

The Paideia Academy of South Phoenix – ELEMENTARY ACADEMY SCHOLAR PARENT GUIDEBOOK



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

2026-2027

***Create Authentic Relationships through Collaboration and Sharing
Raise the Rigor and Support for All***

South Phoenix Campus

7777 S 15th Terrace

Phoenix AZ 85042

Main Number: (602) 343-3040; Attendance: (602) 343-3040 #4; Medical: (602) 343-3040 ext 3086

www.PaideiaAcademy.com

School Hours for ALL Grades

Monday, Tuesday, Wednesday, Thursday 8:00 a.m. – 3:00 p.m.

Friday 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 Academy South Phoenix and provide information about learning conditions, key policies, and procedures at Paideia Academy South Phoenix.

Welcome

Welcome to Paideia Elementary Academy!

We take great pride in partnering with you in the joyful, challenging, and rewarding work of educating and empowering your children. As a school community, we are committed to cultivating a culture where every scholar is seen, heard, and supported—academically, socially, and emotionally.

This guidebook has been prepared to acquaint you with The Paideia Academies and help you know what is expected of you in our collaborative efforts to educate the whole child. 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 child's teacher, and our leadership team is here to walk alongside your family throughout the year.

Together, we strive to develop not just learners, but leaders—young people with strong minds, kind hearts, and resilient spirits. We deeply value the role our families play in this work, and we invite you to partner with us every step of the way. Your support, encouragement, and involvement are essential to your child's success and the strength of our school community.

This Family Guidebook is designed to provide you with an overview of important information that will support your experience as a member of our learning community. Please note, it is not a comprehensive manual of all policies and procedures, but as a helpful starting point for what to expect as part of the Paideia family.

We are grateful to have you with us and excited about the journey ahead.

With appreciation,

Paideia Elementary Academy

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 student's achievement of these results should be evaluated in terms of that student's competencies and not solely related to the achievements of other students;
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.*⁺⁵⁶

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

Grow, Achieve, Lead! Paideia Power!

L – lead and learn with your whole self (body, mind, heart, spirit)

E – empower yourself and others

A – apply all the 7 habits

D – do you best always

School Mission Statement

Mission: *Paideia Academies empowers the whole person- body, mind, heart, and spirit—through education.*

Paideia Scholar Mission Statement

I am a Paideia Scholar:

I am proactive by taking responsibility for my life and making good choices.

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.

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

I am a Paideia scholar!

Paideia Academies Inc, Campus and Family Calendar 2026-2027 <i>We are a collaborative, scholar-led community rooted in authentic relationships and supportive rigor that drives deep, purposeful learning.</i>	
July (2026)	All - 28th -Back to School Night - 30th – 1st Day of School PEA - 29th- New Scholar Orientation (10-12PM) PLA - 28th – Back to School Night (5-7 PM) - 29th - New Scholar / Freshman Orientation (10-12 PM)
August (2026)	All - Leader in Me Foundation - First 8 Days and Leadership Binders - 3rd – 12th – first 8 days – Leader in Me - o Leadership Binders - o Leadership Roles - o Leadership Agendas PEA - 21st – Curriculum Night/ Move on When Reading PLA - 21st – Curriculum Night
September (2026)	All - Habits 1-3 Independence National Hispanic Heritage Month - 7th Labor Day – No school - 9-11 Parent Conferences - 10-11 Half Days - 11 – 9/11 Education Day - 17th Constitution Day - 25th Sandra Day O’Conner Civics Seminar Learning Day PEA - 9th – Q1 Progress Reports go home - 18th- Family Movie Night PLA - 9th – Q1 Progress Reports go home

October (2026)	All - Habits 4-6 Interdependence National Book Month Indigenous Peoples and Filipino American History Month - 2nd End of First quarter - 2nd – Custodian Appreciation Day - 2nd ½ Day - 5-9 Fall Break - 12th Beginning of second quarter - 30th ½ day & Fall Festival with market PEA - 1st – Leadership/Passport Day (Family Appreciation Day) - 13th – Q1 Report Cards go home - 26th – 30th – Literacy Week PLA - 1st Leadership Day/AVID Showcase/Passport Day (Family Appreciation Day) - 13th – Q1 Report cards go home - 26th – 30th – Literacy Week
November (2026)	All - Habit 7 Self – Renewal Native American Heritage Month - 11th Veterans Day – No School - 18-20 Parent Conferences - 19-20 – ½ days for conferences - 23-27 – Thanksgiving Break/Office Closed PEA - 18th – Q2 Progress Reports go home - 18th – Family Field Day - 20th Talent Show (4-6:30PM) PLA - 6th PLA Dance - 13th Formal NHS Induction Ceremony - 18th – Q2 Progress Reports go home
December (2026)	All - Habit 8 Find My Voice and Help Others Find Their Voice - Map Testing Winter Benchmark (Dates TBD) - 18th end of second quarter/ 1st semester - 18th ½ day - 21-31 Winter Break PEA - 18th – Winter Musical and Arts Show PLA - 4th Sci Fair - 18th Winter Musical and Arts Show - Alumni Night

January (2027)	All - Habits 1-3 Independence - 1st Winter Break - 4th No School - 5th Start of 3rd quarter - 18th M.L. King Jr. Day – No School PEA - 5th – Q2 Report cards go home - 11th – 15th – Math and Science Week - 15th –Growth Awards Assembly PLA - 11th – 15th – Math and Science Week - 20th Campus open house - 22nd Dean’s List for Semester 1 (Growth Awards Assembly)
February (2027)	All - Habits 4-6 Interdependence Black History Month - 3-5 Parent Conferences - 4-5 Half Day for Conferences - 16-19 kindness week - 22nd Neighborhood Party Market PEA - 5th – Senior Dance Party (3rd-6th) PLA - 19th Glow Party - 24th Future Fair
March (2027)	All - Habit 7 Self Renewal National Women’s History Month - 5th end of 3rd quarter - 8-12 Spring Break - 15 Start of 4th Quarter - 19th half day and Spring Festival - 22-25 Nature Week - 26th No School Family Holiday PEA - 5th Leadership Day - 16th – Q3 Report cards go home - 22nd –25th – Nature Week - 25th – Walk A Thon PLA - 3rd Egg Drop - 5th Leadership Day - 19th half day and Spring Festival

April (2027)	All - Habit 8: Find My Voice and Help Others Find Their Voice Autism Awareness Month/Arab American Month - 21-23 Parent Conferences - 22-23 Half Day for conferences - 21 Administrative Professional Day - 30th – Principal's Appreciation PEA - 21st Q4 Progress Reports go home - 22nd – Spring Benchmark Testing Begins PLA - 2nd – Student Council Event - 30th Extracurricular Activity Awards Night
May (2027)	All Live, Love, Learn, and Leave a Legacy Whole Person Paradigm Asian American and Pacific Islander Month - 3-7 Educator Appreciation Week - 20th Last day of school – ½ day - 24th Memorial Day – Offices Closed PEA - 17th – 6th Grade Crossing (With awards) - 17th – End of the Year Growth Awards (1st-5th) - 18th – Water Day - 19th – Kindergarten Promotion with awards PLA - 14th - Leadership Day – coached project presentation - 14th- End of Year Awards (7th, HS) - 19th - 8th grade promotion with awards - 20th - HS Graduation

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 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, mental or behavioral health, homelessness, bereavement, family emergencies, time necessary to process for the armed forces, and out-of-school suspensions 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 (see above excused/unexcused) when a scholar cannot make it to school; however, scholars should attend class every day if they are able.

