scholar DOES NOT qualify for Gifted Services – parent notified.
 - Test results indicate scholar DOES qualify for services - Gifted Identification form sent home and meeting scheduled to plan for services.
- 4) Gifted Services begin

Gifted Program Services

When a scholar is identified for Gifted Services through the Paideia or outside documentation:

- 1) Gifted Coordinator sets up a meeting with the classroom teacher, parent(s) and scholar to fill out the Gifted Profile Sheet and develop the Individualized Program of Study. A copy is kept in the scholar's leadership Notebook and goals are reviewed throughout the year.
- 2) Scholar begins participating in the services the team chose from the continuum of service options including some or all - enrichment programs, cluster classrooms, acceleration, curriculum compacting, special projects, leadership teams.
- 3) Learning Portfolios are shared with parents and community at Quarterly Celebrations throughout the year.

Gifted scholars are expected to maintain an ongoing Learning Portfolio in conjunction with their leadership Notebook to summarize learning and display growth over the school year. Learning Portfolios along with Leadership Notebooks will be displayed at Quarterly Celebrations. Scholars within the Gifted



program are expected to continue displaying exemplary pro-social behaviors and leadership to the community.



Grades and Academic Progress: 7th and 8th Grades

7th and 8th Grade:

Scholars in the 7th and 8th grades must meet the standards in academic assignments. Scholars who fail to meet the standards will be put on academic alert. Scholars who consistently fail to meet the standards in core academic areas of reading, writing, math and science may be placed on academic alert with the risk of being retained in the upcoming school year.

Grade Reporting: 7th / 8th Grade report cards identify four levels of scholarly performance:

Grade Point Average	Grade
4	A
3	B
2	C
1	D
0	F = No Credit

Academic Progress: Intervention and Retention

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.

Scholars who fail to meet the standards due to misbehavior, attendance or lack of effort may be placed on academic alert for retention. Such alert 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 retained in the same grade the following year.

Academic Alert: NWEA MAP Test and STATE TEST 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. If your scholar is on Achievement and Growth Alert, please contact your scholar’s teacher for a conference to discuss strategies for improvement.

Promotion and Retention

Paideia Academies Inc. Sets high standards and believe that all students can grow and achieve in the academic content areas of reading, math and language use. Those who are not thriving in academic content areas are identified early in the academic year and provided support. Students who fail to meet the standards for promotion by the end of the school year are retained to that grade level the following year.

2015 Arizona Revised Statutes Title 15 - Education § 15-521

- *A teacher has the authority under Arizona Law to make the decision to promote or retain a pupil in grade in a common school or to pass or fail a pupil in a course in high school. Such decisions may be overturned only as provided in section 15-342, paragraph 11.*
- A parent may appeal the teacher’s decision to the Paideia Corporate Board. To overturn the teacher’s decision to retain a student, the student must demonstrate to the corporate board



that he/she has mastered the state’s academic standards for the grade or course. (ARS 15-342(11)).

Promotion Requirements:

To move to the next grade, scholars must meet the following standards:

- **Attendance:** Attend school at least 11% of the days enrolled at Paideia for the current school year. Students with more than 10% attendance infractions are at risk of retention in the same grade for the coming school year. Students with 12% or greater attendance infractions are candidates for retention.
- Meet **Arizona Standards** in Reading and Math: Student academic proficiency is measured frequently throughout the year using Paideia’s Curriculum-Based-Assessment in reading and math. Students who score below 64 “on grade level” are candidates for retention.
- NWEA MAP **Achievement** Test: Paideia student academic achievement in reading, math and language use is measured in August, February and May. Students scoring below the 30th achievement percentile in any of these academic areas are candidates for retention.
 - Grades K-2 are assessed in Reading and Math only
 - Grades 3-8 are assessed in Reading, Math and Language Use.
- **Arizona’s Academic Standards Assessment:** Students take the Arizona state assessment in April. Those who score below level 2 are candidates for retention.
- Risk of Retention:
- Parents of students who are identified at risk of retention are required to meet with the teacher and create a success plan to help the student overcome the deficits and promote to the next grade level.
- Students who do not make satisfactory growth and/or who continue to accumulate attendance infractions will be retained in the same grade level the next year.

