



Paulden Community School
Student and Parent Handbook
2018-2019

Statement of Diversity

Paulden Community School admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admission policies, and other school-administered programs.

Vision Statement

Paulden Community School envisions a school in which the administration, faculty, staff and parents together will:

- Provide a complete education foundation based on proven methods of instruction and rich, challenging content.
- Have high academic, social, and moral expectations for all students.
- Foster mastery of both knowledge and skills between teachers and parents, combining forces to ensure our students receive individual attention and achieve academic excellence.

Mission Statement

Paulden Community School's mission is to develop a diverse community of learners who support the concept of solid performance, to create an environment that places a high premium on human dignity and common decency, and to instill a lifelong interest in learning.

We believe that children learn best when they are drawn rather than pushed to learning. Their experiences encompass structured group interaction as well as teacher-directed activities, free-play, physical development, problem-solving and socialization, all across broad curricula. Yet, even with the range of activities that take place within and without the walls of school, each experience is thought out with respect to individual differences among students. Children are drawn to learning because they are neither asked to do things for which they are not ready, nor are they held back when they are able to move on.

Attendance Policy

Paulden Community School sets a high standard of excellence in education. This high standard includes the expectation that all students will attend classes promptly and on a regular basis to achieve the full educational benefit, according to ARS§15-802 and ARS§15-803. Absences should only occur when unavoidable. While it is recognized that participation in certain events contribute to an individual's total development and that students with serious or contagious illnesses should not be in attendance, it is anticipated that absences will be minimal.

State of Arizona strictly enforces the absenteeism policies it has established. **If a student is repeatedly tardy or withdrawn early from school they may lose the opportunity for promotion.**

Students in grades kindergarten through eighth grade will lose the opportunity for promotion to the next grade if they are missing more than nine days of school per semester, which is ten percent of the number of required attendance days (18 or more), as stated in ARS§15-802. Should your child go over the days allowed by law your child will be automatically be put on an Attendance Contract.

Attendance Records

1. Arizona Revised Statute ARS§15-802 requires that children attend school from the age of six through the completion of tenth grade or until age sixteen.
2. As required by law, Paulden Community School operates at a minimum of 180 instructional school days per year. Consistent attendance at school each day is a significant factor in school success. Poor attendance causes lack of retention of material learned, inhibits academic performance, and in some cases violates the state truancy law. It is the responsibility of the parent/guardian, as well as the student, to ensure that every student attends school regularly and works toward the goal of high school graduation. **Students with ten consecutive absences will be withdrawn from school and a letter sent home to the parent/guardian informing them of the action taken.**

3. Paulden Community School requires documented absent reports (phone call or note) from **only** a parent/guardian within 24 hours of the absence. **Students are "truant" if we have no contact from parents and school consequences may be assigned.** Student absences will only be excused for the following reasons:
 - Doctor or dental appointment (efforts should be made to schedule appointments other than school hours).
 - Serious illness of student or of an immediate family member.
 - Death of a family member.
 - Required court appearance of student.
 - Family matters reported by a parent or legal guardian.
 - Absences for religious holidays, or for religious purposes including participation in religious exercises.
4. The following steps are followed in dealing with daily absences:
 - It is the sole responsibility of the parent/guardian to report any absences on the day of the absence.
 - Student and parent/guardian will be given a notice of absence (via phone or letter if applicable).
 - Student and parent/guardian will be given an opportunity to respond.
 - Student and parent/guardian will be informed of consequences of excessive absences / truancy if applicable.
5. All students shall be permitted to make-up all work missed as a result of an excused absence. Teachers will allow reasonable access to make-up work. It is the **parent's and/or student's** responsibility to pick up missed work from all teachers the first day back from an absence.
6. All other absences are unexcused. **Students with an unexcused absence are required to complete make-up work.** Students and/or parents must pick up missed work from their teachers the first day back to school. Work will be graded to reflect that it is from an unexcused absence.

Excessive Absences

Any student who is absent ten (10) days for the year and/or five (5) days per semester will be considered excessively absent. Excessively absent **students will be required to make-up all missed assignments.** In addition to make-up work, the Administration may use any of the following interventions to resolve the attendance problem:

- Attendance contract put into action
- On-going teacher intervention
- Conference with student and parent
- Involve truant officer and possibly cite for excessive absences
- Short-term suspension (three to five days)
- Suggest enrolling in a home school or place in a school closer to residence
- Long-term suspension/expulsion to the end of the instructional cycle or school year
- **State Law: "80% or less attendance can be retained" A.R.S. §15-701/ §15-521. PLEASE NOTE-18 DAYS IS TEN PERCENT.**

Truancy

A child who is habitually truant as defined in this section may be charged with being an incorrigible child as defined in **section A.R.S. §8-201** and subject to court action.

1. **"Habitually truant" means a child who is truant for at least five school days within a school year.**
2. "Truant" means an unexcused absence for at least one class period during the day.
3. "Truant child" means a child who is between six to sixteen years of age and who is not in attendance at a public, private, or charter school during the hours that school is in session, unless excused according to the attendance section of this handbook.
 - Parents can be issued a citation for contributing to the delinquency of a minor.
 - Students can be issued a citation.
 - The school can be fined or lose funding for not enforcing truancy laws.

Absences for reasons such as family vacations are discouraged. The absences will be considered unexcused. For your child's benefit, schedule trips and appointments during non-school hours whenever possible.

Hours of Operation

Paulden Community School: Classes begin promptly at 7:55 AM and dismissal is at 3:00 PM Monday through Thursday, and 12:45 on Friday. **No student will be admitted into the school buildings before 7:30 AM.**

Early Release Days

Early release days will be every Friday and for other various reasons (i.e. Parent conferences, Professional Development, days before a holiday or break, etc.). Hours are as follows: breakfast- 7:30-7:50 AM, instructional hours from 7:55 AM -12:45 PM and dismissal from 12:45-12:55 PM. Buses will run normal routes, which will be two hours earlier.

Snow Day/Inclement Weather Policy

In the event of extreme weather conditions or emergency, the Administrator/Director may choose to close the school.

- In the event of a school closure, classes will not be held and buses will not transport students.
- **ANY TIME THERE IS SNOW OR ICE IN THE AREA, PARENTS SHOULD:**
 - **LISTEN TO ONE OF THE LOCAL RADIO STATIONS LISTED BELOW FOR AN UPDATE ON SCHOOL CLOSINGS OR DELAYED OPENINGS:**
 - KPPV, KQNA, KDDL, 93.9
 - Go to our website: Pauldenschool.com
 - Visit our Facebook page by doing a search for **Paulden Community School**.
- **On a two-hour delayed schedule:**
 - Buses will run two hours later than normal.
 - School will start at 10:00 AM
 - **Breakfast will not be served.**
 - Students will be allowed on campus at 9:30 AM.
 - School will be dismissed at regular dismissal time, which is 3:00 PM.

Fire Drills and Evacuations

The school will have at least one fire drill per month within the school hours. Specific signals and procedures have been established for all types of disaster drills, and safety areas have been designated. Teachers are equipped with instructions, and all drills will be practiced with students on a regular basis. The entire school will practice weather and security lockdowns. **During these drills, no one will be allowed to enter or leave the school.** Please be patient and understanding of this important rule. Your child's safety is our number one concern.

Solicitation

Solicitation (including selling/trading of items) of or by any student, parent, or staff member on school property for any cause except those authorized by Paulden Community School is strictly prohibited.