ATTENDANCE INFRACTION ALERT

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

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

Missing school for a day (*excused or unexcused*) 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 child 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 child will be considered truant when there is not a legitimate reason for not attending school. ***If a parent fails to ensure that the child 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 child'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 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 for grades 9-12, and failure to pass a grade for grades K-8.*

Extended Family Vacations:

Family vacations are not excused absences and will count towards attendance infractions. We ask that vacations are scheduled during school breaks. It is not the teacher's responsibility nor school expectation to provide work in advance for scholars who are out due to family vacations.

Religious Purpose Absences:

The school shall excuse students for religious purposes, including participation in religious exercises or religious instruction. In order for a religious purpose absence to be excused under this policy, the parents/guardians of the student must notify the school in advance or at the time of the absence. Any religious instruction or exercise must take place at a suitable place away from school property.

Before & After School Information

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

Before school:

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

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

7:15 am recess begins.

7:50 am breakfast ends and kitchen closes.

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

7:55 am scholars in grades K-6 line up in the cafenasium for morning assembly. Parents who want to observe morning assembly may enter the front doors no sooner than 7:30, sign in and go directly to the cafenasium.

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

After school:

Monday, Tuesday, Wednesday, Thursday

3:00 pm Scholar dismissal

3:30 pm all scholars picked up and off campus

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

1:30 pm Scholar dismissal

2:00 pm All scholars picked up and off campus

Leadership Clubs

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

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

Sports = Seasonal

Music = Leadership Choir

Art = Yearbook Club

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

Journalism

After School Programs:

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

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

The after school application is found on the Paideia website

<https://www.paideiaacademy.com/families/after-school-programs/>

Scroll down to the yellow button.

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

Scholar Drop Off and Pick

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

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

- To use the drive-through service:
 - **Eyes up! Phones Down! Stop all cell phone conversations and turn off automobile music** while in the school parking lot.
 - Enter the school grounds only through the 15th Terrace entrance. The 16th Street drive is an exit only. **Do not stop or drop off along 16th Street – this may result in a ticket.**
 - Only drop off and pick up scholars in the designated drop off/pick up zone.
 - Exit parking lot through 16th Street exit or right-turn only onto 15th Terrace.
- If you park, please walk your child(ren) safely to and from the north gate.
- Scholar afterschool pick up begins at 3:00 and ends at 3:30 pm.
 - **(1:30 and 2:00 pm on Friday)**
- For safety reasons, refrain from engaging Paideia personnel in conversation or conferences during parent pick up.

Dismissal Procedure

Paideia Academy has high expectations of learning from the beginning of the day all the way to the last minute of the day. For this reason, parents and guardians must leave their scholars in class until dismissal. Removing your scholar early from school results in attendance infractions and could lead to truancy citation and/or grade-level retention.

The following procedures are closely followed for the safety of your scholar and the smooth dismissal of all at the end of the day. Please be patient – **Safety is more important than speed.**

Terrace Campus Dismissal – grades K-6

- All scholars are brought to their designated areas for dismissal.
- Scholars taking the bus are dismissed to go to their buses.
- Scholars who walk home are dismissed to walk home.
 - For safety reasons and to maintain a smooth flow of traffic, scholars are NOT to meet parents in the neighborhood streets or Baseline parking lot.
 - For safety reasons, scholars are NOT to wait for parents in the Liquor Store nor in the Liquor Store parking lot
- Scholars being picked up by parents and guardians remain with their teachers:
 - Please be patient. **Safety is more important than speed.**

- Paideia Elementary Academy students with Paideia Liberal Arts Academy siblings will be escorted to the Baseline campus to wait for pickup with older siblings.
- Parents/guardians picking up their scholars:

DRIVERS

- Enter the north parking lot from 15th Terrace
- Eyes Up! Phones Down! Put your phone down and watch carefully for safety
- Form two lines in the drop-off/pickup area
- Display your yellow Family Card on the dashboard of your vehicle
- Remain in your vehicle
- A Paideia staff member will announce your scholar(s) names over the radio system
- Your scholar(s) will be directed to walk quickly to your car
- Another Paideia staff member will put your scholar(s) in your car

WALK UP

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

Early Removal and Late Pickup:

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

- ***Early pick-ups count as an attendance infraction for the scholar.***
- Scholars who are removed early must be signed out in the office by the parent.
- To remove a child early from school parents must check in at the front office, and the front office staff will call for the scholar.
- Parents/Guardian are NOT PERMITTED to go to the scholar’s classroom.
- No scholars may be picked up from the front office **30 minutes or less prior to dismissal time.** The Front Office will be closed 30 minutes before dismissal. No parent will be permitted inside. Scholars must be retrieved at the designated parent pick-up area.

Late Pick-up

All Paideia Academy scholars should be off campus **within 30 minutes of dismissal time** unless they are enrolled in other after-school activities such as Leadership Clubs and sports. ***Students who are not picked up within the 30-minute time frame will be referred to the City of Phoenix Police Department’s Truancy Officer.*** There will be no exceptions to this policy. This “no exceptions” policy makes it fair and consistent for all children enrolled.

Morning Leadership Assembly – Daily

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

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

Parents are welcome to observe the morning assembly and are encouraged to participate in reciting the Paideia Scholar Mission Statement, singing patriotic songs and the Pledge of Allegiance. Parents who wish to join the assembly must enter through the Front Office and sign into our Visitor Log. Leadership assembly is a structured sharing time in our learning day. Please be respectful of our assembly time. All guests at the leadership assemblies are welcome to participate but we ask that guests refrain from side conversations or cell phone conversations during assembly. It is important that parents do not attempt to meet or conference with teachers during morning assembly. For a smooth and orderly morning transition we also ask that parents do not walk their child(ren) to their class following morning assembly.

Child Find Policy and Procedures

Paideia Elementary Academy South Phoenix will ensure that all children with disabilities within their population, including children with disabilities, who are homeless or wards of the State, regardless of the severity of their disability, and who need special education and related services are identified, located, and evaluated. Child find must also include children who are suspected of being children with a disability and need special education, even if they are advancing from grade to grade or they are highly mobile children, including those who are migrant children. Paideia will maintain a record of children who are receiving special education and related services.