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. Intervention continues until scholar has reached acceptable levels of mastery.

Grades and Academic Progress: 9th through 12th

Unit of credit

A unit of credit is defined by the North Central Association as the amount of credit awarded for the successful completion of a course, which meets at least 40 minutes daily, five days per week, 120 hours per year. Classes must meet for a minimum of 36 weeks, or the equivalent amount of time within the school year. One unit of credit is granted to scholars who receive a passing grade in a course that meets for one period during the entire academic year. One-half unit of credit is granted to scholars who receive a passing grade in a one-semester course.

Course Grading

All courses taught for credit receive a letter grade or a pass/fail option. Percentage Letter Grade point value is listed below. Scholars must complete the syllabus requirements for the course with a 70%



proficiency and within the timeframe of the course to be awarded high school credit. A grade of Incomplete requires prior approval from the Principal. A one-week time limit is placed on all incomplete grades unless the Principal gives permission for an extension. No credit is earned for “D” or “F” grades. Honors courses are weighted based on the Honors category. Dual credit courses earn regular GPA weight. Scholars in grades 9-12 who fail to meet the standards of any required course will become credit deficient and become at risk of not graduating with their cohort.

Percentage	Grade	GPA Regular	GPA Honors
90%-100%	A	4.0	5.0
80%-89%	B	3.0	4.0
70%-79%	C	2.0	3.0
60%-69%	D	2.0	2.0
Below 60%	F	1.0	1.0
W or W/D	W or W/D	0.0	0.0
Pass Fail	P/F	NA	NA

Policy on acceptance of transfer credit

The acceptance of credit from other schools is not automatic and is based on a variety of factors:

- the accreditation status of the sending school,
- the similarity between the previous course content and the Paideia Liberal Arts Academy course content,
- the number of days/hours for which the previous course met, and the scholar’s grades in the course(s).

No transfer credit will be given for “D” or “F” grades or the equivalent percentage. Transcript analysis along with the transferring school’s course syllabus, catalog or other similar information is completed by the Paideia Liberal Arts Academy school counselor to determine transfer of credit.

Core Course Sequence Grades 9-12

Grade	English Language Arts	History/Humanities	Science	Math
9 th	English I	Ancient History and Civilizations	Integrated Science	Algebra I
10 th	English II	World History	Biology	Geometry
11 th	English III American Literature	American History / US Government	Chemistry	Algebra II
12 th	English IV or Creative Writing	Economics	Physics or Anatomy / Physiology	Pre-Calculus or Statistics

Graduation Requirements – Paideia Liberal Arts Academy

Paideia Liberal Arts Academy scholars are required to fulfill basic Arizona Graduation requirements in core and elective credits as outlined in the following table to include meeting all Arizona state testing requirements for graduation.



Required Core and Elective Credits for Graduation

	Paideia Liberal Arts Academy Graduation Requirements (General Diploma / Liberal Arts Advanced Diploma*)	Arizona Graduation Requirements
English	4 credits <i>Completion of 2 honors seminars*</i>	4 credits
Mathematics	4 credits <i>Completion of 2 honors seminars*</i>	4 credits
Science	3 credits <i>4 credits w/ 3 labs*</i>	3 credits
Humanities Social Studies	2 credits <i>3 credits*</i>	2 credits
Fine Arts/Career and Technical Education (CTE)	2 credits <i>3 credits*</i>	2 credits
Physical Education	1 credit	1 credit
Health	0.5 credit	0.5 credit
Electives	5.5 credits <i>2 years of world language*</i>	5.5 credits
Total for graduation	22 / 25	22

Additional Graduation Requirements:

In addition, all Paideia Liberal Arts Academy scholars are required to successfully complete annual capstone projects and publication of the senior meditations journal:

Annual Capstone Projects:

The Paideia Liberal Arts Academy Capstone projects are based on Steven Covey's "The 8th Habit: Find my Voice and Help Others find Theirs." Capstone projects are developed during the scholar's advisory period and also require much time out-of-school to complete. There are four questions that guide the capstone journey:

- "Find My Voice" questions:
 - Freshman Focus - What need do you sense in your family, community and the world?
 - Sophomore Focus - Do you possess a true talent that, if nurtured through learning, can meet the need?
 - Junior Focus - Does the opportunity to meet the need tap into your passion?
 - Senior Focus - Does your conscience inspire you to take action and become involved?

Freshman Project: Freshman scholars are required to complete the **My Voice ECAP planning form**. This project will guide the scholar to discover talents, interests, learning style and passions in planning their high school journey. Scholars will be introduced to the four "Find My Voice" questions and focus on the first question:

- "What need do I sense in my family, community, world?" The culminating project will identify a range of needs that interest the scholar along with why that need is important to solve and possible solutions.



Sophomore Project: The sophomore project continues developing the freshman project by focusing on the second question:

- “What true talent do I have that if nurtured through learning can meet the need identified in the freshman project?” The culminating project will include the scholar’s exploration of learning styles and what is needed to learn and where to go to gain the knowledge to make an impact on the need identified in the Freshman project.

Junior Project: The junior project builds on the previous years of development by exploring the question:

- “Does the opportunity to meet the need tap into my passion to act?” The scholar more deeply explores social impacts and ramifications of inaction to the need identified. The culminating project is an outline of action to be accomplished in the senior project.

Senior Project: The senior project culminates with targeted internships and action research within the area of need, learning and passion identified in the previous years. Scholars will tap into the final question:

- How does my conscience inspire me to take action and become involved?

Meditations Journal:

All Paideia scholars are exposed daily from Kindergarten to graduation to ideas that provoke critical thinking and deep pondering. These ideas might be sparked through thought-provoking quotes, short stories, pictures or music. Scholars spend one full week on a single idea. Every morning all Paideia scholars reflect or meditate on the presented idea. These reflections or meditations are recorded in their personal Meditations Journal. This daily habit develops the skill of thinking deeply and slowly pondering ideas and principles. During the scholar’s senior year, she will explore through previous meditations and create a final meditations journal representing her intellectual journey to graduation. The meditations journal will be published by the school with one copy given to the scholar at graduation and one copy placed in the Paideia library.

Dual Enrollment and Advanced Placement Courses

Only scholars who have met the following criteria are eligible to enroll in dual enrollment and/or advanced placement courses:

- Successfully completed all freshman coursework to include Freshman project
- Maintained an overall Grade Point Average (GPA) of 3.0 or higher
- Maintained at least 91% attendance to include absences and tardies
- Have cleared/restored any Code of Conduct infractions with the Dean of Students

Health Office & Medical 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.



Medical Office: 602-343-3040 ext 3094
cpullam@paideiamail.com

REQUIRED “Stay-at-Home” Policy

Parents/Guardian are **required** to keep children home if the following symptoms occur in order to prevent the spread of disease:

- fever 100.4 F or higher
- vomiting
- diarrhea
- severe red or inflamed eyes
- severe headache or pain
- severe coughing
- severe red throat
- has a rash

When your child is sick, please do not expose them to others!

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.

Medical Release to Return to School

If a scholar is hospitalized, has surgery, suffers a major injury, is casted or is absent from school for medical concerns, a medical release note including a date to return to school, any health concerns or accommodations needed while in school must be provided by their healthcare provider prior to their return to school. If your child requires medications during the school day, a medication form must 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.

Medications

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

1. 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.
2. Prescription medications must be in its original prescription container and labeled by the pharmacist.