Money & Other Valuable Property

Students are encouraged to leave all money, cell phones, electronics, and other valuable property at home. **Paulden Community School assumes no responsibility for the loss or theft of such articles.**

Candy, Gum & Toys

Students may not bring candy, toys, or other non-school related items to school **unless approved by the administration.** The student assumes responsibility for any items brought from home. **Toy weapons are strictly prohibited**, and no headphones, radios, games, virtual pets, Game Boys, etc., are allowed and will be confiscated and only returned to a parent Please help us keep our school beautiful.

Visitors/Guests/Volunteers/Minors

We encourage parents to be actively involved in their child's education.

Procedures for Visitors/Guests/Volunteers/Minors:

- For campus security, safety reasons, and to comply with state law, we require **all visitors** to report to the office.
 - **Please sign the "Visitor's Log", and receive a Visitor's badge and pass.**

- o **Visitors/Guests/Volunteers/Minors are required to return to the office to sign out when leaving.**
- o Parents/guardians wanting to visit their child's classroom need to obtain the principal's permission beforehand.
 - During classroom visits small children need to be left at home, since young children may distract students.
 - **Visitors/Guests/Volunteers/Minors** are to avoid conversations with the teachers during such visits, allowing the teacher to conduct class as usual.
- o While on campus **Visitors/Guests/Volunteers/Minors** must:
 - Abide by the rules and regulations set forth by the Administration.
 - Dress must be modest, in accordance with standards made by the school.
 - Cell phone use is not allowed during school hours.
 - Profane language or disruptive behavior is not allowed.

Minor children visiting the campus must:

- Visiting is a privilege.
- Visiting minors who wish to visit the Paulden Community School campus during school hours must have prior permission of the Administrator obtained three days in advance and will be required to fill out a visiting compact.
 - o Minors will be expected to remain in the office during the day and only join students during the lunch hour.

Admissions Procedures

Paulden Community School abides by the open enrollment policies set up by the State of Arizona. By law, students are required to fill out an open enrollment form each year because each student attending a Charter school is on a Variance of Choice.

Paulden Community School shall enroll all eligible students who submit a timely application, unless the number of applications exceeds the capacity of a program, class, or grade level.

- Paulden Community School shall give enrollment preference to students returning to the school in their second (or any subsequent year) and to siblings of pupils already enrolled in the school if the students have returned the open enrollment packets.
 - o Our currently enrolled students may not have a space available if we do not receive the open enrollment form on time.
- If capacity is insufficient to enroll all students who submit a timely application, the school shall select students via a lottery as capacity permits.
 - o Preference shall be given to children of staff & board members, and siblings of all currently enrolled students, when utilizing the lottery system.

When enrolling, some returning students may be placed on an academic/enrollment plan due to lack of attendance, discipline, and/or academic status.

- Each year, the Administration will review the status of each student and if the student has excessive absences/tardies, discipline problems, and/or academics issues, a conference will be arranged to determine the best setting for the student.
- Students and Parents must meet the School's standards for attendance, discipline, and/or academics each year. If these standards are not met, options are discussed with the parents and students.

Paulden Community School does not limit admission based on ethnicity, national origin, religion, gender, income level, disabling condition, or proficiency in the English language.

- The school does however limit admission to students within grade level or as per classroom capacity.

Immunization Requirements

Under state law, schools must have written proof of immunizations before admitting a child to school. Generally, most types of records supplied by the health care provider are acceptable, as are records supplied by a previous school or childcare center. For more information, contact your school, your doctor, or Yavapai County Health Services.

Immunizations required include: MMR (measles, mumps, rubella), DPT (diphtheria, tetanus, pertussis), hepatitis B, meningococcal, and poliomyelitis. The Varicella vaccine is required for those children who have not had chickenpox. The school will notify you if your child's immunizations are incomplete. If you receive such a notice, please have the missing

vaccination(s) taken care of as soon as possible so he/she can continue school without interruption. Free or low-cost immunizations may be available through clinics sponsored by the County Health Department.

If your child has not been immunized because of a medical condition, personal belief, or natural immunity, you must file a Request for Exemption with the school.

Student Placement

New and incoming students will be placed in the grade to which they are currently attending or the grade to which he/she was promoted. Students who are struggling will be observed closely, and plans will be made with the parents to help students master the standards required for the grade. Parents are expected to work closely with teachers to help their children succeed.

Kindergarten/Grade 1 First Time Enrolled in School

Kindergarten: For admission into kindergarten, children must be five years of age prior to the first day of September of the current school year and/or five years of age by December 31 and able to pass a Readiness Screening. Paulden Community School does not accept Kindergarten students on a Probation status. All students must meet minimum age requirements.

First Grade: Children six years of age enrolling in school for the first time may be admitted to first grade. Students shall be deemed six years of age if they reach such age prior to the first day of September of the current school year. Administration may admit children who have not reached the required age as prescribed above if it is determined to be in the best interest of the children. This determination will be based on the ability to pass entrance level knowledge tests for the first grade, consultations with parents, the child, the teacher, the school Administration and/or professional consultants.

Student Withdrawal Policy

Before a student may withdraw from school all textbooks and school property must be returned to the school. The student's teacher(s) will verify that all school property has been returned in good condition. After all teachers have verified the return of all school property, the parent or guardian must fill out a withdrawal form at the office. A school administrator will sign the form. This form is required to enroll your student in another school.

Families Experiencing Difficulties

If your family has had to move in with another family to make ends meet, lost housing or other financial difficulties arise, please see the McKinney-Vento Policy. Please contact our school and our liaison will attempt to help you find the programs available to help you.

Confidentiality of Student Records

The annual notice of parent rights regarding confidentiality of student records is in this handbook and outlines your rights regarding your child's records.

McKinney-Vento Education for Homeless Children & Youth Policy

The McKinney-Vento program is designed to address the problems that homeless children and youth have faced in enrolling, attending, and succeeding in school. Under this program, State Educational Agencies (SEAs) must ensure that each homeless child or youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youth. Homeless children and youth should have access to the educational and other services that they need to enable them to meet the same challenging State academic achievement standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. States and districts are required to review and undertake steps to revise laws, regulations, practices or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youth.

The McKinney-Vento Act defines "homeless children and youth" as individuals who lack a fixed regular and adequate nighttime residence. This term includes:

- Children and youth who are:
 1. Sharing housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up);
 2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
 3. Living in emergency or transitional shelters;
 4. Abandoned in hospitals; or
 5. Awaiting foster care placement
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

Paulden Community School will, within one full day of the enrollment request, assure that any homeless child is in attendance, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, or other documentation including immunizations. Records will be sought from the child's previous school.

Paulden Community School will not segregate or stigmatize homeless students by separating them from the main student body.

Paulden Community School will notify parents/guardians and youth that transportation to and from the school will be provided, if necessary, for the duration of the current school year. To the extent feasible, it is in the best interest of the child to keep a homeless child in the school he/she begins the school year in, unless doing so is contrary to the wishes of the child or youth's parent or guardian.

Annual Notification to Parents Regarding Confidentiality of Student Education Records & School Directory Information

Confidentiality of education records is a right of public school students and their parents. **Two federal laws, the Individuals with Disabilities Education Act (IDEA), and the Family Educational Rights and Privacy Act (FERPA)** provide for this right. Under these laws, "education records" means those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Of course, education records are maintained on every child enrolled in a public school. The types of information gathered and maintained includes, but is not limited to: the student's and parents' names, address and telephone numbers, the student'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 screening results.

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 is gathered from a number of sources including the student's parents and staff of the school of 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 student and the student's parents and the maintenance of accurate records of the student'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 (FAPE) in accordance with state and federal special education laws.

Each agency participating under Part B of 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 Federal Family Policy Compliance Office of the U.S. Department of Education has provided the following notice of parent's rights under FERPA. In accordance with IDEA, the rights of the parents regarding education records are transferred to the student at age 18.