Child Identification and Referral

Paideia has established, implemented, and disseminated to its school-based personnel and all parents written procedures for the identification and referral of all children with disabilities aged birth through 21 years.

Paideia requires all school-based staff to review the written procedures related to child identification and referral on an annual basis and maintains documentation of the staff review.

Identification (screening for possible disabilities) shall be completed within 45 calendar days after:

- a) Entry of each preschool or kindergarten student and any student enrolling without appropriate records of screening, evaluation, and progress in school; or
- b) Parent notification of concern regarding developmental or educational progress by their child aged 3 through 21 years.

Screening procedures include vision and hearing status and consideration of the following areas:

- a) Cognitive or academic;
- 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 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 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 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 Academy South Phoenix 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/guardians 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 referred to the Principal, Assistant 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 or Assistant Principal, Dean of Students and teacher.
- 25 Demerit points: The scholar **will be suspended** until the parent meets with the Principal, Assistant 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 Hearing Officers for a disciplinary hearing for possible expulsion. The scholar will be suspended until the parent meets with the Hearing Officers and a final decision is made as to the standing of the scholar in the school. The Hearing Officers may decide to expel immediately or delay pending accomplishment of a restorative project, at the end of the year or place the scholar on a Success Guide Restriction for the following year.

Behavior

Tier 1: 1-5 Demerit Points

- Not following rules or directions
- Swearing/inappropriate language
- Leaving class without permission
- Restroom violations
- Dress Code violations
- Teasing others
- Other

Tier 2: 5-10 Demerit Points

- Cell phone violation
- Cheating
- Lying
- Insubordination to school authority
- Defiance of school authority
- Disturbing the learning environment
- Vulgar/profane language
- Severe/chronic teasing of others
- Hurting other scholars
- Putting self/others at risk
- Technology Violations to include
 - accessing non-approved websites on a Paideia device.
 - Impersonating Paideia Academies Inc or an affiliated campus with a fake social media account.

Behavior

Tier 3: 10-25 Demerit Points – all violations include Knowledge of without Reporting

- Physical Altercations / Fighting
 - Fighting – levels 1, 2, 3, 4
 - Knowledge of and Failure to Report Impending Fights
 - Inciting Violence
 - Interference During Staff response to campus altercations
- Threatening or Intimidating Behavior
 - Bullying
 - Harassment
 - Cyber-bullying
 - Hazing
- Vandalism/graffiti (*to include all school materials such as books and supplies*)
- Stealing
- Pornography possession or participation in lewd conduct
- Gang activity

Tier 4: 20-30 Demerit Points – all violations include Knowledge of without Reporting

- Tobacco-possession in any form
- Alcohol possession
- Acts of sexual harassment or abuse
- Illegal drug possession
- Weapons Possession
- Guns/bombs Possession
- Acts of arson
- Other State or Federal Violations

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.

Stand Up! Speak Up!

It's 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.

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, Hazing

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 South Phoenix. 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 or crude text/digital 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.

Threatening or Intimidating Behavior, Discrimination, Harassment and Bullying.

Students may not engage in physical or verbal threatening or intimidating behavior, discrimination, bullying, or harassment of any kind, including sex discrimination and sex-based harassment that is prohibited under Title IX. Paideia Academies Inc. has a zero-tolerance policy regarding these behaviors. Students engaging in such behavior will be subject to disciplinary action, and potential sex discrimination will be subject to the provisions of the School's Title IX Policy.

Hazing.

Students may not engage in hazing, as defined in A.R.S. § 15-2301, or solicit other students to engage in hazing. Aiding and abetting another person who is engaged in hazing is also prohibited. All students, teachers and staff must take reasonable measures within the scope of their authority to prevent hazing and violations of this policy. Students engaging in prohibited hazing behavior will be subject to disciplinary action. In such disciplinary proceedings, a student may not rely on the defense that the victim consented to or acquiesced in the prohibited hazing behavior.

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.

Policy on Violence on Campus

Policy Objective: At Paideia Academies Inc, we prioritize creating a safe and inclusive learning environment for all students. The following policy on campus violence to include physical altercations/fighting is designed to maintain discipline, ensure the safety of all individuals involved, and promote conflict resolution skills among students. By adhering to this disciplinary policy, Paideia Academies Inc underscores its commitment to creating a safe, inclusive, and supportive learning

environment where all students feel empowered to take proactive steps in preventing conflicts and promoting positive peer relationships.

Policy Statement: Zero-Tolerance for Violence of Any Kind

Paideia Academies Inc maintains a zero-tolerance policy regarding violence of any form, including A) physical altercations/fighting between students, B) knowledge of and failure to report impending violence, C) the incitement of violence via verbal, physical, digital means, and D) interference with staff response to physical violence.

A. Physical Altercations/Violence

1. Definitions of Physical Altercations/Fighting:
 - a. Fighting is defined as any physical altercation between two or more students that involves hitting, kicking, pushing, or any other form of physical aggression.
2. Consequences of Fighting:
 - a. Any student found engaging in fighting, regardless of provocation, will face disciplinary action as outlined in the school's disciplinary policy.
 - b. Consequences may include but are not limited to detention, suspension, or expulsion, depending on the severity and frequency of the incident, as determined by the school administration.
3. Intervention and Support:
 - a. Upon the discovery of a fight, staff members are required to intervene immediately to alert for assistance, actively disperse student bystanders and ensure the safety of all students present and separate the involved parties without getting physically engaged.
 - b. Staff members are also responsible for documenting the incident and reporting it to the appropriate school authorities for further investigation and action.
 - c. Principal and/or Dean of Students immediately investigate to include security video footage and witness statements.
 - d. Counseling and support services will be made available to all students involved in a fight to address underlying issues and promote conflict resolution skills.
4. Preventive Measures:
 - a. Paideia Academies Inc is committed to implementing preventive measures to minimize the occurrence of student fighting.
 - b. These measures may include alertness training for signs of violence, ongoing education on conflict resolution, fostering a positive school culture through anti-bullying initiatives, and providing students with alternative strategies for resolving disputes peacefully.
5. Parental Involvement:
 - a. Parents/guardians of students involved in fighting will be notified promptly and may be required to attend a meeting with school administration to discuss the incident and its consequences.

B. Knowledge of and Failure to Report Impending Fights

Objective: Ensuring the safety of and well-being of all students is a top priority at Paideia Academies Inc. This disciplinary policy addresses the serious matter of students failing to report knowledge of impending fights, aiming to promote a culture of accountability, proactive intervention, and conflict resolution.