3. Over-the-counter medication must be in the original factory container with all the warnings and directions intact.
4. Parents must deliver and pick up medication to and from school.
5. A scholar may carry and self-administer an inhaler or EpiPen with proper labeling and with written orders by health provider and parental permission. Scholars 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 will be stored in a locked cabinet in the Nurses office.
6. The school reserves the right to refuse to give any medication.
7. Supplies (SVN tubing/mask/dressing etc.) are to be provided by parents/guardian

Immunizations

Immunization or exemption paperwork is a requirement for attendance but it is not a requirement for scholars to enroll. Homeless students can attend school without them for a short amount of time. A school must accept students who choose to file an exemption instead of immunizations. Please inform the nurse or registrar 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.

Hearing and Vision Screening

Hearing and vision screenings 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 Medical Office at cpullam@paideiamail.com.

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 scholar's health provider. Excuses written by a healthcare provider should be given to the front office.

Hydration, Water Bottles and Protection from the Sun

One of the most frequent ailment complaints from scholars at Paideia is a stomachache and headache. The most common cause of stomach and headaches is dehydration.

- **Water Bottle** - Scholars are required to have a reusable water bottle clearly labeled with their name at school – no glass bottles or containers. All indoor drinking fountains are equipped with refill spouts for water bottles. 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



scholars to drink water throughout the day. Scholars and faculty members may purchase Paideia branded water bottles to use at school.

- **Hat** – Exposure to the sun’s UV rays and Solar Radiation can cause long term damage to our skin. All are highly encouraged to wear a wide brimmed hat during recess. Hats are not to be worn inside and are to be kept on the scholar’s backpack during class.
- **Sunglasses** – Exposure to the sun’s UV rays can do long-term damage to our eyes. Scholars are encouraged to wear sunglasses that protect at least 99% of the sun’s ultraviolet rays. Rating of UV400 will provide the highest protection. Sunglasses are not permitted to be worn in class. Please provide a case for the glasses to be stored in the scholar’s backpack while not in use.
- **Hoodies, Sweaters, Jackets** – when the temperature reaches above 80 degrees, all scholars are required to remove hoodies, sweaters, and jackets when playing outside.

Homework - Required

Paideia Liberal Arts Academy scholars are expected to engage in a rigorous academic and intellectual journey. Paideia parents should inspire their scholars to rise-up and become true scholars. Homework at Paideia is “proactively” planned by the teacher using specific and individualized scholar data, is tied to a larger “end in mind” goal and takes a higher importance as a “first things first” priority.

Our homework standard procedures focus on two primary ideas:

1. Scholars have a right to be given homework guidance that will enhance their learning, and
2. Teachers have a responsibility for assigning it.

There are four reasons that teachers should use homework:

1. To increase scholar growth and achievement,
2. To build independence and responsibility,
3. To fulfill the expectations of our parents, and
4. To expand and ease the time constraints of the curriculum.

Paideia Liberal Arts Academy Scholars are expected to engage in rigorous home study to include:

- Coursework requiring academic study outside of the classroom
- Capstone project preparation
- Coached projects – reading, writing, math, science
- Seminar preparation
- Khan Academy Math Learning Path

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 scholar "get it together."

1. Use a Planner. Help your scholar get into the habit of keeping a "to-do" list within a planner. Use the planner checklists to post assignments, household chores, and reminders about what materials to bring



to class. Check the planner daily with your scholar. Crossing completed items off the list will create a sense of accomplishment.

2. Organize Homework assignments. Before beginning a Homework 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 homework 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 Homework. 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 they don't think they have homework, 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 scholar 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 scholars go to bed, they 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 scholar to prepare quickly for the day ahead.

10. Provide needed support while your scholar 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.

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 **CELL PHONES**, smart tablets, smart watches, chewing gum, fidget spinners, skates, squirt guns, sports balls, electronic pets, yo-yos, toys, electronic games, digital devices, cameras, handheld video game devices, trading cards (Pokémon, etc), and all forms of pocketknives. *These items and other items that become a problem will be taken away by the teacher, Principal or Dean of Students and locked in the front office and returned only to a parent/guardian.*

Personal items such as purses should be stored in or with backpacks and not carried separately.