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
2. Parents or eligible students should submit to the school Administration (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Administration will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conducting surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded by a program of the U.S. Department of Education (ED)
 - Political affiliations or beliefs of the student or student's parents;
 - Mental or psychological problems of the student or student's family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom the respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - Religious practices, affiliations, or beliefs of the student or parents; or
 - Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of
 - Any other protected information survey, regardless of funding;
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use
 - Protected information surveys of students;
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Paulden Community School has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Paulden Community School's policy regarding the above surveys will be as follows:

Surveys and activities associated with the survey must be presented to the curriculum director with lesson plans pertaining to the survey in accordance with Arizona State Standards for approval at least two weeks in advance of the survey's proposed administration. Parents of participating students must be notified of the survey and activities one week in advance and given the option of their student not participating in writing. Parents also have the right to review the lesson plans of the proposed activities and survey. If a parent elects for their child to opt out of the survey and activities, the student will not be penalized. Alternate activities will be assigned to those students.

Parents will be notified one week in advance of any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law. An example might be if the Department of Public Health offers to administer free flu shots. A letter will be sent home to parents with the contact information for you to elect to not participate.

The following is a list of the specific activities and surveys covered under this requirement:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration or any protected information survey not funded in whole or in part by U.S Department of Education.
3. Any non-emergency, invasive physical examination or screening as described above.

Authority of School

Students are subject to the authority of all faculty and staff members while on campus or when attending school functions such as, meetings, field trips, or any other school events on or off campus. Arizona law places school staff in the same legal position as parent/guardians while students are in school or at any school sponsored activity.

Controlled Items

Controlled items include, but are not limited to: Radios, CD/DVD players, iPods, MP3 players, handheld devices, CDs, videos, DVDs, video games, pagers, cell phones, and any trading or playing cards. Students using such items during school hours (7:30 AM to 4:15 PM), including the lunch, recess, and bus transportation) **are subject to following disciplinary actions:**

- The first time an item is confiscated it will be held in the office Parents will be required to sign a form acknowledging pick up of the item.
- The second time the item is confiscated, the student may not bring it to school at all and proper consequence will be applied.
- If parents do not support this decision as a repeated offense they will be in violation of the Learning Compact and a meeting with the administration will be required.

Restricted Items

Restricted items include, **but are not limited to:** Firearms, knives, any item resembling or used as a weapon, aerosol cans and permanent markers.

Arizona State Law Relating to Student Discipline

The legislature passed A.R.S. –13-12-1, **which provides that any student who, with the intent to terrify, threatens to cause physical injury or serious damage to property, or intimidates another person, by words or conduct, is guilty of a Class One Misdemeanor. If the intent of the threat is to cause the other person to participate in a criminal street gang, the crime becomes a Class Four Felony.**

The law defines the following as threatening behaviors:

- Threatening to commit any of the following while intending to cause, or with reckless disregard for causing, interference with or disruption of an educational institution.
- Physical injury to a school employee or student attending the school.
- Damage to any educational facility or its property.
- Damage to the property of a school employee or student attending the school.

In addition, it is a Class One Misdemeanor, as well as grounds for expulsion to:

- Knowingly go to or remain on the property of any school either (1) for the purpose of interfering with or disrupting lawful use of school property, or (2) in any manner that actually does deny or interfere with lawful use of school property.
- Knowingly refuse to obey a lawful request by the administration of a district or school (or a designee) to leave school premises, when the administrator or designee has reasonable grounds to believe that the person ordered to leave has come to school to commit, or is committing interference with or disruption of the use of school property.

Students enrolled in special education will be afforded the protections of the Individuals with Disabilities Education Act.

Disciplinary Removal from the Classroom

It is the policy of Paulden Community School to maintain classrooms in which student behavior does not interfere with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities.

Students shall be expected to abide by the code of conduct, which includes the EAGLE Code, adopted by Paulden Community School and any other appropriate classroom rules of behavior established by the classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or disciplinary action.

Student removal from class is a serious measure and should not be imposed in an arbitrary, casual, or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed when they are communicated as clearly as possible to students. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every circumstance that would justify removal from class under this policy. **Teachers are expected to exercise their best professional judgment in deciding whether it is appropriate to remove a student from class in any particular circumstance. All instances of formal removal from class shall be documented.**

A teacher is authorized to immediately remove a student from the teacher's classroom if the student's behavior;

1. Violates the code of conduct inclusive of the EAGLE Code adopted by Paulden Community School.
2. Is dangerous, unruly, disruptive, and/or harmful to self or others.
3. Seriously interferes with the ability of the teacher to teach the class or other students to learn.

A student with a disability may be removed from class and placed in an alternative educational setting only to extent authorized by state and federal laws and regulations.

Removal from class under the policy does not prohibit the administration from pursuing or implementing additional disciplinary measure, including but not limited to detentions, suspensions, or expulsions for the conduct or behavior for which the student was removed.

Classroom Teachers & Instructional Assistants

The classroom teacher, instructional assistants, and para-educators at the school are the center of the school's character education and discipline policy.

Three basic principles of classroom management and discipline will be implemented by all teachers.

1. At the beginning of the school year, students will be given the information they need to behave responsibly in each type of classroom activity, and their efforts will be reinforced throughout the year.
2. Teachers will strive to interact frequently with each student when the student is behaving appropriately.
3. When misbehavior occurs, teachers will calmly and consistently implement mild classroom consequences, corrective actions taken in response to inappropriate behavior, using such instances as teaching opportunities. The focus of interaction with each student will continue to be primarily positive, with a ratio of at least four positive interactions to everyone corrective action.

Though these principles will serve as useful guides, each teacher, student, and situation is unique. Teachers will use professional discretion to select the specific procedures that fit individual student needs and particular situations.

Teachers will work in collaboration with other staff to solve problems that are chronic or severe. Techniques that may be used by teachers in dealing with minor behavior problems as well as procedures for responding to chronic misbehavior are described under —Encouraging Appropriate Conduct.

Responsibilities in Common Areas

The school's common areas include the playground, cafeteria, lunchroom, and restrooms. Students from every grade and class will be using these areas under the supervision of various faculty and staff. Therefore, it is important to establish rules and expectations that are commonly understood and consistently applied. With such rules in place, staff can focus on encouraging good character among students rather than correcting misbehavior.

Staff will continuously encourage appropriate behavior in the school's common areas through positive and friendly interactions with students. Verbal praise will be used to recognize students who exercise courtesy, safety, and respect.

Following are the school's goals for student conduct in each of the common areas.

- Playground: Students will play safely in all games and on all equipment, showing consideration and respect for others.
- Restrooms: The restrooms at the school will be clean and safe. Respect to all others will be observed at all times.
- Meals: Breakfasts, lunches, and snacks at the school will be enjoyed in a safe, clean, and friendly environment of the cafeteria where people interact with courtesy, manners, and respect.
- Assemblies: Students will demonstrate respectful behavior during assemblies by listening, participating, and following directions.
- Arrival and Dismissal: Students will arrive at and depart from the school in a safe and orderly manner.

Student Conduct & Discipline

All students have the right to learn, and no one has the right to interfere with the learning environment. Any student interfering with the learning environment, or failing to show respect for others, or the rights, needs, property, personal health or safety of others, or violating the provisions of this student handbook is subject to disciplinary action. Repeated violations of a minor nature are considered to be equivalent to a violation of a more serious nature. Consideration may be given to the seriousness of the action, prior behavior, and the student's attitude.

Harassment: (Sexual, Physical or Emotional Harassment)

Paulden Community School's Governing Board is committed to a policy of nondiscrimination in relationship to race, color, religion, sex, age, national origin, ethnicity, and disability. The policy will prevail in all matters concerning staff members, students, the public educational programs and services, and individuals with whom the board does business.