1. Duty to Report:
 - a. All students at Paideia Academies Inc have a responsibility to promptly report any knowledge or suspicion of impending fights or altercations on campus to school authorities or staff members.
 - b. Failure to report such information not only compromises the safety of individuals involved but also undermines the school's efforts to maintain a secure and supportive learning environment.
2. Consequences of Non-Reporting:
 - a. Students who knowingly fail to report impending fights or altercations will face disciplinary action in accordance with the school's disciplinary policy.
 - b. Consequences may include but are not limited to detention, suspension, or other appropriate disciplinary measures, depending on the severity and recurrence of the offense.
3. Educating on Reporting Obligations:
 - a. Paideia Academies Inc is committed to educating students on their obligation to report any information regarding potential conflicts or safety concerns.
 - b. Students will receive instruction on the importance of proactive intervention, the potential consequences of failing to report, and the role they play in fostering a safe and supportive school community.
4. Anonymous Reporting Mechanisms:
 - a. Recognizing that some students may hesitate to report information for fear of retaliation or other reasons, Paideia Academies Inc will provide anonymous reporting mechanisms, such as tip lines or online reporting platforms, where students can submit information confidentially.
5. Prompt Intervention and investigation:
 - a. Upon receiving a report or credible information about an impending fight or altercation, school authorities will intervene promptly to assess the situation and take appropriate action to prevent escalation or harm.
 - b. Investigations will be conducted discreetly and with sensitivity to protect the confidentiality of reporting individuals and maintain trust within the school community.
6. Counseling and Support Services:
 - a. Students who fail to report knowledge of impending fights may be required to participate in counseling or support services aimed at addressing any underlying reasons for their non-reporting behavior and promoting a greater sense of responsibility and accountability.
7. Parental Notification and involvement:

- a. Parents/guardians of students involved in failing to report impending fights will be notified promptly and may be required to attend a meeting with school administration to discuss the incident and its consequences.

C. Inciting Violence

Objective: Paideia Academies Inc is dedicated to fostering a safe and respectful learning environment for all students. This disciplinary policy addresses instances where students engage in behavior that incites violence through verbal, physical, or digital means, emphasizing the seriousness of such actions and the consequences they entail.

1. Definition of Inciting Violence:
 - a. Inciting violence refers to any intentional behavior, whether verbal, physical, or digital, that inflames or encourages others to engage in acts of aggression, harm, or violence against individuals or groups.
2. Prohibition of Inciting Violence:
 - a. Paideia Academies Inc strictly prohibits students from engaging in any form of behavior that incites violence, including but not limited to threats, intimidation, bullying, harassment, hate speech, or the dissemination of violent content through digital platforms.
3. Consequences of Inciting Violence:
 - a. Students found to have incited violence through verbal, physical, or digital means will face disciplinary action in accordance with the school's disciplinary policy.
 - b. Consequences may include but are not limited to detention, suspension, expulsion, or other appropriate disciplinary measures, depending on the severity and impact of the behavior.
4. Immediate intervention:
 - a. Upon becoming aware of any behavior that incites violence, school staff members are required to intervene immediately to address the situation and prevent further harm.
 - b. Staff members will employ de-escalation techniques and assertive communication to diffuse tensions and ensure the safety and well-being of all individuals involved.
5. Documentation and Reporting:
 - a. Staff members are responsible for documenting instances of behavior that incites violence and reporting them to the campus Principal or Dean of Students for further investigation and action.
 - b. Detailed records of the incident, including any evidence such as witness statements or digital content (screen captures), should be maintained to support disciplinary proceedings.
6. Educational intervention and Support:
 - a. In addition to disciplinary consequences, students found to have incited violence may be required to participate in educational interventions aimed at promoting empathy, conflict resolution skills, and positive communication strategies.
 - b. Counseling and support services will be made available to both perpetrators and victims of incitement to address any underlying issues and facilitate healing and reconciliation.

7. Parental Involvement:

- a. Parents/guardians of students involved in inciting violence will be notified promptly and may be required to attend a meeting with school administration to discuss the incident and its consequences.

D. Interference During Staff Response to Campus Altercations:

Objective: Maintaining a safe and orderly campus environment is paramount at Paideia Academies Inc. This discipline policy aims to address instances where students interfere with staff members who are responding to on-campus altercations, ensuring swift and appropriate consequences for such behavior.

1. Prohibition and Definition of Interference:

- a. Students are strictly prohibited from interfering with staff members responding to fights or altercations on campus.
- b. Definition of Interference includes but is not limited to running towards, standing to watch, record or cheer, failure to disperse when commanded or blocking the way when staff members are responding to fights or altercations on campus.
- c. Such interference can disrupt the efforts of staff members to manage the situation effectively and may escalate tensions or endanger the safety of individuals involved.

2. Consequences for Interference:

- a. Any student found engaging in interference with staff response to campus altercations will face disciplinary action in accordance with the school's disciplinary policy.
- b. Consequences may include but are not limited to detention, suspension, or other appropriate disciplinary measures, depending on the severity and recurrence of the interference.

3. Immediate Intervention:

- a. Upon observing any interference with staff response to campus altercations, staff members are required to intervene immediately to address the behavior and ensure the safety and security of all individuals involved.
- b. Staff members may utilize appropriate de-escalation techniques and assertive communication to redirect students away from the situation and restore order.

4. Documentation and Reporting:

- a. Staff members are responsible for documenting instances of interference with staff response to campus altercations and reporting them to the Principal and/or Dean of Students for further investigation and action.
- b. Detailed records of the incident, including security video recordings and names of involved students and any witnesses, should be maintained to support disciplinary proceedings.

5. Educational intervention:

- a. In addition to disciplinary consequences, students found interfering with staff response to campus altercations may be required to participate in educational interventions aimed at promoting understanding of the importance of respecting authority and maintaining a safe learning environment.

- b. These interventions may include counseling sessions, conflict resolution workshops, or other restorative practices designed to address underlying behavioral issues and prevent future incidents.
- 6. Parental Involvement:
 - a. Parents/guardians of students involved in interference with staff response to campus altercations will be notified promptly and may be required to attend a meeting with school administration to discuss the incident and its consequences.

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, Assistant 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, Assistant 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, Assistant 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** 7 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 doors 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.
- **Morning Assembly:** Morning assembly is a key part of the Paideia culture. It starts each day with joy and solidarity for our shared culture of scholarship, compassion and leadership. We have Morning Assembly in the cafenadium on Mondays, Wednesdays, and Fridays. Each classroom is assigned 1 to 3 weeks during the year to conduct and provide speeches and a Friday message for morning assembly
- **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 receive guided messages about prosocial self-care behaviors. We encourage all families to learn more and establish mindfulness practices at home.
- **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 support 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. These teams provide an 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.

Paideia School Social Worker.

Contact our school social worker if you are concerned about your scholar's social emotional mental health:

Mrs. Caitlin Smith csmith@paideiamail.com 602-343-3040 ext. 3056

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: Mrs. Carla Moyer : cmoyer@paideiamail.com
- Assistant Principal: Mrs. Jessica Delbridge jdelbridge@paideiamail.com
- Dean of Students: Tanisha Jones tjones@paideiamail.com
- School Social Worker: Mrs. Caitlin Smith csmith@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 Dean of Students 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 from the situation and to the recovery station 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 Restoration
- 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)/guardian.