Cell Phone Policy

Scholar cell phones and other cellular devices to include smart watches 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 before entering the school grounds. **Cell phones and other personal items that are broken or stolen are not the responsibility of the school.**

Cell phones will be confiscated from scholars if seen or heard in their pocket, backpack or any place on their person. Confiscated cell phones will be locked and safely stored in the front office. Only a parent may pick up a confiscated cell phone.

Parties and Classroom Celebrations

Classroom celebrations should follow these guidelines:

- **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. *No caffeinated drinks
- **Keep it Simple**
- Please make sure treats are eaten before the scholars leave for the bus.
- Birthday treats are not allowed during lunch due to state and federal nutritional requirements and time constraints in the cafeteria
- Birthday and other party announcements should not be passed out at school.
- **NO BALLOONS PERMITTED ON CAMPUS.** 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 scholars 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/guardian signing a new form.

National Junior Honor Society and National Honor Society

Paideia Academy has established a chapter of the National Junior Honor Society (NJHS, NHS) to recognize our most outstanding scholars. The national office approved our chapter of this prestigious national scholar recognition programs, and we undertake the process of inducting new members each fall. More than just an honor roll, National Honor Societies 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/NHS to Paideia Academy is an indication of a commitment to acknowledge the hard work of high achieving and well-rounded scholars. The National Honor Societies is the nation's premier organization recognizing outstanding scholars who demonstrate excellence in the areas of scholarship, responsibility, leadership, service, citizenship, and character.

For more information about National Honor Society visit:

www.njhs.org

<https://www.nhs.us/>

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.

Safety and Security

The Principal of a school campus is the main authority in charge. All persons including staff, scholars, parents, visitors are required by law to obey lawful orders from the Principal. Failure to do so can be viewed as "disruption of an educational institution" and could result in criminal action against the person. This law also requires anyone on campus to follow all the set rules and guidelines of the campus including the surrounding streets and parking lot during school hours.

Arizona Revised Statute (ARS 13:02911) DISRUPTION OF AN EDUCATIONAL INSTITUTION

Arizona law makes it illegal to interfere with or disrupt a school.

Who does this law apply to?



This law applies to everyone. Any person (including scholars, teachers, staff, strangers, etc.) who interferes with or disrupts school breaks this law.

What does interference with or disruption of school actually mean?

The law defines interference with or disruption of school to be any act that might lead to school being evacuated, closed, or cancelled.

The law reads that this kind of act could be:

- Using loud, profane, or angry language on school property,
- Threatening to hurt someone,
- Threatening to cause damage,
- Trying to disrupt school on purpose, or
- Refusing to obey a lawful order from the Principal, Dean of Students or any other Executive Leader of the corporation.

What happens to someone who breaks this law?

First, the law reads that the school can ask whoever is breaking the law to leave.

Second, if the person who is breaking the law happens to be a scholar, faculty member, or staff member, the law reads that the school can take disciplinary action. This could include being suspended or expelled from school.

Finally, depending on the kind of act, the person who broke the law can be charged with a crime. Ranging from a class 1 misdemeanor to a class 6 felony, this is a serious matter than can carry serious punishment, such as time in jail or expensive fines.

Search

Upon reasonable suspicion, Paideia Academy Dean of Students and Principal reserve the right to search scholar’s personal items, backpacks, purses, book bags, automobile etc. with or without warning at any time.

Smoking/Vaping, Tobacco, Drugs and Alcohol Use Laws

Smoking/Vaping tobacco, drugs or alcohol use in any form (to include vape devices) 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 grounds 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 (to include vape devices) 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 (to include vape devices) will be expelled from the school.

Teacher and Staff Information

Teacher and staff resumes/credentials are available for review through Human Resources.