Students found in violation of harassing another student in any of the above mentioned areas will be subject to disciplinary action as per Paulden Community School policy.

Sexual harassment:

Sexual harassment applies to both male and female students. Sexual harassment includes comments about sexual orientation, or any words that are insulting to a person's dignity. This includes verbal, written or drawn insults. Text messages and emails are included in this policy. Any such actions brought to the attention of administration will be disciplined accordingly. See the Sexual Harassment Policy and the Disciplinary Action Chart.

Bullying:

Bullying includes any form of intimidation used in attempting to influence an unwilling student's behavior. Pushing, shoving, and verbal insults are all included. Violence, threats or actions that harm a student will be handled according to the requirements of Arizona State Law. Disciplinary action will be administered according to the Disciplinary Action Chart.

Parental contact and involvement is a crucial part of the disciplinary process, as well as compliance with due process procedures.

We are determined to give our students a place to learn and form characteristics that will help them be successful in life. It is this striving for balance between concern for the individual and the concern for the educational environment that guides the school's policies.

Cyber Bullying:

Cyberbullying is the use of information and communication technologies such as e-mail, cell phone, pager, text messages, instant messaging (IM), personal websites, and online personal pooling web sites, whether on or off school campus, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to threaten or harm others, or which causes emotional distress to an individual to substantially disrupt or interfere with the operation of a school or an individual student's ability to receive an education. Paulden Community School recognizes that cyberbullying can be particularly devastating to young people because:

1. Cyber bullies more easily hide behind the anonymity that the Internet provides;
2. Cyber bullies spread their hurtful messages to a very wide audience with remarkable speed;
3. Cyber bullies do not have to own their own action, as it is usually very difficult to identify cyber bullies because of screen names, so they do not fear being punished for their actions; and
4. The reflection time that once existed between the planning of a prank - or a serious stunt - and its commission has all but been erased when it comes to cyber bullying activity.

Cyberbullying includes, but is not limited to the following: posting slurs or rumors or other disparaging remarks about a student on a web site or on a web blog; sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill; using a camera phone to take and send embarrassing photographs of students; posting misleading or fake photographs of students on web sites. The physical location or time access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated.

Hazing:

Soliciting, encouraging, aiding or engaging in hazing in any form is prohibited at Paulden Community School. "Hazing" means any intentional knowing or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are, or includes, other students. Hazing, further defined, is any act that endangers the mental or physical health or safety of a person.

Students found in violation of the hazing policy will be subject to disciplinary action as per Paulden Community School policy.

Sexual Harassment Policy:

1. It is the policy of the Paulden Community School Governing Board to maintain a learning and/or workplace environment free of sexual harassment.
2. It is a violation of this policy and unlawful (A.R.S. § 15-341) for any staff member or outside service provider (third party) to engage in sexual harassment of a student, staff member; or for a student to harass another student or staff member.
3. Definition:
 - a. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, or when made by any member of the school staff to another member, or when made by a student, or student to staff member when:
 - i. Submission to such conduct is either explicitly or implicitly a term or condition of employment or education when,
 - ii. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when
 - iii. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

Examples of Sexual harassment, as set forth in section 3 may include, but not limited to the following:

- Unwelcome verbal harassment or abuse.
 - Pressure for sexual activity.
 - Repeated remarks to a person, with sexual or demeaning implications. Including, but not limited to: weight, age, gender preference, religion etc.
 - Unwelcome touching.
 - Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades or jobs.
 - Displaying sexually suggestive objects, pictures, or cartoons from E-mail, Internet publications or any other media source.
4. It is a violation of this policy and unlawful for anyone to retaliate against a person who has filed a complaint of harassment.
 5. Staff members who violate this policy are subject to disciplinary action including a verbal reprimand, suspension, or discharge.
 6. Students who violate this policy are subject to disciplinary action including a verbal warning, in school isolation, suspension, or expulsion.
 7. Staff members shall receive a written copy of this policy annually, and attend a seminar on sexual harassment. Attendance shall be mandatory. Staff shall acknowledge in writing receipt of this policy.
 8. All new staff members shall receive a written copy of this policy as part of their orientation.
 9. All new supervisory personnel shall receive training on this policy and their responsibilities to take immediate and appropriate corrective actions in addressing sexual harassment complaints.
 10. A copy of this policy will be given to all third party vendors who provide service at the school.
 11. Students will be provided a copy of this policy as part of a student handbook, and acknowledge receipt by signing the appropriate notification.

Zero Tolerance Policy

Smoking/Drinking/Drugs

Student use, possession, distribution, sale, or being under the influence of alcohol, illegal drugs, over the counter medications, controlled substances, "look-alike" drugs, steroids, or possessing drug paraphernalia on school premises (parking lot, playground, sidewalk, etc.) or at any school function is strictly prohibited. Minimum penalty for violation of this policy will be suspension from school; however, violation of this policy could result in permanent expulsion from school. Students suspended for any of these offenses will not be allowed to make up class work or tests. These areas also involve state and/or federal law. School officials shall notify appropriate law enforcement officers of all deadly weapons and non-prescribed drug violations, as required by law. School officials shall also notify law enforcement officers of other serious violations. **This rule also applies to parents, visitors and employees. Our campus is a smoke free, drug free, and alcohol free environment.**

Classroom Discipline

Minor disruptions of a classroom will be handled by the teacher, who shall give due consideration to respecting the dignity of the student as well as the learning environment. Teachers may award consequences appropriate to the violations. Correction of students should be carried out privately and with decorum. **Teachers will call the parents of a student who continues to be disruptive. Teachers will log and record parent communication in the approved electronic school program and a note will be sent home to the parents.** The third occasion of disruptive behavior will result in detention and/or administration intervention.

Conducting Searches

School administrators are entitled to search students and seize property, including school property temporarily assigned to students, when there is reasonable suspicion that stolen property, drugs, alcohol or some material or item detrimental to the health, safety or welfare of a student may be in their possession or control. Any search must be reasonable in scope and not excessively intrusive on the student in light of the age, sex of the student, nature of the infraction, property, or item involved and the type of conduct alleged. Strip searches are prohibited. Searches may be conducted at any time, without student consent, without notice and without a search warrant or other formal documentation. Lockers and desks for storage of school-related items and personal items are provided as a convenience to the students but remain the

property of the school and are subject to its control and supervision. Students have a reasonable expectation of privacy; however, at any time, with or without notice, without student consent, and without a search warrant or other formal documentation, school authorities may and will inspect desks, storage areas, etc.

Students also have a reasonable expectation of privacy in the personal belongings they carry with them at school such as backpacks or purses. However, school authorities (one administrator and a staff member) may and will search a backpack or purse when they have reasonable suspicion that a particular illegal, dangerous, or stolen object is located in the backpack or purse. The school parking lot will be subject to routine patrols, and cars parked there may be searched if deemed necessary.

Out-of-School Suspension (OSS)

A student may be suspended when the administration determines that a period of suspension will likely result in sufficient modification of behavior and attitude. **A student who receives three out of school suspensions will go before the school board to review if expulsion is warranted.** It is the students' responsibility to make up any missed assignments during the suspension.

Student Expulsion

A student may be suspended pending board action to expel the student for an offense which endangers people, or which endangers the educational environment to the extent that it cannot be tolerated. See the disciplinary action chart.

Mandatory Expulsion in Accordance with State & Federal Law

Carrying, bringing, using, or possessing a dangerous weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity without the authorization of the school is prohibited.

If a student discovers that he or she has carried, brought, or is in possession of a dangerous weapon and the student notifies a teacher, administrator, or other authorized person in the school district, and as soon as possible delivers the dangerous weapon to that person, expulsion shall not be mandatory and such action shall be considered when determining appropriate action, if any.