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 homework 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 Hearing Officers. Only the Hearing Officers are 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

Campus Parent Portal

Paideia Academy South Phoenix has a convenient way for parents to view different aspects of their scholar's academic life such as attendance, current grades, behavior, and lunch balances. The encrypted program ensures that your family's data remains confidential. Parents may access the portal via website or download the Campus Parent App available in the Apple App Store and Google Play Store.

- To receive assistance with your Campus Parent Log-on credentials, please email clopez@paideiamail.com.
- Parents may view and pay for fees through the portal.

Scholars also have access to their academic information through the Student Portal. Their log-in credentials follow the pattern below. If the scholar is unsure of their student ID, please contact the Front Office, or email clopez@paideiamail.com.

- Username: firstname.lastname
- Password is the scholar's 6-digit student number.

ClassDojo

<https://www.classdojo.com/>

All Paideia elementary teachers use ClassDojo to communicate with parents and guardians. During the week before and the first weeks of school, teachers will send email/text invitations to parents to join ClassDojo. Parents should use ClassDojo to communicate with teachers.

Paideia Website:

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 Child
- Important Events and Information: School Calendar, Academic and Extracurricular programs, ECA Tax credit Donations, and much more!

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/>

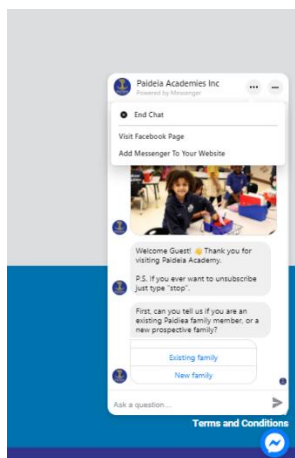
Youtube

Subscribe to our Youtube channel!

[Subscribe by clicking this link](#)



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, 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.

School uniforms promote a positive, 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, 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 at morning assembly. Scholars out of dress code will have to call a parent to bring the correct clothing before going to class. Thank you for your cooperation in this matter.

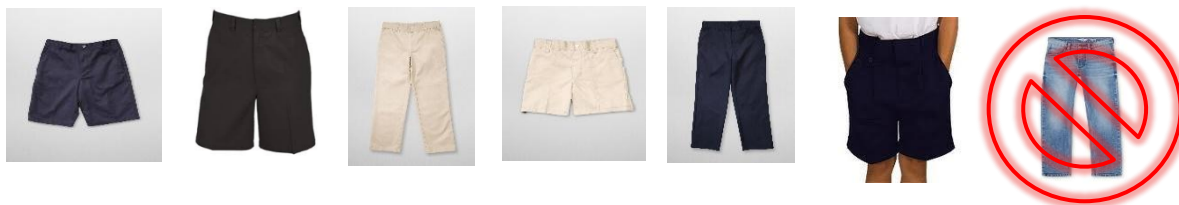
Polos and Spirit Shirts

- Paideia Uniform Polos (long or short sleeve) must be from the Paideia store with appropriate Paideia logo.
- Plain white blouses may be worn under a jumper and may be purchased anywhere.
- No gaping holes or large stains.



- Elementary Owl Spirit T-Shirt may be worn Wednesday and Friday. May be purchased at Baseline Campus.

Pants and Shorts – boys and girls



- **Shorts**
 - Shorts must be in good repair, loose fitting, long enough to reach tip of finger with arms at side or longer.
 - Navy, black, khaki shorts, skorts, capris, cargo shorts permitted.
 - Must fit properly - SKIN-TIGHT shorts are not allowed on campus.
 - Cargo-short are permitted
 - Athletic shorts/pants such as basketball style are not allowed on campus. PE see below.
 - Must be worn appropriately at the natural waist level – **if the shorts are loose and sag, a belt is required. Must fit properly.**
- **Pants:**
 - Navy, black, or khaki-colored pants permitted
 - **Blue-Jeans are NOT permitted for K-8th grade students**
 - NO faded or torn or bedazzled pants allowed on campus
 - Must be worn appropriately at the natural waist level – **if the pants are loose and sag, a belt is required. Must fit properly.**
- NOT PERMITTED:
 - **Scholars WILL NOT be permitted on campus in violation of these dress code violations.**
 - **Blue-Jeans are NOT Permitted for Kindergarten through 8th grade students**
 - Tights, Leggings, Yoga-style, baggy sweatpants, pajama-style bottoms, skin-tight shorts are not permitted

Dresses and Jumpers

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



Spirit Shirts

- Elementary Owl Spirit T-Shirt may be worn Wednesday and Friday ONLY.

- Owl Spirit T-Shirt **does not need to be tucked in.**

Sweatshirts/ Sweaters/ Coats:

Please write scholar name on label of all outerwear clothing.



- Large coats may be worn on the playground but not in the building.
- Only solid dark blue, black, or grey sweaters may be worn in the classroom. All other coats must be removed in the classroom.
- Do not send scholars to school wearing only a sweatshirt.
- Long sleeve undershirts may be worn under a polo shirt; however, the undershirt must be solid white, blue, or gold in color.

Shoes:

- Conservative colors, closed-toe shoes.
- Sandals with full strapped back and covered toes.
- NOT PERMITTED:
 - Flip-flops or thong type shoes are not permitted.
 - **Crocs are not permitted**
 - Shoes with wheels, lights or other distractors are not permitted on school campus.



Hats and Caps:

Please write scholar name inside hat.

- Hats must be worn appropriately, forward facing with no modifications to the brim.
- Hats and caps are not to be worn in the classroom or building.
- Hats with offensive (as interpreted by the principal) logos or messages are not permitted on campus

Hair:

- Hair must be kept neat, have a combed appearance, and away from the face
- Irregular hair coloring or outlandish (as interpreted by the principal) 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.
- Bracelets – Must not make distracting noises

- Ear rings – one small stud per ear lobe. For safety reasons, no gauges, or hoops, spikes
- Piercings on the face not allowed.

Backpacks/Binders

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

It is the principal's responsibility to make final decisions regarding dress code issues. Parents agree to encourage their children to adhere to the school's dress code. The school is not responsible for lost, damaged or stolen property.

Emergency Response Plan

The safety and security of Paideia Academy scholars and staff is of utmost importance. The school has a comprehensive emergency response plan and Paideia administrators coordinate closely with city emergency management officials and law enforcement representatives to monitor and update plans on a regular basis.

In addition, the school has well-established security measures to ensure the wellbeing of students and staff. These include: visitor check-in procedures, locked doors after the start of the school day and surveillance cameras.

