



Paulden Community School

24850 North Naples Street

P.O. Box 940

Paulden, Arizona 86334

Phone: (928) 636-1430 Facsimile: (928) 636-3087 Web: www.pauldenschool.com

“Every child—Every chance—Every Day”

Our Mission

“To develop a diverse community of learners who support the concept of solid performance, create an environment that places a high premium on human dignity and common decency, and to instill a lifelong interest in learning.”

Paulden Community School Families and Staff,

The first day of school for students is **August 7, 2017**. Please come in and enroll your child, if you have not already taken care of enrollment. Remember for Kindergarten students they must be FIVE prior to December 31, 2017. Families with four-year old children wanting a preschool experience, please contact Head Start or other local pre-schools.

The following information you will want to keep handy so you can refer to it often:

- **August 8, 2017 Meet and Greet Teacher/Family Night, 5:30-6:30 PM**
 - Come and meet your child's teacher.
 - Enjoy cookies and water!
 - Gather helpful classroom information.
 - Hear about our **“EAGLE”** behavior program.
 - Receive Student/Family Handbook
 - Receive Jupiter Grade Information
 - Meet our staff members.
 - Building A: Secretary- Mrs. Heather Mendez
 - Building A: Principal- Mrs. Martha Potter
 - Building C: Curriculum Director- Ms. Donna Cenicerros K-8
 - Building C: Maintenance and Transportation Director- Mr. Ed Zukowski
 - Bus Driver and Maintenance- Mrs. Terry Grant
 - Janitor- Mrs. Eva Sanchez
 - Building C: Physical Education/Health and Part-Time Bus Driver: Mr. Nathan Peabody
 - Building E: Para-Educators: Ms. Jennifer Blevins and Ms. Daniela Enrique (K-8)
 - Cafeteria Staff: Mrs. Maria Gomez
 - Building E, Classroom 7: Kindergarten- Mrs. Mary Sylvester
 - Building E, Classroom 8: Third grade- Mrs. Marjorie Cowert
 - Building E, Classroom 9: Fourth grade- Mr. Donald Pons
 - Building E, Classroom 10: First/Second- Mrs. Ashley Hodan
 - Building B, Classroom 12: Fifth/Sixth- Ms. Alyssa White
 - Building B, Classroom 11: Seventh/Eighth- Ms. Christina Hernandez
 - Building A, Pillar Academy On-line: Ninth/Twelfth- Mrs. Rochelle Davis (Program Manager)
- **August 7, 2017- Morning Arrival- 7:30-7:50 AM**

Safety is top priority, therefore arrival and dismissal procedures are a must!

 - Tentative bus schedule on Paulden Community School Website www.pauldenschool.com
 - Bus, family vehicles, and walker students arrive from 7:30-7:55 AM.
 - If your student arrives after 7:55 AM please go immediately the office for check in.
 - All students must be signed in by an adult.
 - All non-school personnel must receive a visitor's pass to be allowed on campus.

- School supervisors are located in all areas for safety.
 - Walker students enter the campus through the office black-iron gate and report immediately to the cafeteria.
- Student arrival and dismissal procedures for families and buses:
 - **All vehicles entering or exiting the campus must use proper gate.**
 - A crossing guard will monitor entry through the north entry gate for buses and cars between the time of 7:30-7:55 AM and from 2:50-3:15 PM. (Weather Adjustments).
 - A greeter will be present to unload and load the buses and family vehicles.
 - Once students have arrived by bus or family vehicle, students will enter through the student black-iron gate and go immediately to the cafeteria.
 - **Arrival and Dismissal procedures:**
 - **Crossing guard directs traffic into the school campus through the north fenced gate.**
 - **Cars and buses stay to the right. (closest to the building)**
 - **Keeping to the right, cars circle to the student black-iron gate.**
 - **Parents stay in line and in their cars.**
 - **Students will be met by a greeter at the student entry and departure zone.**
 - **Students exit vehicle on passenger side only.**
 - **Once student is out of the car he/she enters the campus and reports to the cafeteria.**
 - **Buses will take priority at arrival and dismissal.**
 - **At dismissal cars will remain outside of the gate until buses are loaded.**
 - **Crossing guard will direct traffic.**
 - **Vehicles must exit using the south exit gate only.**
 - **Exit slowly.**
 - **Watch for traffic when turning onto the road.**
 - All students in grades 3-8 report to the cafeteria.
 - Students not wanting breakfast will be sent to their classrooms from the cafeteria.
- The bell rings at 7:55 AM and the school day begins.
 - Kindergarten and first/second grade teachers will be waiting in their classrooms for their students.
 - Grades 3-8 teachers will be waiting in the cafeteria for their students.
 - Signs will be mounted on the buildings and classrooms.
 - Beside the sign, a class list will be posted.
- Classes begin at 8:00 AM.
- Principal will be to all K-8 classrooms to review school expectations.

Dismissal from classrooms at 2:55 PM

- Bus students leave the campus between 3:05-3:10 PM. **Loading in the front of the school.**
 - Bus students report to bus area in front of the school in the iron-gated enclosed area.
- Walkers will be dismissed after the buses depart.
 - Walker students report to courtyard and wait for direction.
 - Crossing guard will cross the students across the road.
- Families picking up students will pick up after the buses are loaded and walkers have departed.
 - Students being picked up by family members report to courtyard and wait for direction.
 - Families will pick up in front of the school inside the fence the same as arrival procedures.
- **Supervision in all areas is provided for safety.**

- **Breakfast, Lunch, and Recess**
 - Breakfast is served in the cafeteria from 7:30-7:50 AM.
 - Lunch and recess will be staggered and adult supervision will be provided.
- **Office Hours and Contacts**
 - 7:30 AM through 4:00 PM, Monday-Friday
 - Phone number: (928)-636-1430 Fax number: (928) 636-3087
 - Building Secretary: Heather Mendez
 - Administrators: Martha Potter. Principal
 - Donna Cenicerros, Curriculum Instruction Assessment Director

Remember: All Fridays are EARLY RELEASE DAYS!
Check your school calendar for additional EARLY RELEASE
DAYS.

EARLY RELEASE DAY HOURS:

7:30-7:50- Breakfast Served

7:55-12:45- Instruction

12:45-12:55- Load Buses, Walkers, and Parent Pick-ups