As used in this policy, "dangerous weapon" means:

- A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm.
- Any pellet, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- A fixed-blade knife with a blade that measures longer than three inches in length or spring-loaded knife or a pocket knife with a blade longer than three and one-half inches.
- Any object, device, instrument, material, or substance, whether animated or inanimate, used or intended to be used to inflict death or serious bodily injury including, but not limited to sling-shots, bludgeon, brass knuckles, or artificial knuckles of any kind.

Disciplinary Action Matrix

Students who become involved in areas of problem behavior will be subject to certain disciplinary actions. Depending upon the behavior problem, one or more of the following actions may be taken by the school officials.

The first action taken after each offense (unless severe) will be the teacher making contact with the parent. Because it is not possible to list all of the offenses that may occur, certain offenses will be left to the discretion of the administration as to the discipline to be issued.

Detention and Compensatory Damages

The discipline given for each offense below will differ depending on the individual situation. The offenses listed in the "Teacher" column below are offenses that will be handled by the teacher in the classroom with the Student and contact will be made to the parents. The offenses listed in the "Administration" column refers to more serious offenses or

repeated offenses during class time and will require attention by the administration. If the student is given detention for the offenses listed below, the student will serve the detention during the student's lunch hour with a designated staff member and will be required to help in cleaning. Students who do not show up for detention will receive further discipline.

Examples of how discipline may be handled and responsibilities

Administration (with Student and Parent)

- Fighting
- Truancy
- Endangerment
- Destruction of School Property
- Drugs/Alcohol
- Hazing
- Dress Violation
- Dangerous Instrument
- Gambling
- Contraband Items
- Stealing
- Not Reporting for Detention
- Harassment
- Serious repeated infraction mentioned in Teacher column

Teacher (In Class)

- Disruptive Behavior
- Unacceptable Language
- Cheating
- Defiant/Disrespectful to Teacher
- Lying to Teacher
- Computer Violation
- Disorderly Conduct
- Chewing Gum
- Not Prepared for Class
- Eating/Drinking in Class
- Not Waiting Inside for Ride
- Incomplete Assignments
- Excessive Talking

Vandalism

In cases where students willfully destroy school property, it shall be the responsibility of the parent and student to pay for the damages. The school shall either contract for repairs and bill the parents for the amount of the repairs, or repairs shall be made by school staff with a record of time and materials used and parents billed accordingly. When an item must be replaced, the school shall secure the item and bill the parents for the cost.

Students who willfully or maliciously destroy school property through vandalism or arson or who create a hazard to the safety of other people on school property may be referred to law enforcement authorities. Vandalism includes the knowing and unauthorized use, alteration, damage, or destruction of any computer, computer system, software, program, or computerized data. Students who are caught vandalizing school property may be suspended and/or expelled.

Violent & Aggressive Behavior

Paulden Community School recognizes there are certain behaviors that, if tolerated, would quickly destroy the type of learning environment to which the students and staff of the school are entitled. These behaviors, categorized as violent or aggressive, will not be tolerated and shall in immediate action taken by the school administration.

Students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior shall receive appropriate attention before a crisis occurs and shall be subject to disciplinary action when appropriate.

Acts of violence and aggression shall be well documented and communicated by the staff to the administration when appropriate. The immediate involvement of the parents/guardians is also essential. Law enforcement officials shall be involved if there is any violation of law. An act of violence and aggression is any expression, direct or indirect, verbal or behavioral, of intent to inflict harm, injury, or damage to persons or property. A threat of violence and aggression carries with it implied notions of risk of violence and probability of harm or injury.

The following behaviors are defined as violent and aggressive:

- Possession, threat with, or use of weapon on or towards another person.
- Physical assault, the act of striking or touching a person or a person's property with a part of the body or with any object with the intent of causing hurt or harm.

- Verbal abuse. Includes, but is not limited to, swearing, screaming, obscene gesture, or threats directed orally (including by telephone) or in writing at an individual, his or her family, or a group.
- Intimidation: An act intended to frighten or coerce someone into submission or obedience.
- Bullying: the use of physical coercion to obtain control over others or to be habitually cruel to others.
- Gang activity: as described in this handbook's section on secret societies/gang activity.
- Sexual harassment; as described in the handbook's section on sexual harassment policy.
- Stalking: The persistent following, contacting, watching, or any other such threatening actions that compromise the peace of mind or the personal safety of an individual.
- Defiance: A serious act or instance of defying or opposing legitimate authority.
- Discriminatory Slurs: Insulting, disparaging, or derogatory comments made directly or by innuendo regarding a person's race, sex, sexual orientation, religion, national or ethnic background, or handicap.
- Vandalism: Damaging or defacing property owned by or in the rightful possession of others.
- Terrorism: A threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror. Also, a threat causing serious public inconvenience, such as the evacuation of a building regardless of the perceived or actual ability of the person(s) issuing the threat to commit the act.

Campus Passes

Students who are on campus or in common areas when classes are in session must have an official pass. Discipline will be applied if a student cannot provide a pass when requested.

Textbooks & School Property

The school will provide textbooks for the students. Students are responsible for books issued to them and should return them in good condition. Any writing, drawings or inappropriate sayings and slogans render the book unusable by another student. The student responsible for the damage will be assessed the full cost of the book.

Lost books: Books that have been purchased in the last three years must be replaced through the publisher. The parents of the student who lost the book will be held liable for the full price of the book, taxes and shipping costs.

Books more than three years old will be assessed as follows:

- Four years past purchase date: 15% off the original purchase price.
- Five years past purchase date: 25% off the original purchase price.

Students are responsible for any school equipment or property they are entrusted with. Parent/guardians will be charged for lost, stolen, or damaged books or equipment.

Telephone Use

The telephone is for office use only. Students may not receive calls during school hours, but will be given a message within 5-15 minutes of the call. **Students will be permitted to use the phone in the office only, with a pass from a staff personnel** giving permission to do so. A consequence will be imposed if a student uses the phone without permission.

The office will call a parent if a student is ill. Please do not come to pick up your child if they have called from their cell phone. They must come to the office for assessment of the illness or problem before you are called.

Any students using a cell phone during school hours 7:30 am–4:15 pm (including the lunch period) will have their phone confiscated.

Field Trips

Field trips are often used to give children educational experiences that are not available in the classroom. Permission slips will be sent home prior to the field trip and must be signed by a parent or guardian. Field trips will require a signed permission slip by a parent/guardian and may require a fee. If there is a problem with this request financially, please contact the school office/teacher. Please do not call the school and give oral permission. **We must have a signed permission slip that states date, time, destination, and parent/guardian signature.**

Students with driving privileges are not permitted to transport fellow students.

School dress code will be followed unless the Administration allows special dress down permission.

Parents and students must be notified of what is required to attend the field trip PRIOR to the event. Final permission will be at the discretion of administration.

Faculty Resumes

We sincerely feel that our faculty is able to provide your child with the education he/she needs to succeed in the future. Please be aware that any parent is welcome to review resumes of current employees. They are available in a binder in the office. They may be reviewed during regular business hours. The information will remain in the office.

Health Services

Medical Emergencies

Although emergencies happen infrequently, IT IS VERY IMPORTANT TO KEEP YOUR CHILD'S EMERGENCY FORM UPDATED so we can reach you if there is a problem. Several students have been ill and we have not been able to contact parents/guardians because the phone numbers were no longer in service. If a child is involved in an emergency situation, every effort will be made to contact the parent immediately. If the parent cannot be reached, the alternate person listed on the student's emergency form will be notified. That person should be a blood relative if possible. The school will continue to try to locate the parents. If emergency medical care is needed, the student will be taken to the nearest hospital.