Safety and Emergency Notifications:

In our effort to provide quick & efficient communication between parents and school for alerts and emergencies, Paideia Academy has implemented a telephone, email and parent portal broadcast system that will enable school personnel to notify all households and parents/guardians by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time-to-time to communicate general announcements or reminders and inquire about student absences. The system allows us to send personalized voice messages to your family's home, work or cell phones. Now the school can reach all Paideia parents within minutes.

Infinite Campus Emergency Messenger will send any emergency alerts followed by a 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. It is difficult for the school to answer individual calls from hundreds of parents if you hang up before the message is delivered. We will always communicate the final outcome of any emergency situation.
- When listening to a message, please be aware that background noise will cause the system to stop and start. It is carefully calibrated to determine whether a person or an answering machine/voicemail has been reached, and background noise may affect the delivery. If possible, move to a quiet area, or press the "mute" button on your phone.
- If you missed a phone call, please listen to your voicemail or answering machine for messages.

To ensure that you are notified if there is an emergency at Paideia, the school needs

- **current and accurate mailing addresses,**
- **phone numbers, and**
- **email addresses of the**
- **primary contact person.**

Please be sure to update this information by completing the Paideia's Emergency Card each year. Also, if you move or change phone numbers, please notify the school registrar (jcanales@paideiamail.com) and provide accurate contact information immediately.

Emergency Communication Notes

Impact Level	Notification Response
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 student. Example: A small disturbance or fight. NOTE: Not every misbehavior incident will warrant a notification response.	Letter sent home and/or email blast to parents
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. Example: An animal on the premises, notification by law enforcement of danger in the area	Campus 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."
A High Impact Incident: The incident poses a significant risk to the safety of the students, which results in a significant disruption to school activities, change of schedule, evacuation, cancellation of activities and impacts many students. Example: An intruder in school or the use of a weapon in school resulting in injuries to students or staff	Emergency Messenger From time-to-time the school will conduct a high impact incident drill. The alert will say, "this is a drill only."

Should I report to the scene of the incident/emergency?

In the case of a high-impact emergency situation in a school or at a school-sponsored activity, access to the scene will be limited and controlled by fire or police officials.

Parents/guardians 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/guardians be able to report to their child's school?

When Paideia administrators communicate to parents that the school emergency has ended, directions will be provided on how parents will reunite with their child. Parents/guardians will

be directed to a specific location that could be located off campus. It is important that parents follow these directions for the safety of all students, staff and parents.

Remember, a student can only be released to an adult that is documented as an emergency contact. If you are a non-custodial parent, you must be listed in the student information system with a relationship to the student that has mailing rights and show proper identification.

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

If an evacuation occurs during the school day, there is a possibility that the students will return to school and normal bus service will resume. Please rely on the school's information and monitor your phone or email closely to ensure you are receiving accurate and timely updates through the **Infinite Campus Emergency Messenger** from school staff. Student texts and social media can cause confusion and further disrupt safety protocols.

Remember, a student can only be released to an adult who is documented as an emergency contact. If you are a non-custodial parent, you must be listed with your child's emergency contact information as a guardian and show proper identification.

Enrollment, Admissions, and Placement

Current Scholars: Scholars currently enrolled in Paideia elementary or Paideia Liberal Arts Academy will remain enrolled until they graduate from our program, or an official change is made. **To remain enrolled from year to year, scholars must complete the "intent to return" form before the end of February every academic year.** Scholars who fail to turn the "intent to return" form in time have no guarantee of enrollment in the following year.

New Scholars: Paideia Academies Inc. shall admit all eligible scholars, who submit a timely application by the application due date, as may be set by the Corporate Board. Admission shall not be limited based upon ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language or athletic ability.

Application Deadline: The application deadline is defined by the hour, date and the number of scholars enrolled in a class, grade level or building. Subsequent applicants in excess of capacity admission guidelines are to be placed on a waiting list and chosen according to the lottery process.

Lottery

A new applicant for admission to the charter school would be subject to the lottery if, as of the application closing date, the total number of applicants exceeds the number of specific grade level spaces available at the school.

- **Lottery Process:** All subsequent applications for enrollment for that class, grade level or building are selected for the available slots through a lottery, which represents an equitable, random selection process. The lottery is used for all applicants who are not exempt from the lottery process.
- **Exemptions from the Lottery:** The following categories of applicants may be exempted from the enrollment lottery:

1. Siblings of scholars already admitted to or attending the same Paideia Academy campus.
2. Children of the charter school's founders, teachers, and staff.

Capacity Guidelines: Paideia Academy is to enroll all eligible scholars submitting a timely application unless the number of applications exceeds the capacity of class, grade level or building. The Executive Director or designee is required to annually set capacity admission guidelines for each campus prior to initiating enrollment of each academic year.

New Scholar Placement: New scholar applications received by the deadline will be reviewed for admission. Appropriate student placement is determined by birth records or verified documentation of previous school attendance according to statute. Students transferring from other educational institutions are to be admitted to the grade or program reflecting a prior school placement or level of achievement.

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

Documentation:

- Immunization record or one of the following: (not required for enrollment, but necessary for the first day of attendance)
 - *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.*
 - *A pupil may be admitted to or allowed to attend a school if the pupil has received at least one dose of each of the required immunizations prescribed pursuant 36-672 and has established a schedule for the completion of required immunizations.*
 - *Homeless pupils have until the fifth calendar day after enrollment to provide proof of immunization.*
- **Acceptable Proof of Residency: For enrollment**
 - *Valid Arizona driver's license or ID card, Arizona motor vehicle registration, real estate deed or mortgage documents, property tax bill, residential lease or rental agreement (including section 8 agreements), utility bill (water, electric, gas, cable, or phone), bank or credit card statement, W-2 wage statement or payroll stub, certificate of tribal enrollment or other identification issued by a recognized Indian tribe in Arizona, documentation from a state, tribal, or federal government agency (e.g., Social Security Administration, Veteran's Administration, Arizona Department of Economic Security).*
- **Proof of Scholar's Age and Identity** (Arizona law (A.R.S. § 15-828) requires one of the following within 30 days of enrollment:
 - *Certified birth certificate, Passport, government-issued ID, or other reliable proof, Court documents (e.g., adoption or guardianship papers).*

- If these are not available, a signed and notarized affidavit may be submitted.

Process of notification:

- Automated Notifications in SIS (Infinite Campus)
- Weekly emails
- Parent Portal Notices (infinite Campus parent portal)
- Text message reminders
- Take-Home letter

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

Review of educational records: The A.R.S. 15-841 in its entirety, and Section 4155 of the Elementary and Secondary Act of 1965, 20 USC Section 7165 as amended by No Child Left Behind, sets forth the purposes for the administration of a local education agency to review the disciplinary records of a scholar with regard to expulsion prior to or following registration. This applies to any private or public elementary school or secondary school for any scholar who is enrolled or seeks or intends or is instructed to enroll, on a full or part-time basis in Paideia and that forwarded educational records shall be utilized to clarify the actions or behaviors of a student for purposes of eligibility to enroll due to expulsion in a previous school.