Technology Use and Code of Conduct

Use of technology is a necessary, innate element of the Paideia Academies educational mission. Even so, technology that is provided to staff, scholars 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 scholars and parents. Scholars and parents are expected to observe the following:

1. All users are required to be good technology citizens by refraining from activities that disrupt the educational experiences of their peers, or can be considered as illegal, immoral and/or unprofessional.
2. The scholar and parents are ultimately responsible for his/her actions in accessing technology at Paideia Academies.
3. 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.
4. Severe violations may result in civil or criminal action under the Arizona Revised Statutes or Federal Law.
5. Vandalism of technological devices in any way will result in loss of technology privileges and could result in financial charges to the parent/guardian to replace or repair broken devices.

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

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.

Bus Contact

Please contact the Bus Coordinator bus@paideiamail.com for the following reasons:

- Bus route changes
- Complaints and concerns

Bus Code of Conduct

1. It is everyone's duty to keep a calm and peaceful bus atmosphere.
 - a. Keep voices at a lower level, always
 - b. use habits 4, 5, and 6 to solve personal challenges on the bus
 - c. Any aggressive behavior will result in immediate removal from the bus
 - d. No foul or inappropriate language
 - e. Scholars must stay seated and out of the aisle at all times while the bus is in motion
 - f. Do not throw anything out of nor stick any part of your body out of the window
2. It is everyone's duty to keep the bus clean.
 - a. No eating food, candy, gum, or drink except
 - b. Clear bottled water only on the bus.
 - c. Pick up trash and put in garbage pail when you get off the bus.

Bus Consequences

The bus is an extension of the campus and ALL code of conduct and behavioral expectations apply. Behavioral infractions on the bus will receive campus consequences up to and including expulsion from Paideia Academies.

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:

1. First offense: Write-up to parent/guardian warning of future consequences
2. Second offense: 1-day suspension of bus/ Bus Success Guide
3. Third offense: 1-week suspension of bus privileges
4. Fourth offense: Permanent removal of bus privileges

Parent/Guardian Expectations

1. Use appropriate language if you need to discuss concerns with drivers or bus personnel
2. Do not step onto the bus at any time unless for a field trip with a teacher present
3. NEVER approach another person's scholar
4. NO SMOKING near the bus
5. Report any concerns to the driver or transportation company

Any transportation changes must be communicated to the scholar's teacher via Class Dojo or Email and Transportation Department via email prior to 2:30 pm and 1:00 pm on Wednesdays.

- Email bus@paideiamail.com
- Include in your email:
 - Scholar Name
 - *Example "my scholar Alice Jones"*
 - Scholar Homeroom Teacher
 - *Example "homeroom teacher Mrs. Johnson"*
 - Transportation change and date
 - *Example "parent pickup today September 11, 2023"*

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 scholar.
- Verbally or physically punish their scholar in front of other scholars.
- Yell at, grab, touch, strike, be physically, or verbally antagonistic toward any scholar, 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.

I agree to follow the Paideia volunteer policies and procedures.

Visitors and volunteers are required to comply with the lawful orders of the Principal or designated person in charge. Interference with or disruption of an educational institution ranges from a class 6 felony to a class 1 misdemeanor.

The Principal of the campus is charged to maintain public order and has authority to order a person to leave the property if there is reasonable grounds to believe that:

- 1) Any person or persons are committing any act that interferes with or disrupts the educational institution.**
- 2) Any person has entered the property for the purpose of committing any act that interferes with or disrupts the educational institution.**

Weekly Tours

Every Thursday at 9:00 am a weekly tour of the school campus will be hosted by The Paideia Liberal Arts Academy Principal, Dr. Winsor. Please call 620-343-3043 to schedule your tour. Check in at the office prior to 9:00 a.m. for a tour.



GUIDEBOOK AGREEMENT

Paideia Liberal Arts Academy

1535 E Baseline Rd.

Phoenix, AZ 85042

I have read and agree to follow the guidelines for family and scholar responsibilities found in the Paideia Liberal Arts Academy parent/scholar guidebook and have discussed them with my scholar(s).

Scholar Name: _____

Scholar Signature: _____ **Date:** _____

Parent Name: _____

Parent Signature: _____ **Date:** _____

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