Illness

To protect everyone's health and for your own child's comfort and recovery, please keep your child home when he/she is ill. Children are not permitted to attend school when they have a contagious or infectious disease, as specified by the Arizona Department of Health. Children who have such a disease may return to school only after a doctor gives clearance to do so.

Please do not send your student to school if any of the following are present:

- Fever with temperature of 100 degrees or more.
- Severe cough, even without fever.
- Sore throat, if white spots can be seen in the back of throat.
- Vomiting or diarrhea during the evening or the night.
- Contagious viruses / infections.

Do not allow your student to return to school UNTIL he/she has been free of fever, free of diarrhea and/or vomiting for twenty-four hours. If symptoms occur while in school, parents will be contacted and asked to arrange for the student to be taken home.

Parents are encouraged to seek medical advice and/or treatment when his/her child is ill more than two days. Please obtain a written excuse from the doctor. Doctor's excuses may help with truancy issues if the documentation explains the type of illness and the amount of time the child will be out of school.

Injuries and Medical Release

If a student is injured on campus or at a school-sponsored event off campus, the student is required to notify a teacher or staff member immediately of the injury and cause to avoid delayed medical response.

If a student has an injury or illness that requires he/she be excused from physical activity please send a note to the office. An injury or illness of more than two days requires a doctor's note. A second note will be required to re-admit the student to resume physical activities.

Medication

Paulden Community School, **by law cannot provide any type of over-the-counter (OTC) medication to students without parental permission.** Please fill out the appropriate box in the enrollment packet. If your student needs access to any OTC medication not listed on the enrollment packet the parent/guardian will need to provide such OTC medication in its original container, as well as fill out the Medication Release Form.

Any medication sent to school without proper identification and authorization will not be given. All medications must be kept in the office. Proper identification is:

- Medication in a prescription bottle prescribed to the student, in the original container.
- If it is over the counter medication, the medicine may not be expired and in an original container.
- (Inhalers will be kept in the office unless a medical doctor has sent orders with the parent/guardian stating that the student must have an inhaler at all times.
 - A signed student release for the student carrying the inhaler must be signed off by the doctor prescribing the medication and it is on file in the office.
 - Student inhalers will be labeled.
 - Paulden Community School adheres to Zero Tolerance policy for any misuse of prescription and non-prescription drugs, or drug paraphernalia (see disciplinary chart).

Title I Parent Involvement

Our Title I program is designed to help struggling students in Kindergarten through third grade in reading and math. A para-educator is provided part-time to teachers in these grades to facilitate one-on-one time with the student's teacher.

Parents play an integral role in assisting their child's learning. We encourage parents to be actively involved in your child's education. Our School/Parent compact is an agreement between the school and parents that covers what is expected of each party (the school, teachers, parents, and students) and is to be signed at the Meet the Teacher Meeting or upon enrollment during the orientation meeting with the Administration.

Programs to help parents learn English and GED programs are available free through the State of Arizona. We will be glad to help parents contact these organizations.

Our Parent/Teacher/Student Activity Committee (PTSAC) is taking an active role in helping with decisions in our children's education and evaluating the needs of our Title I program at their December and May meetings. Also, this group meets regularly to help organize fundraisers and family gatherings. Please take an active role by joining the PTSAC.

Paulden Community School will also provide information on organizations, websites and programs available to help parents help students learn. Access to the media center computers after school may be arranged for parents if we have adequate interest.

If Problems Arise

Questions and misunderstandings cannot always be avoided. When problems arise, the staff wishes to solve the problem as quickly as possible.

If the concern involves an individual child, contact the teacher to discuss the problem. Most concerns can be quickly and easily resolved by this procedure. **If the problem persists, the Administration should be contacted.** Forms are available in the office for concerns from parents or students.

Any concern, which involves several children, should first be referred to a school administrator. If the problem cannot be resolved, the matter will be referred to the Administrative Body. By following these procedures and keeping the lines of communication open, we can all work together to make school a positive, rewarding experience for your child.

Paulden Community School Learning Compact

We believe that it takes the work of administrators, teachers, parents and students to make a positive difference in student achievement. Paulden Community School Charter School and the parents of students participating in activities, services and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) and participating children, agree that this compact outlines how parents, the entire staff, and the students will share the responsibility for improved student academic achievement. Together we can make a difference.

As a Parent, I want my child to achieve. I will do my part by doing the following:

1. See that my child is on time and attends school daily.
2. Establish a time and place for homework and check it daily.
3. Support the enforcement of school rules and class rules.
4. READ with my child and encourage my child to read to me the time assigned by teacher daily.
5. Keep in touch with the teacher through regular visits, phone calls, written communication and attendance at Parent/Teacher conferences.

As a Student, it's important that I work to the best of my ability by doing my personal best. I will do my part by doing the following:

1. Attend school each day and arrive to class on time.
2. Follow all school and class rules.
3. Respect people and property.
4. Complete all class assignments and homework on time.
5. Do the reading time determined by teacher every day after school.

As a Teacher, I want my students to achieve. I will do my part by doing the following:

1. Treat all students with respect and dignity.
2. Maintain high expectations of self and students.
3. Provide a learning environment that is free of bias and discrimination.
4. Make every effort to communicate with parents in a timely manner regarding your child's performance.

As the Administrator, I support the partnership between home and school. I will do my part by doing the following:

1. Provide an environment that encourages positive communication among parents, teachers and staff.
2. Give parents a voice in decisions regarding their children's education.
3. Provide training opportunities for all learning compact participants.
4. Foster high standards of academic achievement and personal development among all members of the Paulden Community Charter School community.

Signatures of parent, student, teacher and administrator will be on the contract signed with your child's teacher.

Volunteers

At Paulden Community School we highly value and appreciate our parent/guardian volunteers. There are many areas in the school in which volunteers are needed. The following are comments that answer some questions that you could have concerning our school and campus.

Parent/guardian volunteers must follow any and all rules and procedures established by the Governing Board or the School. (Arizona Statute requires that parent/guardian volunteers who have regular, unsupervised contact with the students must be fingerprinted in accordance with A.R.S. § 15-183(F) and 15-512. For further information you are welcome to meet with the Administration.

- Fingerprints: A copy of your fingerprint card is needed if you will be working with students on an individual basis. Individuals are not allowed to work unsupervised in the classroom with students without a State of Arizona fingerprint card. Fingerprint applications are available in the front office (from the Administration).
- Sign-in Log: There is a Volunteer Sign-in log at the front desk. You are required to sign-in when you are on campus and receive a volunteer badge. Volunteer badges are worn at all times. Signing out is required when you leave.
- Confidentiality: Volunteers must keep all student information and issues of the school personnel confidential.

- Discipline: Volunteers may not discipline students in any way. They may not give permission to any student to leave the school campus. All discipline matters should be referred to the nearest teacher or staff member. Please have names of students and details of the incident so proper action may be taken.
- Call In: There are occasions when, if you are willing, we may call you and ask for your help on a particular project.
- Classroom Readers: If you have signed up to assist or read in your student's classroom please talk directly to your student's teacher. Scheduling is necessary and needs to be arranged with your student's teacher. You are always welcome to come and help whenever you are available. If you are expected, but unable to come, please call the school to let the teacher know.
- Dress Code: All volunteers are expected to dress in a manner that is professional, neat and clean. Leotard pants, stretch pants, shorts, and warm-up suits are not permitted. Bare midriffs, halter tops, backless, or short tops are not allowed. Clothing with words or advertising promoting the use of cigarettes, liquor, or inappropriate symbols that could cause embarrassment or educational disruptions should not be worn. Shoes are to be worn at all times.
- Volunteer Orientation: We want volunteers to have a rewarding and successful time at our school, therefore we require that all volunteers attend an orientation class before working with students. The orientation class will go over school policies, regulations, and expectations and will give the volunteer opportunity to ask questions he/she may have. These orientations will be scheduled as needed.