Failure of parents or guardians to disclose a scholar's pertinent educational history (e.g., required expulsion status as herein prescribed) is sufficient grounds to deny enrollment or suspend a student's registration leading to immediate withdrawal of the scholar.

Induction, placement and continuum of services: An induction process for the appropriate placement of scholars is essential in communicating to both the scholar and parent the academic and behavioral standards set by the Paideia Governing Board. This is an essential responsibility of the principal for each campus during registration. Specific expectations disclosed during admission serve as a means to communicate to the scholar that high standards are the norm at Paideia.

Kindergarten admission: Only scholars who turn 5 on or before September 30th are automatically enrolled into Paideia's Kindergarten. No scholar will be enrolled whose 5th birthday is after September 30th of the current academic year.

English Language Learners

If a scholar's enrollment papers indicate that the scholar or household speaks another language, the scholar will need to be assessed for his/her English fluency. Upon assessment, the scholar will be classified as either English Proficient or English Learner. Parents are permitted at any time to request a meeting to discuss his/her child's assessment and classification.

Pursuant to Arizona Revised Statute (A.R.S) §15-756.01, all English learners will be given Structured English Immersion instruction to include a minimum of 120 minutes per day of English Language

Development (ELD) for grades K- 5, and a minimum of 100 minutes of ELD per day for grades 6-12. Paideia Academy South Phoenix utilizes a pull-out model of instruction in which non-proficient EL scholars will be pulled out of their homeroom class to receive 30-60 minutes of targeted instruction every day. The remainder of their targeted instruction will occur in their classroom with their homeroom teacher.

Before the end of the school year, all non-proficient English Learners will be reassessed for their English proficiency. If they test proficient on the AZELLA assessment for their grade level, they will be reclassified as English Proficient. The Paideia Academy will monitor the scholar to be sure he/she is still staying above the acceptable level for their grade. If, at any time, he/she falls below the acceptable range, the scholar may be referred for readmission into the English Language Learner Program.

If your child is classified as an English Learner, and you do not want him/her to participate in an English Learner Program, a waiver must be obtained by the front office and signed by you exempting them from the program.

Family Rights – Non Discrimination

Paideia Academy South Phoenix does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all of our educational and extracurricular programs. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Carla Moyer – Principal
7777 S. 15th Terrace Phoenix,
AZ 85042
(602) 343-3040 ext 3070

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) affords 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 to the school principal, clearly identifying the part of the record they want changed and specifying 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 20204605

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, flag football, volleyball, track, etc.) <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 / quarter
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
Student Club Activities e.g., Choir, Art, Gems, 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 \$40 or Per private session \$30

All other extracurricular activities that require a specific financial contribution from each participating student.

As approved by the Governing Board when the specific activity is approved.

Field Trips

Parents/guardians must sign a written permission form for their child(ren) to participate in field trips. 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 complement 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 students 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 pre-approved 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 is FREE FOR ALL scholars this year. **Scholars arriving after 7:50am will not be served breakfast.**

School lunch is FREE FOR ALL Scholars this year.

Meals/Food Brought from Home / Provided by Guardians

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.

Meal Delivery Services

Meal delivery services such as Door Dash, Grub Hub, Uber Eats are NOT PERMITTED at Paideia Academies elementary or Liberal Arts Academy.

Meals delivered by family or friends are not permitted to be delivered through the fence. Meals must be delivered by family or friends through the front office before lunch period.

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 such as artificial colors like Red 40, Yellow 5 and 6, and Blue 1, which have been linked to hyperactivity in children and may cause allergic reactions in some individuals. 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.

Snacks/Chips with Food Dye NOT PERMITTED

Takis and many other flavored chips/snacks contain artificial colors like Red 40, Yellow 5 and 6, and Blue 1, which have been linked to hyperactivity in children and may cause allergic reactions in some individuals. Along with being extremely unhealthy for the developing brains of our scholars, they create stains on our learning materials – books, notes, agendas. Due to their harmful impact on our learning materials, they will be removed from scholars, bagged and labeled for parent pickup option at dismissal.

Vending Machine Policy: Elementary Scholars are **NOT** allowed to purchase or consume vending machine products during the school day. Please do not send money for vending machine items. This machine is designated for Paideia staff only.

Gifted/Accelerated Learning Program (ALP)

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, the parent is notified and is asked to sign a permission for testing.
- 3) The 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

Accelerated Learning Program Services

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

- 1) The Accelerated Learning coordinator sets up a meeting with the classroom teacher, parent(s) and scholar to develop the Individualized Program of Study. A copy is kept in the scholar's leadership Notebook and goals are reviewed throughout the year.
- 2) Scholars begin 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, Report Cards, Promotion and Retention

Grades and Arizona Standards Scholars must meet AZ Academic Standards in all core content areas of reading, writing, math and science by consistently scoring at least “meets standards” by the end of the grading period in all core content areas. Scholars who fall below this level will be put on academic alert. Scholars who consistently fall below “Meets Standards” in the core academic areas of reading, writing, and math may be placed on academic alert with the risk of being retained in the upcoming school year.

Grades: Kindergarten through 6th grade report cards identify four levels of scholarly performance:

ES	Exceeds Standards
MS	Meets Standards
AS	Approaches Standards
NM	Does Not Meet Standards

Report Cards

Report cards are issued at the end of every quarter and taken home by the scholars. Parents/guardians may receive an electronic version of their scholar’s report card upon to the Front Office. Report cards are always accessible via the Infinite Campus Parent Portal as well.

Academic Progress: Intervention

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 Requirements

To move to the next grade, scholars must meet 3 out of 4 of the following criteria:

- **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 College and Career Readiness 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 with grade below "Meets" or "Exceeds" are candidates for retention.
- **Proficiency:** Paideia student academic achievement is measured in August, January and May. Students scoring below the 30th achievement percentile on the NWEA MAP in any of these academic areas are candidates for retention.
 - Grades K-2 are assessed in Reading and Math.
 - Grades 3-6 are assessed Reading, Math and Language Use.Students scoring below the 25th achievement percentile on the Aimsweb+ in Math or Reading are candidates for retention.
- **Growth:** Students demonstrating growth on the NWEA MAP below the 60th percentile are candidates for retention.

Risk of 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.

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.

- 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.

Retention

Students who do not make satisfactory growth and/or who fail to meet the promotion criteria as outlined above will be retained in the same grade level the next 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)).

Third Grade Move On When Reading:

Third graders may be retained if not making adequate academic progress, attendance infractions, or behavioral concerns. Arizona law A.R.S. 15-701, also known as the “Move On When Reading” policy, requires that a student not be promoted from third grade to fourth grade if he or she scores at the “minimally proficient” level on the state’s third grade reading test. “Minimally proficient” indicates that the child is reading at a much lower level than is expected of a third-grader and needs additional help. You will be notified in the middle of the year if your scholar is at risk of being retained. If your scholar is being retained due to AASA scores you will be notified over the summer.