Exceptional Student Services (ESS)

If your student has an Individual Education Plan (IEP) please notify the office. A meeting must be scheduled before a student with an IEP may be enrolled. Current students will have at least one meeting a year to review the IEP and update goals and objectives as necessary.

If you suspect your child has a physical, mental, or emotional disability, please speak with the Principal and the ESS Director will be contacted.

English Language Learners (ELL)

Students new to the United States or who have difficulty speaking the English language will be tested for English proficiency and, if necessary, given extra help in developing English language skills. This help may be provided before and after school as well as during class time. Our ELA program is designed to help accommodate students who qualify. Permission to place a child in this program must be granted by the parents/guardians.

Early Childhood Development/Child Find Program

Arizona Department of Education provides access to programs for qualified children who are suffering from developmental delays. If you suspect a child from six month to five years old is having developmental delays, please let us help you with referrals to state agencies. Agencies are the Arizona Early Intervention Program (AZEIP) for children six months to two years. Children three to five years old will be referred to the school district you reside in.

Academic Reports & Student Achievement

Report Cards/Progress Reports/and Parent Teacher Conferences

- Report cards are sent home four times a year, shortly after the end of each grading period. Your child's educational progress is evaluated continually, so we encourage you to contact the teacher any time you have questions or concerns.
- Report cards will be generated every quarter and distributed to a parent/guardian at the scheduled Parent/Teacher, sent home with student, and/or mailed. This report will include a list of basic subject grades with teacher comments. Any report cards not picked up will be mailed the week following Parent/Teacher Conferences.
- Progress reports are issued at the end of the fifth week of each quarter. These reports indicate trends in a student's work that will result in a student's grade. Any reports not picked up by a parent/guardian will be mailed the following week.

Grading

Grade K-8 report cards will reflect student academic growth and proficiency as measured by the Arizona Academic Standards. You will be receiving reports on your student's progress in English/Language Arts and Mathematics based on the standards students are currently working on at their grade level. In addition to the Academic Standards reports quarterly STAR Math and Reading assessments will be provided. We will continue to use the following grading system:

The grading system we use assigns a percentage to each letter grade.

A	=	100 – 90%
B	=	89 – 80%
C	=	79 – 70%
D	=	69 – 60%
F	=	59 – 0%

Homework

We do not assign homework, but there are occasions that your child will be asked to complete an assignment or project at home.

- Make assignment/project rules together with your child. Decide when it will be done, where it will be done, and what will happen if it is not completed.
- Provide a quiet place for your child to do work, such as desk in his or her room or the kitchen table. Make sure there is sufficient light and that distractions are limited.
- Show an interest in your child's homework and ask him or her about it each night.
- Give your child a healthy snack before he or she begins working.
- Give your child a short break from his or her work if needed.
- Encourage your child to work independently. Assist him or her if needed.
- Give your child positive words of encouragement, such as, "I'm proud of you," or "I knew you could do this all by yourself!"
- Segment or break apart assignments into smaller parts for completion.

Parent Conferences

Formal parent/teacher conferences may be scheduled two times a year to facilitate open communication between parents and teachers regarding students' progress.

Paulden Community School maintains an open door, welcoming parents to visit their children's classrooms to see them in action. We do ask that parents notify the office upon arriving to the school for a visit to a classroom so as to keep disruptions to a minimum. Pre-arranged observations are preferred so that there are no conflicts in the schedule or disrupting a testing session. Informal conferences or conversations are encouraged and may also be scheduled with teacher or School leaders at any time throughout the year.

Regular Education

All students are promoted based upon successful completion of prescribed curriculum and adherence to ninety percent (90%) attendance of the required school days.

Paulden Community School's standards which students must achieve in reading, written communication and mathematics for promotion are identified by the state of Arizona. In addition to these standards, test scores, grades, teacher-Administration recommendations, attendance, and other pertinent data will be used to determine promotion.

Retention of students is a process that is followed when the professional staff, in consultation with the parent/guardians, determines it to be in the best interest of the student. Though primary grades are suggested as the most appropriate time, retention may be considered at any grade level.

When circumstances indicate that retention is in the best interest of the student, the student will have individual consideration and decisions will be made only after a careful study of facts relating to all phases of the student's growth and development. A decision should be based on sufficient data collected over a period of time and motivated by a desire to place a student in the school program where he/she will be the most successful.

In addition to the above, such decisions, when applied to a student enrolled in and ESS/SPED program shall be on a case-by-case basis, consistent with the individualized education plan and in accordance with A.A.C R7-2-301 and R7-2-401.

Promotion/Retention Procedures

When a student is not meeting the academic requirements, decisions are made to reflect the course of action that ultimately will benefit the student in a positive sense and is in the student's best interest.

Paulden Community School encourages early identification of potential retainees in order to implement a plan of intervention designed to decrease the possibility of a final retention decision. We firmly believe in parent/guardian participation and home support to help students overcome academic deficiencies. Education is a shared responsibility that involves administrators, teachers, student and parent/guardians working together toward a continuously improving educational program.

A.R.S 15-341(16), 15-342(11), 15-521(3), 15701(D), and Attorney General's Opinion I-81-145 state that the teacher shall make the decision to promote or retain a pupil in a grade in a common school (Kindergarten through eighth) or to pass or fail a pupil in a course in high school. If a parent or guardian chooses not to accept a decision of the teacher, the parent/guardian may request in writing that the Governing Board review the teacher's decision. Nothing shall be construed to release the school district from any liability relating to a child's promotion or retention. The final determination whether to accept or reject the teacher's decision is that of the governing board.

Promotion / Retention Standards

The following criteria will be considered for promotion:

Kindergarten:

- Demonstration of appropriate development and classroom learning skills
- Seventy-five percent (75%) mastery of grade level skill objectives.

Grades 1 – 3

- Demonstration of appropriate developmental and classroom learning skills.
- Reading skill performance level – no more than one-half (1/2) year below grade level.
- Seventy-five percent (75%) mastery of grade level objectives.
- Third graders are required to meet the specifications as outlined in the Move On When Reading Act.

Grades 4 – 6

- Pass goals and objective of "essential core" subjects at a level commensurate with student's ability. (English, math, social studies, science, and reading).
- Reading skills performance level – no more than one (1) year below grade level.
- Seventy-five percent (75%) mastery of grade level objectives.

Grades 7 – 8

- Pass goals and objective of "essential core" subjects at a level commensurate with student's ability. (English, math, social studies, science, and reading).
- Seventy-five percent (75%) master of grade level objectives.

Retention Notification

- The school will send a progress report notice during the fifth week of each grading period. If the student is not meeting academic requirements the following steps will be followed:
 1. The teacher/team checks the appropriate areas identifying problems the student is having and checks/forms a recommended improvement plan.
 2. The teacher/team may request a parent/guardian conference.
- **First nine-week grading period:** The teacher/team and Administration will have a conference with or verbally contact the parent/guardian of each student who is failing two (2) or more subjects. The first potential retention notice shall be delivered at this time.
- **Third nine-week period:** The teacher/team and Administration will have a conference with or verbally contact the parent/guardians of each student who is failing two or more subjects. The second potential retention notice will be delivered at this time.
- **During or before the last two (2) weeks of school:** The teacher/team and Administration will have a conference with or verbally contact the parent/guardians of each student who is failing two (2) or more subjects.
 1. The parent/guardian will be notified at this conference of the possible retention of the student.
 2. The final retention decision notice shall be delivered to or sent by certified mail to the parent/guardians during the last week of school.
- Parent/guardians who wish to appeal the teacher/team decision shall notify administration in writing within ten (10) days after the date of notice.
- Upon receipt of written notification from the parent/guardians, the administration shall schedule a hearing by the Governing Board.