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 Ladonna Ramirez: 602-343-3040 ext 3086

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 student 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 student may carry and self-administer an inhaler or EpiPen with proper labeling and with written orders by health provider and parental permission. Students 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 Technician 602-3443-3040 ext 3086

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 child'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 students at Paideia is stomachache and headache. The most common cause of stomach and headaches is dehydration.

- **Water Bottle** - Students 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 students to drink water throughout the day. Students 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 do 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

Paideia 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.

Homework can include the following:

1. **ExactPath** – Web-based practice proven to produce significant academic growth outcomes in math and ELA.
2. **Math Facts Practice or Math Concept Review** - Parents are encouraged to work with scholars on fact fluency nightly at home.
3. **Daily Reading Logs** – parents should spend at least 30 minutes each day reading with and to their children. Teachers may send short reading assignments home for scholars to read and parents to sign off on.
4. **Spelling/Vocabulary/Grammar Practice** – Much of this homework is in the form of classroom writing that needs to be edited for spelling, punctuation, grammar and content.
5. **Literacy-based Projects and Research**- supporting class projects, literary reviews, etc.
6. **Specialist teachers** may also assign homework, family projects, etc. each quarter.

Reading Homework

Paideia requires reading each night for all grade levels. Scholars should be reading texts at or above their Lexile level.

Kindergarten – minimum of 10 minutes per night

First and Second Grade – minimum of 20 minutes per night

Third through Sixth Grade – minimum of 30 minutes per night

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 child "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 she doesn't have think she has

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 child 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 scholar goes to bed, she 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 child to prepare quickly for the day ahead.

10. Provide needed support while your child 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, skateboards, sports balls, electronic pets, yo-yos, toys, electronic games, digital devices, cameras, hand held video game devices, trading cards (Pokémon, etc), and all forms of pocket knives. *These items and other items that become a problem will be taken away by the teacher or principal, locked in the front office and returned only to a parent/guardian.*

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 upon entering the school grounds. **Cell phones and other personal items that are broken or stolen are not the responsibility of the school.**

Parties and Classroom Celebrations

Classroom birthday celebrations should follow these guidelines:

- Scholars are recognized by their teachers on their birthdays when permitted by the family
- **2:30 – 3:00** Reserve time at the end of the day for birthday celebrations
- Only **water in plastic screw-top bottles** is allowed in the classroom
- **Treats must 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 or other flavored chips/snacks contain artificial colors like Red 40, Yellow 5 and 6, and Blue 1, which have been linked to hyperactivity in children and may cause allergic reactions in some individuals.
- **Keep it Simple**
- Please make sure treats are eaten before students leave for the bus.
- Birthday treats are not allowed during lunch due to state imposed nutritional requirements and time constraints in the cafeteria
- Birthday party announcements should not be passed out at school unless the entire class is invited.
- **NO BALLOONS.** 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 students 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 signing a new form.

National Elementary Honor Society

Paideia Academy South Phoenix has established a chapter of the National Elementary Honor Society (NEHS) to recognize our most outstanding scholars. The national office approved our chapter of this prestigious national student 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 NEHS 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 students who demonstrate excellence in the areas of scholarship, responsibility, leadership, service, citizenship, and character.

For more information about NJHS, visit www.njhs.org

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 InfiniteCampus Parent Portal as well.

Safety and Security

The principal of a school campus is the main authority in charge. All persons including staff, students, 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 students, 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 says that interference with or disruption of school includes any act that might lead to school being evacuated, closed, or cancelled.

The law says 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 or executive director of the corporation.

What happens to someone who breaks this law?

First, the law says 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 student, faculty member, or staff member, the law says 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, like time in jail or expensive fines.

Search

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

Smoking/Vaping, Tobacco and Alcohol Use Laws

Smoking, tobacco or alcohol use in any form 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 playground, 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 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 will be expelled from the school.

Teacher and Staff Information

Teacher and staff resumes/credentials are available for review through the front office.

Technology Use and Code of Conduct

Use of technology is a necessary, innate element of the Paideia Academies educational mission, but technology that is provided to staff, students 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 students and parents. Students and parents are expected to observe the following:

1. All users are required to be good technology citizens by refraining from activities that disrupts the educational experiences of their peers, or can be considered as illegal, immoral and/or unprofessional.
2. The student 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 technology 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 students 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.

The bus will not drop off Kindergarten or First grade scholars without an adult present to receive the scholar. Parents and guardians are expected to be at the drop off area on time to receive Kindergarten and First Grade scholars.

If the parent is not there and the bus driver has to delay the route by waiting, a \$25.00 charge to the parent will be assessed. If the driver has to bring the scholar back to the school, a fee of \$50 will be assessed. If the driver has to return the scholar 3 times during the school year, your scholar will no longer be permitted to ride the bus.

Bus Transportation fees:

Paideia charges a fee for the year per student to ride the bus. To pay your bus fee, please go to the parent portal or to the front office. You can also view your balance of the bus fee on the parent portal as well. For assistance with bus fees please contact the Transportation Coordinator.

Bus Contact

Please contact the Bus Coordinator 602-343-3040 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. Be at the bus stop 10 minutes early for pick up or drop off. Bus privileges may be removed if a bus has to return a scholar to the school due to a missing adult at the drop off area
 2. Use appropriate language if you need to discuss concerns with drivers or bus personnel
 3. Do not step onto the bus at any time unless for a field trip with a teacher present
 4. NEVER approach another person's child
 5. NO SMOKING near the bus
 6. Report any concerns to the driver or transportation company
 7. **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 Mon-Thurs and 1:00 pm on Fridays.
 8. **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 Mon-Thurs and 1:00 pm on Friday.
- Email bus@paideiamail.com or Text 602-686-1837

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- 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/guardian 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/guardians schedule their visits ahead of time with the classroom teacher. All visits must be scheduled at least 24 hours in advance and be approved by classroom teacher and principal. To ensure the security of scholars, all visitors must check in at the front office and sign the Visitor/Volunteer Register and provide photo ID. 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 child.
- Verbally or physically punish their child in front of other scholars.
- Yell at, grab, touch, strike, be physically, or verbally antagonistic toward any child, 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 Tuesday and Thursday at 9:00 am a weekly tour of the school campus will be hosted by The Paideia Academy principal, assistant principal or dean of students. Please call 602-343-3040 to schedule your tour. Check in at the office prior to 9:00 a.m. for a tour.

GUIDEBOOK AGREEMENT

Paideia Academy Elementary South Phoenix

7777 S. 15th. Terrace

Phoenix, AZ 85042

I have read and agree to follow the guidelines for family and scholar responsibilities found in the Paideia Elementary 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 homeroom/advisory teacher. All scholars must have a signed Guidebook Agreement form on file in the office.