Acceleration

When circumstances indicate that acceleration in grade placement is in the best interest of the student, close cooperation between the parent/guardian and all school personnel involved is imperative. Each student will have individual consideration, and decisions will be made only after a careful study of facts relating to the student's growth and development. The student's academic achievement level and mental ability are important, but the physical and social characteristics are also determining factors. A decision should be based on sufficient data collected over a period of time and motivated by a desire to place the student in the school program where the greatest success will result.

The final decision to accelerate a student rests with administration. Parent/guardians consent to the acceleration of a student should be in writing. If the parent/guardians do not approve of a decision regarding the acceleration of the student, they may appeal the decision to administration. Further appeal, if necessary, may be made to the Governing Board.

Computer & Internet User Guidelines

Please read this document carefully. When signed by you and your parent or guardian on the signature page included with this handbook, it becomes an agreement between you and Paulden Community School. Your signature indicates that you agree to abide by the conditions and guidelines established herein.

Terms and Conditions of This Agreement

These policies apply to:

1. Students who use computers located within Paulden Community School.
2. Students who access network resources available through Paulden Community School.

Personal Responsibilities

I will accept personal responsibility for reporting misuse of the network. Misuse can come in many forms, but it is commonly viewed as sending or receiving material that exhibits or promotes pornography or violence, unethical or illegal behavior, racism, sexism or inappropriate language, or constitutes a violation of the guidelines set forth below.

Privileges

The use of school computers and network resources is a privilege, not a right, and may be revoked at any time.

Services

Paulden Community School is not responsible for any service interruptions, changes, or consequences resulting from system use, even if these arise from situations under the control of the school.

Consequences

Infractions of the provision set forth in these guidelines may result in termination of access privileges. It may also result in the suspension and/or expulsion of the student. Specific consequences are listed below for property of the school and passwords.

1. All hardware (CPU, monitor, keyboard, mouse, printer, any and all peripheral devices, etc) is the property of the school.
2. Damages to hardware will result in a minimum charge of \$25.00 or up to the full cost of replacing the item. Students may also receive in school or out of school suspension. This will be decided on a case-by-case basis.
3. The issuance of logins, passwords, files and network rights are privileges. Users shall bear the responsibility of keeping their accounts secure and shall not authorize anyone other than a faculty or staff member to use their name, login, password, or files.
4. Illegal authorization of password will lead to a loss of privileges for a time to be determined by administration and any costs incurred to secure the network.
5. Users shall not exchange passwords or attempt to discover another user's password whether within the LAN or at a remote location via telecommunications.

Exchanging passwords will lead to a loss of privileges of a time to be determined by administration and any restitution incurred to secure the network.

Computer / Internet Use Agreement

1. I will use computers and network resources for educational purposes. I understand that using chat rooms, interactive games, personal E-mail, or making credit card purchases is prohibited.
2. I agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, threatening, sexually oriented, racially offensive, or illegal material.
3. I will abide by all copyright regulations.
4. I will not reveal my password, nor will I attempt to discover the password of others.
5. I will not reveal personal information, such as home address or phone number, of others or myself.
6. I will not use the network in any way that would disrupt the use of the network by others.
7. I will not use the network to earn money.
8. I will not modify or destroy hardware or software, or interfere with system security.

The students and parents initials on the Handbook Acknowledgement Form indicate acknowledgement of this agreement and the consequences listed above.

Dress Code (Grades KG-8)

In the interest of having a safe, orderly school, which minimizes distractions and maximizes the learning environment, a dress code has been established for all students. Students should wear clothing that is clean and suitable for school activities, keeping in mind weather conditions and good taste. We promote personal safety and personal hygiene. Every school student is expected to dress and be groomed in accordance with acceptable standards of cleanliness and modesty.

The administration and staff reserve the right to employ administrative judgment in disallowing any clothing, accessories, jewelry, backpacks, and/or notebooks which could include any trends or fads that are distracting to the educational process, atmosphere, climate, or that pose a safety issue.

When students are in violation of the Dress Code they will be given an opportunity to correct the violation. If students fail to correct the violation, they may be asked to call home for appropriate clothing and/or may receive disciplinary consequences as determined by the administrative staff.

- Pants must be appropriately sized for width and hemmed to a safe length. Underwear should not be visible. Pant size should not hinder ability to move about easily and safely. Pants must be fastened securely at the waist. Pants may not have holes that expose skin above the knees.
- Shoes must be worn at all times.
- Overalls or coveralls must be worn properly.
- Sleeveless shirts, blouses, and dresses are allowed as long as each strap of the attire is the width of a standard credit card and undergarments are not exposed.
- Boy's shirts must have sleeves; no tank tops or sleeveless shirts are allowed. If sport jerseys are worn they need to have a t-shirt underneath. (Armholes must not fall below two inches from the armpit.)
- If a student chooses to wear shorts or a skirt, the shorts or skirt must be of appropriate length. The appropriate measurement will be determined when the student is standing erect, hands by his/her side, fingertips not extending below the hem of the clothing, maintaining modesty at all times.

The following are not allowed at school during school hours and/or school activities:

- Halter-tops, tank tops, fishnet tops, razor back t-shirts, and midriff blouses/shirts.
- Excessively large or baggy clothing.
- Excessively tight or provocative clothing.
- Muscle shirts.
- Shirts that show cleavage.
- Shirts or clothing that advertise alcohol, tobacco, or drugs.
- Short shorts and skirts (Your index finger should touch the hem of the shorts).
- Shorts covered by a full-length shirt.
- Biker shorts, spandex apparel, excessively form fitting shirts, shorts, pants, or skirts are not allowed.
- Clothing that is suggestive, advocates disobedience to society or causes a possible disruption to the school.
- Clothing or attire with statements, inappropriate pictures, lettering, symbols which might be deemed offensive to others, violent or of a threatening nature.
- No writing is allowed on the seat of pants, shorts, or skirts.
- Shoes with cleats and/or wheels (heelies).
- Articles of clothing or jewelry, which cause damage, maintenance problems or present any safety concern.
- Items of clothing that may be affiliated with gang activity, as defined by administration and law enforcement.
- Hardware chains for wallets.
- Caps, hats, visors, any other headgear, and sunglasses during inside classroom.
- Perfumes, makeup, cologne, hairsprays, body spray and all personal hygiene items are not allowed in class or at recess.
- No pajamas, slippers, or shoes without heel straps. (ex. Flip flops)

In an effort to address concerns for student safety and welfare, to create a learning environment with minimal distractions, and to reinforce the values of modesty and civility, the administration will be responsible for enforcing this dress code fairly and reasonably.



Paulden Community School

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August 6, 2018

Dear Paulden Eagle Parents and Students:

We welcome you to Paulden Community School for the 2018/19 school year. We look forward to an exciting and educational year with your child/ren. This handbook is for you and your child to inform for of our school rules and policies. Please review them closely, particularly the pages on attendance, tardiness, dress code and school discipline. ***After you have read this material, please sign below and have your child return this page to his/her teacher.***

We appreciate your cooperation and thank you for your support. If you have any questions, please feel free to contact us.

We have reviewed and understand all the guidelines, procedures, and consequences outlined in the PCS Handbook for the 2018/19 school year. By signing we acknowledge we have read the Paulden Community School handbook.

Student's Name: _____

Signature: _____

Parent/Guardian's Name: _____

Signature: _____